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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, September 18, 2013

Type of Meeting: Public

Method of Notification: Public posting – Town Hall & Post Office

Meeting Location: Town Hall, Second Floor

Members Present: Bruce Cleveland, Dawn Nicolaisen, Cathy Gorman, Steve Brown,
Daniel Saltalamacchia, Selectwoman Copp (ex-officio)
Recording Secretary: Sue Reynolds

The meeting was called to order by Bruce Cleveland at 6:30 PM.

Bruce Cleveland asked the Committee to review the minutes of Wednesday, September 11, 2013.

Brenda Copp stated line 5 should read Wednesday, not Thursday. She also stated that all of the motions that were made on the budgets should have passed unanimously with a vote of 5-0-0 not 5-0-1. Brenda also stated that on lines 191 – 196 the budget that was being discussed (Election & Registration, supervisors) was reduced without an explanation as to why. Let it be noted that the Supervisors stipend was reduced from \$1,100.00 per person was reduced to \$1,000.00 per person as the original budget presented had the incorrect amount. Dawn Nicolaisen said line 191 should read Joanne Vey.

Bruce Cleveland said the minutes were accepted as amended.

Bruce Cleveland said there still hasn't been any interest in the open position on the Board. Interested parties should let the BOS know.

31 **Motion by Bruce Cleveland to put the Budget Committee budget 4150.9 on the table for**
32 **discussion.**

33 **Seconded by Dawn Nicolaisen.**

34 The Committee suggested reducing the Payroll line as it is not all being used. The
35 estimate was 13 meetings x 2.5 hours per meetings with 5 hours of transcription for a
36 total of 108 hours x\$17.32 per hour is \$1,870.00. The consensus of the Board is to
37 change the Payroll line to \$2,000.00.

38 Brenda Copp cautioned the Committee not to cut the budget too much as a few years ago
39 she had to go before the BOS to ask for more money in the budget as they went over on
40 the Payroll line. She said it is better to have a little extra in the budget. Steve Brown
41 suggested to reduce the Supplies line to \$1.00 as this line is not being used. The Board
42 agrees to keep the Seminars line at \$240.00. The total budget that will be presented is a
43 total of \$2,241.00.

44 **Motion by Brenda Copp to increase the rate of pay for the Recording Secretary, Sue**
45 **Reynolds by 2%.**

46 **Seconded by Dawn Nicolaisen.**

47 **In Favor,** Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland, Steve
48 Brown, Dawn Nicolaisen.

49 **Motion passes unanimously.**

50

51 **Motion by Bruce Cleveland to put the Building Inspector Account budget 4241.2 on**
52 **the table for discussion.**

53 **Seconded by Steve Brown.**

54 Bob Bogosh is presenting this budget.

55 **Motion by Steve Brown to accept the Building Inspector budget with Gross Expenses of**
56 **\$14,030.00, Revenue of \$17,000.00 and Net Expenses of -\$2,970.00 pending further**
57 **review.**

58 **Seconded by Cathy Gorman.**

59 **In Favor,** Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland, Steve
60 Brown, Dawn Nicolaisen.

61 **Motion passes unanimously.**

62 **Motion by Bruce Cleveland to put the Code Enforcement Account budget 4241.3 on**
63 **the table for discussion.**

64 **Seconded by Steve Brown.**

65 Bob Bogosh is presenting this budget. Bob explained that this is for violations to permits
66 or working with the Health Inspector for home inspections. He states this is a stipend
67 position. Brenda Copp explained that at the BOS meeting it was discussed that for the
68 Code Enforcement budget the fines may be Revenue for this budget so it can be tracked
69 better for the future.

70 **Motion by Steve Brown to accept the Code Enforcement budget with Gross Expenses of**
71 **\$3,567.00, Revenue of \$0.00 and Net Expenses of \$3,567.00 pending further review.**

72 **Seconded by Brenda Copp.**

73 **In Favor,** Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland, Steve
74 Brown, Dawn Nicolaisen.

75 **Motion passes unanimously.**

76

77 **Motion by Bruce Cleveland to put the Health Officer Account budget 4411.0 on the**
78 **table for discussion.**

79 **Seconded by Dawn Nicolaisen.**

80 Ed Mencis is presenting this budget. Ed stated that at the BOS meeting the question
81 came up as to why there was no money being used for water testing. Ed said he went
82 over it with the bookkeeper and they are all paid. He stated there were several tests at the
83 library that he doesn't foresee next year but he will be doing the Town buildings yearly.
84 Steve Brown asked about the Daycare Inspection line as it is not being used and Ed said
85 he did one daycare inspection last year. Brenda Copp said these are done by the state and
86 if there is a problem then it is up to the Town to come in and inspect them, which is why
87 there is money in the budget for this. Steve Brown wanted to be sure that there is enough
88 money in the Seminars line and Ed said he thinks it should be ok as he attends a lot of
89 free ones as well. Brenda also noted that the BOS dropped the Payroll line by .16 as the
90 DRA asked to keep whole numbers in the Payroll line of the budget. The consensus of
91 the Board is to change the Payroll amount to \$3,566.00. Bruce Cleveland said he likes
92 this idea and would like to see all budgets come in with whole numbers.

93 **Motion by** Brenda Copp to accept the Health Officer Account with Gross Expenses of
94 \$3,967.00, Revenue of \$50.00 and Net Expenses of \$3,917.00 pending further review.

95 **Seconded by** Steve Brown.

96 **In Favor,** Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland, Steve
97 Brown, Dawn Nicolaisen.

98 **Motion passes unanimously.**

99

100 **Motion by Bruce Cleveland to put the Septic Account budget 4242.1 on the table for**
101 **discussion.**

102 **Seconded by Steve Brown.**

103 Ed Mencis is presenting this budget. Ed stated this is a fee based budget. Ed also said he
104 is keeping track of failed systems.

105 **Motion by** Brenda Copp to accept the Septic Account with Gross Expenses of \$2,900.00,
106 Revenue of \$2,550 and Net Expenses of \$350.00 pending further review.

107 **Seconded by** Dawn Nicolaisen.

108 **In Favor,** Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland, Steve
109 Brown, Dawn Nicolaisen.

110 **Motion passes unanimously.**

111

112 **Motion by Bruce Cleveland to put the Electrical Inspector Account budget 4241.5 on**
113 **the table for discussion.**

114 **Seconded by Steve Brown.**

115 This is a fee based position. Steve Brown asked about the Supply line as only \$30.00 has
116 been spent in the past 3 years. Brenda Copp stated that the previous inspector held 5
117 positions and he was using the same inspection forms for all departments and now he will
118 be purchasing his own Electrical Inspection forms.

119 **Motion by** Steve Brown to accept the Electrical Inspector Account with Gross Expenses
120 of \$6,670.00, Revenue of \$8,000.00 and Net Expenses of -\$1,330.00 pending further
121 review.

122 **Seconded by** Dawn Nicolaisen.

123 ***In Favor***, Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland, Steve
124 Brown, Dawn Nicolaisen.

125 ***Motion passes unanimously.***

126

127 There was a 10 minute break until 7:30.

128

129 Bruce Cleveland stated he left messages for members of the Conservation Commission in
130 regards to tonight's meeting.

131

132 ***Motion by Bruce Cleveland to put the Conservation Commission Account budget***

133 ***4619.0 on the table for discussion.***

134 ***Seconded by Dawn Nicolaisen.***

135 Bruce Cleveland explains that the budget was on the agenda for 7:15 and it is now 7:30

136 and there is no representation for this budget. The Committee is in agreement that the

137 budget be discussed anyway. Brenda Copp said when the Conservation Commission

138 came before the BOS most of the budget was estimated. She said the feel they will have

139 more meetings and the will need to advertise more. Brenda said the Paul Carey came

140 before the BOS with this budget. Cathy asked if the Ad's and Education & Awareness

141 are requirements and Brenda said the biggest majority may be required but she doesn't

142 know for sure. Daniel Saltalamacchia asks why the Environmental Consultant line is

143 being increased when they haven't used what they have asked for in the past years.

144 Brenda explained that in years past they didn't have a full member Board so they weren't

145 able to have the necessary meetings. Now they have a complete Board. Steve Brown

146 said in regards to the Advertising line that public notices need to be put in the paper and

147 the Conservation Commission has no control over how many so he recommends to leave

148 that line at \$180.00 as requested. He did have a question in regards to the Conference

149 line as they have only used \$60.00 in the last 3 years and doesn't feel the \$150.00 is

150 necessary.

151 ***Motion by Steve Brown to reduce the Conference line to \$100.00.***

152 ***Seconded by Daniel Saltalamacchia.***

153 **In Favor**, Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland, Steve
154 Brown, Dawn Nicolaisen.

155 **Motion passes unanimously.**

156 Cathy Gorman said in 2011 they used more than budgeted but in 2012 and 2013 they
157 haven't used much of the amount budgeted. Steve Brown feels at this point they
158 Conservation Commission should know how much their dues are and feels that line
159 should be reduced.

160 **Motion by** Steve Brown to reduce the Dues line to \$250.00.

161 **Seconded by** Dawn Nicolaisen.

162 **In Favor**, Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland, Steve
163 Brown, Dawn Nicolaisen.

164 **Motion passes unanimously.**

165 Bruce Cleveland asked about the Environmental Consultant as in the past 3 years they
166 haven't used more than 73% and they are asking for 23% more. Brenda Copp said they
167 anticipated having to use the consultant more as they hope to have more meetings. Cathy
168 Gorman asked if the consultant is required to be at all meetings and Dawn Nicolaisen
169 didn't think so.

170 **Motion by** Dawn Nicolaisen to reduce the Environmental Consultant line to \$3,000.00
171 based on previous usage and there is no representative here to explain why they need it.

172 **Seconded by** Daniel Saltalamacchia.

173 Cathy Gorman feels that \$3,000.00 is too much.

174 **In Favor**, Daniel Saltalamacchia, Bruce Cleveland, Steve Brown, Dawn Nicolaisen.

175 **Opposed**, Cathy Gorman.

176 **Abstain**, Brenda Copp

177 **Motion passes 4-1-1**

178 **Motion by** Cathy Gorman to reduce the Office Supply line to \$50.00 because they
179 haven't been using what they have asked for in the past 3 years.

180 **Seconded by** Daniel Saltalamacchia.

181 **In Favor**, Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland, Steve
182 Brown, Dawn Nicolaisen.

183 **Motion passes unanimously.**

184 In regards to the Recording Secretary Cathy Gorman feels the amount requested is too
185 high as again they aren't using what they are asking for. Brenda Copp said at the BOS
186 meeting Paul Carey said they anticipate having 2 meetings a month, but he didn't give a
187 time of the meeting or the amount of transcription. Dawn Nicolaisen feels the amount
188 needs to be adjusted but she is not sure how. Brenda Copp also said the Recording
189 Secretary also has office hours as well.

190 **Motion by** Cathy Gorman to reduce the Recording Secretary line from \$2,678.00 to
191 \$1,750.00.

192 **Seconded by** Daniel Saltalamacchia.

193 Steve Brown said he is going to vote no on this motion as he feels it is not enough

194 **In Favor**, Cathy Gorman, Daniel Saltalamacchia.

195 **Opposed**, Brenda Copp, Bruce Cleveland, Dawn Nicolaisen, Steve Brown.

196 **Motion failed 2-4-0**

197 **Motion by** Steve Brown to reduce the Recording Secretary line to \$2,000.00.

198 Seconded by Dawn Nicolaisen.

199 **In Favor**, Cathy Gorman, Daniel Saltalamacchia, Bruce Cleveland, Steve Brown, Dawn
200 Nicolaisen.

201 **Abstain**, Brenda Copp.

202 **Motion passes 5-0-1**

203 Dawn Nicolaisen asked what the Education and Awareness line is used for. Steve Brown
204 said it is used for the Fishing Derby and different events held in the Town Forest. Steve
205 also said it would be nice to have someone here from the Conservation Commission to
206 present the Budget Committee with paperwork as to what they are requesting the money
207 for. Cathy Gorman said she would like them to stick to the budget they are requesting as
208 some of the lines in the budget have gone over. Brenda Copp said because this is a
209 bottom line budget they can use more of one line and less of another if needed. At this
210 time the entire budget is at 57% and it should be at 80%.

211 **Motion by** Steve Brown to accept the Conservation Commission budget with Gross
212 Expenses of \$7,437.00, Revenue of \$240.00 and Net Expenses of \$7,197.00 pending
213 further review.

214 **Seconded by** Daniel Saltalamacchia.

215 ***In Favor***, Cathy Gorman, Daniel Saltalamacchia, Bruce Cleveland, Steve Brown, Dawn
216 Nicolaisen, Brenda Copp.

217 ***Motion passes unanimously***

218

219 Bruce Cleveland lists the budgets that will be reviewed next week.

220

221 Steve Brown will not be at next week's meeting, and Bruce Cleveland said he probably
222 won't be at December 4th meeting.

223

224 Brenda Copp said the BOS set the date for Deliberative Session as February 1, 2014 and
225 there is no snow date. If the meeting isn't held on the 1st then it has to be held within 72
226 hours. She also asks the Committee to consider having the budgets come back to the
227 final meeting if they don't show up for their scheduled budget date. The consensus of the
228 Board is to have them come in on the final meeting date. Brenda also suggested that an
229 email go out to the department heads requesting proper paperwork and letting them know
230 when they are on the schedule. Steve Brown feels that if there is a specific reason
231 research needs to be done on a budget then they can come back at a different date,
232 otherwise they can come to the final budget meeting. Bruce said he will email the
233 department heads prior to their meeting dates to request proper documentation.

234

235 Meeting adjourned 8:15

236

237 Respectfully submitted,

238 Sue Reynolds

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