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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, September 25, 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 Daniel
Saltalamacchia, Selectwoman Copp (ex-officio)

Not Present: Steve Brown

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 18, 2013.

Cathy Gorman stated that line 33 needs a space between Dawn Nicolaisen.

Bruce Cleveland said the minutes are accepted as amended.

Brenda Copp brought to the attention of the Committee that the hours and rate total in the detail of the Recording Secretary line don't match the amount listed on the Payroll line within the budget itself. The Committee discussed this and agreed the total hours needed is 108 but agreed to keep 116 hours in for a buffer and the total payroll amount should be \$2,050.00. Brenda Copp again cautions the Committee not to go too low on the hours as this is a very small budget and she doesn't want to see the Payroll line go over. This was tabled until next week when the budget will come before the Budget Committee.

31 **Motion by Bruce Cleveland to put the Treasurer Account budget 4150.0 on the table**
32 **for discussion.**

33 **Seconded by Brenda Copp.**

34 Erica Olsen is presenting this budget.

35 There was no discussion on this budget.

36 **Motion by Brenda Copp to accept the Treasurer Account with Gross Expenses of**
37 **\$3,969.00, Revenue of \$0.00 and Net Expenses of \$3,969.00 pending further review.**

38 **Seconded by Cathy Gorman.**

39 **In Favor**, Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland and
40 Dawn Nicolaisen.

41 **Motion passes unanimously 5-0-0**

42

43 **Motion by Bruce Cleveland to put the Cemetery Account budget 4195.0 on the table for**
44 **discussion.**

45 **Seconded by Brenda Copp.**

46 Bruce Cleveland asked Brenda if she knew why there was an increase on the Site R&M
47 line and Brenda said she believes it is because they need to hire more help for this
48 position. Dawn Nicolaisen agrees that the person that was doing this did it for next to
49 nothing. Dawn Nicolaisen asked about keeping \$1.00 in the New Equipment line to keep
50 it open for future years.

51 **Motion by Dawn Nicolaisen to put \$1.00 in the New Equipment line.**

52 **Seconded by Brenda Copp.**

53 **In Favor**, Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland and
54 Dawn Nicolaisen.

55 **Motion passes unanimously 5-0-0**

56 **Motion by Brenda Copp to accept the Cemetery Account with Gross Expenses of**
57 **\$3,401.00, Revenue of \$0.00 and Net Expenses of \$3,401.00 pending further review.**

58 **Seconded by Dawn Nicolaisen.**

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

61 **Motion passes unanimously 5-0-0**

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

64 **Seconded by Brenda Copp.**

65 There was no discussion on this budget.

66 **Motion by Brenda Copp to accept the Trustees Account with Gross Expenses of \$350.00,**
67 **Revenue of \$0.00 and Net Expenses of \$350.00 pending further review.**

68 **Seconded by Daniel Saltalamacchia.**

69 **In Favor,** Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland and
70 Dawn Nicolaisen.

71 **Motion passes unanimously 5-0-0**

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73 There was a brief 10 minute recess.

74

75 **Motion by Bruce Cleveland to put the Plumbing Inspector Account budget 4241.4 on**
76 **the table for discussion.**

77 **Seconded by Dawn Nicolaisen.**

78 Gary Paradis is presenting this budget.

79 Dawn Nicolaisen asks why the Payroll line is only at 56% at this time and Gary said there
80 are still a lot of outstanding permits. He also said he submits his requests on a monthly
81 basis. Bruce Cleveland questioned the Revenue line and Gary said some of the gas
82 permits are his and some belong to the Fire Departments. Brenda Copp feels that in 2013
83 the \$10,880.00 was over estimated, which is why only \$6,000.00 is being used for this
84 year.

85 **Motion by Brenda Copp to accept the Plumbing Inspector account with Gross Expenses**
86 **of \$8,621.00, Revenue of \$6,000.00 and Net Expenses of \$2,621.00 pending further**
87 **review.**

88 **Seconded by Daniel Saltalamacchia.**

89 **In Favor,** Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland and
90 Dawn Nicolaisen.

91 **Motion passes unanimously 5-0-0**

92

93 **Motion by Bruce Cleveland to put the Planning Board Account budget 4191.1 on the**
94 **table for discussion.**

95 **Seconded by Daniel Saltalamacchia.**

96 Mark Treager is presenting this budget.

97 Bruce Cleveland asked about the decrease in the Revenue line and Mark said they
98 reduced it according to what they have been seeing. He said they try to bring an accurate
99 budget. Brenda Copp asked why the Payroll line is only at 46%. Mark stated that their
100 Planning Board Aide is also the Aid for the Zoning Commission and the Conservation
101 Commission as well. He said that all 3 departments are becoming busier so some of her
102 hours are being billed the two other departments as well but he's not sure how to figure
103 out the Payroll line. Brenda said that Andrea, the Planning Board Aide keeps a time card
104 in the office as to the amount of hours worked per department. Mark Treager said that
105 the office is open for 11 hours per week, plus a few meetings a month plus the
106 transcription time of the meetings for a total of 198 hours. Mark said they meet 2 times a
107 month for 10 months and once a month for the other two months for a total of 22
108 meetings per year. That is 22 meetings at an average of 3 hours per meeting plus 6 hours
109 of transcribing time for a total of 198 hours. She works 550 hours in the office plus the
110 198 meeting hours for a grand total of 748 hours. Mark is concerned that if Andrea
111 decides not to work for the other 2 departments next year he will need to fund her pay
112 fully out of the Planning budget. Brenda Copp said if that is the case there is still money
113 in the Payroll line of the other 2 budgets to pay for a new aide.

114 **Motion by Cathy to reduce the Payroll line from \$15,293.00 to \$13,270.00.**

115 **Seconded by Brenda Copp.**

116 Cathy stated the way she arrived at this figure is 22 meetings x 9 hours is 198 and 10 hrs
117 per week for the office to be open (as other departments are covering this position as well
118 in their budget) and this is figured at the increased rate of pay as well. Bruce Cleveland
119 stated he is not going to vote in favor of this amount and would like to see it be a little bit
120 higher.

121 **In Favor**, Cathy Gorman, Brenda Copp, Dawn Nicolaisen.

122 **Opposed**, Daniel Saltalamacchia, Bruce Cleveland.

123 **Motion passes 3-2-0**

124 Mark Treager said he hopes he doesn't have to go before the BOS to ask for more money
125 as they are getting busier.

126 Brenda Copp asked what the Education line is for and Mark said for trainings. Brenda
127 then asks about the grants that are being received and Mark said they are grants from
128 Rockingham Planning Commission. Mark said they were able to save the town about
129 \$5,000.00 through the grants received. Brenda asked for back up paperwork in regards to
130 the grants received from RPC for the past 2 years. Cathy Gorman asked about the
131 Consulting line as she thought RPC was requesting an increase and not requiring the
132 increase. Mark stated it is only a 7% increase and the Planning Board feels that's not a
133 big increase. Cathy Gorman asks for a list of the grants received from RPC as well as she
134 feels the grants don't always impact the Town of Sandown.

135 **Motion by** Cathy Gorman to accept the Planning Board budget with Gross Expenses of
136 \$26,770.00, Revenue of \$4,000.00 and Net Expenses of \$22,770.00 pending further
137 review.

138 **Seconded by** Daniel Saltalamacchia.

139 **In Favor**, Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland and
140 Dawn Nicolaisen.

141 **Motion passes unanimously 5-0-0**

142

143 **Motion by Bruce Cleveland to put the ZBA Account budget 4191.3 on the table for**
144 **discussion.**

145 **Seconded by Daniel Saltalamacchia.**

146 Steve Misner is presenting this budget.

147 Dawn Nicolaisen asked Steve what is budgeted in the Payroll line and Steve said that the
148 ZBA only hears cases when they receive applications and that varies from 4 – 23 per
149 year. Steve said there are no office hours for the ZBA. Steve also pointed out that up
150 until 2 years ago ZBA had their own Administrative Aide and doesn't know how the
151 payroll got intertwined. Steve stated that the fee structure will probably change in the
152 future as they feel they should be charging more.

153 **Motion by** Brenda Copp to accept the ZBA budget with Gross Expenses of \$2,766.00,
154 Revenue of \$850.00 and Net Expenses of \$1,916.00 pending further review.

155 **Seconded by** Dawn Nicolaisen.

156 **In Favor**, Cathy Gorman, Daniel Saltalamacchia, Brenda Copp, Bruce Cleveland and

157 Dawn Nicolaisen.

158 **Motion passes unanimously 5-0-0**

159

160 Bruce Cleveland announced the budgets that are being discussed next week.

161

162

163 Meeting adjourned 8:00

164

165 Respectfully submitted,

166 Sue Reynolds

167