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**DRAFT**  
**Budget Committee Minutes**  
**Town of Sandown, NH**

**Meeting Date: Wednesday, November 6, 2013**

**Type of Meeting: Public**

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

**Meeting Location: Town Hall, Second Floor**

**Members Present:** Dawn Nicolaisen, Daniel Saltalamacchia, Steve Brown and Terry Treanor

**Not Present:** Bruce Cleveland and Cathy Gorman  
Recording Secretary: Sue Reynolds

The meeting was called to order by Steve Brown at 6:30 PM.

Steve Brown stated that the Committee is still short 1 member and asks that if anyone is interested to contact Bruce Cleveland or the BOS office.

Steve Brown asked the Committee to review the minutes of Wednesday, October 23, 2013. Dawn Nicolaisen stated that line 71 should read \$1,100.00 not \$11,000.00 and Steve Brown stated that line 89 should read the rate of pay comes out to an additional \$4.00 per hour.

Steve Brown said the minutes are accepted as amended.

**Motion by Steve Brown to put the Executive Account budget 4130.0 on the table for discussion.**

**Seconded by Dawn Nicolaisen**

Lynne Blaisdell is presenting this budget.

31 Steve Brown question the Services (deeds) line as the % is very high. Lynne said the  
32 Town now has a monthly charge on the Town credit card. The cost is \$20.00 per month.  
33 Lynne said the Treasurer has looked into getting another card from a different bank or  
34 credit union and the same issue arises, which is they need an individual's social security  
35 number. Lynne said the purpose for the line is also printing out deeds from the Registry  
36 of Deeds as well.

37 Steve also asked about the Consulting/Engineering line as it over budget as well. Lynne  
38 explained that there are a number of new requirements of the EPA for Storm Water  
39 Management. Lynne said the Town is part of a collaborative with other Towns that hired  
40 a firm to answer for the Town in regards to commenting on the permit from the EPA.  
41 The cost of that is \$1,154.00.

42 Steve asked why the Tax Map line is at 180% and Lynne explained that usually once a  
43 year the Tax Maps are updated but because of the 911 project last year they did not do  
44 this. When they went to do them this year they found there was double amount of the  
45 work because they weren't done last year, which is why the line is over budget.

46 Steve asked Lynne to explain the Executive Budget for Daniel's benefit as he is a new  
47 committee member and also for the public that may not know. Lynne said the Executive  
48 budget is a budget that handles the general business of the Town managed by Lynne and  
49 the BOS. This includes, advertising for employment, software and server for the  
50 computers of the Town, website maintenance, etc. Lynne explained the increase of the  
51 Computer Maintenance/Software line as the computers in the office are from 2007 and it  
52 is time to purchase 3 new ones, one for Lynne, Paula and the Planning Board. She also  
53 said they are purchasing 2 for the Fire Department as well. The cost of this is \$2,500.00  
54 out of the \$5,260.00 in that line. Steve asked about the Mosquito Control and if it will be  
55 a warrant article and Lynne said yes, they are just keeping the \$1.00 in the budget to  
56 maintain the line in case it is needed to be put in the budget. Dawn asked about the  
57 Payroll amount and the 2014 column is blank. Lynne said they may not have been  
58 updated by the Finance Director and the employees are getting a 2% increase. Dawn also  
59 asked about the Supplies line as it is under budget and Lynne said due to some other lines  
60 being over budget she is trying not to spend anything not needed to compensate for the  
61 overage on the other lines.

62 **Motion by** Dawn Nicolaisen to accept the Executive budget with Gross Expenses of  
63 \$212,551.51, Revenue of \$750.00 and Net Expenses of \$211,802.00 pending further  
64 review.

65 **Seconded by** Terry Treanor.

66 **In Favor**, Dawn Nicolaisen, Steve Brown, Terry Treanor and Daniel Saltalamacchia.

67 **Motion passes unanimously.**

68 Dawn Nicolaisen asked where the Revenue comes from and Lynne said most of the  
69 money comes from copies.

70

71 **Motion by Steve Brown to put the Insurance Account budget 4196.0 on the table for**  
72 **discussion.**

73 **Seconded by Daniel Saltalamacchia.**

74 Lynne Blaisdell is presenting this budget.

75 Dawn Nicolaisen asked about the decrease in the Property Liability Insurance Trust and  
76 Lynne Blaisdell explained that there was a reduction in property values such as the Old  
77 Meeting House and possibly the Train Depot. Lynne also said a change needs to be made  
78 to that line item as she just received the bill and it needs to be increased to \$40,903.00 as  
79 there was a rate increase.

80 **Motion by** Steve Brown to increase the Property Liability Insurance Trust line from  
81 \$35,000.00 to \$40,903.00.

82 **Seconded by** Daniel Saltalamacchia.

83 **In Favor**, Dawn Nicolaisen, Steve Brown, Terry Treanor and Daniel Saltalamacchia.

84 **Motion passes unanimously.**

85

86 **Motion by** Steve Brown to accept the Insurance Account budget with Gross Expenses of  
87 \$93,357.00, Revenue of \$0.00 and Net Expenses of \$93,357.00 pending further review.

88 **Seconded by** Dawn Nicolaisen.

89 **In Favor**, Dawn Nicolaisen, Steve Brown, Terry Treanor and Daniel Saltalamacchia.

90 **Motion passes unanimously.**

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92

93 **Motion by Steve Brown to put the Government Buildings Account budget 4191.0 on the**  
94 **table for discussion.**

95 **Seconded by Daniel Saltalamacchia.**

96 Lynne Blaisdell is presenting this budget.

97 Lynne explained there is a list in the packet of projects the BOS voted on to complete in  
98 2014. She said in 2009 there was a 5 year plan for the building infrastructure plan with a  
99 \$15,000.00 - \$20,000.00 range per year. In 2013 the amount was reduced to about  
100 \$9,000.00 in projects so this year it may look like it's a big increase, but she's like the  
101 Committee to keep this in consideration while looking at this budget. Lynne said this  
102 year they are already at \$6,500.00 so far this year on the Misc. line. Steve Brown  
103 commented about the Grant line having \$1.00 in it and Lynne explained the BOS is  
104 looking to get a grant to paint the Train Depot and may be a warrant article. She said it is  
105 good to keep the \$1.00 in the line to allow for an expenditure for future years. Lynne  
106 also stated that the Government Building in Town are the Fire & Police, Town Hall,  
107 Library (studs out), Highway buildings, small building at the Transfer Station, Depot,  
108 Rec Building, sm Fire Station on Rte 121A.

109

110 **Motion by Dawn Nicolaisen to accept the Government Building account with Gross**  
111 **Expenses of \$97,313.88, Revenue of \$1,800.00 and Net Expenses of \$95,513.88 pending**  
112 **further review.**

113 **Seconded by Daniel Saltalamacchia.**

114 **In Favor**, Dawn Nicolaisen, Steve Brown, Terry Treanor and Daniel Saltalamacchia.

115 **Motion passes unanimously.**

116

117 Steve Brown listed the budgets that will be reviewed next week.

118

119 Meeting adjourned 7:10

120

121 Respectfully submitted,

122 Sue Reynolds

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