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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, December 4, 2013

Type of Meeting: Public

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

Meeting Location: Town Hall, Second Floor

Members Present: Bruce Cleveland, Daniel Saltalamacchia, Steve Brown and Terry Treanor (Selectman Ex-officio), Dawn Nicolaisen.

Not Present: Cathy Gorman

Recording Secretary: Sue Reynolds

The meeting was called to order by Bruce Cleveland at 6:35.

Bruce Cleveland asked the Committee to review the minutes of Wednesday, November 20, 2013. The minutes were accepted as written.

Bruce Cleveland stated the final day to submit warrant articles is January 14th and recommends having the Budget Committee Final Meeting on Thursday, January 16th with an alternate date of January 21st. The Committee is ok with this.

Motion by Bruce Cleveland to put the Recreation Building Operations Account budget 4520.2 on the table for discussion.

Seconded by Daniel Saltalamacchia.

This budget is being presented by Deb Brown, Ron Dulong and George Blaisdell.

Dawn Nicolaisen questioned the Propane and Electricity lines. Ron Dulong said that they reduced the amount requested from \$2,100.00 to \$1,600.00. Ron said due to the change in carriers there may have been some unusual billing so they aren't sure how accurate it

31 may be. The other thing Ron stated was they replaced 8 150 watt flood lights with LED
32 lights. Deb Brown also said there was a very wet spring and the irrigation wasn't turned
33 on until July and it usually is turned on in May. Ron said the propane is only at 56% but
34 there will be a delivery soon and most of the line will be used. Dawn is concerned that
35 the amount being requested is too much. Steve Brown asked if there is an alternative
36 number the Rec. Board can live with. Ron said he would be comfortable with reducing
37 the line to \$1,000.00 as there is still money in this year's budget fill the tank at the end of
38 the year.

39 **Motion by** Dawn Nicolaisen to reduce the Propane line to \$1,000.00.

40 **Second by** Daniel Saltalamacchia.

41 Bruce said he would be most comfortable with \$1,100.00.

42 **In Favor**, Daniel Saltalamacchia, Terry Treanor, Bruce Cleveland, Steve Brown and
43 Dawn Nicolaisen.

44 **Motion passes unanimously.**

45 Deb Brown mentioned that the tank is filled in December and when the tank is filled in
46 March the cost is about \$900.00 and hopes the \$1,000.00 will be enough.

47 Bruce Cleveland asked about the rubbish removal going up in this budget and down in
48 one of the other budgets. Deb said they have put the dumpster on vacation mode in the
49 Parks and Recreation budget. She also said there was a price increase in February and it
50 will be same price for next year as well. Bruce questioned the Building Maintenance
51 being reduced considerably and will there be enough money there. Ron said yes, they are
52 comfortable with this, they painted the inside of the building this year and don't have any
53 big plans for next year. Dawn Nicolaisen asked about the Field Maintenance and
54 Mowing line and if this goes out to bid. Ron said yes, but this is a second year of a 2 year
55 contract. Daniel Saltalamacchia asked how this is billed and Deb said they charge per cut
56 and it was billed at 27 cuts. Deb said in 2012 they started to cut the fields in April and
57 they usually don't start to cut in May, it all depends on the weather as well.

58 **Motion by** Steve Brown to accept the Recreation Building Operations account with Gross
59 Expenses of \$15,745.80, Revenue of \$3,276.00 and Net Expenses of \$12,469.80 pending
60 further review.

61 **Seconded by** Daniel Saltalamacchia.

62 ***In Favor***, Daniel Saltalamacchia, Terry Treanor, Bruce Cleveland, Steve Brown and
63 Dawn Nicolaisen.

64 ***Motion passes unanimously.***

65

66 ***Motion by Bruce Cleveland to put the Summer & Special Recreation account budget***
67 ***4520.1 on the table for discussion.***

68 ***Seconded by Steve Brown.***

69 This budget is being presented by Deb Brown, Ron Dulong and George Blaisdell.

70 Deb Brown asked Bruce about budget sheets and wondered why the revenue amount
71 hasn't been put in under 2013. Bruce suggested Deb talk to the Finance Director.

72 Deb said the Summer Recreation revenue is \$49,786.50. Dawn Nicolaisen asked if they
73 hired 2 more counselors as the payroll amount seems to have increased a lot. Deb Brown
74 said it is 1 full time position that was changed to 2 part time positions. She said 1

75 counselor works 26 hours and the other counselor works 30 hours. Dawn also asked

76 about the Special Programs line and why it wasn't used and Deb said they didn't have a

77 supervisor to run one of the programs this year, but they have hired a new supervisor and

78 hopefully they won't have that problem next year. Dawn said that she is concerned that

79 money is being appropriated and not being spent as taxes is being paid on it.

80 ***Motion by Steve Brown to accept the Summer & Special Recreation budget with Gross***

81 Expenses of \$64,018.76, Revenue from Summer Recreation of \$49,787.00, Revenue

82 from Special Programs of \$4,140.00 and Net Expenses of \$10,091.76 pending further

83 review.

84 ***Seconded by Daniel Saltalamacchia.***

85 ***In Favor***, Daniel Saltalamacchia, Terry Treanor, Bruce Cleveland, Steve Brown and

86 Dawn Nicolaisen.

87 ***Motion passes unanimously.***

88

89 ***Motion by Bruce Cleveland to put the Parks and Recreation Account budget 4520.0 on***
90 ***the table for discussion.***

91 ***Seconded by Daniel Saltalamacchia.***

92 This budget is being presented by Deb Brown, Ron Dulong and George Blaisdell.

93 Dawn Nicolaisen asked about the Community Programs line as it is only at 50%. Deb
94 Brown explained that there is a family event to take place on December 31st which will
95 take up most of the rest of that line. Dawn questioned the Electricity line as well as it is
96 not being used and Deb explained that because of such a wet spring they didn't put the
97 irrigation on as much as they usually do. Dawn also asked about the Mileage line and
98 Deb said she has the most up to date P & L and the amount left in that line is \$91.57.
99 Dawn asked about the New Equipment line and Deb said they purchase a new piece of
100 equipment at the end of the year so they get a discount on it. Bruce asked about the
101 Equipment Replacement line being down 65%, yet most of the money has been spent in
102 the line for the past few years and wondered why it is being dropped. Deb said last year
103 they replaced the message board at Miller Field and they don't have any major
104 replacements for next year. Bruce asked about the 20% reduction in the Recording
105 Secretary line and Deb said they have had fewer meetings and sometimes the secretary
106 didn't attend the meetings and transcribed from the tape which reduced the hours a bit.
107 Dawn asked about the Safety line and Deb explained that they are still addressing some
108 issues at Miller Field and that will be done by the end of December. Deb said someone
109 drove into the gates and they need to be repaired and also a piece of playground
110 equipment was removed from the playground and tossed over the side of the hill. Dawn
111 asked if this money will be expended this year and Deb said yes. Dawn asked about the
112 Senior Recreation line and Deb said there is one more event this year and they need to
113 make a deposit for an event for next year. Dawn asked about the Handyman line as it is
114 only at 39% and Deb said there are still several projects still going on and will be
115 completed by the end of the month. Dawn asked about the Payroll line as it there is more
116 than a 2% increase as the BOS gave to all other Town employees. Deb Brown explained
117 that there was an increase in the Recreation Director's salary and explained that in 2007
118 the Recreation Commission determined that the rate of pay for this position was too low
119 compared to other employees that were responsible for running departments in Town as
120 well as other Recreation Directors in other towns. Deb said there were subsequent
121 meetings with the BOS and Budget Committee as well. Deb said in 2008 a matrix was
122 supposed to be developed and at that time the pay rate would be addressed and fixed.
123 The matrix was never done and things have stayed the same for 6 years. She said the

124 Recreation Commission felt it was time to revisit this and voted for an increase on the
125 Recreation Director's salary. Deb said according to other department head's in the Town
126 the Recreation Directors was the least paid by a lot. Bruce Cleveland asked if this was
127 compared to other full time department heads or part time. Deb said there was a
128 comparison done with department heads in Town as well as other Town's the same size
129 as Sandown. Ron Dulong said the comparison was done by supervisory hours. Bruce
130 said after reviewing the documents Deb provided that the comparison was done with
131 other full time department heads. Deb said an email was sent to the Towns that are in the
132 NH Parks and Recreation Association looking for this information with Towns that are
133 under 10,000 residents. Deb said that 12 Towns responded including Sandown and
134 Dawn Nicoaisen said that there are no Town's with our immediate vicinity that are on the
135 list. Deb said that's because the Town's around us don't belong to the NH Parks and
136 Recreation Association, which is the means they used to gather their information. Dawn
137 is concerned that the hours that require a supervisor for this position is 7 ½ weeks of the
138 year for the summer program and during the special programs. Deb said the comparison
139 was done by the number hours that are supervised and the Recreation Director fell second
140 behind the Library Director. Bruce said he has never heard of comparing hours and what
141 is usually looked at is what is the job requirement, and what is needed to complete that
142 job and he wanted to know how they determined hours. Ron said they had to use
143 something and this is what they came up with. Bruce asked for an electronic copy of the
144 analysis.

145 **Motion by** Steve Brown to accept the Parks and Recreation budget with Gross Expenses
146 of \$90,882.12, Revenue of \$1.00 and Net Expenses of \$90,881.12 pending further
147 review.

148 **Seconded by** Terry Treanor.

149 **In Favor,** Steve Brown, Terry Treanor, Daniel Saltalamacchia

150 **Opposed** Bruce Cleveland and Dawn Nicolaisen.

151 **Motion passes 3-2**

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155 Bruce Cleveland asked Selectman Devine if he has an update on the Moderator's budget
156 and Jim said he will look into it this week.

157

158 **Motion by Bruce Cleveland to put the Police account budget 4210.0 on the table for**
159 **discussion.**

160 **Seconded by Daniel Saltalamacchia.**

161 Chief Gordon is presenting this budget.

162 Bruce Cleveland asked about the cruiser purchase being put back in the budget and Chief
163 Gordon explained that last year they used the money from the Detail line to purchase the
164 cruiser, but there isn't a lot of details being done so he put the money back in the budget
165 and will use the detail money first and then use the money budgeted. Bruce Cleveland
166 asked about the increase in the Ammo line and Chief Gordon said they have replaced
167 their fire arms with rifles and the ammo for this is more expensive that the ammo used in
168 the past. He said there are some upfront costs as well and this should decrease a bit in the
169 next few years. Bruce Cleveland asked about the reduction in the Equipment Purchase
170 line and Chief Gordon said he spoke with the BOS and he is going to make some
171 purchases this year to use what he has in the budget, therefore he is asking for less in next
172 year's budget.

173 **Motion by Dawn Nicolaisen to reduce the New Equipment line to \$2,500.00 from**
174 **\$6,400.00.**

175 **Seconded by Terry Treanor.**

176 **In Favor**, Daniel Saltalamacchia, Terry Treanor, Bruce Cleveland, Steve Brown and
177 Dawn Nicolaisen.

178 **Motion passed unanimously.**

179 **Motion by Daniel Saltalamacchia to reduce the Communication line from \$3,240.00 to**
180 **\$1,620.00.**

181 **Seconded by Terry Treanor.**

182 **In Favor**, Daniel Saltalamacchia, Terry Treanor, Bruce Cleveland, Steve Brown and
183 Dawn Nicolaisen.

184 **Motion passed unanimously.**

185

186 Dawn Nicolaisen asked about the Community Service line as less than 50% has been
187 used so far this year. Chief said he didn't order the badges and stickers that he usually
188 orders. He said he has some left from last year. He also said he didn't have the public
189 safety course this year, which was \$100.00. Chief Gordon also said the Dare products
190 may not have been ordered either. Bruce Cleveland asked about the Grievance and
191 Payroll lines and Chief Gordon said that is contractual and he is now fully staffed so this
192 should be used next year. Steve Brown asked about the Gasoline line as in 2011, 2012
193 and 2013 over 79 % has not been used. He feels that \$27,000.00 is a little high. Chief
194 Gordon said he would be comfortable with \$24,000.00.

195 **Motion by** Steve Brown to reduce the Gasoline line to \$25,000.00 from \$26,975.00.

196 **Seconded by** Daniel Saltalamacchia.

197 **In Favor**, Daniel Saltalamacchia, Terry Treanor, Bruce Cleveland, Steve Brown and
198 Dawn Nicolaisen.

199 **Motion passed unanimously.**

200 **Motion by** Dawn Nicolaisen to reduce the Training line from \$6,601.00 to \$5,982.00 to
201 agree with the BOS column.

202 **Seconded by** Daniel Saltalamacchia.

203 **In Favor**, Daniel Saltalamacchia, Terry Treanor, Bruce Cleveland, Steve Brown and
204 Dawn Nicolaisen.

205 **Motion passed unanimously.**

206 **Motion by** Dawn Nicolaisen to reduce the Witness Fees line from \$5,285.00 to \$4,500.00
207 to agree with the BOS column.

208 **Seconded by** Daniel Saltalamacchia.

209 **In Favor**, Daniel Saltalamacchia, Terry Treanor, Bruce Cleveland, Steve Brown and
210 Dawn Nicolaisen.

211 **Motion passed unanimously.**

212 Dawn Nicolaisen asked about the Vehicle Maintenance line and we are purchasing new
213 vehicles then do we need as much in that line and Chief Gordon said yes, that is for
214 regular maintenance on the vehicles along with a little buffer for any major repairs like a
215 transmission if needed. Chief Gordon also said that he did look into leasing vehicles but
216 the cost is more expensive to lease it over a 3 year period.

217 **Motion by** Steve Brown to accept the Police budget with Gross Expenses of \$570,616.31,
218 Revenue of \$5,195.00 and Net Expenses of \$565,421.31 pending further review.

219 **Seconded by** Terry Treanor.

220 **In Favor**, Daniel Saltalamacchia, Terry Treanor, Bruce Cleveland, Steve Brown and
221 Dawn Nicolaisen.

222 **Motion passed unanimously.**

223

224

225 **Motion by Bruce Cleveland to put the Animal Control account budget 4414.0 on the**
226 **table for discussion.**

227 **Seconded by Steve Brown.**

228 Chief Gordon is presenting this budget.

229 Dawn Nicolaisen asked about the beepers and Chief Gordon said he's like to reduce that
230 line to \$100.00.

231 **Motion by** Dawn Nicolaisen to reduce the Beepers line to \$100.00 from \$174.00.

232 **Seconded by** Steve Brown.

233 **In Favor**, Daniel Saltalamacchia, Terry Treanor, Bruce Cleveland, Steve Brown and
234 Dawn Nicolaisen.

235 **Motion passed unanimously.**

236 Bruce Cleveland asked about the reduction in the Equipment Maintenance/Repair line
237 and Chief Gordon said he said this was used to purchase a new squirrel trap and rather
238 than purchase one he is going to maintain the one they have. He said he's trying to save
239 money where he can. He also said he has kept this line open with \$1.00 just in case
240 something needs to be added to the line in future years. Chief Gordon also said that on
241 the P&L the money was put into the Equipment Repair line instead of the Equipment
242 Purchase line and he will speak to the Finance Director to get it corrected. Steve Brown
243 asked about the Payroll line and noted that the BOS reduced the amount to \$12,000.00
244 but wondered if there is still too much in that line. Chief Gordon said he estimated 13
245 hours per week, and \$12,000.00 represents 9-10 hours per week. Chief Gordon said he is
246 ok with reducing it to \$10,000.00.

247 **Motion by** Steve Brown to reduce the Payroll line to \$10,000.00.

248 **Seconded by** Dawn Nicolaisen.

249 **In Favor**, Daniel Saltalamacchia, Terry Treanor, Bruce Cleveland, Steve Brown and
250 Dawn Nicolaisen.

251 **Motion passed unanimously.**

252 Steve Brown asked about the P/T Holiday as it hasn't been used in the past 3 years.

253 Chief Gordon said it is in the budget in case the Animal Control Officer has to work on a
254 holiday.

255 The Budget Committee noted the changes that the BOS made on other lines in the budget
256 to round off numbers, but decided not to change them at this time. Bruce Cleveland
257 asked the Chief round the numbers for next year's budget.

258 **Motion by** Steve Brown to accept the Animal Control budget with Gross Expenses of
259 \$15,256.22, Revenue of \$500.00 and Net Expenses of \$14,756.22 pending further review.

260 **Seconded by** Dawn Nicolaisen.

261 **In Favor**, Daniel Saltalamacchia, Terry Treanor, Bruce Cleveland, Steve Brown and
262 Dawn Nicolaisen.

263 **Motion passed unanimously.**

264

265 Chief Gordon asked for everyone's support for the final year of the police station warrant
266 article when the election takes place in March. He also thanked Dube Construction for
267 their good support and doing additional work to sharpen their pencil for the final figures
268 of the project.

269

270 Bruce Cleveland listed the budgets that will be discussed next week. Terry Treanor said
271 he will also look into the Moderator's budget.

272

273 Meeting adjourned 8:30

274

275

276 Respectfully submitted,

277 Sue Reynolds

278