

DRAFT

Budget Committee Minutes

Town of Sandown, NH

Meeting Date: Wednesday, September 10, 2014

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, Daniel Saltalamacchia, Lee Dube, Cathy Gorman (arrived at 7:20), Tony Piemonte (arrived at 7:15) and Steve Brown (Selectman Ex-officio),

Recording Secretary: Sue Reynolds

Acting Chairman Bruce Cleveland called the meeting to order at 7:10pm.

The meeting was called to order and the Pledge of Allegiance was done.

The Election of Officers was done.

Motion by Steve Brown to elect Bruce Cleveland as Chair of the Budget Committee as he has been the chair for the past few years and feels that he has done a great job in the past.

Seconded by Dawn Nicolaisen.

In Favor, Dawn Nicolaisen, Steve Brown, Daniel Saltalamacchia, Lee Dube.

Abstain, Bruce Cleveland.

Motion passes 4-0-1

Motion by Bruce Cleveland to nominate Daniel Saltalamacchia as Vice Chair of the Budget Committee.

Seconded by Steve Brown.

31 ***In Favor***, Dawn Nicolaisen, Steve Brown, Bruce Cleveland, Lee Dube.

32 ***Abstain***, Daniel Saltalamacchia.

33 ***Motion passes 4-0-1***

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35 Bruce said the 2014 schedule is set and asked Committee members if they would like a
36 hard copy of the budgets. There were 3 members that would like them.

37

38 Bruce stated there is a Right To Know workshop being held in Sandown and he is asking
39 Committee members if they would be attending. Lee, Dan, Dawn, Bruce, Cathy and
40 Tony said they would be interested in attending.

41

42 Bruce also stated the 2014 Budget workshop is coming up on September 18th and Lee,
43 Tony, Bruce and Cathy are planning to attend.

44

45 Bruce stated he is looking to have shorter meetings without cutting out important details
46 or conversations and reached out to the Town's attorney. It was said that the budgets
47 don't need to be put on the table for discussion as well as accepted with a motion after
48 they are discussed. They can just be put to the Public Hearing Agenda at the end of the
49 discussion.

50

51 ***Assessing Account 4150.3 – Gross Expenses of \$67,192.00, Revenue of \$0.00 and Net***
52 ***Expenses of \$67,192.00 with an increase of 30.34%.***

53 Lynne Blaisdell is presenting this budget. Lynne said the biggest increase is on the
54 Assessing Services line as there was a new contract with the BOS and the Assessing
55 Company two years ago and last year was the first full year of the contract. This year the
56 update they are doing goes up from \$3,000.00 a month to \$5,000.00. Lynne also said
57 there is a small increase of \$200.00 in the mileage line for the assessing company as well.
58 Lynne explains the Vision Website Maintenance/Hosting has a small increase as well as
59 there is new software for the online services that are provided. It is set up to pay for it
60 over the next 3 years. There were no comments from the Board and the ***Assessing***
61 ***budget was moved to the Public Hearing Agenda as presented.***

62 ***Patriotic Purposes Account 4583.0 – Gross Expenses of \$4,650.00, Revenue of \$1.00***
63 ***and Net Expenses of \$4,649.00 with an increase of 1.09%.***

64 Lynne said this sounds like a large percentage but it is a very small budget and there is an
65 increase of \$50.00 as she needs to purchase new buntings for the front of the building.

66 There were no comments from the Board and the ***Patriotic Purposes budget was moved***
67 ***to the Public Hearing Agenda as presented.***

68

69 ***Tan Note Account 4723.0 – Gross Expenses and Net Expenses of \$8,000.00.***

70 Cheryl Eastman is presenting this account and explains that this is the interest amount
71 that would be paid if a short term loan was needed at the end of the year to pay the school
72 portion of the taxes in the event that the tax rate wasn't set in time. Cheryl said it hasn't
73 been used in the past 5 years but it needs to be there as in insurance policy. Tony

74 Piemonte asked what the added expense was and Cheryl said this is just the interest to be
75 paid if needed. ***The Tan Note budget was moved to the Public Hearing Agenda as***

76 ***presented.***

77

78 ***Debt Expense – Interest 4721.0 with Gross Expenses and Net Expenses of \$31,275.00***
79 ***with a decrease of 7.74%.***

80 Cheryl Eastman is presenting this budget and stated this is the interest on the Minton
81 Property bond and it drops every year. There were no comments from the Board. ***The***

82 ***Debt Expense – Interest budget was moved to the Public Hearing Agenda as presented.***

83

84 ***Debt Expense – Principal 4711.0 with Gross Expenses and Net Expenses of***
85 ***\$50,000.00.***

86 Cheryl said this is the principal payment on the bond for the Minton Property and will be
87 the same for the next 9 years then it will drop to \$45,000.00 for the remainder of the loan.

88 There was no comment from the Board. ***The Debt Expense – Principal account will be***
89 ***moved to the Public Hearing Agenda as presented.***

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92

93 **Street Light account 4316.0 with Gross Expenses and Net Expenses of \$4,200.00.**

94 Cheryl Eastman is presenting this budget. Bruce asked Cheryl if she is expecting an
95 increase this year and she said no and there is also a 5% cushion built in just in case there
96 is one. **The Street Light budget will be moved to the Public Hearing Agenda as
97 presented.**

98

99 **Finance account 4150.1 with Gross Expenses and Net Expenses of \$63,876.00 with an
100 increase of 29.9%.**

101 Cheryl Eastman is presenting this account. Cheryl passed out a paper for the Board to
102 review as she explains the increase. Cheryl stated the 2014 budget was \$62,555.00 and
103 was approved by the BOS and Budget Committee last year but because of the default
104 budget she removed the accounting software from her budget and the payroll line was
105 decreased as there wouldn't be extra hours needed for Cheryl to get the software up and
106 running. Cheryl is again asking for the accounting software and for extra hours to be put
107 back into the payroll. Tony asked if the \$1,500.00 from last year was for the software
108 and Cheryl said that was for the yearly licensing on the software and the purchase amount
109 is \$7,500.00 and \$1,300.00 for the licensing. Cheryl stated compared to the 2014
110 approved budget this is only a 2.11% increase. Cheryl explains that the town is run on
111 Quickbooks, but it is not designed for municipalities and the way the finances need to be
112 tracked it takes multiple reports to be run and added together instead of just printing one
113 report. Cheryl also said it will take auditors less time in the long run if the new software
114 is purchased as she can run 1 report for them and not several as she does now. Cathy
115 Gorman asked if Cheryl had an estimate as to how much time it would save the auditors
116 and she did not but said she will look into that for the Budget Committee. Lynne
117 Blaisdell said the BOS will be looking at the budget at the end of the year to see if there
118 is money left in the budget and if there is extra money they will be purchasing this
119 software so it will be removed from the budget if that happens. **The Finance budget will
120 be moved to the Public Hearing Agenda as presented.**

121

122

123 ***Election & Registration (moderator) account 4140.3 with Gross Expenses and Net***
124 ***Expenses of \$4,860.00 with a decrease of 51.4%.***

125 Nelson Rheume is presenting this budget. Nelson explained that this year there are only
126 3 elections. Nelson recommended removing a ballot clerk from the budget as he feels
127 there is only a need for 4 and not 5. Nelson also said the ballot clerks are receiving
128 \$150.00 per election not the \$125.00 as listed in the notes of the budget. Steve Brown
129 said he appreciates that Nelson wants to decrease his budget, but feels that amount should
130 be left in just in case the extra clerk is needed and the budget is already down over 50%
131 from last year. Cathy Gorman and Dawn Nicolaisen both agree with Steve Brown to
132 leave the budget as it is presented. ***The Election and Registration (moderator) budget***
133 ***will be moved to the Public Hearing Agenda as presented.***

134

135 ***Election & Registration (supervisors) account 4140.2 with Gross Expenses of***
136 ***\$4,425.00, Revenue of \$50.00 and Net Expenses of \$4,375.00, which is an increase of***
137 ***19%.***

138 Rosemary Bruno presented this budget. Rosemary said that when they went to the BOS
139 they requested \$300.00 more for the software line as they need to purchase a new
140 computer and antivirus software as well. Rosemary said Microsoft stopped sending
141 automatic updates for the older computers and when the Election Division heard of it
142 they are no longer allowing access to the system. Rosemary said she has been using her
143 own computer. Tony Piemonte stated that Microsoft offers free antivirus protection and
144 we should be using that, which is Microsoft Essentials. Rosemary said the antivirus is no
145 longer in her budget.

146 ***Motion by*** Bruce Cleveland to change the Software line to \$1,100.00 from \$800.00
147 according to the BOS amount.

148 ***Seconded by*** Daniel Saltalamacchia.

149 Lee Dube said the line is actually a Software line and doesn't reflect the true use of the
150 line. Bruce said he is going to talk to Lynne about that and possibly add a hardware line
151 to the budget. Tony asked the cost of the computer, software and antivirus and Rosemary
152 said she didn't have that with her. Lynne said it is approximately \$700.00 for the
153 computer and approximately \$200.00 for the licensing and antivirus. Cathy Gorman

154 points out that this comes to \$900.00 and not \$1,100.00. Lynne said she is estimating and
155 she will forward the quotes to the Budget Committee.

156 ***In favor***, Bruce Cleveland, Daniel Saltalamacchia, Dawn Nicolaisen, Lee Dube and
157 Steve Brown.

158 ***Opposed*** Cathy Gorman and Tony Piemonte.

159 ***Motion passes 5-2-0***

160 The Election & Registration (supervisor) budget will be moved to the Public Hearing

161 ***Agenda with Gross Expenses of \$4,725.00, Revenue of \$50.00 and Net Expenses of***
162 ***\$4,675.00.***

163

164 Bruce Cleveland states that the meetings will be conducted under Robert's rules and asks
165 that if members wish to speak to raise their hands and wait to be recognized by the chair.

166 The next meeting will be next week.

167

168 Meeting adjourned 8:00

169

170 Respectfully submitted,

171 Sue Reynolds

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