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

**Meeting Date: Wednesday, October 1, 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, Tony Piemonte (arrived at 7:15) and Cathy Gorman.

**Not Present:** Steve Brown (Selectman Ex-officio)

Recording Secretary: Sue Reynolds

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

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

Bruce Cleveland asked the Board to review the minutes of September 17, 2014.

Bruce stated that line 22 should read minutes so they were accepted, line 92 there should be a space between one and Tony and line 103 Saltalamacchia was spelled incorrectly.

The minutes of September 17, 2014 were accepted as amended.

Bruce Cleveland stated that Gary Paradis will not be coming in tonight and Steve Brown will not be here either. Bruce also talked about the budgets dollar amount being rounded up and the Budget Committee has been doing that. He said that he will reach out to Lynne or Paula to see if they can come to the Budget Committee already rounded. Bruce also said the Conservation Commission would like to reschedule their budget on October 15<sup>th</sup> and the Committee was ok with that.

31 ***Budget Committee account 4150.9 with Gross Expenses and Net Expenses of \$2,169.50***

32 Bruce Cleveland excused himself from the Budget Committee to present this budget to  
33 the Committee. Dawn Nicolaisen asked Bruce to explain the change in the Recording  
34 Secretary amount so the public would know. Bruce explained that he looked at the last  
35 two year's amounts used for this line and took the average then added a 25% buffer  
36 because he doesn't know how long the meetings will go. This budget is a decrease of  
37 5.93%.

38 ***Motion by*** Tony Piemonte to round up the Recording Secretary line to \$1,929.00.

39 ***Seconded by*** Dawn Nicolaisen.

40 ***In Favor,*** Dawn Nicolaisen, Tony Piemonte, Dan Saltalamacchia, Cathy Gorman and  
41 Lee Dube.

42 ***Motion passed unanimously.***

43 ***Motion by*** Cathy Gorman to change the Gross Expenses and Net Expenses to \$2,170.00.

44 ***Seconded by*** Lee Dube.

45 ***In Favor,*** Dawn Nicolaisen, Tony Piemonte, Dan Saltalamacchia, Cathy Gorman and  
46 Lee Dube.

47 ***Motion passed unanimously.***

48 ***This budget was moved to the Public Hearing Agenda as amended with Gross***  
49 ***Expenses and Net Expenses of \$2,170.00.***

50

51 Cathy Gorman asked about rounding the dollar amounts for the Net and Gross Expense  
52 lines and Lee Dube suggested to round up to the nearest dollar for the Net and Gross  
53 Expenses and round down for the Revenue line. The Board agreed.

54

55 ***Plumbing Inspection account 4241.4 with Gross Expenses of \$8,621.00, Revenue of***  
56 ***\$600.00 and net Expenses of \$2,621.00.***

57 Dawn Nicolaisen asked since this is a fee based account and the Payroll line is only at  
58 59% should the requested amount be the same for next year. Bruce Cleveland said he  
59 thinks most of permits come in towards the end of the year for this budget and Bruce also  
60 stated that they just changed the fee structure. The Board agreed to review this budget  
61 again at the Final Public Hearing. Lee Dube asked about the Phone line being \$250.00

62 and wondered if that is the correct amount. Bruce said the phone bill is split between  
63 several departments as well. Cathy Gorman said this discussion comes up every year and  
64 Bruce stated that the amount has been reduced every year for the past few years.

65 ***This budget was moved to the Public Hearing Agenda as presented.***

66

67 ***Treasurer account 4150.5 with Gross Expenses and Net Expense of \$3,969.00.***

68 There are no changes in this budget from last year. There was no discussion on this  
69 budget.

70 ***This budget was moved to the Public Hearing Agenda as presented.***

71

72 ***Town Clerk account 4140.1 with Gross Expenses of \$50,067.00, Revenue of***  
73 ***\$1,061,535.40 and Net Expenses of -\$1,011,468.40 with a decrease of .10%.***

74 There was no discussion on this budget.

75 ***This budget was moved to the Public Hearing Agenda as presented.***

76

77 ***ZBA account 4191.3 with Gross Expenses of \$2,800.00, Revenue of \$850.00 and Net***  
78 ***Expenses of \$1,950.00.***

79 Steve Misner, ZBA Chairman is presenting this budget. Dawn Nicolaisen asked why  
80 they are requesting an increase in the Payroll line when they have only used 39% of their  
81 budget so far this year. Steve Misner said the Payroll is based on the number of cases  
82 they have each year and he doesn't want to run short. Bruce Cleveland asked Steve to  
83 explain the Revenue line and Steve said it is mostly fee based and some is funded through  
84 the tax payers. Steve also explained that in years past the ZBA was self funded and he is  
85 hoping to get it back that way again. He said they reached out area Towns to see what  
86 their fees were and found that Sandown is not charging as much as the other Towns and  
87 they are in the process of adjusting some of the fees. Steve said that in 2012 is the year  
88 Andrea started and there was a period of time that they went without an Administrative  
89 Assistant, which is why the amount of the amount of the Payroll line used is so small.  
90 Steve said that she attends about three quarters of the ZBA meetings and transcribes all of  
91 the meeting minutes and they usually meet once a month for about an hour to two. Tony  
92 Piemonte asked about the Seminar line and Steve Misner said there are 3 seminars a year

93 at a cost of \$35.00 per seminar. Dawn Nicolaisen said she would like to see the Payroll  
94 line not to be increased and Bruce Cleveland suggested waiting and look at it again at the  
95 Public Hearing and the Committee agreed. Steve Misner said he be ok with not  
96 increasing that line as well.

97 ***This budget was moved to the Public Hearing Agenda as is.***

98

99 Planning Board account 4191.1 with Gross Expenses of \$29,910.00, Revenue of  
100 \$4,000.00 and Net Expenses of \$25,910.00, which is an 11.73% increase.

101 Ernie Brown is presenting this budget.

102 Lee Dube asked why the Payroll line has increased 21%. Ernie said that the  
103 Administrative Aide is currently working 11 hours per week and asked to increase her  
104 hours to 14 and the Planning Board voted in favor of the increase for at least the rest of  
105 this year as they have the money in the budget. Ernie said that her time is divided  
106 between Planning, ZBA and Conservation. Cathy Gorman said that for the past 3 years  
107 no more than 75% and asked if things are picking up that much to justify the increase.  
108 Dawn Nicolaisen asked if the 14 hours included the meeting time, transcription time and  
109 office time and Ernie said yes. Dawn Nicolaisen asked to revisit this Payroll line at the  
110 Public Hearing as well. Cathy Gorman asked about the Consulting line and Ernie said  
111 some goes to RPC and some goes to Gerry Miller, the Conservation Engineer. Ernie  
112 explained that the Master Plan was prepared with this money and cost the Town a lot less  
113 than in previous years. Ernie said RPC is paid \$5,900.00. Cathy Gorman feels that the  
114 Town is paying RPC for lobbyists that the Town does not agree with. Ernie suggested  
115 that Cathy come to a meeting with RPC to get all of her questions answered. Ernie also  
116 stated that Mark Traeger has put in for a few grants for local business on the Main Streets  
117 in Town and also for the MS4 which will monitor pollution to the Exeter River. Cathy  
118 suggested that this line be split out with one Dues line and one Consulting line so they  
119 can see exactly what is being paid where. Tony Piemonte asked about the Legal line as  
120 they are over budget every year for the past few years. Ernie said this is for the Planning  
121 Board to seek legal advice as needed and he gave an example of property liens. Bruce  
122 Cleveland asked that next year the line is separated with a Consulting line and a Dues  
123 line, and maybe look into increasing the Legal line a bit. Cathy Gorman asked about

124 grants being approved by the BOS if we are asking tax payers to fund them as well.  
125 Ernie said they were matching fund grants and \$2,000.00 will come from this year's  
126 budget and \$2,000.00 will come from next year's budget.

127 ***This budget was moved to the Public Hearing Agenda as presented.***

128

129 ***Tax Collector account 1450.4 with Gross Expenses of \$60,354.00, Revenue of***  
130 ***\$14,187,411.34 and Net Expenses of -\$14,127,057.34 which is a decrease of .83%.***

131 ***Motion by*** Cathy Gorman to round up the Revenue line to \$14,187,412.00.

132 ***Seconded by*** Dan Saltalamacchia.

133 ***In Favor,*** Dawn Nicolaisen, Tony Piemonte, Dan Saltalamacchia, Cathy Gorman and  
134 Lee Dube and Bruce Cleveland.

135 ***Motion passed unanimously.***

136 ***This budget was moved to the Public Hearing Agenda with Gross Expenses of***  
137 ***\$60,354.00, Revenue of \$14,187,412.00 and Net Expenses of -\$14,127,058.00.***

138

139 ***Cemetery account 4195.0 with Gross Expenses and Net Expenses of \$3,401.00.***

140 There was no discussion on this budget.

141 ***This budget was moved to the Public Hearing Agenda as presented.***

142

143

144 ***Trustees account 4199.0 with Gross Expenses and Net Expenses of \$450.00.***

145 Bruce Cleveland said although this is a 28.57% increase the actual dollar amount increase  
146 is only \$100.00.

147 Bruce asked the Committee if it was ok to table this budget until the next meeting so he  
148 can get more information on it as they haven't expended any money for it and they are  
149 asking for an increase. The Committee agreed.

150 ***This budget was tabled until the next meeting.***

151

152 Bruce stated that at the next meeting the Committee will approve the minutes of the June  
153 4<sup>th</sup> meeting. He also stated that there is no meeting next week and the next meeting will  
154 be on October 15<sup>th</sup>.

155 Meeting adjourned 8:20

156

157 Respectfully submitted,

158 Sue Reynolds

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