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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, November 5, 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 Saltalamacchis, Tony Piemonte (arrived at 7:12) and Steve Brown (Selectman Ex-officio).

Not Present: Lee Dube and Cathy Gorman

Recording Secretary: Sue Reynolds

Chairman Bruce Cleveland called the meeting to order at 7:00pm.

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

Bruce Cleveland said he asked that account 4199.0 be renamed to Trustees of the Trust Funds and it was done.

Insurance account 4196.0 with Gross Expenses and Net Expenses of \$98,189.00. This budget has an increase of 4.72%. Lynne Blaisdell is presenting this budget. Bruce Cleveland asked why the Unemployment line is down 36% and Lynne stated the rates are down and they are also based on payroll numbers and how much unemployment was used the prior year. ***This budget was moved to the Public Hearing Agenda as presented.***

30 **Government Buildings account 4194.0.** Bruce stated that this budget is not ready to be
31 presented. Lynne said she is still waiting for some outstanding quotes and this budget
32 will be going before the BOS on Monday night and will be ready for the next Budget
33 Committee meeting. Lynne explained that the 2009 infrastructure plan is working well
34 and a lot of repairs have already been completed.

35

36 Tony Piemonte is present.

37

38 **Executive Account 4130.0 with Gross Expenses of \$207,669.00, Revenue of \$350.00**
39 **and Net Expenses \$207,319.00. This budget has a decrease of 2.3%.** Lynne Blaisdell is
40 presenting this budget. Bruce Cleveland asked about the Computer Support/Software
41 License line and the Computer Maintenance Software line. Lynne said this Computer
42 Support is the IT provider, Armon Networks. She said the Computer
43 Maintenance/Software is the antivirus, firewall, annual updates and offsite back up that is
44 done. Lynne said they are required to upgrade the Microsoft Office package as the
45 version they are currently using is no longer supported. Lynne said they are going to
46 update all of the computers they can with the \$4,000.00 increase. If they aren't able to do
47 all of them then the rest will be done the following year. Lynne explained that the
48 Website line is up 5% and this due to the new website fees for the Virtual Town Hall.
49 She said they have set up fees for the first 3 years and then this line should decrease after
50 that. Tony Piemonte asked about the Legal line and although it is reduced by 20% he
51 wanted to know if \$20,000.00 is still too much in that line. Lynne said this year they
52 have already used \$15,000.00 and last year they used \$19,000.00. She feels that
53 \$20,000.00 is a safe amount in that line. Tony also asked about the new line the New
54 Hire and Lynne said this line is only for the criminal background checks and driving
55 record fees. Lynne said this used to come out of the Payroll line but she was advised to
56 create a new line in the budget for this purpose as this is not a payroll expense. **This**
57 **budget is moved to the Public Hearing Agenda as presented.**

58

59 Chris True, resident of Sandown, had a comment in regards to the BOS receiving a salary
60 increase. Chris stated that he is not speaking in regards to whether he thinks the increase

61 is fair or not, he is stating that the way it was done was concerning to him. He feels that
62 any increase to the BOS salaries should be done through a warrant article and voted on by
63 the residents of the Town. Bruce Cleveland suggested to Chris that he should go to a
64 BOS meeting and voice his opinion there or perhaps at Deliberative Session as well.
65 Lynne Blaisdell suggested that Chris could speak under the Public Comment at the
66 beginning of the BOS meeting.

67

68 ***Library account 4550.0 with Gross Expenses and Net Expenses of \$288,205.00. This is***
69 ***an increase of 3.57%.*** Presenting this budget are Louise Pajek, Tina Owens, Diana True,
70 Patty Sarcione, Kirsten Corbett and Pete Stalk. The Budget Committee allowed Kirsten
71 and Patty to be present during the budget discussion as they are not Sandown residents.
72 Steve Brown wanted the Budget Committee to be aware that the BOS reduced the
73 Library budget to a 2.44% increase. Dawn Nicolaisen asked about the large increase in
74 the Training & Education line. Kirsten Corbett explained that last year the library
75 operated without a director for 6 months and nobody was going out to do any
76 professional development activities. Kirsten stated that last year that line was reduced
77 quite a bit and because she has been encouraging the staff to go to the appropriate
78 training they have brought it back in line with the appropriate training needed for the
79 staff. Dawn asked about the Mileage line having an increase of 77%. Kirsten said
80 because she is encouraging the training the increase in the mileage line should also be
81 increased for reimbursement. Tony Piemonte asked about the Phone line increase and
82 Kirsten said when they are making calls for overdue books, etc they are using people's
83 cell phone numbers and they are not local numbers. Kirsten said they have switched to
84 Pioneer long distance carrier but they don't know how much of a savings that will be.
85 Bruce Cleveland stated that the Budget Committee has been encouraging all of the Town
86 Organizations to pool their resources as far as telephone services, computer software, etc
87 to save a little money for the Town. Kirsten said she will look into this and they already
88 do this in regards to the fuel. The Budget Committee will review the Phone line at the
89 final public hearing. Kirsten stated that when the budget was prepared she did not have
90 the accurate insurance numbers. The new number should be \$12,346.00 instead of
91 \$12,045.00. Bruce Cleveland asked about the Books/Tapes, Etc, line increase. Kirsten

92 explained that they are trying to keep up with the technology and would like to purchase
93 a new style of audio books. She explained that residents are purchasing new cars without
94 cd players and are looking for a way to listen to books. Kirsten said that she is proposing
95 a \$5,000.00 budget for these. Tony Piemonte asked about the new line for Bank Fees and
96 Kirsten said the bank is no longer waiving fees for the Library. Kirsten said they are
97 looking into using a new bank or credit union. Bruce Cleveland asked about the fines for
98 late books and how much is generated each year. Kristen said it varies, but could be
99 about \$2,500.00 per year but it is stated in the RSA it is not to be reflected within the
100 budget as it is not a reliable source of income. Diana True stated the RSA says the fine
101 monies are to be used for replacement of library property and not to be used to purchase
102 new items. Dawn Nicolaisen said she has a hard time with not putting the fine money
103 into the budget as all of the other departments have to record revenue in their budget.
104 Dawn asked if there is money appropriated in the budget to repair or replace items and
105 Kirsten the Maintenance line is for building repairs and not items within the library to be
106 replaced. Dawn said that if there is money allocated within the budget for repairs or
107 replacement of library equipment then this would be double budgeting and Kirsten said
108 they may use some of their money budgeted for items within the library but it really
109 should come from the fines money. Tony Piemonte asked what the Contract Service line
110 is for and Kirsten stated this is for any contractual services, such as the bookkeeper and
111 tech support. They also have contracts with copier maintenance, water contractors, etc.
112 Bruce asked about the Technology line and Kirsten explained that they have several
113 computers in the library and they like to replace 2 computers per year as they get a lot of
114 use. Steve Brown explained that the BOS reduced the budget by \$3,157.00 as the line for
115 Books, Magazines, Tapes and Videos was at \$5,000.00 and he asked that the BOS reduce
116 that line to \$3,000.00 and they agreed. Pete Stalk said that this year's budget is only up
117 .6% from the 2012 budget. Kirsten also explained that last year the Town went to the
118 default budget and the Library's default budget on warrant was \$9,170.00 higher than
119 what the Library received. Dina True asked the Budget Committee to let them know in
120 advance if they are looking for a 0% increase in the budget and they will strive to hit that.
121 She explained that the budget process for them takes a lot of planning and it would help
122 them greatly if they know in advance what the Budget Committee's expectations are.

123 Bruce stated the Library budget will remain as is as there is no motion from the Budget
124 Committee to reduce it to the amount the BOS recommended. He said there could be
125 changes to this budget at the Public Hearing. ***This budget was moved to the Public***
126 ***Hearing Agenda as presented.***

127 Bruce Cleveland asked the Budget Committee to review the minutes of October 15, 2014.

128 Tony Piemonte said line 42 should read per load and there was a lot used.....Bruce

129 Cleveland said lines 134 and 137 Mark Traeger's name was spelled incorrectly.

130 The minutes of October 15, 2014 were accepted as amended.

131

132 Bruce Cleveland asked the Budget Committee to review the minutes of June 4, 2014.

133 Bruce said the members that were present for this meeting should read Cathy Gorman,

134 Steve Brown, Dan Saltalamacchia, Dawn Nicolaisen and Bruce Cleveland. Steve Brown

135 said that line 31 should read share his experience.

136 The minutes of June 4, 2014 were accepted as amended.

137

138 The Committee discussed the Public Hearing date to be January 15, 2015 with an

139 alternate date of January 20, 2015. The final warrant articles have to be to the BOS no

140 later than January 13, 2105.

141

142 Bruce Cleveland said there is no meeting next week.

143

144 Bruce also stated that there is a good possibility that there all the seats on the Committee

145 except for 1 will be open for next year. He asks the public if they have any interest in

146 serving on the Committee they should give it some serious thought.

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149 Meeting adjourned 8:15

150

151 Respectfully submitted,

152 Sue Reynolds

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