

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30

DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, December 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, Tony Piemonte, Cathy Gorman and Lee Dube

Not Present: Steve Brown (Selectman Ex-officio)

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 asked the Board to review the minutes of December 3, 2014.

Lee Dube said line 165 should read mean not met and Bruce Cleveland said line 174 said after the word position “I can’t speak for the others” should be added.

The minutes from December 3, 2014 were accepted as amended.

Bruce Cleveland told the Board that he received a letter from Family Promise at his house and he gave it to the BOS for review. He said that he spoke with Lynne and the BOS are going to review it at their next meeting and they can discuss this at the Public Hearing.

Bruce Cleveland said that the next meeting is the Public Hearing and he will go over all of the budgets with the Finance Director so that all of the numbers with match at the time

31 of the Public Hearing. Bruce said at the Public Hearing they will be reviewing all of the
32 44 budgets in numerical order. He also said that the Warrant Article deadline is January
33 13th and they will be forwarded to the Budget Committee as they are finalized by the
34 BOS. Bruce said the Warrant Articles will be reviewed at the Public Hearing and
35 recommendations will be applied from the Budget Committee. Bruce asked the
36 Committee to consider all lines of the budgets whether it has been over spent or under
37 spent.

38 Bruce stated that all employees received a 2% merit raise for the 2014 year. Bruce also
39 asks the Budget Committee to keep the discussion in regards to the Recreation Budget to
40 a 15 -20 minutes as this can also be discussed at the Public Hearing and also at the
41 Deliberative Session. The Budget Committee agreed to do so.

42 ***Parks & Recreation budget 4520.0***

43 Presenting this budget is Deb Brown, George Blaisdell, Hans Nicolaisen and Terry
44 Treanor. Bruce Cleveland stated that this discussion affects an employee's salary and the
45 discussion should be treated with the respect that it deserves. Bruce said it is the Budget
46 Committee's duty to monitor the budget and how it is being spent but not to decide how
47 well and employee is doing at his or her job. Bruce recapped the discussion from last
48 week by saying that the BOS recommended up to a 2% salary increase for the 2015 year.
49 The Parks & Rec budget was presented to the Budget Committee on December 3, with
50 recommendations by the BOS of 2 in favor, 2 opposed and 1 not participating at the
51 November 24th meeting. The budget was reviewed for about an hour at their December
52 3rd meeting and the Budget Committee requested additional information. Bruce said that
53 the information was received on Tuesday, December 9th and he thanked the Recreation
54 Director for putting together a packet for the Budget Committee to review. The
55 documents that were presented to the Budget Committee was a 2013 Rate Comparison
56 for Department Heads for the Town of Sandown, Wage and Salary information from the
57 NH Municipal Association and job descriptions as established by NH Municipal
58 Association and the job description for the Town of Sandown Recreation Director. Bruce
59 also said that just prior to the meeting the Budget Committee was handed a comparison
60 of area Recreation Director's salaries and their responsibilities. Hans Nicolaisen stated
61 this was done because not all Recreation Director's have the same duties and he would

62 like the Budget Committee to take this into consideration when they are making their
63 decision. Hans also stated that Sandown's Recreation Director's position requires more
64 than any of the ones listed in the comparison presented to the Budget Committee. Cathy
65 Gorman asked Deb Brown if other Recreation Director's duties that she isn't responsible
66 for is on the comparison and Hans said that is a great question but they didn't get that
67 deep into it. Hans said the Recreation Commission wants to leave the meeting with the
68 support of the Budget Committee. Tony Piemonte feels that a 2% increase is sufficient
69 like all other employees. Hans stated when this position started it was a 10 hour a week
70 position and now it is a 34 hours. There are numerous programs offered to the Town
71 with no cost to the Town and the Recreation Director has a lot of responsibility. Hans
72 stated that he wished there were more Budget Committee members that used the
73 programs that are offered so they could see the value of the programs and not just the
74 dollar amount being spent for the Recreation Director's salary. Hans asked for the
75 Budget Committee approval and let the residents decide to change it at Deliberative
76 Session if they choose. Dawn Nicolaisen stated that the Recreation Director did as the
77 Budget Committee asked her to do and brought back a job description. Dawn also said
78 that up until this point she was not in favor of the 10% increase but looking at the job
79 description she has changed her mind. Dawn said she has been on the Recreation
80 Committee for a number of years and feels that the Recreation Director deserves more
81 than a 2% increase. Lee Dube said he feels the same as Dawn and the Budget Committee
82 is in a difficult position. He said that he does use the program and knows that the
83 Recreation Director has a lot of responsibility. Cathy Gorman stated that last year the
84 budget failed by \$10,000.00 and she would prefer to keep the 2% increase in the budget
85 and allow the residents to add it back in at the Deliberative Session and she would
86 support that at that time. Hans Nicolaisen stated that the Recreation Budget is only up
87 1.48% with the proposed increase and as a selectman he states that he feels it would be
88 less hectic at Deliberative to take it out than to put it back in. Deb Brown stated that no
89 other employee goes through this at Deliberative Session and feels that it is unfair and
90 asks the Budget Committee to either vote it up or vote it down. She said she does not
91 want to go through what she went through last week at Deliberative Session. Dawn
92 Nicolaisen disagrees and says that if other employees were asking for a 10% increase

93 they would be going through the same thing. Bruce Cleveland said he is frustrated as the
94 BOS have the ability to change the Recreation Director's rate of pay at of their meetings
95 and the Budget Committee has no say and it has been a year since this original discussion
96 and it has not been done. Bruce also states that the budget that came to the Budget
97 Committee was not a unanimous decision from the BOS for the increase and he would be
98 a lot more inclined to agree with the increase. Bruce also said a new Committee has been
99 formed to look into the salaries of the Town and feels we need to wait until that is
100 completed at this point.

101 **Motion by** Dawn Nicolaisen to grant a total increase of 6% for the Recreation Director's
102 salary.

103 **Seconded by** Bruce Cleveland for discussion.

104 Dawn Nicolaisen said there is an increased workload for the Recreation Director with the
105 new building and last year the BOS and Budget Committee approved a 15% increase and
106 the reason the increase wasn't given is because the Town is running on a default budget.
107 Bruce said the BOS should have made this decision at any of their meetings and not
108 relied on the Budget Committee to make this decision. Cathy Gorman said that this may
109 have passed at the original Budget Committee meeting that she was not at, but at the
110 Public Hearing she made a motion to remove the increase from the budget and it passed
111 and there was no additional salary increase. Hans Nicolaisen said that a few years ago
112 previous BOS and Budget Committee members promised to increase the rate of pay for
113 the Recreation Director and is asking the Budget Committee to consider that in making
114 their decision. He said this has been going on for 8 years and is becoming increasingly
115 frustrated and left the meeting at this point. The current salary is \$18.28 per hour and the
116 6% increase will be \$19.38 for a total of 1,326 hours is \$25,693.64 for a total salary of
117 \$33,773.00.

118 **In Favor** Daniel Saltalamacchia and Dawn Nicolaisen.

119 **Opposed** Bruce Cleveland, Cathy Gorman, Tony Piemonte and Lee Dube.

120 **Motion fails 4-2-0.**

121 **Motion by** Lee Dube to increase the Recreation Director's salary by a total of 4%,
122 inclusive of the Town's 2%.

123 **Seconded by** Cathy Gorman.

124 So the numbers would be $\$18.28 \times 4\%$ is $\$19.01$ for the 1,326 hours is $\$25,207.26$ for a
125 total salary of $\$33,287$.

126 ***In Favor***, Daniel Saltalamacchia, Dawn Nicolaisen, Lee Dube, Cathy Gorman, Bruce
127 Cleveland.

128 ***Opposed***, Tony Piemonte.

129 **Motion passed 5-1-0**

130 The Committee reviewed the Budget and agreed that the Gross Expenses are $\$87,115.02$,
131 Revenue of $\$1.00$ and Net Expenses of $\$87,114.00$.

132 ***Motion by*** Bruce Cleveland to accept the Recreation Director budget with Gross
133 Expenses of $\$87,115.02$, Revenue of $\$1.00$ and Net Expenses of $\$87,114.00$.

134 ***Seconded by*** Lee Dube.

135 Cathy Gorman stated that last year she did a lot of research and initially the request was
136 $\$17.00$ and the position was $\$16.56$ and Cathy suggested in increasing the position to an
137 additional 2% would have brought the position up to $\$17.00$ and feels that this will bring
138 her current. Bruce Cleveland said the backup presented was much better but he is still
139 concerned that it did not pass unanimously from the BOS. Tony Piemonte feels that
140 everyone should get the same and if someone is asking for a larger increase then the
141 Committee has the right to ask any questions they want. Selectwoman Buco thanks the
142 Budget Committee for the time and effort of the research that was put into this budget.
143 She said that is why she started the subcommittee as there are a lot of salaries within the
144 Town that need to be looked. She said when the budget was brought to the BOS there
145 was no additional salary increase mentioned. Bruce Cleveland said that he welcomes
146 feedback from the public via email. Lee Dube is disappointed that the Budget Committee
147 was put in this position by the BOS.

148 ***In Favor***, Daniel Saltalamacchia, Dawn Nicolaisen, Lee Dube, Cathy Gorman, Bruce
149 Cleveland.

150 ***Opposed***, Tony Piemonte.

151 **Motion passed 5-1-0**

152

153

154 **Community Assistance budget 4445.0 with Gross Expenses of \$10,601.00, Revenue of**
155 **\$500.00 and Net Expenses of \$10,101.00** with a decrease of 19.08%.

156 This budget is being presented by Cheryl Eastman for Lynne Blaisdell. Bruce said that
157 he spoke to Lynne and she was very disappointed that she could not be here tonight to
158 present this budget. Cheryl stated that Community Assistance budget helps the residents
159 of Sandown that are in financial distress by paying medical bills, rent, fuel, etc. and it is
160 mandated by the state that if a resident falls under the qualifications the Town is
161 obligated to help them. Cheryl said even if there is no money in the budget the Town is
162 obligated to pay it by state law. Cathy Gorman asks what defines a resident and Cheryl
163 said anyone can wonder into the Town and ask for help. Dawn Nicolaisen asks what
164 prevents someone from going Town to Town and Cheryl said that there is an application
165 process and a system in place to prevent that. Lee Dube questions the Prescription line
166 being at \$100.00 but only \$20.00 has been used in past years. Cheryl said it's hard to
167 estimate. Dawn Nicolaisen asked if there is any way any amount can be eliminated from
168 this budget as \$13,000.00 was raised and appropriated last year but only \$3,000.00 was
169 spent. Cheryl said that she spoke to Lynne and she has already reduced the budget to
170 where she feels comfortable. Cathy Gorman said that because we are obligated to pay
171 this we shouldn't reduce this budget any further and some of the organizations donations
172 should be reduced. Cheryl said that the donations that are given to outside organizations
173 help to offset the cost that the Town is responsible for paying as they work together.
174 Tony Piemonte said that in 2012 the economy was very bad but it seems to be picking up
175 and this should be considered. Lee Dube said there are 4 line items that a total of
176 \$2,000.00 has been allocated but only \$17.00 has been spent. These lines are the
177 Mortgage, Telephone, Water and Cremation.

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

179

180 **Health & Human Services budget 4415.0 with Gross Expenses of \$22,363.00, Revenue**
181 **of \$0.00 and Net Expenses of \$22,363.00** which is an increase of 9.16%.

182 This budget is being presented by Cheryl Eastman. Bruce Cleveland asked the
183 Committee if they want to line by line and Dawn Nicolaisen said no she would rather
184 have Committee members as questions as they see fit for the entire budget.

185 **Motion by** Cathy Gorman to accept the BOS figures in the amount of \$21,263.00 of Net
186 and Gross Expenses.

187 **Seconded by** Dawn Nicolaisen.

188 Tony Piemonte asks why is there a new line for SASS and Cheryl said they were funded
189 in 2012 but not in 2013 or 2104, but this year the BOS received a request in the amount
190 of \$575.00.

191 **In favor,** Dawn Nicolaisen, Cathy Gorman, Daniel Saltalamacchia, Bruce Cleveland,
192 Tony Piemonte and Lee Dube.

193 **Motion passed 6-0-0**

194

195 **Benefits budget 4155.0 with Gross Expenses of \$425,666.00, Revenue of \$0.00 and Net**
196 **Expenses of \$425,666.00.**

197 Cheryl Eastman is presenting this budget.

198 Cheryl said that for 2015 there is a 15% employee contribution. Bruce asked if there are
199 lines in the budget that cannot be changed and Cheryl said the Fica, Medicare, Employees
200 Retirement Fire and Retirement Police. Cathy said that because the Payroll line in a prior
201 budget was changed some of these figures need to be changed as well and Cheryl agreed.

202 Dawn Nicolaisen asked about the HRA and asked if the amount in 2014 was \$2,000.00
203 and in 2015 it is going to \$2,500.00 and Cheryl said yes. Cathy Gorman said for the

204 2014 budget the Budget Committee approved \$1,500.00. Cathy said in 2014 the

205 approved amount was 175,167.00 with \$1,500.00 being allowed for HRA. Cheryl

206 Eastman said that the BOS approved \$2,000.00 even though the Budget Committee

207 approved \$1,500.00. Lee Dube asked why the increase and Cheryl said it was to offset

208 the increase in the deductible the employees have to pay.

209 Dawn Nicolaisen asked why they are budgeting the full amount for each employee if the

210 total amount allowed is never used. Cheryl agrees that it is a lot of money but if every

211 employee put in for the maximum amount they need to have the money to pay it.

212 **Motion by** Cathy Gorman to reduce the Health Insurance line to \$179,902.00.

213 **Seconded by** Daniel Saltalamacchia.

214 Bruce Cleveland stated this motion is to keep the HRA benefit at \$2,000.00 per
215 employee. Bruce said in the future there should be a trend and would like the Committee
216 be generous with a buffer so they aren't taking money elsewhere to pay it.

217 ***In favor***, Dawn Nicolaisen, Cathy Gorman, Daniel Saltalamacchia, Bruce Cleveland,
218 Tony Piemonte and Lee Dube.

219 ***Motion passed 6-0-0***

220

221 Cathy Gorman asked if the FICA and Medicare lines should be modified now and Bruce
222 said that can be done at the Final Public Hearing after all of the budgets are approved.

223

224 ***Motion by*** Cathy Gorman to accept the Benefits budget with Gross Expenses of
225 \$419,166.00, Revenue of \$0.00 and Net Expenses of \$419,166.00.

226 ***Seconded by*** Daniel Saltalamacchia.

227 ***In favor***, Dawn Nicolaisen, Cathy Gorman, Daniel Saltalamacchia, Bruce Cleveland,
228 Tony Piemonte and Lee Dube.

229 ***Motion passed 6-0-0***

230

231 Cheryl Eastman told the Budget Committee that the BOS approved the accounting
232 software purchase with this year's funds so the amount of \$7,500.00 needs to be removed
233 from the Finance budget for 2015. Bruce Cleveland said the Budget Committee can
234 address that at the Public Hearing. Bruce thanked Cheryl for the amazing job that she
235 does getting the Budget Committee everything they need to review the budgets.

236

237 Bruce Cleveland said that the next meeting will be the Public Hearing at 6:30 on January
238 15, 2015 with an alternate date of January 20, 2015. Bruce said all comments and
239 feedback are welcome.

240

241 Meeting adjourned 9:00

242

243 Respectfully submitted,

244 Sue Reynolds

245