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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, July 29, 2015

Type of Meeting: Public

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

Meeting Location: Town Hall, Second Floor

Members Present Lee Dube, Cathy Gorman, Tony Piemonte and Cindy Buco (Selectman Ex-Officio)

Recording Secretary: Sue Reynolds

Acting Chairman Lee Dube called the meeting to order at 7:31pm.

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

The Election of Officers was done.

Motion by Cathy Gorman to elect Lee Dube as Chair of the Budget Committee.

Seconded by Tony Piemonte

In Favor, Cathy Gorman, Lee Dube, Tony Piemonte and Cindy Buco.

Motion passed unanimously.

Motion by Lee Dube to elect Cathy Gorman as Vice Chair of the Budget Committee.

Seconded by Tony Piemonte.

In Favor, Cathy Gorman, Lee Dube, Tony Piemonte and Cindy Buco.

Motion passed unanimously.

31 Tony Piemonte said he received 2 letters of intent, one from Dean Webster and Michael
32 Constanzo. Lee Dube said he read the letters and had no questions and Cathy Gorman
33 agreed.

34 **Motion by** Lee Dube to nominate and elect Dean Webster and Michael Constanzo to the
35 Budget Committee for a 1 year term.

36 **Seconded by** Cathy Gorman.

37 **In Favor**, Cathy Gorman, Lee Dube, Tony Piemonte and Cindy Buco.

38 **Motion passed unanimously.**

39

40 Dean and Michael were sworn into the Committee by Selectwoman Buco.

41

42 Lee Dube went over a few housekeeping rules and asked that the Committee members
43 adhere to Robert's Rules of Order and when they would like to speak they raise their
44 hands and wait to be recognized by the Chair. The Committee is in agreement.

45

46 Review of the upcoming budget schedule

47 Lee stated that the meetings will be on Wednesday evening's beginning at 7pm. Cathy
48 Gorman asked if the schedule will be sent to the Department Heads for their approval and
49 Lynne Blaisdell said that she doesn't get their approval. She will send them this schedule
50 along with the schedule from the BOS. Lynne said the agendas are now posted on the
51 doors at Town Hall so there is no need to post future agendas unless something changes.
52 Cathy Gorman asked if it was possible to ask the Department Heads to supply the Budget
53 Committee supporting documentation with their budgets and not ask the Committee to
54 refer back to previous years. She feels it would be extremely beneficial, especially for
55 the new members on the Committee. She asked if the Committee would like to discuss
56 what they want Department Heads to provide with their budgets.

57 Dean Webster asked if spreadsheets from prior years were available along with actual
58 expenditures and Lee Dube said yes but he would like to finish going over the actual
59 schedule first then they will discuss what will be requested from the Department Heads.

60 Tony Piemonte said last year we seemed to have met every other week and that worked
61 well and Cathy Gorman stated that there are members on the Budget Committee that are

62 also on another Committee and wondered if some of the budget meetings can be moved
63 as that committee was started before the Budget Committee schedule was set. Cathy
64 stated the Budget Committee takes priority but if there are some dates that can be
65 changed it would be helpful. Lynne Blaisdell said that the Budget Committee schedule
66 that has been presented worked out really well last year in regards to the Holiday's and
67 also for the BOS schedule. Lynn explained that the Department Heads meet with the
68 BOS 2 weeks prior to meeting with the Budget Committee, which allows the Budget
69 Committee 1 week to review the budgets prior to their meeting. Lynne asked if the other
70 committee meetings can be rescheduled instead of rescheduling the BOS meetings and
71 the Budget Committee meetings and Cathy Gorman agreed.

72 Dean asked if there were times that a budget took longer to discuss and needed more time
73 how does that work and Tony said if the Committee wanted more information before
74 making a decision that budget could be rescheduled to a future meeting.

75 Lee Dube said the 2015-2016 Budget Committee schedule will be accepted as presented
76 and the next meeting will be September 16th. Lynne said that she will post the schedule
77 in Town Hall and also notify all Department Heads.

78

79 Cheryl Eastman, Finance Director wanted to come to introduce herself to the Committee
80 and to hand out the 2014 & 2015 approved budgets and also a year to date report. Cheryl
81 said she can send anyone electronic copies that want them.

82

83 NEW BUSINESS

84 Lee asked to continue the discussion as to what the Committee would like to see from
85 Department Heads and when. Cathy Gorman said she would like to see supporting
86 documentation especially if their budgets have increased. Lynne said Department Heads
87 are supposed to have their budgets in the Monday of the week prior to the Budget
88 Committee meeting. The consensus of the Committee is in agreement with this. Lee said
89 he will draft a memo to the Department Heads and forward it to Lynne for her to send
90 out. Lee said they have access to Cheryl's documents, previous minutes, spread sheets
91 from previous years as well. Dean asked what the role of the Budget Committee and
92 Cathy Gorman said the Department Heads make a request to the BOS to run their

93 department and they make a recommendation, then it is presented to the Budget
94 Committee. Cathy said that along with the budget information, supporting
95 documentation and the recommendations from the BOS they make a decision on the
96 budget that goes before the Town. Cindy Bucu said that there is a Wage & Salary
97 Committee meeting to do a salary comparison and that should be ready by the end of
98 September for the Budget Committee.

99

100 OLD BUSINESS

101 Review and approval of minutes from January 14, 2015.

102 Lee said on page 26, lines 768-770 that on line 770 it read the Budget Committee
103 recommends this Warrant Article 6-1-0 and only those in favor were recorded. Cathy
104 Gorman stated you don't have to record how who voted just the number of people that
105 voted and Lynne Blaisdell agreed.

106 **Motion by** Lee Dube to accept the minutes of Wednesday, January 14, 2015 as written

107 **Seconded by** Cathy Gorman.

108 **In Favor**, Lee Dube, Cathy Gorman and Tony Piemonte.

109 **Abstain**, Cindy Bucu, Michael Constanzo and Dean Webster.

110 **Motion passes 3-0-3.**

111

112 Lee stated the next meeting will be Wednesday, September 16th at Town Hall at 7:30pm
113 and welcomed the new members to the Committee.

114

115 **Motion by** Cathy Gorman to adjourn.

116 **Seconded by** Tony Piemonte.

117 **In Favor**, Lee Dube, Cathy Gorman, Tony Piemonte, Cindy Bucu, Michael Constanzo
118 and Dean Webster.

119 **Motion passes 6-0-0**

120

121 Respectfully submitted,

122 Sue Reynolds

123