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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, September 16, 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, Dean Webster,
Michael Constanzo and Cindy Bucu (Selectman Ex-Officio)

Recording Secretary: Sue Reynolds

Chairman Lee Dube called the meeting to order at 7:30pm.

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

Lee Dube asked the Committee to review the minutes of Wednesday, July 29, 2015.

Tony said he sent Lee an email in regards to a change.

Motion by Dean Webster to accept the minutes of Wednesday, July 20, 2015.

Seconded by Tony Piemonte.

Lee said there was a change on line 47 and should read 7:30pm not 7:00.

Tony said there was another time that needed to be changed but could not

27 locate at the moment. Sue Reynolds said she would locate it when doing
28 these minutes and make the change.

29 **Motion by** Lee Dube to amend the original motion to the changes of 7:00 or
30 7:15 to 7:30 in regards to start times.

31 **Seconded by** Tony Piemonte.

32 **In Favor**, Dean Webster, Cathy Gorman, Michael Constanzo, Lee Dube and
33 Tony Piemonte.

34 **Abstain**, Cindy Buco

35 **Motion passes 5-0-1**

36

37 **Motion by** Cathy Gorman to accept the minutes of Wednesday, July 29,
38 2015 as amended.

39 **Seconded by** Lee Dube.

40 **In Favor**, Dean Webster, Cathy Gorman, Michael Constanzo, Lee Dube and
41 Tony Piemonte.

42 **Abstain**, Cindy Buco

43 **Motion passes 5-0-1**

44

45 Cathy Gorman asked if Lee knew how many hard copies of the budgets are
46 needed and he said yes, it was discussed last week. Cheryl provided hard
47 copies for all Committee Members for this week and next and he also said
48 that Tony, Sue and he would like hard copies moving forward. Dean and
49 Michael said they would like a hard copy as well.

50

51

52 **Motion by Cathy Gorman to put the Assessing account 4150.06 on the**
53 **table for discussion.**

54 **Seconded by Lee Dube.**

55

56 Lynne Blaisdell is presenting this budget. Lynne said the Annual Software
57 Maintenance has gone up according to the new contract. Cathy Gorman

58 mentioned that in 2014 that line was over expended and this year there is a
59 little left and she wanted to know if Lynne expect to expend all that was
60 budgeted without going over for this year. Lynne referred to the contract
61 attached and the contract goes by Fiscal Year and the budget is for a
62 Calendar Year. Cathy Gorman also asked about the mileage line and why
63 \$1,000.00 was budgeted when in the past few years they have never
64 expended more than \$500.00. Lynne explained it is a contractual item under
65 the reimbursable expense and she said she would be comfortable with it
66 being reduced a little.

67 **Motion by** Cathy Gorman to reduce the Mileage line from \$1,000.00 to
68 \$700.00.

69 **Seconded by** Tony Piemonte.

70 Lee Dube said it is a contractual amount and realizes there not much room to
71 play with within this budget. He also asked about the Assessing Services
72 and Lynne said that is billed monthly so there are still a few payments left to
73 be made.

74 **In Favor,** Lee Dube, Dean Webster, Cathy Gorman and Tony Piemonte.

75 **Opposed,** Michael Constanzo and Cindy Buco.

76 **Motion passes 4-2-0.**

77 **Motion by** Cathy Gorman to change the Gross Expenses line \$67,040.100,
78 Revenue of \$0.00 and Net Expenses of \$67,040.00.

79 **Seconded by** Dean Webster.

80 **In Favor,** Lee Dube, Dean Webster, Cathy Gorman, Tony Piemonte.

81 Michael Constanzo and Cindy Buco.

82 **Motion passes unanimously**

83

84 Tony Piemonte asked about the Supplies line and Lynne said this line is
85 shared among other departments as well.

86

87 **Motion by** Cathy Gorman to accept the Assessing budget with Gross
88 Expenses of \$67,040.00, Revenue of \$0.00 and Net Expenses of \$67,040.00
89 pending further review.

90 **Seconded by** Lee Dube.

91 **In Favor,** Lee Dube, Dean Webster, Cathy Gorman, Tony Piemonte.

92 Michael Constanzo and Cindy Buco.

93 **Motion passes unanimously**

94

95 Lynne said you only need to make a motion to change the line items and
96 then to accept the final budget.

97 **Motion by Cathy Gorman to put the Patriotic Purposes budget 4583 on**
98 **the table for discussion.**

99 Lynne Blaisdell is presenting this budget.

100 Lynne said that the BOS added \$100.00 under the Wreaths/Flags line to
101 update the flags in the Town.

102 **Motion by** Lee Dube to increase the Wreaths/Flags line from \$150.00 to
103 \$250.00.

104 **Seconded by** Cindy Buco.

105 **In Favor**, Lee Dube, Dean Webster, Cathy Gorman, Tony Piemonte.
106 Michael Constanzo and Cindy Buco.

107 **Motion passes unanimously**

108

109 Dean Webster asked about the remaining money in the Fireworks line and

110 Lynne said the fireworks are paid half up front and half after the show and it
111 will be paid shortly.

112 **Motion by** Cathy Gorman to accept the Patriotic Purposes budget with Gross
113 Expenses of \$4,750.00, Revenue of \$0.00 and Net Expenses of \$4,750.00
114 pending further review.

115 **Seconded by** Cindy Buco.

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

118 **Motion passes unanimously**

119

120 **The Tan Note budget 4723-42 was put on the table for discussion.**

121 This budget is being presented by Cheryl Eastman, Finance Director.

122 Cheryl said this is the same as last year and it is used to cover the interest
123 charges on a loan if needed if the tax rate hasn't been set by the end of the

124 year. Dean Webster asked if the money is appropriated and it is not used

125 what happens to the money and Cheryl said it would go back in the General

126 Fund. Dean asked if the surplus can be used for this line item this year and
127 Cheryl said no because the money can only be encumbered if the BOS vote
128 on it prior to December 31st or if there are no contractual obligations for the
129 funds then it all goes back into the General Fund. Dean asked when the last
130 time it was used and Cheryl said it hasn't been used in the last 3 years. Dean
131 is concerned that it is a lot of money to be raised and appropriated and not
132 used. Lee Dube asked how many times has it been used in the last 10 years
133 and Lynne said it has only been used once and at that time \$10,000.00 was
134 appropriated but the amount used was \$7,800.00, which is why the requested
135 amount has been reduced to \$8,000.00.

136 **Motion by** Cathy Gorman to accept the Tan Note budget with Gross
137 Expenses of \$8,000.00, Revenue of \$0.00 and Net Expenses of \$8,000.00
138 pending further review.

139 **Seconded by** Cindy Buco.

140 **In Favor**, Lee Dube, Dean Webster, Cathy Gorman, Tony Piemonte.
141 Michael Constanzo and Cindy Buco.

142 **Motion passes unanimously**

143

144 **The Debt Expense – Principal budget 4711-42 was put on the table for**
145 **discussion.**

146 This budget is being presented by Cheryl Eastman. Cheryl said this is the
147 bond on the Minton property and is the same as last year.

148 **Motion by** Cathy Gorman to accept the Debt Expense Principal budget with
149 Gross Expenses of \$50,000.00, Revenue of \$0.00 and Net Expenses of
150 \$50,000.00 pending further review.

151 **Seconded by** Cindy Buco.

152 **In Favor**, Lee Dube, Dean Webster, Cathy Gorman, Tony Piemonte.
153 Michael Constanzo and Cindy Buco.

154 ***Motion passes unanimously***

155

156 **The Debt Expense – Interest budget 4721-42 was put on the table for**
157 **discussion.**

158 Cheryl Eastman is presenting this budget and explains that this is the interest
159 on the bond for the Minton property.

160 ***Motion by*** Cathy Gorman to accept the Debt Expense – Interest budget with
161 Gross Expenses of \$28,650.00, Revenue of \$0.00 and Net Expenses of
162 28,650.00 pending further review.

163 ***Seconded by*** Cindy Buco.

164 ***In Favor,*** Lee Dube, Dean Webster, Cathy Gorman, Tony Piemonte.
165 Michael Constanzo and Cindy Buco.

166 ***Motion passes unanimously***

167

168 **The Finance budget 4150-05 was put on the table for the discussion.**

169 Cheryl Eastman is presenting this budget. Cheryl said there not a lot of
170 changes from last year’s budget. She said she doesn’t have the final figures
171 for the Computer Software/Hardware line so she is using last year’s figure
172 for now. Cathy Gorman said this year we haven’t used all that was
173 appropriated yet and Cheryl said that line will be expended by the end of this
174 year and this may increase. Lee Dube asked about the Supply line and
175 Cheryl referred to the attachment she supplied and she tried to cut a bit from
176 her budget. Cathy Gorman asked about the Payroll line and Cheryl said
177 since the BOS have not made a decision about any increases yet she left that
178 line as it was last year. Cindy Buco said that is a discussion for the BOS at
179 the next meeting. Tony Piemonte asked about the direct deposit and how

180 many employees use it as it is a cheaper way to go and Cheryl said about
181 two thirds of employees use it.

182 **Motion by** Cathy Gorman to accept the Finance budget with Gross Expenses
183 of \$56,624.00, Revenue of \$0.00 and Net Expenses of \$56,624.00 pending
184 further review.

185 **Seconded by** Cindy Buco.

186 **In Favor**, Lee Dube, Dean Webster, Cathy Gorman, Tony Piemonte.
187 Michael Constanzo and Cindy Buco.

188 **Motion passes unanimously**

189

190 **The Street Lights budget 4316-27 was put on the table for discussion.**

191 Cindy Eastman is presenting this budget.

192 Dean Webster asked if these lights are on Town property to illuminate the
193 buildings. Lynne Blaisdell said there 13 street lights in Town and some of
194 them do light up parking lots of Town property. Lee Dube asked if it has
195 been looked into to change the lights to partial solar power and Lynne said
196 one of her goals for 2016 is to look at the possibility to change them to LED
197 lighting through Eversource. She said Eversource currently has a rebate
198 program available but they didn't have the money in the budget to take
199 advantage of it this year so she is hoping they will offer the same rebate
200 program next year as well. Cindy Buco asked if the amount would go up a
201 lot and if it is something that can be budgeted now and Lynne said she will
202 look into what the pricing might be and maybe they can look at replacing
203 two or three a year.

204 **Motion by** Cathy Gorman to accept the Street Light budget with Gross
205 Expenses of \$4,500.00, Revenue of \$0.00 and Net Expenses of \$4,500.00
206 pending further review.

207 *Seconded by* Cindy Buco.

208 *In Favor*, Lee Dube, Dean Webster, Cathy Gorman, Tony Piemonte.
209 Michael Constanzo and Cindy Buco.

210 *Motion passes unanimously*

211

212 **The Election & Registration (Moderator) account 4140-04 was put on**
213 **the table for discussion.**

214 This budget is being presented by Bruce Cleveland.

215 Bruce explained that there is a bit of an increase as this budget is based on
216 the number of events happening that year, so odd years the budget is lower
217 than the even years. Bruce said this is a best guest effort and explained that
218 the coding of the machines is based on the amount information that is on that
219 be ballot and the number of ballots that each voter receives. He said the
220 State pays for the State elections and the Town is responsible for the Town
221 election. Bruce also asked for a small increase in the Meals line as he would
222 like to provide the workers with supper as well as lunch as they actually
223 work a 14-16 hour day. Lee Dube asked if the amount of ballots should be
224 increased and Bruce said he went over the ballot amount with Michelle
225 Short and feels comfortable with the amount presented but said that if that
226 should change he will let the Budget Committee know of the increase.

227 **Motion by** Cathy Gorman to accept the Election & Registration (Moderator)
228 budget with Gross Expenses of \$9,965.00, Revenue of \$0.00 and Net
229 Expenses of \$9,965.00 pending further review.

230 *Seconded by* Cindy Buco.

231 *In Favor*, Lee Dube, Dean Webster, Cathy Gorman, Tony Piemonte.
232 Michael Constanzo and Cindy Buco.

233 *Motion passes unanimously*

234

235 **The Election & Registration (Supervisors of the Checklist) 4140-03 was**
236 **put on the table for discussion.**

237 This budget is being presented by Rosemary Bruno, Heather Zugranus and
238 Diane Thompson.

239 Rosemary Bruno said this is the same budget as 2014, as last year's budget
240 had money in it for a new laptop.

241 **Motion by** Cathy Gorman to accep the Election & Registration (Supervisor
242 of the Checklist) with Gross Expenses of \$3,725.00, Revenue of \$50.00 and
243 Net Expenses of \$3,675.00 pending further review.

244 **Seconded by** Cindy Buco.

245 **In Favor**, Lee Dube, Dean Webster, Cathy Gorman, Tony Piemonte.
246 Michael Constanzo and Cindy Buco.

247 **Motion passes unanimously**

248

249 Cathy Gorman asked Lynne if she can provide for the Budget Committee a
250 list of what the impact would be for employee raises in the amount of 2% -
251 5% along with the FICA and retirement and what the actual tax impact
252 would be. Lynne said it would be something she can ask Cheryl Eastman to
253 provide for the Budget Committee. Lynne just wanted to be sure that the
254 Budget Committee knew they are not responsible for making the decision of
255 giving employee raises, that is up to the BOS and Cathy Gorman said she
256 understood that, but just wanted to see what the tax impact would be with
257 the various percentage increases. Lynne said this is on the agenda for the
258 BOS to discuss on Monday night. Cindy Buco said she is working with the
259 Salary & Wage Committee as well and feels that most of the Town
260 employees are under what most area Towns are paying.

261

262 Lee Dube said the budgets that are being reviewed next week are the
263 Building Inspector, Code Enforcement, Electrical Inspector, Septic, Health
264 Officer and Conservation Commission.

265

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

267 ***Seconded by*** Lee Dube

268 ***In Favor***, Lee Dube, Dean Webster, Cathy Gorman, Tony Piemonte.
269 Michael Constanzo and Cindy Buco.

270 ***Motion passes unanimously***

271

272 Respectfully submitted,

273 Sue Reynolds

274