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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, October 7, 2015

Type of Meeting: Public

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

Meeting Location: Town Hall, Second Floor

Members Present Lee Dube, Tony Piemonte, Dean Webster, Michael Constanzo

Not Present: Cathy Gorman and Cindy Buco (Selectman Ex-Officio)

Recording Secretary: Sue Reynolds

Chairman Lee Dube called the meeting to order at 7:32pm.

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

Lee Dube asked the Board to review the minutes of Wednesday, September 23, 2015.

Lee Dube stated that Line 11 should read Costanzo instead of Constanzo as well as throughout the document and line 112 should read last year they had to hire a new consultant.....

Motion by Lee Dube to accept the minutes of September 23, 2015 as amended.

Seconded by Tony Piemonte

In Favor Dean Webster, Michael Costanzo, Lee Dube and Tony Piemonte.

Motion passes unanimously.

New Business

Lee Dube stated that the Committee needs to be thinking about the date for the Public Hearing and the last date to hold it is Tuesday, January 19th, which is when they usually

31 hold it. He said Thursday, January 21st is the day the final budget from the Budget
32 Committee is due and Tuesday, March 8th is the Town Election.

33

34 **Town Clerk – 4140-02 was put on the table for discussion.**

35 Michelle Short is presenting this budget.

36 Michelle said there hasn't been much change in the budget from last year. She did say
37 that she goes to the bank 3x per week except for during tax season she goes daily. Lee
38 Dube asked why the Dog Licenses line was increased and Michelle said that they are
39 registering more dogs and last year she ran out of tags.

40 **Motion by** Tony Piemonte to accept the Town Clerk budget with Gross Expenses of
41 \$51,032.00, Revenue 1,194,036.00, and Net Expenses -\$1,143,004.00 pending further
42 review.

43 **Seconded by** Lee Dube.

44 **In Favor** Dean Webster, Michael Costanzo, Lee Dube and Tony Piemonte.

45 **Motion passes unanimously.**

46

47 **Tax Collector – 4150-07 was put on the table for discussion.**

48 Michelle Short is presenting this budget.

49 **Motion by** Tony Piemonte to round off the Revenue line to 14,434,952.00 and Net
50 Expenses to-\$14,373,821.00.

51 **Seconded by** Lee Dube.

52 **In Favor** Dean Webster, Michael Costanzo, Lee Dube and Tony Piemonte.

53 **Motion passes unanimously.**

54 Lee Dube asked why there was a decreases in the Bill Printing line and Michelle said
55 when she is preparing her budget she contacts the suppliers and the quote she was given
56 was less than this year because the paper was a little different. Michael Costanzo asked
57 about the Supply line and Michelle said she spread out this line between the Town Clerk
58 and the Tax Collector's budget. She said that this includes the ink cartridges for the motor
59 vehicle registration and the Toner has gone down as well. Tony Piemonte asked about
60 the increase in the Tax Lien Expenses line and Michelle said this is due to the number of
61 tax liens in the Town and she has to notify the mortgage holder as well and there is a

62 company that provides that service and because she was close to the budgeted amount
63 this year she increased it a bit for next year. Michael Costanzo asked about Seminars line
64 and only half of what is budgeted is being used. Michelle said that she is the only one
65 that attends the Tax Collector seminar but keeps money in the budget just in case there is
66 a need to send another employee.

67 **Motion by** Lee Dube to accept the Tax Collector budget with Gross Expenses of
68 \$61,131.00, Revenue of \$14,434,952.00 and Net Expenses of -\$14,373,821.00 pending
69 further review.

70 **Seconded by** Tony Piemonte.

71 **In Favor** Dean Webster, Michael Costanzo, Lee Dube and Tony Piemonte.

72 **Motion passes unanimously.**

73

74 **Treasurer – 4150-08 was put on the table for discussion**

75 There was no discussion on this budget.

76 **Motion by** Lee Dube to accept the Treasurer budget with Gross Expenses of \$3,969.00,
77 Revenue of \$0.00 and Net Expenses of \$3,969.00 pending further review.

78 **Seconded by** Dean Webster.

79 **In Favor** Dean Webster, Michael Costanzo, Lee Dube and Tony Piemonte.

80 **Motion passes unanimously.**

81

82 **Cemetery – 4195-14 was put on the table for discussion**

83 Lee Dube stated this budget is an increase of 11.76% with the Supply line going up
84 \$400.00. Lee said he had questions and would like to hold off on discussing this budget.

85 **Motion by** Tony Piemonte to table this budget until October 28, 2015.

86 **Seconded by** Lee Dube.

87 **In Favor** Dean Webster, Michael Costanzo, Lee Dube and Tony Piemonte.

88 **Motion passes unanimously.**

89

90 **Trustees of the Trust Fund – 419-16 was put on the table for discussion**

91 There was no discussion on this budget.

92 **Motion by** Lee Dube to accept the Trustee of the Trust Funds budget with Gross
93 Expenses of \$450.00, Revenue of \$0.00 and Net Expenses of \$450.00 pending further
94 review.

95 **Seconded by** Dean Webster.

96 **In Favor** Dean Webster, Michael Costanzo, Lee Dube and Tony Piemonte.

97 **Motion passes unanimously.**

98

99 **Plumbing -4241-22 was put on the table for discussion**

100 Michael Costanzo said he had a question on the Telephone line.

101 **Motion by** Lee Dube to table this budget until 8:05, which is the time this budget was
102 scheduled for.

103 **Seconded by** Dean Webster.

104 **In Favor** Dean Webster, Michael Costanzo, Lee Dube and Tony Piemonte.

105 **Motion passes unanimously.**

106

107 **ZBA – 4191-12 was put on the table for discussion**

108 There was no discussion on this budget.

109 **Motion by** Lee Dube to accept the ZBA budget with Gross Expenses of \$2,580.00,
110 Revenue of \$1,700.00 and Net Expenses of \$880.00 pending further review.

111 **Seconded by** Tony Piemonte.

112 **In Favor** Dean Webster, Michael Costanzo, Lee Dube and Tony Piemonte.

113 **Motion passes unanimously.**

114

115 **Motion by** Lee Dube to recess until 8:05.

116 **Seconded by** Dean Webster

117 **In Favor** Dean Webster, Michael Costanzo, Lee Dube and Tony Piemonte.

118 **Motion passes unanimously.**

119

120 Lee Dube announced the meeting will resume at 8:07pm.

121

122

123 **Planning Board 4191-11 was put on the table for discussion**

124 This budget is being presented by Doug Martin, Ernie Brown, Mark Traeger, Steve
125 Meisner and Erik Dykeman.

126 Ernie Brown said the Payroll line was reduced by 7% and the Supply line was reduced
127 37.5% as well. He also said they broke out the Consultant/Engineering line, which was
128 requested by last year's Budget Committee and they added a new Dues line. He said
129 \$1,500.00 was left in the Consultant/Engineering line and \$6,000.00 was put in the new
130 Dues line, which is used for the Rockingham County Planning Commission, which they
131 pay for their expertise on projects in town. Ernie Brown gave the Budget Committee a
132 memo from the RPC. Matt Russell said that the Town of Sandown has been a member of
133 the RPC for a number of years and they help Town's with professional planning and feels
134 they have been an extremely useful asset for the Planning Board and Conservation
135 Commission as well. He referred to a recent event they have helped with which was
136 using information that was obtained by a study in regards to the Exeter River, which was
137 an assessment on the entire river locating trouble points in the river. In this instance the
138 culvert at Wells Village Rd., was pointed out and it also added a lot of damage to the
139 river. Matt explained that during some big storms the river would bypass the culvert and
140 wash part of Wells Village Rd. into the river and the RPC's assessment helped the Town
141 receive Federal money to have that area replaced. Matt said there are many more
142 examples in the memo that was handed to the Budget Committee as well. Matt also said
143 they are faced with a few items that are federally and state mandated, such as the MS4
144 permit for compliance on storm water. He said this is becoming very complex and the
145 help of RPC is instrumental in helping to fill this out. Matt also stated that RPC helps
146 with block grants for the Planning Board and has save the Town a substantial amount of
147 money. Matt said they help with identifying, writing and justification information. Doug
148 Martin said it is a \$6,000.00 investment for the Town as they money they receive in
149 return on this investment is well worth what they have saved in the last several years. He
150 said the RPC meets once a month and forms different committees and one of them in a
151 Legislative Committee, where there is a group that is constantly watching the legislature
152 that is happing that will have an effect not only on Sandown but for the surrounding
153 communities as well. Doug said that they are working with a RPC representative now to

154 help the with Town home business zoning ordinance so it is much easier for a resident to
155 have an in home business. He said Sandown is only 1 town in the community but it
156 doesn't end there, he said that we are all neighbors and the RPC is a good asset to have.
157 Doug also refers to the increase in the Revenue line as they are coming out of a recession
158 and there will be more activity with the Planning Board soon. Matt Russell also stated
159 the RPC was instrumental in helping to prepare the Master Plan, which is State mandated
160 and other Towns have spent up to \$15,000.00. Dean Webster asked if the state provides
161 help for the Master Plan since they are mandating it and the members of the Planning
162 Board said no, there is not State assistance for this. Dean Webster asked for specific
163 events that RPC will be working on in 2016 that will benefit the taxpayers and Matt
164 Russell said the MS4 form. Dean asked if they are receiving Federal aid to help with this
165 and the members of the Planning Board said no. Lee Dube asked if the RPC helps with
166 the guidance or completion of the MS4 and the Planning Board members said they help
167 with both. Doug Martin also stated that they meet once a month with some department
168 heads in Town as well. Lee Dube asked about the Consulting/Engineering line and what
169 that is used for and Matt Russell said this is for Keach Nordstrom, which is the Town's
170 engineer, which is used for meeting participation by Mr. Keach, for roads and
171 developments within the Town. Ernie also said that they look to Keach Nordstrom for
172 advice over and above the RPC. Ernie Brown said it is important that they are a part of
173 this group. Tony Piemonte asked about the Revenue line and Ernie Brown said this is
174 from the application fees and they are different depending on the project size. He also
175 said there is revenue to notify the abutters as well. Tony said he appreciated the memo
176 that was handed to the Committee tonight, but he would have like it sooner so he had
177 time to review it. Dean Webster asked if anyone has seen a copy of the Hazard Plan and
178 Tony Piemonte said he has seen it as the Planning Board presented it to the Budget
179 Committee last year. Tony said it is a program for any time of hazard, which is part of
180 the emergency response plan. Tony said it is in the BOS office.

181 **Motion by** Tony Piemonte to accept the Planning Board budget with Gross Expenses of
182 \$28,625.00, Revenue of \$6,000.00 and Net Expenses of \$22,625.00 pending further
183 review.

184 **Seconded by** Lee Dube.

185 ***In Favor*** Michael Costanzo, Lee Dube and Tony Piemonte.

186 ***Opposed*** Dean Webster

187 ***Motion passes 3-1-0***

188

189 Tony Piemonte asked Steve Meisner about the Payroll line and in 2014 only 40% was
190 used and to date only 32% has been used and he is asking why \$1,400.00 is being
191 budgeted for next year. Steve said the hours are based on cases and they have been
192 dropping in the last 4 or 5 years. He also they share the same administrative assistant as
193 Conservation and they meet the same night so Andrea attends those meetings instead of
194 the ZBA and she records the minutes from the tape. Steve also said the Revenue line has
195 increased dramatically and their hope is that next year this budget will be self-funded.

196

197 **Plumbing Inspector 4241-22 was put on the table for discussion.**

198 Motion by Tony Piemonte to table this budget until the October 28, 2015.

199 Seconded by Lee Dube.

200 ***In Favor*** Dean Webster, Michael Costanzo, Lee Dube and Tony Piemonte.

201 ***Motion passes unanimously***

202

203 Lee Dube said the next meeting will take place on October 21, 2015 and the budgets that
204 will be discussed are Sanitation Operating, Sanitation Site, Budget Committee, Highway
205 Facility, Recycling, Sanitation Facility and the Highway Operating budget.

206

207 Tony Piemonte expressed his concern that several department heads did not show up to
208 present their budgets tonight and Lee said that he will forward an email to Lynne to let
209 her know of the date changes of a few of the budgets and for her to let the department
210 heads know that it would be beneficial for them to come to present their budgets.

211

212 Meeting adjourned at 8:45

213

214 Respectfully submitted,

215 Sue Reynolds