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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, November 4, 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 Costanzo, Cathy Gorman arrived at 7:45 and Cindy Bucu (Selectman Ex-Officio) arrived at 7:45pm.

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 Board to review the minutes of Wednesday, October 28, 2015.

Tony said line 11 should read “Bucu”.

Motion by Lee Dube to accept the minutes of Wednesday October 28, 2015 as amended.

Seconded by Dean Webster

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

Motion passed unanimously

New Business

Lee Dube said he received an email from the Finance Director in regards to the minutes of October 21st in the Sanitation Operating budget and the Gross Expense amount should be \$349,800.00, not \$329,800.00.

Motion by Lee Dube to change Sanitation Operating budget Gross Expenses amount to \$349,800.00.

Lee said this budget should read Gross Expenses of \$349,800.00, Revenue of \$25,000.00 and Net Expenses of \$324,800.00, which reflects the budget documents presented that evening.

Seconded by Mike Costanzo.

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

Motion passes unanimously.

38 **The Library budget 4550-39 was put on the table for discussion**

39 Kirsten Corbett, Peter Stark, Adriane Skora and Patty Sarcione are presenting this budget. Kirsten stated
40 this budget is the same as last year except for the salary amounts. She said she has new figures for the
41 Benefits line as she just received the Health Insurance benefit amounts today. Lee said the Benefits line is
42 currently \$12,346.21 and Kirsten said that should be increased to \$15,268.00. She also said that the
43 NHSUI line should be decreased to \$500.00 instead of \$518.00. Tony Piemonte asked about the Salary &
44 Wages line increasing by 4.49% as did the SS line and Medicare line. Patty Sarcione said Medicare is a set
45 rate and this will be increased by the same amount of the salaries increased amount. Kirsten said she
46 increased the salaries by 2% and also added hours for the story time employee. Lee Dube said there is no
47 2015 rate in the Payroll Detail so the Committee has nothing to compare it to and asked if it 2% across the
48 board and Kirsten said this year yes, but next year it will be merit based and the budget has been
49 accordingly. Tony said the Benefits line has increased 23.67% and Kirsten said the bottom line is a 3.7%
50 increase instead of the 2.68%. Dean Webster asked about the Books, etc. line and asked how much is used
51 for digital media. Kirsten said they belong to NH Downloadable Books Coop. Dean said UNH is a huge
52 free resource and is it utilized. Kirsten said they have access to it as NH residents. Dean feels this line has
53 a lot of money allocated in it. Kirsten explained that there are electronic books that are downloaded to their
54 own equipment for residents to rent, books that can be downloaded to mp3 players, cd players and play
55 aways. It also includes all DVD's, magazine subscriptions and all electronic resources. Dean asked what
56 the average expense per circulation item and Kirsten said she usually has about \$12,000.00 of materials
57 checked out at one time. Lee said his concerned with this line as well.

58 Cathy Gorman and Cindy Buco have arrived – 7:45

59 Peter said there is a move towards electronic media but a lot of the residents still like to check out actual
60 books. Dean asked about the Technology line and Kirsten said the Technology line is for computers,
61 support, firewalls, etc. Dean asked what the impact to the Town would be if he reduced this line by 35%
62 and Kirsten said she wouldn't be able to order 777 books. Kirsten also said that 39,672 are materials that
63 are circulated not including on line usage. Dean said he understands the need for a library but not
64 necessarily in the amount that is being proposed. Kirsten said they are a municipal library and they save
65 the residents from video rentals and Netflix subscriptions. Cindy Buco asked what the budget was cut by
66 last year and Kirsten said \$10,000.00.

67 **Motion by** Lee Dube to increase the Benefits line to \$15,268.00.

68 **Seconded by** Cindy Buco.

69 **In Favor**, Michael Costanzo, Dean Webster, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte.

70 **Motion passes unanimously.**

71

72 **Motion by** Lee Dube to reduce the NHSUI line to \$500.00.

73 **Seconded by** Cathy Gorman.

74 **In Favor**, Michael Costanzo, Dean Webster, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte.

75 **Motion passes unanimously.**

76

77 **Motion by** Dean Webster to reduce the Books, etc. line from \$41,482.12 to \$35,259.80.

78 **Seconded by** Cathy Gorman.

79 Lee asked Kirsten asked what this decrease looks like and Kirsten said it would be about 350 books and the
80 audio cd's can run over \$100.00 each which are contracted items. Michael Costanzo feels the amount for
81 the cd's is really expensive and Kirsten explained that they come with free replacement and they are a
82 better quality than regular cd's the public can purchase.

83 **In Favor,** Dean Webster, Cathy Gorman and Tony Piemonte

84 **Opposed,** Lee Dube, Cindy Buco and Mike Costanzo

85 **Motion failed 3-3-0**

86

87 Cathy Gorman asked about the salary line increase by 4% and Kirsten said this is a placeholder for a 2%
88 increase and an increase in hours for the story time employee. Lee asked about the Postage cost and
89 Kirsten said this is for materials being returned, Interlibrary loans and mailings. Lee asked about the
90 background check line being removed and Kirsten said she didn't hire any new staff this year. Tony asked
91 about the mileage and it's not near the budgeted amount and Kirsten said this is for staff to go to
92 conferences and local meetings and a lot of these are held in the fall and she anticipates using the entire
93 line.

94 **Motion by** Cathy Gorman to accept the Library budget with Gross Expenses of \$296,416.00, Revenue of
95 \$0.00 and Net Expenses of \$296,416.00.

96 **Seconded by** Cindy Buco.

97 **In Favor,** Cathy Gorman, Lee Dube, Cindy Buco and Mike Costanzo

98 **Opposed,** Dean Webster and Tony Piemonte

99 **Motion passes 4-2-0**

100

101 Cathy Gorman left the meeting at this time.

102

103 **The Insurance budget 4196- 15 was put on the table for discussion.**

104 This budget is being presented by Lynne Blaisdell. Lynne asked the Budget Committee to change the
105 Property Liability line as the BOS agreed to insure the fire department vehicles at 100% replacement value.
106 She is requesting this line be increased to \$47,000.00.

107 **Motion by** Lee Dube to increase the Property Liability line to \$47,000.00.

108 **Seconded by** Cindy Buco.

109 **In Favor,** Lee Dube, Cindy Buco, Mike Costanzo, Dean Webster and Tony Piemonte

110 **Motion passes unanimously**

111

112 Lee Dube asked about the Unemployment being down and Lynne explained this is based on usage and they
113 don't have a lot at the moment and it is based on taxable wages and the loss ratio was at 0% for 2014.

114 **Motion by** Lee Dube to accept the Insurance budget with Gross Expenses of \$105,803.00, Revenue of
115 \$0.00 and Net Expenses of \$105,803.00 pending further review.

116 **Seconded by** Cindy Buco.

117 **In Favor,** Lee Dube, Cindy Buco, Mike Costanzo, Dean Webster and Tony Piemonte

118 **Motion passes unanimously**

119

120 **The Government Building budget 4194-13 was put on the table for discussion.**

121 Lynne Blaisdell is presenting this budget. Lynne explained this budget is not finished at this point but she
122 wanted to present what the BOS had. Lynne said in November & December the BOS make a lot of
123 decisions based on the surplus of the budget and any immediate needs that come up. Lynne referenced the
124 new PD needing a dehumidifier in the amount of \$1,100.00 and finding the money in this year's budget.
125 Lynne said they have a roof issue at Town Hall and the BOS haven't decided if this will be placed on a
126 warrant article for if it will be part of the budget. She said the Building Maintenance and the Equipment
127 Maintenance line get a lot of use this time of the year. Dean Webster asked about the Oil line and feels that
128 \$14,000.00 is too much to have in that line. Lynne said they have 1 delivery left and she would feel
129 comfortable with reducing that line a bit. Dean asked about items being appropriated in the correct lines
130 and Lynne said that is how it is done, however if there is a line that is under expended the BOS have the
131 right to spend the funds as they see fit. Lynne said because this is a bottom line budget, one line can be
132 over expended but other lines will be under expended not to exceed the bottom line amount. Lee Dube
133 asked about the lighting in the Town Hall parking lot and if it will be mounted to the building and Lynne
134 said no it would be LED lighting. Lee also asked about the proposal for the fencing at the Highway
135 Department so why isn't it in the Highway Department's budget and why it's needed and Lynne said the
136 Highway budget was already done and this will prevent vehicles from accessing the area to fill up vehicles
137 with materials. Lynne said there are 2016 budget items that may be taken care with this year's budget so
138 she will most likely be back to the Budget Committee prior to the Final Public Hearing. Tony Piemonte
139 asked if the custodian is full time and Lynne said she is currently 25 hours a week but the position is
140 budgeted for 30 hours as there are lots of time this person is need to open and close on the weekend. She
141 said there is no increase in payroll until the BOS make a decision. Dean Webster asked about the Building
142 Maintenance being \$14,950 and Lynne said at the time the budget was created the Police Chief requested
143 items for the Police Station such as gutters and tile in the conference area so the BOS rounded that amount
144 to \$20,000.00 but this amount will be changed when the budget is finalized. Lee said this Committee has 2
145 options, they can vote on the budget as it is or they can make a motion to postpone the discussion to a later
146 date.

147 **Motion by** Lee Dube to defer the Government Building budget to be reviewed further at the December 16th
148 meeting.

149 **Seconded by** Tony Piemonte.

150 **In Favor**, Dean Webster, Mike Costanzo, Cindy Buco, Lee Dube and Tony Piemonte.

151 **Motion passes 5-0-0**

152

153 **The Executive Budget 4130-01 was put on the table for discussion.**

154 This budget is being presented by Lynne Blaisdell. Lynne explained a large portion of the increase was the

155 mosquito control program was moved from the warrant article to the budget. She also said the Auditor's

156 line needs to be changed to \$15,000.00, the Services/Deeds line needs to be increased to \$300.00 as they

157 have already expended \$280.50. Dean Webster asked about the Grants line and what it is used for and

158 Lynne said this is for matching funds and Dean asked if this can have a place holder of \$1.00 and Lynne

159 said yes. Dean asked if the Mosquito Control went out to bid and Lynne said since they have had this

160 program it has gone out to bid twice. She said they are in the process of bidding it out again for next year.

161 The amount in the budget currently is a placeholder and if it comes in lower the amount will be adjusted.

162 Lynne also said there are only 2 companies that provide this to municipalities. Michael asked about a

163 default budget and Lynne said the BOS have the choice as to whether they want to continue with the

164 Mosquito program or not. Cindy Buco said the company the town uses provides a great service. Tony

165 Piemonte asked about the Town Report and Lynne said this is the year to provide a full listing of all

166 properties and this line can be reduced to \$2,000.00. Dean Webster asked about the

167 Consulting/Engineering line and Lynne said this is for the Town Engineer but not for what they do for the

168 Planning Board.

169 **Motion by** Lee Dube to adjust the Auditor's line to \$15,000.00, the Services/Deeds line to \$300.00 and to

170 reduce the Town Report line to \$2,000.00.

171 **Seconded by** Michael Costanzo.

172 **In Favor**, Dean Webster, Mike Costanzo, Cindy Buco, Lee Dube and Tony Piemonte.

173 **Motion passes 5-0-0**

174

175 Michael Costanzo asked about the DSL line and Lynne said it should say Internet Access line and Michael

176 asked if it needed to be in the budget and Lynne said she is concerned because right now they don't have to

177 pay for this but in the event they need to she would like to see it remain in the budget with \$1.00

178 placeholder. Lynne said she is ok with the Budget Committee removing the line.

179 **Motion by** Lee Dube to accept the Executive budget with Gross Expenses of \$224,573.00, Revenue of

180 \$350.00 and Net Expenses of \$224,223.00 pending further review.

181 **Seconded by** Cindy Buco.

182 **In Favor**, Dean Webster, Mike Costanzo, Cindy Buco, Lee Dube and Tony Piemonte.

183 **Motion passes 5-0-0**

184

185 Lee Dube stated that he spoke with Paula Gulla in regards to posting the public hearing meeting, snow
186 dates and continuous dates in the same post. She requested the initial meeting be January 12th, January 13th
187 as the snow date and January 19th as a continued date. The Committee is okay with this.

188

189 Lee Dube stated the next meeting will be November 18th at 7:30 and the budgets being discussed will be the
190 Animal Control, Police, Rescue and Fire.

191

192 **Motion by** Tony Piemonte to adjourn.

193 **Seconded by** Lee Dube.

194 **In Favor**, Dean Webster, Mike Costanzo, Cindy Buco, Lee Dube and Tony Piemonte.

195 **Motion passes 5-0-0**

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197

198 Respectfully submitted,

199

200 Sue Reynolds

201