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DRAFT
Budget Committee Minutes
Town of Sandown, NH

Meeting Date: Wednesday, December 15, 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, Michael Costanzo, Cathy Gorman and
Cindy Buco (Selectman Ex-Officio)

Not Present: Dean Webster

Recording Secretary: Sue Reynolds

Chairman Lee Dube called the meeting to order at 7:43pm.

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

Lee Dube asked the Committee to review the minutes of Wednesday, November 18,
2015.

Lee Dube stated line 12 Cathy Gorman and Cindy Buco were not present.

Motion by Tony Piemonte to accept as amended.

Seconded by Michael Costanzo

In Favor, Michael Costanzo, Lee Dube and Tony Piemonte

Abstain Cathy Gorman and Cindy Buco

Motion passes 3-0-2

Lee Dube said Lorna Walker a resident of town submitted a letter of intent to join the
Budget Committee. Tony asked her why she waited until now to come forward. Lorna
said she didn't know there was a vacancy and commented that it looks like everyone's

32 term is expiring. She said even though the season is almost over she felt this would be a
33 good opportunity to see how the Committee works. Cathy Gorman asked Lorna if she
34 felt she would be able to vote on the budgets at this point because they are so far along in
35 the budget season. Lorna said she didn't feel comfortable voting on anything at this point
36 and said she is ok with whatever the Board decides. Cathy encouraged her to come to
37 the meetings and see what is going on and extremely encourages Lorna to run next year.
38 Lorna said if the Committee would be okay with her joining but abstaining on the votes
39 she would be okay with sitting on the Committee to gain knowledge of the budgets and to
40 how the budgeting process works.

41 Lee Dube asked if anyone on the Committee would like to make a motion to appoint
42 Lorna to the Committee and no one felt comfortable making that motion this late date.

43

44

45 **The Recreation Building Operations budget 4520-38 was put on the table for**
46 **discussion**

47 Deb Brown, George Blaisdell, John Donahue and Veronica Utman is presenting this
48 budget.

49 Deb Brown explains that they maintain town owned recreation facilities which includes
50 21 acres of field space and the recreation building within the Town.

51 Deb reminds the Committee they don't spend money in their budget for the first 3 months
52 of the budget season because there is still a lot of snow on the ground and they can't do
53 maintenance until the snow is gone. Deb said this budget is made up of utilities, which
54 the Commission doesn't have a lot of control over. She said the field maintenance is up
55 because the field treatment cost has increased. She explained they under budgeted for the
56 Propane Fuel line in this year's budget so they are increasing this line for this budget.

57 Cathy Gorman said the Field Maintenance has been under expended for the past 3 years
58 and asked if this line needs to be decreased. Deb said last year they had the irrigation
59 system blown out free of charge but if that doesn't happen next year they need that
60 money in the budget. Deb said they have also been holding off on the Building Supply
61 line until now to be sure they don't go over budget. She feels they will finish the year at
62 95% expended. Michael Costanzo asked about the amount in the Electricity line and Deb

63 said she doesn't know because this comes from the Finance Director. Lee Dube said he
64 will ask the Finance Director about this. Tony Piemonte asked about the cost of propane
65 and Deb said she uses the same rate as the Town. Michael Costanzo asked if having the
66 OHD events at the recreation building had an impact on her and Deb said yes, her
67 electricity was increased during that time. Michael asked if any extra field maintenance
68 was needed and Deb said no.

69 **Motion by** Cathy Gorman to accept the Recreation Building Operations budget with
70 Gross Expenses of \$17,252.00 revenue of \$3,516.00 and Net Expenses of \$13,736.00
71 pending further review.

72 **Seconded by** Tony Piemonte

73 **In Favor**, Michael Costanzo, Cindy Bucu, Lee Dube, Cathy Gorman and Tony Piemonte.

74 **Motion passes unanimously**

75

76

77 **The Parks & Recreation (Summer & Special) budget 4520-37 was put on the table**
78 **for discussion**

79 Deb Brown, George Blaisdell, John Donahue and Veronica Utman is presenting this
80 budget.

81 Deb explained these are Revenue based programs so every dollar that is spent on payroll
82 there is a dollar taken in and paid back to the town. Deb said due to some changes in the
83 recreation staff the Commission created a payroll matrix to follow for the upcoming
84 years. Deb handed out the summer program matrix for the Budget Committee to look at.
85 Deb said the starting rate of pay has not increased in 13 years and last year they had a
86 large amount of staff turnover. She explains that her counselors can't afford to stay with
87 her for long periods of time because of the rate of pay. Deb said two positions have
88 opened up because their counselor and assistant counselor have moved on and the
89 positions will now be 2 co-coordinators. She also explained that the matrix presented
90 will determine the counselor's pay increase and they would not fall under the pay
91 increases determined by the BOS. The matrix is starting counselors at \$8.25 per hour and
92 will earn no more than \$10.00 per hour by year 6. Deb said this will help a lot with
93 budgeting in the future because they will know what every counselor will be making for

94 the following year. Lee Dube asked about the Special Programs and Deb said they use
95 the same counselors for this program as well so she is going to talk with the Finance
96 Director to see if she can put this all on the same line. Cathy Gorman said that this would
97 be a great program to do internships.

98 **Motion by** Cathy Gorman to accept the Summer & Special Recreation account with
99 Gross Expenses of \$64,197.00, Revenue from Summer Recreation of \$51,108.00
100 Revenue from Special Programs of \$3,221.00 Net Expenses of \$9,868.00 pending further
101 review.

102 **Seconded by** Tony Piemonte

103 **In Favor**, Michael Costanzo, Cindy Bucu, Lee Dube, Cathy Gorman and Tony Piemonte

104 **Motion passes unanimously**

105

106

107 **The Parks & Recreation budget 4520-36 was put on the table for discussion**

108 Deb Brown, George Blaisdell, John Donahue and Veronica Utman is presenting this
109 budget.

110 Deb explains this is the Operating Budget for the rest of the Recreation Department. She
111 said the budget has an increase of 6.25%, which most of this is because the BOS voted to
112 make the Recreation Director's position a full time position. She said some of the budget
113 lines have been reduced but some have been increased a little as well. Tony Piemonte
114 asked what changed from last year to make this a full time position. George Blaisdell said
115 it hasn't changed since last year he explains this is something that has been changing over
116 the past several years. He said there are more facilities to maintain and the rentals at the
117 recreation building are growing every year. He also said there are more programs going
118 on and the summer recreation program keeps increasing as well. Tony asked if Deb's
119 workload is the same in the winter months as it is in the summer months and Deb said
120 yes, her workload is different in the summer than the winter but the same amount of work
121 is required all year round. Tony said because this has been changed to a full time
122 position not only is the salary increased but all of the benefits have increased as well and
123 he feels this is a huge cost to the town. Cathy Gorman said she doesn't see the need for
124 the payroll supporting the additional hours. Deb said her comp hours are not included in

125 what the Budget Committee is looking at. Cathy said that last year she asked the
126 Recreation Commission to track the extra hours and present them this year as this is how
127 she would make her decision. Cathy said this is an additional \$10,000.00 cost to the
128 town for the increase in this position. The Recreation Commission handed out a chart to
129 the Budget Committee and John Donahue explained it, with all of the increases in hall
130 rentals, increase in summer programming, etc. the Recreation Commission feels there is a
131 need for a full time recreation director's position. Deb stated that for the first 41 weeks
132 of the year she worked over 34 hours in 19 of those weeks. Cathy said she is not saying
133 that Deb should work the extra hours and not get paid for them, but she is asking again
134 for proof that the hours were worked so she can justify the increase in the hours. Lee
135 Dube said based on the chart provided the largest program that takes place is the summer
136 recreation program and looking at the revenue from 2015 it is less than the 2014 budget
137 and he wonders if the summer program next year will be will be utilized more or less.
138 Deb said she has staff 7 days a week all summer and they had the most kids they had
139 more kids in the program last year but just came fewer weeks. Deb said it doesn't matter
140 how many kids are in the program the same amount of work needs to be done. She also
141 said she cannot do her job in the number of hours allotted. Deb said the BOS voted to
142 change her title from Recreation Director to Parks and Recreation Director because they
143 saw the need and what she does. Michael Costanzo asked what the winter months look
144 like and Deb said had a 3 day trip for seniors, afterschool program from Sandown North,
145 there was a concert at the recreation building, and several classes for seniors. Veronica
146 Utman said there are several steps to go through when someone wants to rent the building
147 which can be very time consuming. Tony said that Deb does a wonderful job but feels
148 this should go to warrant article as it is a large increase. George Blaisdell said the BOS
149 have made 3 part time positions full time over the past 2 years. Cathy Gorman said she
150 has heard great things about the recreation department but she doesn't have supporting
151 documentation to vote in favor of this increase. She is asking if there is supporting
152 documentation to the fact that the position needs more hours. Deb Brown said in 2010
153 the number of uses of the recreation building was 25-30 and in 2015 it was 213 times.
154 Deb said in 2005 there was 8 events and activities and in 2015 there were 32-38 events.

155 Cathy and Michael both asked for the documentation that Deb read from. Cindy Buco
156 said it would be more cost effective to the town to hire a new part time person to help the
157 director. Deb Brown said the BOS made a decision to make this a full time position as of
158 December 1st. She said she will bring in all of the documentation the Committee wants
159 but they are not authorized to change the decision of the BOS.

160 Michael Costanzo asked about the mileage line and Deb said her car is used as a town
161 vehicle and she is always going to Sandown north, the ball fields and stores for supplies.

162 **Motion by** Cathy Gorman to defer this budget to the Public Hearing, January 12, 2016
163 pending additional info.

164 **Seconded by** Michael Costanzo

165 Lee said what additional information would the Committee like. Cathy said she would
166 like the documentation that Deb read from in regards to the programming from 2005 –
167 current. Cathy Gorman asked if there are hours documented as to the hours worked and
168 not paid and Deb Brown said Cheryl, the Finance Director has some documentation in
169 regards to comp time but she is not allowed to go over 40 hours of comp time. George
170 Blaisdell asked what the Committee is looking for as the BOS already approved this and
171 Lee said the Budget Committee hasn't approved the budget yet and they are looking for
172 the additional documentation requested before they vote on the budget. Deb Brown
173 asked the Budget Committee because they don't have the authority to cut the Payroll line
174 within the budget are they planning to decrease that amount from another area within the
175 budget and Lee said he can't say that and the motion is to receive additional
176 documentation to justify the increase in the Payroll line. Deb asked the Committee to
177 review the entire budget tonight so they don't have to come back a third time and Lee
178 asked the Committee if anyone had any other questions and no one did at this time.

179 **In favor,** Cathy Gorman, Tony Piemonte, Cindy Buco and Lee Dube

180 **Opposed,** Michael Costanzo

181 **Motion passes 4-1-0**

182 Deb Brown asked the Budget Committee if they were going to ask the Police Chief for
183 additional documentation as the BOS voted last night to make two part time positions a
184 fulltime position for an officer. Lee Dube said he can't speak for the Committee but he
185 would not be asking for any additional information for that. Michael Costanzo asked

186 about the security monitor and Deb said it is a yearly fee and this year there was a service
187 call. Michael asked about Mileage line again and said with gas prices dropping can this
188 line be reduced and Deb said she uses the rate that she is given by the Federal
189 Government.

190 ***This budget was deferred until the Public Hearing on January 12th.***

191

192

193 Lee Dube explained that the BOS approved a 3% payroll increase for employees so the
194 budgets that have already been approved will be revisited this evening.

195

196 **The Library budget 4550 was put on the table for discussion**

197 ***Motion by*** Cathy Gorman to increase the Payroll line from \$177,804.21 to \$179,118.00.

198 ***Seconded by*** Michael Costanzo.

199 ***In Favor,*** Michael Costanzo, Lee Dube, Cathy Gorman and Cindy Buco.

200 ***Opposed*** Tony Piemonte

201 ***Passes 4-1-0***

202 ***Motion by*** Cathy Gorman to accept the Library budget with Gross Expenses of
203 \$299,360.00, Revenue of \$0.00 and Net Expenses of \$299,360.00 pending further review.

204 ***Seconded by*** Cindy Buco

205 ***In Favor,*** Michael Costanzo, Lee Dube, Cathy Gorman and Cindy Buco.

206 ***Opposed*** Tony Piemonte

207 ***Passes 4-1-0***

208

209 **Police and Animal Control budgets are tabled at this time for further clarification**
210 **on the Payroll lines.**

211

212 **The Fire budget 4220 was put on the table for discussion**

213 ***Motion by*** Cathy Gorman to increase the Payroll line from \$62,754.00 to \$64,174.00

214 ***Seconded by*** Tony Piemonte

215 ***In favor,*** Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte.

216 ***Motion passes unanimously***

217 **Motion by** Cathy Gorman to accept the Fire budget with Gross Expenses of \$142,575.00,
218 revenue of \$100.00 and Net Expenses of \$142,475.00 pending further review.

219 **Seconded by** Tony Piemonte

220 **In Favor** Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

221 **Motion passes unanimously**

222

223 **The Sanitation Operating Budget 4321-29 was put on the table for discussion**

224 **Motion by** Cathy Gorman to increase the Payroll line from \$94,900 to \$96,426.00.

225 **Seconded by** Cindy Buco.

226 **In Favor** Michael Costanzo, Cindy Buco, Lee Dube and Cathy Gorman

227 **Abstain** Tony Piemonte

228 **Motion passes 4-0-1**

229

230 **Motion by** Cathy Gorman to approve the Sanitation budget with Gross Expenses of
231 \$351,326.00, Revenue of \$25,000.00 and Net Expenses of \$326,326.00 pending further
232 review.

233 **Seconded by** Cindy Buco

234 **In Favor** Michael Costanzo, Cindy Buco, Lee Dube and Cathy Gorman

235 **Abstain** Tony Piemonte

236 **Motion passes 4-0-1**

237

238 **The Highway Operating budget 4312 was put on the table for discussion**

239 Lee Dube said the Budget Committee will continue to look at all of the previously
240 presented budgets and the Payroll lines even if they are not increased by 3%. He said it is
241 up to the department heads to have made the increase.

242 Cathy Gorman said the payroll amount for the Building/Grounds Maint 39 weeks the
243 2015 rate says 18.00 and should be 18.36 and the 3% increase would be \$18.91. Lee said
244 this needs to be corrected by the Finance Director.

245 **Motion by** Cathy Gorman to adjust payroll line from \$183,456.00 to \$187,583.00.

246 **Seconded by** Tony Piemonte

247 **In Favor** Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

248 ***Motion passes 5-0-0***

249 ***Motion passes unanimously***

250

251 ***Motion by*** Cathy Gorman to accept Highway Operating budget with Gross Expenses of
252 \$591,953.00, Revenue of \$100.00 and Net Expenses of \$591,853.00 pending further
253 review.

254 ***Seconded by*** Cindy Buco

255 ***In Favor*** Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

256 ***Motion passes unanimously***

257

258 **The Budget Committee budget 4150-09 was put on the table for discussion**

259 ***Motion by*** Cathy Gorman to increase the Payroll line from \$1,959.00 to 1,975.00

260 ***Seconded by*** Cindy Buco

261 ***In Favor*** Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

262 ***Motion passes unanimously***

263

264 ***Motion by*** Cathy Gorman to accept the Budget Committee budget with Gross Expenses
265 of \$2,575.00, Revenue of \$0.00 and Net Expenses of \$2,575.00 pending further review.

266 ***Seconded by*** Tony Piemonte

267 ***In Favor*** Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

268 ***Motion passes unanimously***

269

270 **The Town Clerk budget 4140-02 was put on the table for discussion**

271 ***Motion by*** Cathy Gorman to increase the Payroll line Deputy Clerk from \$26,085.00 to
272 \$26,277.00.

273 ***Seconded by*** Tony Piemonte

274 ***In Favor*** Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

275 ***Motion passes unanimously***

276

277

278 **Motion by** Cathy Gorman to adjust Municipal Clerk Payroll line from \$20,593.00 to
279 \$20,744.00.

280 **Seconded by** Tony Piemonte

281 **In Favor** Michael Costanzo, Cindy Bucu, Lee Dube, Cathy Gorman and Tony Piemonte

282 **Motion passes unanimously**

283

284 **Motion by** Cathy Gorman to accept the Town Clerk budget with Gross Expenses of
285 \$51,375.00 revenue \$1,194,036.00 with Net Expenses of -\$1,142,661.00 pending further
286 review.

287 **Seconded by** Tony Piemonte

288 **In Favor** Michael Costanzo, Cindy Bucu, Lee Dube, Cathy Gorman and Tony Piemonte

289 **Motion passes unanimously**

290

291 **The Tax Collector budget 4150-07 was put on the table for discussion**

292 **Motion by** Cathy Gorman to increase the payroll line from \$50,357.00 to \$50,732.00.

293 **Seconded by** Tony Piemonte

294 **In Favor** Michael Costanzo, Cindy Bucu, Lee Dube, Cathy Gorman and Tony Piemonte

295 **Motion passes unanimously**

296

297 **Motion by** Cathy Gorman to accept the Tax Collector budget with Gross Expenses of
298 \$61,506.00, Revenue of \$14,434,952.00 and Net Expenses -\$14,373,446.00 pending
299 further review.

300 **Seconded by** Tony Piemonte

301 **In Favor** Michael Costanzo, Cindy Bucu, Lee Dube, Cathy Gorman and Tony Piemonte

302 **Motion passes unanimously**

303

304 **The Planning Board budget 4191-11 was put on the table for discussion**

305 **Motion by** Cathy Gorman to increase the Payroll line from \$15,000.00 to \$15,323.00.

306 **Seconded by** Tony Piemonte

307 **In Favor** Michael Costanzo, Cindy Bucu, Lee Dube, Cathy Gorman and Tony Piemonte

308 **Motion passes unanimously**

309 **Motion by** Cathy Gorman to accept the Planning Board budget with Gross Expenses of
310 \$28,948.00, Revenue of \$6,000.00 and Net expenses of \$22,948.00 pending further
311 review.

312 **Seconded by** Tony Piemonte

313 **In Favor** Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

314 **Motion passes unanimously**

315

316 **The ZBA budget 4191-12 was put on the table for discussion**

317 **Motion by** Cathy Gorman to adjust the payroll line from \$1,400.00 to \$1,435.00.

318 **Seconded by** Tony Piemonte.

319 **In Favor** Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

320 **Motion passes unanimously**

321

322 **Motion by** Cathy Gorman to accept the ZBA budget with gross Expenses of \$2,615.00,
323 Revenue of \$1,700.00 with Net Expenses of \$915.00 pending further review.

324 **Seconded by** Tony Piemonte

325 **In Favor** Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

326 **Motion passes unanimously**

327

328 **The Conservation Commission budget 4619 was put on the table for discussion**

329 **Motion by** Cathy Gorman to adjust the payroll line from \$2,000.00 to \$2,054.00.

330 **Seconded by** Cindy Buco

331 **In Favor** Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

332 **Motion passes unanimously**

333

334 **Motion by** Cathy Gorman to accept the Conservation Commission budget with Gross
335 Expenses of \$9,424.00, Revenue of \$240.00 and Net Expenses of \$9,184.00 pending
336 further review.

337 **Seconded by** Cindy Buco

338 **In Favor** Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

339 **Motion passes unanimously**

340 **The Finance budget 5150-05 was put on the table for discussion**

341 *Motion by* Cathy Gorman to increase the payroll line from \$54,140.00 to \$55,342.00.

342 *Seconded by* Cindy Buco

343 *In Favor* Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

344 *Motion passes unanimously*

345

346 *Motion by* Cathy Gorman to accept the Finance budget with gross expenses of

347 \$57,826.00, Revenue of \$0.00 and net Expenses of \$57,826.00 pending further review.

348 *Seconded by* Cindy Buco

349 *In Favor* Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

350 *Motion passes unanimously*

351

352 **The Executive budget was put on the table for discussion**

353 *Motion by* Cathy Gorman to increase the Payroll - Employees line from \$101,997.00 to

354 104,278.00.

355 *Seconded by* Cindy Buco

356 *In Favor* Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

357 *Motion passes unanimously*

358

359 Motion by Cathy Gorman to accept the Executive budget with gr \$226,854.00 Revenue

360 of \$350.00 and Net Expenses of \$226,504.00 pending further review.

361 Seconded by Cindy Buco

362 *In Favor* Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

363 *Motion passes unanimously*

364

365

366 **The Animal Control budget 4414 was put on the table for discussion**

367 Motion by Cathy Gorman to adjust the Payroll line from \$10,280.00 to \$10,320.00.

368 Seconded by Cindy Buco

369 *In Favor* Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

370 *Motion passes unanimously*

371 **Motion by** Cathy Buco to accept the Animal Control budget with Gross Expenses of
372 \$16,307.00, Revenue of \$500.00 and Net Expenses of \$15,807.00 pending further review.

373 **Seconded by** Cindy Buco

374 **In Favor** Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

375 **Motion passes unanimously**

376

377 **The Police budget 4210 was put on the table for discussion**

378 There is a question as to why the Payroll line was decreased so this budget is being
379 deferred. Lynne called and said they are based on the union contract. The Budget
380 Committee feels this budget is not clear enough to discuss this evening.

381

382

383 Lee Dube said the next meeting will be tomorrow evening and the budgets that will be
384 discussed will be the Community Assistance, Health & Human Services and Benefits.

385

386 **Motion by** Cathy Gorman to adjourn

387 **Seconded by** Cindy Buco

388 **In Favor** Michael Costanzo, Cindy Buco, Lee Dube, Cathy Gorman and Tony Piemonte

389 **Motion passes unanimously**

390

391 Meeting adjourned at 10:30

392 Respectfully submitted,

393

394 Sue Reynolds

395