

42 during the meetings. Heidi said she would also be interested in acting as recording secretary if
43 any other boards or committees needed someone. Stephen asked Cheryl to let Lynne know
44 that Heidi is available. Lee made a motion to appoint Cheryl Eastman as Recording Secretary at
45 a rate of pay to be determined, based on the rate of pay budgeted. Tom seconded. All voted in
46 favor. Motion carried.

47

48 **New Business**

49 **Review of 2016/2017 Budget Schedule**

50 Tom asked if the meetings could start at 7:00 instead of 7:30. Lee said he cannot be here until
51 7:30 because of coaching soccer on Wednesdays. After soccer season ends, he can start at
52 7:00. The Committee was OK with that arrangement. Stephen asked if the schedule had
53 worked well last year. Lee reported that it did – most of the meetings were done by 9:00.
54 Stephen explained to the new members how the budgets get created and the process they go
55 through. Lee said there is a powerpoint presentation on the town website that explains the
56 process. He will send it to Stephen to distribute to everyone. The Committee determined that
57 September 14 should be the first meeting to discuss budgets. Stephen asked Cheryl to figure
58 the other meeting dates based on the first meeting. Stephen asked for a Committee member
59 to be willing to update the budgets as they go along. Sue said she will do it. Cheryl will send
60 Sue an electronic copy of the Budget Committee spreadsheet.

61

62 **Budget Seminar**

63 Lee informed the new members that in the early fall there is a seminar presented that explains
64 the budget process. He found it extremely useful and the fees to attend will be covered by the
65 Budget Committee budget.

66

67 **Televising meetings**

68 Stephen feels that the meetings should be televised on Sandown Channel 17. He will speak to
69 Station Manager Chris about that.

70

71 **Meeting format**

72 Stephen said he would like to conduct the meetings using Roberts Rules of Order as a guideline.
73 He wants to keep the meeting moving, but not be too formal. He advised everyone to be
74 courteous and polite to each other and the Department Heads and guests that come before the
75 Committee. He also does not feel that there needs to be a motion to adjourn a meeting. He
76 will ask if there is any other business and if not, he will adjourn the meeting. The other
77 members are OK with this format.

78

79 Lee reminded everyone that if the Chairman sends out an e-mail to the Committee and they
80 want to respond to it, please respond ONLY to the sender or else it could be considered a non-
81 public meeting.

82

83 Sue asked what the Committee should expect from Department Heads as far as back-up
84 documentation. Lee feels that if a Department Head is requesting a large increase, there
85 should be justification or substantiation. He added that the Police, Fire, Rescue, Animal Control
86 and Finance budgets always have good back-up information. It makes everything very clear.
87 He suggested other Department Heads look at what those departments include and follow suit.
88 The policy of getting three quotes for any purchase over \$5,000 was discussed.

89

90 **Minutes from 1/12/16**

91 The minutes of the public hearing on 1/12/16 were approved by a vote of 2 in favor (Lee and
92 Mike) and 4 abstaining as they had not been members on the committee at that meeting.

93

94 Stephen asked if the Board of Selectmen could possibly decide on payroll increase amounts
95 before the first budgets are reviewed. Last year there was a lot of confusion regarding raises
96 and a lot of budgets had to be re-reviewed after raises were decided. Tom will try to get that
97 done. Tom said that he is nervous about a large hit to the taxes for the school budget. He
98 hopes the Budget Committee will be very cautious. Stephen asked for updated figures when
99 budgets are reviewed. Cheryl will provide them.

100

101 The Committee decided to have a planning meeting prior to the first budget review on August
102 24 at 7:30. Cheryl will supply last year's budget figures and the current general ledger for all
103 departments for the Committee to review.

104

105 At 8:15, Stephen adjourned the meeting.

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Respectfully Submitted,

Cheryl Eastman