1 2	Minutes	
3	Budget Committee	
4	Town of Sandown, NH	
5 6	Meeting Date:	Wednesday, June 22, 2016
7	Type of Meeting:	Regular Public Meeting
, 8	Method of Notification:	Public Posting – Two locations at Town Hall
9	Meeting Location:	Sandown Town Hall, Upper Hall
10	Present:	Lee Dube, Stephen Brown, Sue Reynolds, Michael Costanzo, Fran
11		Rosenau, Lorna Walker, and Tom Tombarello (Selectmen
12		Representative)
13		
14	Recording Secretary:	Cheryl Eastman
15		
16		
17	The meeting was called to order by Lee Dube at 7:26. The Pledge of Allegiance was said and roll	
18	call was taken.	
19		
20	Appointment of new members	
21	Lee welcomed new Budget Committee members Stephen Brown, Fran Rosenau, and Lorna Walker. All three had previously been sworn in.	
22 23	warker. An three had previo	Jusiy been sworn in.
23 24	Election of Officers:	
25	Lorna Walker made a motion to nominate Stephen Brown as Chairman. Motion seconded by	
26	Sue Reynolds. Mike Costanzo made a motion to nominate Lee Dube as Chair. There was no	
27	second. Motion failed. Stephen said it isn't that he doesn't want Lee as Chair, but he knows he	
28	is busy with other commitments on the School Budget Committee as well as the Town Budget	
29	Committee. Motion for Stephen Brown as Chairman passed by a vote of 6 in favor, with	
30	Stephen abstaining. Lee turned the meeting over to Stephen Brown.	
31		
32	Tom nominated Mike Costanzo as Vice-Chair. Seconded by Lee. Motion passed by vote of 6 in	
33	favor, with Mike abstaining.	
34		
35	Recording Secretary Position	
36	Heidi Costanzo submitted a letter of interest for the position of Recording Secretary. Stephen	
37	announced that Cheryl Eastman was interested as well. All Committee members reviewed the	
38 39	letter of interest from Heidi. Stephen said that he meant no offense to anyone, but Cheryl	
39 40	already prepares all the budgets for the Committee as part of her Finance Director duties and has all the information the Committee will need and would make the most sense to have in the	
40 41	position. Lee stated that he feels it will be beneficial to the Committee is Cheryl is available	
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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.

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### 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 7:30 because of coaching soccer on Wednesdays. After soccer season ends, he can start at 51 7:00. The Committee was OK with that arrangement. Stephen asked if the schedule had 52 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 process. He will send it to Stephen to distribute to everyone. The Committee determined that 56 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.

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#### 62 Budget Seminar

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

- Stephen feels that the meetings should be televised on Sandown Channel 17. He will speak toStation Manager Chris about that.
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# 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
- courteous and polite to each other and the Department Heads and guests that come before the
  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.
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- 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.
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83 Sue asked what the Committee should expect from Department Heads as far as back-up documentation. Lee feels that if a Department Head is requesting a large increase, there 84 85 should be justification or substantiation. He added that the Police, Fire, Rescue, Animal Control and Finance budgets always have good back-up information. It makes everything very clear. 86 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 Minutes from 1/12/16 90 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 hopes the Budget Committee will be very cautious. Stephen asked for updated figures when 98 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.

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At 8:15, Stephen adjourned the meeting. 105

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**Cheryl Eastman** 

Respectfully Submitted,

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