

1 **DRAFT**
2 **Minutes**
3 **Budget Committee**
4 **Town of Sandown, NH**

5
6 Meeting Date: Wednesday, September 14, 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: Stephen Brown-Chairman, Michael Costanzo – Vice-chair, Lee
11 Dube, Sue Reynolds, Fran Rosenau, Lorna Walker, Tom
12 Tombarello (Selectmen’s Representative)
13 Recording Secretary: Cheryl Eastman
14
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16

17 Steve called the meeting to order at 7:30. The Pledge of Allegiance was said.
18

19 **Minutes**

20 **Sue made a motion** to approve the minutes of June 22, 2016 as written. **Motion seconded** by
21 Fran. All voted in favor with the exception of Tom Tombarello because he had not reviewed
22 the minutes. **Motion carried.** **Lee made a motion** to accept the minutes of August 24, 2016 as
23 written. **Sue seconded** the motion. All voted in favor with the exception of Tom who was not
24 present at that meeting. **Motion carried.**
25

26 **Assessing Account #4150-06**

27 Lynne Blaisdell presented the Assessing budget. The budget shows no major changes. The
28 Assessing Services line is based on an existing contract and has a small increase. This is an
29 estimated amount at this time because it will be based on the previous year’s Consumer Price
30 Index (CPI) that has not been announced yet. Steve questioned the increases in the last several
31 years in this account. Lynne explained that the Board of Selectmen signed a new 5 year contract
32 with MRI. The first year the Board decided not to have MRI do the cyclical update because the
33 town-wide revaluation had just been done. That is why 2014 was significantly lower. Each
34 other year they will be doing the cyclical update which takes more time in the field and more
35 work. The line for Vision Annual Maintenance has gone up slightly. This covers the support for
36 the Assessing software. Website Maintenance has gone down slightly due to no longer having
37 to pay for set-up fees. The mileage line can be looked at closer to the end of the year,
38 approaching budget hearing time, and may be able to be adjusted. **Lee moved** to approve the
39 Assessing budget in the gross amount of \$68,110, revenue of zero, net amount of \$68,110,
40 pending further review. **Fran seconded.** All voted in favor. **Motion carried.**
41

42 Patriotic Purposes #4583

43 Lynne Blaisdell presented the budget. Last year the line for wreaths and flags had been
44 increased to buy new bunting for the building. In 2017 several flags will need to be replaced.
45 This line includes wreaths for the winter as well, but recently the Garden Club has been
46 donating them so that saves some money. **Tom made a motion** to approve the Patriotic
47 Purposes budget #4583 with a gross expense of \$4,750, revenue of zero, and net expenses of
48 \$4,750, pending further review. **Michael seconded** the motion. All voted in favor. **Motion**
49 **carried.**

50

51 Debt Expense Accts #4711, 4721, & 4723

52 Lynne Blaisdell spoke about this budget. The principle line is for the principle only on the bond
53 for the purchase of the Minton land. They are required payments according to the bond
54 agreement. The interest line is for the interest only portion of the bond. It is a required
55 payment according to the bond agreement and reduces every year. Lynne explained the Tax
56 Anticipation Notes (TAN) as being the interest payment on any year-end tax anticipation notes
57 that may need to be used if tax proceeds are not coming in a time frame to meet year-end
58 obligations. The TAN notes have not been used in the past several years, but if it is needed, it
59 would be difficult to find those funds in some other budget. **Sue made a motion** to approve
60 the Principle budget #4711 with gross expenses of \$50,000, revenue of zero, net expenses of
61 \$50,000, pending further review. **Fran seconded** the motion. All voted in favor. **Motion**
62 **carried.** **Sue made a motion** to approve the Interest budget #4721 with gross expenses of
63 \$26,025, revenue of zero, and net expenses of \$26,025, pending further review. **Michael**
64 **seconded** the motion. All voted in favor. **Motion carried.** **Sue made a motion** to approve the
65 TAN budget #4723, with gross expenses of \$8,000, revenue of zero, net expenses of \$8,000,
66 pending further review. **Fran seconded** the motion. All voted in favor. **Motion carried.**

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68 Finance #4150-05

69 Cheryl Eastman presented the budget. The only changes are a slight increase in supplies to
70 cover toner cartridges, check stock, and other miscellaneous items. Seminars and mileage lines
71 have been removed. The line for Computer Software/Hardware has increased slightly for the
72 software licensing and support. Sue asked if lines are reduced to zero can they never be used
73 again. Cheryl explained that if a line has no money appropriated to it, no funds can be
74 expended for that purpose during that calendar year and no funds can be transferred into it. In
75 later years, however, the lines can be re-funded if needed through the budgeting process. **Sue**
76 **made a motion** to approve the Finance budget #4150-05 with gross expenses of \$59,088,
77 revenue of zero, net expenses of \$59,088, pending further review. **Tom seconded** the motion.
78 All voted in favor. **Motion carried.**

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80 Street Lights #4316

81 Lee asked if there has been any progress on checking into changing street lights to LED. Lynne
82 said nothing has been done with that yet. She has information on upcoming training sessions

83 from Eversource regarding energy saving options. She cannot attend the sessions due to
84 schedule conflicts and is looking for someone else to attend. Lee asked about the two street
85 lights on the list without a location. Lynne said that Eversource is not clear on where the lights
86 exactly are and Lynne has not had the opportunity to look into it further. Lee asked about the
87 possibility of eliminating some of the lights, such as the one across from Sandown Central
88 School and one at the stairs to the beach. Lynne said that the areas are town property and
89 even if no one should be at the beach after dark, someone might still go. It could be a liability
90 issue if the town doesn't try to keep the area lit. If there are after school activities at Sandown
91 Central lights will be needed because it gets dark at 4:00 in the wintertime. Michael would like
92 to look into more efficient lighting. Lynne said that could be done, but each entire light fixture
93 would need to be replaced, not just installing a different type of bulb. The consensus of the
94 Committee was to table this budget until Lynne can find out where the two unknown street
95 lights are located.

96

97 **Elections & Registrations – Moderator # 4140-04**

98 Moderator Bruce Cleveland presented this budget. There are proposed increases in the
99 Moderator and Ballot Clerk stipend lines. The State requires 2 ballot clerks (1 Republican and 1
100 Democrat) for each checklist and we have 3 checklists at elections. Ballot clerks must have a
101 friendly manner, customer service skills, and attention to detail. A typical election day runs
102 from 7 a.m. to 10 or 11 p.m. or later. The ballot clerks are volunteers and receive a stipend of
103 \$150 per day, or \$75 for a half day shift. They have not received a stipend increase since 2007.
104 The Moderator stipend is \$250 per day and has been at that level since 2010. The Moderator is
105 ultimately responsible for all the election, including ballots, inspecting the polling area,
106 coordinating with Dept Heads, training ballot clerks, and the integrity of the election. With the
107 proposed stipend increases, Bruce is attempting to position the town to attract volunteers for
108 these positions. If both these positions were considered town employees and had received the
109 same pay increases as other town employees over the past 10 years, the rates would be within
110 a few dollars of the amounts he is proposing. There was an increase of 322 registered voters
111 over last year. There is over 40% participation rate in voting. In 2016 there were 25 election
112 law amendments and rule changes to be aware of. Ongoing training is required to make sure
113 the town complies with all the new rules. Training time for Moderator or Ballot Clerks is not
114 compensated time. Lee asked about the compensation rates in other towns for these positions.
115 Bruce did not have that information. Lynne said some surrounding towns pay an hourly wage
116 and some pay by stipends. She can get that info. Lee said the increase amounts sound
117 reasonable. Steve would like to see what other towns do before making a decision. He would
118 like to see this change done as a warrant article because a 33% increase sounds like a lot. Lee
119 said 33% sounds excessive, but the actual dollar amount is different. It is just \$50 a day. Tom
120 said these people work in excess of 20 hours for \$50 a day. Tom is in favor of both increases.
121 Bruce said the only other change in the budget is the meals line. Historically, the line was
122 running overspent. **Lee made a motion** to amend the meals line to \$300. **Motion seconded** by
123 Tom. All voted in favor. **Motion carried. Tom made a motion** to approve the Moderator

124 budget at gross expenses of \$6,465, revenue of zero, net expenses of \$6,465, pending further
125 review. **Motion seconded** by Lorna. All voted in favor. **Motion carried.**

126

127 **Elections & Registrations – Supervisors # 4140-03**

128 The Supervisors were not in attendance to present their budget. Sue **made a motion** to
129 approve the Elections & Registrations – Supervisors budget at gross expenses of \$3,725,
130 revenue of \$50, net expenses of \$3,675, pending further review. **Motion seconded** by Fran. All
131 voted in favor. **Motion carried.**

132

133 **Electrical Inspection # 4241-23**

134 Tom will not be available next week to present his budget so the Committee will address it
135 tonight. Tom explained that his budget expenses are paid by the permit fees. A permit is \$55,
136 \$20 of which goes to the town for administrative costs and \$35 goes to the Inspector for
137 inspections performed. The telephone line has been reduced to \$300 because of a new lower
138 price on the phone contract. The book line is \$200 for an updated code book. **Michael made a**
139 **motion** to change the telephone line to \$300. **Motion seconded** by Lee. All voted in favor,
140 with the exception of Tom who abstained. **Motion carried.** **Lee made a motion** to change the
141 book line to \$200. **Motion seconded** by Fran. All voted in favor, except Tom. **Motion carried.**
142 **Sue made a motion** to approve the Electrical Inspection budget at gross expenses of \$7,100,
143 revenue of \$8,000, net expenses of -\$900, pending further review. **Motion seconded** by Lee.
144 All voted in favor, except Tom who abstained. **Motion carried.**

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146 At 8:20, Steve adjourned the meeting.

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Respectfully Submitted,

Cheryl Eastman