

**DRAFT  
Minutes  
Budget Committee  
Town of Sandown, NH**

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Meeting Date: Wednesday, January 4, 2017  
Type of Meeting: Regular Public Meeting  
Method of Notification: Public Posting – Two locations at Town Hall  
Meeting Location: Sandown Town Hall, Upper Hall  
Present: Stephen Brown-Chairman, Michael Costanzo – Vice-chair, Lee Dube, Sue Reynolds, Fran Rosenau, Lorna Walker, Tom Tombarello (Selectmen’s Representative)  
Recording Secretary: Cheryl Eastman

Steve called the meeting to order at 7:00. The pledge of allegiance was said.

The Committee reviewed minutes. **Tom made a motion** to accept the minutes of 12/7/16 as written. **Motion seconded** by Lorna. All voted in favor. **Motion carried. Lee made a motion** to accept the minutes of the 12/21/16 meeting as written. **Motion seconded** by Michael. Motion voted in favor by Steve, Lee, Michael, and Fran. All other members abstained as they were not present for the meeting. **Motion carried.**

**Review of Warrant Articles**

Lynne Blaisdell joined the meeting. She explained that a designation of a Special warrant article is outlined by RSA. Any article that is submitted by petition, involves funding of a trust fund or capital reserve fund, or bonds are required to be Special Warrant Articles. Also, the Board of Selectmen may designate any other article as Special if they wish. A Special Warrant Article means that the funds can only be spent for that specific purpose and any surplus can be encumbered at the end of the year if the project is not completed. They can be encumbered for up to 5 years. A warrant article that is not designated as Special means the funds could be legally used for another purpose if the Board of Selectmen want to, such as to cover an emergency situation.

**Article 2**

Steve said that Article 2 is the operating budget and cannot be finalized until the public hearing. At the end of the public hearing, the Budget Committee will vote to make a recommendation.

42 **Article 3**

43 Shall the Town vote to raise and appropriate and authorize the Selectmen to accept a Highway Block  
 44 Grant in the sum of One Hundred Sixty One Thousand One Hundred Twenty Seven Dollars (\$161,127) for  
 45 the road improvement programs to be recommended by the Sandown Highway Department and  
 46 approved by the Sandown Board of Selectmen, said sum to be supplied by the State of New Hampshire.

47 Estimated tax impact of this warrant article is \$0

48 (Recommended by the Board of Selectmen: 4-0-0)

49 Lee suggested that before making a recommendation on this article, the committee should vote to  
 50 change the Highway Operating budget to remove the Block Grant amount.

51

52 **Highway Operating #4312**

53 The Committee noted that the Board of Selectmen revised this budget on 12/19/16 to reflect removing  
 54 the Highway Block Grant and putting it in its own article. **Lee made a motion** to revise the Highway  
 55 Operating budget to reflect the revised request of the Highway Department of 1/4/17 that does not  
 56 include the Block Grant, with gross expenses of \$598,010, revenue of \$1, and net expenses of \$598,009.

57 **Motion seconded** by Tom. All voted in favor. **Motion carried.**

58

59 **Article 3**

60 **Tom made a motion** to recommend Article #3. **Motion seconded** by Fran. Roll call vote of Tom, yes,  
 61 Lorna yes, Lee yes, Michael yes, Steve yes, Sue yes, and Fran yes. **Motion carried** to recommend this  
 62 article by vote of 7-0-0.

63

64 **Special Article 4**

65 Shall the Town vote to raise and appropriate the sum of Four Hundred Six Thousand Two Hundred Fifty  
 66 Dollars (\$406,250) to be added to the previously established Road Improvement Capital Reserve Fund.

67 Estimated tax impact of this warrant article is \$0.80 per thousand.

68 (Recommended by the Board of Selectmen: 4-0-0)

69 Lee asked about the balance in this fund. That information was not available, but Lynne said that  
 70 typically the account is funded and almost all spent each year, with the exception of a retainage amount  
 71 that is held back. The 2017 plan is to reconstruct Little Mill Road at an approximate cost of \$480,000.

72 The other two projects are shim and overlay of Stagecoach and Love Lane. Both these roads get a lot of  
 73 use because they lead to Sandown North School. Lorna asked about the history of this fund. Lynne said  
 74 it was established in 2008. During 2017 there will be an update to the Road Improvement plan with  
 75 funds that were encumbered at the end of 2016 from the Block Grant. Lynne added that the total of the  
 76 proposed projects in 2017 is \$506,250, with \$100,000 of that coming from the Highway Operating  
 77 budget. Having some of the funding in the operating budget allows the town to still do some  
 78 emergency work if the warrant article to fund the Road Improvement Plan fails. **Tom made a motion** to  
 79 recommend Special Article 4. **Motion seconded** by Sue. Roll call vote of Tom, yes, Lorna yes, Lee  
 80 abstained, Michael yes, Steve yes, Sue yes, and Fran yes. **Motion carried** to recommend this article by  
 81 vote of 6-0-1.

82

83 **Special Warrant Article 5.**

84 Shall the Town vote to raise and appropriate the sum of One Hundred Thousand Dollars (\$100,000) to  
 85 be added to the Bridge Capital Reserve Fund previously established.

86 Estimated tax impact of this warrant article is \$0.20 per thousand.

87 (Recommended by the Board of Selectmen: 4-0-0)

88 Lynne explained that last year we had two bridges that were red-listed by the State, Fremont Road  
89 Bridge and Phillips Road Bridge. Phillips Road Bridge was repaired in 2016 and is now off the red-list and  
90 is re-opened. The Fremont Road Bridge is still on the red-list. Approximately \$114,000 is needed to  
91 repair. The Bridge Capital Reserve Fund has approximately \$40,000 currently. Funds of \$74,368 are  
92 needed to finish Fremont Road Bridge in 2017. The extra funds being requested will be left in the fund  
93 to continue to save for future work to completely replace the Phillips Road Bridge in about 10 to 20  
94 years because the work done on it in 2016 was a temporary fix. This bridge is on the list to receive  
95 funding from the State, but that funding is currently pushed out until 2024, IF those funds are still  
96 available then, and if the 80/20 match ratio is the same in 2024. We have no way of knowing. Steve  
97 asked if these funds can be used for anything else. Lynne explained that because it is a Capital Reserve  
98 Fund, they must be used for the intended purpose. However, when the fund was created it was  
99 worded to include any replacement, repair, or maintenance of any bridges, so the funds are not limited  
100 to those two specific bridges. Lorna commented that by 2024 the State could discontinue the Bridge Aid  
101 funding, or change the match percentage. **Fran made a motion** to recommend Special Article 5.  
102 **Motion seconded** by Tom. Roll call vote of Tom, yes, Lorna yes, Lee yes, Michael yes, Steve yes, Sue  
103 yes, and Fran yes. **Motion carried** to recommend this article by vote of 7-0-0.

104

105 **Warrant Article 6.**

106 Shall the Town adopt the all veterans' tax credit as set forth in RSA 72:28-b in the amount of \$500 which  
107 is the same amount as the optional veterans' tax credit adopted by the Town under RSA 72:28? If this  
108 Article is adopted, the all veterans' tax credit shall take effect on April 1, 2017 and shall be subtracted  
109 each year from the property tax on qualifying veterans' residential property.  
110 Estimated tax impact of this warrant article is unknown at this time.

111 (Recommended by the Board of Selectmen: 4-0-0)

112 Lynne will question town counsel to determine how we can estimate the tax impact of this article when  
113 we don't know how many veterans may qualify for this credit, or even how many will apply. **Lee made**  
114 **a motion** to recommend Article 6. **Motion seconded** by Lorna. Roll call vote of Tom, yes, Lorna yes, Lee  
115 yes, Michael yes, Steve yes, Sue yes, and Fran yes. **Motion carried** to recommend this article by vote of  
116 7-0-0.

117

118 **Special Warrant Article 7.**

119 Shall the Town vote to raise and appropriate the sum of Five Thousand Dollars (\$5,000) to be added to  
120 the Revaluation Capital Reserve Fund previously established.

121 Estimated tax impact of this warrant article is \$0.01 per thousand.

122 (Recommended by the Board of Selectmen: 4-0-0)

123 Lynne said that there is currently approximately \$10,000 in the fund. The revaluation is due  
124 during 2018 and will hopefully only need to be a statistical update because we have been doing  
125 cyclical updates each year. The last time we had a statistical update it cost around \$34,000. A  
126 full revaluation would cost approximately \$160,000. We have been saving for this purpose for  
127 the last two years. **Tom made a motion** to recommend Special Article 7. **Motion seconded** by  
128 Fran. Roll call vote of Tom, yes, Lorna yes, Lee yes, Michael yes, Steve yes, Sue yes, and Fran yes.  
129 **Motion carried** to recommend this article by vote of 7-0-0.

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131

132 **Special Warrant Article 8.**

133 Shall the Town vote to raise and appropriate the sum of Seven Thousand Dollars (\$7,000) to be added to  
134 the Old Home Day Celebration Expendable Trust Fund.

135 Estimated tax impact of this warrant article is \$ 0.01 per thousand.

136 (Recommended by the Board of Selectmen: 4-0-0)

137 The current balance in this fund is around \$1,100. Last year the committee spent \$6,500 on the  
138 celebration. The extra is requested to cover necessary items such as the tent, tables and chairs,  
139 lighting and generators if donations are not given. Lee asked why this was not included in the  
140 operating budget since it is an article every year and always passes. Lynne said the Committee  
141 had wanted to keep it as an article to be able to get a good feel of if the people really want it.

142 **Lee made a motion** to recommend Special Article 8. **Motion seconded** by Tom. Roll call vote of  
143 Tom, yes, Lorna yes, Lee yes, Michael yes, Steve yes, Sue yes, and Fran yes. **Motion carried** to  
144 recommend this article by vote of 7-0-0.

145

146 **Special Warrant Article 9.**

147 Shall the Town vote to raise and appropriate the sum of Thirty Five Thousand Dollars (\$35,000) to  
148 retrofit the existing Central Fire Station rear garage to accommodate an emergency vehicle. This article  
149 is designated as a special warrant article by the Board of Selectmen.

150 Estimated tax impact of this warrant article is \$0.07 per thousand.

151 (Recommended by the Board of Selectmen: 5-0-0)

152 Lee asked why this project was not included with the \$5,100 for painting of the bays and doors  
153 in the Government Buildings budget. Lynne explained that the painting of the bays and doors  
154 was requested last year and then removed from the budget and is being requested again. This  
155 is a separate item from the painting. The Fire Department wants to know if the people want  
156 them to increase the size of the fire station. Right now the only thing that fits in the garage that  
157 used to be the Police garage is the boat. The plan is to raise the garage to allow the ambulance  
158 to fit inside. With the addition of the new ladder truck, one piece of equipment will have to sit  
159 outside if this is not done. The town is receiving about \$500,000 for a \$700,000 truck, so this  
160 item is a small project to enable all the equipment to be stored inside. A majority of the cost is  
161 for materials as most of the labor will be donated, except for some specialized tasks. **Motion**  
162 **made** by Tom to recommend Special Article 9. **Motion seconded** by Sue. Roll call vote of Tom,  
163 yes, Lorna yes, Lee yes, Michael yes, Steve yes, Sue yes, and Fran yes. **Motion carried** to recommend  
164 this article by vote of 7-0-0.

165

166 **Special Warrant Article 10.**

167 Shall the Town vote to raise and appropriate the sum of Two Thousand Five Hundred Dollars (\$2,500) to  
168 be added to the Sandown Senior Affairs Transportation Expendable Trust Fund previously established.

169 Estimated tax impact of this warrant article is less than \$0.01 per thousand.

170 (Recommended by the Board of Selectmen: 4-0-0)

171 The SSATP Expendable Trust Fund has a balance of \$5,006.13 as of 11/30/16. The SSATP  
172 donations account has \$9,752.54. The intent is to save to purchase a vehicle in the future. If a  
173 town-owned vehicle is used, there will need to be some kind of training for drivers as well. The  
174 SSATP had wanted to ask for \$5,000 but cut it back to \$2,500. **Motion made** by Sue to

175 recommend Special Article 10. **Motion seconded** by Lorna. Roll call vote of Tom, yes, Lorna yes,  
 176 Lee abstained, Michael yes, Steve yes, Sue yes, and Fran yes. **Motion carried** to recommend this article  
 177 by vote of 6-0-1.

178

179 **Special Warrant Article 11.**

180 Shall the Town vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to be added to  
 181 the Fire Equipment and Apparatus Capital Reserve Fund previously established.

182 Estimated tax impact of this warrant article is \$0.10 per thousand.

183 (Recommended by the Board of Selectmen: 4-0-0)

184 Steve reported that the Chief said he intends to purchase a new ambulance to replace the 21  
 185 year old one. The cost will be approximately \$150,000 to 200,000. There is currently around  
 186 \$403,000 in the fund now, but some of that will go towards the new ladder truck. **Motion**  
 187 **made** by Tom to recommend Special Article 11. **Motion seconded** by Sue. Roll call vote of Tom,  
 188 yes, Lorna yes, Lee yes, Michael yes, Steve yes, Sue yes, and Fran yes. **Motion carried** to recommend  
 189 this article by vote of 7-0-0.

190

191 **Government Buildings #4194**

192 The Board of Selectmen encumbered \$19,100 from 2016 funds to do two projects that were  
 193 included in the 2017 proposed budget - the roof on the Old Meeting House and the refinishing  
 194 of the wood floors in the Town Hall meeting room. The Board of Selectmen then removed  
 195 these funds from the 2017 budget. Lee said he also wants to recommend removing \$10,000  
 196 from the Building Maintenance line for the cost of the A/C at the Police Station. Lynne said that  
 197 the Board had changed that item to installing A/C in the Town Hall meeting room instead of at  
 198 the Police Station. **Lee made a motion** to reduce the Building Maintenance line to \$16,850.  
 199 **Motion seconded** by Tom. Lee explained this covers removing the \$10,000 for the a/c and the  
 200 \$19,100 for the roof at Old Meeting House and refinished wood floors in the Town Hall. All  
 201 voted in favor. **Motion carried.** **Lee made a motion** to approve the Government Buildings  
 202 budget with gross expenses of \$82,950, revenue of \$1,000, and net expenses of \$81,950.  
 203 **Motion seconded** by Sue. All voted in favor. **Motion carried.**

204

205 **Budget Committee #4150-09**

206 Lynne explained that the Board of Selectmen voted to include the Budget Committee recording  
 207 secretary duties in the Finance Director position. The dollar amount for the payroll under the  
 208 Budget Committee can be removed. **Lee made a motion** to approve the Budget Committee  
 209 with gross expenses of \$250, revenue of zero, and net expenses of \$250. **Motion seconded** by  
 210 Sue. All voted in favor. **Motion carried.**

211

212 **Sanitation Department**

213 Lee commented that one day at the Transfer Station he saw three different people that he  
 214 knows don't live in town any more dumping trash at the transfer station. He asked Tom to  
 215 bring a suggestion to the Board of Selectmen to maybe start a paid sticker system. Residents  
 216 could purchase stickers at the Town Hall for a small fee such as \$5.00 for the year. This would

217 generate some revenue to offset hauling expenses. Lee was not happy that non-residents are  
218 using his tax dollars to get rid of their trash.

219

220 **Police Budget #4210**

221 Michael feels that the Committee shouldn't talk about the Police budget unless the Chief is  
222 present. Steve feels that the Chief has attended many meetings to discuss his budget so far.  
223 The decision is in the hands of the Budget Committee. Lee agreed. Michael asked if maybe the  
224 remaining vacant part time position not be filled. Lynne commented that the Board  
225 encumbered \$24,000 for a cruiser, so those funds can possibly be removed from the 2017  
226 budget. Sue said she is not comfortable making those decisions unless the Chief is present. The  
227 Police budget can be addressed at the public hearing. Lee said he will be looking to reduce the  
228 cruiser budget by \$21,000 and to eliminate the vacant part time officer position for \$9,000,  
229 which is a total reduction of \$30,000.

230

231 The public hearing will be Wednesday, January 11, 2017 at 6:00 p.m.

232

233 Lee asked about the status of the street light reduction question. Lynne reported that the Chief  
234 said he is OK with the lights being shut off, but wanted to know the history of why the lights  
235 were installed in the first place. Lynne has not had time to look into the history of each one.  
236 She is still working on it.

237

238 The Deliberative Session will be Saturday, February 4 at 8:00 a.m. at the Town Hall.

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240 At 8:15, Steve adjourned the meeting.

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Respectfully Submitted,

Cheryl Eastman