

1                                   **DRAFT**  
2                                   **Minutes**  
3                                   **Budget Committee**  
4                                   **Town of Sandown, NH**  
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7 Meeting Date:                   Wednesday, October 25, 2017  
8 Type of Meeting:               Regular Public Meeting  
9 Method of Notification:       Public Posting – Two locations at Town Hall  
10 Meeting Location:             Sandown Town Hall, Upper Hall  
11 Present:                         Michael Costanzo, Chairman, Lee Dube, Vice-Chair, Fran Rosenau,  
12                                   Sue Reynolds, Lorna Walker, and Jim Devine  
13 Absent:                         Steve Brown, Selectmen’s Representative  
14 Recording Secretary:         Cheryl Eastman  
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17 Michael called the meeting to order at 7: 05. The Pledge of Allegiance was said.  
18

19 **Review of Minutes**

20 The Committee reviewed the minutes of the October 11, 2017 meeting. Lee made a motion to  
21 accept the minutes of October 11, 2017 as presented. Motion seconded by Fran. All voted in  
22 favor except Jim who abstained. Motion carried.  
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24 **Budget-To-Date Spreadsheet**

25 Michael presented a spreadsheet to the Committee that shows the budgets that have been  
26 approved so far and a projection of the remaining budgets if they are level funded from last  
27 year. This can be used to track the budget as compared to last year and back through 2015. As  
28 of today, if every further budget has no increase, the proposed budget will be an increase of  
29 \$20,574 over 2017. Michael will send electronic copies of the spreadsheet to everyone and  
30 give Jim a hard copy at each meeting.  
31

32 **Highway Facility # 4311**

33 No one was present to address the Highway/Sanitation budgets. The department request is  
34 \$8,100. The Board of Selectmen recommended \$7,600, which is a reduction of \$200 from the  
35 2017 budget. Lee reported that the Board of Selectmen minutes showed that the telephone  
36 line was reduced because the fax line has been removed. Michael questioned if the line can be  
37 reduced further. Lorna stated that it has been dropping consistently each year. Michael said it  
38 is on track to be \$880 for this year. Michael also questioned the line for heating oil and building  
39 maintenance. Lorna commented that the building maintenance line is looking to be under  
40 spent this year and has been for the last couple years. Lorna asked if there is a schedule of  
41 repairs, or is it only when something falls apart? Lee **made a motion** to reduce the telephone  
42 line from \$1,500 to \$850. **Motion seconded** by Lorna. All voted in favor. **Motion carried.**

43 Michael asked about the electric line and if this covered the street light at the transfer station.  
44 Jim reported that the lights are on a darkness sensor. Michael feels since the heating oil line is  
45 already over spent it should be left alone, building maintenance items are an unknown, and the  
46 internet line is right on target. Lee **made a motion** to accept the Highway Facility #4311 budget  
47 with gross expenses of \$7,450, revenue of zero, and net expenses of \$7,450, pending further  
48 review. **Motion seconded** by Sue. All voted in favor. **Motion carried.**

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#### 50 **Highway Operating #4312**

51 The Department request is \$623,191, which is a 4.21% increase over last year. The increases  
52 are in payroll, overtime, officer details, and signs. Lee feels that tree removal can be reduced  
53 because it has historically been under spent, except in 2016. The seminars line hasn't been  
54 significantly used. The mandatory house numbering has not been spent in the past 5 years at  
55 all. Lee **made a motion** to reduce the tree removal line to \$5,000. **Motion seconded** by  
56 Michael. All voted in favor. **Motion carried.** Lee **made a motion** to reduce the Seminars line  
57 from \$500 to \$250. **Motion seconded** by Sue. Michael said it seems to be mostly only spent  
58 every three years. Jim said that the employees at the transfer station need to be certified and  
59 the seminars are required to be certified and he feels it is premature to cut that line in half.  
60 Cheryl explained that those costs are in the Seminars line in the Recycling budget, not the  
61 Highway Operating budget. The vote was 5 to 1, with Fran opposed. **Motion carried.** Lee  
62 **made a motion** to reduce the Mandatory House Number line from \$100 to \$1. **Motion**  
63 **seconded** by Lorna. The vote was 5 to 1, with Fran opposed. **Motion carried.** Lorna asked why  
64 there was no Overtime line prior to 2015. Cheryl explained that prior to 2015 all overtime was  
65 lumped into payroll. The overtime is for extra work during storms for plowing/snow removal.  
66 The Committee discussed the Supplies line, saying it has been historically under spent. The  
67 consensus of the Committee was to make a note to look at that line at a later date. Lorna asked  
68 about the extra Block Grant funds that were received this year and if they are already allocated  
69 for a project. Lee asked if there is a new Road Improvement plan in place for the next three  
70 years. Michael questioned the Equipment Purchase line because the history of expenses has  
71 been all over the place. 2015 was way up because that was the very snowy year. Sue  
72 commented that it is hard to make decisions when the Department Head isn't here to answer  
73 questions. The Committee made a note to review that line at a later date as well. Lee **made a**  
74 **motion** to accept the Highway Operating budget #4312 with gross expenses of \$620,842,  
75 revenue of \$1, and net expenses of \$620,841, pending further review. **Motion seconded** by  
76 Sue. All voted in favor. **Motion carried.**

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#### 78 **Sanitation Facility #4321-28**

79 The Department request is \$9,464, which is the same as 2016 and 2017. Michael asked about  
80 the telephone line and why this one is cheaper than the line for the Highway Department. Lee  
81 said it is just a plain phone line and the Highway telephone line has voice mail services. Michael  
82 **made a motion** to accept the Sanitation Facility budget #4321-28 with gross expenses of  
83 \$9,464, revenue of zero, and net expenses of \$9,464, pending further review. **Motion**  
84 **seconded** by Lee. All voted in favor. **Motion carried.**

**85 Sanitation Operating #4321-29**

86 The Department request is \$371,377 and the Board of Selectmen approved the same. Michael  
87 said the waste disposal line has been historically under spent. Lee **made a motion** to reduce  
88 the waste disposal line from \$160,000 to \$150,000. **Motion seconded** by Lorna. Lee  
89 commented that it is still above what was spent over the last 5 years. All voted in favor.  
90 **Motion carried.** The Box Rental line has never been expended more than \$2,400, but the  
91 Committee decided to leave it at the requested \$2,500. Fran asked about the Equipment  
92 Repair/Maintenance line because nothing has been expended out of that line for the last 4  
93 years. Lee explained that is set aside for the compactors themselves as kind of insurance  
94 because if they break they are very costly to fix or replace. Jim added that the compactors are  
95 over 20 years old and should be looked at being replaced. Lee **made a motion** to accept the  
96 Sanitation Operating budget #4321-29 with gross expenses of \$361,377, revenue of \$18,000,  
97 and net expenses of \$343,377, pending further review. **Motion seconded** by Fran. All voted in  
98 favor. **Motion carried.**

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**100 Sanitation Site #4325**

101 The Department request is \$2,000, which is the same for the last 5 years. Michael **made a**  
102 **motion** to accept the Sanitation Site budget #4325 with gross expenses of \$2,000, revenue of  
103 \$1, and net expenses of \$1,999, pending further review. **Motion seconded** by Sue. All voted in  
104 favor. **Motion carried.**

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**106 Recycling #4326**

107 The department request is \$86,351, which is a 29.95% increase over 2017. The changes are in  
108 the disposal and hauling lines, largely because of the increase in the additional plastics that are  
109 now being accepted. Michael is not sure the numbers are entirely accurate and wants to adjust  
110 them to be as accurate as possible. He feels the disposal line is on par to be around \$26,000  
111 this year and Lee added that the rates are probably going up by 10%. Michael **made a motion**  
112 to adjust the disposal line from \$38,000 to \$30,000. **Motion seconded** by Sue. All voted in  
113 favor. **Motion carried.** There was a discussion about the run rates for the hauling line. Michael  
114 **made a motion** to adjust the hauling line from \$46,700 to \$55,500. **Motion seconded** by Lee.  
115 All voted in favor. **Motion carried.** Lee **made a motion** to accept the Recycling budget #4326  
116 with gross expenses of \$87,151, revenue of \$18,000, and net expenses of \$69,151, pending  
117 further review. **Motion seconded** by Sue. All voted in favor. **Motion carried.**

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119 Michael reminded all department heads and committee chairs that it is important to attend the  
120 meetings with the Budget Committee to answer questions about your budgets. Lee added that  
121 we are several weeks into the process and have looked at 22 budgets so far and only 9 had  
122 representatives present to talk about them. This process needs to be a collaborative effort and  
123 he is disappointed because he was hoping for more cooperation. Both Sue and Lorna  
124 commented that it is very difficult to look at budgets and try to make decisions when there are  
125 no answers to their questions. Jim suggested maybe meeting jointly with the Board of  
126 Selectmen to go over budgets.

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Michael reminded the Committee that the next meeting on November 1 will cover the Executive and Government Buildings budgets.

Michael adjourned the meeting at 8:05.

Respectfully Submitted,

Cheryl Eastman