1		DRAFT
2	Minutes	
3	Budget Committee	
4	Town of Sandown, NH	
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7	Meeting Date:	Wednesday, November 15, 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 Steve Brown, Selectmen's
13		Representative
14	Absent:	Jim Devine
15	Recording Secretary:	Cheryl Eastman
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19	Michael called the meeting to order at 7:05. The Pledge of Allegiance was said.	
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21	<b>Review of Minutes</b>	
22	The Board reviewed the minutes of the November 8, 2017 meeting. Sue made <b>a motion</b> to accept	
23	the minutes of November 8, 2017 as written. Michael <b>seconded the motion</b> . All voted in favor.	
24	Motion carried.	
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26	Executive #4130-01	
27	Lynne Blaisdell presented the budget. She still has a meeting scheduled with our IT company,	
28	RMON Networks, to further discuss the contract under the computer support line. The line	
29	currently is \$16,215, but she has questions about the anti-virus coverage. This number is based	
30	off the existing contract. Once she meets with RMON she would be happy to come back to the	
31	Budget Committee at another meeting or discuss the changes at the public hearing. The payroll	
32	line is an increase due to action by the Board of Selectmen. The auditors are under the third year	
33	of a three-year contract. Tax maps have been billed this year for \$2,400. These prices are based	
34 25	on the number of changes that need to be completed. It is difficult to estimate what changes	
35	will need to be done in the coming year. Lynne is OK with increasing that line item in 2018, or	
36	leaving it as is. Michael asked about the Storm Water Management line because he feels	
37 20	budgeting \$10,000 each year might be more than necessary. Lynne explained that the Storm	
38 20	Water Management permit first started back in 2003 and has had several updates to it, most	
39 40	recently in 2017. We have a grant for assistance through Rockingham Planning Commission to	
40 41	help us to determine what our requirements are under the new regulations. There are new	
41 42	provisions in the permit now that require the town to do more mapping, tracking of outfall, and public outreach, and proof of compliance is required. The Planning Board has been working on	

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this issue as well. Lynne hopes to have better answers regarding what we will be required to do 43 prior to public hearing. Steve commented that the Board of Selectmen were uncomfortable with 44 only putting \$10,000 in the budget, not knowing what is coming. He would be hesitant to take it 45 46 out of the budget. Michael would like to do more research on it and maybe create a revolving 47 fund for that purpose. Lee agreed a separate fund is a good idea. Lynne said we are still in the 48 situation of not really knowing what our requirements are and what it will cost us. She added 49 that a revolving fund cannot be used for this purpose by RSA, but perhaps a Capital Reserve Fund or Expendable Trust Fund can be. She will look at that. Lee asked if the money budgeted was 50 51 intended to cover fines if they are levied. Lynne said that the funds are for completing the actual 52 provisions of the permit, whatever they end up being. She went on to explain that any fines that 53 have been levied against other towns were for non-compliance and late filing fees. Sandown has 54 consistently filed on time and compliant so far, so we shouldn't be fined. Sue asked if any of the 55 funds in the 2017 budget will be spent this year for this purpose. Lynne said it depends on when 56 the grant work gets going. It is a matching grant and our portion will be \$2,400. Michael asked 57 why the supplies line is currently underspent. Lynne said she normally waits until the end of the 58 year to make some of those purchases, just in case something comes up. She still needs to 59 purchase a new printer and the supplies for the Deliberative Session. Steve made a **motion** to move the Executive budget #4130-01 to the public hearing with gross expenses of \$277,232, 60 61 revenue of \$350, and net expenses of \$276,882. Motion seconded by Lorna. All voted in favor. Motion carried. 62

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## 64 Government Buildings #4194

Lynne presented this budget. She said she has been having a difficult time getting quotes from 65 66 anyone for building projects lately, so she is still working on some quotes. She is presenting a list of projects that were requested by either the Board or by Department Heads. Some of these 67 items may be pulled out of the budget and put into separate warrant articles, or postponed until 68 69 next year. The Board of Selectmen put a place holder amount in the Building Maintenance line 70 for now at \$45,000. The list of projects includes the standard items such as pumping of septic 71 tanks, miscellaneous repairs, and lawn fertilization. Also included are special projects such as paving the parking lot at town hall, renovate the kitchen into an office for the Town 72 73 Administrator, A/C units in the upper hall, A/C at the police station, repairs to facia board at the 74 Depot, raise and repair foundation and sill at Depot, lights in parking lot at the Police Station, lights/poles/sensors at the Transfer Station, roof at the Fire Station, repairs to Library steps and 75 handrails, and repair a drainage issue at the Library. Kitchen renovation: Lynne did a study of 76 the actual usage of the kitchen at the town hall over the last five years that showed it is normally 77 78 only used two or three times a year. Functions that need a full kitchen could be moved to the 79 Recreation Building. On a day-to-day basis, a small kitchenette with a small sink, microwave, and 80 small refrigerator could work. <u>A/C in upper hall</u>: Lynne has two guotes for a forced air system and a mini-split heat pump system. The issue with the standard forced air system is that the 81 82 existing ductwork downstairs is not wrapped. Wrapping the existing ductwork could be costly and difficult because of the lack of space to work around. A/C at Police Station: Chief Gordon 83 84 would like to have this considered this year. He will supply a quote to Lynne. Lights at Police

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Station: The parking lot at the Police Station is not well lit away from the building. The parking 85 lot is often used as a location for divorced parents to transfer children and should be better lit. 86 87 Chief Gordon is getting quotes on this work. Lights at Transfer Station: Lynne is getting quotes 88 on changing out the street lights to something that has sensors or timers that are LED to be more 89 efficient and brighter. Roof at Fire Station: The half of the roof at the Fire Station that is 90 opposite the side of the town hall is having some curling issues. The roof is approximately 15 to 91 20 years old. The Board of Selectmen have talked about replacing only that one side, or doing 92 the whole roof for \$22,800. Train Depot facia board replacement: The quote is for \$800 for one side of the building only. Each remaining side would be \$600 each. This is for gingerbread facia 93 94 boards to bring the building back to period detail. This work is part of the recommendations from 95 the J. Barrett property assessment report. Library repairs: The smaller repairs, such as the handrails and the steps may be able to be completed this year instead, and then could come out 96 97 of the 2018 proposed budget. The Highway department will be doing the repairs to the drainage issues around the bulkhead. The only additional expense will be for the supplies. Depot 98 99 foundation repairs: Quotes to raise and repair the foundation at the Depot are still being 100 collected. This work is also part of the assessment done on the building. This will probably be 101 put in a warrant article. Lynne expects perhaps costs in the range of \$25,000 to \$30,000. Both Michael and Lee would like to see the train depot restoration projects be put in a warrant article 102 103 instead of in the operating budget. Town Hall parking lot paving: Lynne has two quotes for the 104 parking lot. One is to repair the existing paving for \$13,478. The other option for \$11,332 more 105 is to increase the parking area behind the town hall. Michael feels that since the parking lot 106 paving has already failed twice as a warrant article, it makes him nervous to put it in the operating budget, especially with the raises given this year. Lynne state that it is an infrastructure item and 107 it is in bad condition and getting worse. Michael agreed that the repairs are a "need" item, but 108 increasing the parking lot is a "want". Lee agreed. Lynne stated that additional parking is needed 109 110 during elections and events at the town hall, and when there is a fire call and the volunteer fire 111 personnel respond to the fire station. They need to park as close to the building as possible, 112 which ties up the parking lot for general business. Also, on a day-to-day basis, town hall 113 employees could park in the expanded section behind the town hall, freeing up spaces near the building for the public. Lee questioned why some of the library items are in the Government 114 115 Buildings budget and some are included in the Library budget. Lynne explained that the agreement with the library is that "studs in" is the Library's responsibility and from "studs out" is 116 the Town's responsibility. Lynne cautioned the Committee that they don't need to make a 117 decision on this budget tonight, since the Board of Selectmen is still reviewing it. Lee feels that 118 the septic pumping, misc repairs, lawn fertilization, paving of the existing parking lot, lights at 119 120 Police and Transfer Station, roof at Fire Station, and the library handrails and drainage should be 121 done. That total is about \$42,850. He feels the A/C's and the depot repairs and adding to the 122 town hall parking lot should go to warrant articles. He would also remove the kitchen renovation. 123 Michael agreed and stated that he would like to see if the Board of Selectmen can get some of 124 the projects done this year instead. Lynne added that the Board is also looking at adding a 125 generator to the town hall with this year's funds, so she isn't sure right now how much money 126 will be left over. Steve will take the Committee's recommendations back to the Board of

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Selectmen and discuss changes. Fran asked about the fluctuation in the alarm system fees. Lynne 127 explained that last year the alarm at the Police Station had not been budgeted and the Chief 128 found the funds in his Police budget. In 2018 it is being budgeted under Government Buildings. 129 130 Lee advised Lynne that the town could find cheaper alarm monitoring services and he will give her some contacts. Sue asked about the uniform line since it has not been spent historically. 131 Lynne said that next year some uniform shirts will be purchased for the custodian. Lynne said 132 133 she would be happy to come back to the Committee with this budget anytime they wanted. The Committee decided to have the Government Buildings budget reviewed again at the meeting 134 scheduled for December 13. 135 136 137 **Public Hearing Dates** The Committee discussed possible dates for the public hearing. The consensus was Tuesday, 138 January 9, 2018 with a make-up date of the 10<sup>th</sup>. Lynne will check on availability and the last date 139 that warrant articles can be accepted. 140 141 142 At 8:06, Michael adjourned the meeting. 143 144 Minutes respectfully Submitted, 145 146 147 148 **Cheryl Eastman** 149 150