

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

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Meeting Date: Wednesday, December 6, 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: Michael Costanzo, Chairman, Lee Dube, Vice-Chair, Fran Rosenau, Lorna Walker, Jim Devine, and Steve Brown, Selectmen’s Representative
Absent: Sue Reynolds
Recording Secretary: Cheryl Eastman

Michael called the meeting to order at 7:05. The Pledge of Allegiance was said.

The Committee reviewed the minutes of November 29, 2017. Steve **made a motion** to accept the minutes of 11/29/17 as written. Motion **seconded** by Lee. All voted in favor. **Motion carried.**

Conservation Commission #4619

Brian Butler, Vice Chairman, Jill Winmill, and Pam Goudreau presented the budget. The requested budget is an 8% increase over last year. The Environmental Consultant line is an increase to allow him to spend more hours working with the Board. He helps immensely with dealing with possible infractions, gives the Board guidance on issues, and keeps them up to date on any new legislative changes out of Concord. The Conference line has increased as well because there are several newer members of the Board that want to go to training to learn more about any variety of Conservation issues. The office supplies line has increased slightly because of supplies needed for the increased amount of outreach and education. These could include printing of flyers, notices, educational materials. Lee commented that this line has been underspent for the past five years. Brian explained that in the past, a lot of those expenses were recorded in the Educational Awareness line instead of Office Supplies. Also, commission members have been donating supplies. This year Jill has increased the amount of outreach and increased the awareness of the Commission in town. There was at least one program each month, either outside in the woods, or in a seminar type event, including the fishing derby, earth day at Sandown North, installing turtle crossing signs around town, Boy Scouts spooky walk, kindness rocks program put on with the Library, a tick talk, raptor education, and the Sasquatch scavenger hunt. Steve feels it is great that the commission is doing so much outreach and awareness, but wants to make sure the commission keeps an eye on the expenses as well. Brian

43 and Pam assured Steve that they do keep an eye on the budget and sometimes some ideas are
44 not done because of the expenses. Michael commented that the budget increase of 8.05%
45 sounds like a lot, but the increase is only \$690. Brian added that there may be some money in
46 the payroll line because the new Administrative Assistant was hired at a lower rate than the
47 previous person was earning, due to experience level. Fran told the Commission that the Garden
48 Club is planning on working with the State next year regarding an initiative about invasive species.
49 That might be a good opportunity to work together with a large organization. Brian stated that
50 they are going to be looking for grant opportunities next year to help with an invasive species
51 issue in the Wells Village Road town forest. Lee made a **motion** to accept the Conservation
52 Commission budget with gross expenses of \$9,264, revenue of \$240, net expenses of \$9,024,
53 pending further review. **Motion seconded** by Fran. All voted in favor. **Motion carried.**

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55 **Parks & Rec Building Operations # 4520-38**

56 Deb Brown, Recreation Director, presented this budget. Michael commented that the Board of
57 Selectmen made an adjustment to the revenue line. He feels that is appropriate. Lee asked
58 about the Rubbish Removal line. Deb explained that is for the dumpster at the rec building and
59 it is a monthly fee. The propane line is reduced. Deb explained that depends on the weather and
60 how often the building is used. She said some weeks the building is being used 4 nights, plus
61 during the day. Deb explained the revenue is based on the actual revenue amount from the
62 current year. Lee made a **motion** to adjust the revenue line to \$3,500. **Motion seconded** by Fran.
63 All voted in favor. **Motion carried.** Lee made a **motion** to accept the Recreation Building
64 Operation budget #4520-38 with gross expenses of \$17,330, revenue of \$3,500, net expenses of
65 \$13,830, pending further review. **Motion seconded** by Lorna. All voted in favor. **Motion carried.**

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67 **Summer & Special Recreation #4520-37**

68 Deb Brown presented this budget. Lee commented that the Board of Selectmen had adjusted
69 the payroll line down by about \$5,000 and added to the revenue lines. Deb requested that the
70 Committee consider putting some of the payroll funds back in that line. She based the payroll
71 figures on what information she knows right now. Some of the employees might not return to
72 work next year, but she budgeted for all positions to be full. She is concerned there might be an
73 influx of children from the new apartments in town and she is a little nervous about staffing issues
74 for next year. Historically, the payroll line has not been completely spent in the last five years.
75 She requested the committee put \$2,500 back into the payroll line as a cushion. Revenue that is
76 brought in is returned to the town at the end of the year. Lee feels that the payroll line is
77 traditionally under-spent by \$6,000 and the bottom line is historically 6-10,000 under. He feels
78 if the payroll line runs over, the bottom line has enough to cover it. Deb said in that case, there
79 would not be able to be any special programs to cover the payroll overage. Lee asked what the
80 enrollment is projected to be next year. Deb said that she tries not to go over 100 kids, but the
81 ratio of counselors to children is different depending on the age of the children. Lately we have
82 been trending towards younger ages. Fran asked if Deb was comfortable with \$52,500 in the
83 payroll line. Deb said yes, because that would cover every staff member. Lee asked if more than
84 100 kids could be enrolled. Deb said possibly, but then you run into more expense because you

85 need two buses for trips. Fran made a **motion** to change the Summer Recreation payroll line to
86 \$52,500, with total gross expenses of \$61,964. There was **no second to the motion. Motion**
87 **failed.** Lee made a **motion** to increase the Special Programs revenue to \$1,000. Motion
88 **seconded** by Steve. All voted in favor. **Motion carried.** Jim made a **motion** to accept the Special
89 & Summer Recreation budget #4520-37 with gross expenses of \$64,316, revenue from Summer
90 Recreation of \$45,320, revenue from Special Programs of \$1,000, and net expenses of \$17,996,
91 pending further review. **Motion seconded** by Steve. Vote was three in favor (Jim, Steve, and
92 Fran) and three opposed (Michael, Lorna, and Lee). **Motion failed.** Lee made a **motion** to reduce
93 the payroll line to \$50,000. **Motion seconded** by Lorna. Vote was three in favor (Lee, Lorna,
94 Michael) two opposed (Fran and Jim) and Steve abstained. **Motion carried.** Lee made a **motion**
95 to accept the Summer & Special Recreation budget #4520-37 with gross expenses of \$59,464,
96 revenue for Summer Recreation of \$45,320, revenue for Special Programs of \$1,000, and net
97 expenses of \$13,144, pending further review. **Motion seconded** by Lorna. Vote was three in
98 favor (Michael, Lee, and Lorna), 1 opposed (Jim), and Steve and Fran abstained. **Motion passed.**
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100 **Parks & Recreation #4520-36**

101 Deb Brown presented this budget. She explained that the Recreation department maintains
102 about 20 acres of recreation space, including ball fields, the beach, a multi-purpose field, and the
103 recreation building. The expenses for those areas are included in this budget and includes
104 repairs, maintenance, lifeguards, rubbish removal, mowing, recording secretary, and
105 improvements. She currently has 4 or 5 projects going on, such as fence repairs, basketball court
106 improvements, playground chips and sand, and grooming fields. She still needs to address the
107 damage resulting from a malfunction of the well pump. Michael commented that the Board of
108 Selectmen have a similar recommendation to the requested budget except for the lifeguard
109 payroll line. Steve added that line has been historically underspent. Deb said lifeguards are
110 difficult to hire and keep. She tries to budget for 10 weeks, but if the lifeguards she hires are
111 going back to school in the fall, or are teachers, or going back to college, they will leave before
112 Labor Day. Deb said that this year there were 4 incidents of water flooding the basement of the
113 recreation building as well. That resulted in costs of damage repair, installing a sump pump, and
114 future work to be done such as having a camera put down the pipe and any resulting repairs
115 needed. Fran asked why the recording secretary line is historically underspent, but Deb
116 requested the same amount. Deb said that the person who is currently doing the recording of
117 meetings happens to be a Recreation Commission member and therefore cannot be paid for her
118 time attending the meeting, only the time to transcribe the minutes. She may be resigning, so
119 Deb will have to pay someone to attend the meetings and the transcription time. Fran asked if
120 the Safety line will be spent this year. Deb said yes, there are AED pads that need to be
121 purchased, and the overage in the electric line because of the pump malfunction will need to
122 come from somewhere. Michael agrees with the Board of Selectmen on this budget. Michael
123 made a **motion** to adjust the lifeguard payroll line to \$10,500. **Motion seconded** by Lee. All
124 voted in favor except Steve, who abstained. **Motion carried.** Lee made a **motion** to accept the
125 Parks & Recreation budget #4520-36 with gross expenses of \$95,903, revenue of \$1, and net

126 expenses of \$95,902, pending further review. **Motion seconded** by Lorna. All voted in favor
127 except Steve, who abstained. **Motion carried.**

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129 **Library #4550**

130 Library Trustees Tina Owens, Carol Fournier, Diana True, and Adrienne Skora, and Director Deb
131 Hoadley presented the budget. There was discussion regarding the proposals that have been
132 presented for the Library budget and explanations about what line items have been moved,
133 combined, or eliminated. The Library's proposal of an 8% increase was achieved by planning to
134 make the proposed changes to positions with an effective date of July 1 instead of Jan 1. Several
135 Committee members stated that they appreciate the plan that the Trustees and Director have
136 come up with and think the outreach is needed, but are having a hard time with the 8% increase
137 costs that go along with it. There is also concern about next year's budget when a full year of
138 salary and benefits will be included in the budget instead of just 6 months. Michael would like
139 to see a proposal somewhere between the 8% of the amended Library budget and the 4%
140 proposed by the Board of Selectmen that could work for everyone. Suggestions were raised
141 about using part time employees instead of a fulltime employee. Deb explained that the person
142 that is proposed to go to the full time exempt status is already trained and has been with the
143 library for a long time. Going with part time employees to fill that role would mean more training
144 time and it wouldn't allow the same flexibility that a fulltime position will. Lee asked if next year
145 the library will be asking to make another position full time. There is no plan to change any more
146 positions to full time. There was discussion about repairs and maintenance projects done this
147 year and planned for next year. New carpeting was installed this year, but that was not done
148 with the operating budget, that was done through other funds and with donations. Lorna asked
149 what the increase in the number of hours per week would be for the new fulltime position. Deb
150 said it would be a minimum of 6 hours a week increase. There was discussion about the Board of
151 Selectmen's budget of a 4% increase. Tina asked why the committee couldn't endorse an 8%
152 increase. Michael said it is all because of timing. There were very significant increases to salaries
153 and benefits this year and those items are out of the Budget Committee's hands. Lee stated that
154 the Library is being punished because of other decisions made along the budget process this year.
155 Lee is concerned the budget will go to default this year because of the significant increase in taxes
156 we have just seen. Lee asked Deb what would be the absolute minimum funding they would
157 need and still be able to do the outreach plans. There was discussion about putting the change
158 of position in a warrant article. Deb's is not in favor of putting a personnel decision in a warrant
159 article. Tina asked if other departments are being held to a 4% increase. Lee said no, the
160 committee looks at the line items and looks at dollar amounts. Right now, with the budgets that
161 have been approved, there is a .9% increase, but there are still several large budgets left to look
162 over. Steve said that unfortunately, the town is bearing the brunt of what is happening with the
163 schools. Deb stated that the amended budget with an 8% increase is the minimum that they can
164 work with do accomplish the outreach plan. Michael scheduled a tentative date of January 3,
165 2018 to meet on the Library again. The budget committee asked them to bring in another budget
166 that is between 4% and 8%.

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168 Jim stated that he is upset that the Library has moved items between lines and that they are
169 expending money outside the operating budget. He feels the Library doesn't feel they need to
170 follow the same budget laws as anyone else. There was discussion about the difference in the
171 way the Library budget is handled due to state law. The town accounting records only show the
172 total funds given to the library and the Library has their own bookkeeping on their side that shows
173 the individual items.

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175 At 9:27, the meeting was adjourned.

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Minutes respectfully submitted,

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Cheryl Eastman

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