

DRAFT
Minutes
Budget Committee
Town of Sandown, NH

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Meeting Date: Wednesday, December 13, 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, Fran Rosenau, Sue Reynolds, Lorna Walker, Jim Devine, and Steve Brown, Selectmen’s Representative
Absent: Lee Dube
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 December 6, 2017. Steve **made a motion** to accept the minutes of 12/6/17 as written. Motion **seconded** by Lorna. All voted in favor except Sue, who abstained. **Motion carried.**

Fire #4220

Chief Tapley presented this budget. The budget is the same as last year except for a payroll increase. Jim asked about the progress of the grant for SCBA (Self Contained Breathing Apparatus) equipment. Chief Tapley said the grant is a joint grant with Auburn and Chester and has been submitted. We won’t hear anything on that until probably June. The units cost around \$6,200 each and the department needs one for each seat in the vehicles. Sue asked about the training line because it has never been fully spent in the past five years, yet continues to be requested at \$5,000. Chief Tapley said that all the training facilities were closed except the State and a private one in Nashua, so he couldn’t send anyone this year. He used grant funds for the training that was required for the new ladder truck. What he spends on training depends on who needs what level of training and when it is available. Michael is satisfied with the budget. Steve **made a motion** to accept the Fire budget #4220 with gross expenses of \$150,166, revenue of \$100, and net expenses of \$150,066, pending final review. **Motion seconded** by Sue. All voted in favor. **Motion carried.**

Rescue #4215

Chief Tapley presented this budget. The Board of Selectmen had increased the Stipends line by \$500 because it had been historically overspent. Chief Tapley explained that they are paying more heavily on duty nights than they used to as an enticement for people to take the overnight

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43 call shifts. It has worked out well to ensure there are two people on call every night. Michael is
44 satisfied with this budget. Sue made a **motion** to change the stipend line to \$30,500. **Motion**
45 **seconded** by Lorna. All voted in favor. **Motion carried**. Sue made a **motion** to accept the Rescue
46 budget #4215 with gross expenses of \$48,200, zero revenue, net expenses of \$48,200, pending
47 further review. **Motion seconded** by Lorna. All voted in favor. **Motion carried**.

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49 **Community Assistance #4445**

50 Lynne Blaisdell presented this budget. Fran asked about the cost of cremations. Lynne explained
51 that it depends on the individual funeral homes. Usually we go through the Cremation Society of
52 NH and they give us better rates. They are between \$900 and 1,000 each. The cost to the town
53 also depends on how much the family can contribute (if any). Lorna commented that there are
54 less than ½ the number of applications for assistance this year. Lynne said the economy has
55 improved and that shows in this budget. Some people that have been assisted in the past have
56 moved out of town or moved in with family. It is difficult for low income people to find affordable
57 housing in Sandown. Lynne reduced the budget request, but doesn't want to go too low because
58 one case could add up quickly. The payroll line is new this year. The Board of Selectmen voted
59 to split out the duties of the Community Assistance Officer into its own position this year and
60 assigned a stipend to it. Michael said that historically, the budget averages out to around \$4,600
61 per year. He thinks we are overbudgeting this budget, and have been for years. Lynne said that
62 this budget and the Highway budget are the only ones that can legally be overspent according to
63 the DRA rules. But, if the budget goes over, it still needs to come from some other budget. Fran
64 asked why the electric line was funded at \$1,500 when it hasn't been spent near that amount.
65 Lynne explained that the amounts in this budget fluctuate greatly and she tried to allocate
66 enough in the lines, knowing that she can move funds from other lines if needed. Sue stated that
67 if the budget is not spent, the surplus goes back to the general fund, or the Board of Selectmen
68 can use the funds somewhere else. Sue asked if there will be a corresponding reduction in
69 another payroll line to offset the \$4,000 stipend. Lynne said no. Sue made a **motion** to reduce
70 the rent line to \$3,500 from \$4,200. Michael **seconded the motion**. Vote was 4 in favor (Fran,
71 Sue, Michael, and Lorna) and 2 opposed (Steve and Jim). **Motion carried**. Michael **made a**
72 **motion** to accept the Community Assistance budget with gross expenses of \$11,452, revenue of
73 \$300, and net expenses of \$11,152, pending further review. **Motion seconded** by Sue. Vote was
74 5 in favor and 1 opposed (Steve). **Motion carried**.

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76 **Health and Human Services #4415**

77 Lynne presented this budget. The Board of Selectmen had reduced the Lamprey Healthcare line
78 to be consistent with history. Michael said he would like to see this budget closer to level funded.
79 He would like to reduce some of the budgets to use funds in other places. There are large
80 requests from the Library and Government Buildings projects. Lynne said that the organizations
81 that are in the Health & Human Services budget give a lot of valuable help to the citizens of
82 Sandown. She feels that taking away these services is not the best place to cut budgets. The
83 burden would fall back on the Community Assistance budget and the town would end up paying
84 the full amount. These groups help anybody, from seniors to children to the homeless and

85 families. Lorna and Sue agreed that this is not the place to cut. Fran agreed as well. Jim made a
86 **motion** to accept the Health & Human Services recommendation of gross expenses of \$21,049,
87 revenue of zero, and net expenses of \$21,049. There was **no second** to the motion. **Motion**
88 **failed**. Lorna made a **motion** to reduce the Lamprey Healthcare line to \$1,400. **Motion seconded**
89 by Sue. All voted in favor. **Motion carried**. Sue made a **motion** to accept the Health & Human
90 Services budget with gross expenses of \$19,668, zero revenue, and net expenses of \$19,668,
91 pending further review. **Motion seconded** by Fran. All voted in favor. **Motion carried**.

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93 **Insurance #4196**

94 Lynne presented this budget. All these lines are contracted services. The Professional
95 Reproduction License is protection against copyright infringements for any music that is used at
96 any function held in town. The deductible line is used to either pay the \$1,000 deductible if we
97 have a claim, or if damage is under \$1,000 and no claim is filed. Michael made a **motion** to
98 accept the Insurance budget with gross expenses of \$102,574, zero revenue, and net expenses
99 of \$102,574, pending further review. **Motion seconded** by Sue. All voted in favor. **Motion**
100 **carried**.

101

102 **Benefits #4155**

103 Michael commented that the benefits budget in 2013 was 391,175 and in 2018 it is now 603,886.
104 That is a huge increase over a five-year period. That kind of increase is not sustainable over a
105 long time. Most of the increases are in the health insurance line. All the other lines are payroll
106 driven. The current town/employee split for health insurance is 90/10. Jim asked if the Social
107 Security amount is the total of town and employee, or just the town portion. Cheryl said it is just
108 the expense to the town. The employee portion is shown elsewhere. Lorna made a **motion** to
109 accept the Benefits budget #4155 with gross expenses of \$603,886, zero revenue, and net
110 expenses of \$603,886, pending further review. **Motion seconded** by Sue. All voted in favor.
111 **Motion carried**.

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113 **Executive #4130-01**

114 The Committee will look at the Executive budget again on the January 3rd meeting to go over
115 changes. Lynne is still waiting on quotes from vendors and information on the Storm-water
116 Management permit. Lynne gave out hand-outs regarding Storm-water with a checklist that
117 shows the deadlines and actions required. We are paying \$2,500 to Rockingham Planning as part
118 of a grant to help us determine what we will be able to do in-house and what we will need to hire
119 a consultant to handle.

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121 **Government Buildings #4194**

122 The Committee will look at the Government Buildings budget again on January 3. Lynne passed
123 out a hand-out of the proposed projects that are being considered. The Board of Selectmen will
124 make a final decision on this coming Monday as far as what items will be included in the budget,
125 what will be moved to warrant articles, and what will be deferred for another year. Michael said
126 he supports the miscellaneous repair items, the roof at the fire station, the library work, and

127 motion sensor lights at the Police Station and Transfer Station. He cannot support the parking
128 lot improvements. Jim asked if the septic systems in the town buildings need to be replaced.
129 Lynne said they have not given us any problems and they are cleaned and inspected on a regular
130 basis. Lorna feels the parking lot improvements and the A/C for both the Police and Town Hall
131 are not priorities. Sue agreed. Sue asked about a price for the renovation of the kitchen to office
132 space. Lynne is still waiting on quotes, but has heard around \$15,000. Work could be done for
133 less, but Lynne doesn't want to do a quick fix job. She feels if we are going to do it, we should do
134 it right the first time.

135
136 Jim said he would like to see a history of the Library's actual expenses over the past several years,
137 not just the current year. Without looking at the history of actual expenses, he can't tell if the
138 increases are justified. Michael will ask the Library to provide the information.

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140 The next meeting will be January 3, 2018. The Government Buildings, Executive, and Library
141 budgets will be discussed, along with any warrant articles that are ready at that time.

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143 At 8:20, Michael adjourned the meeting.

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Minutes respectfully submitted,

Cheryl Eastman