

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

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Meeting Date: Wednesday, January 3, 2018
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 13, 2017. Lorna **made a motion** to accept the minutes of 12/13/17 as written. Motion **seconded** by Sue. All voted in favor. **Motion carried.**

Library #4550

Deb Hoadley, Library Director, and Diana True, Trustee, presented the budget. Deb had prepared a five-year look-back of actual expenses. The final proposal is a 7.92% increased budget. Deb reminded the committee that while focusing on the increased payroll and benefit lines, keep in mind that the increases are not wholly a result of creating the new full time position. When Deb was hired in July, it was at a higher rate than the former director and the 2018 budget shows the full year impact of that as well. Jim asked why the contractual expense line was overspent. Deb explained that the cost for the Interim Director was a contractual agreement and the expenses show there. The committee looked at where lines have been adjusted and reallocated. Deb said that the Budget Committee had asked them to come back with an absolute bottom line budget. She said that with a 7.92% increase, they can do about half of the things they planned to do. Deb hoped that the Committee has had time to look at the other budgets to see if this kind of increase can be sustainable. She doesn’t want to push the budget to a default. Steve commented that the Library Trustees have come before the Budget Committee three times now and are obviously passionate about the plans. He would be OK with going with the 7.92% increase and let the voters decide. Deb said they could work with a 6.5% increase, but cannot work with only a 3% increase because the increase in Deb’s salary over the prior director is more than 3%. Fran asked if the library would be able to be open more hours with the increased position. Deb said no. That may come in later years. Diana said they are not timid about defending their budget, but don’t want to call other items to scrutiny in the process. Lorna and Sue said they could support a 6.5% increase. Steve **made a motion** to approve the Library budget #4550 with gross expenses of

43 \$327,944, revenue of zero, net expenses of \$327,944, pending further review. **Motion seconded**
44 by Fran. All voted in favor. **Motion carried.**

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46 **Executive #4130-01**

47 Lynne Blaisdell presented this budget. The only lines that have changed since the last time the
48 Committee looked at it are the Computer Support, Computer Software/Hardware, and Storm-
49 water Management. Lynne met with the IT company and sought quotes from others. The Board
50 decided to stay with the current vendor. The increased costs are a result of the type of server
51 that we have chosen. The licensing costs increased \$1,608 over last year, but the online back-up
52 costs were reduced by \$4,511. The Board of Selectmen entered into a three year contract with
53 the IT vendor, so prices will stay consistent for three years. Under Storm-water Management,
54 the Board of Selectmen decided to maintain \$10,000 in that line and to also put forth a warrant
55 article to create a Capital Reserve Fund for Storm-water Management and to add \$10,000. There
56 could be significantly higher costs next year, but the Board didn't want to take the funds out of
57 the operating budget in case the Capital Reserve Fund creation failed. Fran asked why the
58 Mosquito program contract hadn't been fully expended. Lynne said it isn't an actual contract. It
59 is program and it includes the costs of one spraying. This past year we did not need to spray, so
60 we saved some money. Michael **made a motion** to adjust the Computer Software/Hardware line
61 to \$21,640. **Motion seconded** by Sue. All voted in favor. **Motion carried.** Lorna **made a motion**
62 to adjust the Computer Support line to \$22,308. **Motion seconded** by Steve. All voted in favor.
63 **Motion carried.** Lorna **made a motion** to accept the Executive budget #4130-01 with gross
64 expenses of \$282,368, revenue of \$350, and net expenses of \$282,018, pending further review.
65 **Motion seconded** by Sue. All voted in favor. **Motion carried.**

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67 **Government Buildings #4194**

68 Lynne Blaisdell presented this budget. The major items to look at are the Equipment
69 Maintenance and Building Maintenance lines. The Equipment Maintenance line includes the
70 copy machine maintenance, furnace cleanouts, the water filtration system, and fire extinguisher
71 maintenance. In the Building Maintenance line, the Board of Selectmen removed some
72 proposed items. They left the pumping of septic tanks, miscellaneous repairs, lawn fertilizing,
73 repairing and enlarging the parking lot, and the roof at the fire station. Small repairs that were
74 previously talked about at the Library building are no longer included, but will be completed by
75 the Highway Department and the funds will be found elsewhere. The ambulance is now housed
76 at the back of the fire station and the entrance and exit area is completely torn up. The Town Hall
77 parking lot has sinkholes as well. The repaving and expanding will be done all at one time to save
78 costs of having the contractor come back a couple times to do it in stages. Funds for the
79 installation of the A/C in the town hall and the police station have been encumbered with the
80 understanding that it will only be done if there are still funds available after all the 2017 invoices
81 are paid. Steve said he would approve this budget as it stands. Sue agreed, adding that it looks
82 like a large increase, but the prior year the expenses were much lower than usual. Lorna also
83 supports this budget. Sue **made a motion** to accept the Government Buildings budget #4194
84 with gross expenses of \$116,440, revenue of \$1,000, and net expenses of \$115,440, pending

85 further review. Lorna **seconded the motion**. Michael asked about the varying amounts of
86 revenue for this account over the past years. Lynne said the large increases were due to the sale
87 of several town-owned properties that had not been anticipated. She added it is hard to estimate
88 if properties will be sold during any given year. All voted in favor. **Motion carried.**

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90 **Warrant Articles**

91 Lynne Blaisdell and Paula Gulla presented the warrant articles.

92 The consensus of the committee is to not vote on recommendations on these articles until the
93 public hearing when there will hopefully be a full board.

94

95 #2 is the operating budget. The amount will be filled in after the public hearing scheduled for
96 next Tuesday.

97

98 #3 is the Highway Block Grant for \$165,136.

99 Jim asked if there has been any talk about hiring a grant writer for the town. Lynne said that
100 Steve has brought that subject up to the Board and they will be discussing it further.

101

102 #4 is funding for the Road Improvement plan. There is no final figure yet, pending information
103 from the town engineers regarding the costs to bid the 2019 projects earlier than usual.
104 Currently the total is \$430,000, plus engineering costs for the 2019 projects.

105

106 #5 is funding Old Home Day at \$7,000, which is the same as last year.

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108 #6 is the Collective Bargaining Agreement with funding for calendar year 2018 of \$32,725.

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110 #7 is the required companion article to the Collective Bargaining Agreement article and has no
111 monetary value.

112

113 #8 is to put \$50,000 into the Fire Equipment Capital Reserve Fund.

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115 #9 is to purchase 2 new compactors for \$33,280. The current compactors are over 30 years old,
116 often break down, and parts are difficult to find. New compactors would also work more
117 efficiently and get more material into each load, thus saving hauling fees.

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119 #10 is to enter into a lease/purchase agreement for two new compactors for \$38,379. If article
120 9 passes, this article will be null and void.

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122 #11 is to add \$90,000 to the Bridge Capital Reserve Fund.

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124 #12 is to add \$5,000 to the Revaluation Capital Reserve Fund. 2018 is a revaluation year for us
125 and we need to start to replenish the fund for the next 5 years.

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127 #13 is asking for \$43,998 to treat the invasive weeds in Phillips Pond. Currently there are invasive
128 weeds choking the pond. Within one year, if they are left unchecked, the entire pond will be
129 unusable. This process was done ten years ago as well. There is a grant from DES that will offset
130 the costs, but as of right now we don't know how much. It could be anywhere from 30 to 40
131 percent. The Phillips Pond Association has been very active in applying for other grants as well.
132 If this is not addressed, the town beach may not be able to be used next summer. The Board of
133 Selectmen have talked about maybe next year creating a Capital Reserve Fund for this purpose.

134
135 #14 is to create a Storm-water Management Capital Reserve Fund and to add \$10,000.
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137 #15 asks if the town wants to allow KENO in Sandown.
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139 There may be petition warrant articles coming in before the deadline on Monday.
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141 After the Board of Selectmen meeting on Monday, Paula will send out a final draft of the warrant.
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143 Michael announced the public hearing for the budget will be held this Tuesday, Jan 9 at 6:00 p.m.
144 The snow date is the 10th.
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146 Michael adjourned the meeting at 8:34.
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153 Minutes respectfully submitted,
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157 Cheryl Eastman
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