

DRAFT

Minutes
Budget Committee
Town of Sandown, NH

Meeting Date: Wednesday, July 11, 2018

Method of Notification: Public Posting – Two locations at Town Hall, Website and Post Office

Meeting Location: Sandown Town Hall, Upper Hall

Present: Michael Costanzo, Sue Reynolds, Fran Rosenau, Mandy Knight, Steve Finnegan

Absent: Lorna Walker, Tom Tombarello

Recording Secretary: Michael Costanzo

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

The committee welcomed new members Mandy Knight and Steve Finnegan. Michael suggested waiting until next meeting to elect new officers due to Tom and Lorna being absent, and the committee wanting to know if Lorna would be interested in one of those positions. The committee **agreed by consensus** to wait and Michael would continue in capacity as Chairman until that time.

Michael presented a DRAFT schedule for the upcoming budget season based on feedback from the committee at the end of last season. Sue asked if Lynne had seen the schedule and offered any feedback. Michael stated that it was sent to Lynne that afternoon and that she responded positively.

Fran stated that she had a conflict on a proposed meeting date of October 17 so Michael **motioned** to meet on October 24 instead. The **motion carried by consensus**, and **all voted in favor** of the schedule.

Michael then announced the schedule is set as follows:

October 10: Building Inspector, Electrical Inspector, Plumbing Inspector, Septic Inspector, code enforcement, street lights, cemetery, Trustees of the Trust, Budget Committee.

October 17: Debt expense principal, debt expense interest, tax anticipation note, patriotic purposes, community assistance, health and human services.

November 07: Moderator, Supervisor of the Checklist, finance, Treasurer, assessing, Tax Collector, Town Clerk.

November 14: Executive, government buildings, Health Officer, animal control, Police.

November 28: Highway facility, highway operating, sanitation facility, sanitation operating, sanitation site, recycling.

51 December 05: Planning board, Zoning Board of Adjustment, Conservation, recreation building,
52 Parks and Recreation, Parks and Recreation summer special.

53
54 December 12: Fire, rescue, Library

55
56 December 19: Insurance, benefits

57
58 January 02: Available for make-up or continuation.

59
60 Fran asked why we were reviewing only two budgets on 12/19, and Michael responded that
61 they tend to be larger budgets that for which we will likely have many questions, but they are
62 mostly driven by contracts so they are not budgets that we will make many adjustments to. Also,
63 by scheduling only two budgets that night, we can revisit or continue any discussions of budgets
64 brought to the committee in weeks prior.

65
66 Michael then reminded the committee that there are a few more dates that we need to be aware
67 of and that will be added to the schedule once the dates are set. The dates in January will
68 include the due date for Warrant articles, the date of the final hearing of the budget, and the due
69 date for the MS-737. We will also list the date of the election in March on the schedule.

70
71 Michael then noted that we need to approve the minutes of Jan 3, 2018 meeting, but we should
72 hold off on that as well. Sue pointed out that we only had 3 members at the meeting who could
73 vote on them and we will need to wait until we have all 4.

74
75 Fran raised the question about who would present the Budget Committee's budget to the Board
76 of Selectmen, and Michael said that generally the chairman does that, and that he can certainly
77 do that again this year. He will send out last year's worksheet and ask for input from each
78 member, but that the budget committee can and adjust it after seeing the recommendation from
79 the Board of Selectmen

80
81 Fran raised a question about asking department heads to limit budget requests to 3% increases
82 since the budget did not pass this year. Steve felt this was a reasonable request and it was
83 decided that the committee would encourage department heads to present multiple budgets to
84 the committee. Specifically, the budget committee is looking to see each department bring a flat
85 -line budget, along with their budget request, and possibly a third budget that is somewhere in
86 the middle.

87
88 Steve suggested that the Budget Committee attend a Board of Selectmen meeting and review
89 this idea with them prior to any departments presenting their budgets, as this would be the best
90 way to ensure a transparent process from the beginning. The committee reviewed the meeting
91 dates and Michael will reach out Lynne and ask for the Budget Committee to discuss this with
92 the Board of Selectmen at their meeting on September 17.

93
94 Sue asked about the budget training seminar. Michael announced that Sandown is hosting a
95 Budget Training seminar on July 25th at Town Hall and that Paula sent out invitations to elected
96 officials and department heads in Sandown, surrounding towns, SAU #55, and Timberlane
97 Regional School District. Michael encourages all department heads and newly elected officials
98 to attend, and that it will be given by Margaret Byrnes from the New Hampshire Municipal
99 Association. Sue asked about cost, and Michael stated that it is a flat fee that will be cost shared
100 by the municipalities that attend.

101

102 Sue also asked about sending reminders to department heads and making sure that they attend
103 the meetings this year since several department heads did not attend Budget Committee
104 meetings early in the season last year. Michael said that although he sent e-mail reminders last
105 year, he started making calls later in the season as well and will continue that this year. Sue
106 pointed out that because the budget did not pass last year it is very important that we have
107 department heads attending Budget Committee meetings in order to answer any questions and
108 confer with the committee about any adjustments being made to the budget.

109
110 Sue made a **motion** to adjourn at 7:29, **seconded** by Fran. All voted in favor, **carrying the**
111 **motion**, and the meeting was adjourned at 7:29pm.

112
113 Recording secretary,

114
115
116 Michael Costanzo