DRAFT 1 2 Minutes **Budget Committee** 3 Town of Sandown, NH 4 5 6 7 Meeting Date: Wednesday, August 22, 2018 8 9 Method of Notification: Public Posting – Two locations at Town Hall 10 Meeting Location: Sandown Town Hall, Upper Hall 11 Present: Michael Costanzo, Chairman, Fran Rosenau, Sue Reynolds, Lorna Walker, Tom Tombarello, Selectmen's Representative 12 13 Absent: Amanda Knight, Steve Finnegan **Recording Secretary:** Cheryl Eastman 14 15 16 17 Michael called the meeting to order at 6:00 p.m. The Pledge of Allegiance was said. 18 19 **Meeting Minutes** 20 The committee reviewed the minutes from January 9, 2018. Fran made a motion to approve the 21 minutes of 1/9/18 as written. **Motion seconded** by Sue. Vote was 4 in favor and Tom abstaining. 22 Motion carried. 23 24 The committee reviewed the minutes of July 11, 2018. Sue said that line 31 should say "Sue made 25 a motion to accept the agenda as amended. Fran seconded the motion. All voted in favor. 26 Motion carried." Sue made a motion to accept the minutes of July 11, 2018 as amended. Motion 27 seconded by Fran. Vote was 3 in favor, with Lorna and Tom abstaining. Motion carried. 28 29 **Memo to Departments** Michael said that he had drafted a letter to the department heads. He will send it out to the 30 31 committee members to review and then to Cheryl to distribute. He has added a default budget 32 column and a minimum budget column to the budget spreadsheets. It is the consensus of the 33 committee that if there are any increases over 3% it will require supporting documentation. 34 35 **Meeting Start Times** 36 The Committee discussed what time their meetings should start. The members present agreed 37 on starting at 6:00 p.m. Michael will contact Amanda and Steve to see if that works for them. If 38 not, he will try 6:30 p.m., and if not then 7:00 p.m. If the start times change, Cheryl will post a 39 new meeting schedule. 40 41 The consensus of the committee is to show 4 past year's history on the budget spreadsheets and print them on 11 X 17 paper. Packets for meetings will be available before the meeting date and 42

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will include a P&L Summary sheet and a detailed budget report for the budgets that are being 43 44 reviewed at that meeting. 45 46 Review of P & L 47 The committee reviewed the current revenues and expenses. The committee wants to review the Highway Department P&L at the first meeting. Tom commented that there should be a 48 difference because of the new compactors. Michael wants to see a breakdown on hauling rates 49 for the 1st quarter and the 2nd quarter. He would also like to see the Library's actual expenses 50 breakdown. 51 52 53 Another meeting was suggested before the first meeting when budgets are going to be reviewed 54 to further look at some of these issues. Michael will get a consensus from everyone and choose 55 a date, possibly Sept 19 or Oct 3. 56 57 At 7:03, the meeting adjourned. 58 59 Minutes respectfully submitted by 60 61

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Cheryl Eastman