DRAFT 1 2 Minutes **Budget Committee** 3 Town of Sandown, NH 4 5 6 7 Meeting Date: Wednesday, September 19, 2018 8 9 Method of Notification: Public Posting – Two locations at Town Hall 10 Meeting Location: Sandown Town Hall, Upper Hall 11 Present: Fran Rosenau, Sue Reynolds, Lorna Walker, Amanda Knight, Steve 12 Finnegan 13 Absent: Tom Tombarello, Selectmen's Representative, Michael Costanzo 14 Recording Secretary: Cheryl Eastman 15

Sue Reynolds opened the meeting at 7:00 PM. Sue announced that Michael Costanzo had submitted his resignation from the Budget Committee because he is moving out of town. Sue said she would be willing to be acting chair for now. Lorna made a **motion** to accept Michael's resignation. **Motion seconded** by Fran. Sue said that they knew this was coming, but it was still sudden. She thanked Michael for all his service and commitment and wished him the best of luck. All voted in favor. **Motion carried**.

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Election of Officers

Sue announced that Michael had recommended she take over as Chair because of her experience both on the budget committee and as a recording secretary to the Board of Selectmen. She is not excited about the idea and opened the issue for discussion. There were no other committee members interested. Amanda feels she is not qualified, but would be willing to help in a lesser position. Steve said he would be interested in helping as vice-chair or a supporting role. Lorna made a motion to name Sue as Chair. Motion seconded by Amanda. The vote was 4 in favor with Sue abstaining. Motion carried. Sue made a motion to name Steve Finnegan as Vice-Chair. Lorna seconded the motion. Vote was 4 in favor with Steve abstaining. Motion carried.

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Review of Minutes

The Committee reviewed the minutes of August 22, 2018. Fran **made a motion** to accept the minutes as written. **Motion seconded** by Lorna. The vote was 3 in favor and 2 abstaining (Amanda and Steve). **Motion carried**.

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Library Review of Actual Expenses

Deb Hoadley, Library Director, and Tina Owens and Diana True, Trustees, met with the Board to review actual expenses. They are currently at 71% spent, which is right on track. Deb explained that the Youth Services Director position has been vacant since June 24 and will be filled Sept 24. Deb also said the supply and materials lines will be overspent as a result of the default budget,

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but the surplus in the salary line will be moved around to cover the overages and they will not overspend the bottom line budget.

Meeting Times

The Committee discussed possibly starting the meetings at an earlier time than 7:00 p.m. The consensus was to start meetings at 6:30. Cheryl will change the postings and notify Department

Open Budget Committee Position

Heads of the change.

The Committee decided to post the open position with a deadline of October 1 for submission of letters of interest to the Selectmen's Office. An extra meeting was scheduled for October 3 for the committee to look over the letters of interest starting at 6:30 and then meet with candidates starting at 7:00. The meeting of October 10 is the first meeting when budgets will actually be reviewed, so it would be beneficial to have the position filled before then. Sue will coordinate with Lynne in the Selectmen's Office.

The Committee reviewed the information that Michael had sent out to Committee members regarding the duties and responsibilities of the Committee. They also reviewed actual expenses.

Cheryl Eastman

At 7:25, Sue adjourned the meeting.

Minutes respectfully submitted by