DRAFT
Minutes
Budget Committee
Town of Sandown, NH

Meeting Date: Wednesday, November 14, 2018

10 Method of Notification: Public Posting – Two locations at Town Hall

11 Meeting Location: Sandown Town Hall, Upper Hall

12 Present: Sue Reynolds, Steve Finnegan, Fran Rosenau, Lorna Walker,

Amanda Knight, David Solomon, and Tom Tombarello, Selectmen's

Representative

15 Recording Secretary: Cheryl Eastman

19 Sue called the meeting to order at 6:30. The Pledge of Allegiance was said.

#### **Review Minutes**

The Committee reviewed the minutes of November 7, 2018. Tom **made a motion** to accept the minutes as written. **Motion seconded** by Fran. Vote was 6-0-1 with Lorna abstaining. **Motion carried.** 

# **Budget Review**

#### Executive #4130-01

Lynne Blaisdell presented this budget. She explained that the Board of Selectmen have not made a final decision on the funding for the stormwater management line. This year there has not been any funds expended in this line because we received a grant through Rockingham Planning Commission. They created the notice of intent that needed to be filed with the EPA and created a timeline for the first year. Lynne and Paula Gulla will present this new timeline to the Board of Selectmen on Monday and put numbers to the new items on the list. There was a recommendation from RPC for Sandown to hire a consultant to work with us on procedures. If so, Lynne will have to do an RFP for consulting services, so there may not be final numbers until close to public hearing time. David stated that he understands the Board of Selectmen granted 3% increases, but he cannot support a 3% increase across the board. This will affect how he votes on the budgets. Lynne explained the auditor line is showing over-spent this year due to the transition in the Tax Collector's office and the corresponding audit that had to be performed. The tax maps show no expenses in 2018 because the map changes haven't been sent to the mappers yet. Steve asked about the fluctuation in the legal line over past years. Lynne explained that every three years we have the collective bargaining agreement to negotiate. That process uses

a separate attorney and takes many meetings. Lynne explained the town website has reached it's end of life and there is an increase included to upgrade to a new format. The expenses in the survey of town property line was for the appraisal of the Villella property near the recreation building at the beginning of 2018. The hiring costs line covers running background checks on new employees and volunteer drives for SSATP. Ads are for any required notices or postings that need to be printed in the newspaper, except for Planning Board and Zoning Board because they have their own ad lines. The town report shows an increase because every three years we are required to publish a full list of properties, which adds approximately 30 pages to the book. Dues are paid to NHMA, which gives us training, employment hotline, and legal assistance, and NH Welfare Officers Assoc, and NH Assessing Officials Assoc. Mileage shows an increase because now both the custodian and the Buildings & Grounds Maintenance position use their personal vehicles to go between the various town buildings. The Flowers/Goodwill line is used if an employee or volunteer has a death in the family or purchasing meeting refreshments when we host the area Selectmen's meeting. The Mosquito Control expenses fluctuate from year to year because some years we need to spray if disease is discovered. If no disease is found, spraying is not done. This year the school paid for the full cost of the spraying. The areas in town that are sprayed are the two schools, Miller Field, and the Recreation fields. Fran asked why the payroll line is a 4% increase when only 3% increases were approved. Lynne explained that in the past, the liability amount for potential payment of unused sick time was never budgeted. We are now doing that throughout the budget. Sue suggested looking at this budget again on December 19 instead of holding it off until the public hearing. The committee agreed.

### **Government Buildings #4194**

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83 84 Lynne presented this budget. This budget is not complete because she is still waiting on quotes on several projects. She presented the list of requested projects and said the Board of Selectmen still needs to narrow it down and decide if some will go to warrant articles instead of the operating budget. Projects discussed were re-siding or painting of the town hall, repairs to the front porch of the town hall, repairs to the parking lot, emergency lighting in the town hall, lines repainted in the Library parking lot, repair railings and steps at the Library, new roto-phase units for the new compactors at the transfer station, AC units for the Police station 2<sup>nd</sup> floor, new light in the parking lot of the Police station. The station is used as a "safe haven" for divorced parents to use to drop off/pick up their children and should be better lit. On the list also are blinds, lockers, and floor mats for the PD. The Chief would also like to have loam and seed added on one side of the building to prevent the new hot top being rolled over by the plow trucks. The parking lot needs to be seal coated at a cost of \$500 for the back lot, or \$3,500 for the front and back. Striping in the front lot needs to be redone and will cost \$750. Lynne said the wood floors in the town hall meeting room should have a maintenance coat of sealer applied. Outside the town hall, the walkway to the front door from the parking lot is starting to break up and needs to be repaired. The uniform line will be spent this year because Lynne is ordering shirts for the custodian. This budget will be reviewed again on December 19.

### **Health Officer #4411**

Ed Mencis presented this budget. He gave an overview of the duties of the Health Officer. He explained that the water testing costs will increase because the State wants separate tests for lead and copper. Currently they are included together in one test. Tom **made a motion** to accept the Health Officer budget #4411 with gross expenses of \$4,232, revenue of zero, net expenses of \$4,232, pending further review. **Motion seconded** by David. All voted in favor. **Motion carried**.

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### **Animal Control #4414**

Chief Joe Gordon presented this budget. The first three lines of the budget (Payroll, PT Holiday, PT Vacation) are contractual items from the CBA. The Vet Disposal line has been reduced because they are not trying to save every animal like had been done in the past. Fran **made a motion** to accept the Animal Control #4414 budget with gross expenses of \$14,600, revenue of \$500, net expenses of \$14,100, pending further review. **Motion seconded** by Tom. All voted in favor. **Motion carried**.

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## Police #4210

Chief Joe Gordon presented this budget. David stated that he doesn't approve of the 3% raises approved by the Board of Selectmen, but he understands the Police payroll line is contractual and that is a battle that cannot be fought. Joe explained the new line for Unused Sick Time Payout is to budget for the prior unfunded liability. He also explained the process of Special Details and the Revolving Fund. All the lines from Additional Duties through Educational Incentive are contractual items from the CBA. The Ammo line was reduced because they have some in surplus from this year and they won't need to purchase as much next year. David questioned the increase in the Equipment Maintenance line. Joe explained that we are under contact for the records system software and the increase shows the increase in support fees. Steve asked how many cruisers the town has. Joe reported that there are 5 cruisers. They get oil changes every 3,000 miles and new tires every 12,000 to 15,000 miles. The patrol cruisers do about 70,000 miles a year. Currently we are using a lease program for the cruisers because it is a smaller tax burden than purchasing them. The uniform line is reduced because we will be fully staffed again after this year, so there won't be a need for the big, initial costs to outfit a new officer. David asked why only 34% of the budget for Equipment Purchases has been spent so far this year. Joe said that the Board of Selectmen had just approved the purchase of new firearms, so that will be spent. Sue stated that the almost \$14,000 in the revolving fund could be used to help fund a default budget if necessary. Steve made a motion to accept the Police budget #4210 with gross expenses of \$752,635, revenue of \$3,275, net expenses of \$749,360, pending further review. Motion seconded by Fran. All voted in favor. Motion carried.

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The next meeting will be November 28, 2018. The budgets to be reviewed are Highway Facility, Highway Operating, Sanitation Facility, Sanitation Operating, Sanitation Site, and Recycling. Sue added a note to ask Artie Genualdo at that meeting about the roto-phase units from the Government Buildings budget.

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127	At 7:55, Sue adjourned the meeting.		
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135		Minutes respectfully submitted by	
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