

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

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Meeting Date: Wednesday, December 6, 2018  
Method of Notification: Public Posting – Two locations at Town Hall  
Meeting Location: Sandown Town Hall, Upper Hall  
Present: Sue Reynolds, Chair, Steve Finnegan, Vice-Chair, Fran Rosenau, Lorna Walker, Amanda Knight (arrived late), David Solomon, and Tom Tombarello, Selectmen’s Representative  
Recording Secretary: Cheryl Eastman  
Absent:

Sue called the meeting to order at 6:35. The Pledge of Allegiance was said.

**Review of Minutes**

The Board reviewed the minutes of the November 28, 2018 meeting. Tom **made a motion** to accept the minutes as written. **Motion seconded** by Fran. Vote was 5 - 0 - 1 with Steve abstaining. **Motion carried.**

**Budget Reviews**

**Planning Board #4191-11**

Ernie Brown presented this budget. Lorna asked why the payroll line has not changed even with a proposed 3% increase. The number of hours was reduced. David asked why there are not any expenses this year against the Grant Application line. Ernie stated that line is intended for any matching funds that are needed to gain a grant. There were no grants available this year. The Board reduced that line in 2019 and increased the Ads line due to an increase in those costs. The bottom line of the budget remains the same. Fran asked why there is such a fluctuation in the actual expenses in the Ads line. Ernie stated that the Board is required to place Ads as notices when they have cases. It is very hard to predict how many cases will be coming in front of the board in the coming year. Amanda arrived at the meeting. She asked where the dues are paid. Ernie stated the Rockingham Planning Commission. Tom **made a motion** to accept the Planning Board budget #4191-11 with gross expenses of \$25,854, revenue of \$2,000, net expenses of \$23,854, pending further review. **Motion seconded** by Fran. All voted in favor. **Motion carried.**

**Zoning Board of Adjustment #4191-12**

43 Steve Meisner presented this budget. Lorna asked why the payroll line increased. The number  
 44 of hours were increased over 2018 and includes a 3% increase. Steve commented that the ZBA  
 45 is a fee-based board and almost all the expenses are offset by fees. He added that it is very  
 46 difficult to know how many applications will be coming forward. The Admin works if there is any  
 47 work to be done. There have been times with no applications and the ZBA didn't even meet.  
 48 David stated that he won't be making a motion to change the payroll line, but his opinion is that  
 49 it should stay the same as last year. Steve said the Seminars line has not been spent this year  
 50 because there were no seminars offered that anyone was interesting in attending. Fran **made a**  
 51 **motion** to accept the Zoning budget #4191-12 with gross expenses of \$2,680, revenue of \$2,000,  
 52 net expenses of \$680, pending further review. **Motion seconded** by Tom. Vote was 6 – 1 – 0  
 53 with David voting against. **Motion carried.**

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#### 55 **Public Hearing Dates**

56 The consensus of the Committee is to do a final review of the entire budget and all warrant  
 57 articles in one meeting. The public hearing will be held on Wednesday, January 9, 2019, with a  
 58 snow date of Tuesday, January 15, 2019. The meeting will start at 6:00 p.m.

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#### 60 **Proposed Budget Update**

61 Sue commented that she is not comfortable with the increase in the proposed total budget to  
 62 date at 9.7%. She cannot support that. David agreed. Sue feels the Committee needs to have  
 63 further discussion on some of the budgets. The budgets are coming in high, with good reason  
 64 and justifications, but leaves her feeling very unsettled. She does not want to go through another  
 65 default budget in 2019. There was general discussion of how to approach this issue. Sue prefers  
 66 having Department Heads present if their budgets are being looked at again.

67

#### 68 **Budget Reviews**

##### 69 **Conservation Commission #4619**

70 The only increase in the budget is in the Education/Awareness line. They have been holding more  
 71 events and they have been very successful. Lorna asked about the increase in the payroll line  
 72 being over the 3% increase. The number of hours has been increased as well as the pay increase.  
 73 The Environmental Consultant line will be spent further as there are invoices coming in now.  
 74 Amanda asked to whom dues are paid. They are paid to the NH Conservation Commission  
 75 Association and Southeast Land Trust. Tom **made a motion** to accept the Conservation  
 76 Commission budget #4619 with gross expenses of \$8,921, revenue of \$240, net expenses of  
 77 \$8,681, pending further review. **Motion seconded** by Fran. Vote was 6 – 1 – 0 with David against.

78 **Motion carried.**

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##### 80 **Parks & Recreation #4520-36**

81 Deb Brown, Recreation Director and Recreation Commission members George Blaisdell, Jess  
 82 Scarlet, and John Donahue presented the following budgets. Deb explained to the Committee  
 83 that the Town of Sandown has 21 acres of maintained fields and play space. The Recreation  
 84 Commission is charged with maintaining all that, along with the Recreation building itself. This

85 building is available for the use of the residents and can also be rented. Deb supplied a detailed  
86 breakdown of expenses for each line in the budget. Lorna asked why the Recording Secretary  
87 payroll line was decreased. Deb reported that the number of hours had been reduced. David  
88 asked about the Lifeguard payroll line and why ask for an increase if we haven't spent the entire  
89 amount in the last four years. Deb explained that she has 14 shifts per week for lifeguards. They  
90 try to cover from the week after school gets out until Labor Day. They can't plan for the weather.  
91 This budget amount will cover the full 14 shifts per week. If we get bad weather, or like this past  
92 summer with cyanobacteria making the pond not swimmable, then all the shifts are used. Deb  
93 reported that there are still invoices for mowing and repairs coming. Amanda asked what the  
94 Security Monitoring covers. Deb explained that there is a security monitor at Miller Field for the  
95 concession stand and other out buildings. Before that was installed there had been a lot of break-  
96 ins. The monitor has stopped that. Sue asked about the Safety line. Deb reported that line is for  
97 whatever expenses there are that would be considered a safety issue, such as replacing broken  
98 swings or gates, either at Miller or the beach. Amanda asked about the Dues. Deb said they are  
99 paid to the NH Parks & Recreation Association. Deb added that the Community Programs and  
100 Senior Recreation lines will be spent by the end of the year. She has several events coming up.  
101 Deb said the funds in the New Equipment line last year had been removed with the default  
102 budget. She hopes to purchase a new part of the climbing structure in 2019 for \$3,006. Tom  
103 **made a motion** to accept the Parks & Recreation budget #4520-36 with gross expenses of  
104 \$97,789, revenue of \$1, net expenses of \$97,788, pending further review. **Motion seconded** by  
105 Lorna. Vote was 6 – 1 – 0 with David voting against. **Motion carried.**

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#### 107 **Summer/Special Recreation #4520-37**

108 Steve asked if Deb was planning on adding positions since there is a large increase in payroll. Deb  
109 said that the program has increased by 21% more kids from 2017 to 2018. There were 130 kids  
110 in 2017 and 165 in 2018. Revenue also increased by 15% in that same time period. She  
111 anticipates the trend to continue. She explained that by law she must have a certain number of  
112 staff/child ratio. Deb stated that if she hadn't been working with the Summer Rec program in  
113 2018, the payroll line would have been overspent. Her wages come from the Parks & Rec budget.  
114 Deb said the counselors are all high school and college age. The first 5 years they work for the  
115 town, the counselors pay is on a matrix. After that, they would be included in the 3% increase.  
116 Tom asked why there is no actual revenue showing for Special Recreation in 2018. Deb said the  
117 transaction hasn't been completed yet, but that will show \$1,670 for revenue. It is a dollar for  
118 dollar offset with the Special Revenue payroll line. Lorna **made a motion** to accept the  
119 Summer/Special Recreation budget #4520-37 with gross expenses of \$67,258, Summer Rec  
120 revenue of \$53,000, Special Recreation revenue of \$2,850, net expenses of \$11,408, pending  
121 further review. **Motion seconded** by Fran. Vote was 5 – 2 – 0 with David and Amanda voting  
122 against. **Motion carried.**

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#### 124 **Recreation Building Operations #4520-38**

125 When the recreation building came to fruition, the Recreation Commission had asked for a  
126 separate budget to track the expenses and revenue associated with the building over the years.

127 Most of this budget is utilities and maintenance items. Fran asked if there are regulations that  
128 state what kind of grass needs to be on the fields. Could they use clover that would need less  
129 fertilizing? Deb said she didn't know, but whatever the surface is needs to stand up to a lot of  
130 use. The fields at the rec building cover 3 acres and get a lot of use. Tom **made a motion** to  
131 accept the Recreation Building Operations budget #4520-38 with gross expenses of \$17,755,  
132 revenue of \$3,500, net expenses of \$14,255, pending further review. **Motion seconded** by David.  
133 Deb stated that the revenue line is incomplete and will have \$2,200 added. The total estimated  
134 revenue for 2019 should be \$5,528. David **rescinded his second**. Tom **rescinded his motion**.  
135 Tom **made a motion** to accept the Recreation Building Operations budget #4520-38 with gross  
136 expenses of \$17,755, revenue of \$5,528, net expenses of \$12,227, pending further review.  
137 **Motion seconded** by David. All voted in favor. **Motion carried**.

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139 Deb announced that there will be a free, joint Sandown, Atkinson, and Plaistow presentation at  
140 the PAC center in Plaistow on Sunday, December 30, 2018 of Audio Body. This is a circus arts and  
141 light show for all ages. Call the Recreation office for tickets until December 20. After the 20<sup>th</sup>,  
142 the tickets will be available at the door first come, first serve.

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144 There was more general discussion of the overall budget. Fran stated that the 3% increase that  
145 the Committee originally wanted to see is not realistic because the largest budget item (payroll)  
146 has a 3% increase. The consensus of the Committee was for all members to review the budgets  
147 and come to the meeting next week with ideas on budgets they want to look at again.

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149 At 8:10, Sue adjourned the meeting.

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Minutes respectfully submitted by

Cheryl Eastman