

DRAFT
Minutes
Budget Committee
Town of Sandown, NH

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- Meeting Date: Wednesday, December 19, 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, David Solomon, and Tom Tombarello, Selectmen’s Representative
- Recording Secretary: Cheryl Eastman
- Absent: Amanda Knight

Sue called the meeting to order at 6:33. The Pledge of Allegiance was said.

Review of Minutes

The committee reviewed the minutes of December 12, 2018. Fran said the minutes of December 5, 2018 need to have the date corrected (shows the date of 12/6 in error), along with lines 21 and 22 on the December 12 minutes. Tom **made a motion** to accept the minutes of December 12 as amended. **Motion seconded** by Sue. All voted in favor. **Motion carried.**

Budget Review

Executive #4130-01

Lynne Blaisdell presented this budget. She reminded the Committee that this budget had been reviewed briefly already and now it has final numbers. Lorna asked why the payroll line shows more than a 3% increase. Lynne explained that covers the unused sick time pay out that had not been budgeted for in the past. Lynne said the Tax Maps line will be spent as they have just received the map changes. Lynne said the Legal line is difficult to estimate because she never knows what legal issues will come before the board in the coming year. The increase in the Website line is because the town’s website design is now obsolete and there will be a charge to create a new website. Fran asked for what the Grant line is intended. Lynne said it is for any generic matching fees for grants or filing fees to apply for a grant. If a grant is received for a specific purpose elsewhere in the budget, such as Stormwater Management, then that line would show the grant expense. Lorna asked why the Survey of Town Property line was overspent in 2018. Lynne explained those expenses were for the appraisal on the Bob Villella land that was on last year’s ballot for purchase. The Stormwater Management line has been finalized with \$10,000 requested to cover work to be done by Steve Keach, town engineer with Keach Nordtrom Associates. This year we will need to come up with a plan, gather information, and

These Minutes are subject to approval at a regularly scheduled Budget Committee meeting at which time the above minutes are corrected or accepted and become permanent.

43 send mail-outs to residents. In 2018 we had a grant from Rockingham Planning Commission that
44 helped with expenses. Lynne explained that there will be a warrant article on the ballot in March
45 to create a Capital Reserve Fund for Stormwater Management and to fund that with \$500. A CRF
46 will allow us to put funds away and save for future expenses year after year instead of returning
47 the unused funds to the fund balance at the end of the year. The Stormwater Management is a
48 mandated item and will be ongoing every year. David asked if this will be a warrant article or in
49 the operating budget in years to come. Lynne said it all depends on how much we will need for
50 a particular year and if the creation of the Capital Reserve Fund passes this year. The line for
51 Town Report was increased because the required printing of the full property listing will be in the
52 2018 year-end report. Tom **made a motion** to accept the Executive budget # 4130-01 with gross
53 expenses of \$292,188, revenue of \$350, and net expenses of \$291,838, pending further review.
54 **Motion seconded** by Fran. The vote was 5 in favor with David opposed. **Motion carried.**

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56 **Government Buildings # 4194**

57 Lynne Blaisdell presented this budget. She reminded the Committee that they have seen this
58 budget already. The Board of Selectmen removed two projects from the proposed list. The
59 paving of the town hall parking lot and the A/C for the second floor of the police station have
60 been removed and the Board's hope is that funds can be encumbered before the end of the year
61 to cover those projects. Fran asked if the Building Maintenance line had any specific projects
62 planned. Lynne said no specific plans. This line is for any items that may come up over the year.
63 David asked about the large amounts of revenue over the past years in this budget. Lynne
64 explained the unanticipated revenue was from the sale of various town properties. The sale of
65 10 Birch Drive has just been completed, so that revenue line will increase by \$29,999. Fran **made**
66 **a motion** to accept the Government Buildings budget #4194 with gross expenses of \$85,351,
67 revenue of \$1,000, net expenses of \$84,351, pending further review. **Motion seconded** by Tom.
68 The vote was 5 in favor with David opposed. **Motion carried.**

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70 **Insurance #4196**

71 Cheryl and Lynne both presented this budget. Cheryl explained this budget is for the various
72 insurances the town must carry, such as Property-Liability, Workman's Comp, Unemployment,
73 and life insurance. Lynne explained that our Property-Liability carrier, Primex, no longer allows
74 for multiple insurance plans for a single entity. They consider the town and the library to be one
75 entity. We have combined the insurances for the Library under the Town's blanket policy starting
76 in 2019. The rates for Workman's Comp and Unemployment are based on taxable wage
77 amounts. Fran **made a motion** to accept the Insurance budget #4196 with gross expenses of
78 \$109,608, revenue of zero, net expenses of \$109,608, pending further review. **Motion seconded**
79 **by David.** All voted in favor. **Motion carried.**

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81 **Benefits #4155**

82 Cheryl presented this budget. This budget includes the health insurance benefits, federal taxes,
83 and NH retirement costs. All lines except the health insurance are based on a percentage of gross
84 payroll. Tom **made a motion** to accept the Benefits budget #4155 with gross expenses of

85 \$632,486, revenue of zero, net expenses of \$632,486, pending further review. **Motion seconded**
86 by David. All voted in favor. **Motion carried.**

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88 Sue announced that with the budgets that were approved tonight, the overall proposed increase
89 in the budget is 7.41%.

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91 Sue, Fran, and David met with the Board of Selectmen Monday night. The Board of Selectmen
92 advised the Budget Committee to not wait until the public hearing to review the budgets to make
93 cuts. Sue asked the Committee members if everyone could meet on Wednesday, Jan 2. David
94 stated that the message he took away from the meeting with the Board of Selectmen was if the
95 Committee is concerned about the percentage increase, they shouldn't be increasing any
96 budgets. He does not agree with that. He feels that if needs are not being budgeted for, the
97 Committee shouldn't just be rubber stamping the budgets. He is lost on why the town tends to
98 favor social programs and special interest and ignore the infrastructure of the town every year.
99 We are digging a hole we can't get out of. Fran said the Board of Selectmen commented that the
100 Budget Committee shouldn't have approved so many of the early budgets. She went back
101 through the budgets and the early budgets were right on target with no frills or wish list items.
102 She agrees that there are some special items that only impact a small percentage of the
103 population and maybe this will be the year to not do those things. David said he would be open
104 to discussing raises of 1% or 2% instead of 3%. Sue said that she has identified 4 budgets that if
105 they are reduced (and she would have the conversations with the Department Heads) the new
106 total would be about 6.8%. She would be comfortable with that. She would like to have all the
107 Committee members be able to support whatever budget number they come up with. The
108 budgets the Committee will review again is Police, Town Clerk, Highway Operating, Sanitation
109 Facility, Recycling, Patriotic Purposes, Tan Note, Parks & Rec, Summer Recreation, Fire, Rescue,
110 Community Assistance, and Library. Sue will notify the Department Heads for a meeting on
111 1/2/19.

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113 At 7:25, Sue adjourned the meeting.

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117 Minutes respectfully submitted by

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121 Cheryl Eastman

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