

Town of Candia
Budget Committee Meeting
September 13, 2023
7:00 PM
Town Hall Meeting Room
and via Zoom

Lynn Chivers called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

Attendees: Susan Young (Selectmen's Rep)
Susan Gill
Brenda Coughlin
Katrina Niles
William Saffie
Lynn Chivers, Chair
Josh Reap
Stephanie Helmig (School Brd Rep)

Guest: Andria Hanson

Old Business:

Minutes from August 9, 2023 meeting.
Josh made a motion to accept the minutes with corrections..
Katrina seconded the minutes.
Susan Young did not vote.
The motion passed with corrections. 7-0-1

Answer Questions from last Meeting

Town – Brenda asked what the medical equipment maintenance under ambulances. It was a budget of \$2500 with a hit of \$4800.
Sue Young read the following email from Mike Kelly.

Mike Kelly: It was brought to my attention that the Budget Committee had a question regarding the overage of the equipment maintenance line in the ambulance budget.

As this was a zero-base budget in 2023, I estimated \$2,500 for equipment maintenance for incidentals. This would include items such as the stretcher, stair chair, cardiac monitors x2, transport ventilator, IV pump and AEDs. Any medical device that provides a therapy is required to be maintained to ensure that the device delivers the therapy appropriately. CMS (Medicare & Medicaid, ie the government) requires that regular maintenance and testing of equipment occur. Since we are paid by CMS, we comply with this to avoid compliance issues.

It was not my functional area to oversee AED maintenance prior to last year and when I took this over found that several of the AEDs used by both the fire department and police department were in desperate need of maintenance. In order to prolong the life of these lifesaving items I had to obtain a preventative maintenance plan for them.

I spoke to our vendor that provides this maintenance and not surprisingly, the maintenance costs are continuing to increase with additional price increases this fall. I have tried to get a head of most of this by getting locked into a lower rate prior to the price increases.

New Business

Budget Committee Budget for 2024

Lynn said she asked Andria to use the same budget as last year and is the committee ok with that. Brenda asked what was the cost of the conference. Brenda asked if we should budget more to allow for others to go. Lynn said they will add another \$100.

Brenda made a motion to increase the line item of conferences to \$200.

Bill seconded the motion.

The motion passed. 8-0

Lynn said she would like to give Joan a raise and that it should be covered in the current budget.

Select New Member for Budget Committee

Susan Young made a motion to appoint Bob Stout as the new member of the Budget Committee. He had been on the Budget Committee in the past.

Katrina seconded the motion.

The motion passed. 8-0

Town Revenue Report

Brenda asked what the Welfare Lien Revenue is. Lynn explained that if you apply for public assistance and you own a home in Candia, the town can put a lien on the property. So the lien was filed for someone in the past and we received funds for this. The money goes into the welfare lien revenue line.

Brenda asked what the Interest on Investments of \$29000+ is. Andria said the Trustees of The Trust Funds received interest. Susan Young said we get funds in for taxes paid etc. and it goes into a bank account that receives interest.

Josh asked who adds in new developments for the roads. Susan Young said the Road Agent. Brenda asked if we can ask the Road Agent how many miles for town roads.

Brenda said kudos to the library for transferring funds of \$8787.24. Lynn said that last year they received funds from the insurance company because of the flood so the expenditures were down and they were able to give money back.

Brenda said she didn't think we get the funds for the highway block grant. Andria stated it goes into the general funds. They want to put through a warrant article so that the funds go into a Capital Reserve fund for the highway dept to use for the roads. The money for the tanker will go towards the ambulance.

Town Expenditure Report

Brenda stated that we gave direct assistance another \$5000 because they felt it would be a tough year. It was always \$5000 but they gave \$10,000 for the current budget. Susan Young said it was always \$10,000 but they had cut it back to \$5000. Brenda said she is surprised that there is still \$10,000.

Andria said there are expenses that will show on the next report.

Brenda asked the difference of expended YTD vs. PY. Andria said PY is prior year. The report is through the end of August. Items came through in September.

Susan Young said something will have to be done on the legal expenses.

Brenda asked when will the appraisals be 100% done. Andria said not until 2024.

Brenda asked in the town section, page 10, do you feel like you will be ok with the 25% left.

Andria said yes they should be ok.

School Reports

Enrollment reports:

Brenda asked what the maximum number of students that can be in a kindergarten class.

Stephanie is not sure, but she thinks 25. There are three classes this year.

Susan Young thinks it is 21 for Kindergarten and 25 for the upper grades.

The school is looking into SNHU for teaching students that have hours they are required to do.

Lynn said they need a report for the end of last year with the encumbrances.

Stephanie said they received the report at the last meeting and gave the encumbrances this meeting.

The total encumbrance is \$523,220.

Encumbrances:

Brenda asked where she would see the Fire System upgrade. Stephanie stated Pride Security Systems is the updates for the fire system for \$89,000.

Brenda mentioned they are getting the \$600,000. This is not going to the principal payment.

Stephanie said it was discussed at a meeting, but they decided to go with the list of equipment that they had. She does have it written down to ask next year about paying down the principle.

Bill asked if they allocate money to pay off the principle.

Stephanie said it is paid down \$186,000 per year.

Brenda asked if the \$3,287,101.45 is what is left. Stephanie said they are only a month into the budget.

Lynn said there are certain things that they do know such as salaries.

Susan Young asked if they got 2 subs. Stephanie said they have one full time sub in the building.

Susan said is the \$49,070 in encumbrances the salary for one sub? Stephanie said she would have to ask what her salary is.

Susan Young asked about the cost of the substitute salaries. There is an encumbrance of \$49,070.19.

It seems high for a substitute salary.

Other Business

Lynn spoke about the upcoming budget season. It starts this Friday. The selectmen get together and gets the reports from the departments and put together a budget for the budget committee to review at their next meeting in October. There are public hearings and review of warrant articles so there will be more meetings. It goes until the deliberative session in February.

The Budget Committee will see what each department has selected and what the Selectmen have determined they should get and then the committee goes from there.

Andria said the department head should come to the budget committee meeting for their department.

Susan Young said if you can't come on Friday, listen to the tape and you will hear what each department wants. Lynn said they have a joint meeting with the Selectmen.

Brenda said at the conference, they stressed that the budget committee makes the decision.

Brenda asked Lynn if they can request to receive monthly reports on the revolving funds, the trust funds, and the capital reserve funds?

Lynn said they won't get a monthly report on each and every fund but they can get a yearly report that shows funds coming in and funds going out.

Andria said they meet quarterly.

Lynn said the ambulance revolving fund could be done monthly as well as the police detail revolving fund, but the others should be yearly.

Brenda asked if we can get monthly reports for the capital reserve funds.

Lynn said it wasn't necessary as money is not always spent.

Susan Young asked Brenda if she wanted an update on the capital reserve fund and does she want all of them.

Brenda said she would like to see them before they finalize the budgets. Lynn said at the end of the year they get an annual report for the Trust funds.

Brenda also asked when the deadline for warrant articles are due?

Lynn said the non-petitioned articles were due Nov. 19 last year and petitioned articles were due Jan. 10th.

Brenda asked why we stopped Town Meeting and why can't we resume that?

Lynn explained that there is a state law that allows us to vote if we wanted to be a SV2 town. If not, we have a town meeting, and you sit there all day until it is over. The town voted not to do that because no one wants to sit there for 12 hours.

Brenda said there should be a tax impact worksheet that comes from the Selectmen. Stephanie said they will not do it. Lynn said they will do it if it is requested. There should be a whole list of the warrant articles showing what the cost to the residents will be per article. It should also be on the ballot under each warrant article so the voter can see what the impact will be if the article passes. The school board should do the same, showing how their warrant articles will affect the tax-payer. It was suggested to do it per \$1000.

Susan Gill said she would like to see both the valuation and having to do the math.

Brenda asked Susan Young to take it to the Selectmen and asked Stephanie to request it to be done for the school budget as well.

Brenda also said she didn't realize the library has to give the money back at the end of the year. Lynn said the library is funded through a warrant article; it is not part of the operating budget. The Library Trustees create the budget for the library. Lynn said she will bring a budget in December for the committee to see.

Susan Young asked Stephanie to find out if that \$50,000 is the salary for a substitute teacher and let us know next month.

Brenda stated that at the conference it was stated that a member of the school board member should sit on the CIP committee. Stephanie said Matt Woodrow handles all their CIP stuff. Their CIP info in in the town CIP.

Brenda asked if the school can have the deliberative session on the same day as the town. Stephanie said she sends it to the SAU.

Josh made a motion to adjourn at 8:05 pm.

Bill seconded the motion.

Motion passed.

The next meeting will be October 11, 2023.

Respectfully submitted,

Joan Monaco
Administrative Assistant