

Approved
Candia Budget Committee
Meeting Minutes
February 9, 2011

Members Present: Ann Tierno, Lynn Chivers, Kim Byrd, Todd Allen, Carla Penfield, School Board Representative Melissa Madden, Selectmen's Representative Carleton Robie.

Members Absent: Craig Sandler

Public Present: Amanda Soares, Cheryl Eastman

The meeting was called to order at 7:05 by Chairman Ann Tierno. Ann led the Pledge of Allegiance.

Approval of minutes

Carleton Robie made a motion to accept the minutes of the January 13, 2011 meeting as written. Seconded by Lynn Chivers. All voted in favor. Motion passed.

Todd Allen made a motion to accept the minutes of the January 18, 2011 meeting. Seconded by Kim Byrd. Melissa Madden commented that Carla Penfield's name is missing from the list of attendees. Kim Byrd commented that the spelling of Lynn Chivers' name needs to be corrected. Todd Allen made a motion to accept the minutes as amended. Kim Byrd seconded. All voted in favor, with the exception of Melissa Madden who abstained as she was not present on January 18, 2011. Motion passed.

Kim commented that Carleton Robie's name needs to be added to the list of attendees on the minutes of the meeting on February 5, 2011. Kim Byrd made a motion to accept the minutes as amended. Seconded by Lynn Chivers. All voted in favor, with the exception of Melissa Madden who abstained as she was not present at the February 5, 2011 meeting. Motion passed.

Secretary Position

Chairman Tierno introduced Cheryl Eastman and stated that she would be acting as Secretary on a temporary basis until the Board of Selectmen can meet and officially approve her appointment as Secretary. Carleton Robie stated that would be done at the next meeting on February 14, 2011 and he didn't anticipate any problems.

Deliberative Session

Chairman Tierno stated that at the Town Deliberative Session on Saturday, February 12, 2011, the Budget Committee will open their meeting at 8:45 a.m. to discuss any changes that need to be made. Carla Penfield asked about the new law regarding changing warrant articles to say "To see if..." being no longer allowed. Carla would like clarification on how that will work. Ann Tierno stated that it will be up to the Moderator to run the meeting. Ann read an e-mail from the Local Government Center that explained the change in the law.

Ann felt that the two articles regarding changing the tax exemptions may be confusing to some people. Carleton said that Cheryl can address that. Ann also felt that the 10% rule should be explained to the public as well. Todd Allen asked if anyone knew of anyone planning to attempt to add funds to any articles. Carleton felt that there would not be any surprises at the Deliberative Session this year. Lynn Chivers commented on the lack of attendance at the school Deliberative Session. Amanda Soares commented that the Garden Club people will be there to support their article. Melissa thanked Ann for asking the right questions at the school Deliberative Session. Lynn felt that the Budget Committee came out looking like they are anti-playground and she feels that was unfortunate. Melissa commented that the school wouldn't have supported it if it was put in the operating

budget. Melissa was glad that at least it was not reduced to 0. Ann agreed that the Committee came out looking anti-playground. She added that in this position there are hard choices and hard decisions to be made and sometimes those decisions make you look like you are opposed to something you aren't.

Welfare Expenditures

Ann expressed concern about the level of expenditures for December in the Welfare Direct Assistance line. She had asked for a list of expenditures by case for 2010 for the Committee to look at. Lynn has concerns about client for whom credit card and cell phone payments were made. Carleton reported that the Board of Selectmen picked up on that and they had a discussion with the Welfare Director. There have not been any payments made to that client since December. Lynn commented on the large payment. Ann added that there were credit card payments. Carleton stated that the office is keeping a close eye on it. Ann looked at another client where payments were made to the Moore School Lunch program. While she does not want children to go hungry she wants to know why we are paying for lunches when a reduced and free lunch program exists at the school through the federal government. Carleton suggested that the School Board Rep should let the Welfare Director know that the program is available. Melissa stated that the Director is aware of the program. Amanda Soares, as the Selectmen's Rep to the Welfare Department, said she needed to talk with the Director about several issues. Lynn asked if the school lunch amount might have been a past-due payment. Carleton confirmed that the Welfare Director needs to exhaust all other areas before the town checkbook is opened. In general, Ann felt that there is a good system in place and maybe just a few things need to be looked at. She feels the Director is doing an excellent job, just a couple red flags. Carleton stated that it will continue to be kept track of closely and asked that all the reports tonight be turned back in before people leave the meeting due to the sensitive nature of the subject. Melissa asked about a third client for whom the rent went up \$600 in one month. Was that a typo? Carleton suggested it may be two months worth. Kim Byrd asked if, looking at this client, and rent is paid every month, are these people counseled at all about maybe finding a less expensive place to live? Carleton reported that if the town were to move the client somewhere else, then the town is still responsible. Ann added that payments for credit card bills are concerning. Carleton reported that the Board met with the Director in late 2010 and is tracking expenses very closely to ensure payments are for necessities only. Kim Byrd felt that internet charges are not necessities. Melissa asked about the funds being paid back. Carleton reported that all Welfare payments are considered loans and are supposed to be paid back when the person gets back on their feet. Lynn Chivers asked if liens are being placed on property when payments are made. Carleton stated that liens are being placed if the client has anything to lien. Carla felt this expenditure report was a great report, very useful. Carleton cautioned the members again about the confidentiality of the issue.

Town Expenditures & Revenues Report

Ann asked how the final figures for the end of 2010 looked. Carleton reported that in total there was about \$240,000 left over between the operating budget and all the warrant articles that were not spent. He did not have a complete breakdown with him. Melissa commented that the town had received payments back on the Welfare liens. Amanda added that we also received \$5,000 in welfare payments in 2010 as well. Todd asked why the Old Library maintenance line is already 30% expended. Carleton reported that they just had the oil tank filled for about \$600. Lynn asked if anyone has been using the building. Carleton said no – just for storage right now. He also added that the Heritage Commission is working on a plan with an Architect and have applied for a grant to try to make the building functional for meetings and groups. Kim asked about the Rooms & Meals tax payment from the State in 2010. Did we get it? Carleton reported that we did, it came in early January and was posted as 2010 revenue.

School Expenditure & Revenue Report

The following reports were received from the School:

Budget Adjustments – no comments from the Committee

Financial Position – no comments from the Committee

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High School Enrollment – Kim asked Melissa if the high school enrollment has changed from December to January. Melissa reported that the enrollment is up 2 since January, which was the same as December.

School District Revenue – no comments from the Committee

Food Service Statement – Ann asked if this was an estimate. Melissa replied yes.

Moore School Enrollment – Ann commented that enrollment is down from last year. Melissa added that it is steady this year.

Expenditure report – Carla asked which report has the summer school in it. Melissa told her it is on page 3 under "ESY" and all the numbers added total get the total on the top of page 4 of \$48,000. Carla asked if this is regular education or special education and if summer school is only for students with an IEP. Melissa believes that summer school is only if the student has an IEP and not if a parent requests it because their child is not doing well. She will confirm this and send her answer to the next meeting with Ingrid Byrd.

Town Expenditures Revisited

Kim Byrd asked what the total amount that was spent for Direct Assistance in 2010 was. He would like a total run on the expense report they have looked at tonight for the next meeting. Carleton reported that in 2010, there was \$49,615 appropriated for direct assistance and the total amount spent was \$48,410.

New Budget Committee Chairman

Ann asked if the Committee wanted to elect a new Chair at this meeting since it is her last meeting, or wait until after the election in March. Todd felt that by doing it tonight, it would exclude any new committee members from participating. Carla felt that we should do it tonight because it can be very awkward for someone to run the next meeting and discuss naming themselves as Chair. She would like to see Lynn Chivers as Chair. Lynn stated that she is Vice-Chair and as such will take over the Chair responsibilities when the Chair cannot, so she could run the next meeting. Kim had concerns that if we elect someone tonight, it would exclude the new members. Carleton asked Lynn if she was interested in being Chair. Lynn stated that she is willing to do it. The consensus of the Committee was to wait until the April meeting. Lynn will set the agenda for that meeting and work with Cheryl to get it posted.

Lynn thanked Ann for her service on the Committee and stated that she was sad that Ann was leaving. Carleton agreed.

At 7:55, Todd Allen made a motion to adjourn. Kim Byrd seconded. All voted in favor. Motion carried.

Minutes respectfully submitted,
Cheryl Eastman, Budget Committee Secretary