

**Approved
Candia Budget Committee
Meeting Minutes
June 8, 2011**

Members Present: Lynn Chivers, Carla Penfield, Todd Allen, Kim Byrd, Craig Sandler, Carleton Robie, Selectmen's Representative, Ingrid Byrd, School Board Representative, and Cheryl Eastman, Secretary. Christine Watson arrived at 8:10.

Members Absent: Judith Szot

The meeting was called to order at 7:00 p.m. Lynn led the Pledge of Allegiance.

Approval of minutes

Carla Penfield made a motion to accept the minutes from May 11, 2011. Lynn Chivers had a couple corrections to be made. On page 3, in the second paragraph, third line from the bottom, it should read "Carleton reminded everyone that...". On page 4, under enrollment reports, fifth line down, "school budget" should be changed to say "SAU budget" in two places. Ingrid Byrd also wanted to clarify the next line to say "...all towns vote on it with the number of votes being equal to the number of members that are present at the SAU meeting." Also, on the 1st page, under school, three lines from the bottom, change the word "will" to "may". Carla Penfield re-motoned to accept the minutes as amended. Seconded by Craig Sandler. All voted in favor. Motion carried.

Questions raised at the prior meeting

Lynn Chivers asked for answers to the questions raised at the meeting last month.

Carleton Robie reported that the Animal Control Officer wage line that is looking to be overspent is a result of hiring the new ACO at a rate that was \$.50 higher than the prior ACO was paid. Both ACO employees were/are paid for a minimum of 8 hours per week. This is a difference of \$199 per year. The line is expected to be overspent by \$110.

Regarding the questions about the phone expenses, Carleton Robie reported that there were several services that we were paying for that are not needed. Those services have been cancelled. Other solutions for more cost effective options are still being explored. The Welfare Office had a phone line in the office re-installed and in error the charges were being billed to the Police Department. A credit will be put through to correct that, so that the Police phone line will fall back in line. The addition of the phone line in the Welfare department was never budgeted for, so that will be overspent. The communications line at the Recycling Center is overspent because the internet line installed in 2010 was never budgeted for. Those costs are \$709 per year, which is about what it is projected to be overspent.

Ingrid Byrd read from the teacher's contract regarding the health insurance buy-out option. It read "Each eligible employee who selects coverage under this option (which is the buy-out option, or Option 4) will be paid a bonus of 50% of the savings of the cost of providing single coverage to any such employee in the plan from which the employee is opting out, or \$1,000, whichever is greater." Ingrid added that proof of coverage is required. Todd Allen clarified that the employee will be paid at least \$1,000. Lynn Chivers asked how it is determined which plan someone is opting out of, therefore

determining what “savings” the buy-out amount will be based on. Ingrid reported that there are several varieties of available plans, including Blue Choice/Blue Shield, Matthew Thornton HMO, and a plan not offered by the Board which requires proof of coverage by the carrier. Ingrid Byrd believes it is based on whatever the least expensive plan is, but that question had never been asked of her before. Lynn Chivers stated that the Committee needs to see some actual dollar amounts to understand the expense. Ingrid Byrd stated she will get numbers for the next meeting.

Review town budget expenses and revenues

Carla Penfield asked for clarification regarding the discussion from the last meeting about the Planning Board phone expense line. Lynn Chivers answered that it is actually the phone line for the Land Use Office, but it shows up in the Planning Board budget.

Christine Watson joined the meeting at 8:10.

Carla Penfield asked for clarification on how the Animal Control officer spends the 8 hours a week that he gets paid. Carleton Robie said that he works on his own discretion. He has calls he needs to answer. Some weeks he might not work 8 hours, but some weeks he will work more.

Lynn Chivers commented that the reports this month include the expenditures of the warrant articles and a revenue report.

Ingrid Byrd asked why the Computer Training line in the Town Officials budget is going to be overspent. Carleton Robie explained it is training from BMSI on the software system that was approved by the Board of Selectmen. This will happen on June 28.

Kim Byrd asked about the bottom line on the revenue report showing a shortage of \$180,000 and specifically the ski program not showing any revenue. Carleton Robie explained that the ski program hasn't started yet for 2011. It starts in the fall. Lynn Chivers reminded everyone that the ski program is a wash because the town pays the expenses up front, but the participants pay in the fall. Carleton Robie pointed out that we haven't sold off any metals yet and we don't know what we will get for those. But by the end of the year, it usually works out pretty close, except for the motor vehicle registrations that has been going down over the last several years. Ingrid Byrd asked about the -2,000 number in the Emergency Management Update Grant revenue line. There was general discussion of how grant revenues and the expenses for those grants are shown. Carleton Robie clarified that when the grant funds come in, it will be a wash.

Review school budget expenses and revenues

Projected Financial Position Report - Carla Penfield asked if we are currently in the last month of the school budget year. Ingrid Byrd said yes, but bills continue to come in after the June 30 end of the fiscal year.

Expense reports – there were no questions.

Proposed Budget Adjustments – Lynn Chivers explained that it looks like a wash because this is just a report that shows where the money is moved to and from. There were no questions.

Candia Pupil Accounting, Monthly Enrollment – There were no questions.

High School Enrollment – Kim Byrd asked if these reports could be ready for review earlier because he just got them a few minutes before the meeting. Cheryl Eastman reported that she received the school reports on Friday afternoon and had copies prepared on Monday morning. It was suggested that Kim Byrd could pick up the reports earlier.

Other Business

Craig Sandler mentioned that last year the Committee did not have a July meeting. Ingrid Byrd added that the School Board does not hold a July meeting either. Todd Allen made a motion to skip the July, 2011 meeting. Seconded by Kim Byrd. All voted in favor. Motion carried.

Carleton Robie asked why the High School Enrollment report shows the number of students enrolled at Jesse Remington and Trinity High Schools as well. Ingrid Byrd reported that they are Candia students and we don't pay any tuition for them at those schools, but they have to be counted because they could potentially come back to the public school. Carleton Robie then asked if those enrollment figures are used to calculate the budget and if so, they should not be because it increases the budget. Ingrid Byrd said that until we know for sure that a child is not going to Central, they have to be budgeted for because if they came back to us, the school has to have the funds ready. Ingrid Byrd agreed that there is a figure of \$160,000 budgeted for the twenty students at Jesse Remington and Trinity at a cost of \$8,000 each. Carleton Robie felt that there should be some kind of a calculating factor to reduce that because not all 20 kids will come back into the public system. Christine Watson suggesting asking for enrollment figures for the past 5 or 10 years for the percentage of kids that do come back into the public system and use those figures to calculate a risk factor. Carla Penfield stated that the Budget Committee first needs to decide if they want to make a recommendation to the School Board to change that budgeting policy. Christine Watson felt that before we make the decision we need to see what the historical data shows us. Lynn Chivers said that the tuition amount used to be a separate warrant article for this very reason so that if there were funds left unexpended, it couldn't be used for anything else. Ingrid agreed, but added that the law changed and it can't be done that way anymore. Now since it is part of the budget, if there are unexpended funds, the School Board can move those funds somewhere else and use them. Ingrid Byrd stated she will get the numbers for the last 10 years for the number of kids that were budgeted for at Central versus the actual enrollment numbers. Craig Sandler felt that the School Board should have been doing this calculation, not the Budget Committee. Ingrid Byrd informed everyone that the School Board has a policy to budget for everyone that potentially could go to Central. Carla Penfield asked where the high school tuition amount shows up in the expense reports. Ingrid Byrd pointed out on page 2 of 13, under Regular Education - High School tuition. It is currently showing a remaining balance of around \$160,000, which is the 20 students budgeted for but not attending Central, X \$8,000 per kid.

Carleton Robie asked Ingrid Byrd the status of reducing a bus route and the \$50,000 savings it was projected to show. Ingrid Byrd said that it is still being worked on to refigure the bus routes because the software is still not completely installed.

There was general discussion about the laws regarding what the school can and cannot do with any funds left over in the budget at the end of the year. Ingrid Byrd and Carleton Robie confirmed that any funds not expended from the school budget automatically go back to offset taxes.

Lynn Chivers asked Ingrid Byrd to set up a summer meeting with the Superintendent, herself, Carla Penfield, and Ingrid Byrd. A discussion of available days and times followed. It was decided that any Wednesday early in the day would be best. Lynn Chivers wants to go over what the Superintendent

sees as the “drivers” of the current year and what the Budget Committee sees as issues. Hopefully this will help to get everyone thinking in the same direction as we go into the budget season.

Ingrid Byrd said that one issue that will be brought up is that there has been a discussion to have a full time Kindergarten. This is an idea that is being pushed by some parents. Carla Penfield commented that the State of NH is backing away from promoting having full time Kindergarten, so why would Candia want to do it? Christine Watson added that it would be a hardship on all municipalities.

At 7:45, Todd Allen made a motion to adjourn. Seconded by Craig Sandler. All voted in favor. Motion carried.

Minutes respectfully submitted by,
Cheryl Eastman