

**Approved
Candia Budget Committee
Meeting Minutes
September 14, 2011**

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

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

Approval of minutes of August 10, 2011

Todd Allen corrected on page 3, the amount for the encumbrance for the telephone line for Special Ed should be \$1,752, not \$152. Lynn added that on page 2, the name of the program should read "Minds in Motion, not Mind in Motion. Lynn asked the Committee if anyone had an objection to removing the reference to "citizens present" in the minutes. There were no objections, since if anyone speaks it will be in the minutes anyway. Christine relayed a comment from citizens that in the minutes it is difficult to find when a decision was made. Kim stated that the only time a decision is made is when there is a motion, and there hasn't been many yet – it is too early in the process for a lot of decisions. Todd Allen made a **motion** to accept the minutes as amended. **Seconded** by Kim Byrd. All voted in favor, with the exception of Judith Szot who abstained. **Motion carried.**

Answer questions from last meeting

Lynn Chivers pointed out that the question regarding the health insurance buy-out for the school was actually answered later in the same meeting. Carleton Robie explained the "Cemetery Miscellaneous" revenue is restitution money being received for damages done to the cemeteries two years ago.

Christine Watson was asked by citizens for some clarification on the high school tuition question. She was asked where does the surplus money that is a result of the over-estimation of high school enrollment in the budget go. It was discussed that in the past, the high school enrollment funding used to be done in a separate warrant article, and in that case, if there is a surplus, it cannot be used for anything else and would be returned to the town to offset taxes. Since the amount has been included in the operating budget, and we work on a bottom line budget system, any surplus can be transferred to any other line and spent, if that is what the School Board votes to do. Carleton Robie reminded everyone that a surplus from the operating budget can also be turned back over to the town to offset taxes, if the School Board votes to do that. Christine Watson asked if the school has ever turned surplus funds over to the town. Carla Penfield said that it has happened, but usually they encumber most of the surplus and turn back a little bit. Last year they did a lot of pre-buys of supplies and services. Carla Penfield feels this makes the process harder because if funds are encumbered for something, they could also be in the operation budget for the next year too.

Calendar Review

Lynn Chivers outlined the upcoming calendar for the Budget Committee as follows:

September 24, 2011 @ 9:00 a.m.@Town Offices -The Board of Selectmen will hold their budget workshop. It is not a requirement for the Budget Committee members to attend, but anyone can if they wish. Todd Allen stated he would attend.

Budget Committee Minutes, September 14, 2011

October 7, 2011 The town budget is due to the Budget Committee.

October 12, 2011 @ 7:00 p.m. @ Town Offices - Regular Budget Committee meeting and also a meeting with the SAU with Phil Littlefield and Karen Lessard. Please submit any questions for the SAU to Lynn in advance if possible. The Budget Committee will also be discussing the town budget at this meeting.

October 20, 2011 @ 7:00 p.m. @ Library - If any town department heads want to meet with the Budget Committee to discuss their budgets. This meeting will be confirmed on 10/12/11.

November 3, 2011 @ 7:00 p.m. @ School - School Board budget work session

November 9, 2011 @ 7:00 p.m. @ Town Offices - Regular BC meeting to finalize the town budget.

November 14, 2011 The school budget is due to the Budget Committee

November 17, 2011 @ 7:00 p.m. @ Town Offices – Budget Committee meeting to discuss school budget

November 21, 2011 @ 7:00 p.m. @ School Library – Meeting with School Board and SAU

December 14, 2011 @ 7:00 p.m. @ Town Offices – Budget Committee meeting to finalize school budget

January 10, 2012 Final day for petition warrant articles

January 11, 2012 @ 7:00 p.m. @ Town Offices -Budget Committee meeting to discuss warrant articles

January 12, 2012 @ 7:00 p.m. @ school gym – Public hearing on school budget

January 17, 2012 @ 7:00 p.m. @ Library – Public hearing on town budget

January 30, 2012 Deadline to post budgets and warrant articles

February 4, 2012 @ 9:00 a.m. @ school gym – School Deliberative Session. Snow date February 7

February 8, 2012 @ 7:00 p.m. @ Town Offices – regular Budget Committee meeting

February 11, 2012 @ 9:00 a.m. @ school gym – Town Deliberative Session

March 13, 2012 Voting day

Review town budget expenses and revenues

Lynn Chivers asked what the old library maintenance line includes. Carleton Robie reported it includes heat, electricity, the alarm system, lawn care, and general maintenance of the building. Craig Sandler asked about the future plans for that building. Carleton Robie said that the Heritage Commission has been working on it. They have received a grant and applied for another to pay for a study and design work. There is no specific use intended at this point, but the building would be ready for use. Lynn Chivers asked if we could stop heating the building if no one is using it. Carleton Robie said no because it is a historic building and if we don't work to rehab it now, we could lose it. Christine Watson asked about the Fire Department Office Supply line looking like it will be overspent. Carleton Robie replied that the Board of Selectmen gives department heads a certain amount of leeway with their budgets, but as long as the bottom line isn't overspent, it is OK. Ingrid Byrd asked about the Deputy Tax Collector line looking to be overspent. It was determined that was a typographical error. Carla Penfield added that things like the identifying mortgages expenses we have no control over. That has to do with the amount of foreclosures. Carleton Robie reminded the Committee that instead of looking at lines that might be overspent by \$130, they should be looking at the \$160,000 surplus in the school budget. Craig Sandler commented that the town revenues have improved a lot since last month's report. The Budget Committee did not have any specific recommendations for the Board of Selectmen for their budget work session on the 24th.

Review school budget expenses and revenues

Lynn Chivers asked why some salary lines are projected to be overspent. Ingrid Byrd reported that it could be workshops or courses taken by teachers, or someone could have been hired at a higher rate than the last person. Ingrid Byrd stated she will find that information for the next meeting. It was discussed that the custodian salary line could have to do with sharing that position with Auburn and Auburn controls his wage. Carla Penfield asked about the Regular Education Paraprofessionals and was

this a new position. Ingrid Byrd reported that a paraprofessional was moved to a position in Kindergarten, but this was not a new position. It had to do with the number of Kindergarteners enrolled. Lynn Chivers and Carleton Robie commented that the encumbered funds for tuition don't show up on the report. Ingrid Byrd said the bills for tuition don't come until later – then they will show up.

In the Projected Financial Position report, Lynn Chivers asked if object #441 – Rentals was CYAA. Todd answered that it was the CYAA rentals.

The Enrollment Report was discussed. There are 10 more kids this year than last year. Ingrid Byrd commented that the October figures will be more accurate.

Phone Analysis report – The Committee felt that the figures for the pay phone don't make sense and asked for clarification. Lynn Chivers noted that the school had switched phone companies at a considerable savings and that is commendable. Todd Allen asked for further clarification on why \$1,752 was encumbered for the special education phone.

School year end figures – Lynn Chivers asked about the final year-end figures from the school. Ingrid Byrd reported that they had not been released yet. The School Board wanted the auditors to confirm them first. Lynn Chivers commented that the Committee will need to see those before their meeting with the Superintendent. Ingrid Byrd will get the information to Cheryl Eastman and she will distribute it to everyone. Judith Szot asked Ingrid Byrd to get a list of the figures that was surplus and what was encumbered.

There was general discussion of questions the Committee would like to present to the Superintendent and School Board, such as;

- When budgeting, why not take any surplus and return it to the taxpayers instead of encumbering it?
- What changes are proposed for the Minds in Motion program?

At 8:25, Christine Watson made a motion to adjourn. Seconded by Kim Byrd. All voted in favor. Motion carried.

Minutes respectfully submitted by,
Cheryl Eastman