

**Approved
Candia Budget Committee
Meeting Minutes
April 11, 2012**

Members Present: Lynn Chivers, Carla Penfield, Todd Allen, Judith Szot, Matt Broadhead, Paul LeBlond, Richard Snow, Selectmen's Representative, and Kim Royer, School Representative. Kim Royer explained that Emily Roster will be the primary Representative from the School Board. Kim Royer will be her back-up. This week Kim is taking her place due to her busy schedule for tax time. Christine Watson arrived at 7:10.

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

Introduction of New Members

All members introduced themselves to the committee.

Election of Officers

Todd Allen made a motion to nominate Matt Broadhead as Chair. Seconded by Dick Snow. Carla Penfield nominated Lynn Chivers as Chair. Seconded by Judith Szot. A vote by secret ballot was taken. Lynn Chivers counted the votes and announced Matt Broadhead as Chair.

Matt Broadhead made a motion to nominate Lynn Chivers for Vice-Chair. Seconded by Dick Snow. All voted in favor. Motion carried.

Lynn Chivers nominated Christine Watson as Secretary. Seconded by Matt Broadhead. All voted in favor. Motion carried.

Lynn Chivers reminded the members that if they are going to be absent from a meeting they need to notify the Chair for it to be considered an excused absence. The Rules of Procedure state that if a member misses two consecutive meetings without being excused by the Chairman they will be removed from office.

Matt Broadhead asked that copies of the Rules of Procedure be given to all the members at the next meeting.

Old Business

Approve Minutes

Todd Allen made a motion to approve the minutes of 2/8/12 as written. Seconded by Judith Szot. All voted in favor with the exception of Dick Snow and Paul LeBlond who abstained. Motion carried.

Todd Allen made a motion to approve the minutes of 2/11/12 as written. Seconded by Carla Penfield. All voted in favor with the exception of Dick Snow, Kim Royer, Paul LeBlond, and Christine Watson who abstained. Motion carried.

Answer questions from last month's meeting

Kim Royer had sent an e-mail to all members (copy attached) with the answers to the questions that were brought up at the last meeting regarding the school. She also reported that Karen Lessard, SAU Administrator, said she would be happy to do a meeting with the Budget Committee to answer their

questions about the financial reports. She thought the May or June meeting would work. Lynn Chivers asked if the \$202,000 for the boiler from last year is going to be returned to offset the taxes. Kim Royer reported that she thought it would since it had not been expended, but will check with Karen to be sure. Later in the meeting, Lynn reviewed last year's town report and confirmed that the \$202,000 was to be removed from the capital reserve maintenance fund and since it wasn't expended, it will simply remain in the fund and has nothing to do with offsetting taxes. Judith Szot asked for more clarification on the definitions for terms used in the reports such as "adopted budget" and "accepted budget" and "amended budget". She would like to see the same terminology used throughout all the reports for clarity.

Carla Penfield asked for more clarification regarding the high school tuition and the capital expenses for the high school. Kim Royer reported that Karen Lessard has said the amounts cannot be broken out, but will ask her again. There was further general discussion regarding the high school tuition and the process of budgeting that line. Kim Royer spoke about Auburn withdrawing from Manchester and going to Pinkerton and the possible financial impact of that change.

There were no questions for the town from the last meeting.

New Business

Review default budgets and fund balances

Town Default Budget:

Dick Snow outlined how the draft of the default budget had been calculated and added that it hasn't been officially adopted by the Board of Selectmen yet. Lynn Chivers wondered why, since the default budget amount is roughly 16,000 over the amount for the proposed 2012 budget the Selectmen agreed to, didn't they just keep their proposed budget the same and pick a line to add the 16,000. Dick Snow stated that it could have been done that way, but the way the Board did it was just another approach. Carla Penfield commented that the draft default budget was not an effort by the whole Board, but comprised totally by Dick himself. Dick Snow stated that he did create the draft budget for the Board.

Judith Szot had a question about the town revenue report and wanted to know what the current fund balance is. Dick Snow outlined how to calculate the fund balance, but didn't have the actual number at the time. Dick Snow talked about his plans to formulate more detailed financial reporting for the Selectmen and the Budget Committee, such as a cash flow report and fund balance report. Carla Penfield stated that she liked the format of the reports that the Committee has received from the town over the past two years and didn't want to see them change. The addition of a fund balance amount in a separate report would be beneficial. Matt Broadhead agreed the format shouldn't change, but additional fund balance info should be added. Carla Penfield made a motion to include the fund balance report on a separate sheet with the town reports. Seconded by Matt Broadhead. All voted in favor with the exception of Kim Royer, who abstained. Kim Royer announced that neither Emily Roster nor Kim Royer will be voting on any issues having to do with the town, since the School Board as a whole has not been privy to or voted on the proposed information. Motion carried.

School default budget

There were no comments on the school default budget.

Review town budget expenses and revenues

There were no further questions about the town expenses or revenues.

Review school budget expense and revenues

Carla Penfield asked what the School Technology Fund will be used for. Kim Royer reported that the school will be purchasing 30 Macs and they plan on continuing to use and teach both platforms. Dick Snow commented that the School Board votes on any changes to the budget and the Town will start to do that as well. Carla Penfield asked if the transportation contract for the buses includes any increase for gas prices. Kim Royer is not sure but will check.

Kim Royer asked the Committee what the reasoning was behind the vote last year to not recommend the Collective Bargaining Costs for the support staff personnel. She is handling the upcoming negotiations for the teachers and the paraprofessional contacts this year and wanted to know the rationale behind the vote. Lynn Chivers commented that her recollection was that on the town side there were no proposed raises for anyone and didn't feel it was fair for some employees to get a raise and not others. She said she would have felt better about it if the town employees were getting raises too. Dick Snow asked Lynn Chivers if the Budget Committee ever suggested to the Board of Selectmen to include raises for the town employees. Lynn Chivers stated no, they had not. Carla Penfield stated that they had been watching the town revenues dwindling and their goal was to make sure everyone stayed employed, not get raises. Lynn Chivers asked who is included in the wage pool. Kim Royer said that anyone that is not in the teachers, paraprofessionals, or support staff bargaining units are included in the wage pool, such as the custodians, the lunch workers...

Lynn Chivers asked if the School Board was planning on going forward with the plan for full time Kindergarten. Kim Royer replied that was the plan. Judith Szot questioned whether they were going to ignore the vote of the people. Kim Royer stated there was no such vote. Judith Szot commented that the vote was advisory only, but it was still the town speaking. The vote was to keep half day Kindergarten. She went on to explain that the Budget Committee was demonized after the last public hearing for the school budget, saying that the Committee didn't listen to the public, and the School Board is doing the same thing. Kim Royer stated that the wording of the warrant article was misleading and people didn't understand how to vote. Matt Broadhead read the warrant article and stated that the intent is pretty clear and the School Board should take note of it. He went on to say that there was also a warrant article to rescind the Budget Committee. The Committee can't tell the school how to run, but should definitely work to restore the trust of the 40% of voters that voted to rescind the Committee.

Other

Local Government Center Budget training invitation. Members interested in the training session are Paul LeBlond, Lynn Chivers, Christine Watson, Matt Broadhead, Judith Szot, Carla Penfield, and a School Board Representative.

School Trust Funds

Todd Allen stated that he would like to get information about the various school trust funds, and in particular the textbook fund and technology fund. What is the purpose of the funds? What is the goal of the funds? What is a typical expense out of the fund. Kim Royer agreed and added the information of what should be the minimum and maximum amount in the funds.

At 8:40, Judith Szot made a motion to adjourn. Seconded by Todd Allen. All voted in favor. Motion carried.

Minutes respectfully submitted by,
Cheryl Eastman