

**Approved  
Candia Budget Committee  
Meeting Minutes  
November 14, 2012**

**Members Present:** Matt Broadhead, Lynn Chivers, Paul LeBlond, Todd Allen, Carla Penfield, Christine Watson, Judith Szot, and Richard Snow, Board of Selectmen Representative.

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

**Old Business:**

**Approve minutes of October 10, 2012**

Matt commented that the minutes were factual from the last meeting, but he wanted to add a note or comment that the proposed meeting schedule had been changed after the meeting. He did not want to confuse people with incorrect dates. Matt suggested adding a note to see an attached amended schedule and then to attach the corrected schedule to the minutes. Judith said that she is not available for meetings on Tuesdays. Matt suggested changing the December 11<sup>th</sup> meeting to December 13. He asked Cheryl to check on meeting room availability. **Dick made a motion to approve the minutes as amended. Seconded by Lynn Chivers. All voted in favor with the exception of Judith Szot who abstained because she was not present at the meeting on October 10. Motion carried.**

Dick announced that the Board of Selectmen will not be holding a public hearing on the town budget on December 17 as previously suggested.

**New Business:**

**Review School Reports**

There were no comments on the school reports.

**Review Town Reports**

Dick explained that he had given a copy of a memo from Irving Oil explaining the reimbursement for gas for the Police. He also distributed an updated copy of the cruiser maintenance report and explained that there is a new column for "Inventory Items" that were purchased (tires, in this case) and have not been allocated to a particular cruiser yet. Dick reported that this report is now being generated by the Police Department Secretary. Christine asked why the Police purchased all those tires all at once. Was it because they were a good price, or because they were winter tires? Dick didn't know, but said he would find out. Carla said that she had seen a truck from a tire company at the Police Station and they were changing out tires on the cruisers. She asked if this service was more expensive than taking the cruisers somewhere to have the tires replaced. Dick will find out. Judith stated that some of the repairs on the maintenance report were a little disconcerting. She questioned having to do transmission cooler repairs on a vehicle that is only two years old. Paul commented that the Police had \$1,460 remaining in their tire budget, so spending the \$1,440 was maybe a matter of spending it before the end of the year.

**Discuss Proposed Town Budget**

Matt discussed the process he would like to use to go through the budget. He wants to go through it section by section and come up with any questions that the Committee would like to have answered at the meeting tomorrow night with the Board of Selectmen and Department Heads. Lynn commented that the comparative revenue report for the town shows that the revenue from interest on delinquent taxes is \$8,000 over last year's numbers, the revenue on interest on costs after liens is \$11,000 over last year, and the revenue from returned check fees was up as well. This shows that people are having a hard time paying their taxes on time, or even covering checks they write. Carla added that it is also important to note that the amount of the unreserved fund balance of \$1,100,000 is not all liquid cash. It is made up of a large amount of receivables for taxes. She thought the Budget Committee should have the number of taxes owed to the town when they are looking at the revenues in order to get a real number for the fund balance. It was agreed that the amount of taxes owed, as a total, and also broken out by lien year, could be helpful.

The following questions were asked about the budget:

Animal Control: Why do we need this position? Can't the police handle it? What is the job description for this position? Why have we only used \$269 for gas when we budgeted \$800? Do we pay a minimum of 8 hours per week no matter how many hours he works? Is this a wise expense of the town's money? Is it worth the cost?

Building Inspection: If we have only paid \$20,794 so far this year, why budget \$30,850 for next year? Why budget for a cell phone if no expenses have been paid for one so far this year?

Cemetery: The budget is out of line with the actual expenses. Why aren't these lines realistically budgeted?

Direct Assistance: Why was this budget not cut lower than \$36,000 if we have only spent \$18,000 so far?

Supervisors of the checklist: Why is the budget still at \$2,700 if we haven't spent over \$2,000 in any recent year?

Emergency Management: The fuel for the emergency generator is budgeted for \$1. Shouldn't it be a realistic number for the fuel needed to run the weekly test and in case of an outage? Not all outages will be reimbursable from FEMA. Why do we continue to budget for FIT testing, office supplies, and contamination equipment if it is seldom spent?

Fire: Explain how the compensation plan will work. The water supply line has \$4,000 budgeted, but we haven't spent any of it yet. Why? Please explain why medical evaluations and fire prevention lines are consistently over-budgeted by \$2,000 to \$4,000?

Health Officer: Why are protective clothing and lab fees consistently over-budgeted?

Heritage Commission: No questions at this time, until the discussion of the warrant articles. There was discussion of whether there is really a shortage of meeting space necessary to warrant another building?

Highway: Todd suggested increasing the grading and gravel lines because they are consistently over-spent. Road Agent Dennis Lewis stated that during the flood years, a lot of expenses that came out of the operation budget were reimbursed. Carla thought that given the number of

people that can't pay their taxes, they shouldn't increase anything. Dennis was asked what is included in the maintenance and repair line. He said it was basically cutting edges for the plows.

Insurances: Carla questioned why the health insurance line is consistently over-budgeted.

Selectmen's Assistant Cheryl Eastman explained the need to budget for the circumstances of an employee adding to their insurance, or taking the insurance at some point throughout the year.

Legal: Why not reduce the line to 30,000? Dick said there are a couple court cases pending. The Committee wanted to get more information about any pending cases.

Other culture and recreation: Why budget for field trips and events if we don't have any? Dick said he wants to schedule a child-specific program at the gazebo. Isn't the ski program self-funded? Dick said he wanted to give the CYAA \$300 to run the program.

Parks & Rec: Old Home Day is self funded, so why are we budgeting for its preparation?

Planning Board: Why is the telephone line so high? Did anyone look at other options for a phone system?

Police: Why are you asking for another cruiser? Is it because of the maintenance costs or service issues? What car is it replacing? Why is the cruiser in the budget and not a warrant article? Are they looking to fill any positions because the full time wages line is looking to be under-spent. How many full time officers do we currently have?

Solid Waste: Why is there an increase in the part time wages line?

Street Lighting: Why not reduce the line down to \$5,000 or \$5,500?

Tax collector: Why is the telephone line so high?

Town buildings: Why the increase in the electricity line? Please explain this year's building maintenance request. What is a breakdown of expenditures and potential reimbursements for the Old Smyth Library?

Town Clerk: The committee requested an explanation of the municipal agent fees, telephone line, and restoration of documents lines.

Town Officers Expenses: Why such an increase in the trustee of the trust funds clerical line? Dick said that they needed to pay that much to hire someone to do clerical work. The Committee wants to see a breakdown of software support and license fees costs. Why are we microfilming files? Why not save them to a digital format?

Welfare: Why is the wage line \$10,000 if the pay rate of \$12.36 X 10 hours per week X 52 weeks equals \$6,428? Why is the telephone line so high?

Zoning Board of Adjustment: Why are we microfilming? Why the large increase in the conferences/school expenses?

Matt announced that he would put all the questions together and send them to Cheryl and she will forward them to the department heads to review.

**At 9:02, Christine made a motion to adjourn. Seconded by Judith. All in favor. Motion carried.**

Respectfully submitted by  
Cheryl Eastman