

Approved
Candia Budget Committee
Meeting Minutes
November 15, 2012

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

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

Matt outlined the process that the Committee has taken to look at the budget and come up with their questions. A general overall theme of questions was about the phone costs. Todd said that the phone costs for every phone except for Fire and Police Emergency Services totals about \$12,000. Matt asked the Selectmen if they had ever looked at any other phone options. Dick stated that the Board had looked at other carriers last year, but had decided to not make a change at that time. Dick added that maybe the Board should look at something through the IT group, but something like that won't happen quickly. Judith stated that this item has been talked about by the Budget Committee for at least four years because it is a huge expense. Maybe the town should look to go to a one line system with options to press one number for the clerk's office and one number for the Selectmen's office. Selectman Dave DePuy asked if that total included the computer lines. Matt answered that it was just for the phone lines.

Solid Waste: Chuck explained that the increase in the line for Part Time wages is due to a proposed increase in the number of hours worked by the part time employees. He is not proposing a raise in pay rates. Having more part time hours will increase the flexibility to cover busy times, and vacation and sick times of the full time employees. He went on to say that he watches his budget lines closely and he does not anticipate the line being over-spent by the end of the year. Judith asked what the hours at the recycling center are. Chuck replied that the center is open Wednesday, Thursday, Saturday, and Sunday. The staff works on Friday also even though they are closed to the public. Carla asked how many part time employees he has and what do they do. Chuck answered that he has two and they perform the same duties as the full time employees, but just work less hours. Carla stated that she thought the part time person was for working on Sundays only. Chuck explained that one full time position was eliminated several years ago that wasn't replaced. The second part timer was added as a safety net to help on Sundays and whenever he needed someone to fill in.

ACO: Chief McGillen distributed copies of time sheets from the Animal Control Officer. He explained that the ACO is paid a minimum of 8 hours per week and if he works over 8 hours he receives pay for the actual hours worked. This is necessary to be able to keep someone in the position. He went on to explain that calls that come in during the day when the ACO is at work are handled by the officer on duty if it can't wait. If it can wait, it is handled by the ACO when he returns to town. Christine asked if it was beneficial to have an ACO if the police are handling the calls during the day anyway. The Chief feels that it is not the best use of time to have the police officers handle ACO calls. He feels we get a good deal for the price of \$8,000 a year. He has contacted other towns and asked if they would like to

contract the ACO job for Candia. No one else was interested, and all the surrounding towns pay their ACO officers a much higher wage. Matt asked the Chief when he thought that most of the calls come in for the ACO. Chief McGillen feels that most calls are on the weekends. Todd asked if every call took 1 hour because that was what was on the time sheets. Chief McGillen said that he had told the ACO to put in an hour for any call as a minimum. Matt felt that this issue was more of a policy issue, but he feels that if the ACO isn't working eight hours, he shouldn't be compensated for it. He would like to see the compensation be for the actual hours worked, just like any other employee. Christine felt the compensation structure should be done differently. Chief McGillen said that it is an issue that the Board of Selectmen could look at and find a better way.

Building Inspector: Building Inspector Dave Murray explained that he averages 22 hours per week, but they can fluctuate. He explained the cell phone was available to him, but he prefers to use his own cell phone. He kept the amount for the cell phone in the budget as a buffer to cover over-expenditures in other lines such as vehicle maintenance. Matt stated that the Committee would like to see more actual budgeting. He asked Dave if he were to shift the budget, where would he put the funds? He said he would put the funds in the vehicle maintenance line.

Health Officer: Dave explained that the protective clothing line was not expended because the clothes had not been used and therefore did not need to be replaced. We have just been lucky and haven't needed to use it. Lynn asked about the spraying application and lab fees lines. Dave said that the application fee is to apply for the possibility to spray if the need arises. The application has to be filed by January 1 if the town wants to spray that year. Dick added that if the application is not filed, then there will be no chance for reimbursement of spraying fees if that becomes available. The lab fees are for if someone has a dead bird that needs to go to the lab. Again, we have been lucky and not had to use that line.

Planning Board: The phone line in the Planning Board budget is for the phone line in the Land Use Office.

Cemetery: Dick explained that there will be some adjustments between the lines. He said that we lost one employee and there was extra labor in the cemetery that was above the normal expenses for maintenance. Dick wants to leave the budget as it is. Lynn stated that the Committee wanted the departments to submit a budget that is correctly budgeted. Dick stated that the Cemetery expenditures vary from year to year. It doesn't have standard lines. Judith said that the line for fuel was budgeted at \$800, \$1,700 was spent, yet the new budget is \$800 again. That line is under-budgeted. Dick responded that they did more work this year, and used more fuel. Judith asked why corner markers were budgeted at \$2,000. We spent \$400. Then you budgeted \$2,000 again. Why? Dick responded that he doesn't know how many people are going to die.

Direct Assistance: Matt asked why the budget was not cut lower than \$36,000. The 2012 budget was \$49,000 and so far we have spent \$18,000. Welfare Director Donna DelRosso stated that the Direct Assistance line has always been \$50,000, but is the only line that is state regulated. The town has to come up with the money to pay the expenses, no matter how much they are. Donna feels that \$36,000 is a safe number since we are just coming into the heating season with two months left in the year. Matt asked if the expenses were lower this year because of the past warmer winter. Donna agreed, but is now seeing higher electric bills due to A/C's being run over the summer.

Supervisors of the Checklist: Chairman of the Supervisors Candy Stametelos said that they don't always bill for their hours worked. She added that the third supervisor isn't always available to work and therefore put in for wages. If there was a person that filled the position and was able to put the hours in, the wages may go up.

Tax Collector: Tax Collector Candy Stametelos said that there isn't much she can do about the phone bill because she doesn't see bill for her department. She just gets a report that shows the expenses charged to the department. She uses a phone voice line and a fax line, but can't use them both at the same time. The Committee questioned how the phone bill is divided up and charged to the various departments. Cheryl explained the process saying that the phone bill comes in one large bill which lists each phone line and the expenses for each line are charged to whatever department the phone line belongs to. The Committee discussed how department heads can manage the phone costs if they don't see a bill. Cheryl said that some department heads that want to see the detailed invoices get copies from the Selectmen's Office. Christine asked if there is phone use abuse, how can it be found if department heads never see the bills. Cheryl said that she reviews the phone bills prior to them being paid. Both Todd and Judith urged the Board to look into more affordable phone options.

Emergency Management: Todd asked if there are no emergencies who pays for the fuel for the maintenance operation of the generator. Selectmen Fred Kelley explained that according to an agreement, the town is responsible for fuel for the generator and the school is responsible for the maintenance. He added that we don't know how much fuel it will use because it is new. The tank was filled once and hasn't been refilled yet. Emily said she will check with the school and see if they might have filled it up. Cheryl will check with Bob Panit to get the answers to the questions about the Fit Testing, contamination equipment, and office supplies and get those answers to the Committee members.

Fire: Chief Dean Young explained the process of the compensation of the fire fighters. Points are awarded for calls responded to, training time, entering EMS reports, and Wardens and Deputy Wardens issuing burn permits. All the points earned are divided into the \$40,000 compensation. Each member is paid for each point earned. Chief Young explained that the phone bill comes to the Fire Department because their phone is tied into the alarm system. Carla asked about the water supply line. Chief Young explained that is for the dry hydrant system. Dennis Lewis does work on the system. Dennis stated that he will be doing some work on them this year, so funds will be expended out of that line. Carla asked if this line included costs for enlarging the pond behind the Fire department. Chief Young said that this line is completely for hydrant maintenance. He has no plans to do anything with the pond behind the fire station. Chief Young said is it hard to effectively budget each line accurately because things can change at any time. For example, they have a pump in Engine 1 that has to be re-built and it could cost up to \$7,000. He had not planned on that, but he has to get that money somewhere. Emily asked about the training line because that line appears to be over-budgeted. Chief Young said that classes for fire fighters or EMT's can cost \$1,000 each. He never knows far in advance who wants to attend classes. He feels that training is the most important thing and he wants the money to be there if needed. Carla asked about the medical evaluations line. Chief Young said that all CDL truck drivers have to have medical evaluations every year. He said that most of the members get their evaluations through their full time jobs, but if not, he wants to have the money there in case he needs it. He also feels it is a good thing to have a medical baseline for everyone, but it is not required. Chief Young explained that the fire

prevention line is for the supplies for school presentations for safety and day-care and items for the children that visit the station.

Highway: Road Agent Lewis explained a comparison of the 1996 and 2012 highway budgets to show the minimal increase in expenditures over the past 16 years.

Legal: Fred said that the Board of Selectmen set the budget line for the legal line for the town. He added that there are three, possibly four cases coming that will be handled in 2013. The actual expenses in 2013 will be more than 2012.

Other Culture: Matt asked Dick to spend only the amount of time explaining the budget that is proportional to the amount of the budget, please. Dick passed out a comparison of the amount of money that comes from town's in the immediate area and what their budget is for a combination of Recreation and Other Cultures. The Town of Candia is cheap in comparison. Todd said that these items should be at no cost to the town. There is a private benefit for these items in Other Culture. Dick feels that is not a budget discussion but because in the standard chart of accounts there are lines in Other Culture and Recreation and they are in there because the towns can and should do things to try and protect younger children and serve the general population by supplying them with something to do other than running around in the woods. The legislature has recognized that it is a valuable thing. He went on to say that on an individual basis, we have the 14 or 15 individual warrant articles and the town chooses to fund those. This is in the same vein. Dick said that the Recreation and Culture budget history shows 2008 at \$13,000. It has gone down to \$6,900. The first year, they had a summer rec program. Matt clarified that we were talking about Other Culture, not Parks & Rec yet. Judith said she understands that the difference in the past budgets is we used to have a summer program where we were paying people to run it. Now we don't have a summer program. She wanted to talk about the Ski Program line, which should be self funded. She went on to say that when her children were in school and in the ski program, they were given a bill and told "This is how much it costs." Why are we funding the ski program? Dick talked about the history of the revenue and expenditures of the ski program. It has not been completely self-funded. In the past the town has paid different amounts of money to the ski program to cover the costs of the bus. CYAA has taken over the program and Dick said that he wants \$300 to go to CYAA to run the ski program. Matt clarified that basically the ski program is not self-funded. Emily stated that the \$300 is essentially a stipend for someone to run the program. Dick added that the total expense for Other Culture and Parks & Rec. for Candia is \$6,000. Other towns around us are paying hundreds of thousands of dollars. Judith told Dick that we don't care what is going on around other towns, we are interested in what is happening here in Candia. She added that the incomes and values in Bedford don't compare to Candia, so he is comparing apples and oranges.

Parks & Recreation: Fred explained that the Old Home Day is a self funded program run by volunteers and has nothing to do with the town or the Board of Selectmen. Judith asked why there is \$250 appropriation for Old Home Day. Fred said that Dick had put that in the budget to get the park ready for Old Home Day. Dick said that it pays for a person to pick up trash during Old Home Day. Dick feels we need to pick up the park because if an event is free, the town doesn't have any liability risk for the event. Todd asked if Old Home Day is still self-funded like it had been when he served on the Old Home Day Committee. Todd said they used to hire someone to clean up the park and the trash and pay for it out of the funds of the Old Home Day. Fred said it is self-funded and should be kept separate from the town. The only thing the town does is hold the funds for the Old Home Day Committee. Todd asked

if there needs to be just \$1 in the budget to cover anything for Old Home Day. Fred replied no – it is completely separate from the town.

Police: Chief McGillen answered questions about the cruiser. He said that he is looking to replace cruiser #1. He said that he had driven it himself and he did not feel comfortable to take it over 55 mph. It is OK to use to sit at construction details or traffic details or take it to a class or court, but not for general patrol. It has over 100,000 miles and he does not feel it is safe for first responders to drive. It is a liability issue. There are primary and secondary cruisers, depending on their mileage. If an officer feels that a vehicle is not safe and the town forces them to drive it, we could be open to liability. Todd asked what the basis for the safety concern is. Chief McGillen explained that the car is not tight. A cruiser is not like a personal car. It has to be safe to respond at a moment's notice, maybe going 90 mph and we don't want it crashing trying to get to a call. Right now Car #1 is not safe. He said that neighboring towns are getting rid of their cars at 60,000 and 70,000 miles. When they get to 100,000 miles they don't want anything to do with them. Some towns lease vehicles every year so they are always running newer cars at a cheaper cost. It is all about safety. These cars take a lot of abuse. They sit outside in the cold and a call comes in and an officer runs out, starts it up, and takes off on a call. The cruiser is the officer's office. It is a tool, a necessity, not a nice-to-have. The Crown Vic's are no longer available as cruisers. Chief McGillen has looked at a SUV. A lot of departments are going to those now, including Londonderry Police and Mass. State Police. An SUV is better during bad weather in the winter. There was discussion regarding when the current cars were purchased and put into use. Todd said that no one questions the Fire Department when they ask for a piece of equipment. Chief McGillen has to fight for every cruiser and they are only a \$25,000 – 30,000 expense. Todd asked the Chief if there are upcoming maintenance expenses for the older cruisers? Chief McGillen said it is not just a money thing – it is also how the car handles, is it safe. Todd said those things are subjective and he is looking for an objective argument to support the need for a new cruiser, such as large maintenance costs coming. Chief McGillen said that he is looking at the safety aspect of it, not just the maintenance costs. He feels if we don't buy a cruiser this year, there will be a need to two next year and there will be a big spike in the budget. Candia did that back in 2004-2005 and there was a big spike in the budget. Chairman Duarte feels it is a safety issue and if we replace the cruisers on a regular basis it will prevent the large expense of having to buy two. He feels the priority here is to make sure they have good vehicles and to not spend money unnecessarily on old vehicles. He would like to see a systematic way to replace the cruisers and said Selectmen Kelley is working on a warrant article to make a revolving fund set up so that we can get replacement cruisers every year without a large cost. Also, the revenue from special details will go into the revolving fund so the taxpayers will not have to cover the whole cost of cruisers out of the budget. Judith asked the Chief why the cruiser is in the budget and not as a warrant article. Chief McGillen said that he was told that an annually recurring expense should be included in the operating budget. Chief McGillen said they have seven full time officers and three part timers. The Chief is one of the seven full time. He also reported that by the end of the year, the full time wages line will be pretty close to budget. Carla asked how overtime happens. Chief McGillen said that there are many ways. If an incident happens near the end of an officer's shift, they have to stay and finish it, even if it runs over the end of their shift. It also happens when officers have to go to court, or cover other officers sick or vacation time. They try to cover those with part time officers, but if none of them are available, the shifts have to be filled with full time officers, who would then be running into overtime.

Building Maintenance: Selectman Chair Joe Duarte said that the building maintenance line was reduced from \$7,500 to \$5,000 because there are no anticipated large projects planned for 2013. \$5,000 seemed reasonable. The Board has been looking at the building and working on things that need to be done, such as replacing the rusted water tanks in the basement. Roof repairs will be the next large project, but funds are in the Expendable Trust Fund to cover that expense.

Town Clerk:

Town Clerk Christine Dupere stated that as of 11/8/12, \$19,976 has been spent in the Muni Agent/Vitals line. By the year end this line will be close to budget. The telephone line is needed to contact State Agencies and customers. Document Restoration is used to permanently restore historical documents. One volume is being done this year and the expense will show up by the year end. The Town Clerk is responsible for all historical documents and their preservation. Judith asked about the lines that are noted as wash items. Chris explained that fees come from dog licenses, motor vehicle fees, municipal agent fees, and these fees are set by the State Statutes. The Town Clerk fee is also by statute paid to the Town Clerk for processing the town portion of registrations. Judith asked about the fees charged when the Deputy is working – who gets them. Christine said that the fee gets paid to Christine and the Deputy is paid by the hour.

Town Officials:

Dick explained the Trustee of the Trust Funds lines. He said that there will be two payments of \$625 for the clerk coming out of the line for work time. The expenses for mileage and supplies will be paid out of the postage line. The postage line used to be \$42. The 2013 budget line is for \$500. Matt feels that these should be in separate lines in the budget. There was discussion of the RSA that states that all permanent documents be preserved on microfilm.

Welfare:

Donna DelRosso said that the budget amount of \$10,000 had been left over from the default budget. She is allowed to work a maximum of 10 hours per week. Joe Duarte added that the Board has limited her hours to 10 per week, but there needs to be some leeway in the budget in case she needs to increase her hours. Todd asked if a budget line of \$7,500 would give enough flexibility. Joe thought that it would for now.

At 9:04, Todd made a motion to adjourn. Seconded by Judith. All voted in favor. Motion carried.

Minutes respectfully submitted by
Cheryl Eastman