

**Approved  
Candia Budget Committee  
Meeting Minutes  
November 28, 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.

**Approve minutes of November 14, 2012**

Dick asked to change the word “scheduled” to “suggested” under other business where Dick talked about the Board of Selectmen not holding a budget hearing. **Dick made a motion to accept the minutes as amended. Seconded by Lynn Chivers. All voted in favor with the exception of Emily Roster who abstained because she was not present at the meeting. Motion carried.**

**Approve minutes of November 15, 2012**

Dick said under Tax Collector, he questioned the spelling of Candy’s name. Also under the telephone discussion the word “has” should be removed. On page 4, under Other Culture, Dick wants the minutes to read “Matt asked Dick to spend only the amount of time explaining the budget that is proportional to the amount of the budget, please.” Under Parks & Recreation, Dick wants to add “to” to the line “feels we need pick up the park.” Under Police, on page 5, the word “necessarily” should be changed to “necessity”. Dick wants to change the line about the Fire Department to “No one questions the Fire Department when they ask for a piece of equipment.” On page 6, change “Capital Reserve Fund” to “Expendable Trust Fund.” **Dick made a motion to accept the minutes as amended. Seconded by Judith Szot. All voted in favor. Motion carried.**

**Review School Budget**

Matt reminded the Committee that they will not be having a general discussion of the wisdom of budget items. This is a preparatory session or informational session for the meeting with the School Board tomorrow night. We are not going to get into arguments. We are just drafting the questions. Dick talked about the comment brought up at the beginning of the season that Emily Roster was not going to vote on the town portion of the budget. Dick feels the Statute states there are nine members of the Budget Committee and each of them is responsible for serving as a member of the municipal budget committee. The Committee would not be well served if she did not vote on the town budget. Emily knows more about the town budget than most residents in town. Dick said he will be going to the School Board meeting and will suggest to them that if it was a policy for their representative to not vote on the town budget, he would as a citizen strongly object to that. Dick plans on voting and participating on the school budget. Matt said that it was an important point and he turned it over to Emily. Emily said that now she has more of an understanding of the finances of the town and she will be prepared to vote. She thought it wouldn’t have been prudent to vote on a town budget that she had no knowledge of.

Emily stated that it was not a formal policy of the school board. Dick said then he would not address it with the school board. Matt agreed that it is implied in the Statute that all members vote. As a procedural note, everyone has three options on voting. They can vote yes, no, or abstain. There is nothing to force any member to vote. Todd added that Emily and Dick represent their boards, and unless they have openly discussed the budgets with their boards and get a consensus of their members, then they would be voting as an individual, not as a representative of their boards, but they are entitled to vote.

General questions for the School Board:

- In reference to the last paragraph on the cover letter to the budget, what is that trying to say? What are they trying to accomplish with this budget? The bottom line is down by \$600,000. But when you look at the actual from 11-12 to 12-13, the budget went up \$800,000. Is the budget really up \$300,000 over the last actual reported?
- How often during the course of a fiscal year does the SAU add line items in the budget? And how many times in the last 4 years? In his work to track the budget, Todd has seen line items that have zero appropriation but have expenses against them.
- Mileage lines throughout the budget, please explain the basis for projecting these line items... what are you using to project these costs?
- Please provide us with the projected federal funds and food service figures that are added to the budget that is submitted at the deliberative session.

Questions on specific lines:

Regular Ed Programs:

- There were a number of questions related to the common core standards expenses, including:
  - o the need and purpose for a facilitator, i.e. job description
  - o See also page 8 of the proposed budget – why not increase the Improvement of Instructional Services line instead – would this be more cost efficient than hiring a staff member?
- Explain the expense related to math textbooks
- Does the purchase of textbooks mean that the school will be foregoing the purchasing of tablets in the future?
- Health Insurance – in the past this budget has been higher than actual expenses, please explain the basis for this projected expense.
- Explain health insurance structure. Is there an enrollment period? Can people change into/out of it during the year? On what terms?
- Has the amount of the health insurance buyout increased or is it the same as last year?
- Substitute salaries – what is this figure based upon? Please explain.
- Instruction supplies – does this include buying all the supplies for students again instead of parents purchasing supplies? Has there been any effort to reclaim binders or folders? What would that amount be if we weren't buying supplies for students and were instead relying on parents to pay that cost?
- Regular education furniture – how many more classrooms need to be converted to new desks?

Special programs:

- Childfind clinic – please explain expenses.

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- SPED telephone – how many phones – why is the cost so high?
- SPED Public Academy Tuition. Please explain the increase over the actual spent vs. the projected amount.

### School Sponsored Co-curricular :

- Co-curricular supplies – please explain the increase despite no recent actual expenses.
- Dues and fees – please explain the increase.
- Stipends – are they tied into the CBA/contract?

### Athletics:

- Overall – this section is up about 10k. Is this all due to adding lacrosse or other increases?
- Please explain the bump in Referee costs.

### Guidance:

- Guidance achievement scoring line doubled – please explain.

### Health services:

- Please explain the nurse situation – why do we have one less?

### Vision services:

- Please explain the purpose of this line.

### Psych service:

- Please explain the variation in psychologist diagnostic testing amounts spent vs. budgeted over the past 3-4 years.
- Salary arrangements between consulting psychologist and regular psychologist – what is the difference between the two services and why are they budgeted differently?
- CTD (contracted) services – please explain the elimination of this line item.

### Speech and path services:

- Why extra contracted services?

### Other support services:

- SERESC - Dues and fees - please explain this item.
- Improvement of instructional services – (See also the request for Common Core Facilitator page 1 of the proposed budget).

### Educational Media Services:

- Library periodicals:
  - o How often are periodicals renewed?
  - o Is there a review on whether the periodicals purchased are being used?
- What is the current balance in the Technology Fund.
- Why wouldn't computer/electronic(non-print) services/Media AV expenses come out of that trust?
- Non print media services – please explain why this is getting larger.
- Electronic books/periodicals - how many do we have? How many devices?
- Is there a plan to switch to 100% digital in the future?
- Are there duplicate subscriptions for electronic/print subscriptions?

### School board services:

- District meeting supplies – Please explain the \$3,000 expense.
- Executive services – please explain what this covers. Who determines/allocates the expenses under this line?
- Principal - Please explain the need for the increase in the printing line.
- Assistant principal raises - are these discretionary, or COLA/contractual?
- Course reimbursements – please explain this line item increase. Also, are there limits on how much course work will be paid? What policies/contracts apply to this line item?

Operations and Maintenance:

- Building improvements line. (Pg 268 of budget binder) Why was this line cut out by the SAU and School Board when the Principal had requested over \$42k? Shouldn't deferred maintenance be a recurring expense in the budget? Same questions for Additional equipment line (Pg 276) regarding the autoscrubber.
- With respect to the Principal's proposed budget, who recommended the maintenance that formed the basis of the requests? For example, who recommended the cleaning of the air ducts?
- Boiler heating oil line - please explain the calculation of this line.
- Is the boiler more or less efficient than the prior one?

Regular education transportation:

- Both Regular and Special Ed. Transportation lines - What accounts for the increase from actual expenses from 2011-12 to this proposed budget?
- Please explain the calculation of the regular education transportation line. Why hasn't the regular education transportation line decreased by 90k since the additional busses aren't being pursued?

At 8:30, Christine left the meeting.

A question was raised regarding the cost for storage facility leasing. Emily explained that there used to be mobile storage units on site that were found to have hazardous materials in them. They needed to find a place to store special education files. These files have to be kept confidential and must be locked. The School Board decided to rent an off-site, secure storage facility. This is temporary until an appropriate file storage area can be found.

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

Minutes respectfully submitted by  
Cheryl Eastman