

Regular Meeting of the
Candia Budget Committee
October 9, 2013
Town Hall, Candia, NH
Approved Minutes of the Public Session

Present: Chairman Matthew Broadhead, Vice-Chairman Allyn Chivers, Secretary Paul Leblond, Todd Allen, Christine Watson, Judith Szot, Selectman's Rep. Carleton Robie, School Board Alternate Rep. Kim Royer

Excused: Carla Penfield

Also Present: Road Agent Dennis Lewis, Town Clerk Christine Dupere, Selectman Dick Snow, Donna Becker, Marlene Montminy

Call to Order

Chairman Broadhead called the meeting to order at 7:00 pm and led the attendees in the Pledge of Allegiance.

Administrative Business

Minutes

Motion: To approved the minutes of September 11, 2013 with amendments. Motion by Chairman Broadhead, second by Christine Watson. All in favor, motion carried with Kim Royer abstaining.

Old/New Business

Budget Flyer/Budget Meeting Dates

Chairman Broadhead sent an email to the committee members with proposed meeting dates for the budget review along with a draft of the Candia Budget Process flyer. Chairman Broadhead noted a minor substantive change to the flyer, specifically some of the language included in the "Supplemental Meeting" section was moved to the "Public Hearing" section of the document to state if the committee is able, they will proceed to final recommendations immediately after the close of the Pubic Hearing. If time does not allow, the supplemental meeting in January will be necessary. Last year the flyer stated that the final recommendations would be made at the supplemental meeting scheduled in January. The flyer now states that the supplemental meeting will only be held if necessary. Chairman Broadhead stated that he felt that last year the committee could have made their budget recommendations immediately following the Public Hearing and the January meeting was not necessary.

The proposed dates for the Public Hearings are December 18th for the Town Budget and December 19th for the School Budget. Some of the scheduling issues the committee faces are that both Christmas and New Year fall on a Wednesday this year and all budgets and warrant articles need to be approved before January 10th and submitted on February 1st based on the 20-day rule for the Deliberative Session. Holding the Public Hearings before the holiday's was based on feedback from the community indicating that last year's scheduling of the Public Hearing for the School Budget right after New Year's Day was not the best thing to do.

Seeking any additional comments or suggestions from the committee regarding the flyer, Allyn Chivers stated that the flyer was mailed a little too early last year and should be mailed closer to the date of the Public Hearing. Kim Royer suggested posting the flyer in different areas around town in addition to mailing in an effort to get the community to come out. Chairman Broadhead noted that at the last meeting it was suggested to post the flyer on the town website. Additional posting sites could be the post-office, the library and a variety of local businesses. Kim Royer also suggested the flyer should also be in color.

Judith Szot suggested the flyer be mailed to the residents the week before the Public Hearing so that it is received on or before December 11th. Judith Szot stated that all of the mail gets routed and sorted through the Manchester Post Office now but didn't know if an exception could be made. Allyn Chivers suggested mailing 10 days prior to the Public Hearing but Chairman Broadhead did not want to see it possibly get delivered on a Saturday.

After further discussion it was determined that there was still time to figure out the delivery logistics and could be discussed at the next meeting. In the meantime the flyer can be printed.

Referring to the flyer content, Judith Szot wondered if the section titled "Important Information for Voters to Know" should be highlighted, written in bold, or moved to the top of the flyer from the bottom due to the importance of the information. More suggestions and ideas were presented by various members of the committee until a decision was made.

Motion: To modify the flyer as follows: The section titled "Important Information for Voters to Know" will be centered and larger if formatting permits. Motion made by Chairman Broadhead, second by Todd Allen. All in favor, motion carried.

Todd Allen suggested that an additional modification to the flyer be made, noting that in the third section (November/December Time Frame) that the committee does not present a proposed budget to the voters at the public hearing, it proposes preliminary budgets and presents them at the Public Hearings.

Motion: To modify the flyer as follows: The third section (as noted above) read: The Budget Committee reviews the budgets proposed by the School and Select Boards, asks questions of them, their department heads, and administrative staff. The Budget Committee then proposes preliminary budgets and presents them at the public hearings. Motion by Todd Allen, second by Allyn Chivers. All in favor, motion carried.

Chairman Broadhead asked if there were any other changes to be made. Hearing none, made a motion to approve the flyer as amended.

Motion: To approve flyer as amended. Motion by Chairman Broadhead. No second to the motion was made.

Christine Watson had an additional suggestion to tighten it up and make it less wordy, also change it to landscape format.

Chairman Broadhead stated that without any concrete suggestions and the committee's ability to make more changes next year, the flyer should be approved as amended.

Motion: To approve flyer as amended. Motion by Chairman Broadhead, second by Judith Szot. All in favor, motion carried.

Regarding the proposed schedule for the budget process, Chairman Broadhead, referring to the email he had sent out, had the first meeting scheduled for Wednesday, November 6th to discuss the proposed town budget. Wednesday, November 13th, a joint meeting with the Select Board with a regular meeting to follow if time permits. Chairman Broadhead inquired with Selectman Robie if November 13th was a good date for the Selectmen. Selectman Robie stated that it was. Under the assumption that the School Board budget was not going to be received until after November 25th, a proposed meeting date to discuss the School Board budget is Wednesday, December 4th. Confirmation of the School Board schedule was needed. Kim Royer stated she would confirm dates and send an email. A joint meeting with the School Board is proposed for Wednesday, December 11th. On Thursday, December 12th, a meeting to vote on the proposed School recommendations, and if necessary, proposed Town recommendations if the committee is unable to do so at the joint meeting with the Select Board. December 18th and 19th are scheduled for the public hearings with reserving the right to recess to a supplemental hearing on January 8th if necessary.

Discussion was had regarding where the meetings will take place if town hall is not available. The town library and the school gym were suggested. Selectman Robie said to check with the Selectmen's office for the availability of the town hall meeting room.

Todd Allen stated the School Board has a budget workshop scheduled for November 6th, which is a conflict with the Budget Committee's first meeting. Chairman Broadhead suggested the meeting date to discuss the town budget be moved to Wednesday, October 30th.

If there were any other changes due to meeting room availability, Chairman Broadhead would let the committee know.

School Board Budget Reports

Looking at the Expenditure Report (#11218), page 3, Tutoring Expenses, Chairman Broadhead noted the budget line has more money appropriated than was budgeted because of \$20,000 in encumbrances. Kim Royer stated it was due to Special Education issues and was referenced on the budget adjustment report.

Christie Watson, referring to the Revenue Report, asked what Catastrophic Aid was. Kim Royer explained that Catastrophic Aid revenue was used to offset the expense for students with significant special needs. Once you reach a certain amount the Federal Government will chip in a portion based on a formula. If you reach a very high amount, the Federal Government will offset the entire expense, however, it takes a very long time to get reimbursed and may occur in the next budget year.

Judith Szot inquired about high school enrollment numbers seeing only a report for Kindergarten through 8th Grade. Kim Royer updated the committee on the on-going issues with Central High School. Kim stated that things were going very well, Central is responding positively to the concerns being presented to them; however, there is a group in town that wants to pursue separating from Central and finding an alternative.

Allyn Chivers asked when the contract with Central was due to expire. Kim Royer stated it would expire in 2023, however, there are specific times within the contract period when you can opt-out with penalties. Todd Allen stated that Auburn paid penalties when they decided to opt-out of their contract. Kim Royer explained that the capital costs that are paid to Manchester are paid regardless of the number of students attending school there. You could have just one student and still be required to pay the full capital cost.

Christine Watson stated that if a new contract was negotiated, the terms of the agreement could change.

Chairman Broadhead asked what the difference in tuition costs were for other area high schools. Kim Royer stated that Manchester was the cheapest. Raymond would be approximately \$4,000 more per student. She believed that Pinkerton was less than \$1,000 more per student. Todd Allen asked how the cost was being calculated in addition to the capital costs. Christine Watson asked if it was an 'apples to apples' comparison. Kim Royer did not know but stated that she keeps hearing that Manchester is the cheapest.

Kim Royer concluded by reiterating that things were going well right now with the Candia students at Central, the contract is being abided by, and they are trying to continue the relationship.

Town Budget Reports

Referring to the Comparative Revenue Report, Christine Watson asked if revenue's were down due to where we are in the budget cycle. Selectman Robie indicated that the revenue generated is comparable to the same time last year.

Paul Leblond noted that vehicle registrations were up significantly over last year.

Chairman Broadhead asked if there were any plans to spend the remaining funds in the Computer Expenses appropriation in the Police budget. Selectman Robie believed that computers were approved for purchase last week.

Judith Szot asked if records were still being maintained for the maintenance on the police cruisers. Chairman Broadhead stated that the Budget Committee had decided at a previous meeting they would not get the reports for every meeting but it would be helpful to have them for the budget discussions. Selectman Robie would request they be provided.

2014 Budget Proposal Report

Todd Allen noted the 2014 proposed budget is a 1.2% increase over the 2013 budget. Also, when looking at the 2012, 2011, and 2010 budget there was a 6-8% variance from what was budgeted and what was spent each year. The variance continues to grow and there is more money left over at the end of each year. Selectman Robie believes the 2013 budget is significantly tighter than 2011 and 2012. The Selectmen should be commended for turning in the funds that go unexpended whether it is 4% or 8%. The money is not being squandered.

Judith Szot stated that the 2014 proposed budget possibly reflects the raises that were granted last year but had not been budget for.

Chairman Broadhead suggested that further discussion on the budget be reserved for October 30th after the committee has had the chance to review the report more thoroughly.

Adjourn

Lacking further business, Chairman Broadhead suggested the meeting be adjourned.

Motion: To adjourn. Motion by Chairman Broadhead, second by Judith Szot. All in favor, motion carried.

The meeting adjourned at 7:53 pm.

Recorded by Marlene Montminy