

Regular Meeting of the
Candia Budget Committee
October 30, 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, Selectmen's Rep. Carleton Robie

Excused: Carla Penfield, School Board Rep. Emily Roster

Also Present: Selectman Fred Kelley, Selectman Dick Snow, Road Agent Dennis Lewis, 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 approve the minutes of October 9, 2013 as written. Motion by Allyn Chivers, second by Todd Allen. All in favor, motion carried.

Old/New Business

Chairman Broadhead began the meeting by stating this is the first of three, possibly four meetings to discuss the budget. Today's meeting is to discuss the proposed town budget that was voted on by the Select Board and is a forum to ask questions. The opportunity to follow up with the department heads and the Select Board will be at the next meeting scheduled for November 13th.

2014 Proposed Budget

Advertising and Regional Associations:

Selectman Robie stated that at the Select Board meeting held on Monday, October 28th, the Selectmen voted (4-1) to reinstate funding for the Southern NH Planning Commission in the amount of \$2,468. Todd Allen asked what services are being provided by the Commission since there is a history of taking the funding out and then putting it back in.

Selectman Robie indicated that the Commission was able to show that they provided a \$21,000 service for an approximate investment of \$2,400. Although he did not bring it with him, Selectman Robie has a printout of the services provided and indicated that some of it he agreed with and some of it he didn't. Follow through is necessary in order to get your investment back. The Commission provides ideas and the tools to work with but it is up to the department heads and the Selectmen to use the tools to recoup the money. An example would be the energy efficiency initiative done in 2011 where lighting was changed and a lower rate was given by PSNH. Traffic surveys and counts have been done for certain areas to assist with the town master plan. Selectman Robie expressed confidence in the investment.

Paul Leblond asked why the budget line was reduced to \$1.00. Selectman Robie stated it was to keep the budget line open. Chairman Broadhead asked for the reason the line was reduced, was it lack of information? Seletman Robie replied that in 2011 the Commission did more planning on conservation than economic development. He wanted to see more of a balance and show some development to bring revenue to the town. Representatives from the Commission did provide more on the economic development side.

Judith Szot asked if the town was seeing more money from conservation due to the town's Conservation Commission being more proactive and using the services more. Seletman Robie replied it was probably correct. Judith Szot stated that part of using the services has to go through the Planning Board and they should be proactive in asking for the help from Southern NH Planning Commission.

Road Agent Dennis Lewis stated that with the absence of a town planner, Southern NH Planning Commission is the only resource available to the town and they have assisted in many projects for a variety of town departments.

Ambulance:

No discussion

Animal Control:

Allyn Chivers asked how wages were being paid for the new Animal Control Officer. Is the officer still given minimum hours and are wages still being rounded up? Selectman Robie replied that wages will be paid on an as-called basis with no guaranteed hours or rounding of time.

Todd Allen asked what services are being provided and what can the citizens expect from the Animal Control Officer. Judith Szot followed with asking if there was a job description available. Todd Allen wanted to know if the position was just for license enforcement or are other services going to be provided such as road kill clean up or nuisance animal calls.

Chairman Broadhead asked if the ACO position was under the supervision of the Police Chief and if so, could these questions be answered, or a job description be provided, by the Chief at the next meeting.

Selectman Robie stated that it was impossible to write a job description for the ACO. Allyn Chivers reminded the members of the Budget Committee that a list of calls had been provided previously and that the requests ranged from dropping off traps to dealing with horses in a garden. This list also called into question the rounding of hours.

Christine Watson stated that she believed that what Todd Allen was trying to do was reconcile the duties and how are they enforced to ensure the ACO is used for the correct purposes. A job description would provide that information.

Chairman Broadhead, in response to Judith Szot's request for a job description, stated he understood Todd Allen's concern of an undefined job and the potential expense to the tax payers for calls beyond the scope of what is expected. Chairman Broadhead stated that the presentation of a job description may not be necessary if Chief McGillen can answer the questions being asked about the ACO position.

Paul Leblond advised the committee that there was some discussion at the October 14th Selectmen's Meeting regarding the ACO position that, although not definitive, could be found in the meeting minutes.

Auditing Services:

No discussion

Budget Committee:

No discussion

Building Inspection:

Todd Allen asked what the wage line for the building inspector based on. The line appears to be under-spent but in line with the average spent in 2012 and 2011. Can the funding be reduced to \$27,000?

Selectman Robie stated that the workload has increased and the Building Inspector is very busy. Revenue is up for the department. Permit revenues for 2012 were \$9,600 and so far in 2013 are \$16,668. With almost double the amount of permits, the amount of inspections triples. Most permits require two or three visits from the Building Inspector.

Todd Allen questioned the workload versus the wages being under-spent and the request to increase the wages for 2014. Selectman Robie noted that the Building Inspector has worked hard to fulfill his obligations without over expending but believes that more hours will be need to be added before the end of the year due to the workload.

Judith Szot asked how the permit costs were determined. Is the cost of the permit based on the cost of the project? Selectman Robie stated it was. Judith Szot then stated that the amount of revenue is the function of the cost of permits, not necessarily the number of permits being issued. Selectman Robie stated the more extensive the project, the more often the project needs to be inspected.

Cemetery:

No discussion.

Conservation Commission:

No discussion.

Direct Assistance:

No discussion.

Election/Voter Registration:

No discussion.

Election Administration:

No discussion.

Emergency Management:

Todd Allen asked if the emergency shelter generator is being topped off with fuel. Selectman Robie confirmed that it was. Todd Allen requested the amount expended be provided at the next meeting. Judith Szot asked if the generator used propane. Selectman Robie indicated that it was diesel fuel.

Further discussion followed regarding the use and cost of propane versus diesel fuel. Road Agent Dennis Lewis reminded the committee that the decision to purchase a diesel generator was based on consumption, which was less compared to propane, making it a more cost effective fuel choice for the generator of that size.

Todd Allen asked if Emergency Management was not going to have typical year-to-year expenses and funds will only be used for serious issues in town, could the majority of items in the budget be funded at \$1? Selectman Robie asked where the funding would come from in an emergency. Todd Allen stated the proposed funding would be inadequate in an actual emergency.

Judith Szot stated that the issue regarding expenditures for Emergency Management comes up every year. Todd Allen said that it would be appropriate to fund the lines with

actual year-to-year expenses and keep the lines where expenditures are rare be funded at \$1.

Fire/Forestry:

Paul Leblond asked why the Protective Clothing line was under spent. Todd Allen stated purchases will be made at the end of the year like they have done in the past.

Todd Allen asked why there was a separate website for the Fire Department and if it could be combined with the town to keep the associated fees down. Selectman Kelley indicated that the Fire Department website was totally different and that they maintain data that is not available on the town website. Selectman Kelley stated he would get verification. Todd Allen, having reviewed the Fire Department website, believed that there was no reason the data they had could not be placed on the town website and pay for one website. Judith Szot believed that the reason there were two websites was because the Fire Department used to be separate from the town. Chairman Broadhead said he would put the question on the list for the next meeting to ask the Fire Department chief.

Todd Allen asked about funding the Water Supply line. The expenditure is usually below the \$4,000 budget, an average of approximately \$1,000 since 2007. Road Agent Dennis Lewis stated that some of it will be spent this year on Patten Hill Road to fix the dry hydrant that is not functioning well. Volunteers do get used for projects which keep the expenditures down.

Todd Allen then inquired about the Medical Evaluations line being under-spent. Funding has been provided in the amount of \$1,825 with expenditures coming in much less, the most being \$897.00 in 2010. Several members of the Budget Committee recalled a reason for the funding amount. Road Agent Dennis Lewis stated that January 1st the evaluation requirements were going to change for anyone with a commercial license. Selectman Robie said that everyone would need to be evaluated. Todd Allen asked what the actual budget should be given the new requirements.

Health Officer:

Todd Allen asked if the Spraying Application Fees could be reduced to \$1 on the premise that he was under the impression that the permit to spray had never been applied for in 2013 and questions if it will be applied for in 2014.

Judith Szot noted that the funds budgeted in 2013 had not been spent as of 10/25/13 and would not be applied for now.

Selectman Robie stated that it should be applied for and perhaps was missed in 2013. It is the decision of the Health Officer and the Selectmen's liaison to bring it to the Board of Selectmen.

Heritage Commission:

No discussion.

Highway Department:

Chairman Broadhead commented that he liked how the Highway Winter Fund was separated out from the Highway Department. If there is going to be separate warrant article for excess winter road maintenance it is very important to have the separation to identify when the Highway Winter Fund is depleted.

Todd Allen asked Road Agent Dennis Lewis for the number of miles in town that are maintained and the type of road. Road Agent Lewis stated that the number of miles in the summer totals 45 miles and in the winter is 50 miles. The increase in the winter is due to the five miles of state roads that are plowed that do not require maintenance in the summer. Out of the 45 miles that are maintained, approximately six miles are dirt roads.

Todd Allen followed with a question of how much resurfacing of the town roads should be done annually to maintain the roads contingent upon the life cycle of the surface type. Road Agent Lewis stated the life cycle of asphalt, depending upon the amount of traffic and what is underneath the road, is usually 12-15 years. After that, without any repaving done during that time, it begins to break down. Oiling of the roads is no longer done due to the dislike of the mess it creates. It is costly and only minimally effective. Todd Allen then asked how much resurfacing was getting done each year. Road Agent Lewis replied that approximately one-half mile is done with operating budget funds and approximately another one-half mile is done with warrant article funding. The 2013 operating budget allowed for 4/10th's of a mile along with a very small amount of shim work on Lane Road. Brown Road was done approximately 10 or 12 years ago and needs to be resurfaced now. Chester Turnpike was done by the former Road Agent approximately 18 years ago and should be redone in its entirety. We are working our way through the worst roads while the one's that we spent a lot of money on, we are falling behind on.

Selectman Robie commented that a complete top coat was done on Patten Hill Road after a five year project that cost \$150,000. That is what it would cost to do Brown Road or Chester Turnpike, if not more. Todd Allen expressed concern that three miles of road should be resurfaced each year to stay within the cycle of the road and only a half-mile to a mile of maintaining is being done. The budget is not high enough to maintain the one thing that affects everyone in town. Road Agent Lewis reminded the committee that the warrant article was a tough sell last year.

Chairman Broadhead asked how many miles of road are in need of immediate repair. Road Agent Lewis stated that with the exception of approximately 10 or 12 miles, the remainder is in varying stages of need. A program is needed to keep the sequence going. Todd Allen asked how the Budget Committee could work with the Select Board to address it in the budget and get the town to approve it. Selectman Robie suggested separate warrant articles for reconstruction projects and paving. Todd Allen believes the

funding should be in the operating budget annually. Road Agent Lewis stated the cost of asphalt has increased, thus decreasing the amount of road that could be resurfaced compared to years past.

Insurance:

Paul Leblond commented that the Worker's Comp expense has been going down, yet the budget request for 2014 was the same as 2013. Selectman Robie stated that the actual budget amount for 2014 was not determined yet.

Legal Expenses:

Todd Allen asked why the line was budgeted at \$30,000, the same amount as the 2013 budget, when it appears not all the 2013 funds will be expended. Were the Selectmen anticipating having to spend \$30,000 in 2014? Selectman Robie stated that he believed that not all of the invoices had been received yet for the numerous cases currently pending. Chairman Broadhead asked where the various actions were taking place. Were they in court or still at the administrative level? Selectman Robie commented on the status of a few cases but did not go into detail. He stated that the line had been budgeted at \$35,000 in 2010, 2011, and 2012. The 2013 and 2014 budget request of \$30,000 is a reduction. Judith Szot noted that the actual expense for the past few years was lower than budgeted for. Todd Allen asked why it wasn't budgeted at \$25,000 when the expense did not exceed \$24,000 in 2011 or 2012. Selectman Robie said it was a good place to have \$5,000, just in case.

Chairman Broadhead believed either \$25,000 or \$30,000 is a reasonable amount without knowing what actions the town is facing.

Other Culture and Recreation:

No discussion.

Parks and Recreation:

Todd Allen asked if all the play structures had been repaired. Selectman Robie stated that they had not. Chairman Broadhead then asked Selectman Snow when the Parks and Recreation Department planned to have the play structures fixed. Selectman Snow stated that parts had been purchased and they would probably be repaired in the Spring. Todd Allen explained why the initial question was asked, stating that if only \$1,000 is budgeted but it is going to cost \$3,000 to fix it, \$3,000 should be budgeted. If there are no more parts that need to be purchased and the \$1,000 is for the labor to repair the structures, then the budget amount is good.

Selectman Snow stated that he would be prepared to discuss at the next meeting, as the Parks and Recreation department head, what the costs are expected to be next year.

Planning Board:

No discussion.

Police:

Allyn Chivers, referring to the vehicle maintenance log that was received by the committee, asked for the current mileage for each vehicle and what vehicle was going to be replaced with the \$12,000 that is in the proposed budget. Selectman Robie said a vehicle was not going to be replaced. Chief McGillen had requested \$20,000 for a new vehicle but the Selectmen reduced the request to \$12,000. If there were funds remaining in the 2014 budget, some of those funds would be encumbered towards the purchase of a cruiser.

Chairman Broadhead stated that Chief McGillen would be asked for the current mileage on the vehicles and what car is anticipated to be replaced if a new cruiser could be purchased.

Judith Szot stated that according to the vehicle maintenance log, it appears only two vehicles are being used regularly out of the fleet. Todd Allen said the number of hours used versus the number of miles driven needs to be considered.

Chairman Broadhead asked why the Police Equipment line had been increased by the Selectmen by \$3,500 over the Chief's requested amount. Selectman Robie stated that the Chief needed to update the radars and computers in the cruisers. The increase was made but was offset by the reduction made for a new cruiser.

Principal – Long Term Bonds and Notes:

No discussion.

Property Appraisal:

No discussion.

Solid Waste:

Chairman Broadhead commented that he liked seeing the Household Hazardous Waste line in the budget. Todd Allen thanked the Selectmen for putting it in the budget.

Paul Leblond asked if the amount could be changed based on the average bills from the last two years. Selectman Robie said that could be looked at. Christine Watson asked that several years of bills be looked at for a broader picture and to get a better idea of what the budget should be.

Chairman Broadhead asked that the bills for the past three years would be provided to the committee.

Judith Szot asked if the position that had been vacated unexpectedly due to death had been filled and if it hadn't why there is an increase in the wages. Selectman Robie indicated that the position is expected to be filled.

Street Lighting:

No discussion.

Tax Collector:

No discussion.

Town Building Expenses:

Chairman Broadhead asked if the \$10,000 increase in the Old Library Maintenance budget line was expected to be a one-time or recurring increase. Selectman Robie stated that it would be up to the town. The building needs to be maintained. A warrant article will be presented to see if the care of building could be turned over to a group of trustees. Considerable money has already been spent for the septic system design and renovation plans. Some of which was paid for with grants. The building needs to be kept in a state that will keep it from deteriorating.

Chairman Broadhead asked if the warrant article funds would be used for the transition or as seed money. Selectman Robie stated it would be money for the trustees to use for maintaining the building and making the needed repairs. If the voters do not vote for the warrant article, the building maintenance will revert back to the Selectmen.

Judith Szot asked how the \$10,000 amount was formulated. Selectman Robie stated that the figure came from putting a bathroom and a septic system in. Also the windows need repairs which is more important than the bathroom at this point.

Judith Szot stated that the voters made it clear last year that they did not want another meeting room to be created from the old library. There is a difference between repairing the windows and maintaining the building and putting in a bathroom so that meetings could be held.

Todd Allen requested a list of what is needed to maintain the building.

Town Clerk:

Judith Szot asked if a new computer and printer were purchased noting that there was concern from residents that only one service window was open to conduct business. Selectman Kelley stated that a second computer was put in and both windows were

opened. Selectman Robie said they were back to having only one window open because the funding for the Deputy Town Clerk had been spent and the Town Clerk was working alone.

Town Officer's Expense:

Todd Allen asked if there was a reason for the increase in General Office Supplies and Copier Maintenance. After a brief discussion, no specifics were provided for the increases.

Chairman Broadhead asked why there was a reduction in wages. Selectman Robie stated that there was a reduction in staffing from three employees to two.

Selectman Robie went over the total wage expenses for the past few years.

Treasurer:

No discussion.

Welfare:

Judith Szot inquired about the Welfare Officer's wages. It was believed that the wages were going to be set at \$5,000 but is budgeted for \$6,550 in 2014. Selectman Robie stated that the wages were reduced by \$2,000 from 2013. Judith Szot referred to a Selectmen's meeting held at the beginning of the year where the wages were discussed. Selectman Kelley did not recall the meeting but stated he would look into it.

Zoning Board:

No discussion.

Chairman Broadhead reminded the committee the next meeting was scheduled for November 13th with the department heads and the Select Board.

Selectman Robie said he thought the Budget Committee should be aware of what the Selectmen have done to keep the budget reasonable. Christine Watson stated the committee was appreciative of what the Selectmen have done but emphasized the Budget Committee's diligence about how the budget is looked at and being responsible.

Todd Allen reminded the committee of the School Board budget workshop on November 6th if there was any interest in attending.

Adjourn

Lacking further business, Chairman Broadhead entertained a motion to adjourn.

Motion: To adjourn. Motion by Christine Watson. Second by Todd Allen. All in favor, motion carried.

The meeting adjourned at 8:28 pm.

Recorded by Marlene Montminy