

Regular Meeting of the  
**Candia Budget Committee**  
**November 13, 2013**  
Town Hall, Candia, NH  
Approved Minutes of the Public Session

**Present:** Chairman Matthew Broadhead, Vice-Chair Allyn Chivers, Secretary Paul Leblond, Carla Penfield, Todd Allen, Christine Watson, Selectmen's Rep. Carleton Robie, School Board Rep. Emily Roster

**Excused:** Judith Szot

**Also Present:** Selectman Fred Kelley, Selectman David Depuy, Selectman/Parks and Recreation Rep. Richard Snow, Police Chief Michael McGillen, Fire Chief Dean Young, Health Officer/Building Inspector Dave Murray, Road Agent Dennis Lewis, Marlene Montminy

### **Call to Order**

Chairman Broadhead called the meeting to order at 7:05 pm and led the attendees in the Pledge of Allegiance.

### **Administrative Business**

Minutes

**Motion:** To approve the minutes of October 30, 2013 as written. Motion by Todd Allen, second by Carla Penfield. All in favor, motion carried with Emily Roster abstaining.

### **Old/New Business**

Chairman Broadhead began the meeting with a reminder to those present the purpose of the meeting. At the last Budget Committee meeting, several questions regarding the 2014 budget proposal were raised that needed follow-up or clarification from either the Board of Selectmen or the respective department head. Chairman Broadhead sent a letter outlining the questions to the Board of Selectmen with the presumption it was distributed to the department heads.

Todd Allen suggested that any department head present who is either on the clock or pressed for time to make it known to the committee to avoid keeping presenters longer than necessary.

Moving on to the business at hand, the committee continued the meeting with questions pertaining to the 2014 proposed budget.

#### Solid Waste:

Chairman Broadhead asked what the expenses were for the Hazardous Waste Day for the past several years. Selectman David Depuy, speaking on behalf of the department, stated that for 2013 the expense was \$9,762, 2012 was \$9,733, 2011 was \$9,479, and 2010 was \$8,227. The budget request for 2014 is \$15,000. On Hazardous Waste Day, a running total is kept to avoid exceeding the budget and although it has not happened recently, residents will be turned away if it is determined all of the funds have been expended. Selectman Depuy further explained that it is in the best interest of the town to have adequate funding so that residents do not have to be turned away. Years ago the funding was approved through a warrant article but given the margin of votes to approve, it was determined that placing it in the operating budget would be better.

Chairman Broadhead confirmed that the \$15,000 budget request was consistent with what was historically approved in the warrant articles.

Todd Allen asked if \$12,500 would work for a budget figure, citing the actual amounts that have been spent the past few years. \$12,500 still provides a buffer and seems more appropriate. Selectman Depuy stated that \$12,500 was not unreasonable, however, the set-up charges have been increasing and the program is becoming very popular with the residents. We do not want to be in a position to turn residents away and discourage them from doing the right thing.

#### Animal Control:

Chairman Broadhead distributed a job description for the ACO received from Chief McGillen. Allyn Chivers, after reviewing the job description, commented that it appeared the former ACO did a lot more than what was in the job description. Chairman Broadhead asked if the services had been scaled back for the new ACO. Chief McGillen stated that the job had not been scaled back. The issue of the ACO has been discussed for years. The ACO provides a lot of service to the town at a lesser rate than having a police officer respond. Carla Penfield noted that the town of Auburn had recently decided not have an ACO. Chief McGillen stated he was not aware of that decision and would have to look into it.

Christine Watson asked if there were any requests that did not qualify for the services of the ACO. Chief McGillen responded that pest control, i.e. mice or bats in the house, are referred elsewhere.

Todd Allen asked if a description of the services provided by the ACO could be put on the town website for residents to refer to. Chief McGillen stated that he did want to put more information on the website and including more information about the ACO is an excellent suggestion.

#### Police Department:

In follow up to questions presented at the last meeting, Chairman Broadhead referred to the response provided by Chief McGillen. The next car to be replaced in the fleet would be either car 4 or 5. Right now car 4 is being used only as a secondary vehicle, for details or trips to court. Car 4 has the highest mileage and some transmission problems. Repairing the transmission has

been placed on hold until it is determined how much money will be available after the ACO car has had all of its repairs completed along with regular maintenance on all the other vehicles. Right now there is only about \$1,900 left in the 2013 maintenance line.

Chairman Broadhead noted that the 2014 budget request of \$8,000 is the same as 2013, asking if there was any expectation that the number would increase. Chief McGillen stated it could go up.

Chairman Broadhead, having reviewed the mileage and fleet maintenance report that was provided at the last meeting, asked if mileage would be the determining factor when it came to replacing a vehicle. Chief McGillen stated drivability was a factor along with vehicles with high mileage. Vehicles with high mileage do not have a lot of money put into them because it is not warranted.

Chief McGillen said he received a letter from Ford notifying them that the new cruiser is eligible for an extended power train service plan at no cost to the town.

Christine Watson, referring back to the ACO position, asked if there was a list of calls received by the ACO. If the number of calls (hours spent) is divisible by the ACO wages, compared to the wages of a police officer spending the same amount of time on an animal control call, would the math show the value of having an ACO?

#### Emergency Management:

Selectman Robie, on behalf of Robert Panit of the Emergency Management Department, responded to the questions presented by Chairman Broadhead. The first question asked was in regard to the purchase of diesel fuel for the emergency generator before the end of the year. Chairman Broadhead noted that a purchase had not been made yet. Selectman Robie, reading from a letter from Robert Panit, stated that the emergency generator is currently two-thirds full which represents approximately 200 gallons of fuel. This is used for routine testing and one or two short power outages. Due to the shelf-life of diesel fuel, it is time to exchange the remaining fuel and fill it with fresh diesel. This will be done with the 2013 funds. Selectman Robie believed that the same purchasing routine would occur in 2014 as well.

Todd Allen stated he could not determine if \$1,200 was a good budget figure without knowing what the cost is to top off the tank or the exchange of fuel several times per year. Knowing the answer to those questions would help determine the budget figure. If a top-off and exchange of fuel results in a \$1,500 expenditure before the town experiences a power outage, the budget proposal of \$1,200 is not enough.

Chairman Broadhead then asked if we are not going to have typical year to year expenses and funds will only be used in times of serious issues in town, why can't funding be set at \$1 for most of the budget lines in Emergency Management? Selectman Robie, again reading from a letter from Robert Panit expressing concern for taking the approach of funding lines at \$1, there is no way to predict the potential or severity of a natural or manmade disaster. The budget proposal pales in comparison to the potential costs that could be incurred at any time for a disaster that needs to be resourced immediately. The town recovers 75% of these expenses as

FEMA deems appropriate. Reimbursement typically takes months, noting that the expenses incurred in February for a blizzard were not received until October. Selectman Robie went on to read that Mr. Panit spends a significant amount of time documenting expenditures, for his department as well as other departments, to recover funds from FEMA. Any unused funds from the Emergency Management department revert back to the general fund each year. During Mr. Panit's tenure as director, many requirements have been initiated by FEMA for maintaining the town's eligibility for grants of all types which result in a savings to the town. As a reminder, Mr. Panit noted in his letter that he is not compensated for the countless hours spent compiling and maintaining documents for planning or recovering funds. He respectfully requested that any attempts to reduce the Emergency Management budget be halted.

Carla Penfield stated that she hoped to see the expenditure for fuel by the end of the year. Carla also stated the Emergency Management budget has been talked about for approximately four years and it seems that nothing is ever expended from this budget and asked if Mr. Panit could be more specific about the expenditures that have been reimbursed. Selectman Robie noted the blizzard in February as an example. Carla Penfield wanted to know what happened during the blizzard that the town expended money and that time was taken to recover money from FEMA. Selectman Robie stated that Mr. Panit was involved in the organization of services, such as plowing, for the blizzard which was declared a natural disaster. Selectman Robie would have to look at the paperwork to see how much reimbursement was put in for but believed the check received from FEMA was for approximately \$23,000. The Highway Department received \$16,800, the Police Department received approximately \$5,000 and the rest went to Emergency Management.

Carla Penfield stated that she did not believe that the Budget Committee had ever been told that Emergency Management was involved in recovering funds for other departments. This new information gives a different view of Emergency Management and what the director does.

Chairman Broadhead asked how the recovered funds are reported. Looking at the expenditure report and noting that only \$70.20 has been expended thus far, do the recovered funds go back into the operating budget? Selectman Robie stated it does not go back into the line. Chairman Broadhead then stated that despite the blizzard, only \$70.20 has been spent. Selectman Robie indicated that a policy is going to be written regarding FEMA reimbursements being put back into the operating budget. Carla Penfield stated that the funds had previously been placed in revenue but it needed to be viewed differently.

Christine Watson proposed providing a salary to the director for all the time and documentation involved with the position and possibly funding the other lines at \$1 since the current funding does not reflect reality and would be insufficient in an emergency. Selectman Robie stated the position is volunteer-based and funding has not been asked for. Christine Watson then noted that the number of uncompensated hours was presented by the director in his letter to the committee and if there was a position that should be funded; the director's position was it.

Todd Allen reiterated that the funding was going to be inadequate in a disaster, so regardless of the amount in the budget, FEMA would reimburse the town at 75% of whatever is expended. Selectman Robie asked if no funds are budgeted, where would the money come from if a disaster

occurred? Todd Allen responded by saying that this was a bottom line budget; you would prioritize your needs. Todd Allen asked again what the correct amount should be for the fuel for the emergency generator. Selectman Robie believed the amount proposed was the minimum amount needed.

Road Agent Dennis Lewis stated that Mr. Panit has always worked with other departments and assumed that everyone knew that. The \$1 appropriation for Storm Repair in the Highway Department budget was created to assist Mr. Panit with reporting to FEMA the expenses incurred during a significant storm. Everything that is going to be reimbursed by FEMA is charged to this line. Previous to the addition of this line, approximately 20-30 hours would be spent trying to determine what expenses were incurred for the storm from what was charged to the other lines. Road Agent Lewis stated he would support the \$3,000 budget for Emergency Management. In the event of a disaster, if there is only \$1 in the budget line the director would need to get permission from the Selectmen to overspend the line which would only delay getting services to the residents. Disasters typically happen at inopportune times. Funding the lines as proposed would give the director the opportunity to get services started should something happen.

Fire/Forestry:

Chairman Broadhead presented the first question to Fire Chief Young, why does the town Fire Department have it's own website and expense line separate from the town website? Chief Young indicated that the website had been implemented prior to his tenure as chief and was unsure as to why a separate website was established. Stating although he was not computer savvy and unsure of how to do it, he was open to using the town website to convey information to the residents. Chief Young also indicated that he would be open to reducing his budget by \$350 for the website expenses if his department could utilize the town website.

Carla Penfield believed that the previous fire chief started the website with the assistance of someone else and it was ahead of the town establishing its own website. Although she did not see a problem with the Fire Department having its website, it would be better for the community if all departments were on the same website. Carla Penfield then asked Chief Young who was currently managing the website. Chief Young stated that someone from his department goes on it and is supposed to keep it up to date.

Selectman Kelley said that he would speak with the town webmaster regarding the issue. Carla Penfield felt it would be better for the Fire Department to move their information to the town website so that the information can be maintained and kept current. Carla also suggested that the funds for the website in the Fire Department budget could be moved to the Town Officers budget to assist in paying the webmaster stipend. Chief Young was agreeable to moving their data to the town website provided there was no limit to the data that could be added. He would pick a staff member to work with the town webmaster.

Chairman Broadhead felt it was a good idea to have all town services on one website. Todd Allen indicated that it was his intent to consolidate costs wherever possible and this was an area where that could be accomplished.

Chairman Broadhead then presented the second question regarding the water supply line being under spent for several years, noting the proposed budget is \$4,000 and the average amount spent in this line since 2007 has been approximately \$1,000. Chief Young replied that despite attempts to get them completed, some projects go undone. Some projects are completed by the Road Agent without an expense to the line.

Allyn Chivers asked for clarification on what types of projects fall under the water supply line. Chief Young stated that it could be anything to with the cisterns, the water holes, fire hydrants needing to be replaced, or repairs of a similar nature including the replacement of dry hydrants.

Chairman Broadhead then asked why there is \$1,825 in the budget for medical evaluations each year when the most that has been spent, which was in 2010, was \$897. Chief Young stated that the amount is to cover the maximum number of employees assuming all choose to take advantage of it. Although it is encouraged, it is not forced since most get an annual physical with their doctor.

Todd Allen asked if \$1,000 would be enough funding for the medical evaluations. Chief Young replied he would have to find the funding elsewhere if necessary and he would not turn any employee away that would like to take advantage of the funding.

Health Officer:

Chairman Broadhead inquired as to why the spraying application fee funding had not been expended this year. Health Officer Dave Murray stated that application has to be applied for before the first of the year and the fee is paid at the end of each year for the next year's application. The funding in 2013 will pay for 2014's application.

Highway Department:

Road Agent Dennis Lewis presented the committee with a written response to the questions asked at the last meeting. Specifically, it was asked how much road resurfacing should be done annually to maintain the roads Candia is responsible for, how much was actually getting done, and how much could be done with the 2014 proposed budget. Road Agent Lewis indicated that three miles of town road should be resurfaced annually. Only about 4/10ths of a mile can be completed annually with the funding in the operating budget and one-half mile with the reconstruction warrant article.

Road Agent Lewis indicated that if too much time passes between resurfacing, it will require three inches of asphalt versus one inch, which is typically used. It takes approximately 700 tons of asphalt to pave a mile of road one inch thick. Most roads require a shim layer which adds 200-300 tons of asphalt. The price for asphalt this year was \$68.50 per ton. At that price it would cost approximately \$200,000 to do three miles of road as recommended.

Having completed most of the worst roads in town with the \$150,000 per year reconstruction warrant article, the long term plan is to use a \$150,000 warrant article for repaving. Those funds,

in addition to the \$60,000 in the operating budget, would provide enough funding to repave three miles of road provided the price of asphalt does not increase significantly.

To further clarify, Chairman Broadhead stated that in 2014 the warrant article will be for road reconstruction (Depot Road), and the 2015 warrant article would be for repaving (for areas yet to be determined) with an explanation of what needs to be done.

After additional information was provided by Road Agent Lewis, Todd Allen stated that although he did not wish to increase the budget, he felt the funds required to maintain three miles of road each year should be in the operating budget with a warrant article to be used for any additional work that needs to be done. Carla Penfield disagreed noting that the warrant article gives the community the opportunity to vote on how they want their money spent.

Road Agent Lewis, referring to the disasters spoken about during the Emergency Management discussion, noted that he did not have a line in his budget for winter storm repair. A request to create and fund the line at \$1 was made to allow the Road Agent to track expenses. Selectman Robie stated there was already a line for storm repair and felt it could be used for the purpose Road Agent Lewis was suggesting. Road Agent Lewis stated a separate line for winter storm repair was necessary to keep the expenses separate for FEMA reporting and was a good accounting practice. Chairman Broadhead agreed because of the way the warrant article is worded, the expenses need to be accounted for separately. Christine Watson stated that it would make it very clear what was expended and why and could preclude questions later. Emily Roster also agreed it was the right thing to do.

After further discussion and debate, Chairman Broadhead stated the committee had enough information and could move on to the next department.

#### Parks and Recreation:

Mr. Dick Snow, on behalf of the Parks and Recreation department, presented a written response to the question of when the play structures are going to be repaired. Mr. Snow stated that all of the materials needed for the repairs have been purchased or have been ordered using the funding provided in 2013. No specific date for the repairs was given, however, any repairs that need to be done will not incur any labor costs. Additional anticipated structure repairs will be addressed with a warrant article. Mr. Snow also presented a rationale for the 2014 budget request for Parks and Recreation noting that an increase to the budget was requested, however, the Board of Selectmen voted to level fund the budget with the 2013 appropriation. Mr. Snow felt it is a mistake to level fund the budget, highlighting the electricity line has been overspent and more funds are needed. Mr. Snow stated the department has been running on a shoe-string budget and will need to go up if the parks and equipment are to be maintained.

Mr. Snow also presented to the committee a "Municipal Price Index" from the American City and County website ([www.americancityandcounty.com](http://www.americancityandcounty.com)). Mr. Snow stated that if budgets are not increased as suggested by the index, services will decrease.

### Town Building Expenses:

Chairman Broadhead asked what the plan was for the \$10,000 that was put in the Old Library Maintenance line. Selectman Robie said the funding would be used for window repair along with the regular maintenance such as grass mowing and keeping the temperature at 45 degrees. A warrant article will be written to see if the voters would like to appoint a Board of Trustees to oversee the maintenance of the building with the funds appropriated similarly to the Fitts Museum. There is currently \$4,000 in the budget for maintenance. The additional \$10,000 would allow for approximately half of the windows to be repaired.

Paul Leblond asked how the funds would be managed if the voters approved the Board of Trustees. Selectman Robie stated the funds would be given to the Trustees to use at their discretion with oversight from the Board of Selectmen.

Carla Penfield asked for clarification as to whether the \$10,000 would be used to repair or replace half of the windows. Selectman Robie said he would like to see them repaired to originality. A long-term goal would be to have storm windows with screens made since there are none at this time. Carla Penfield then asked if \$10,000 will be in the budget next year for the other half of the windows that need to be repaired. Selectman Robie said the Trustees could solicit donations to off-set the cost.

Emily Roster asked if the need to repair the windows had anything to do with safety or other expenses such as fuel costs. Selectman Robie said it was the Selectmen's responsibility to maintain the town buildings, including the old library. Historically volunteers have done some repairs but it has come to the point that the repairs are more extensive than what the volunteers can do. The old library is heated and will continue to be heated, the current condition of the windows allows heat to escape and water to get inside.

Chairman Broadhead asked if there was a list of repairs that need to be done other than the windows. Selectman Robie said the bathroom, electrical, and communication (telephone/computer lines) repairs should be done if the building is going to be used.

### Town Officers Expenses:

Chairman Broadhead asked what was causing the increase in the office supply line and the copier toner line. Selectman Kelley stated that the toner cartridges cost \$200 each and the cost of office supplies in general have increased. Selectman Robie added that the toner line is almost completely expended and the year is not over which is why an increase was requested for next year.

Referring back to the \$600 application fee for spraying that is in the Health Officer budget, Carla Penfield stated there was no funding in the budget for the actual spraying. If spraying is necessary, are the Selectmen prepared to find the money in the budget? Selectman Robie agreed that if spraying was needed, the funding could be found within this budget. Emily Roster stated that there was funding to spray in the school budget and they typically spray around the school and the fields. This cannot be done without the town obtaining the permit.



Selectman Robie provided the committee with the new insurance figures. They are as follows: Group Health is \$106,846, a 1.7% increase over 2013. This includes \$77,450 for healthcare, \$20,396 for employee cash buy out, and \$9,000 for deductible reimbursement.

Emily Roster asked what percentage the town pays toward the premiums. Selectman Robie said an employee pays 5% of a single plan, 15% for a two-person plan, and 25% for a family plan and the town pays the rest with seven employees participating.

Todd Allen, in response to Chairman Broadhead's suggestion that the discussion with the department heads be closed and move on to budget recommendations, stated he was not prepared to make decisions regarding the town budget tonight. Chairman Broadhead said town budget recommendations could be made at the December 12<sup>th</sup> meeting along with the school budget recommendations.

The next meeting is scheduled for December 4<sup>th</sup> at the town library at 7:00 pm. This meeting will be to discuss the school budget and to draft questions for the joint meeting scheduled for December 11<sup>th</sup>.

Emily Roster said she would ask when the school board budget binders would be delivered to the committee. The School Board is scheduled to vote on their budget December 5<sup>th</sup>, therefore the binders to be delivered for the December 4<sup>th</sup> Budget Committee meeting may not have the final budget figures. Chairman Broadhead stated he would prefer to have the final budget figures for the December 4<sup>th</sup> meeting if possible. Emily Roster stated that the final figures would be available for the joint meeting on December 11<sup>th</sup>.

## **Adjourn**

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

**Motion:** To adjourn. Motion by Todd Allen. Second by Paul Leblond. All in favor, motion carried.

The meeting adjourned at 8:48 pm.

Recorded by Marlene Montminy