

Regular Meeting of the
Candia Budget Committee
May 14, 2014
Town Hall, Candia, NH
Approved Minutes of the Public Session

Present: Chairman Matthew Broadhead, Vice-Chair Allyn Chivers, Secretary Carol Coppola, Rebecca Cronk, Mark Laliberte, Todd Allen, Selectman's Rep. Carleton Robie, School Board Rep. Emily Roster

Also Present: 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

Chairman Broadhead inquired on the progress of the contact list for the committee that was discussed last meeting. Marlene Montminy stated that the only information needed was a telephone number for Carol Coppola and an address and telephone number for Emily Roster. Once completed it will be distributed to all committee members.

Chairman Broadhead welcomed Carol Coppola to the meeting.

Minutes

Motion: To approve the minutes of April 9, 2014 as written. Motion by Allyn Chivers, second by Becky Cronk. All in favor, motion carried with Todd Allen abstaining.

Old/New Business

Chairman Broadhead stated there were a few open questions from last meeting to address. Referring to the revenue comparison report provided last meeting, Selectman Robie indicated that the \$10,956 noted under "miscellaneous revenue" included the funds for the cable television franchise (received early), a police cruiser sale, and bank interest.

With regard to receiving the school reports prior to their being approved (with stipulations) by the School Board, Emily Roster stated that if the committee had any questions pertaining to the reports, she may be unable to answer them since they would not be reviewed prior to the Budget Committee meeting. Chairman Broadhead clarified that he would rather have unapproved reports to review, noting that information could change or questions may have to be addressed later, than have to review two months of reports during a meeting. Emily Roster stated that

budget transfer reports would never be provided until they were approved but would follow up at the next School Board meeting.

With regard to the town reports being distributed electronically to the committee members prior to the meeting, Mark Laliberte asked Selectman Robie if it was going to be possible. Selectman Robie stated that Marlene Montminy could make arrangements with Donna Becker in the Selectman's office to get that done.

School Reports (April/May)

Chairman Broadhead noted a decrease in the high school tuition and asked if this was anticipated due to a decrease in enrollment. Emily Roster confirmed it was.

Allyn Chivers inquired about the amount of legal fees being paid. Emily Roster explained that this was due to legal fees pertaining to parents appealing the School Board decisions made with regard to students attending Central High School. Chairman Broadhead asked if there will be additional expenses relating to the appeals and if other projects were being put on hold in anticipation of the expense costing more than what was budgeted for. Emily Roster could not make that determination not knowing how it would turn out but noted it was the only legal issue currently going on and projects are continuing as planned at the moment.

Chairman Broadhead, referring to the bottom line, stated that it appeared that projected surplus was going up. Emily Roster believed it had to do with the capital costs with Manchester being lower than projected due to what was happening in Hooksett. Chairman Broadhead asked if that could be verified for the next meeting so that the committee would have a definitive answer.

Emily Roster advised the committee that two (2) new employees will be hired for the fall; a sixth grade teacher and a media specialist/librarian due to retirements in June. The salaries for these positions have not been determined yet. Chairman Broadhead noted that in the budget there was a high salary figure for the media specialist/librarian and asked if it was coming in at or below expectations. Emily Roster stated that the figure included a one-time retirement payout.

Student enrollment figures were discussed, noting that the numbers are going down consistent with the declining population of the town. Todd Allen asked if there was an enrollment number for the kindergarten registration that was recently held. Emily Roster believed it was 19 but there was the potential for 30 with any late registrations. Allyn Chivers stated that there were 40 students graduating from the eighth grade in June. Emily Roster stated the enrollment numbers are always on the radar and being discussed by the School Board.

Referring to the expenditure report, Allyn Chivers stated that within the co-curricular appropriations there does not appear to be much spent or encumbered. Emily Roster stated that there are things coming up like the Washington, DC trip that will result in money being expended for the chaperones. There were some clubs that never started due to lack of participation or volunteers so those funds will not be spent, leaving money in the line, and may not be budgeted for next year.

Chairman Broadhead inquired about consulting psychologist fees versus having a salaried employee in the school budget. Emily Roster explained that it was difficult to find an experienced part-time psychologist and the consulting services have worked out better for the students. Chairman Broadhead asked if it was a per student fee or a flat fee that is paid on a regular basis noting that the budget for this line item went from \$12,000 to a revised figure of \$51,000. Chairman Broadhead asked if the \$51,000 would be an amount that was close to what would be paid for a full-time psychologist and if the consulting fees were cost effective for part-time services. Emily Roster stated that a full-time employee would also have to be paid benefits in addition to a salary and that the contract fees being paid could vary from year to year depending upon the needs of the students.

Todd Allen asked if the new boiler was decreasing the heating oil expenses. Emily Roster confirmed that it was, adding that it was a particularly cold winter.

Town Reports

Selectman Robie gave a brief statement saying that everything is going as expected with the town budget.

Referring to the police budget in the expenditure report, Allyn Chivers asked what the \$3,000 appropriation designated as Special Details Wages was for if we are not supposed to have any special details in our budget anymore. Selectman Robie indicated the appropriation was for any details in town such as Old Home Day when an officer would be needed. Todd Allen asked if the appropriation name could include "in town" for more clarity.

Allyn Chivers also asked what the Special Police Officer Wages (\$25,000) appropriation was for. Selectman Robie stated that it might have something to do with a grant and patrolling the highway but was not certain. He stated he would find out for the next meeting.

Chairman Broadhead stated that he liked how the Winter Highway appropriations are now separated in the expenditure report. Selectman Robie stated that the warrant article funds have not been added in to the Winter Highway budget yet. Discussion continued with Becky Cronk stating that there should be a third total combining the Highway and Winter Highway budgets for a grand total of the two budgets.

Emily Roster asked for clarification pertaining to the Road Agent Wages (\$2,500) and the funds that have been designated "Winter Payroll". Specifically, are there any summer wages paid for road repairs? Selectman Robie stated that the Road Agent has no annual salary that he is paid. The Road Agent will hire subcontractors for road maintenance that he is not able to do himself and pays the subcontractors from the other appropriations. With the "Grading" appropriation, the Road Agent has his own grader and when he grades the roads he will bill the town for the grader use and his time. Emily Roster stated the appropriations should be designated as "Contractor Services" rather than using the word "payroll" to avoid giving the impression that they are town employees.

Chairman Broadhead noted that revenues are down approximately \$26,000 compared to this time last year. Selectman Robie stated that the town just received \$19,000 for the Highway Block Grant that is not reflected in the report. The report reflects a decrease in delinquent tax payment interest meaning that more residents are paying their taxes on time which is a good thing. Mark Laliberte noted there has been no revenue for Land Use Change Tax. Selectman Robie said there have not been any requests to change land use so far this year, adding that there was only one land use change last year.

Other

Paul Leblond inquired how the search for the Smyth Memorial Building Trustee's search is coming along. Selectman Robie stated that the by-laws have been approved by the BOS and the applicants will receive a copy to review and appointment of the Trustees will be made June 9th.

Chairman Broadhead advised the committee members that there will not be a meeting in July. The next meeting will be June 11th and then the regular schedule will resume August 13th.

Adjourn

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

Motion: To adjourn. Motion by Todd Allen, second by Becky Cronk. All in favor, motion carried.

The meeting adjourned at 7:49 pm.

Recorded by Marlene Montminy