

Meeting of the Candia Municipal Budget Committee
Approved Minutes
April 12, 2017

Town Office Building

Members Present:

Budget Committee Chair Allyn Chivers, Selectman's Rep. Susan Young, School Board Rep. Stephanie Helmig, Paul Leblond, Jodi Hedstrom, Bob Stout, Susan Gill Katrina Niles, Todd Keating.

Chairman Chivers opened the meeting at 7:00pm.

Pledge of Allegiance

Introducing new members of the Budget Committee; Katrina Niles, Todd Keating & Stephanie Helmig.

Elected Officers;

Chairman

Paul Leblond nominated Lynn Chivers.

All in favor.

Vice Chair

Susan Young nominated Paul Leblond

All in favor.

Backup Secretary to Doreen Schibbelhute

Susan Young nominated Katrina Niles

Jody Hedstrom seconded.

All in favor.

December 15th minutes

Approved

Bob Stout made the motion to accept the minutes, with changes.

Paul Leblond seconded.

All in favor.

Jody Hedstrom; asked if the board could ever go into nonpublic?

Chairman Chivers; yes, and explained; let says we know we want to talk about a particular person or personnel matter. We would meet at 6:30 for a non public session, we notice it but it will be just us. The other option is if we get to a point where we're talking about something and it becomes clear that it should be non public, we can say ok were going to make this non public and have the people leave the room and do our non-public and then have people come back in.

Jody Hedstrom; because based on our last one, it looks to me that it should have been stuff made non-public. I know its hindsight 20/20 but next time could we make it non-public?

Chairman Chivers; as long as we all agree, a lot of people choose to make their remarks public. We had a security issue one time and decided to make that nonpublic. But we can do that, if we all agree.

Jody Hedstrom; Ok.

Bob Stout; If you thought that someones reputation was going to be damaged that would be grounds to go in nonpublic, is that what you mean?

Jody Hedstrom; yes, because does it open the board up to issues or liabilities, how does that work? **Chairman Chivers;** I don't know, I don't have an answer to that. If I start making statements about someone that is untrue and you're really uncomfortable, you can say, look we need to do this in nonpublic, because what's being said is totally inappropriate, it's not that its non public its inappropriate. We can say we shouldn't do this in public. If an issue comes up we can wait to the next meeting and schedule a nonpublic. It's annoying for everybody to make everyone leave the meeting, we don't want to do that on a regular basis.

Jody Hedstrom; I know the school board did but I didn't know if we had that right too.

Susan Young; It might be helpful, our attorney has given us very specific guidelines as to when you can go in, because some things even if you want them non public they can't be. So, if that's helpful maybe, is that helpful if I get his ruling? Do you want it for the next meeting?

Chairman Chivers; Yes, we can just send it to everybody.

Chairman Chivers; Questions from last month's meeting, the first question we had was the insurance. I think it was Susan's question. There was a big increase. If you look at the expense comparison from the town that Donna Becker gave us. If you look on page 2, last year we had a credit so we didn't have to pay as much out.

Chairman Chivers; Now the other question was for the school. We have a question about receiving reports, are you aware of the whole issue?

Stephanie Helmig; I am.

Chairman Chivers; Becky had said that the school board was going to discuss it.

Stephanie Helmig; the school board voted unanimously, that if the school board for some reason has not approved the reports that the reports will be sent as unapproved.

Chairman Chivers; So, if we request the reports from Karen, she will just send them unapproved? Good that's good.

Chairman Chivers; Now, I put on the agenda, discussion of voting results. The reason is that we normally do this every year. We've been through the whole budget process, the reason is it's nice to look back and say, what did we do well or what did we do well but we could do better. Not did things go our way or not, we're not talking about the results but maybe the whole process. Were there things we could have done or should have done. Does anyone have anything? No responses.

Chairman Chivers; Discussed town revenue report.

Bob Stout; I see Mr. Lewis is here. The winter highway fund, I know we had another storm in April. I know you take your regular highway fund and your very

careful with that early in the year to make sure you cover but we have the \$100,000.00 that was approved for winter maintenance, so does this activate that so he can still do his highway work?

Mr. Lewis; It does.

Chairman Chivers; They don't usually take the \$100,000.00 till late in the year.

Mr. Lewis; It won't be taken, it's going to show that way right until December 30th because any money left in my total operating budget, the bottom line, winter and summer, then that will be put towards what we don't take out of the warrant article. Because every year there's no way to figure it out down to the penny so every year there's always some money to be moved around. The warrant article doesn't get hit until the end so next October or November you might see an over expenditure because we did do the summer work and we haven't moved the money till the end of the year, so I look terrible September, October or November, you can beat up on me all you want, I'll hold the trump card till December 30th and I'll be all set. That's the way that process works. We are into the winter were about \$20,000 over that we will be taking out of the winter warrant article, that's the way winter is.

Chairman Chivers; any other questions about the town report?

Chairman Chivers; Next is the Candia School District report, it's a little bit different format but I think you can figure out from the columns exactly what it is.

Chairman Chivers; I just had one question, I was just curious. I noticed in the regular education categories and also the principle services. It was tuition reimbursement, there was a lot of expended funds is that for when people take classes, did people just not take classes, is that what happened?

Stephanie Helmig; I don't know what that particular line is but I did ask her what the encumbered column is and she said they usually put all the money there and when its expensed it goes out.

Kim Royer; Its people taking classes and you have to pass with a certain GPA and it's spring time so it's still going on, then they will be reimbursed if they pass with the required GPA.

Chairman Chivers; Don't feel bad your not expected to know all the answers, you can always come back with the answers.

Chairman Chivers; Any more questions about the expenditure report?

Bob Stout; Asked about encumbered funds, and expressed concerns about how difficult it is to follow the format. Discussion ensued.

Chairman Chivers; asked Stephanie Helmig to get a good explanation from the school board, with regards to how the numbers are coming together and the format.

Chairman Chivers; The proposed budget adjustments. Asked Stephanie to explain the Turner project to them.

Stephanie Helmig; explained that the school board hired the Turner Group, a design firm, to design a new entry way, a science lab and bring the nurses office up to code.

Chairman Chivers; The monthly enrollment report; Moore School, SAU 15. High School monthly enrollment. Any questions?

Chairman Chivers; Revenue reports for the school, we don't get revenue reports every month like we do for the town. So, Sue Young requested revenue reports from the school, which I think is fine, we certainly should. Sue had thought the last six

months, I thought that's good but it would be nice if we could compare this year with last years.

Sue Young; said it doesn't have to be 6 months if you don't mind, I just want to know the different categories. I guess they thought you get it once a year or a couple times a year and I don't believe that's accurate. I assume there's probably bus income, federal funds and I know you get town money for tax things. With planning it would be helpful if you could split the categories.

Chairman Chivers; requested the sources of income when they are received, where they come from and comparison from last year? She will email Karen for next meeting. Everyone agreed.

Bob Stout; Looking to update rules of procedures to reflect what is actually being done.

Chairman Chivers; Introduced a book, Basic Laws of Budgeting, with all the RSA's to refer to. She would like to make sure everyone has one in his or her possession.

Bob Stout Made a motion to change Section IV (a) in Rules of Procedure to read, "New members will receive instructions on where to obtain orientation material including but not limited to the following:"

Sue Young seconded.

All in favor.

Bob Stout made a motion to adjourn.

Susan Gill seconded.

Meeting ended at 7:47PM