

Meeting of the Candia Municipal Budget Committee
~~Unapproved~~ Approved Minutes
October 11th 2017

Town Office Building

Members Present:

Budget Committee Chair Allyn Chivers, Selectman's Rep. Susan Young, Paul Leblond, Jodi Hedstrom, Bob Stout, Todd Keating and Katrina Niles

Absent; Susan Gill and Stephanie Helmig

Chairman Chivers opened the meeting at 7:00pm.

Pledge of Allegiance

Chairman Chivers; Susan Gill is going to be late or may not make it at all, and Stephanie will not be here tonight. I got an email from Stephanie with the answers to the questions we had last time. If nobody minds when we get to new business, I would just like to go over the school reports first and then do the town budget last that way if Susan does come she'll be included in that. Once we get done the budget we're not going to want to talk about the school we're going to want to go home.

Chairman Chivers; minutes from the last meeting, any changes? On page three, add an "r" to Claremont.

Chairman Chivers; motion to accept the minutes?

Selectman Young; made a motion to accept the minutes with change.

Bob Stout; seconded.

All in favor.

Chairman Chivers; question from last meeting, Selectman Young there was one question for you, what was that?

Selectman Young; yes, that was on the revenue portion on the front page where it says taxes and how to get that figure. What she did was she is she separated it out for us, on the revenue comparison reference sheet, it should add up to the same thing.

Chairman Chivers; and that's on the revenue comparison sheet she sent us this time?

Selectman Young; yes it should be on the back, three pages from the back.

Chairman Chivers; ok

Selectman Young; you have to exclude the property tax revenue. Its the land use change tax, the yield taxes, excavation payment and that should be that figure.

Bob Stout; You know that's misleading. So I looked at my tax bill so when you look at the revenue reports from the school they reference that in their revenue section.

Its really not the property tax it's the municipal part, there's just one line in the property tax bill it's a problem with that number. There's four pieces, I meant to bring my bill, there's municipal tax, there's a county tax, school and education tax etc.

Discussion ensued.

Chairman Chivers;

Answers to the questions for the budget committee from the school board.

I got an email from Stephanie Helmig.

We had a question about refund of prior year expense.

These are the remaining funds in the officials account and postage account the school has to be turned in at the end of the year.

What is the catastrophic aid line?

The money the district receives for the expense of Special ED students.

The State Adequacy?

Is the money from the state that they contribute to the expense of each student?

That was the difference between the adequacy and catastrophic.

The current appropriation?

The school portion of the taxes collected in Candia.

The state education tax?

Is the tax that was instituted by the state law in 1999 and requires the state to contribute 363 million a year to fund education.

Legal funds were high in 2016?

This was because of collective bargaining agreements in Manchester as well as the legal issues with the Manchester School District.

The high school budget adjustment;

They budgeted for 55 students to go to Pinkerton and they had 69 attending. They budgeted for 75 to students to attend Manchester and only 63 attended. The majority of the addition 14 were just shifts

From Manchester to Pinkerton.

Then staff development lines 5112, 5117, 5232, 5291;

Lines 5212 & 5232 were not used as Cheryl St. Pierre who is the Curriculum Coordinator absorbed the work in the past that was done by teachers who were then stipend.

5117; curriculum work and summer programs, we did not need all the funds to accomplish those tasks last year.

5291; this account is used to supplement unplanned workshops that don't fall under the professional development category for teachers. Last year we did not have

many situations arise that require the use of these funds, that will not be the case in 2017-2018.

Deliberative session question;

She asked why it was scheduled on Thursdays. A few years back the school deliberative would immediately follow the towns deliberative, which turned out to be quite lengthy so they voted to do it on separate days.

Chairman Chivers: I don't ever remember us doing it on separate days?
Selectman Young; we never did it on separate days, she must have misunderstood.

Chairman Chivers; it was on subsequent Saturdays but that's it. Stephanie will check with the board to see if there's any objection to holding it on a Saturday this year.

Cheryl St.Pierre's title:

Is Curriculum Coordinator. She was the one that was the Common Core Facilitator then she was Curriculum Administrator.
The school physiologist is part time three days a week.

Selectman Young; so it went up to almost \$60,000.00 for three days a week.

New Business:

Chairman Chivers; Any questions on the Revenue Report?

so this is the high school report that we got. Are there any questions on the high school enrollment?

Selectman Young; Selectman Young asked if the report could have a comparison of the previous year as well as 2017 in the future.

Chairman Chivers; she will email Karen on it

Chairman Chivers; Enrollment on the Moore School. No questions.

Chairman Chivers; Budget adjustments. You have a question Sue on the budget adjustment?

Selectman Young; I cant understand why, I assume we have the same number of high school students approximately, why we had to increase the high school tuition \$181,817.00 I know there's 14 more to Pinkerton but isn't that 14 less to Central?

Chairman Chivers; If you look at the bottom high school tuition, other LEA's they took 127 out.

Selectman Young; is Pinkerton more than Central, I thought it cost less?

Chairman Chivers; no it's more. The reason we think it cost less is because of the capital cost.

Selectman Young; on our contract with Pinkerton we still have to pay capital costs, It's in our contract.

Chairman Chivers; when we went through the whole initial presentation and then we had the straight Pinkerton tuition and then we had Central Plus the capital costs. Right now this is what it is. Its possible these kids were going to Trinity, so in other words they wouldn't have been in the high school tuition line at all and then maybe decided to go to Pinkerton, I don't know.

Jody Hedstrom; I know my daughter said she has a few kids moved from Auburn to Candia; they're on the bus. I know of 2 or 3 moved here from other towns to move here. I know 4 that left Central to go to Pinkerton, so that would be a difference in tuition, and I know a few left Trinity to go to Pinkerton.

Chairman Chivers; that's probably why there's a \$60,000 difference.

Chairman Chivers; any other questions to the budget adjustment? None.

Chairman Chives; Then the school district expenditure report.

Still early in the year so, any questions on this? None.

Chairman Chivers; before we look at the town budget I want to just look at the September 30th town expense report and revenue comparison. Anybody have questions on that? Also when we look at the budget it has the same information on the column that says expended as of, actual expenses through September 24th. Any questions? None. Ok then we get to the budget. The way I plan to get through this is to go department by department. We'll come up with any questions that we have on each department, If someone here can answer that question and we're happy with the answer we don't need to submit that to the selectman but if we needed more information or we don't feel the answer is adequate for some reason then we'll make a list and submit that to the selectman. Did you get an opportunity to check with the selectman on the joint meeting?

Selectman Young; yes, all the dates she has saved for us. And actually what we did Monday night is we set a date for the non-petition warrant articles to be before our meeting that you wanted to go over it. I believe there due November 6th before our joint meeting that you wanted to go over it, November 8th.

Chairman Chivers; we hired an HR consultant and we got a report. What happen after that?

Selectman Young; she looked at several different communities surrounding us, same size approximately and what they were being getting paid for different jobs that they were doing. She took that, the years experience and then plugged our people in Candia where they would fit. It's the matrix where they belonged in comparison to other communities. Some people didn't get a raise and some people got a little bit. Will get a copy of the new Matrix for everyone to go over. Discussion ensued.

Chairman Chivers; Animal control. Any questions?

Bob Stout; Animal Control budget went up but the question was answered at the Selectman Meeting.

Chairman Chivers; any other questions? None.

Auditing services? No questions.

Budget Committee? No questions.

Building Inspection? No questions.

Chairman Chivers; Cemetery.

ok Susan Gill had a question on cemetery. What's driving the \$4,000.00 increase in cemetery wages from \$17,700.00 to \$21,900.00?

Jodi Hedstrom; step and Cola?

Selectman Young; yes, besides being the sexton he's also doing the services and we have another guy who isn't doing as much anymore. Its on page 5 of 13 of selectman meeting.

Chairman Chivers; could you explain to us instead of us each reading through it? Discussion ensued.

Chairman Chivers; any more questions on cemetery services? No Questions.

Chairman Chivers; Conservation Commission.

Susan has a question, why is the new line for SE watershed? Is it related to the warrant article from last year?

Selectman Young; exactly, the conservation commission decided to put it in here and take it out of the warrant article.

Chairman Chivers; why would they do that, if you look at the town budget they haven't even taken their money, its still there.

Selectman Young; I will give you my opinion, a lot of the departments wait till the very end especially when you get to roads, they'll wait till the end of year because they don't want to overspend their line. So a lot of them won't purchase or won't do things that they've limped by with all year long. The department heads are very consciences.

Chairman Chivers; but this is a warrant article, I'm just saying, the watershed hasn't gotten their money.

Selectman Young; I don't know why but I'll find out. The person involved in the water shed hasn't been active but I'll find out.

Chairman Chivers; I really just think this is a bad precedence to take all the charitable things and start sticking them in the budget.

Chairman Chivers; anything else on Conservation Commission? No questions.

Chairman Chivers; Direct Assistance.

Selectman Young; We took money from it last year. It was \$25,000.00 I believe we dropped it down \$20,000.00. I promise you guys if we do not spend that \$20,000.00 we will give the money back, we will not spend it. It was the board's opinion to leave it in there at \$20,000.00, if its not needed it will not be spent.

Jodi Hedstrom; it's a legal liability correct? If people come to the town to ask for something, we need to have the money to provide help for when they need it. I'd rather be caught with some money than without money when we need it.

Chairman Chivers; well we'll talk about it when we vote.

Chairman Chivers; Election Voters Registration. Any questions? None.

Chairman Chivers; Election Administration. Susan had a question; What's driving the \$2,000.00 increase in election administration from \$1,751.00 to \$3,471.00, which is a 53% increase.

Selectman Young; she might not have seen the based on 4 elections. She might have missed that.

Chairman Chivers; it's not a big huge increase monthly.

Selectman Young; I think the moderator going to put in a warrant article to get a raise. We removed the booths because they were purchased this year. Discussion ensued.

Chairman Chivers; Emergency Management.

Selectman Young; I know he hasn't taken his money; I'll try and get him to do that. Chairman Chivers; well we've talked about that for so many years.

Chairman Chivers; Fire and Forestry. Any questions? None

Chairman Chivers; Health Officer. Any questions? None

Chairman Chivers; Heritage Commission. Any questions? None

Chairman Chivers; Highway Department General Fund and Highway

Department Winter Fund. you'll notice in asphalt maintenance Dennis asked for \$100,000.00 and the Selectman increased it to \$225,000.00 for cleaning up some of our roads.

Discussion ensued.

Chairman Chivers; Insurance. we're not going to talk about insurance until we get the final numbers.

Chairman Chivers; Legal Expenses. Any questions? None.

Chairman Chivers; Other Culture and Recreation?

Selectman Young; we did keep money in that because there was some conversation and actually it originated from Carlton, about picking up some of the program we used to have for kids. Pats Peak etc.

Discussion ensued.

Chairman Chivers; Parks and Recreation.

Selectman Young; said, she did mentioned the ball fields getting repaired at the Selectman's Meeting and that she was told that the money is in that budget to get it repaired.

Discussion ensued.

Chairman Chivers; Planning Board. \$10,000.00 for the Master Plan? Asked why are we budgeting another \$10,000.00 for the master plan.

Selectman Young; it's for the implementation and the planning part now that we have the master plan.

So far we've spent \$1,483.00.

Jodi Hedstrom; maybe they save their budget.

Selectman Young; I don't know why Southern New Hampshire hasn't asked for it, Is what I'm wondering, their who's getting paid.

Chairman Chivers; well I thought it was that lady that was doing the village district thing?

Selectman Young; that's part of it but not for the whole Master Plan. The \$10,000.00 was for the Master Plan.

Discussion Ensued

Chairman Chivers; Police.

Discussion Ensued with regards to half a car purchase and unused budget.

Chairman Chivers; Long Term Bonds and Notes. You'll see that we've paid off the bond. That's \$145,000.00 that we budgeted for last year and "0" this year.

Chairman Chivers; Property Appraisal.

Selectman Young; she went up \$4,000.00, it was determined that she could have office hours. There are a lot of people that come in and ask questions and she's not here, and so the girls have to ask her and she's not here so the girls have to ask her and get back to the community member.

So I believe they want to establish some office hours and I did request that at least if she's here, I believe its two days a week I believe, that she at least have some afternoon or evening hours so people have access to her.

Chairman Chivers; asked Selectman Young to find out what exactly the appraiser is doing with her time and whether or not she's working on the elderly exemption project.

Chairman Chivers; Solid Waste. recycling went up \$100.00 and zero of the current budget has been spent this year yet.

Discussion ensued.

Chairman Chivers; Street Lighting.

Chairman Chivers; Tax Collector.

Selectman Young; her basic increase I think you'll find, or most of it is the card reader. They want to do it and this will lead in to the town clerk also. They want to have so you can pay with a credit card and it will make things online easier. In all honesty it won't cost the town anything as far as percentage, it won't cost us but it will cost the customers using it.

Discussion ensued.

Chairman Chivers; Town Building Expenses.

That went way up, we have to reroof the back of the town office building.

Chairman Chivers; I have to bring up the Smith Building. \$16,000.00 they've spent 44 and asking for \$15,000.00, do we know what the plan is for the \$15,000.00?

Also will there be a warrant article and how much will the warrant article be for?

Because last year they had money in the budget plus they had a warrant article.

Jodi Hedstrom; that was a thorn in the side last budget meeting right?

Bob Stout; and then we gave enough money to fix the entire exterior of the building to protect it if you remember.

Jodi Hedstrom; I think it's a little confusing for people, I don't think they realize there's a line item for Smith and people ask for \$4,000.00 for the warrant article and it seems a little devious because they're asking for two different spots.

Selectman Young; I think there's a couple of windows left to do, don't quote me I will find out. Russ you go to the meetings can you help with this.

Russ Damn; well all the big windows are done on that first floor, they're finishing them today as a matter of fact. They might encumber the money because they're working on the last of those windows. I had questioned and if you see it there, I was told that they want to do the basement windows. The basement windows and that where I got and didn't like they have storm windows on the basement windows. To me that's something that's not a problems at this point. The chairman stated they saved 50% of the oil because of the new windows that are in the upper part of the building. Basically what's got to be done on the outside is painting on the eaves, scrape and paint. The entrance door needs to be done. Last year you wanted to encompass that building to keep any weather out.

Chairman Chivers; I know they'll have a break down.

Jodi Hedstrom; my concern why last time we had a Smith Building and what the break down is, why didn't we get that this year?

Selectman Young; oh she'll give that to us.

Discussion ensued with regards to the transparency of money going to the Smith building.

Chairman Chivers; Town Clerk.

Chairman Chivers; any questions on Town Clerk?

Chairman Chivers; computer printer and purchase and supply?

Christine Dupree; on the supplies the toner alone cost \$270.00 per cartridge.

We are responsible for that, so if you buy two cartridges that almost uses up the whole thing. We will be buying toner cartridges towards the end of the year.

We try to use as much as we can.

Chairman Chivers; what's BMSI stand for?

Christine Dupree; it's the computer software company that we use; they provide the software for are registration and dog licenses.

Chairman Chivers; Town Officers Expense.

Chairman Chivers; I wanted to ask about the employee merit pool, how exactly do you plan to use it this year and what are the plans for next year?

Selectman Young; ok when if someone does an adequate job they stay in the same column. If they did something above and beyond they could move to the next column, we haven't, we didn't budget for that, that's what we would use down here for, that's what we'd use the merit pool for.

Chairman Chivers; when are you going to make these decisions? So if somebody gets a merit increase then that's what you're using the merit pool for?

Don't people get their increases next year?

Selectman Young; different people get that at different times they don't all get them in January, they might get their Cola. No we have people

Discussion Ensued.

Chairman Chivers; \$7,000 printer? What's that going to do, it should replace a couple of employees and answer the phone?

Discussion Ensued

Chairman Chivers; Treasurer.

Chairman Chivers; Welfare.

Selectman Young; I think its just stipend and FICA.

Chairman Chivers: I'm look at office supplies \$400.00 we've spent \$39.00 and were still asking for \$400.00?

Selectman Young; she saves and every two years she gets a used laptop that hopefully it's fast enough for her to keep current with the documents she needs for the welfare office. I think she's kept that money in there and hopefully she can purchase one.

Chairman Chivers; she has her own line, the selectman don't get her phone bill.

Selectman Young: no, it has to be done like that.

Chairman Chivers; Zoning Board

Selectman Young; will find out why they haven't spent their money yet, it maybe that they're waiting till the end of the year to order supplies.

Chairman Chivers; ok any general questions, that is the end of the budget?

No Questions.

Selectman Young; I just want to say one thing about the town. I feel strongly, and no one is tighter than I am or cheaper, I don't know how to word it nicely, no one is more careful about the town money than I am. And a lot of this was hard for me, but I think are department heads I mean they have just, they've have just scraped, they're at the bottom of the state, as far as what we spend on the town portion on our taxes. I think it was time to bring them up pay wise; I will defend this budget to the end. If you look they knew their wages went up a little bit and they crimped on other thing as far as I'm concerned, they'd bring it down to \$25.00 I just think we owe them and again you know how frugal I am. They did there very very best giving us the tightest budget that they could. I just wanted to add that in.

Chairman Chivers; we have 10 questions, Ill type them up and send them to everyone. If you think of something, I'll give you 24 hours, if you want to add or if I didn't word it they way you want and I'll send them off to Donna and Andréa and they'll get it to the Selectman.

Discussion ensued with regards to the tentative schedule.

Meeting ended.