

Town of Candia Municipal Budget Committee

Approved Meeting Minutes

Meeting Date: May 9, 2018
Location: Town Office Building
Attendees: Stephanie Helmig
Jodi Hedstrom
Todd Keating
Kaycee Vitale
Lynn Chivers
Bob Stout
Dick Snow
Katrina Niles
Sue Young
Susan Gill

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

Chairman Chivers asked everyone to introduce themselves to new Administrative Assistant Kaycee Vitale

Confirm the Hiring of Kaycee Vitale as Administrative Assistant

- Selectman Young Motion to approve
- Susan Gill Second the motion
- Question from Dick Snow on how hiring would be classified and rate of pay
- Chairman Chivers clarified that the Administrative Assistant Position is classified as a town employee with a rate of pay of \$15.00/hour
- Motion Passed Unanimously

Accepting of the Minutes from April 11, 2018

- Jody Hedstrom motioned to approve minutes as written
- Stephanie Helmig seconds the motion
- Motion Passed Unanimously

Unfinished Business / Unresolved Questions from Last Meeting

\$9600 Spent from the Master Plan, how was it spent?

- Selectman Young directed everyone to the expense notes which explained that Carol Ogilive was hired to look at housing & development and provide a draft for a zoning district, including maps, to include the 4 corners and suggest possible changes to the zoning regulations
- Specific Details can be asked of Andrea who in charge of the planning board
- Chairman Chivers asked if the \$9600 would be transferred back to the Planning Board Master Plan line item when funds are received. Reference Page 5 of Town Of Candia - 2018 Expenditures Report.
- Selectman Young will follow up when selectman make approval as she is unsure where the \$9600 line item will be placed until then. She will also follow up with a timeline to address Dick Snows questions around when funds were paid and received.

What was the Prior Year Expense Refund for School Board?

- Stephanie Helmig explained that the refund was for the 16/17 School Year tuition reimbursement from Manchester

Is the school board purchasing Science Books this year?

- Yes, by the end of the year

Can the previous year's high school enrollment report be included in the meetings?

- Yes, 2017 High School Monthly Enrollment was included

Town Budget Reports

- Jodi Hedstrom inquired about where additional funds come from for any expenses incurred from the Road Agent prior to 2019 based on the fact that we have already spent more than the budgeted amount for 2018. Chairperson Chivers and Selectman Young indicated that funds could be pulled from the \$100,000 warrant article.
- Chairman Chivers asked a question on Revenue line item from Federal and State government. Chairman Chivers wanted to know if we anticipated receiving the same amount for this year, but no definitive answer was supplied.
- Chairman Chivers also pointed out the new line item of Property Taxes Received.
- Selectman Young will look into questions pertaining to the discussion on Revenue Comparison from 2017 and 2018 and what feeds into each line item.
- Chairman Chivers asked for clarification on what MTAG stands for on the last page of the Comparative Revenue Report under MTAG Program Reimbursement. Selectman Young will get a definitive answer.

School Reports

Proposed Budget Adjustments

- Clarification around Math in Focus and if text books or work books would be needed. Stephanie Helmig said that textbooks are needed and the budget adjustment shows a decrease in practice books to account for the increase in text books.

Expenditure Report

- Science Text books will be purchased by end of year
- Dick Snow asked if it was known what the school board anticipated fund balance was going to be and what the school boards intentions are with any excess. Helmig responded that the school board will give back any surplus to the town. Snow acknowledged that there is a statute that allows the school board to keep some funds and inquired if there was any intention to keep any to which Helmig replied, no.

Revenue Report

- Selectman Young inquired if the school district was going to meet the amount budgeted. Discussed differences from last school year to this year and determined we were up year over year.

Enrollment Report

- Not sure of next year's Moore School enrollment until August of each year. This was a question posed last meeting
- Language Arts and Reading will be combined for 7 & 8th grade which accounts for the reduction in teacher staff by one.

Enrollment High School

- 2017 and 2018 reports for comparison show high school enrollment is down.
- Discussion was held around housing availability and how it relates to school enrollment in Candia and neighboring towns.

Additional Business Discussion Introduced by Dick Snow

- 2018 Official Ballots from the Annual Town Election on March 13, 2018 show three Articles (21, 29, and 31) that have inconsistent or incorrect language included on the ballot that was not discussed at the deliberative session.
- Concern that the article could be invalid because of the language included. Town Clerk to investigate article 21.
- Article 29 and Article 31 will be brought to the Board of Selectman by selectman Young to explain what was intended by including the language "raise and appropriate and authorize".
- Selectman Young will deliver the minutes from that session.

There being no further business, Katrina Niles made a motion to adjourn, was seconded by Todd Keating and the motion carried.

Meeting was adjourned at 7:53 pm

Submitted by: Kaycee Vitale, Administrative Assistant