

# Town of Candia Municipal Budget Committee Approved Meeting Minutes

**Meeting Date:** October 10, 2018  
**Location:** Town Office Building  
**Attendees:** Lynn Chivers  
Dick Snow  
Jodi Hedstrom  
Susan Gill  
Katrina Niles  
Bob Stout  
Sue Young  
Todd Keating  
Kaycee Vitale  
**Absent:** Stephanie Helmig  
**Guest:** Dennis Lewis (Road Agent)  
Mike McGillen (Chief of Police)

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

## **Approval of the Minutes from September 12, 2018**

- Jodi Hedstrom motioned to approve minutes with changes
- Todd Keating seconds the motion
- Sue Young and Bob Stout abstain
- Motion passed

## **Unfinished Business / Unresolved Questions from Last Meeting**

*Can we obtain an itemized list of encumbrances from the school?*

- Stephanie Helmig (absent) provided an email to the budget committee with a list of encumbrances.
  - Books, Computers, Landscaping, Fencing, WB Mason and other items were listed

***Additional Line Item Questions from September 12<sup>th</sup> meeting will be addressed at the next budget committee meeting,***

*Where is the Block Grant money for 2018?*

- Donna indicated that primary difference between the federal and state government line is the extra highway Block Grant money we received in 2017; \$96,707
- Chairman Chivers pointed out that it shows on the revenue report under Block Grant Aid SB32 2017; but zero shows for this year.
- Dennis Lewis added that in hindsight Donna may be referring to an extra check that was issued in 2017 as a onetime payment.

## **Budget Committee to Review Budget from Selectman's Meeting and Formulate Questions**

- **Ambulance**
  - **What is the current status of our ambulance contract?**
- Animal Control – No Questions
- Auditing Services- No Questions
- Budget Committee-clarified 2.8 COLA is for all town wage employees (take wage and increase by 2.8% to get the proposed budget for next year)
- Building Inspection-No Questions
- Cemetery-Facility Improvement Maintenance went from \$1000 to almost \$17,000. Sue Young details the increase and expenses. Dennis Lewis explained that the paving of the cemetery is being discussed so they can use the town to get more paving done rather than a private party.
  - Chairman Chivers asked Dennis if he gets involved when it comes to the paving of the cemeteries and he answered that since it is a separate department he gets involved when they ask. It is their responsibility to have the work done. He offered to group the paving with the town to save money.

- Dick Snow said he would rather see the paving in the Road Agents budget. Selectman Young explained that years ago the town voted on having Cemetery Trustees and it falls under their responsibilities.
- Conservation Commission-No Questions
- Direct Assistance-No Questions (Noted that it was lowered by \$5000)
  - Chairman Chivers asked if it was lowered enough since \$0 was used last year
  - Selectman Young urged the committee to support the remaining \$15,000 in the budget
- Election Voter Registration-No Questions
- Election Administration-No Questions
- Emergency Management-No Questions
- Fire and Forestry-No Questions
  - Chairman Chivers noted that the Selectman added the COLA to the fireman compensation of \$40,000
  - Jodi Hedstrom asked Selectman Young if there were monies still encumbered because the budget was at 49% and Selectman Young answered that money is spent close to the end of the year.
- Health Officer-No Questions
- Heritage Commission-No Questions
- **Highway**
  - Salt Applicator Certification-Dennis Lewis explained that someone in the town has to be certified to lay down salt and it is a yearly certification
  - Tree Canopy Trimming-Dennis explained that one of the Selectman wanted to see a line item added to address the tree's being trimmed back further.
  - Tree Removal- Jodi asked if there was a compromise between what Dennis saw necessary and what the selectman saw necessary. Dennis explained that he is comfortable with the lines and amounts even though they were not in his original budget.
  - **Why are we putting \$300,000 in a new line for North Road culvert repair when we can make repairs this year that will hold us over and then wait and see if we can get a grant?**
    - Dennis explained the history around the North Road Culvert issue. There is a temporary fix that will be installed this year. A grant has been applied for through FEMA because the cost of the culverts will be "a couple hundred thousand dollars"
    - Dennis believes that it does not need to be in the budget for this year or a warrant article. He would like to wait to see if we get the grant and if we do not get this grant (we will hear by June next year) then apply for another until the work is absolutely necessary.
    - Chairman Chivers asked if we could do the work and have the grant reimburse the budget and Dennis Lewis explained that he does not believe that it is a reimbursable grant.
    - Dick Snow asked if there was match money available with the grant? Dennis Lewis did not believe that there was a match.
    - Discussion ensued on if the \$300,000 should be added this year or to a different line,
  - **Why is the winter payrolls line increased \$55,600?**
    - Dennis Lewis was unaware of the increase. He explained that there was a \$5,600 equipment rate and that could possibly be a mistake
- Insurance-all in red because we do not have insurance rates. We will get them at a later date.
- Legal Expenses- No Questions, usually charge the same every year
- Other Culture and Recreation- No Questions
- Parks and Recreation
  - Jodi Hedstrom asked Selectman Young if the field was being fixed and Selectman Young said yes. It was delayed because Jesse Remington had games scheduled until November. Money was added for mowing and a tarp.
  - Bob Stout asked about the Clean/Trash line and the opening/closing park bathroom line dropping in the budget. Selectman Young explained that she called around for trash and was able to do a will call instead of a routine pickup. She also explained that the opening/closing will go to an automatic remote-controlled lock cutting the labor spent in half.
  - Paving will go collaborate with the Road Agent
- Planning Board-Rudy Cartier sent a letter on the importance of keeping the Master Plan line at \$10,000 for next year's budget.
- Police-No Questions
- Principal-Long Term Bonds and Notes-No Questions
- Property Appraisal

- Multiple questions on what “email 9-13” meant
- Selectman Young explained that there was a proposed increase in the number of hours at \$35/hour increasing the budget \$2000
- Solid Waste
  - Todd Keating asked about New Boston Rd Landfill Maintenance and Selectman Young explained that there is mowing and other maintenance that has to be done yearly.
- Street Lighting-No Questions
- Tax Collector
  - Chairman Chivers explained the \$426.00 added to the Tax Collector Stipend was from a Warrant Article and then the 2.8% COLA was added on top of that.
- **Town Building Expenses**
  - **Please explain the \$19,000 for walkway and catch basin.**
  - **For the Smyth building, we would like a dollar breakdown of what has been spent so far this year and what the planned expenditures are for the remainder of the year.**
  - **What is the electric update plan for the Smyth building?**
    - Dennis Lewis said that he recalled them saying it was being used for a new meter socket and a new entrance panel. Mike McGillen said they were upgrading the panel to 220.
  - **Why do we spend \$2700 for fuel and electricity for a building that is rarely used?**
- Town Clerk-No Questions
- **Town Officer’s Expense**
  - **What are some of the details of the telephone upgrade? Will there be one number to call for all the town departments and then a recording that tells you what to press?**
    - Selectman Young explained that they needed to upgrade 17 phones as they have become outdated and cannot be repaired any longer and parts are no longer available. This upgrade will also include caller ID.
  - **In the Software support line, after the upgrades are done this year, what will the ongoing yearly cost be?**
    - Selectman Young went over the details of the initial cost for the upgrade as their systems will no longer be supportable after this year.
    - Discussions on detailed costs and ongoing costs ensued.
  - Chairman Chivers asked for definition around the Employee Merit Pool Line
    - Selectman Young explained that there has not been a policy for the merit pool yet but they are defining one. It will be implemented in 2019 so they were budgeting for it now. It would be a one-time compensation, for longevity.
- **Treasurer**
  - **The Extra Clerical Work says eliminate line but then there is a budgeted amount of \$916. what does this represent?**
- Welfare-No Questions
- Zoning Board-No Questions

Chairman Chivers summed up the proposed budget by stating if the \$300,000 from the Highway is taken out of the budget, the department requests come in at \$2,698,112.00. The Board of Selectman is \$2,850,396.00 which amounts to a 4.51% increase in the budget. Chairman Chivers also noted that Donna Becker informed her that the 2.8% COLA for the whole town came to around \$30,000. Susan Gil calculated the proposed budget subtracting all the possible removals to an increase of 2.7% increase in the 2019 budget.

Selectman Young proposed that questions be submitted to Donna before the Selectman Meeting so there is clarity before the meeting and additional questions can be addressed then. Chairman Chivers asked for one clear consolidated response all at the same time. It was decided that Donna will pull together the answers to the questions, share them to Chairman Chivers who will pass on the answers to the budget committee.

### **Town Budget Reports**

- Jodi Hedstrom asked if we could have more detail on The Smyth Building line and breakdown of expenditures.

### **School Reports**

#### *Proposed Budget Adjustments*

- No questions

*Enrollment Reports*

- Selectman Young would like the high school report to reflect a comparison to last year like the elementary school enrollment report. Chairman Chivers will follow up with Stephanie Helmig.
- Discussions on how the Moore School Enrollment Report is constructed. There is some confusion on if the columns should reflect 2018 instead of 2017. Chairman Chivers concluded that the report shows enrollment reports show a year over year comparison.
- There were still many questions on how the report was constructed and Chairman Chivers will ask Stephanie for clarity on the Moore School Report.
- Susan Gil asked if we could get opening day of 2018 vs. opening day of 2017

*Revenue Report*

- No questions

*Expenditure Report*

- No questions

*End of Year Report*

- No questions

**Additional Business Discussions Budget Season Calendar**

- Calendar is ready for the budget season
- All meetings will be at Town Hall except for the joint meeting with the School Board.

Katrina Niles moves to adjourn the meeting

Selectman Young seconds the motion

Meeting was adjourned at 8:32 pm

Submitted by: Kaycee Vitale, Administrative Assistant