

Regular Meeting of the
Candia Budget Committee

November 12, 2014 Town Hall, Candia, NH

Approved Minutes of the Public Session

Present: Chairman Matthew Broadhead, Vice-Chair Allyn Chivers, Rebecca Cronk, Paul Leblond, Mark Laliberte, Andrea Peach, Selectman's Rep. Carleton Robie

Excused: School Board Rep. Emily Roster

Call to Order

Chairman Broadhead called the meeting to order at 7:03 pm and led the attendees in the Pledge of Allegiance.

Administrative Business:

Carleton Robie asked the Selectman to attend the meeting to answer any questions.

The vacancy on the Budget Committee was discussed and agreed to address at the end of the meeting.

New Business:

• *Cost of Living Adjustment in the 2015 budget proposal is at 2.5%, but Consumer Price Index is 1.7%. How did you come up with 2.5%?*

There was no increase last year. This year's CPI 1.7 and last years was 1.5 totaling 3.2%.

• *What is the reason for the \$15,000 increase from \$31,500 to \$46,900 for Building Inspector wages? Are benefits included in the Building Inspector \$15,000 request? Does the increase in building permits requests justify the need for a full time employee? Why is the building inspector still budgeting \$2,000 when he has spent \$375.00 vehicle/fuel and maintenance?*

Chairman Broadhead read response from Amanda Soares regarding the Building Inspector (attached). Carlton Robie responded to Amanda's response. Dave Murray discussed that he has many part time jobs. The public buildings within the town should be inspected twice a year. There was a discussion about how the number of permits have decreased over the past years.

Selectman Depuy discussed that the Budget Meeting Board voted for the Full Time position and discussed the importance of the position.

Donna Becker discussed how Dave also has the duty of checking on timber and loggers and that he is also the Health Officer. Chairman Broadhead mentioned the expenditure of payroll for Health Officer under the Building Inspector line item is not accurate. Timber Inspection falls under the Code Enforcement.

- *Why are we budgeting \$25,000 when we have spent around \$5,000 for direct assistance?*

Allyn Chivers discussed that we cannot anticipate demand and that the town is required to provide services.

- *How often do we have to program the voting machine each year? How much does that cost?*

The voting machine was discussed and Christine is looking into cost. Machine needs to be programmed each election and cost depends on the number of items on the ballot. Will look for more information before Public Hearing.

- *Why the \$2,000 increase in protective clothing for Fire Dept., when we have only spent approximately \$5,000 of the \$14,000 budgeted in 2014?*

The Fire Department typically waits until the end of the year to spend. The Chief agrees with the costs. There was a discussion that clothing is more expensive, some is getting older, and that the department has new members.

- *Can we lower the cost for legal expenses, considering that we have only spent \$10,800 of the budgeted \$30,000 for 2014?*

Legal expenses were discussed and agreed that you are not sure of what is ahead and amount is accurate.

- *What is the basis for the prosecution services number in the Police Department line item?*

Town has a contract with former County Attorney. Chief McGillen explained contract is annual but that the Town is billed quarterly.

- *Can we adjust the gasoline number for Police? We have spent about 60% of the budgeted \$24,000 for 2014 and the gas price outlook is less than \$3.00 per gallon in 2015?*

Chief McGillen explains the gas price and the requested budget.

- *Are the cruiser laptops replacing old ones or are they in addition to what the Police Department already has in place?*

The laptops would be replacing the old used ones that we received from Hooksett. One of four of the laptops are working at this time. The cost is \$1650 per laptop and there is an additional cost for police software and to repair the computers in the police station.

- *Why is the Police cruiser line item \$28,000 instead of \$24,000? (There was an understanding that Candia Police Department would ask for \$12,000 in 2014 and \$12,000 in 2015.)*

The cost of the new cruiser increased from \$24,000 to \$28,000. The 2015 budget requested total amount of new vehicle. Selectman Robie discussed that the 2014 budget is \$24,000. Chairman Broadhead asked the reasoning behind SUV versus Sedan. Chief McGillen discussed that the SUV allows more room for officer and equipment. Chief McGillen added that the cost does not include added equipment costs.

- *Can you go into the accounting of the Police's Special Detail fund?*

Discussion about the difference between the Special Detail fund and revolving. The Special Detail fund is for town. The revolving is for 3rd party. Donna Becker explained how the revolving fund works and of the town make money. Discussed how a calculation for the use of the cruiser has not been developed. Chief McGillen researched FEMA and reimbursement and need to go back to the board.

- *Should we keep \$1.00 in the Old Recycling Center Closure line item until the site is complete? Is there money for the remainder of the cleanup of the old recycling center site (i.e. fencing, remaining concrete)?*

Discussion about how there are still things that need to be done at the Old Recycling Center and that need to leave the line open to transfer money in if needed. There is still work to be done with the DES to close. The \$12,000 cruiser line that was to pay for have the cruiser but the closure costs increased and that money is encumbered.

- *What is the reason for the increase in the part-time line item in Solid Waste from \$18,000 to \$24,000?*

Selectman Depuy and Chuck Whitcher stated that the increased wages are based off current wages and they want to set a budget so they are not over budget in 2015.

- *Why does Solid Waste need a new bailer?*

Selectman Depuy discussed that all recyclables go through the bailer. \$26,000 is made each year by selling bailed materials. Current Bailer is 23 years old with a life expectancy of 20 years. Recently put \$2,000 into repairs. The pins are failing and leaking oil. The bailer was out

of service for 2 months and we lost revenue and need to transport recyclables. Chuck Whitcher explained what happens when the bailer is out of commission. Rebecca questioned the cost and type of bailer. Selectman Depuy said they are looking at the cost avoidance of \$32,000 and an income of \$58,000. The cost includes installation and the removal for scrap.

• *What justifies the increase in the Town Building Expense budget for the Old Library? What is the maintenance plan for the coming year?*

Carla Pennfield explained that there is a new Board of Trustees. The Trustees discovered that the Old Smyth Library has not been maintained. It is the Trustees job is to preserve the building. The windows are currently leaking. In 2014, they replaced 5 of the windows for \$8,500 and discovered that the roof needs to be repaired. They found a volunteer to remove the trees and clean brush. The basement is filled with stuff and volunteers are coming in to clean. Increase in budget is for table and chairs so the building is useful. The chimney also needs to be repaired. Chairman Broadhead asked about funding. Paul Lebond asked how many windows are in the building.

• *Is there a more efficient way to address the phone system in our town (i.e. one integrated phone system for town offices)?*

A new phone system will be looked at after the first of the year.

• *What is the plan for the town's website and the costs associated with it?* Catherine Sangillo would like to update the website to make it mobile friendly and change it over to a content management system. Chairman Broadhead discussed the importance of the town website. Mark Laliberte asked about the website functionality and Catherine explained.

Chairman Broadhead asked if there we any other questions for discussion. Moved to discussion amongst the committee members. Recapped that this is not the final numbers and that they are just voting on preliminary numbers.

SNH Planning-

Carleton Robie requested to increase the line by \$4,000

Motion made by Carlton Robie

Second by Chairman Broadhead for discussion

Carlton Robie explained request for planner to update town's master plan. The master plan has not been updated for 10 years. Planning needed to review budget increases and cost increases to generate revenue. Mark Laliberte mentioned this was voted down and the Warrant Article failed. Allyn Chivers expressed that this seemed premature. Chairman Broadhead decided not to go with request.

Moved to vote.

In Favor- 1 /Opposed -6

Motion Failed.

Building Inspector

Allyn Chivers motioned to continue at P/T rate which reflects 2.5% for the COLA.

Mark Laliberte second

Chairman Broadhead believes the position should be increased more than COLA but needs more justification for Full Time. Allyn Chivers explained the Health Officer responsibilities should go back to the Welfare Officer. Chairman Broadhead discussed that he has reservations on how wage money is being expended. Carleton Robie responded to Allyn's thought on moving the Health Officer duties. Chairman Broadhead discussed change the title of the line item and

Rebecca Cronk agreed. Chairman Broadhead reviewed the Dave Murray's wages. Current hourly is \$25.14, towns cost is \$28.36 and if the position went Full Time \$39.93.

Mark Laliberte requests that more information is needed before a decision can be made. Chairman Broadhead mentioned it can be discussed at the Public Hearing. Additional discussion on the time that is needed to inspect the school, library and other public buildings.

Motion to reduce Building Inspector from \$46,000 to \$36,300

In favor 5/ Opposed 2

Motion Passed

Chairman Broadhead made a motion to change the Building Inspector line item name to Code Enforcement.

Allyn Chivers second

All agreed – Motion Passed

Direct Assistance

Allyn Chivers motioned to amend from \$25,000 to \$20,000

Rebecca Cronk second

Discussion by Paul Leblond to review the fluctuation. Allyn Chivers mentioned that there has been procedural changes. Carleton Robie added the fund has been discussed over time. Rebecca Cronk brought up other programs available.

In favor 2/ Opposed 5

Motion Failed

Emergency Management

Mark Laliberte questioned Carleton Robie about the number and if it is adequate. It was discussed that the funds are there to establish line items.

Legal Expenses

Allyn Chivers made a motion to decrease to \$25,000 from \$30,000

Reviewed historical data from 2008 to current

Paul Leblond second

All in favor 6/ Opposed 1

Motion Passed

Police Budget

Allyn Chivers made motion to decrease gasoline to \$20,000 from \$24,000

Mark Laliberte second

Paul Leblond discussed reducing the amount by some but not full \$4,000.

In Favor 2/ Opposed 5

Motion Failed

Solid Waste

Chairman Broadhead made motion to add \$1 to line

Allyn Chivers second

All in favor

Motion Passed

There was a discussion on the Old Smyth Library and the cost of the windows. Mark Laliberte asked for a count of the windows and the sizes. Allyn discussed that the building is not usable and that the town does not want to spend money to make it usable. Carleton Robie discussed the importance of the building and how the citizens voted for the Board of Trustees and the need for a plan and a place for the building. Carla Pennfield mentioned how the library is used by the Trustees, Heritage Committee and for Lights on the Hill. Donna Becker asked about renaming the line to restore.

Chairman Broadhead made a motion to approve budget as amended.

Allyn Chivers second

All in favor

Motion Passed

Chairman Broadhead gave a recap of adjusted numbers:

Building Inspector decreased from \$46,902 to \$32,300

Legal Expense decreased from \$30,000 to \$25,000

Recycling Center Closure increase from \$0 to \$1

Other:

Moved on to discuss filling the Budget Committee vacancy

Allyn Chivers motioned to fill vacancy with Kevin Coughlin

Paul Leblond second

All in favor

Motion Passed

A hand out from the Southern New Hampshire Planning Commission was passed out to the Budget Committee.

Discussed that minutes from last meeting need to be distributed.

Next meeting scheduled for December 3rd, 2014 at Town Library meeting room.

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

Motion: To adjourn. Motion by Allyn Chivers, second by Rebecca Cronk. All in favor, motion carried.

The meeting adjourned at 9:00 pm.

Recorded by Geri Holmes