

Regular Meeting of the
Candia Budget Committee
October 28, 2015
Town Hall, Candia, NH
Minutes of the Public Session
(Not official until approved by the Committee)

Present: Chairman Allyn Chivers, Vice-Chairman Paul Leblond, Kevin Coughlin, Robert Stout, Dana Buckley, Selectmen's Rep. Carleton Robie, School Board Rep. Rebecca (Becky) Cronk

Absent: Matthew Broadhead, Mark Laliberte

Call to Order

Chairman Chivers called the meeting to order at 7:02 pm and led the attendees in the Pledge of Allegiance

Old Business

Approval of Minutes: Motion to approve the October 14, 2015 meeting minutes as present by Vice-Chairman Leblond. Second by Selectman Representative Carleton Robie. All in favor, motion carried with School Board Rep Becky Cronk abstaining.

Chairman Chivers informed the Board that the 10% Rule does not apply to reductions in the budget. There is no limitation on the amount a budget is reduced. The 10% Rule only applies to increases in the budget.

New Business

Review of the Town Budget:

Chairman Chivers opened the discussion to the review of the budget presented by the Board of Selectman.

Chairman Chivers asked why the Selectman chose to put the Master Plan 2nd Phase into the budget rather than utilizing a warrant article. Selectman Rep Robie indicated that the town voted overwhelmingly in favor of the warrant article last March and felt that it was better to budget the funds due to the importance of the Master Plan to the town. Selectman Robie also indicated that through Phase I a Steering Committee has been formed and working to bring ideas forward for Phase II. Robert Stout asked if the Master Plan would be in jeopardy if the town votes for the default budget? Selectman Robie indicated that it would. Kevin Coughlin

questioned if this was better being a warrant article? Chairman Chivers indicated that she wanted more discussion from all Selectman on reasoning for budgeting this item.

Chairman Chivers asked why the selectmen chose a 3% Cost of Living Adjustment (COLA) when the Consumer Price Index was at 0.3% for the year. Selectman Robie indicated that it was a split decision by the Selectman as there has been no raise based on merit for the employees in the past 8 or so years. Becky Cronk questioned why they went with 3% when last year it was a 2.5% adjustment. Selectman Robie indicated that this was the number selected by the Selectman. Chairman Chivers indicated that she would like the Selectman to show data for where the 3% COLA came from.

Chairman Chivers asked what the administration fee was based upon as it increased by \$470 from the 2015 budget to the proposed 2016 budget. Becky Cronk asked what the \$400 increase for equipment would be used for. Selectman Robie stated he would look into these.

Chairman Chivers asked by the direct assistance was still budget for \$25,000 when we have only utilized \$6,700 in 2015. Discussion ensued and it was decided to present this is a question to the Selectmen.

Kevin Coughlin sought clarification on how the compensation is distributed for the Fire/Forestry Department. Chairman Chivers indicated there is a matrix utilized to pay participants by hours worked. Chairman Chivers sought clarification on the Fire Communication Maintenance Line. Selectman Robie indicated that this is for maintaining radios, computers etc.

Dana Buckley asked for clarification on what the Heritage Committee did. Selectman Robie indicated that the group completes various projects to maintain the historical heritage of Candia.

Becky Cronk questioned if the items that currently remain unexpended under the Highway Department will be used before the end of the year. Selectman Robie stated they are holding off on these tasks to balance the winter budget from last year that was over-expended. He also indicated that the balances can be encumbered at the end of the year and doubled up on items next year. Kevin Coughlin asked if the asphalt paving line was separate from the Chester Turnpike project money. Selectman Robie confirmed this.

Chairman Chivers inquired if the audit adjustment for legal expenses was taken into account to change the legal expense line. This question will be presented to the Selectman. Kevin Coughlin inquired on the 6.5% increase to the legal expense

line. Selectman Robie indicated that the retainer fee has increased by this percent for the upcoming year.

Chairman Chivers indicated that \$6,000 to open and close the bathrooms at Moore Park seems high. Selectman Robie indicated that it will cost \$15 each time and at \$30 a day for approximately 30 weeks, \$6000 does not seem as unreasonable.

Dana Buckley asked for clarification on the hours of coverage for the police officers. Selectmen Robie indicated this would be a good question to ask the police chief, but noted that there are usually two officers on. Kevin Coughlin asked why there was no change to the line of full-time wages if we are now utilizing part-time officers to reduce the cost. Discussion ensued and it was decided that this would be a question to direct to the police chief. Kevin Coughlin also asked for clarification on the new cruiser line. Selectmen Robie indicated that the town budgets money each year to put towards the purchase of a new vehicle when warranted. Becky Cronk questioned intended purpose of the police equipment line. The police department is requested \$11,000 and the Selectmen requested \$8,000.

Chairman Chivers questioned the extra cost of the Property Appraisal line. Selectman Robie indicated that the person in this function has extra duties and a current use project they are completing. Discussion ensued and Selectman Robie will be seeking more details for this item.

Robert Stout questioned the Facility O&M & Electricity increase from \$14,000 to \$27,000. Selectman Robie indicated there is a special project that needs to be completed due to previous damage. Kevin Coughlin questioned if this work would go out to bid. Selectman Robie indicated that the Selectman were hoping this work would be able to be completed with local vendors. Chairman Chivers indicated that there was a town policy that jobs over \$10,000 should be put out to bid. Chairman Robie indicated that this is true, however if the job is sectioned out into smaller jobs, it would avoid the bid process which would increase the cost. After further discussion, it was decided to present the question to the Solid Waste Department head and the Selectman Representative.

Chairman Chivers asked what the \$3,000 Tax Collector Fees were for and why there is an increase to the Meetings, dues, fees, certs and mileage line. Selectman Robie indicated that this question would need to be directed to the Tax Collector. This is an elected position and the Selectman has no say.

Vice-Chairman Leblond sought clarification on the amount budgeted for the Smyth Building Maintenance. Selectman Robie indicated that the line was reduced by \$2,000 to aid in compensating for the \$80,000 reduction to the 2015 budget and the requested amount is the same as the original 2015 budget. Chairman Chivers

questioned if there was still work being completed. Selectman Robie indicated they are working on windows, need to maintain the heat, mow lawns, etc.

Chairman Chivers asked why there was a \$3,000 increase to the alarm monitor. Selectman Robie indicated the Selectman are looking to protect the staff on-site during odd hours. Vice –Chairman Leblond noted that the CYAA installed a system relatively inexpensively and it is cloud based. Kevin Coughlin asked if there is a cost associated to run this system monthly or yearly. Kevin also indicated that depending on the type of system, it is a DVR or cloud based system and that cloud based systems typically have a monthly or yearly cost. Chairman Chivers stated that she would like additional clarification.

Chairman Chivers asked for additional information regarding the Software Support/License Fee. Selectman Robie stated that this is to maintain the systems in town and also includes the purchase of 3 new computers. Becky Cronk indicated that the new computers should be under hardware or as a new equipment line.

Chairman Chivers sought to clarify if the printer, scanner, copier would be 3 devices or a single device. Selectman Robie indicated it will be 1 device with all functions.

Chairman Chivers asked if any money left over will be moved into the employee merit pool line item. Selectman Robie indicated that the line was placed in the budget if a COLA wasn't issued to all employees. No money will be added to the line as it will become a use it or lose it item.

Other

Dana Buckley asked when the Budget Committee would receive the School Budget for review. Becky Cronk indicated that the School Board has their budgeting sessions on 11/5 and 11/6 and the binders should be available by 11/19 for review.

Chairman Chivers reviewed the upcoming Budget Season meeting schedule.

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| October 28, 2015 | 7pm – Review of 2016 Proposed Town Budget |
| November 11, 2015 7 pm Town Hall | Joint Meeting with Selectman Preliminary Recommendations and Vote |
| November 12, 2015 7 pm Town Hall | Vote on Town Preliminary Recommendations (if necessary) |

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| December 2, 2015 7 pm Town Library | Review of 2016-2017 Proposed School Budget |
| December 9, 2015 7 pm School Library | Joint Meeting with School Board & SAU 15 Preliminary Recommendations and Vote |
| December 10, 2015 7 pm Town Hall | Vote on School Preliminary Recommendations (if necessary) |
| December 16, 2015 7 pm Town Library | Public Hearing on Town Budget |
| December 17, 2015 7 pm Town Library | Public Hearing on School Budget |
| January 12, 2016 | Warrant Articles Due |
| January 13, 2016 Time/Location TBD | Supplementary Hearing Town Budget, School Budget and Warrant Articles |
| January 30, 2016 | 9am – Town Deliberative Session |
| February 4, 2016 | 6pm – School Deliberative Session |

Adjourn

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

Motion to adjourn by Kevin Coughlin. Second by Robert Stout. All in favor, motion carried.

The meeting adjourned at 8:46 pm.

Recorded by Rebecca Cronk