

## Meeting of the Candia Municipal Budget Committee

October 12, 2016

Town Offices, Candia, NH

**Members present:** Dana Buckley, Chair Allyn Chivers, Kevin Coughlin, Susan Gill, Jodi Hedstrom, Paul LeBlond, Bob Stout, Selectman's Rep. Susan Young.

**Members absent:** School Board Rep. Rebecca Cronk

*Chairman Chivers opened the meeting at 7:02pm*

Pledge of allegiance

### OLD BUSINESS

#### Approve minutes

#### **Corrections:**

Page 7, change "say" to "saw"

**Motion:** To approve minutes from the 9/14/16 meeting (1<sup>st</sup> – Coughlin, 2<sup>nd</sup> – Young). **Approved 8-0**

#### Answer Questions from Last Meeting

#### Town:

Chivers: page 5, question about fire and forestry. \$1,896. Young: That was a clerical error. It should have come from the capital improvement fund for the fire department. And it's been fixed.

Chivers: page 6, Solid Waste – "the Facility Operating and Maintenance is way under budget. Is that due to the repairs on the old baler"? Young: on page 6 of the town budget (Town of Candia - 2016 Expenditures), line 430... They put \$17,294 for the purpose of fixing the office. It hasn't been spent yet. We do have an estimate, I believe it was close to \$8,000 to fix that. So you will see, hopefully by November we will have had that fixed. So that will go back up. We have \$18,000 left, and we'll probably spend about \$8,000 repairing that office wall, putting the insulation in, doing the electricity.

Chivers: Then there was a question about the \$4,000 on "Special Projects". Young: Yes, I asked that. On line 730. LeBlond: Who's doing that repair work? Young: I can't remember his name or the company's name. I could that find out. LeBlond: We talked last year about how we go about getting vendors for doing that and there was a whole thing about going out for bid then they realized that that's problematic all by itself. Coughlin: didn't they say it had to be over a certain amount? Young: \$10,000, I think. And they had asked local people, and they just couldn't fit it in. Everyone's real busy. So they did

find someone who's going to be doing that. Chivers: and he was under budget, right? Young: we had budgeted \$17,294 in that line. But the amount we recorded was \$7,900. So then go to line 730 and that's just for repairs and improvement. And that's things other than something that's major. Operations & maintenance. So that's why there's so much left on that. They haven't needed it so far to date.

Chivers: Then we had a question about the worker's comp. In the insurance section. There was a refund of \$14,000. So if you look at workers comp, we've only spent \$4,000. But that's because we got a refund of \$14,000. We just wanted to understand how that whole system works. Young: We actually have a credit of \$17,274. Every year we've had a little bit of a credit. And then in January they send a new bill. And this got so high – our little credits from every year, it might be \$2k one year, \$3k, that the company, Primax, at this point wants to return it. So what you'll see on next month's printout is revenue. The DRA told her to put this into revenue – the \$17k that we overpaid. And you'll just see a bill for \$4,971. They call it a holiday, but it's actually a credit. Chivers: And we were getting all those little credits each year because there weren't a lot of claims? Young: Exactly, we didn't have a lot of claims. So we'd get a little credit, a little credit. And when it get up this high – Primax probably doesn't want to carry it on their books. Coughlin: Why don't they just turn it over every year? Young: you would think that they would take it off and credit it, but they don't. Because see our bill – they didn't before. But she has to list it as revenue. The DRA says she has to list that now as revenue. That will be a new line or something. Coughlin: can we request that they just apply every year's credit to next year's balance? Young: I can ask them. I think she called the auditors. I know she called DRA. And she said did I list it wrong? And he said no, but here's what you'll do for next month. You'll have that going as revenue, and this will be an expense. It doesn't make sense. You think they just wouldn't charge us for a couple years. Coughlin: You'd think that they'd want to get it off their sheet. Young: And we wouldn't want to pay out if we have a credit. Coughlin: If stuff gets left unattended for long enough, sometimes it disappears. So it's good to have it get credited, I think. Young: After this year, this will go away. Unless we have a balance. But we can ask. Stout: Unless you're Primax, and you're getting \$17k from 100 different towns. Young: Yes, I noticed my mortgage used to do that! They'd keep it for the year, then they'd give it back. But that's a good question. I don't know if it's a bookkeeping/DRA thing or what it is. But I'll ask her.

Chivers: Then there was the transfer station bond, and how much more time we had left. Young: I was correct, it was only just this coming year. 2017.

Chivers: Then Mosquito Control. Young: Thank heavens they had the testing sites. They still have them – well, I don't know if they've stopped, probably at the first hard frost they'll stop them. And they haven't had to treat any areas. But they did put a type of clove oil where the larvae can't break through it. I think they treated this pond, and a couple of places that kids could be around. But it's natural – it doesn't hurt the birds or the fish or anything else.

Buckley: I know Becky's not here, but we had questions about the attorney's fees too. Chivers: We have several questions for her, but she's not here. We'll carry Becky's questions forward. Young: I did want to say I'm very thankful for the information we received. So you can pass that onto whomever.

## NEW BUSINESS

### Review of Town Reports

Young: On page 1, under Actual Expenses for last year, under Solid Waste, the baler was approximately \$77k. That's why that's such a drop. That was a special line item.

Chivers: I had a question on the Highway Department. There's a lot of stuff that hasn't been spent at all. I just wondered if Dennis is going to do that before the end of the year. Young: Yes, he explained that at our meeting. There's are some of these categories that he keeps in cases like the hurricane-type storm during the fall but he will be spending them. Chivers: Like Asphalt Maintenance? Young: Yes. I guess we've been caught before with different hurricanes in the fall so he tries to keep a little bit of that buffer in there. Chivers: If you look at page 3, the 'Tree Removal', the 'Brush Cutting', the 'Shoulder Work', the 'Asphalt Maintenance', the 'Culverts', the 'Ditching', and the 'Mowing'. Young: What was said about the mowing was because it didn't rain a lot, I think they didn't want to cut it back more than a third or something. I know he keeps money in here just in case there's something in the fall and he said he'll be using this up. Chivers: You encumbered \$4k for tree and brush cutting. And that hasn't been spent either. So in addition to what shows here, is that extra \$4k. Young: We keep reminding him that that needs to be done. Chivers: So he plans to use all that money? Young: I'm hoping. The brush and the tree we've had some residents talk about not being cut back. So that is something that has been asked about. Coughlin: I know that when the state goes up Langford when I was out watching them closely because they butcher, they'll just carve out giant things. They won't be very selective. Young: I hate that when they do that. Coughlin: I have one question – didn't we have a special line item also for a large slug of money for winter plow? Chivers: Under the Highway Department, there's the Total Highway and there's the Total Winter Highway. Coughlin: So that extra money that we approved, is that buried in Winter Highway? Chivers: Well, then there's the warrant article. Coughlin: That's what I'm thinking of. Chivers: That's \$100k. So right now in the Winter portion, we have \$81k. So if it snows in December, and we spend over \$81k then we go into that \$100k warrant article. But if we can stay within the \$81k, then we don't have to tap into the warrant article. Young: Then it will be returned.

Now we'll look at the Selectman's budget for next year. Our goal tonight is not to express any displeasure, it's only to look at it, and come up with the questions we have for the selectman. To start with, I compared this budget to some previous budgets, like 2015. I wanted to look at the big picture, and not get buried in the weeds. So I started with 2015 what we actually spent - because that's the only year that we know what we actually spent - and then I took out the cost of the baler because that was a one-time deal. So without the baler, are just our average expenses for 2015. Then I looked at the proposed budget for 2017 which is \$375k higher, or a 17% increase over two years. So then my question was where did it come from? So I picked out the departments that had significant changes because we expect every department will have some changes – cost of living raises, etc. And these were the departments I came up with, and these were the percentage increases for those departments. Now as we go through the budget, we can see for the most part why we have these increases. Hedstrom: Does this budget include warrant articles? Chivers: No, this is just the Operating budget. This does not include warrant articles.

Chivers: So we'll start at the top and go department by department. *Advertising & Regional Associations* – those were moved the Planning Board. Young: Which explains the 1213% increase on the budget comparison sheet.

*Ambulance* is the same.

*Animal Control.* Buckley: The seminars and training? Young: the biggest thing is the chief wants to send him to a school that costs \$700 because he doesn't have that sort of training. He's new to animal control. Chivers: If you want me to write this down as a question because you want more information, tell me. Buckley: No, that's fine.

*Auditing Services. Budget Committee.*

Chivers: *Building Inspection* is one of the offices that have an increase. In this budget, Andria who is the Administrative Assistant, they want to convert her to full-time. So that includes additional wages, plus additional health insurance because then she'll become eligible for health insurance. Coughlin: It's interesting that we went from a part-time building inspector to a full-time building inspector and now it's two full-time people in that department. Chivers: We can ask the question why they feel they need they need two full-time people in the building department. Young: The only thing that I have experience with is the increase in building permits. On Currier Rd, it's been 8 in the past month. And then there's a big development on High St. proposed. Chivers: She was just hired a couple months ago. It was determined at that time that we only needed a part-time employee. Chivers: Some of us thought a part-time was needed, others did not agree with that. It did pass as part-time for the time being. It's been asked to be full-time. She does also do Fire Department, it's not just Building Department. I think it's 80/20, or something like that. Coughlin: Is full time considered 32 hours? Young: 32 and above. Chivers: What is she working now? Young: I think the last one I signed was 30 hours. Chivers: So what additional duties will she have now? Young: I think because of the planning board meetings being so long, her hours are getting right up to 30, 31. And I think it was decided that they need more help. Or that she needs increased hours. Chivers: I talked to Donna, I think they overestimated the insurance for her. Young: She estimated it for that position. We hate to use people, because that could change. So for that position, when Donna did the insurance, she used a rate for an older, two-family individual. This particular employee is single, so it would be a one-family so it wouldn't be that high. Chivers confirmed questions to be asked (see appendix).

*Cemetery.* Chivers: I think we need an explanation of the Sexton Stipend. Young: They still don't have one. That position as approved for the year that we're in now, but they can't seem to find one. Chivers: So we want to know what the Sexton is going to do? Young: The Sexton is going to do everything that Carlton has been doing for free. The Sexton, from what I understand, if you want to buy a lot, the Sexton will go up and show you where it is, what's available, you choose what you want. They place the corner markers. The Sexton has to go show them where to dig, to make sure they're digging in the right spot. Hedstrom: the 'Cemetery Wages', is that who digs the plots? Young: No. Chivers: you know the guy who takes care of everything in the summer and cleans it? Young: He mows, and trims back. He does all of that. And I'll just warn this committee, in another year he's retiring and he uses his own equipment. So that whole line is going to go up. But the Sexton, it's someone who has to be available whenever the families can meet. Chivers confirmed questions to be asked (see appendix). Chivers: there's also a big increase in the 'Administration', the 'Contract Services', the 'Gravesite Corner Markers', and the 'Software'. Young: they're trying to upgrade all the deeds and where everything is placed at the cemetery. It's in terrible shape now. Holly Hass does a lot of that. She needs a new program. To get it organized is going to take some time. The input will probably take a year. And she needs a new program. To input the data into the program, first of all they have to some genealogy searches. Chivers: The 'Administration' increase is for her to do the input? Young: Yes. Chivers: How about the 'Contract Services'? That's a \$2k increase. Stout: \$2k came out of wages. Young: If they have to hire a landscape person, it's going to cost an outrageous amount. Chivers: We've got the wages in there. What's the Contract Services? I'll put that down for a question. Coughlin: I have a fundamental question. I don't know anything about cemeteries or how towns run one. Should it be a big expense for the town to have

a cemetery? Or should people pay for it so it's a self-sustaining thing? If you need a cemetery plot, shouldn't the plot price equate to what it costs to run it? Hedstrom: That would be an expensive plot. You buy a plot and you maybe die in 15 years. If only buy a plot for \$1500, you're only paying \$100 / year. That's not enough. We can't sell 20,000 plots in our town to make the dollar-cost average work. Young: You do get a deed to whatever you bought up there. You're actually deeded that piece of land. Chivers: I can ask if we can increase the cost of the plots. Any other questions? Stout: There's a couple of lines through the budget for equipment maintenance. In my mind, maintenance is so we don't have big expenses. You spend a little at a time to maintain. But on a lot of our lines we don't spend anything. Then we put the same amount in the following year. It doesn't make sense.

*Conservation Commission.*

*Direct Assistance.* Chivers: They still haven't reduced the budget, and it's been quite a few years now that they've gone way below budget. And I think last year they said they'd wait one more year. I'd like to know why we can't reduce.

*Voter Registration. Voter Administration.* Chivers: We need six new voting booths.

*Emergency Management.* Stout: Is that a set rate that we're putting in for the shelter operations? Because we didn't spend any and yet we're budgeting more. Young: He usually waits until the very end. Chivers: Remember we talked about replacing the fuel in the generator over there? Young: He hasn't spent a thing. Coughlin: Do they empty the fuel in that every year? Because diesel fuel can get clogged & grow bacteria. Chivers: But that's why we have an expense, we need to change the fuel.

*Fire/Forestry.* Chivers: I just wanted to point out that originally we voted for \$40,000 for the volunteers, and at the end of the year they divide it up. But they didn't add in extra money for the FICA. So if you look at last year's budget, it was \$37,157 for the actual payment, then \$2,843 for the FICA because it had to come out of that, and couldn't be more than \$40,000. So now they pay them the whole \$40,000, and then budget a separate amount for the FICA. Young: And I'll tell you Dean did not ask for that. The Selectman asked for that. Coughlin: And it's not unreasonable. Stout: (Protective Clothing), they haven't spent what was budgeted last year, and we're increasing what we're budgeting this year. Chivers: I think the question would be do they plan to spend it. A lot of times the fire department spends their money at the end of the year. Coughlin: That doesn't include the warrant article for money towards the capital reserve? Chivers: Correct. The phone & the postage is all going to the Town Office budget. So you'll notice everybody but the town in going down on postage and down on phone. That's one of the reasons the Town Office expenses has gone up. Stout: The other line to ask if he's going to use it up is that communication equipment. Because he's way under this year, and we're budgeting the same amount again. Buckley: Communication Maintenance is low too. Chivers confirmed questions to be asked (see appendix).

*Health Officer. Heritage Commission.*

*Highway.* Chivers: We can Dennis about those lines, if he intends to spend them before the end of the year. Young: He added 'Sweeping'. At the end of winter, there are several different intersections throughout town on town roads and what happens is all the sand from sanding over the winter gets stuck in those intersections, and community members complain. So he's taking from other line items to

pay for sweeping to get that sand out of there at the end of winter. Chivers confirmed questions to be asked (see appendix).

*Insurance.* Chivers: as you can see, she's just carried the insurance over from last year. We don't have the real numbers.

*Other Culture & Recreation.*

*Parks & Recreation.* Hedstrom: So this year, they started working on the Moore Park to try to clean it up. Are they going to finish it? I don't see that planned in the budget. It's a liability over there now. The benches are falling apart. They host teams at that park, and if someone gets hurt... I think at this point it's penny-wise, pound-foolish. If we put \$5k - \$10k in that park and actually fix it up. The benches are literally falling down. Kids can't sit down. Young: In the playground? Hedstrom: In the playground, in Moore Park, there is that baseball field. It is pretty dangerous in some of the areas. Chivers: In the first line for park maintenance, they'd doubled the budget. It went from \$3k to \$6k. Young: I know part of the plan is replace all of the material under the playground. The mat part. I also know we did the two roofs. From what I understand, as far as the ball field, it is used by the school softball team and Jesse Remington's team. Hedstrom: And CYAA. Young: CYAA? They do? Because someone said they weren't using it. Chivers: I'll ask what kind of repairs are planned at Moore Park. Hedstrom: There's no sand anymore. For a softball field, it is sad. Young: We were told it was just those two groups. Hedstrom: But even if it's just the school, when we have other towns coming there and I tell you the benches are dangerous, the fencing is dangerous, and the backstop is dangerous. For me, it's a liability at this point. And it's a bigger issue when we have other towns coming in. And that's what people are seeing are stuff falling down. Young: I will mention that to them. We were told it was just Jesse Remington and the school. So we were going to try to get some cooperation from those two groups who were using it hopefully to chip in. If they're using it and no other town leagues. I didn't know that CYAA was using it. LeBlond: Dennis Hebert, our baseball director, spearheaded an effort with Scott Komiserak to get the field fixed. Gill: We were over there for Old Home Day, which wouldn't be any of the three groups mentioned. But it was used then too. Chivers: The other question is the electricity at the Moore & Pond Parks they spent \$684, they budgeted \$850, and they're increasing it to \$1,150. I don't know why the increase. Young: We do have \$900 for the skateboard park but hopefully we'll have LED. I'm not sure if this is LED and what that includes.

*Planning board.* Chivers: The \$10k, did the Selectman vote to put that in? Young: Yes, we voted to do that. And the Southern New Hampshire dues. Chivers: Why do we need an extra \$10k? Young: To continue the Master Plan. Chivers: We've already budgeted \$10k for the Master Plan, and the Master Plan is not even finished. Young: It was a decision so they could continue to plan. Chivers: I would like a real specific explanation of what we're going to do with the extra \$10k. Because we paid \$5k for the Master Plan, then we paid another \$10k. And the contract is that they're going to complete it with what we paid them. And now we want another \$10k. I want a specific explanation. Young: And the explanation given to me because I asked the same thing was that it was to continue the planning process. Coughlin: So what's the actual work product of that plan? Young: it's a big book. Chivers: The master plan should reflect what our intention is as the town moves forward. What we all agree that we

want to do. LeBlond: I'm on it. It's a 3-step process. You have your vision statement, then your objectives and goals.... We've had three meetings, and aren't even past the vision statement. You've got people who aren't at meetings, then are trying to catch up. The guy from Southern New Hampshire – we told him not to come to the next meeting. We need to hammer this out. There no sense in having him sit there while we argue what the vision statement is. It's interesting. Coughlin: so the money that's been expended so far? Chivers: It's for the whole master plan. Young: The (volunteers) aren't paid, the money is for Southern New Hampshire. Chivers: They're supposed to come up with the document.

*Police.* Chivers: What's the plan with the cruiser? Young: What they do is they've been putting in \$14k, and they'll encumber it from this year's budget, put it into next year's budget, then they'll have the \$28k to buy the cruiser. Chivers: now in the past, they've given us the spreadsheets that show each vehicle, how much mileage, which year, how much they've spent on it, all that stuff. Young: Would you like that? Chivers: Yes. Stout: Ammunition? They have \$3k budget, but they've spent \$0. Chivers: I'll put that as a question. Buckley: the copier line went from \$6800 to \$500? Chivers: they just bought a copier. Stout: Remember the police equipment, when he was here last year, there were a couple things he wanted? Chivers: I think we encumbered the funds. If you look at page 9 of the expenditure report? There's 15 Tasers there. \$1,087. That's why it doesn't show up in the budget. It was encumbered, and he spent it. So it doesn't show up in either budget.

#### *Principal Long Term Bonds & Notes.*

*Property Appraisal.* Chivers: Last year they told us that we'd have increased Property Appraisal because Tammy was going to work on the Current Use. Has she done that? Young: Not that I know of. But I'm not saying she has or hasn't. I can check into that. Hedstrom: They're asking for less. Chivers: Right, last year they said they needed extra because she was going to work on the elderly exemptions, current use, etc. So she got extra money. I just don't know if that's been done. Young: The appraisal has spent \$8k, and I go through every item, and I don't remember seeing that.

*Solid Waste.* Chivers: Why is there such an increase in the old dump Testing? Young: Because that was a new amount that we got from Stantec. Chivers: So why does it cost more? Young: That was their new contract. Our chairman is looking into a new company. I don't know how he's made out. We all thought that was quite an increase. It was not to check for PFOA's. This is just basic testing. Chivers: Facility O&M, Electricity – last year was \$34k because we were going to do those \$17k repairs. But now it's still \$25k. So what's the plan for that \$25k? Stout: I know you budgeted for that new baler, when you start look at those loaders down there and those operating / maintenance costs keep going up and up, do we ever consider putting money into a fund in case one of those breaks and we have a big expense? Young: That's the same thing I said with the cemetery. I hate to have each department have a capital reserve, or whatever you want to call it. Stout: I just think that would make sense. Chivers: I can put that as a question, setting up a capital reserve fund to replace equipment. Coughlin: I'm a bit fan of not having a line item. I'd rather have a warrant article saying 'we need a new loader'. And pay for it. Hedstrom: The only problem is if people vote it down, then how do we take care of the trash? Unlike the line item where we can just start putting money into it. We use it, we use it. If not, it goes back to the town. Young: My thought on the capital reserve is that it spreads it out. Some people live here this year, there

will be at least 8 new houses here next year. It spreads it out so it's not just the people who are in the community the year we buy the loader or the year we buy the fire truck. Coughlin: How do we feel about leasing equipment? Chivers: I'll put that down. Coughlin: Some towns have a constitution that says you can't forward encumber future years. But some towns like the idea that for the next say 4 years, we're going to have this much money spread across 4 years to pay for something. When I sell equipment, sometimes people are attracted to the idea of a lease, sometimes they aren't. But the whole lease idea is that 3-5 year period, 2-4% interest depending on bonding rating, and at that time you're done with it. I'm not advocating it. I'm just asking. Young: Do you prefer that over a capital improvement fund? Coughlin: I don't really have a preference. I'm just asking the question because it's an option. I know when I deal with towns that have a Town Manager, some really like the idea. Others say no, it's against our constitution.

#### *Street Lighting.*

*Tax Collector.* Chivers: There's a big increase in the Deputy Tax Collector wages. Young: Yes, she got a raise because she's been there so many months. Plus she's looking at expanded hours. Chivers: what's the increase in hours? Young: She just put down it was also based on the hours she was expected to work for next year.

*Town Building Expenses.* Chivers: We put in the surveillance cameras this year. I was assuming that was in the Alarm Monitoring-Fire / Security line. So I would think that would go down. In 2015, we spent \$480 in that line. Coughlin: Did we put in cameras? I know we approved it – did it ever get done? Young: Not that I know of. Chivers: I thought we put them in. There's was a discussion about who was going to monitor them. We were told it would cost nothing to track. It was going to go the Police dept. Hedstrom: Can we ask about the \$8k for building maintenance? And how much to paint the lines? Chivers: On the Smyth Building Maintenance, it's up to \$18k? Young: Yes. Chivers: I'd like to know what the plan is. Plus they have that fund now. Young: They will spend their budget. They have a gentleman who volunteers and does a lot of woodwork up there. And they never know if or when he can get there. So they have to budget as if he's not going to. But they may even have enough left over this year to do another whole window. And then next year, they have another 3 scheduled. LeBlond: Can we ask what they're doing? Young: Sure. Chivers: So we want a breakdown of how their money was spent this year? Hedstrom: Why isn't the building rented to a business and they fix it? Chivers: Nobody wants it. Because it would be too expensive to rehab it to make it useable. You have to have water, sewage system, and make it handicap accessible and nobody wants to put that much money into that little, tiny building. They've applied for grants because it's on the historic register. But they haven't gotten anything. Young: when they replace a window, they're replacing an historical item. Some people are into just tearing it down, others are into saving it. Hedstrom: it is very beautiful inside. Young: It really is. LeBlond: What's the difference between this and the Fitts Museum? They're both town buildings, they both have a Board of Trustees. But the Fitts Museum puts a warrant article, this gets into the budget.

*Town Clerk.* Hedstrom: Is the Deputy doing more hours? Chivers: I don't believe so. We'll ask the question. Young: All of the Town Clerk fees, and all of that money, none of it goes to the Deputy clerk.



Even if the Town Clerk isn't there. That's how that works. She has quite a bit of money in her for classes for her Deputy. If you take the phone and postage out, she's up \$2300 plus the new requests.

*Town Officer's Expenses.* Stout: This is the second one, there was one earlier too where the office retirement went up. Young: Yes, we have to contribute 29% instead of the 26%. Chivers: Yes, that as for the police. Young: I do have to add something that's not on this. On Contract Consulting, we voted no for the \$1800, so that needs to be changed from \$4,300 to \$2,500. Hedstrom: What is that for? Young: That's for an HR person - if we choose to go that way - to look into merit pay. Chivers: but you've already budgeted \$10k for merit pay. Young: That's for the merit pay itself, for the wages themselves. Chivers: But you said if we decide to go to merit pay. Young: that was just put in there to try to address... we gave them a 1% COLA raise, and there was some discussion that we weren't paying as high as other towns. So an easy way to fix that is to put it in the merit pay, and not give everyone a 2% or 3% COLA raise. Chivers: So how are you going to divide up the merit pay? Young: That's why we have the \$1,800. Not necessarily hire one, we're hoping we can do most of the work ourselves. At the end, if we come up with some type of merit a system, and we have a couple of guidelines to go through, to bring these people up with the other town around, as far as their pay, we have a person who could help put it into the personnel document. We might not spend it at all. Chivers: so how did you come up with \$10k for the pool? If you don't even know if you're going to do it? Young: I think it was a figure recommended by a board member. I think you'll find we won't spend anything we don't have to. Chivers: Now it's starting to sound like its comparability pay, and not merit pay. There's a big difference. Young: There is. We put it in that line because with the benefits that they have, they're not far out of line with the other towns around us. The argument is that some people were looking just at the per hour rate. I said you have to look at the total picture, how much we're giving for insurance, and days off. All those things. So there was some discussion and so somebody said how about if we put \$10k, and I said I'd agree to that. Chivers: I just want an explanation of what the plan is. It just bothers me to throw \$10k in without knowing what the plan is.

*Treasurer. Welfare. Zoning Board.*

Discussion on whether to discuss the School Budget in Becky's absence. However realized after preliminary discussion that every other page missing from the Expenditure Report, and Encumbrance Report is missing data. So discussion postponed until next meeting.

Buckley: I'd like to bring up the recording of the meetings. In the interest of transparency—I know the Board of Selectman and the School Board there are people who want to see that. So as a general principle, I think we should all be encouraging that. Young: For sure, and I have asked this. Chivers: Video? Young: Audio. Which we do here, we're fine. Buckley: But I mean making the audio available to the public. Sometimes the minutes don't capture everything. Chivers: I don't know that we have a way to save that. Gill: I met with Andria two meetings ago, and she downloaded all our meetings onto her computer. Young: That's all we want the school board to do. We don't want a camera. Hedstrom: They don't have to technically use though. It's their legal right as a board. We don't even have to record ours. Young: People are really starting to get involved in different town politics. I think politically it's probably a wise move.

## Timeliness of School Reports

Chivers: (Young) asked to have this put on the agenda. I provided everyone a copy of the RSA. Young: I think I sent you all a copy of the email I sent to Lynn. Chivers: I read these RSA's and it says they have to furnish us the information, and it says if we have a public hearing they need to get them to us 5 days prior. But for our meetings, it doesn't give us a timeframe. Young: When I called up the department of revenue, and they put me to the legal department, they said the generally approved time for response is five business days, unless there's a real imminent reason why you can't do it. The fact that the school board has not seen or whether the auditors haven't looked at it, the school board hasn't looked at it makes no difference at all. That report that you just got today from the town of Candia – the Selectman haven't blessed that. We haven't read through that. They have a duty within five days of anything being requested. Chivers: It doesn't say that in here. Young: You're welcome to call the legal department. That's what I did. I went to the people making the laws and that's who I spoke to. And it does say they have to, right here "it shall be the duty of all such officers ... to furnish such pertinent information to the budget committee". If you'd like, maybe we should have them amend that to say within five business days. Chivers: Well this is the RSA, I can't amend the RSA. Chivers: But we can get it amended, if you think that's going to help. Stout: That's very challenging. So generally speaking what happens when you have a statute, when you want to define something in the statute, you put it in the rules. Do they have any rules that associated with that? Because that's where that would say. Young: they can define the time? Stout: To change the statute can take years. Young: So what do they need to? Stout: They may have rules. We have rules associated with our RSA, and when we want to clarify something, we clarify the rule, not change the statute. I'm wondering if they have a set of rules. Young: well their rule is "to confer with the governing body ... relative to estimated costs, revenues anticipated, and services performed to the extent deemed necessary by the budget committee. It shall be the duty of all such officers and other persons to furnish such pertinent information to the Budget Committee". Now it doesn't say within 5 days, but it certainly - their understanding of having months and months behind was not acceptable. And they were very surprised about that. Hedstrom: Unfortunately an understanding and the rules are two very different – it may be implied, but unless it's written, there's no teeth. So they don't have to do anything. Young: It does say they have to provide it. They have to provide information when requested by the Budget Committee. Stout: but the only question would be the timing. I'll look into it too to see if there are any rules associated with this statute. There may very well be some rules in print that actually define that type of stuff. Young: That was just their opinion. I think they thought that certainly not getting information in a timely manner. But they've done it. Their attorney must have said to them 'you are legally bound to provide that'. I'm sure the attorney who has experience probably said 'you'd best be turning in these reports on time'. They don't have to be reviewed by the school board. They don't have to be reviewed by the auditors. None of that. They can turn it in, they can stamp it as draft, or not approved or anything else they want to do. But it does have to be turned in. So you can call for more advice on that if you want. When I first called, I did not give a town where I was from. Chivers: Who did you call? Young: The Department of Revenue Association. I called them and asked about this. They put me over to their legal department for that department as far it pertained to a budget committee. Chivers: well you can check it out and see if there are any rules. Young: Obviously their attorneys told them they'd better get with it because it's the first time we've

ever received anything. Chivers: No, we get them on Fridays sometimes. Young: Since I've been on the board we've never gotten them on a Friday. Chivers: Yeah, we have. Hedstrom: The first two meetings we did. Young: Yeah, but it's not for that month. It's always back months and months. If we meet in October, we don't get for September. WE might get something for June. Chivers: Yeah, we do. Not always, but we do. Young: Maybe it was better before I got on the board. But since I've been on the board we've never gotten up to date information from the school side. Believe me, Donna works to get the town side done. Chivers: We've had no problem with the town.

### **Calendar for Budget Season**

Chivers: Non-petitioned warrant articles are due 12/5.

### **Budgeting Workshop**

Chivers: Five of us went to the budgeting workshop.

**Motion:** To adjourn (1<sup>st</sup> – Coughlin, 2<sup>nd</sup> – Buckley). **Approved 8-0.**

## **Appendix: Questions for Board of Selectman**

### **BUILDING INSPECTION**

1. What is the rationale for going to a full-time administrative assistant? What additional duties will she have? How many additional hours will she work?

### **CEMETERY**

2. Please explain the sexton stipend. What will that person do and how many hours is he/she expected to work? How did you arrive at the \$5,000 amount?
3. Can we increase the price of the plots to cover some of the additional expenses?
4. Equipment maintenance was budgeted at \$500 and we have not spent any of it. Why are we still budgeting the same amount?

### **DIRECT ASSISTANCE**

5. Our direct assistance spending has been reduced substantially since 2014. Why can't we reduce that line to a more realistic amount?

### **FIRE / FORESTRY**

6. Are there any plans to spend additional funds on protective clothing before the end of the year?
7. Fire communication and truck maintenance have not been fully spent. Are there any plans to spend these funds before the end of the year?

### **HIGHWAY**

8. The lines for gravel, tree removal, brush cutting, mowing, shoulder work, asphalt maintenance, culverts and ditching have not been spent. Are there any plans to do all this work before the end of the year? If not, why did we budget the same amounts or more for next year?

### **PARKS AND RECREATION**

9. Park maintenance increased from \$3000 to \$6000. What is the plan for the additional funds? What repairs are planned for Moore Park?
10. Why such an increase in the electricity for Moore and Pond Parks?

### **PLANNING BOARD**

11. We will complete our master plan with the money that has already been budgeted. Why is there an additional \$10,000 for master plan? What, specifically, do you plan to do with it?

### **POLICE**

12. Please furnish the spreadsheets showing each cruiser and the mileage, repairs, age etc.
13. Ammunition line was budgeted at \$3000 but nothing has been spent. Why are we budgeting the same amount for next year?

### **PROPERTY APPRAISAL**

14. Last year this line was increased so that the appraiser could review exemption such as current use. Has that project been completed? If not, any plans to work on that project?

#### **SOLID WASTE**

15. Why is there such a big increase in the cost of testing?
16. In the Facilities O & M & Electricity line we are still budgeting \$25,000. After the repairs are completed this year, are there additional repairs that are planned? Why the big increase from 2015?

#### **TAX COLLECTOR**

17. What is the reason for the increase in the deputy tax collector line? Will she be working additional hours?

#### **TOWN BUILDING EXPENSES**

18. The alarm monitoring line was increased in 2016 for security cameras but the amount has stayed the same for 2017. We spent \$480 in 2015. Why has that line remained increased this year?
19. What is the plan for the \$8,000 in the building maintenance line? How much will it cost to paint the lines in the parking lot?
20. What will be done with the funds budgeted in the Smyth Building Maintenance line? We would like a detailed report of how the money in that line has been spent this year.
21. Will there be a warrant article to put additional money in the Smyth Memorial Building Fund?
22. Why is this in the operating budget and not a warrant article like the Fitts Museum?

#### **TOWN CLERK**

23. What is the reason for the increased wages for the deputy town clerk?
24. Why are there not two windows open for the clerk and deputy when they are busy and many people are waiting for service?

#### **TOWN OFFICERS EXPENSE**

25. Why are there wage increases for the deputy tax collector and deputy town clerk and the rest of the employees are getting a 1% cost of living raise?
26. What, exactly, are you going to ask the HR consultant to do?
27. What is the plan for the employee merit pool? Are you planning on end of the year bonuses, beginning of the year comparability increases, wage increases after evaluations are completed? How do you plan to distribute the funds and how did you decide upon \$10,000?

#### **GENERAL**

28. What are your thoughts about a capital reserve fund to replace some of our town owned equipment such as the loader at the recycling center?
29. Have you considered leasing equipment instead of buying it? Do you think this idea has any merit?