

Town of Candia Municipal Budget Committee

Approved Meeting Minutes

Meeting Date: May 8, 2019
Location: Town Office Building
Attendees: Lynn Chivers
Todd Keating
Dick Snow
Sue Young
Susan Gill
Bob Stout
Stephanie Helmig
Kaycee Vitale
Absent: Katina Niles
Jodi Hedstrom

Chairman Chivers opened the meeting at 7:00 PM
Pledge of Allegiance

Accepting of the Minutes from February 13, 2019

- Selectman Young motioned to approve minutes as written
- Susan Gill seconds the motion
- Motion Passed Unanimously

Accepting of the Minutes from April 10, 2019

- Approval of minutes will move to the next meeting as there was no quorum of people that attended the April meeting.

Questions from Previous Meeting (February and April)

- Is the field going to be fixed this year?
 - Selectman Young answered that the field will be fixed this year. The schedule is dependent on weather.
- Why are legal fees so high in the school budget?
 - Stephanie Helmig answered that legal fees are a result of the collective bargaining agreement for the CESPAC contract. It appeared on the warrant article.
- Is Kindergarten Aid on the revenue report Keno money and did we get Kindergarten Aid before Keno?
 - Stephanie Helmig answered that Kindergarten Aid is from Keno and we will receive one more payment in April. We did receive aid for Kindergarten before Keno but students were only counted as half day; now we get an additional \$1100 per student because of the Keno money.
- Expenditure report is now legible for the committee.
- In reference to the VEX competition, what extracurricular activities are paid by the school and when are parents required to pay? How are these decisions made?
 - Stephanie Helmig answered that VEX was an unanticipated national competition. These situations are handled on a case by case basis. The board approved airfare for 3 members and the coach as well as hotel cost for the coach during the March meeting.
 - Bob Stout asked for clarification asking if it was the school board who decides. Stephanie Helmig answered yes.
 - Todd Keating asked if it was the principal or the school board that decides? Stephanie Helmig answered that the Principal puts the petition in front of the school board and the school board decides.
 - Todd Keating asked if other extracurricular activities get voted by the school board? Stephanie Helmig said every trip has to be petitioned and put in front of the school board. Additional discussion ensued around how trips get approved and how they get funded. Refer to audio for details.
- When reviewing the end of year budget how do we determine if the amounts are the originally budgeted amounts or if the transfers are already taken out? How do we determine what the transfers were?
 - Stephanie Helmig answered that every expenditure report has the original budget, the revised budget, and the amount remaining.
 - Bob Stout asked for clarification around the transfers; if you move money from one column to another it will show in the revised budget? Stephanie Helmig answered yes.

- There was an administrative position that had been eliminated, does the assistant principal have a new title, have her duties changed? We were also told that the curriculum coordinator was going back into the classroom, does this result in any change of pay?
 - Stephanie Helmig answered the Assistant Principal does not have a new job title but will be taking on additional responsibilities. The curriculum coordinator is going back into the classroom because that position was eliminated. She was always paid as a teacher so there will be no change in pay. The district will still realize savings because she is taking a position that we would normally have to hire.

Town Budget Reports

- Town Expenditure Report
 - Bob Stout asked Dennis Lewis (audience attendee) if we are not budgeting enough for the road agent.
 - Chairman Chivers clarified that in last years budget we spent \$137,000 more than the budget. When we subtract out the \$100,000 warrant article we are still over budget by \$37,000.
 - Dennis added that there was revenue that came in that does not show in his budget. In reality he came in just under budget with the warrant article. We had some reimbursements from insurance but the expenditure came out of his budget.
 - Chairman Chivers asked, what about the Moore Highway Fund?
 - Dennis answered that he only uses the interest off of that fund, which runs between \$13,000 and \$18,000/year. He tries to do the project at the end of year because the expenditure comes out immediately but the reimbursement does not hit until December 31st. Dennis explained that The Moore Highway Fund has to be spent on a specific project and the project has to be done in its entirety. For further explanation refer to the audio.
 - Dennis explained that this year we are over the winter budget by about \$15,000 leaving \$85,000 left in the warrant article to get through November and December.
 - Chairman Chivers noted to Dennis that it is possible to increase the \$100,000 warrant article because we are only going to spend it if we need it. Discussion ensued.
 - Dick Snow asked, of the \$100,000 warrant article for winter road maintenance in the past 13 years, what has been the average “not spent” number?
 - Dennis replied about \$30,000 but it is weather dependent.
 - Dick snow noted that we should be increasing the operating budget if we are consistently using \$50,000. Discussion ensued around the pros and cons around increasing the operating budget or keeping the warrant article. Refer to the audio for details.

School Reports

- Revenue Report
 - No questions
- Proposed Budget Adjustments
 - No questions
- Enrollment Report
 - Selectman Young asked if we could get a comparison to last year and this year?
 - It was pointed out that the formatting is just different but the information is on the report
 - Todd Keating asked if our Kindergarten registration was higher this year for going into next year.
 - Stephanie Helmig answered that it looks that way so far. There were 20 that attended the information night which is higher than usual. Stephanie Helmig said that in the last meeting the principal gave a projected enrollment for Kindergarten. Discussion ensued.
 - Selectman Young pointed out that we are down to 286 from last years enrollment of 297; down 11.
 - Stephanie Helmig said the principal has done exit interviews with the people that have left and they are all move outs. Discussion ensued on plans to understand why people are leaving and changes that are being made Refer to the audio for details.

- Expenditure Report
 - Todd Keating asked around the items that have been budgeted but not spent. Can the school board go through those with us? If we budgeted for them but didn't spend the money, why are they there?
 - Chairman Chivers further clarified the question with the example of replacement furniture. It has \$2741 budgeted, \$2741 in the revised budget and \$2741 still remaining to be spent. Discussion ensued. Refer to audio for more information.
 - Stephanie Helmig said she would get an explanation on the items that have 100% remaining in the budget and what is the plan to spend it. She will start with the big numbers first if she does not have time to go through every single one.

Other Business

- Last meeting Chairman Chivers brought up the roundtable that Selectman Young had with all the boards. Chairman Chivers asked for recommendations or suggestions for the Select Board about our budget process or methods when determining the budget.
 - Dick Snow wants a more formal Capital Improvement Program and use it for more for large expenditures and to provide more clarity to the public and the budget committee. For example, what are we doing with the money we are putting into the Fire Department Funds? Discussion ensued, refer to audio for more explanation.
 - Selectman Noted that it is the Planning Boards responsibility to keep the Capital Improvement Plan up to date. Discussion ensued.
 - Chairman Chivers brought up Jodi Hedstrom's suggestion from last meeting. Every year we vote on a warrant article for an improvement project for the roads and every year it passes. Why not just add the money it to the regular budget? This way we have a little more flexibility on where the funds are spent. Discussion ensued.
 - Bob Stout suggested a small capital improvement fund for the recycling center. Set aside a certain budget for them every year.
 - Dick Snow would like to see the budget revised around budgeting ½ a police car. We purchase one every year, can we make the budget reflect the whole car that is purchased instead of ½ a car.
 - Chairman Chivers would like to see the town sell the tax deeded property. We would make money when we sell the property and then the town makes money when the people who bought the property pay their taxes. Discussion ensued.
 - Todd Keating mentioned that he would like to see the town field fixed.
 - Selectman Young reiterated that she put money aside and that the intention was to fix it in the fall but the weather has prevented the maintenance. It will be done this year but may not be done in time for the season. Discussion ensued.
 - Dick Snow would like to see striping on the town roads, or something to make them more safe. Could we possibly add something to the road agents budget. Discussion ensued. Refer to the audio for more information.
 - Chairman Chivers would like the assessor to review all military and elderly exemptions and ensure completeness. Discussion ensued.

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

Meeting was adjourned at 8:13 pm

Submitted by: Kaycee Vitale, Administrative Assistant