

Town of Candia Municipal Budget Committee

Approved Meeting Minutes

Meeting Date: June 12, 2019
Location: Town Office Building
Attendees: Lynn Chivers
Todd Keating
Dick Snow
Sue Young
Susan Gill
Kaycee Vitale
Absent: Katina Niles
Jodi Hedstrom
Bob Stout
Stephanie Helmig

Chairman Chivers opened the meeting at 7:03 PM
Pledge of Allegiance

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.

Accepting of the Minutes from May 8, 2019

- Two corrections noted, deliberative session needed to be deleted and February needs to be changed to April
- Dick Snow motioned to approve minutes as amended
- Selectman Young seconds the motion
- Motion Passed Unanimously

Questions from Previous Meeting

- In the previous meeting, Todd Keating asked around the items that have been budgeted but not spent. Can the school board go through those with us?
 - Chairman Chivers passed out a spreadsheet that was provided by Karen noting all the line items. Chairman Chivers also noted that when she spoke with Stephanie, she explained that some items are budgeted under contract but the school may choose not to use them such a workshops or continuing education.
 - Selectman Young asked if Special Ed could be kept separate from all other line items so budget adjustments could not be taken from the Special Ed line?
 - Chairman Chivers noted that they have to take money from somewhere and at this time of the year they have an idea on what they need for Special Ed so they can move money from that line item. Discussion ensued.
 - Todd Keating and Selectman Young would rather see a negative to easily see where we went over budget.
 - Dick Snow mentioned that if you do not want to move money from Special Ed it should be a separate warrant article.
 - Sue Gill pointed out that we see the original budget and what gets expended. Discussion ensued.
 - Chairman Chivers pointed out the example of special ed insurance on the school budget to show how the money is moved out. Discussion ensued with other examples of how money is moved in and out.
 - Todd Keating mentioned that he would like to see school board representation in the next meeting.
 - Chairman Chivers noted that now that school is out this should not be a problem.

Town Budget Reports

- No questions on expenditure or revenue report
- Selectman Young said from her perspective she would like to have about 60% remaining in all departments. She also mentioned that we have had to spend more in parks and rec than expected because of the softball field. \$3000 was encumbered for the bathroom doors and lock, and \$3700 was encumbered for the field

- Susan Gill mentioned that 1/3 of the budget was spent on the highway maintenance and if we remove that, the rest of the budget looks OK.
 - Selectman Young included that we have overspent in winter highway by \$21000 but we have not taken any money from the warrant article yet.
 - Dick Snow asked why we are not booking it now?
 - Selectman Young said Donna likes to wait until the end of the year
 - Dick Snow said we consistently take out of warrant articles at the time of expenditure, the only exception being road maintenance.
 - Selectman Young will ask.

School Reports

- Budget Adjustments
 - No questions
- Enrollment Report
 - Todd Keating asked if we could get enrollment report comparison for each year from 2010? This way we could figure out the budget for that year, the percentage of tax rate for that corresponding year, and calculate a cost per student per year.
 - Selectman Young pointed out that we would have to calculate by what was actually spent not what was budgeted to be fair.
 - Todd mentioned that the school budget tax rate over the last 6 years has risen 31% and is at an all-time high.
 - Chairman Chivers noted that we have 20 extra high school students on the enrollment report, however the Moore School enrollment per class is low.
- Revenue Report
 - No questions
- Expenditure Report
 - Chairman Chivers mentioned that there is a \$420,000 surplus but the school plans on encumbering some of that.
 - Selectman Young said that she attended the meeting and she believes that they are working over the summer on the playground, tiles, and some other big things.
 - Chairman Chivers said the school will provide the encumbrances in the August meeting. Discussion ensued.
 - Todd Keating asked for what other big projects are planned and what is the timeline because money is being pulled from the building maintenance line. Discussion ensued around what was discussed in the school board meeting.

Other Business

- Dick Snow asked Selectman Young what the board decided on the capital improvement program?
 - Selectman Young said the board is just waiting to be asked. Discussion ensued.
- Chairman Chivers asked if there are no objections, we will cancel the July meeting.

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

Meeting was adjourned at 7:37 pm

Submitted by: Kaycee Vitale, Administrative Assistant