

Town of Candia Municipal Budget Committee

Approved Meeting Minutes

Meeting Date: August 14, 2019
Location: Town Office Building
Attendees: Lynn Chivers
Todd Keating
Dick Snow
Sue Young
Susan Gill
Katrina Niles
Jodi Hedstrom
Bob Stout
Stephanie Helmig
Absent: Kaycee Vitale

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

Accepting of the Minutes from April 10, 2019

- Bob Stout motioned to approve minutes
- Jodi Hedstrom seconds the motion
- Lynn Chivers, Bob Stout, Katrina Niles, Jodi Hedstrom and Todd Keating vote to approve.
- Motion Passed with 5 votes to approve, 0 votes opposed, 4 abstain

Accepting of the Minutes from June 12, 2019

- Selectman Young motioned to approve minutes
- Susan Gill seconds the motion
- Motion Passed with 5 votes to approve, 0 votes opposed, 4 abstain

Questions from Previous Meeting

- In the previous meeting, a question was asked around the \$100,000 warrant article for winter road maintenance and why we do we wait until the end of the year to book money to that line item?
 - Selectman Young asked the accounting assistant and the Board of Selectman and they responded that it is the preferred method. A member of the Board of Selectman noted that they have the right to do the bookkeeping in that manner.
 - Discussion ensued, refer to audio for details
- In the previous meeting, the question was 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.
 - Stephanie Helmig provided a packet of resources to answer the question.
 - Jodi Hedstrom noted that the cost increase has only been 4% since 2010 even with the population being lower. Discussion ensued on cost per student and how special education accounts for the largest increases.
 - The budget committee will review the packet and bring any questions to the next meeting.
 - Discussion ensued around cost per student and how to figure out that number. Refer to audio for specific details.
- In the previous meeting, the question was asked what other big projects are planned and what is the timeline?
 - Stephanie Helmig referred to the packet provided for the approved projects for 18/19. If the projects do not get finished the money will go back to the town.
 - Todd Keating asked for clarification around the relocating of the playground that was approved for 18/19 as it does not look like work has started yet.
 - Stephanie Helmig said things should be updated tomorrow as there is a meeting around the projects. Discussion ensued around the moving of the playground.
- The third question asked of the school board was if there were any other large ticket items on the horizon?
 - Stephanie Helmig provided a sheet for 19/20 in the packet.

- Stephanie Helmig will ask about encumbrances in tomorrow's School Board meeting and get back to the Budget Committee.

Proposed Budget Committee Budget for 2020

- The Budget Committee has to submit their budget for 2020
- Chairman Chivers explained that the easiest way to do this is to look at the Budget Committee budget for this year and unless there is reason for change, she will ask for the same budget this year.
 - Jodi Hedstrom asked if we were going to discuss how to make the budget process easier, for example having the warrant article as part of the budget.
 - Chairman Chivers explained that those would be suggestions for the Board of Selectman.
 - Selectman Young said the Board of Selectman have not discussed this particular issue because Dennis has not submitted his proposal yet. She also reiterated that the proposals are due by September 11, 2019 by 3 p.m.
 - Discussion ensued on the budget committee budget and if the appropriate number of hours are being charged for the administrative assistant.
- Bob Stout motions to propose \$2330 for the Budget Committee Budget for 2020.
- Katrina Niles seconds the motion
- Motion passes unanimously

Town Budget Reports

- Expenditure Report
 - Bob Stout asked if we reduced the number of police officers?
 - Selectman Young said there were a couple that left and one went from part time to full time.
 - Discussion ensued around law enforcement employment.
 - Chairman Chivers asked around Parks and Recreation bathroom supplies and repair, it shows that we have not spent anything yet work has been done?
 - Selectman Young answered that there have been volunteers and a bill did come in after the budget was printed that is not showing.
 - Bob Stout asked why landfill disposal was down so much in the budget?
 - Selectman Young believes that the disposal has not been dumped yet, but she will find out for sure.
 - Stephanie Helmig asked if we have a reserve if we go over budget?
 - Selectman Young said we do but it does not look like we will be over budget this year.
 - Chairman Chivers asked why the Planning Board is down to around \$3 left in their budget for the year?
 - Selectman Young said they will have a conversation with them around that. She will propose at the Selectman's meeting she would like a breakdown of what departments are using legal, as the town is not using legal. What she would propose is that legal is segmented by department so there is a clear line of sight for expenditure.
 - Discussion ensued on what happens in the case we are over budget.
 - Dick Snow asked why the Planning Board or Zoning Board have anything in their budget for the person that takes the minutes for their meetings?
 - Selectman Young explained that the Planning Board is covered by Lisa who is employed by the Land Use office.
 - Dick Snow said that is affecting another department's budget, why is it not being charged to the Planning Board instead?
 - Selectman Young will ask. Discussion ensued around how it works in different departments when it comes to meeting minutes.
 - Todd Keating asked that if there is a zero spend on a budget can it just be clarified when the budget is going to spent going forward?
 - Selectman Young said she would bring a list of items that have \$0 spent going forward and a brief explanation on when the spending will occur.
 - Discussion ensued on the various \$0 spent items.
 - Revenue Report
 - No questions

School Reports

- Budget Adjustments
 - No questions

- Enrollment Report
 - No questions
- Revenue Report
 - No questions
- Expenditure Report
 - No questions

Other Business

- Budget and Finance Workshop
 - Registration is open. The workshops will be September 18th at the Derryfield or September 26th at Loon Mountain. Chairman Chivers said if anyone wants to sign up the cost is \$90 and there is money in the budget to cover it. Let Donna know if you want to attend and she will make the arrangements.
 - Selectman Young attends this workshop yearly and she asks if she can use the \$90 from the budget committee to go.
 - Selectman Young and Chairman Chivers both commended the workshop as it allows for you to ask questions and gives lots of information.
- Capital Improvement Emails
 - The Budget Committee will not plan any capital improvements so Chairman Chivers will not submit anything for the budget. There is an informational session that the planning board is having on Monday August 19th if you are interested in seeing what other departments have proposed. Selectman Young will send an email to everyone confirming the time.
- Upcoming Important Dates for the Budget Process
 - September 11th, 2019 - All budgets are due
 - September 21st, 2019 - Budget Meeting is cancelled
 - February 1st, 2020 9 a.m.- Deliberative Session
 - March 10th, 2020 - Town Meeting
 - Chairman Chivers asked that we have the whole budget to handed to the Budget Committee once it has been discussed.
 - Discussion ensued around when the legal dates are for when the Selectman must provide the budget to the Budget Committee but Chairman Chivers would like it by October 9th, 2019.
- Agricultural Commission and Cemetery Trustees
 - Dick Snow provided the budget committee a proposal from the Agricultural Committee for a \$2500 budget and a warrant article.
 - Dick Snow said we should expect a warrant article from the Cemetery Trustees to establish a revolving fund for corner markers.

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

Meeting was adjourned at 8:02 pm

Submitted by: Kaycee Vitale, Administrative Assistant