

Town of Candia

Budget Committee

Approved Meeting Minutes

October 22, 2025

Town Hall Meeting Room

Meeting called to order at 6:30 pm by Chair Lynn Chivers, the Pledge of Allegiance was then recited.

Board Members Present: Lynn Chivers, Katrina Niles, William Saffie, Susan Young, Joshua Reap, Stephanie Helmig, Steve Trembley, Admin. Assist. Janet Lewis

Absent: Susan Gill, Ryan Young

Guests: Selectmen Brian Brock, Boyd Chivers, Town Admin. Amy Spencer

Old Business: Approval of minutes from 10-8-2025 meeting. Steve made a motion to accept the minutes as corrected. Josh seconded. All in favor. Motion passed.

Questions for Selectmen-Regarding the ambulance revolving fund for last year and the current balances- they have over \$200,000. From the revolving fund most expenses went to the Medical Services Billing for the fees that the ambulance charges. Bill questioned the where income for the year goes? Lynn replied any income goes to revolving fund account only. The income is figured out by looking at the balance at the beginning of the year and the balance at the end and taking out the expenses. The Police revolving fund and balances – shows the expenditures are mostly for special detail payroll. The fund was set up to collect the payments from officer's detail from other towns paying us for use of our officers. And the expenses for us paying for special detail in our town. Bill asked if the police on duty are working as special detail? Lynn replied that officers on duty do not work a special detail at the same time. We are paying a separate payroll from the revolving fund. (Special detail is basically traffic control for workers who are working on roadsides and in the roadway.) The committee would like to know the current rates

Question #2- Is there any way that funds from the cemetery common trust can be used for current expenses? Amy obtained an answer from Beth Chalbeck: Any money taken out of that fund goes to the town general fund and amounts to about \$10,000. And has been done this way in years past. We have appealed to the State regarding this and have received no answer.

Who sets the rate of pay for the ambulance employees? Mike Kelley replied with a written note that the wages were set by the Selectmen in 1992. The current rate is based on the employee's certification and should be re-evaluated. The wages are per diem which makes it difficult to determine and predict what the budget will be. He is getting new software which should help keep track better. He is setting it at \$30.00 per hour which, he said could be on the high side.

Question #4: What is land use project management in the building inspector's budget? Amy answered that it is for anything that the land use office needs for a project. They are asking for \$2,500. And only spent \$185.00 this year. We will need further clarification on this item.

Question #5: The cemetery shows facility maintenance improvement / maintenance as \$16,000. Is this for the trees? What is the status of the tree cutting project? Mark Chalbeck has answered in a note that Northern Tree has two signed quotes and they are actively scheduling out the crane work. They will be working in the cemeteries on Oct. 20. They have ensured the work will be done before the end of the year. They have not billed the town because the work has not been completed. This is for the work at the Hill and East Candia Cemeteries. Once the work is completed, they will bill us for the entire amount of the quotes, that should equal the amount you are asking about. Lynn stated that does not state what the next year might be. Amy replied that Mark needs to set the parameters for an RFP for next year.

Question #6: Why the increase in the legal line? Amy reached out to Michael Courtney about anticipated increases. He replied that his hourly rate will be going up. This was determined by dividing the legal line by his current hourly rate to determine the hours covered by the current line. He then multiplied that number by his projected hourly increase. The Tanglewood Development has required the use of the lawyers already this year, and anticipate the increase for next year. Bill asked what is the increase? Lynn said it is going from \$55.00 to \$59.80. An increase of \$4,800. Stephanie asked if this was a negotiable item? Susan Y. said it is not. However, Lynn stated they can go to NHMA when reasonable to do so, although Brian said only general answers are usually provided.

Question #7: Please provide town policy explaining who can request legal advice and what process must be used? The policy is included in the packet. Lynn stated that any questions for the attorney is supposed to be in writing and answered in writing. That is not being done. Brian replied that any action that comes before the selectboard will require them to meet with the chair of the department. Amy keeps track of what departments are using the legal advice by the billing received from the lawyers. Any answers from the lawyers are provided in writing. Amy said they are working on revising the policy.

Question #8: Why is the planning board still requesting \$5,000 for the Master Plan? Do they plan on using those funds this year? The planning board was waiting for some work to be done by Southern NH Planning Commission. That money will be used to work on zoning relative to the aquifer with an engineering firm. Brian answered that using GIS will identify where the town aquifers are. This is useful for future planning for developers and other construction type sites to assess water availability. However, that \$5,000. is to be spent this year. Why is \$5,000. budgeted for next year? The Selectboard will ask.

Question #9: How much revenue was generated from Solid Waste last year and so far, this year? The September Monthly report for the Recycling Center included in the packet shows revenue generated. Brian said to keep in mind that some of the revenue comes in later due to there

being enough quantity of an item to sell and relative to the price that Chuck can get. Josh asked about the basis for the cash flow being accrual or cash basis accounting? Brian replied it is cash basis and that it can vary all year round; something might carry over to the next year for revenue.

Question #10: Why does the budget for the town buildings show 3% for everything except the Smyth Building? Because of the slate roof being expensive to repair on the portico. Carla sent the budget and is included in packet.

Question #11: In the town offices expense, why are we printing so many town reports when there is a large increase in the cost? Last year, it was suggested to order a significantly smaller number of physical copies and have the report available digitally. The decision was then made to keep the previous number of physical copies. The budgeted amount for 2024 was \$7,185. The amount expended was \$7,269. Brian stated that he believes it is very important information that should be kept on paper documents and given to every household. There are about 1,600 houses and they print 1,700 copies. There are generally 200 or 300 left over. Bill questioned if it would be possible to ask people's opinions on that, as in a survey? Brian said no, it is an important document to maintain on paper.

Question # 12; Does the Town Clerk work outside the hours she is open to the public? Donna Hetzel replied in a written note- "All the time! Throughout the year there are many meetings, trainings and all kinds of additional hours that fall outside office hours. These include late Friday and Saturday afternoons, and Mondays before the election for absentee ballots-all of which are required by law for elections; plus, we set up for voting at the CYAA the night before. On election days, I start at 5:15am and finish sometime between 9pm -11pm. In 2026, there is about to be numerous training sessions as a plethora of new election laws have been pushed through. Additionally, there is new equipment to take delivery of and train both this year and next. Finally, each week we are here early to take care of online registrations, return phone calls, and/or take care of problems before we open so that we are available to the public for their hours."

Lynn asked if there are any additional questions for the Selectmen while they are here? Bill asked why is the town paying part of employee pension? Shouldn't the employee be paying all into it? Amy responded that the town pays a percentage of it and the employee pays also. It might be also be considered a retirement fund. The town pays 7% and it is a state mandate. The police department is quite higher.

Discussion about the Insurance going up. Stephanie said it is 4.9% for health insurance. It is based on payroll and experience, (specifically, claims).

Josh asked what made the property insurance have such a huge jump in cost? (48%) Josh expressed gratitude for the Selectmen coming to answer the committee's questions. All agreed. Bill suggested, concerning waste oil, that the recycling center investigate what it cost to have it taken away? Retail businesses will take back used motor oil and they must take it back for free.

Concerning the ambulance, Lynn referred to the Revolving Fund at the deliberative session, we were told the money would go to the operating expenses of the ambulance. And it has not been used over the years for the expenses. There is over \$200,000 sitting there that taxpayers are paying for. Brian said, they did get a new ambulance that Capital Improvement partially paid for. Lynn reiterated- the money should be used for the operating expenses. Stephanie noted that there is equipment that will need to be replaced in the next 5 to 10 years that is very costly. A cardiac monitor cost \$60,000 each and they need two. She continued with a list of items for two ambulances. Susan Y. said items needed should be coming out of the revolving fund. Stephanie said the \$30,000 for this year has not been used, however, it will be by the end of the year. The department will need to come to the selectmen and request the funds be moved to the general fund to use it. Josh noted that the \$1.00 expenses will be increased by \$5.00 for next year. This amounts to \$23,000. Stephanie said the future expenses come to \$238,000 without a new ambulance. A new ambulance costs \$450,000. Brian suggests leaving \$40,000 to \$50,000. in per year, to be added to each year. Susan Y. added that there is also the Capital Improvement fund that can be used for such things.

Concerning the school's open accounts question, Stephanie reported that if a project is not completed it needs to remain open. If they do not and roll it back-in they will have to spend it out of this year's budget.

Discussion about the Deliberative session and school session being combined into one day, with the school first in the morning. Day and time still need to be determined. Stephanie reported that the books are ready. She will pick them up at the SAU and leave them at the library on Friday night, Nov. 7th, which is open from 5pm-8pm and on Sat. for pickup.

Steve made a motion to adjourn. Josh seconded. Motion passed. Meeting adjourned @ 7:52pm.

Respectfully submitted,

Janet Lewis
Admin Assist.