

Town of Candia

Budget Committee

Approved Meeting Minutes

November 12, 2025

Town Hall Meeting Room

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

Board Members Present: Lynn Chivers, Katrina Niles, William Saffie, Ryan Young, Stephanie Helmig, Susan Gill, Susan Young, Steve Trembley, Absent: Josh Reap

Old Business: Approval of minutes from previous meeting- Katrina made a motion to approve the Oct. 22 minutes. Steve seconded. Ryan, and Susan G. abstained. All in favor. Motion passed.

Questions from last meeting-What are the current rates of pay for the ambulance employees? The current rate is \$20.00 to \$34.00/ hour this year. Total revenue for 2024 \$143,668. Total revenue for 2025 to date \$115,834.00.

For the Building Inspector- Land-use Project Management line (\$2,500.) A portion was used to purchase a new desk top. The current laptop is obsolete with the newest Windows update and there will also be the GIS update project this coming year. With the \$2,500 budget, they have spent \$1,113. to date.

For the cemetery-What is the plan for the \$16,000. Requested In the facility improvement /maintenance line? For 2026, the plan is to expand the Village Cemetery. Land that was donated needs improvement to use it which will take several years. The tree cutting will be the first work to be done and will take 15 days at \$5,000/day just for the tree removal. Sue Y. said it should be put out to bid, being over \$5,000. Amy said that it is.

Planning Board- What is the \$5,000. in the Master Plan line to be used for? In 2026 they have received a quote from the engineering firm, Keach Nordstrom for \$2,500. for zoning ordinance amendments.

Primex- Why big increases in workers comp. and liability? (See handouts.) Steve questioned, looking at the three-year claim time frame and when one year falls off from a larger claim, the rates would go down? Lynn replied, yes. Susan Y. questioned, how many claims did the town have? Amy answered that there were two large ones, one in March 2024 and one in January 2025. Total claims for this period are \$79,000 compared to the contribution of \$64,000.

Moving onto the 2026 Budget: Susan Y. pointed out that this is the first year that the selectmen have not voted on the budget yet, and is wondering how to represent what they will want? Lynn said there is no way of knowing, so vote how you want at this point.

Ambulance- Lynn has been talking with one of the Selectmen. She stated there could be a proposal for a warrant article to eliminate the revolving fund and another proposed warrant article to set up a Capital Reserve fund for the ambulance with \$50,000. in the fund. Bill questioned taking a certain amount out of the revolving fund this year and did the ambulance department ask to do that? Lynn said yes, they could use \$30,000. Bill questioned, why not take more out before it is eliminated? Lynn said they can do that, but we need to look at 2026 budget and propose a number. Susan Y, pointed out that they can buy some of these supplies now out of the revolving fund, so it would not affect the new budget for 2026. Stephanie

said it is like a pre-buy. Katrina suggested using as much money as they can out of the revolving fund this year. Bill said when January comes that the money can still be spent from the revolving fund, because the warrant article has not yet been voted on. Stephanie said you need an invoice or purchase order. Susan Y questioned if there was a way to separate items in maintenance and repairs, like tires, being bought this year from the revolving fund? So, that the line could be cut for 2026? Lynn said you cannot separate out maintenance and repairs because you do not know what each may be in the future. It was decided that minor equipment and medical supplies, amounting to \$13,000. would be the line items to cut for the 2026 budget.

Building Inspector department- Bill questioned administrative assistant wages. Is that amount up? Amy said there is the COLA and a 11.2 % raise that determined the wage. Stephanie pointed out that she was not hired until March so it is less this year. Ryan asked who decides the 11.2%? Lynn replied there is a matrix that is used for the employees. In addition to the COLA, after 1 year, you go to the next step. It is a pre-established amount. Bill asked about cutting the Project Management line. It is \$2500. and they only used \$185.00. Amy said the Planning Board budget has no supplies line and Zoning budget is only \$ 40.00 for supplies. If you take away the money needed for supplies in the land use project management line than money should be added to the zoning and land use office supplies budget lines. The line item, Land Use Project Management is for necessary supplies to cover these as well. Bill asked if the new building permit fees could be increased to cover that expense. Susan Y said that has already been done. Susan Y asked what exactly is the project management expense? Amy stated, this year it was for a new computer. and it is used for planning board cases and zoning board cases. The office supplies line is used by the building inspector and there are two people using the office supplies. Susan G. pointed out that it was for the new computer this year, next year will be the GIS update.

Cemetery – The facility improvement/maintenance line is \$16,000. Bill said the line is for trees to be removed on 2 acres of donated land in the Village Cemetery. The stipulation was that the trees need to be removed so the family can use the plot of land. It will cost \$5,000. per day. Lynn questioned it all being spent in one year? Stephanie said it will cost \$15,000. per year and is to be used three days this year, three days next year, etc. Susan G. stated that it seems like they could get more work done for that amount of money. Steve proposed that there be a different bid and that it be reduced to \$2,000./day and that would be \$6,000. each year. This line would be reduced by \$10,000.

Fire Dept –Susan Y. reported that the fire Chief wants the budget level funded. No changes.

Legal-Discussion about reducing the amount for legal. Budget committee members present agreed to reduce the budget by \$4,800.

Planning Board- Susan Y. questioned if \$2,500. for GIS is being taken already by the other? Susan G. said no, the GIS line in this dept. is for license update. It was decided to reduce the Master Plan line item to \$2,500. because of engineering work quoted by the Keach-Norstrom engineering firm. Susan Y. asked about the SNHPC line item being so much? Amy replied the SNHPC line item is membership dues for the year. (2,900.)

Police Dept.- Sue commented on them doing a wonderful job. “ They have more employees, Great job!”

Property Appraisal- Discussion about the job performance. Bill asked to cut the line. Ryan asked about it being contractual? Sue said they will have to find out if it can be changed. If so, Bill makes a motion to reduce the property appraisal line by \$8,000. and make it \$25,000. Susan G. seconded. Voting: Yes-Ryan, Bill, Susan Y., Katrina, Susan G., Steve. No- Stephanie & Lynn. YES 6, NO 2. Motion passed.

Solid Waste/Recycling – Bill asked why the wages for part-time workers are going up 108.1%? Lynn said that they all got wage adjustments because their wages were so incredibly low. Ryan suggested that it may be more also because they are increasing their hours. Bill pointed out full time workers also is more. Amy said they got a wage adjustment. Bill questioned the testing line item. Amy said it is required that they test at the old land-fill capped dump for 30 years. This happens to be a high test year.

Town Buildings- Susan Y. commented on the fact they are still needing a budget for the town buildings maintenance person line item. They only spent \$930. And they are asking for \$2,575. Amy said that the person was part time and only came in when needed. Susan Y. suggested making the line item \$1,500. Reducing it by \$1,075. Bill questioned the Smyth Building cost

Town Clerk- Steve questioned the municipal agent/title/fees line being up, if the revenue should be more because of more houses and vehicles? Lynn answered that there is corresponding revenue. We are just looking at expenses. Bill asked about the town clerk fees and wages line -is that for her assistant? Lynn said the town deputy gets wages and the town clerk gets fees. Ryan asked if the town clerk had answered the question about hours? Lynn said yes, it is not just office hours, there are many hours also spent outside the office.

Town Offices –The town report cost was questioned. Amy contacted the printing company and asked about getting three less boxes? They could do that. The committee decided to get three boxes less and reduce the line item by \$357.00, bringing the cost down to \$6,875. Bill questioned the internet mail service figure. Amy said she would need to look into it for more details. Susan Y. asked if they could get it reduced? Susan G. pointed out that it might be contractual. -Need to wait for information.

Bottom Line total: 4,512,346.42, Total cuts: \$39,732. New bottom line: 4,472,614.42

A 6.3% increase. Lynn stated to keep in mind that this the first preliminary budget.

Bill stated he added up all the extra money from retirement, because we cannot get around that, and we cannot get around the insurance, it totals \$98,177., then added that to the 2025 budget and added 3% increase, comes to \$79,000. short. With a 3% increase, he was trying to find \$79,000 which is what is needed for the ambulance. Stephanie said, but you are going to have the income. Susan Y. stated, about income, in her opinion, we have no idea what money we will get from the state and from the federal level. Trying to present a budget with 6% increase to people on social security, and had 2.8% being taken out for their medical, this is going to be difficult to sell. So far, the town has been lucky. They have approved our budget and have not made us go to default.

Stephanie stated that if the warrant article were to pass, there would be that revenue returned to the general fund. You would not have to raise and appropriate as much. Which comes to the Selectmen's responsibility when setting the tax rate. Bill questioned whether the ambulance can take wages out of that? Lynn read, according to the RSA31:95-8 Revolving fund, providing ambulance services, fire services or both, the operation cannot be done without people. So, wages would be included for operation. Bill said, until the warrant articles are voted on, they can still take money out of the fund. Take 25,000 out per month which is what it averages out to, (Jan. & Feb). Susan G. question, assuming the warrant article passes, do we have to go back to putting in the money in 2027? Lynn said yes, you would have to go back to completely spending the money. So, it would be a big increase.

Susan G. makes a motion to approve the adjusted budget (\$4.472,614.42) that includes expense cuts that were talked about. Steve seconded. Vote taken: YES-Stephanie, Steve, Susan Y, Lynn, Katrina, Susan G. NO- Bill & Ryan. 6 YES, 2 NO. Motion passes. Susan Y. states that she is only voting yes for the first preliminary budget, at this point.

Other- There will be a Budget Committee meeting on Tues. Dec. 9th, and will be a public hearing on the school budget at 6:30pm. in the town meeting room.

Dec 10th meeting on Wed. will be the Budget Committee public hearing for the town budget at 6:30pm in the town meeting room.

The Non-Petition Warrant Articles are due Dec. 4th.

Steve made a motion to adjourn. Katrina seconded. Motion passed. Meeting adjourned at 8:20pm

Respectfully submitted,

Janet Lewis

Admin assist.