

Regular Meeting of the  
**Candia Budget Committee**  
**June 11, 2014**  
Town Hall, Candia, NH  
Approved Minutes of the Public Session

**Present:** Chairman Matthew Broadhead, Vice-Chair Allyn Chivers, Secretary Carol Coppola, Rebecca Cronk, Mark Laliberte, Selectman's Rep. Carleton Robie, School Board Rep. Emily Roster

**Also Present:** Road Agent Dennis Lewis, Marlene Montminy

**Excused:** Paul Leblond

**Absent:** Todd Allen

**Call to Order**

Chairman Broadhead called the meeting to order at 7:03 pm and led the attendees in the Pledge of Allegiance.

**Administrative Business**

Chairman Broadhead shared with the committee that he had received a resignation notice (attached) from Todd Allen noting that Todd will be moving out of Candia and will no longer be eligible to hold an elected position in the town. Chairman Broadhead noted that Todd Allen had served on the Budget Committee for over four (4) years and was very helpful. Todd also kept very detailed spreadsheets during the budget process and those spreadsheets will be forwarded to each committee member if they are interested in reviewing them and Chairman Broadhead will do his best to keep them up. Chairman Broadhead further stated that Todd Allen was a valuable resource, will be missed, and is wished the best of luck. Emily Roster added that Todd Allen was a great asset to the committee.

Chairman Broadhead stated that the vacancy will be filled pursuant to RSA 32:15, V and that the Budget Committee will vote to appoint a successor. The position will only be filled until the next election at which time the position will then be filled by election for the remainder of Todd Allen's term. A posting for the position will be placed on the town website and possibly in the Banner newspaper and nominations and letters of interest will be accepted until August 1<sup>st</sup>. Interested and nominated individuals are encouraged to attend the August 13<sup>th</sup> Budget Committee meeting to speak with the Board.

## Minutes

**Motion:** To approve the minutes of May 14, 2014. Motion by Emily Roster, second by Allyn Chivers for discussion.

Allyn Chivers, referring to parents appealing the decision of the Department of Education on page 2, paragraph 2, under School Reports, asked if “Department of Education” was accurate. Emily Roster stated that it should be “School Board”.

**Motion:** To approve the minutes of May 14, 2014 as amended. Motion by Allyn Chivers, second by Chairman Broadhead. All in favor, motion carried.

## **Old/New Business**

Chairman Broadhead stated there were some open questions from last meeting to be addressed. Emily Roster, referring to the fluctuation in Tuition Surplus, explained that it has to do with the capital costs and that it was the understanding of the School Board that Hooksett and Auburn have paid all the capital costs which will save Candia money. Attorneys are in the process of working the issue out right now so a definitive answer could not be given at this time but the funds have been encumbered.

With regard to the question last meeting of whether it was cost effective to have a consulting psychologist versus hiring an employee psychologist, Emily Roster explained that it would be more expensive to hire a psychologist as an employee when you factor in the benefits on top of an annual salary. Allyn Chivers reminded the committee that years ago there was a full time psychologist that was hired but the Budget Committee had concerns at the time about how expensive it was and outside consultants were still contracted at times depending upon the caseload and qualifications of the full time psychologist. Emily Roster added that there was also a time when a psychologist was shared with the Auburn school district.

Emily Roster explained that the fuel oil costs that were inquired about by Todd Allen at the last meeting were always being looked at and are taken into consideration when preparing the budget and reductions are made to line items whenever it is deemed appropriate.

Regarding the issue of releasing the school reports prior to the School Board having approved them, Emily Roster advised the committee members that the School Board voted against providing the reports prior to them having been approved.

Chairman Broadhead expressed concern regarding the School Board’s decision emphasizing that both the School Board and Budget Committee will not be meeting in July and the August School Board meeting is scheduled to take place after the Budget Committee meets in August. The year-end school reports will not be reviewed until September. Emily Roster stated that a lot of adjustments will be occurring in August because the School Board is still closing out the year at that time. Emily Roster also stated that she could make a request to the School Board to see if anything could be provided to the Budget Committee for the August meeting.

Allyn Chivers inquired as to when the School Board decides what to encumber and whether or not it would be done at the August meeting and that it would be helpful to the Budget Committee to have that information. Emily Roster explained that the School Board does not vote on what is going to be encumbered. Selectman Robie asked why the School Board wouldn't want to have a say in what is going to be encumbered if the funds have not been spent. Emily Roster said she could ask about the process. Chairman Broadhead clarified that a department head can spend up to their approved budget but to spend more than what has been approved would need to be filtered through the School Board. Chairman Broadhead stated that under RSA 32 the Budget Committee could request information directly from a department head and the SAU. The concern is that the information is being filtered through a political body, specifically the School Board, which leaves room for information to get shifted around and the Budget Committee may not see the raw data. Emily Roster stated that all budget adjustments are provided to the Budget Committee and Chairman Broadhead countered with the timing of when the budget adjustments are provided versus when they are requested and approved. Emily Roster stated that line items are never overspent until a budget adjustment is approved by the School Board.

Chairman Broadhead said there was no way of knowing if spending procedures were being followed based on how the information is currently being provided and further stated for the record that he did not have a concern at this time with how it is being done but that future committee members may have concern about the check and balance if there is no way for the committee to get unfiltered information.

Chairman Broadhead stated that there is the possibility of moving the August meeting to another date but that it would depend upon the committee members' schedules.

Mark Laliberte asked if Chairman Broadhead would be willing to address the issue at the August School Board meeting. Chairman Broadhead stated he would be happy to attend but added that he had no problem with Emily Roster conveying the concern to the School Board as well.

Regarding the open question regarding what the Special Wages were in the Police budget, it was noted that to accurately reflect the expense the line item was changed to Part-time Wages in the town expenditure report.

Road Agent Dennis Lewis clarified for the committee that the Winter Payroll line item in his budget was actually for sub-contractors and should not be referred to as payroll since taxes and other payroll related deductions are not withheld.

### School Reports

Rebecca Cronk inquired if the field trip stipends for chaperones that was discussed last meeting had been expended noting that the Washington, DC trip had taken place but the line item balance had not changed. Emily Roster believed that the expenditure had not been put in yet but would inquire for the next meeting.

Rebecca Cronk also inquired about the legal fees that were discussed last meeting, noting that it had gone up from \$15,000 to \$25,000. Emily Roster stated that the issue of parents appealing

the decisions of the School Board relative to high school placement is still pending and the expenses do not reflect any new issues.

Chairman Broadhead asked if there was an idea of what the expected surplus would be. Emily Roster stated that it would not be any more than what was reflected on the Projected Financial Position report which was approximately \$187,000.

Carol Coppola inquired about a Food Service budget being provided to the Budget Committee. Emily Roster explained that a budget is presented during the budget process and that it is a self-funded budget.

Chairman Broadhead asked how grant funding was recorded in the budget. Emily Roster stated grants were considered revenue but that she would need to inquire about it since they are not awarded very often. Selectman Robie asked if a revenue report was ever provided. Chairman Broadhead believed they were provided quarterly.

### Town Reports

Selectman Robie stated that everything was progressing normally so far.

Rebecca Cronk asked when the warrant article funds for winter plowing were going to be reflected on the expenditure report. Selectman Robie stated that it will be moved when needed.

Rebecca Cronk noted a significant increase in expenditures in the Solid Waste budget for the Communications line item from \$512 to \$4883. Selectman Robie stated that he would inquire about what the expense was for.

Rebecca Cronk asked if the Mosquito Program had started noting an expenditure of \$10,000 from the warrant article. Selectman Robie confirmed that it had begun.

### Other

Chairman Broadhead wished everyone a great summer and advised the committee of the possibility of changing the August meeting date emphasizing that it would only be changed if everyone can make it.

### **Adjourn**

Lacking further business, Chairman Broadhead entertained a motion to adjourn.

**Motion:** To adjourn. Motion by Emily Roster, second by Rebecca Cronk. All in favor, motion carried.

The meeting adjourned at 7:45 pm.

Recorded by Marlene Montminy