

Regular Meeting of the
Candia Budget Committee
September 10, 2014
Town Hall, Candia, NH
Minutes of the Public Session

A regular meeting of the Candia Budget Committee was held on Wednesday, September 10, 2014. The meeting was called to order at 7:02 PM by Vice-Chairman Allyn Chivers at the Town Hall in Candia, NH. The following were recorded as present:

Budget Committee Members: Vice-Chairman Allyn Chivers, Secretary Carol Coppola, Rebecca Cronk, Mark Laliberte, Andrea Peach, School Board Rep. Emily Roster, Selectmen's Rep. Carleton Robie

Excused: Chairman Matthew Broadhead, Paul Leblond

Administrative Business

Minutes

Motion: To approve the August 13, 2014 meeting minutes. Motion by Mark Laliberte. Second by Rebecca Cronk. All in favor, motion carried with Andrea Peach and Emily Roster abstaining.

Old/New Business

School Report – No school report was presented, the year-end encumbrance and financial reports will be available at the next budget committee meeting. Emily Roster reported the Facility Director for the school district resigned and a new staff member has been hired to fill the position.

Town Financial Report – The current financial report was presented to the committee

Amanda Peach inquired of the Mosquito Control Program. Selectman Robie reported the spraying will be completed shortly. The committee noted there is \$9,500 remaining in the budget. Selectman Robie reported the remainder of the funds will be expended on testing and spraying. He also clarified the town is responsible for town owned property and the school district is responsible for their spraying.

Selectman Robie reported the Selectmen opened bids for the final closure of the old recycling center at their meeting on September 8, 2014. The town received three bids. The low bidder is Daniel L Ladd of Loudon, NH totaling \$102,344 and will be using short paper fiber (SPF) as a replacement for clay. In 2014 the town appropriated \$50,000 for this project, of which \$12,500 was expended on engineering and permitting. In addition, there is approximately \$7,000 remaining in an older fund that is set aside from a prior closure project.

Carol Coppola asked if the \$7,000 was set aside in a trust fund? Selectman Robie stated those funds are remaining from the original closure of the recycling center.

Selectman Robie reported to the committee the following information:

Summation of the amount remaining is:

2014 Appropriation	\$50,000
<u>Prior Balance</u>	<u>\$ 7,000</u>
Total	\$57,000
Engineering	\$11,000
<u>Permitting</u>	<u>\$ 1,500</u>
Total Remaining Funds	\$44,500

The Town is currently awaiting a permit from the Department of Environmental Services (DES).

Old Recycling Center Remaining Costs:

Closure Contract	\$102,344
Construction Oversight	
<u>And final closeout</u>	<u>\$ 8,000</u>
Total Remaining Cost	\$110,344
<u>Less Remaining Funds</u>	<u>\$ 44,500</u>
Balance to Complete	\$ 65,844

By forecasting spending trends during the current fiscal year Selectman Robie identified line items within the operating budget that are forecasted with remaining year end balances totaling approximately \$117,000. A partial listing of the identified line items was presented:

Insurances	\$10,000
Health Ins	\$10,000
Landfill Disposal	\$10,000
Police Wages	\$20,000
Police Cruiser	\$12,000
General Assistance	\$10,000
Highway	<u>\$ 2,000</u>
Total	\$74,000

Selectman Robie read NH RSA 32:11 to the committee and further discussed the Department of Revenue Administration's (DRA) requirements for overspending the budget.

Mark Laliberte requested information pertaining to the timing for the project. Selectman Robie reported 8 – 10 working days, approximately 3 weeks to complete.

Vice-Chairman Chivers suggested waiting until November to request the over expenditure. Further she suggested a budget adjustment be prepared to transfer budgeted amounts to the project. Selectman Robie explained the need for the approval and his concern of the potential to over spend the budget. He also stated his confidence that the amounts in the budget will be sufficient to cover the costs of the project however he would also like to ensure the Selectmen act responsibly.

Emily Roster asked if the Town must hold a public hearing as a requirement to petition DRA for approval to over expend the budget and further requested information from DRA to confirm whether a hearing is required.

Motion by Carol Coppola to authorize the Board of Selectmen to over expend the budget up to \$30,000. Second by Mark Laliberte. The vote was unanimous.

Emily Roster reviewed the budget timeline for the school district. A budget meeting will be held on December 10, 2014. The school district budget will be delivered approximately November 25, 2014 and suggested the committee review the budget and provide questions to the school prior to the December 10th meeting. Last year the committee held a special meeting. The committee proposed December 3, 2014 as a possible special meeting date.

Emily Roster reported the school deliberative session will be held on Thursday, February 5, 2015 with a snow date of February 7, 2015.

Selectman Robie reported the town deliberative session will be held on Saturday, January 31, 2015 with a snow date of February 2, 2015.

Discussion ensued regarding how often the committee met to review and deliberate over the budgets. Vice-Chairman Chivers reported last year the committee met once in October and November, five times in December and once in January, further the committee met on Wednesday and Thursday evenings.

Selectman Robie reported the town has condensed the budget in the past and now comes the time where the budget needs to increase. He reported anticipated increases in the following areas: Police cruiser (\$27,000), employee raises (cost of living increases), health care (\$20,000) and New Hampshire Retirement (\$3,000).

Motion by Mark Laliberte to adjourn the meeting. Second by Rebecca Cronk. The meeting adjourned at 7:57 PM.