

Candia Budget Committee
Meeting Minutes of August 8, 2007
Approved

Present: Carla Penfield Chair person; Jim Brennan, Selectman's Representative; Ed Caito, School Board Representative, Brenda Stevens, Kim Byrd, Kristine Pouliot, Judith Szot, Ann Tierno. Steve Higgins, excused.

Also present: Selectman Fred Kelley, Rick Lazott, Tom Giffen, Joe Duarte and Selectmen's secretary, Carolyn Emerson.

Chairperson called the meeting to order at 7:02 PM

Discussion of budget information requests. Carla Penfield opened the meeting by welcoming the Selectmen and acknowledging the upcoming budget season noting that the Budget committee looks forward to positive relations with the Selectmen and Department heads. Carla outlines the functions of the committee and explains that the purpose of the committee is to advocate for the taxpayers and to come up with a budget that they recommend the taxpayers accept or reject. This year, Carla noted, the taxpayers rejected the recommended budget in favor of the default budget.

Carla noted substantial improvements year over year in terms of the quality and quantity of information being provided to the budget committee, commending the use of spreadsheets and line items in the budget information. Carla advised the selectmen that the Budget Committee seeks to discuss uniformity in the supporting documents provided with the budget requests this year, because they have come in different formats in the past. Carla cited a few examples of departments that have supporting documents that vary from department to department by illustrating examples of variance in the way information is presented from Solid Waste as compared with the Fire Department. Carla noted that the Budget committee would find it helpful if the information presented were more uniform, and had more data such as historical comparisons year by year from departments. Carla then invited discussion and questions.

Joe Duarte noted that the information varies year to year and expressed a willingness to help. Carla noted that the Budget committee is not here to tell the Selectmen what to do. Ed Caito added that the budget is the Selectmen's budget, and that the Budget Committee is the advocate of the taxpayers. Carla noted that the more information the Budget Committee has, and the easier the formatting is to follow and work with, the fewer times the Committee will have to go back and request additional information from department heads and the Selectmen. Fred Kelley asked if the Budget Committee is looking for a more clarified version. Carla responded by noting that the Budget Committee would like uniformity in the justifying documents. Ed then noted that the question is whether the Selectmen would be helped by uniformity. Selectmen Giffen noted that it would be difficult to take the supporting documents and standardize them. Carolyn also noted that the forms have already been distributed to the department heads in anticipation of collecting budget information. There is additional discussion about the deadline for warrant articles October 22nd.

Minutes of June 13 and general discussion of minutes and changes. Ed Caito makes a motion to accept the minutes of June 13. Brenda Stevens noted a correction from "kneecap" to the

acronym NECAP. Jim Brennan noted that the School Board meeting date is November 1st and that in the same paragraph, all agreed on October/November it should be added “dates”. Kim pointed out that on page one Carla spoke about a summary of minutes and requests that the minute pages be numbered. Ed makes a motion to approve as corrected. Ann seconds. All in favor. Motion carries. Carla noted that the RSA regarding the posting time for minutes has changed and that Carolyn has sent it out. Kristina will review the note from Carolyn on the new RSA information.

Carla advised the committee that the minutes will now be on the web site. Carla suggested that before the minutes go upon the web, one of the committee – either the co-chair or secretary read the notes and agree to the minutes being posted. A general discussion ensues and it is decided against this step. Kristina will forward minutes to Selectmen Giffen and Charlene Harris.

Budget Committee Calendar Review

October 1 Electronic budget available

October 2 Hard copy available

October 10 Committee meeting 6:30 PM

For the following meeting, Carla suggested that the meetings begin at 6:00; consensus is reached that the meetings will begin at 6:30 PM unless otherwise noted.

October 15 Department Heads 6:30 PM

October 24 Committee meeting 6:30

October 31st Final Budget revisions ready for Carolyn

November 5 School Budget

November 14th Committee meeting Town Hall 6:30 PM

November 20th SAU meeting 7:00 PM, Music Room at Moore School

November 27 Would like warrant articles by this date

November 28th Committee Work session

December 12 Committee meeting 6:30 PM Town Hall

December 21 Send Town and School public hearing notices to the newspaper

December 28th Send Town and School Public Hearing notices to the newspaper

January 8 Petition Warrant articles due from the School

January 9th Town Public Hearing at 7:00 PM

January 10th School Public Hearing

January 11th Committee meeting at the Town Hall at 7:00 PM

January 18th School Budget due to Karen L

January 28th Last day to post warrant

February 2 Town Deliberative Session

February 9 School Deliberative Session

New Business School Expenses. Some questions were posed to Ed Caito regarding specific line items and discussion follows on how encumbrances are reflected at year end. Ed provides a detailed explanation against revenues and expenses.

New Business Town Expenses.

There was a general discussion about the expenditures with specific questions to Jim Brennan. Jim noted that some of the expenses are skewed as a result of significant storm damage expenses.

New Business Town Web Site

Ann Tierno suggested that there be educational information provided for townspeople on the budget process to help create awareness. A discussion ensues. Ann will follow up.

AdjournmentEd Caito made a motion to adjourn at 9:10 PM. Jim Brennan seconds. All in favor. Meeting ends at 9:10 PM.

-Respectfully submitted
Kristina Ickes