

**Candia Budget Committee  
Meeting Minutes of March 12<sup>th</sup>, 2008  
ACCEPTED**

**Present:** Carla Penfield Chair person; Kim Byrd, Ann Tierno, Judy Szot; Steve Higgins

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**Meeting called to order 7:34 PM**

**Review of and acceptance of minutes.**

**Minutes of Jan 9**

Corrections noted.

Elected instead of selected.

3 yes, 2 no and not yeses, nos

To prepared to change to prepare

From the school, not form the school.

**Motion to amend and accept made by Kim Byrd. Motion seconded by Judy Szot.**

**All voted in favor.**

**Minutes of January 10**

Discussion of teachers as a body, no changes.

Discussion of the figures, no changes.

Judy Szot made a motion to accept

Seconded by Kim,

All vote in favor.

**Minutes of Feb 2.**

One correction noted for no motion.

Judy Szot made a motion to accept. Kim Byrd seconds this motion.

All voted in favor

Follow up from the deliberative session. The committee is reminded as a process to have memory on the committee to schedule meetings for the deliberative session dates, and to open the meetings.

Carla introduced discussion of the Town Report and the use of the language “recommended” within the report with the budget. The recommendation language comes from the deliberative session and is the deliberative session budget. The titling of the language in the Town report comes from the town offices. If there are changes in the budget at the deliberative session, the amendments made mean it is no longer a budget committee budget; and thus, not recommended by the budget committee.

Action items from the discussions are that Ann Tierno will follow through on the minutes at the town offices. Carla will follow up on the titling of the budget information in the Town Report.

Carla introduced discussion of meeting delegates and the town report and warrant language follows. The delegate to the Budget Committee may change. The delegate for the Selectman may change. Brenda Stevens was written in, and is not going to accept. New representatives will be appointed and the Budget Committee will welcome them. The BC will appoint a member. Ann will contact the DRA to determine the process for appointments. Ann will contact DRA regarding the wording for ballots for town budget when amended at the deliberative session, and if the town report wording should reflect when a budget is changed by the deliberative session. Under normal circumstances the committee would be electing officers for the group. There is discussion about waiting until there is a full complement. The decision is to wait until the next meeting to elect officers.

Carla introduced discussion of secretarial tasks. She noted that the committee is not organized to handle this. Carla suggested considering a written "job description" for the different committee positions, and the committee secretary so that when there is a problem, there is a mechanism to delegate it or to pick up the responsibilities. Carla suggests that there be someone on the committee who is responsible to ensure the duties in the absence of secretarial support. There was also discussion of the meeting, hearing and duty calendar along with the timeframes, etc. since this was a useful tool for the committee that might be continued.

Discussions of the bylaws for the committee. These are the rules of procedure, pages 2-3. Duties and responsibilities of the Chair, the Vice Chair and the Secretary. Discussion of how the responsibilities are delegated and how the chairperson can delegate. When the administrative assistant is supplied, the AA was picking up expense sheets, making copies, posting hard copy of minutes and getting materials into the folders and be responsible for posting agendas. When she left, there was not a clear description of what they were doing. There is clarification that the chair person is responsible to ensure things happen, the chair person is not necessarily the person to execute on tasks. It was identified that there are items in the lists of responsibilities that are lacking. The lists need to be updated and the tasks identified. Carla will pursue the Selectmen to see if additional administrative support will be provided.

Carla introduced discussion about the process of budget handling and the reactions to the methodology. Relying on the 2005 "The Basic Law of Town, Village and District Town Budgeting" published by the Local Government Center; page 48 applies specifically. The last sentence on 48 reads "after conferring with all of the officers and department heads, the budget committee prepares the budget and is responsible for holding the required public hearings." The process this year incorporated discussion of the macro and micro environment, the pressures on the economy and pressures of budgeting. Discussion about the quality of budgeting.

There was discussion of process for looking for appointees. Ann will follow up to ensure the information is on the web site and in the Banner.

Steve Higgins made a motion to adjourn.

Seconded by Kim Byrd.

All voted in favor.

Meeting Adjourned.

~Respectfully submitted

Kristina Ickes