



## Town of Candia

74 High Street  
Candia, New Hampshire 03034

### **Approved Candia Budget Committee Meeting Minutes May 14, 2008**

**Attendance:** Chairman Carla Penfield, Kristine Pouliot, Ann Tierno, Kim Byrd, Judith Szot, Steve Higgins, School Representative Karen Smith and Selectmen's Representative Tom Giffen.

**7:00 pm** Chairman Carla Penfield called the meeting to order.

**The Board will discuss approval of the minutes of April 9, 2008.** Carla asked Ann to clarify the misunderstanding Mr. Allen had regarding the RSA related to appointees. Ann's response was "If your board is appointed then the Selectmen appoint. If the board is elected then the Budget Committed itself appoints". Ann's information was confirmed by the Local Government Center. Also, whether the Selectmen's Rep and the School Board Rep could make motions and Ann's response was "yes, they are full members of the board and they have full authority to do that.

**Interview new applicant for vacant position.** 2 applicants out of 3 have withdrawn and Lynn Chivers was the remaining applicant. Mr. Byrd asked Ms. Chivers if she was familiar with the use of laptop computers and spreadsheets. The reason being is that someone on the board needs to be responsible for that task. Her response was "yes". Mr. Higgins asked why she did not choose to run for election when there was an opening. Her response was that she just recently retired and when the position was open in March she was still employed. Her reason for applying now was that it was a 1year position rather than a 3-year. Ann asked what her experience was with large budgets. Her response was that she worked for the Federal Government for 33 years in management and that she managed the budget in the Social Security Office. Kim Byrd made a motion to fill the open seat for a 1year position with Lynn Chivers. All in favor. Motion carried. Carla informed Lynn that she would need to be sworn in and to come in and see the Town Clerk.

**Town Expense Reports.** Ann asked Mr. Giffen if the town software support & license fee, dues, subscriptions, & seminars fee would be a 1-time expense. Mr. Giffen would follow up. He would check with Dawn to confirm. Ann commented that the mileage seemed to be high. Mr. Giffen agreed that there was a small percentage remaining. He would check on who had access to the mileage. Whether it be office staff, building department etc. Possibly the amount was not taken from the proper department. Mr. Giffen would look into this. Ann moved on to insurances. The unemployment and workmen's comp audits were quite large from what they had budgeted. Mr. Giffen agreed and was not sure why the expenditure was so large. He would inquire. Judith commented on could it possibly be related to taking back premiums from previous years. There were discussions regarding insurance last year. Carla responded that she thought it was related to health insurance rather than workmen's comp. Mr. Giffen feels that it could possibly be a misallocated line. Ann's next question was related to the police departments' equipment expense already at 37% in the first quarter. Mr. Giffen said it was possible that it could be related to new equipment for the new officer that was hired. Ann questioned the line item under forestry and fire department web site was paid on a yearly basis. Tom's response was the web site was started prior to the town web site and they should be combined. The best person to answer those questions would be Rudy the fire chief. Ann questioned the EMS equipment maintenance already over budget and fire department postage. Mr. Giffen knew there was a change in permit requirements which sent postcards to all residents and that would not have been anticipated. Ann's next question was related to the communication equipment that was well expended. Also, forest fires. Unsure as to what the line item was. Ann asked whether the line item for software support under building expense was a yearly expense. Mr. Giffen's response was "yes". Ann asked Mr. Giffen about the patching of the roads. Mr. Giffen's response was that there was a fair amount of patching. There were so many plow runs for the season. There were 23 plow runs in just the month of February. Road Agent Dennis Lewis budgets for an entire season 27-30. The difficulty that arises with patching is that the plows take the patches out and this could potentially damage a vehicle. This was a direct relationship to the severity of the winter. Ann asked about the tree removal being over budget. Also, why winter payroll salt and winter sand, being aware of the difficult winter, why some of that was not taken out of the winter road contingency from the warrant article. Mr. Giffen's response was that it was. Apparently, it was not adjusted on the report. Welfare administration is well over budget for copier maintenance and toner expense. Could be an unanticipated repair. Mr. Giffen made a general note on the expenses. There are 2 departments that the selectmen should be watching in his opinion was 1. Town office expenses with exception to the highway department, which is so heavily spent now. Unless there are seasonal flukes for November and December we are in trouble because there will be no money spent because it has been allocated. Carla commented that some tough decisions would need to be made. Listening to the surrounding towns all are having to making some very difficult decisions. We will have to do without. Kris Pouliot asked regarding a few line items that had zero amounts entered. Carla thought that they were line items from the prior year. Kris Pouliot asked why tree removal was over budget. Was that related to the cemetery or the winter storms? Mr. Higgins asked about where the police department automobile liability insurances line

item transferred to. Mr. Giffen responded that it was lumped under property liability insurance. Due to the high cost of fuel there was discussion related to whether the police department has considered more efficient vehicles possibly motorcycles and bicycles. Mr. Giffen's response was that motorcycles would not be more efficient due to the cost of maintaining them. Would there be consideration of less "on the road time". Mr. Giffen said in the chief's eyes this is not an option. Find money elsewhere within the police department's budget to cover the cost of fuel. The new courthouse would be a minimal savings. Any questions Mr. Giffen was unable to answer will be researched and responded to.

**Town Revenue Report.** Carla asked Mr. Giffen if there is any anticipation of difficulty with revenue? Mr. Giffen's response was "There could be some issues related to foreclosures". Carla suggested that the Selectmen start thinking about the fact that they may see declining revenues. There may not be money in the budget to move around. Mr. Giffen's response was that he agreed and it was a valid question.

Judith questioned that the yield taxes were almost ½ of last year. Mr. Giffen said it was related to timber. Less building. Carla asked about the Rooms & Meals tax question from a few months ago. Which was how would the town be a recipient of the rooms and meals tax? Ann questioned the interest on investments were down. Carla commented that we could have been getting higher interest on CD's last year Vs this year. Mr. Giffen will check into the reason for that. Kris asked why there was a miscellaneous posting of \$875.00. Mr. Giffen felt it could very well be related to a lack of consistency in posting. Judith asked Mr. Giffen if the cable franchise fee was paid to us monthly or quarterly? Mr. Giffen said quarterly. Based on the % that the cable company receives. It is supplied to the general fund to offset taxes, which is 3%.

**School Expense Report.** Carla asked a general question to the school representative Karen Smith relating to fuel costs. Has there been any action taken or are funds going to be moved around like the town is doing? Karen's response was to top off the tank which gives a better rate in the summer rather than later in the winter. Also, looking into the collaborative with other school districts to get a better rate. Cost associated with being part of the group. More research is being done. She will have more information at the June meeting. Carla asked about bus transportation. Have we been contacted by the bus company? We have not, however our contract is not due to renew until 2010. Karen will look into. Carla questioned the building expense trust fund. Was there a major renovation, because it is showing as expended. Karen said it was moved from budget to trust fund. Ann questioned unemployment maintenance 53% over budget. Telephone expense and Special Ed supplies over budget. Karen will inquire about these issues and will get back to the board with answers.

**Review of minutes.** There was a motion to accept the minutes but not approve.

**New Business.** Tom Giffen spoke of looking forward to a more productive relationship this year than last between the Budget Committee and the Select Board. He would be happy to give that his full attention and transfer that to the rest of the board as effectively as he can. Hopefully, the rest of the board will also be cooperative. The board welcomed Tom and spoke of looking forward to working together as well and that there is a common interest in working with what is best for the town. Carla discussed there will be later discussions regarding the deliberative sessions.

**Kris Pouliot made a motion to adjourn at 8:25 pm. All in favor.**

Respectfully submitted,  
Mary Phillips