

Approved
Candia Budget Committee Meeting Minutes
September 10, 2008

Attendees: Chairman Carla Penfield, Ann Tierno, Kristine Pouliot, Kim Byrd, Allyn Chivers, Stephen Higgins, Judith Szot, School Representative Karen Smith and Selectmen's Representative Tom Giffen. Jane Sanders, Tax Collector and Ingrid Byrd were also present.

Absent: no absentees

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

Economic & Financial Discussion

- Round Table discussion on how economics and financials will affect how the BC will approach the Budget this year.
- Look at what other communities are doing with their school and town budgets. 3% increase appears to be the average.
- 2007 Permit fees year to date were \$16,416 and 2008 permit fees year to date are \$8,938.00.
- Important to note and keep in mind that the Town of Candia passed the budget and all warrant articles last year at a 4% increase.
- Noted people do not have a lot of discretionary income after paying their obligations.
- State capped the raises for retirement for teachers, policemen, and fireman this year. There were no increases in subsidy provided for the health insurance for next 4 years. This cap will add to deficiency that has already occurred from the previous seven years of approximately 14%.
- Social security's increase this year was 2.8% yet the cost of living was 3.5-4%.
- Health & Welfare and fuel assistance is statutory and costs will be up due to economy.
- Consumer index increase this year was 4.1 to 6.1%. Energy increased 30%.
- A lot of factors play into the budget not just cost of living which includes food, transportation, energy costs etc.
- 6% unemployment is a 17 year high. Items in the Town's budget are not made up of items in the same proportion that you find in a typical household or consumer price index as energy and direct assistance are difficult to control and weigh heavily in the budget.
- Look at trends of economic indicators in schools around the country. 4 day week was discussed. Candia has to match Manchester at 5 day school week unless they change.
- Pre-buy items. Be more proactive in all areas not just reactive.
- Nationwide housing lowest since 1991. Building down. Foreclosures up. Government take over of Fannie Mae and Freddie Mac.
- 401K programs are losing money.

- Tom Giffen and Karen Smith were asked to have this same discussion with their respective boards.

Review 2007/2008 Department Budget Format

- Roundtable discussion on what was received last year and where improvements could be made.
- Budget last year was received electronically in excel format with right hand columns showing increases and notes. The consensus of the BC is to have the Town provide the same format again. The BC found this format to be very helpful.
- Cemetery budget was adequate.
- Health and Welfare, the BC would like to see statistic reports/trends. Discussed town reimbursement with interim assistance while claims are being processed. Not sure if Candia has this in place. Tom Giffen surprised that this is not in place as Mary Hall is very aggressive about pursuing reimbursements and will look into this.
- Building Inspector, the BC would like to see the same format as last year and to see an estimate on a monthly basis of office time versus field time.
- Heritage commission, Conservation Commission, Zoning, Planning, Treasurer, Trustees of the Trust Fund, Tax Collector, Town Clerk, Emergency Management, Highway, Ambulance, Animal Control department's worksheets from last year were sufficient.
- Fire Department and Forestry were noted being very comprehensive which left no questions for the BC and they were pleased with the report.
- Police Department's worksheet was good but would like to see breakdown of employees (no names) with salaries, hours worked, and part or full time status. Show number of cruisers, replacement schedule. Breakdown of calls, revenue on special details or other details. Question was raised why police have to be present when someone for example PSNH is working in town. Clarification requested, if off duty or non duty and if this money is included in the salary and how much the town receives.
- Solid Waste budget report work sheet was noted as lengthy but left no questions.
- Summer Recreation Program was discussed by the Board of Selectmen at a prior BOS meeting and it was the consensus of the Board of Selectmen per T. Giffen to have the program but contract out to a private party.
- BC wanted to see Town employees listed by titles with duties and salaries and full or part time status.
- Full time in all departments is 32 to 32.5 hours a week.
- BC would like to see warrant articles as soon as they are drafted and the default budget as soon as available.
- Capital reserves/trust funds for the Town and School should be looked at and possibly do away with them.
- Note to all departments that if large expenses are at the end of the year let the BC know this so they will know why there is money still left in their budgets.
- Take the approach of what the departments cannot live without. The BC feels that each department knows where they can cut. Do not want to see wish lists.
- Tom Giffen was asked to bring this back to all the departments. Tom Giffen said on record that he has an idea that will save a little over \$5,000 next year on town office expenses immediately and if such a warrant article passes, it would not be implemented until the year following.

Town & School Expense Reports

- K. Byrd **motioned** to review expense reports next month. T. Giffen **seconded**. **All in favor**.

Other Business

- Saturday, September 13, 2008, The Board of Selectmen will meet at 9:00am with all the departments to discuss the 2009 budget.
- The BC is encouraged to attend the meeting but it was noted that they cannot speak for the BC.
- Town deliberative meeting was changed from February 7, 2009 to January 31, 2009 at 9:00am with a rain date of February 2, 2009.
- The School deliberative session was changed to February 7, 2009 at 9:00am with a rain date of February 9, 2008
- Recycle 5” binders next meeting for the School report.

Review of minutes 8/13/08

K. Byrd **motioned** to accept minutes of August 20, 2008 as amended. T. Giffen **seconded**. All were in favor.

The following amendments were made:

- Page one add an Absent line under Attendees.
- Page one, bullet #7 strike “dictated by the SAU” and replace with “must act in accordance with RSA’s”.

J. Szot **motioned** to adjourn at 9:00 pm. A. Tierno **seconded**. **All were in favor**.

Respectfully submitted,
Sharon Carrier