

Approved
Candia Budget Committee Minutes
October 23, 2008

Attendees: Chairman Carla Penfield, Ann Tierno, Kristine Pouliot, Judith Szot, Allyn Chivers, Steve Higgins, Kim Byrd, School Rep Ingrid Byrd (Alternate), and Selectmen's Rep Tom Giffen

Absent: School Rep Karen Smith

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

Town Budget

NOTE: The purpose of this evenings meeting was to interview specific department heads which included: Solid Waste Dept Chuck Whitcher, Police Department Chief Mike McGillen, Animal Control Officer Ray Rodier, and Health & Welfare Dept Mary Hall.

- Discussion related to the Town Employee Insurance Benefits. The question was asked prior how much insurance was paid by the town towards employees insurance and what is the dollar amount of the benefit to the employee if they opt out of the plan. By law the town cannot disclose what the percentage of benefit is given to each employee. However, the can disclose the bottom line of the benefit.

Solid Waste:

- First on the Agenda was Chuck Whitcher from the Solid Waste Dept. Chuck was asked questions regarding certification. The DES must certify all employees of the Solid Waste Department every year.
- A secondary containment may be necessary for waste oil due to DES regulations.

- Winter clothing is necessary due to the weather conditions. Sweatshirts, jackets, gloves. Employees are given a stipend for boots.
- Chuck informed the board that he has gone through the budget line-by-line and has spent an extensive amount of time on this budget. But with a new facility it is difficult to know definitively what all the expenses would be.
- Selectmen Tom Giffen mentioned landfill disposal. The best way that the town can control the landfill budget is to increase recycling to a greater extent. The more the citizens contribute to recycling the greater the tax relief.
- There are currently 3 employees. 1 employee is no longer with Solid Waste. That reduces the wages for the 2009 budget.
- Could more information be given to residents by the website rather than expensing through postage? Due to the fact that not all residents have access to the website it would be difficult to choose what would be the best option.
- There was discussion related to pay-as-you-throw. Raymond and Newmarket are currently doing it. This would entail buying bags and the residents would be responsible for recycling or using the bag. This leads to a savings to the resident when they opt to recycle. Reasons are more recycling means more money for the town. Chuck said it was a difficult sell but after implementing it, at least in the town currently participating, it has a positive response.

Police Department

- Chief Mike McGillen confirmed there are 6 full time officers. 1 part time.
- 5 vehicles including Chief McGillen's vehicle.
- Covered 24/7.
- Detail work is an officer that is called in. Not an officer on duty. The charge is \$45.00, \$35.00 goes to the officer and \$10.00 goes to the town.
- A suggestion for a new cruiser as a warrant article.
- Police equipment budgeted for \$5,000.00 and was expended for \$3,500.00. These are for radio repair, firearms, and tazers.
- The money that was budgeted for 2008 will be expended. However, in the summer the selectmen asked to hold off on anything that was not absolutely necessary. Vests should be replaced.
- Testing and hiring expense is only for new officers.
- Opt out of insurance is a flat rate of \$65.00/per week.
- How much of insurance expense contributed by employee/officer unknown. Chief McGillen will get that information.
- Overtime wages occur when an officer has to go to court. Rescheduling in the courts contribute to the increase in this expense.

- If Chief McGillen was asked to reduce budget in what areas could be affected. His response was salaries may be a significant area if absolutely necessary.
- The computers in the cruisers need a software update to allow them to communicate with dispatch. Currently the officers are unable to access. The grant did not include this update. There is a \$10,000.00 expense that would be incurred with this. Tom Giffen felt that a warrant article might be appropriate for this. Due to the fact that it is a safety issue with the officers.
- Tom Giffen's opinion is that we may have under budgeted retirement, prosecution, and computer expenses. It is possible that we may need to increase the budget number without having a tax impact for special detail wages.

Animal Control

- Chief McGillen represented Animal Control Officer Ray Rodier.
- Ray's responsibilities include removing dead animals from the roadway. Retrieving animals that are loose or injured animals and transporting to the appropriate location. He responds when residents have a wild animal in their home.
- Ray has a beeper for communication and is available day or night.
- Medical shots are required for this position.
- The budget committee was not aware of what the animal control officers job description was and the question was brought up whether the animal control position should be eliminated and have the officers fill that position. Chief McGillen felt that was not an advisable option due to the fact that the officers have a lot to do. However, there are times when it is necessary to help with animal control.
- The board would like an activity report in the future for the animal officer so the board will be aware of the value of that position.
- A request was made to provide the budget committee a standard activity guideline report from each department with information the budget committee needs so that they can be better informed of what the workings of each department.

Health & Welfare

- Mary Hall represents the Health & Welfare department.
- Carla thanked Mary for the report this year.
- Direct Assistance budget for \$50,000 is almost expended to this date.
- Anticipating somewhere around \$60,000 to \$65,000 expended for 2009. A request for \$70,000 was submitted. Hope to reduce that amount. For example not paying the total balance on electric bills, just past due. Hoping that the fuel price declines. However, medical issues continue to be a large expense.

- Residents requesting help do go to the local govt for fuel assistance. However, if they have no fuel at the time, the town provides fuel.
- Liens are applied on property when we provide assistance. If they have no property she has them sign a promissory note.
- 4 clients that were provided assistance have moved out of town. However, very likely 4 more could move in.
- Mary's process if a client comes at the last minute she will give them a contact sheet and will provide food. If they choose to continue with support they are given a notice of decision. This gives the client the information of what they are receiving at that time. They need to provide information to her. Proof of income, number of children, currently on welfare, how many vehicles, etc. They are then provided with paperwork that needs to be filled out.
- Mary receives standard client forms regarding the client from the local govt center.
- Working with Viking Oil to see if the town could receive a discount.
- No longer has pager. Cell phone is on the building inspectors plan.
- Does not have degree in social work. However, has worked in this position for 8 years. There was an opinion voiced that this is an administrative position and does not require an RN or MSW degree.

Heritage

- No one from the Heritage Commission was represented. There was a request for \$1,000.00 for the relocation of the septic system at the old library.
- The board will make their recommendation based on the information they have received.

Conservation

- No one from the Conservation Committee was represented.
- Their budget is down 7%.
- The budgeted amount of \$700.00 with \$132.00 expended. The amount is used for membership dues & administrative. It will be expended by the end of the year.
- The board will make their decision based on the information they have received.

Miscellaneous

- There was a question at the prior meeting in relation to compensation to workers at the polls. All election workers are paid minimum wage at the polls.

- Review of 10/22 minutes reviewed. On the 2nd page, 1st paragraph. Replace the word threw with through.
- There was a request to the selectmen to present their budget similar to the way the school submits theirs. There is extensive detail within the school budget when submitted. The budget committee understands there are a lot of questions asked by them. However, if they had the information ahead of time as to how the money is being spent, it would streamline the process.

Motion to adjourn at 9:40 pm. All in favor.

Recorded by Mary Phillips