

Approved
Candia Budget Committee Meeting Minutes
October 29, 2008

Attendees: Chairman Carla Penfield, Ann Tierno, Kristin Pouliot, Kim Byrd, Allyn Chivers, Stephen Higgins, Judith Szot, School Rep Karen Smith and Selectmen Rep Tom Giffen (Alternate School Rep Ingrid Byrd was also present)

Absent: No Absentees

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

Town Budget

Building Inspector

- First on the agenda was Building Inspector, Bill Hallick.
- The secretary's responsibilities include Building Inspector, Zoning Department, Planning Board, and the Fire department.
- Secretarial Wages needs to be adjusted to show salary being transferred from the Fire Department to the building inspectors wage line in the budget.
- Bill's vehicle is inherited from the Police Department.
- Provided the BC with a summary report of permits & inspections.
- Bill offered to possibly reduce his budget by 10% by reducing his hours by eliminating Friday's 4 hours. Secretary's hours would not change.

Highway Department

- Road Agent, Dennis Lewis represented the Highway Department.
- Rates for plowing is set by the state.
- 27% increase on payroll is due to the state increase.
- Brush cutting, culverts, and ditching were not used due to the funds being transferred to plowing expense. However if a culvert fails, it will need to be repaired regardless or whether the funds are appropriated for or not.

- The only line item that could reduce the Highway Department's budget is removing the asphalt maintenance.
- By removing asphalt maintenance from the budget it will cost more for repair of roads at a later time.
- It was recommended to increase tree removal from \$4,500 to \$5,000.
- Asphalt maintenance is usually delayed as long as possible depending on whether there it is a bad winter.
- We do not bid on plowing. Dennis feels that no one would bid it at the rate we pay. The operation is not cut and dry. They are hired by the hour if it doesn't snow we don't have to pay. Also, we don't keep people on the same route all the time. Everyone works together to get the job done.
- Salt is up \$15.00/ton. Sand has not increased. However, truck rate has increased.
- The Highway Department's budget is mainly weather related.

Town Clerk

- Christine Dupere, Town Clerk represented her department.
- Restoring of documents is an on going program. This is the town's permanent record. As early as 1743.
- Conferences, Dues, and mileage up by 25%. The increase is due to mileage. The Town Clerk has never charged for mileage in the past but with the increase in fuel prices they will charge for it now. The state mandates what banks are to be used. They have to go 3 times a week to 2 different banks. The closest being Raymond or Hooksett.
- Just over 2% increase in the 2009 budget from 2008.

Tax Collector

- Tax Collector, Jane Sanders provided some information regarding her 2009 budget at a previous meeting.
- Line for postage was still omitted on the budget. Although, Jane had submitted in detail the necessary information.
- There will be a \$2.31 per one thousand dollar increase in the tax rate.
- The 2nd half tax bill will show increase. Estimated mailing date will be November 6th. Due by December 8th.
- Due to the increase in the tax rate Jane anticipates an increase in delinquency, which would affect the postage for certified letter, returned receipt.
- Jane amended the initial budget request for postage from \$2,500 to \$2,800.

Emergency Management

- Fire Chief Rudy Cartier represented the Emergency Management Department.
- Provided a historical budget for the Fire Department.
- Also, did a budget projection of what the expenses will be from now until the end of the year. Why there is a delay is spending money and where it goes.
- Firefighters Association fundraisers will purchase equipment, protective clothing etc. for the Fire Department to offset some of the costs for the town.
- 75% of hydrants are not in service.
- Each year water supply is used for other necessary items.
- Looking for grants to cover the water supply line item.
- Fire station has a tremendous amount of work that needs to be done. Sill rot, the roof needs to be replaced.
- Storage tank needs to be removed. Estimates approx. \$5,000.00.
- Rudy waits until September or October to expend funds to purchase fire equipment and protective clothing due to the fact that he can take advantage of better pricing usually later in the year.
- Fire equipment gear is used for training as well to get the most out of the equipment.
- A request for an incident report was made. Rudy will provide the BC with that report.
- The pond behind the library cannot be used because the state requires that it be lowered in the winter to 3 ft. for safety reasons.
- The anticipated warrant article for the capital reserve fund will be for \$75,000.00. Other warrant articles that will be requested are for funds for an intern position and stipends for the firefighters.
- An increase of 66% in fuel was due to the fact that their trucks use diesel and they get less fuel mileage.
- The cost of the contract with Rockingham Ambulance will be \$5,700.00.

Forestry

- By October 13th only ½ of the budget has been spent. Hopefully it will not have to be spent.

Miscellaneous

- Note: The general fund has been used in the past to offset tax rate. It rolls from year to year. This year there was no offset from the general fund for the \$2.31 increase in tax rate. The reason being is that DRA was concerned that there would not be a sufficient amount in the general fund balance. Last year we went a bit too far in reducing the general fund to

offset taxes. The tax rate increase is the result of that decision. The recommended amount is \$1,000,000 (one million) dollars. Currently we are at \$600,000.00 dollars. The DRA calculates it by using percentages. The percentages are applied to the revenue and the tax basis that we have. Our fund balance is always kept as low as possible.

- Under solid waste 1st paragraph. Add "Department" between Solid waste and must. Also, change DPS to DES.
- Under solid waste 2nd paragraph. Change paragraph to read, "A secondary containment is necessary for waste oil due to DES regulations".
- Under Police Department, 2nd paragraph. Add an "s" to Chief McGillen's name and add vehicle at end of sentence.
- Under Police Department, 3rd paragraph. Change covered 24 hours to 24/7.
- Under Police Department, paragraph 9. Change to read \$65.00/per week.
- Under Police Department, paragraph 11. Change overtime wages occur rather than are. Also, delete "Due to the" and capitalize "R" in rescheduling.
- Under Police Department, paragraph 12. Add "His response was" at the beginning of the last sentence.
- Under Police Department, paragraph 13. Remove which and capitalize current on 2nd sentence.
- Under Police Department, paragraph 14. Add and "s" at the end of Tom Giffin's name.
- Under Health & Welfare, paragraph 9. Change sentence to read, "Mary receives standard client forms regarding the client from the local govt. center.
- Under Health & Welfare, last paragraph. Change medical certification to RN or MSW.
- A motion to hold of on approving minutes from the 10/23 meeting until there is clarification from Town Clerk, Chris Dupere regarding compensation to workers at the polls. All agree.
- The date of November 20th was confirmed for SAU review.
- The date of November 6th was confirmed for the next Budget Committee meeting.
- Tom Giffen had information for the board that dental rates had increased 3.2%. Life insurance rates are the same as last year. These are for all town employees.
- The town employees are entitled to a benefit of \$34.67 per month. If they choose a 2 person plan or a family plan \$34.67 is deducted from the amount of that policy.
- Health insurance contribution for a single person the coverage is 5%. Two person coverage is 15%, family coverage is 25%.
- Dental Insurance coverage is also offered to the Board of Selectmen. However, they pay the actual amount. There is no tax impact to the Tax Payer.

- Tom Giffen provided the BC with a copy of the Town Officer's Equipment Maintenance Expenditures Detail Sheet.
- Regarding microfilming expense under town offices. RSA 33A requires that documents microfilmed for permanent records such as bond documents, selectmen meeting minutes, annual reports, town warrants, deliberative session warrants and tax maps.
- Wages and stipends were discussed for the 2009 budget.

Motion to adjourn at 10:00pm. All were in favor.

Recorded by Mary Phillips