

**Approved
Budget Committee Meeting Minutes
September 9, 2009**

Attendees: Chairman Ann Tierno, Carla Penfield, Judith Szot, Kim Byrd, Allyn Chivers, Erin Asselin, Selectman's Rep. Carleton Robie, School Rep. Melissa Madden

Absent: None

Chairman Ann Tierno called the meeting to order at 7:00 pm.

Old Business

- Review of an e-mail Carleton received from Selectmen's Assistant, Cheryl Eastman in response to the question related to the fund balance. Which stated the increase in the fund balance was due to a surplus between the revenues and the appropriations for 2008. The surplus was a result of a combination of effective spending control, receipt of FEMA funds, and an increase in the actual revenues received for services/fees to the town. (For complete e-mail see attached. – not available on-line)
- No questions from the last meeting for the Selectmen.
- Review and discuss the scheduled meeting dates for the upcoming budget season. (See attached).
- Ann reminded the BC members of the Budget Workshop scheduled for the 22nd of September at CR Sparks. Ann has signed up.
- Review and approve prior meeting minutes of August 12, 2009.

New Business

- Copy of memo to All Department Heads from Chairman Fred Kelley regarding the budget. (See attached – not available on-line).

Town Revenue Sheets

- Tax revenue is up due to an increase in taxes to the residents. Also, Griffinbrook, the Courthouse, and the Water Park are new businesses.
- Carla requested to change the Town Income Sheets to adjust for any line items that are considered “wash” items (Special Details, Ski Program and Summer Recreation). Carleton will check to see if this would be possible.
- Kim asked Carleton why the Cable TV Franchise Fee is almost ½ less than the prior year. His explanation is a possible timing issue.

Town Expense Sheets

- Carla asked about the budgeted amount of the Water Supply line item and the Protective Clothing line. She was reminded that these amounts are from the default budget.

School Expense Sheets

- Review of the Budget Adjustment Sheet. This report shows line items that were over expended and are offset with other accounts to cover those.
- There is a new Assistant Principal and there was discussion related to the need to hire an assistant principal based on the state law of a minimum of 500 students when we are significantly lower than 500. It was mentioned that the Assistant Principal also covers as the High School Coordinator, which was at one time a separate position. Melissa was not sure of the salary of that Coordinator position but also mentioned that the minimum required may be less than 500 at this time and feels that the school could not run properly without an Assistant Principal. Carla’s point was not necessarily against the Assistant Principal position but that does the School Board look at creative ways to scrutinize the budget due to the state of the economy.
- The School Board will be receiving a revenue report by next month and it should help answer questions that the BC may have.

- Discussion of the Kindergarten grades. Number of enrolled, how many classes and how many advanced to 1st grade.
- Discussion related to the after school day care program. The Parents pay for the program however, there is a room rental fee to the company that provides the program. Melissa will provide more information.
- The line item for life insurance was questioned. Who receives this benefit and why. All contracted teachers are provided with it and it is in their contract.
- Kim requested on the projected financial report that the BC can get the % on the report. Melissa will inquire if it would be possible.

Other Business

- No other business to discuss.

Motion to adjourn at 8:15 pm. All were in favor.

Recorded by Mary Phillips

Candia Budget Committee 2009-2010

Schedule

Wed, October 14, 2009	BC Meeting with Dr. Littlefield
Tues, October 20, 2009	BC Meeting to discuss town budget
Thur, October 22, 2009	BC Meeting to discuss town budget
Wed, October 28, 2009	BC Meets with Department Heads
Thur, October 29, 2009	BC Meets with Department Heads
Tue, November 3, 2009	BC Meeting to discuss Town Budget
Thur, November 12, 2009	BC Meeting (<i>Library</i>) School Budget Review
Thur, November 19, 2009	BC Meeting with SAU
Mon, November 30, 2009	BC Meeting re: School Budget
Wed , December 9, 2009	BC Regular Meeting
Tues, January 5, 2010	Town Public Hearing
Wed, January 6, 2010	School Public Hearing (<i>GYM</i>)
Tue, January 13, 2010	BC Regular Meeting
Sat, January 30, 2010	School Deliberative Session
Sat, February 6, 2010	Town Deliberative Session

Note: location is Town Hall Meeting Room and time is 7:00 pm unless otherwise noted.