

Town of Candia Municipal Budget Committee Approved Meeting Minutes

Meeting Date: November 28, 2018
Location: Town Office Building
Attendees: Lynn Chivers
Dick Snow
Jodi Hedstrom
Susan Gill
Katrina Niles
Bob Stout
Sue Young
Stephanie Helmig
Kaycee Vitale
Absent: Todd Keating
Guests: Matt Woodrow Chairman of the School Board
Dana Buckley School Board Member

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

Approval of the Minutes from November 14, 2018

- Changes Discussed
 - Removal of naming the public attendees
 - Correction of Carla Penfield's name
 - Pages to be numbered
 - Under the planning board discussion, where Sue seconds the motion, the words "for discussion only" needs to be added
 - Under additional business discussions, clarify that the request for the Library and CYAA financials came as a result from an inquiry from a resident
 - List names when people vote next to favor and opposed with names
 - Add result of the vote when meeting is adjourned
- Bob Stout motions to approve minutes as amended
- Dick Snow Seconds the motion
- All in Favor

Comments and Questions on Audio/Minutes fielded by Selectman Young from the Public

- Selectman Young fielded questions and comments from 7 different residents of all ages. She reminded them that she is one member on the committee and not the chair and she recommended involving Chairman Chivers or any other board member as well. Complaints, questions, and comments are as follows:
 - Complaint that on the Audio there are a lot of side conversations and parts are hard to hear. Selectman Young added that after listening to the audio 3 times she agrees with that statement.
 - Complaint that the minutes do not include everything that various people said and Selectman Young tried to explain that the minutes would be lengthy.
 - Dick Snow also added that it is not required by 91-A
 - Complaint that there was swearing heard on the tape. Selectman Young verified that is a true statement. The specific statement was "*What the hell is he talking about?*"
 - One item was not brought up publicly and will be addressed privately
 - Another inquiry on who decides what is included/emphasized in the minutes
 - Complaint that a member was complaining about being at the meeting for over an hour and a half and the resident thought it was uncalled for because the budget committee's job is to review the budget no matter how long it took.
- Selectman Young added that you need to be careful around what you are saying as Chairman Chivers brought up half way through meeting. We do not need to provide the audio tape but she believes it provides a lot of transparency for all the committee's that choose to do that.

- Chairman Chivers added that personally she loves the minutes as written because she does not think it is necessary, because the audio tape is available, to include every word that is said.
- Dick Snow added that he thinks we need to make it clear to the public that if they have a concern on what takes place in a Municipal Budget Committee the place to complain is to the Municipal Budget Committee and not the Board of Selectman. He also added that public comment is always welcome.
- Selectman Young also noted that it was incorrectly stated thin the last meeting that the Budget Committee removed \$350,000 under the highway budget, the Budget Committee did not do that, the Board of Selectman did.
 - Chairman Chivers added that if it was incorrectly stated it has to stay in the meeting minutes but they will correct it now and say the Budget Committee did not remove it and it was removed before the budget even came to the committee.

Questions from Last Meeting

- Selectman Young would like to address the question on the percentage of kids that can be sent to other schools from Pinkerton as stated in the contract.
 - Stephanie Helmig answered that we are allowed to send 5% to other schools.
 - Matt Woodrow also added that we do not have a contract with Manchester, but with the Pinkerton contract we are allowed to send 5% of students to other districts. Manchester will allow us to send up to 5%. He added that we do not have a large contingency going elsewhere besides Pinkerton and Central.
 - Jodi Hedstrom asked if Manchester adds capital costs if we send even one student?
 - Matt Woodrow answered with no, it was part of our settlement to get out of our contract early with Manchester.

Budget Committee to Review School Budget and Formulate Questions

Questions in italics will be asked of the School Board

Selectman Young asked a question of the committee and desired honest answers. She asked how many people actually looked through the school budget binder? She added that last year someone made the comment that they put the school budget on the shelf and never looked at it.

- The budget committee responded that they have all looked at the school budget binder.

Chairman Chivers went over the documents previously sent to the budget committee; the cover letter, the budget, and Karen Lessard sent a new budget which Chairman Chivers sent out. Copies were also made for the meeting tonight.

- Matt Woodrow wanted to let the Budget Committee know that Karen Lessard had just gotten the adjustments made so he asked her to send those over so the Budget Committee would have them for tonight's meeting. He wanted it noted that she did not sit on the numbers that they were sent as soon as possible.
- Chairman Chivers acknowledged and appreciated
- Chairman Chivers from Karen Lessard noted these changes to the new budget:
 - Health and Dental rates with no increase
 - The Pinkerton Tuition Rate
 - The SAU amount approved at the November meeting
- Jodi Hedstrom asked what the new Pinkerton Tuition Rate
 - Chairman Chivers responded that we will go through the budget and it will be discussed later
- Bob Stout asked in regards to the bottom line adjustment on the new budget, does it reflect about \$13,000 less then the one we reviewed?
 - Matt Woodrow responded with yes
 - Bob Stout asked if that was mostly do to the insurance adjustment line?
 - Matt Woodrow responded with correct.
- Chairman Chivers had a question on the cover letter. It states that, "... this budget reflects a decrease in one administrative position as a placeholder at this time..." What does this mean?
 - Stephanie Helmig stated that they have not decided which administrative position will be eliminated but one will be eliminated.

- Chairman Chivers sought clarification by stating that this is part of the administrative staff, they are going to get rid of one person but they do not know which person/position. Chairman Chivers then asked if this budget include a salary for all the people that are there or does it have one salary taken out?
 - Matt Woodrow responded that it includes the reduction in that one position. He clarified that the placeholder is there because it is really up to administration on who the person is that they will have to adjust. So, this budget includes one less administrative position going into next year.
- Dick Snow commented that this would imply that in the School Budget Binder there would be a page that shows someone's salary going down to zero, is this correct?
 - Chairman Chivers answered that the individual teachers or administrators are not listed in the School Board Budget Binder. The salaries will all be lumped together.
 - *Dick Snow clarified that it is not the case with SPED and Regular Ed so which line will show the decrease?*
 - Jodi asked if this was a tenured position thus just moving their salary when they take a different job at the school or is it really a reduction in salaries? She asks because technically all jobs, even administration by state law can be tenured.
 - Matt Woodrow clarified that they would have to be offered a teaching position if they are tenured.
 - Stephanie Helmig added that we have a long-term sub, a new fourth grade teacher, and a retiree for next year.
 - Matt Woodrow clarified that we only have 3 administrative positions right now, Special Ed, Head Principal, and Assistant Principal.
 - Matt Woodrow also clarified that the Common Core may be what is being considered as the administrative reduction even though it is classified as a teaching position.
 - *Chairman Chivers asked if we are going to lose one staff member or will someone just be moved?*
 - Bob Stout noted that none of the three administrative positions are eliminated in the budget so the money (reduction) must be somewhere else.
 - Jodi Hedstrom added that in the spirit of the School Board says we have 4 positions to look at; Core Curriculum, Assistant Principal, Special Ed and Principal. We know we need Principal and we know we need Special Ed so the Principal needs to decide on how to continue.
 - Bob Stout noted that we may not see the reduction in the Regular Ed salaries because of the addition of the Spanish teacher.
 - *Chairman Chivers will ask the school board how many positions are we losing and how many are we gaining?*
 - Selectman Young asked if the Spanish Teacher would be full time
 - Stephanie Helmig responded yes.
 - Selectman Young asked for clarity, will we have a full time Spanish Teacher for 300 students, not just middle school?
 - Dana Buckley responded with the reason we are going with a full-time position is because there is a shortage of foreign language teachers. So, if we advertise a part time job, we would not get any candidates.
 - *Bob Stout asked when does the School Board expect to define the placeholder?*
 - He added that if this goes to a deliberative session and someone could be losing their job it could turn into a lengthy discussion.
 - Stephanie Helmig stated that no one was going to lose their job they will be moved into a different position, more like a reorganization.
 - Susan Gill added that mathematically something is not answered because if we have someone retiring and we are adding a Spanish teacher, those net each other out.
 - Selectman Young added that she is not familiar with the RSA's and she thought administration was under a contract basis. She is not familiar with the RSA that makes administration tenured and you can't remove an administrator.

- Matt Woodrow answered that is not correct, he clarified that administrative positions are usually 1 year or 3 year and are non-union positions. There is tenure for administration after 10 years.

Review of Budget

- 1100 Section
 - Line 5232 Reg Ed NHRS Professional, Susan Gil asked if this was a defined cost and not negotiable?
 - Multiple answers yes
 - *Line 5112 Reg Ed Teacher Salaries, how many people are included?*
 - Bob Stout added the comment that it is clear that the school board went through the budget. For example some of the supply items were adjusted down, and he finds it interesting that there are other sections in the budget that would wright off a \$40,000 increase and yet the things the kids can use in the classroom we are nickel and diming by \$4-\$500.
- 1105 Section
 - *Lines 5561 and 5563 Chairman Chivers would like a computation of how exactly she came up with that money. How many kids are going to Central? How many are going to Trinity? What are the capital costs etc.?*
 - Stephanie Helmig added that she would guess that the number comes from the enrollment reports and we budget for Pinkerton because that is who we are contracted with.
 - Chairman Chivers added that unless we speak to the students we do not know where they are going.
 - Chairman Chivers noted that in the prior year, when this was a question, she was told that it was discussed with the students where they are going.
 - Matt Woodrow summarized by saying that if we meet with students and they express interest in other schools we should not be budgeting for them correct? He also added that there are discussions with the 8th graders and he believes we can get a breakdown for the budget committee.
 - Selectman Young asked if the tuition went way up for Pinkerton?
 - Stephanie Helmig said that the tuition for next year is \$12,778 and for this year it is \$12,066; going up \$712/student
 - Selectman Young added that per the Pinkerton contract we contribute to their capital improvement.
 - Chairman Chivers asked if that was in addition to the tuition amounts?
 - Many answered that it was included
 - Matt Woodrow gave clarity around the increase stating that enrollment had significant decline in enrollment from Derry in particular, Hampstead as well.
 - 1200 Section
 - *Selectman Young would like a breakdown or percentage of the number of students in special ed? Nothing identifiable but a breakdown of how many are in elementary and how many are in high school.*
 - *Line 5211, SPED Elementary Health Insurance, Bob Stout asked if the teachers salaries went down, how come health insurance is way up?*
 - Bob Stout further states that historically, over the last 4 years, the projections for health insurance is over every year. If we are overbudgeting it is something the budget committee can look at.
 - Stephanie Helmig added that if a new teacher coming in elects for health insurance and the one retiring didn't, that could increase the budget.
 - Katrina Niles noted that it is double what we spend in 17/18
 - Matt Woodrow added that it was his assumption that they are expecting an increase due to a family plan for an incoming teacher but it is a good question for the board.
 - Jodi Hedstrom noted that Regular Health did the same thing increasing the budget almost \$100,000

- Bob Stout said he understood that line because of new teachers coming in but if you look historically the % over, it seems like we are overbudgeting then formulating the new budget off of an overbudgeted number.
 - Katrina Niles asked why it went up when the insurance rates went down
 - Chairman Chivers noted that the insurance rates stayed the same
 - Bob Stout said that the health insurance budget can be moved around if there is a sudden increase but it seems like we are overspending on insurance at a time that everyone is complaining about their tax rate and it would go a long way if we could get it close to last years without cutting services to the kids. I think the residents would realize that we are trying to do the best thing.
 - Line 5320 SPED High School Professional Education, Selectman Young would like to know what that line is for
 - Stephanie Helmig said that it is for paraprofessionals needed at the high school level. We are responsible for special ed for any of our town students.
 - Katrina Niles noted that we doubled this line from 17/18 to 18/19 and now we are doubling it again
 - Matt Woodrow stated that this would reflect an 8th grade student that is going to need a 1:1 aide in 19/20.
 - Bob Stout also asked what contributes to the rising cost of the resource room at Pinkerton? Is it a charge per student?
 - Stephanie Helmig stated that we are charged a set amount per student to use the resource room
 - Bob stated that we pay for paraprofessionals as well as a per student charge to use the resource room
 - Stephanie Helmig state that the paraprofessionals are with the students all day while the students that use the resource room do not have a paraprofessional assigned to them all day.
 - *Bob Stout asked about placement of special ed students to private schools, there is quite a difference in the cost depending on where they go it could be anywhere from \$55,000-\$90,000. What determines where they go or where the best placement is and is there any flexibility there?*
 - Stephanie Helmig said she was unsure but she knows that we have students with different levels of needs and some are pretty high.
 - Matt Woodrow mention that he knows that Pine Haven is a serious behavioral school so a lot of it is done on a case by case basis. The students meet with Katherine and a specialist to asses their needs. The town is also responsible for transportation for those schools as well.
 - *Line 5336 SPED Elementary Medicaid Service Provider, Selectman Young would like to know who administered Medicaid Before?*
 - Budget went from zero to \$5000
 - Katrina Niles asked if SPED had to have its own phone system?
 - Multiple answered yes, Chairman Chivers added it was for confidentiality as we were told before.
 - Selectman Young noted that we did not expend anything for the phone system in 17/18 and now its \$1851.
 - Susan Gil noted that the expended portions are not filled in making the binder and budget sheet not match. Last year \$1683.71 was spent.
- 1230 Section
 - Line 5564, Susan Gil asked why the jump for High School Tuition to Private School?
 - Stephanie Helmig said that right now we provide for K-8 summer school and when they get to high school, they must send them somewhere else.
 - Susan Gil noted that Middle School went down and High School went up.
- Selectman Young had a question from page 191 in the notebook. We went from \$71,000 to \$147,000. She said that she is not familiar with The Reading Foundation that was \$17,000 of the budget. She asked, "What is the Reading Foundation?"
 - Stephanie Helmig said they are a specialized group that provides service in Orton-Gillingham.

- Selectman Young asked if it doubled because of more students or did the cost go up?
 - Stephanie Helmig said she thinks its because more students use them
 - Selectman Young asked if it was elementary school?
 - Stephanie Helmig responded it is K-8.
- *Selectman Young would like to ask how many students are utilizing title services at the school?*
- 1260 Section
 - *Selectman Young would like to know how many students are utilizing ELL services?*
- 1270 Section
 - No Questions
- 1410 Section
 - No Questions
- 1420 Section
 - Selectman Young noted that she is not sure that we are going to have the field done for the softball team. She said we may have to divert those funds to something else at the end of the year. What happens if we can't get that softball field done?
 - Stephanie Helmig said she would guess they would not have a softball program.
 - Jodi Hedstrom said that last year they bussed all away games, having every game away. This would increase the cost of bussing for the softball team.
 - Discussion ensued
 - Selectman Young said the intention was to complete the field but something with ADA compliance came up that may take precedence.
 - Stephanie Helmig asked for the cost to get the field ready
 - Selectman Young said it would be \$2,500 that is with volunteers from Severino trucking. It would be \$800-\$1000 for the tarp that is going to cover the infield that is going to have the special sand on it.
 - Dick Snow added that there has never been any money that flowed between the town and the school district for that park.
 - Jodi Hedstrom said the problem with the field is that currently the material that is on the field is not the correct material and someone could get hurt. It is a liability for the town if it is not fixed. The kids can bus out for games but that park represents our town and kids cannot play on the field safely.
 - Dick Snow asked if they couldn't use the park here does that increase the school's budget?
 - Several members said yes, they would have to increase the budget.
 - Discussion ensued around the park and how it was used.
- 2120 Section
 - Selectman Young asked how many teachers and are they full time for guidance?
 - Stephanie Helmig answered that as far as she knows we have one full time guidance councilor
- 2130 Section
 - No Questions
- 2140 Section
 - Katrina Niles noted that we contracted someone for \$93,000. Did that go to SPED? Also, what is line 5330 PSYCH Services Other Professional SVCS?
 - Stephanie Helmig answered that it is the costs for contracting a school psychiatrist to provide diagnostic, IEP, and consultation services to Candia students.
- 2150 Section
 - No Questions
- 2160 Section
 - Discussion ensued around this line item and if it belonged with the SPED line items and how we classify children for SPED.
- 2162 Section
 - No Questions
- 2190 Section
 - No Questions
- 2210 Section
 - No Questions

- 2220 Section
 - No Questions
- 2310 Section
 - Line 5341 Legal and Consulting, Chairman Chivers stated that she knew there were issues that explained the budget from last year, this year we budgeted \$7,500 and now we are up to \$12,500. Are there any issues you see on the horizon?
 - Stephanie Helmig answered that it is for contract negotiations for paraprofessionals.
 - Matt Woodrow added that they are up for new contracts and that will be negotiated this coming year
- 2320 Section
 - *Line 5590, SAU Services SAU Services, Selectman Young would like a breakdown on where the % of the funds go?*
- 2410 Section
 - Chairman Chivers asked, “When did Mr. St. Cyr leave?”
 - Stephanie Helmig answered June 30th
 - Chairman Chivers asked if the new principal was a PhD
 - Matt Woodrow said no
 - Chairman Chivers stated then her salary is reflective of her experience?
 - Matt Woodrow stated that she had been an assistant principal for years and then was the curriculum coordinator in Hooksett.
 - *5430, Principal Services Repairs & Maintenance Services, Bob Stout stated that they have \$1500 for intercom systems on page 121. Then on page 148 we have budgeted to replace the system. Why are we repairing then replacing?*
 - Matt Woodrow said that to integrate the new phone system with the old phone system there has to be some maintenance costs. There can definitely be more clarity around these items.
- 2600 Section
 - *Line 5434, Maintenance Building Improvements, pg. 148, Susan Gil asked what are they doing with the nurse’s room? What is driving the move?*
 - Matt Woodrow answered that it is going to be moving one room to be more accessible and to be a larger space. We can ask for more information on what is specifically moving.
 - Stephanie Helmig stated that the Turner Group did a survey and documented the nurse’s office, the science lab, and the special ed office because they are not to code.
 - *Selectman Young noted that on line 5434 the 17/18 was \$46,000 and \$31,000 was spent. 18/19 is \$121,000. What happened during the current year for the \$121,000 and next year they are requesting \$148,000.*
 - Stephanie Helmig said on page 148, there is a list of what is requested.
 - Chairman Chivers asked if these were all recommendations from the Turner Group?
 - Stephanie Helmig answered that they held off last year on making some of the adjustments because the Turner Group presented an evaluation in June and the School reprioritized some items.
 - Matt Woodrow stated that the life and safety items as well as the code issues are listed for this year.
 - Discussion ensued around what is being spent on abatement, and if it could be done all at once instead of in pieces.
- 2700 Section
 - Selectman Young asked for clarity around line 5519, SPED Transportation Transportation, is that just for transporting SPED students?
 - Stephanie Helmig said it was for outsourced schools
 - Matt Woodrow said it is for whatever the student needs including wheelchair buses
 - Jodi Hedstrom noted that it is also for local students that cannot go on the bus to Pinkerton or Candia students that require special transportation.
 - Chairman Chivers was under the impression that we went down busses, where did that bus go in the budget?

- Stephanie Helmig said that it was reflected in last years budget because we went down a bus last year.
- 2814 Section
 - No Questions
- 2835 Section
 - No Questions
- 2840 Section
 - No Questions
- 2900 Section
 - *Line 5111, Wage Pool, Selectman Young asked what is that for?*
- 4100 Section
 - No Questions
- 5110 Section
 - No Questions
- 5120 Section
 - No Questions
- 5221 Section
 - No Questions
- 5230 Section
 - No Questions
- 5252 Section
 - No Questions
- 5310 Section
 - *Line 5890 Charter School Misc Expenditures, Jodi Hedstrom asked if we do not have any students in Charter School kids because the budget is zeroed out?*

Chairman Chivers had some general questions to add:

- *At the beginning of the budget there is information on the enrollment projections, page two, using the 3-year weighted method and the 1-year cohort method. Where did that information come from?*
 - Matthew Woodrow answered that the New Hampshire Administrators Association did a study and did a presentation. He can provide a copy of the presentation. It provides enrollment projections going out 10 years.
 - Discussion ensued around the use and quality of the projections
- Bob Stout asked a question of Matthew Woodrow around having a longer-range plan, when it comes to introducing a middle school?
 - Matt Woodrow said that this would be the time to start those discussions with a new Superintendent coming in. We have a cohesive SAU wide board and we have to figure out what the future of a middle school looks like in Candia. What is the number of students that we need to get to see how we can jointly solve this problem? The building costs are not going down in Candia with it being an older building. The building costs will increase and if we see a decline in attendance; at what point do we say well this building can handle 500 students and we are only at 300 yet we are paying more then we did or would be paying the same if we had 500. Hooksett and Auburn are building additional buildings so how can we solve this as a SAU rather than a school district. The time is now to look at all the resources we have and come up with some creative solutions.
- *Chairman Chivers asked contractually what is the raise the teachers are getting this year? Is there a percentage?*
- *Chairman Chivers asked if the non-contractual employees are getting raises this year as well?*

Discussion ensued around the new superintendent.

Dick Snow presented the Budget Committee with a spreadsheet on the 19/20 requested budget

- Page 1 is the bottom line.
- Page 2 is the ratios between the fiscal years
 - For FY 18-FY19 the budget increase was 0.5%
 - For FY 17-FY18 the budget increase was 4.4267%

- In two years, the budget went up almost 5%
- Then he presented the surplus for FY17 which was \$468,636.50 which was about 5.67% of the budget.
- In FY16 the Surplus was \$171316.02 which was 2.17% of the budget.
- The question Dick Snow presented was the budget was bumped up 5% and the surplus was almost equivalent. This year's budget is almost the same as it was last year. If you are able to turn back \$486,000 from last years budget, then why did we come back up \$486,000 this year?
 - Bob Stout said he had asked that same question last year and it was presented to him that they were worried about Special Education costs.
 - Dick Snow said that there is a \$200,000 warrant article for Special Education costs to account for incoming students
 - Stephanie Helmig said that Karen Lessard does a great job explaining the rules for using the fund and she will have her explain it.
 - *Selectman Young said the question should be what funds are left and what are the rules around using them?*
 - Discussion ensued around public hearings

Selectman Young asked why we did not have a date set to vote on the School Board Budget if we run out of time?

- Chairman Chivers said she was guessing that we would vote on it that night. She did not make a provision to vote on the following night. She will put on the agenda that we will vote that night.

Selectman Young wanted to make two comments before close

- Is there any way to offset shipping costs in the 1100's? Can we coordinate with other towns or look at different suppliers?
 - Dick Snow will add it up for her
- Quoting Selectman Young, "The other thing that I would like the minutes to show, because they didn't last time, I have had nothing but praise for the current school board. I mentioned that in the last meeting and it is not in the minutes. It is on the tape. I think this group is doing a wonderful job, I really do, I will tell anyone that who will listen. As far as returning the money I have thanked you publicly at a board meeting. I've thanked you while talking with other people. Unfortunately, it is one of those no good deed goes unpunished when you return a lot of money to the school, I mean to the town for taxes. But I do want that please to be in the minutes, I have done nothing but praise the current school board. I think you are frugal, I think you are careful, I think your priorities are right where they should be and I am not sure that was clear if you did not listen to the audio tape last time. Thank you very much."

Stephanie Helmig also had a question. She said we returned \$470,000 and Dick said that's a \$1.00 per thousand on our taxes. But our tax rate went up \$1.97 per thousand. So, without that return would our tax rate gone up to \$2.97?

- Selectman Young said she explained that last time. The year before we did not increase taxes because we went to the unreserved balance fund even though our budget for the town and school went up.
- Chairman Chivers explained the fund balance.
 - We have a big savings account
 - When we have extra money, we can replenish the savings account, we can use it to reduces taxes, we can take money out of the savings account
 - When Sue talks about the fund balance, we took money out of the savings account.
- Selectman Young said that the state has mandated that the unreserved fund balance be between 5-14%. The town of Candia has tried to maintain it at 11.5%. So last year instead of raising tax rates we went into the fund balance to keep them level. Sooner or later it goes up because we cannot pull from the fund balance.

Joint Meeting with School Board on December 5th at 7pm in the Media Center at the Henry Moore School

Public Hearing for the Town Budget is December 12th at 7pm at the Town Hall

Public Hearing for the School Budget is December 13th at 7 pm at the Town Hall

Bob Stout moves to adjourn the meeting

Katrina Niles seconds the motion

All in Favor
Meeting was adjourned at 9:21 pm

Submitted by: Kaycee Vitale, Administrative Assistant