

# Town of Candia Municipal Budget Committee

## Approved Meeting Minutes

**Meeting Date:** October 9, 2019  
**Location:** Town Office Building  
**Attendees:** Lynn Chivers  
Dick Snow  
Stephanie Helmig  
Susan Gill  
Katrina Niles  
Bob Stout  
Sue Young  
Todd Keating  
Kaycee Vitale  
**Absent:** Jodi Hedstrom  
**Guest:** Dennis Lewis  
Amy Ransom  
Scott Komisarek  
Mark Chalbeck

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

### Approval of the Minutes from September 11, 2019

- Updates to due dates for petitioned and non-petitioned warrant articles
- Bob Stout motioned to approve minutes with amendments
- Katrina Niles seconds the motion
- Chairman Chivers and Todd Keating abstain
- Jodi Hedstrom and Susan Gil absent from vote
- Motion passed 5 approve-2 absent-2 abstain

### Questions from Last Meeting

#### Questions for the Town

*This year there is \$100,000 less in expenses and \$83,000 less in revenue and \$65,000 of that is under Highway. What has he not spent this year that he normally would?*

- Selectman Young answered that like other departments Highway will wait until the end of the year to ensure they do not go over budget

*Why is group health insurance down?*

- Selectman Young answered that the plans did not change year over year and we did loose a couple of full-time police officers which would have adjusted it a little bit.

*Was there was a change to the e-registrations this year as it only reflects \$.85 in revenue?*

- Selectman Young answered that the revenue does not go in under where the expenses are but they are waiting to input the revenues when they determine the right line item.

#### Questions for the School

*Is there an encumbrance line and is it that we just cannot see what it is being spent for because she cannot go back and look at the report?*

- Stephanie Helmig answered that what she discovered is that Karen (previous business administrator) added a line on the bottom of the 6/30 expenditure reports that lists out encumbrances. Going forward Amy will do the same but has provided the budget committee with a list of encumbrances. The budget committee will get this list yearly.

*Is there is an error because the numbers do not match?*

- On the bottom of the 6/30 expenditure report, the remaining balance before encumbrances was \$376,757.30 and we have encumbrances of \$106,258.97 which comes from a separate report. Amy will explain how we arrived at that number.
  - Bob Stout noted that should give us back around \$270,000 but where does it show on the reports?

- Amy explained that the accounting software that is used does not hold on to encumbrances in a “clean” fashion so we end up doing a manual report of encumbrances. The school goes through all the open purchase orders to finalize what needs to be done and what can be closed out and they come up with a list. That list is then audited by the auditors. Then, using the MS-25 we report the list to the state the expenditures for the year as well as revenues. *Further explanation can be obtained on the audio on to why the expenditure report will never match the MS-25 that is reported to the state.*
- Amy explained that the expenditure report that the budget committee has is just expenses. It does not take into consideration the encumbrances that the school board had at the end of 2017-2018. For an example, if they were going to encumber \$200,000 that would be on the encumbrance line on page 1. If they then did not spend all of it, the difference would go onto the balance sheet as a fund balance. (Refer to audio for other examples.)
  - For further clarification the budget committee asked for a full report that includes all of the line items so we can follow the accounting.
- Selectman Young asked what the transfer to capital reserves represented?
  - Amy Ransom answered that she would have to check but if you closed out a trust fund or reserve fund it would be reflected there. She will give the answer at the next meeting.

*Can the column headings could continue on each page to make reading the reports easier?*

- Yes, this has been fixed going forward

### **Town Budget Reports**

- Expenditure Report- No Questions, discussion around budgets and where they are for the year. Everything seems to be in line.
  - ~~Selectman Young mentioned that the Fire Department received a grant that they will have to take \$5000 from the budget to match.~~ The grant was for communication equipment. Correction noted in Budget Committee Meeting on 11/13: The grant is for \$110,000 and the Fire Department has to take \$11,000; 10% from their budget to match that grant.

### **Budget Committee to Review Budget from Selectman’s Meeting on 11/13/19 and Formulate Questions**

- **General Questions- Will there be a COLA? If yes, how much will it be? What large warrant articles are anticipated besides the ones we see every year like road reconstruction? If one of the recipients of a charity warrant article does not come and get their money, why do we continue to put their warrant article on the ballot?**
- **Animal Control – Is there a better or more cost-effective way to collect dog license money than going to people’s houses with a summons?**
  - Discussion around how summons is served and what is the most cost-effective way. Also questions around what department gets charged for the delivery of the summons.
- Auditing Services- No Questions
- Budget Committee-No Questions
- **Building Inspection-How much time is it anticipated we will need for the services of the Land Use Project Manager? Has the development in town increased to the point that we need another employee? What events are driving the need for this new position?**
  - Selectman Young noted that there was a lot of discussion from the board around the new Land Use Project Manager and she provided the committee with a job description. She also said this position is not just for the Building Department but is to also help the Planning Board and Zoning Board.
  - Stephanie Helmig asked how this work was getting done without this position?
    - Selectman Young answered that generally it has been a struggle and that’s why this position was proposed. The Selectman will be at the next meeting to answer questions.
- Cemetery- No Questions
- Conservation Commission-No Questions
- **Direct Assistance- Can direct assistance be reduced to \$10,000 considering the reduction in use over the past several years?**
  - Todd Keating asked what spent the last three years to determine that \$10,000 is the right number?
    - Chairman Chivers looked up the past three years and they are as follows; 2018 \$1400, 2017 \$10,000, and 2016 \$9,000.

- Election Voter Registration-No Questions
- Election Administration-No Questions
- Emergency Management-No Questions
- Fire and Forestry-No Questions
  - Chairman Chivers noted that there is a new line with a budget of \$5000 for department detail.
    - Selectman Young explained that when our EMT's go to the Deerfield Fair for coverage there has to be a line and there has never been one before. DRA will get back to the Selectman on where the spend will actually go but it is there for now so it can be raised and appropriated and subsequently be spent and paid back.
- Health Officer-No Questions
- Heritage Commission-No Questions
- **Highway-Dennis estimated the cost of repairing the east end of Currier Road to be \$400,000 - \$300,000. Will this be in the operating budget or will it be a warrant article? We would like a historical record of what was spent in past years on winter maintenance and how much money we had to take from the warrant article.**
  - Dennis Lewis commented on the question around putting Currier Road in the budget vs. a warrant article. He estimated that just doing the east end to Deerfield line will be between \$300,000-\$400,000. He said that the last time that we went to fix the road we put it as a warrant article and that vote did not pass. His department does not want it to interrupt their \$150,000 reconstruction already in the budget. The risk is as a warrant article it could fail and if we put it in the budget will the residents think it was done out of spite and vote the budget into default.
    - Todd Keating asked if it cost \$300,000, what is the break-even point?
      - Dennis said it depends on the mud season but back when it was proposed the first time, he ended up spending that amount to fix anyway in the same year. Ultimately it is a public safety issue that has to be addressed and we just have to determine how to address it. No matter what we should do it over a multi-year plan.
      - Chairman Chivers noted that it would be a serious risk if we put it into the budget because people will see that we are spending \$400,000 this year and vote on a default budget and we will not only not get Currier Road but other budget items.
  - Dennis Lewis also mentioned that he increased his budget so he could spray the Japanese Knot Weed in town. It is important because it can take over. He also had an increase in signs because of the increase in requests this year including horses and speeding. The average sign costs between \$150-\$200 for labor and materials.
- Insurance-No Questions
- **Legal Expenses- Why are we anticipating such an increase in our need for legal advice? We are told that the problems that caused the overage this year have been resolved.**
  - Selectman Young said that Legal is used by various departments. This year we will be overdrawn because of a large case and other various things throughout the year.
  - Bob Stout asked if he was on a committee and had a legal question, is there oversight to whether to use legal services? What is the process to use the legal budget?
    - Selectman Young said there is a system in place.
- Other Culture and Recreation- No Questions
- Parks and Recreation-No Questions
- **Planning Board-How much of the \$10,000 warrant article has been spent already this year? What was it used for? Will there be proposed zoning changes to accommodate the village district on this year's ballot? What additional expenses are associated with the proposed village district?**
  - Chairman Chivers asked why is the Planning Board now asking for more funds after their budget has been voted on and approved by the Board of Selectman?
    - Mark Chalbeck passed out a letter from Rudy Cartier explaining what they are asking for in the budget and why. One of the increases is for specialized and much needed training.
  - Chairman Chivers pointed out that on the expenditure report it shows that the Planning Board has only spent \$661 of the approved \$10,000 warrant article from last year.
    - Mark Chalbeck said that they were pretty much spent up because of working with Southern New Hampshire Planning with the CIP program.
  - Chairman Chivers asked if articles will be submitted this year to support the village district?
    - Mark Chalbeck said yes, we want to submit a warrant article or put the money back in the budget.
    - Scott Komisarek said he believes that we are not looking for another \$10,000 in a warrant article but it would be important for Rudy Cartier to be present to answer these questions.

- He also went on to say that the goal of the planning board is to bring up the knowledge and professionalism of the board modeling other towns such as Brentwood.
  - Mark also said that they want to ensure that they are properly planning the town for the overall health of the town. Updating the Master Plan, the CIP, and charging impact fees are all a part of this and a part of the budget. Discussion ensued around the village district and how it impacts the town and budget committee.
- Police-No Questions
- **Property Appraisal-Why are we budgeting the same amount in this line when so far, we have not used half of what was budgeted last year? Does the assessor have regular office hours? Has she been working on reviewing the current use exemptions and also the elderly and veteran's exemptions?**
  - Chairman Chivers said that part of the reason we increased her pay last is so she could keep regular office hours and review all the elderly and veteran exemptions.
- **Solid Waste-Why are we replacing the compactor unit? Several lines are increasing but we have not spent what was budgeted for this year. What is the reason for the increases?**
- Street Lighting-No Questions
- **Tax Collector-Why are the wages to the deputy going down from \$10,203 to \$6,510?**
  - Selectman Young said it is her opinion that because of the stipend increase we will be using the deputy less.
  - Susan Gil said that if you track their spending year to date the \$6,500 is right on
- **Town Building Expenses- What are the plans this year for the \$11,640 for the Smyth Building? How much money has been donated to the Smyth Building and how will it be used? What warrant articles do the trustees plan to submit this year?**
  - Chairman Chivers noted that there was a substantial donation to the Smyth Building this year.
    - Dick said the amount was \$130,000 and is interest only.
  - Dick Snow asked again what is the building being used for?
    - Selectman Young thinks that we will see a warrant article come through for septic and well.
- Town Clerk-No Questions
- **Town Officer's Expense- What does BMSI stand for?**
- **Treasurer- Can the stipend of an elected official be increased without permission from the voters?**
  - Selectman Young asked if Candy had to go to the voters first because she was an elected official?
    - Chairman Chivers answered that there was a warrant article that when the regular employees get a COLA that she would get them also. This line is not for a COLA this is just for a stipend.
    - A list was provided to the Budget Committee that listed out the duties in support of the increase.
- Welfare-No Questions
- Zoning Board-No Questions

## School Reports

### *Proposed Budget Adjustments*

- No questions

### *Enrollment Reports*

- Stephanie Helmig said that there were 17 students that moved out of the district this year.
  - Todd Keating asked for further clarification
    - 6 went to another school in another town
    - Families moved out of town
    - Court Ordered
  - Todd Keating asked if we collect data on why people go to Moore School one year and choose to go to another school the following year?
    - Stephanie Helmig said that exit interviews are conducted and results published in the Principal's report.
  - Selectman Young asked if I had foster children, the district that my foster children's parents live in pay the school, is that correct? We have never seen revenues from other towns from foster children.

### *Revenue Report*

- No questions

*Expenditure Report*

- No questions

*End of Year Report*

- No questions

Stephanie Helmig asked if anyone on the Budget Committee wanted the budget book electronically?

- Everyone on the committee would like a printed book.

Bob Stout moves to adjourn the meeting

Katrina Niles seconds the motion

Meeting was adjourned at 9:05 pm

Submitted by: Kaycee Vitale, Administrative Assistant