

Town of Candia Municipal Budget Committee Approved Meeting Minutes

Meeting Date: November 13, 2019
Location: Town Office Building
Attendees: Lynn Chivers
Dick Snow
Stephanie Helmig
Jodi Hedstrom
Katrina Niles
Bob Stout
Sue Young
Todd Keating
Kaycee Vitale
Absent: Susan Gill

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

Approval of the Minutes from October 9, 2019

- Selectman Young noted a correction from her previous statement on the Fire Department receiving a grant that should be noted with the correct dollar amount and match
- Chairman Chivers noted a change in the School Board questions to change Jodi Hedstrom to Stephanie Helmig
- Selectman Young asked if we could separate the School questions from the Town Questions
- Katrina Niles motioned to approve minutes with amendments
- Sue Young seconds the motion
- Jodi Hedstrom abstains
- Susan Gill absent from vote
- Motion passed 7 approve-1 absent-1 abstain

Questions from Last Meeting

School-Answers to Questions from Last Meeting

- Amy Ransom passed out the proposed School Board budget binders for the Budget Committee review ahead of the Monday, November 18th meeting to formulate questions.
- The DOE-25 Report was passed out to the Budget Committee and an electronic version will be sent to the members.
- In the previous meeting Selectman Young asked what the transfer to capital reserves represented?
 - Stephanie Helmig answered that the \$761.63 is on page 19 of the DOE-25 and it was interest.

Town-Answers to Questions Submitted to Selectman Regarding the Proposed Town Budget

- **General Questions**
 - **Will there be a COLA? If yes, how much will it be?**
 - Yes, 2%
 - **What large warrant articles are anticipated besides the ones we see every year like road reconstruction?**
 - A Capital Reserve account to fund future construction of a separate facility for the Candia Police Department and to fund the account with \$375,000 representing the proceeds from the sale of town property at Exit 3.
 - Selectman Young also said that Currier Road will also be a warrant article for \$200,000.
 - Healey Road will also be a warrant article for \$150,000
 - **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?**
 - We have never had a charity not request their funds.
 - Selectman Young said that they have to be reminded.

- Todd Keating mentioned that we have seen a report where funds were still remaining.
- Chairman Chivers changed the question to “Which charities have to be reminded?”
- **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?**
 - (Written response from Animal Control Officer Deb Martel) I have been thinking about the cost of sending postcards to those who have not licensed their dogs with return postage already on it and they could check off if a dog has passed away or if they no longer live in town. This might reduce the cost, time, and awkwardness of delivering a summons to these people. Considerations: Do not know how many people would return these forms. Do not know cost of preparing them and then recording results. The summons would then go <to> those we have not heard from-the time it would take would be a bit less to deliver these summon<ses>. Do not know if cost to send cards will negate to any degree the cost of summons.
 - Police Chief McGillen said that the short answer is no. She actually has to go out, leave the summons and it takes some hours to do that. Then if people don’t pay then we (police) get involved and bring them to the court. Some further discussion ensued.
- **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?**
 - (Written response from Building Department Inspector Officer Dave Murray) I would like to respond to your questions about the position of project coordinator as follows:
 - (1) How much time is it anticipated we will need for the services of the Land Use Project Manager? The time will vary; the individual will only be contacted when a proposed project is applied for. The position is to help the Land Use Office from being overwhelmed with the work load of preparing things for the Planning Board, where there are multiple cases at the same time and limits the Administrative assistant from completing all of her other tasks here. Lisa was recently reprimanded for not having the meeting minutes recorded on time and this is the problem. There just isn’t enough time to complete all of her tasks when she has to devote most of her time on PLANNING Board cases. She is the go-between person for the applicants, the engineers, the surveyors, the layers and the Board. During the recent Candia Crossing final stages these “go between activities” were all day, every day and juggling four other cases at the same time. The project manager will become this go-between person when deemed necessary. If the work load here doesn’t exceed Lisa’s available time then the project manager will not be requested to help.
 - (2) Has the development in town increase to the point that we need another employee? The project manager will be a sub-contracted position, not an employee. Yes, the development here in Candia has increased to the point of required assistance. Other small towns (such as Deerfield) have individuals to assist them during heavy development.
 - (3) What events are driving the need for this new position? Last year Candia saw 1 Major Site Plan, 3 Major Subdivisions, 5 Minor Subdivisions, 6 Lot Line Adjustments, 1 Easement, 2 Lot Mergers, and a Tree Trimming & Removal case for the scenic roads. Most of these cases take multiple meetings and subsequently the gathering of an abundance of required information and detail.
 - Boyd Chivers, liaison to the Land Use office, added that Candia is experiencing the biggest development ever in this town with 43 houses being built up here at Candia Crossings. Each one of those homes requires multiple inspections by Dave at various phases of construction. That will keep him pretty busy over the next three years, about 15 houses per year. That in addition to all his other duties it just does not leave enough time to complete all the work needed to prepare these cases for the planning board. The position will be only used for an

“ad-needed” basis. The Selectman are trying to remove the obstacles so people can get their jobs done. This job is a response to their asking for help.

- Bob Stout asked that the \$20,000 in the line is for sub-contracting help and you may use some of it or you may use all of it.
 - Selectman Chivers answered that is correct
 - Selectman Young said she might have to make a correction. She called Deerfield and she believes that they have a budget of \$15,000 that they are not allowed to go over for their additional land use.
- Selectman Chivers added that after we proposed this position for the land use office, we also decided we have a need for an HR consultant to help Donna out and we funded that at \$15,000. I felt bad for the Land Use office asking for \$20,000 and only funded the HR position at \$15,000. We agreed that we can try to make this work in the first year at \$15,000 but we failed to amend to the budget accordingly.
- Rudy Cartier, Chair of the Planning Board, would like to support the contract position for the Land Use office. The Candia Crossings project that came up was very labor intensive that involved a lot of time spent by Lisa, myself, the lawyers and everything. We could really use the help. We still have another project in the wings that may come back this year that will require a lot of time and that is Crowley Woods. If that comes back up this year it will really take a lot of time and it would really be beneficial to have someone come in to support the Planning Board.
- Dick Snow asked how do we correlate that with the planning uses? That’s in Dave’s budget. Dave can’t charge more fees for that but the Planning Board could; if the activities are associated with the planning process, it would seem that it would be out of the Planning. Let them change their fee schedule to allow us to have the revenue to offset the cost for another person. Why is Dave Murray paying the cost of all the bills?
 - Katrina Niles said that the developers should kick in more.
 - Dick Snow said that they cannot do that through Dave as the building inspector.
 - Rudy Cartier said that is a possibility. What we do right now is that developers are charged for reviews through Stantec. They are not doing the research and coordination between the developers, the lawyers, Stantec, and the Planning Board. I don’t know how we would structure that from a fee standpoint and I would have to look to see if we are authorized to do that. I know we are authorized to charge a developer coming in a certain amount of money for any technical resources that we do not have that we need. But would it be acceptable to have a Land Use planner come in on a per diem basis? I do not know. Refer to audio for more discussion.
- **Direct Assistance**
 - **Can direct assistance be reduced to \$10,000 considering the reduction in use over the past several years?**
 - Direct Assistance must be given to Residents who apply and qualify according to State Statute. Not having enough funds would mean the monies would need to be taken from another budget. The Select Board does not want to reduce this line.
- **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?**
 - \$200,000 warrant Article
 - Dennis Lewis said that the actual number came in around \$417,000 and we want to do it in two stages. The idea was to do the first phase and leave it as a gravel road and see how it performs. A lot of people do not want it to change to asphalt. If it doesn’t perform well then, we will pave it. If for some reason it remains a gravel road then the next phase

will be less money because we wouldn't be buying asphalt. The second phase could be less money but we have to know how it performs. We are probably looking at two warrant articles at about \$200,000 each.

- Selectman Young asked about Healey Road. What is the amount of that warrant article?
 - Dennis Lewis answered that it would also be two phases so two warrant articles for \$150,000 each.
- **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.**
 - Budget Committee was supplied a spreadsheet dating back to 2014 on Highway Winter Expenses.
 - Dick Snow said he had two issues with the information supplied. He said that it looks like we spend about \$300,000 a year and we should consider to changing the operating budget to \$300,000. The other issue is the \$100,000 warrant article in 2016 did not get spent. The understanding at the town meetings is that if the money does not get spent it goes back into the tax rate. I have no way of knowing whether in fact the selectman took that money in 2016 and put it back to reduce the tax rate.
- **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.**
 - The court case has not yet been resolved.
 - Chairman Chivers noted that we went from a \$26,000 budget to \$43,000
 - Bob Stout mentioned that in the last meeting Selectman Young said that there is a better system now to use the resources than before.
 - Selectman Young said there is but she would like to state that she is here to defend the Selectman's budget but it does not necessarily mean she voted for it. She disagreed with this amount and the Selectman chose to keep this amount based on this years' experience. She is hoping that it will not be that high but we do not know. There is a process that is now solidified for a process to asking to use legal expenses. Refer to audio for further discussion.
- **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?**
 - (Written response from Rudy Cartier) How much of the \$10,000 warrant article has been spent already this year? What was it used for? There are two signed contracts obligating funds. There are: Southern NH Planning Commission; \$6,400 for the 4 Corners Village District zoning amendment tasks; Stantec \$2,394 for assistance in developing the updated Capital Improvement Plan. Total funds obligated \$8,794 with a balance of \$1,206 remaining unobligated to date.
 - Will there be proposed zoning changes to accommodate the village district on this year's ballot? Yes; a Public Meeting was held on November 6th and the Public Hearing will be held on November 20th to finalize the warrant zoning change.
 - What additional expenses are associated with the proposed village district? Unknown at this point. Will know after the Public Hearing.
- **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?**
 - Our Assessor lost both her parents within a 4 to 6-week period this past summer/fall and needed the time to handle all that goes with that. No, she does not have regular hours here. She is updating the current use as she come across them while doing her work. She does not process the elderly and Veterans' credits. Those are handled in the Selectmen's office

- Chairman Chivers said we budgeted \$13,000 last year and as of September we have not even spent ½ the budget and they are asking for \$13,000 again for next year.
- Selectman Young said she did not bring the October budget so she is not sure what has been spent this month. Her intent with Andrea leaving is to ask Tammy to pick up some of the job so a new person is not overwhelmed. She assumes that we will use some of that budget for that purpose. They did talk at the board meeting last night to have established office hours and it was determined that 6 hours, two days a week was what was necessary for her position to accommodate everything she has to do.
 - Dick Snow asked if we were going to bump up her line item
 - Selectman Young answered that board did not think that was necessary at this time. She further clarified that it would be set hours instead of her coming in-between her other part time job. Also having office hours so she is accessible to the community. Further discussion can be heard on the audio.
 - Chairman Chivers mentioned that we budgeted \$11,000 last year for this line item and as of December 8th, 2018 we spent \$8,300.
- **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?**
 - Russ Dann said that basically we are trying to be proactive. There are two compactor units and the facility is now 11 years old and both compactors were used when we got them. It is something that we felt we can put the money in to replace it because if one goes down, the other one will get full and we may not be able to take trash the rest of the day. As of today, it is running so we are just trying to be proactive.
 - Selectman Young said that it is one of the busiest parts of our town.
 - Dick Snow asked if this would replace one or add an additional compactor?
 - Russ Dan answered that it would replace the unit. Further discussion can be heard on the audio.
 - Russ Dann addressed the reason for the individual line item increases such as clothing allowance and tires. He said that we wait until the end of the year to see if things can get done. They want to ensure the money is in there for special projects and unforeseen things as well. For example, they have an epoxy flooring that needs to be sanded down and re-epoxied and that is about \$3,500 which can be taken from those line items.
 - Dick Snow asked if any money could be encumbered for the special projects?
 - Russ Dan answered that if they can get a quote then it can be done but he really does not have an answer to that this evening.
- **Tax Collector**
 - **Why are the wages to the deputy going down from \$10,203 to \$6,510?**
 - The 2019 Wage Line for Deputy Tax Collector has been reduced to \$6,510 as the training hours have been completed and the Deputy Tax Collector requested to reduce her days to work from 3 days to 2 days a week. She is currently at 8 hours a week with a 16 hour increase of hours during Property Tax Due Dates in June and December.
- **Town Building Expenses**
 - **What are the plans this year for the \$11,640 for the Smyth Building?**
 - 2020 Budget
 - Property Maintenance Exterior \$1200
 - Eversource \$800
 - Fuel \$1900
 - Pelmac (alarm) \$240
 - Building Maintenance \$7500
 - Chairman Chivers asked for an explanation on the \$7500 for building maintenance.
 - Carla Penfield answered that we always seem to have something that needs to be repaired. We have windows that were replaced but since they were so old and dilapidated the sills need a lot of attention. We have some slates on the roof

that are missing again. We had them repaired about 6 years ago. We replace them as they come off or as they break. We are just looking as some small maintenance issues.

- **How much money has been donated to the Smyth Building and how will it be used?**
 - Last year, 2018, \$60,000, this year 2019, \$70,000 The money is in funds and that we cannot access the principle but we can access the interest each year.
 - Chairman Chivers asked approximately how much is the interest and what are your plans with that money?
 - Carla Penfield answered that it depends on how the money is invested. If it is invested well you can see a 4-5% return each year. We can access the interest.
 - Stephanie Helmig asked if it is written in if you will ever be able to access those funds.
 - Carla Penfield answered that we can never access the principle. It is a forever fund that never ends. Further discussion ensued. Refer to audio for further information.
 - **What warrant articles do the trustees plan to submit this year?**
 - \$30,000 for a well and septic system. The building cannot be used until there is a well and septic.
- **Town Officer's Expense**
 - **What does BMSI stand for?**
 - Business Management Systems Inc-software and support for payroll, accounts payable, fund accounting, tax
- **Treasurer**
 - **Can the stipend of an elected official be increased without permission from the voters?**
 - Answer provided will have to be revisited as it does not answer the question.
 - Dick Snow said that the warrant article provided says we can discuss but you still need the approval from the voters to increase a stipend that is given to an elected official.
 - Selectman Young believes that it will have to go to the voters but she will find that out.
 - Chairman Chivers said that if it has to go to the voters it can go to a warrant article.
 - Brian Brock answered that years ago when he was on the Board of Selectman, we increased the Selectman's stipend and it did go before the town as a warrant article.

Vote on Proposed Budget

- **Building Inspection**
 - Bob Stout motioned to reduce the Land Use Project Management line \$5,000 to \$15,000
 - Selectman Young seconds the motion
 - Discussion ensued
 - 5 in favor (Chairman Chivers, Stephanie Helmig, Jodi Hedstrom, Bob Stout, Selectman Young)
 - 3 opposed (Katrina Niles, Todd Keating, Dick Snow)
 - Motion passes
- **Cemetery**
 - Stephanie Helmig asked about the Gate as they budgeted it for last year but did not use the money?
 - Brian Brock answered that the Heritage Commission was concerned about that as well. The problem with the gate is that they are trying to get pictures to show what the gate used to look like originally and they cannot find any. The gate will not be cheap because it will need to be fabricated and that is the holdup.
 - Todd Keating asked if that money can be encumbered?
 - Chairman Chivers said we cannot encumber the gate since there is no contract.
 - Discussion Ensued
 - Stephanie Helmig motioned to reduce Facility Improvement/Maintenance by \$19,500

- Katrina Niles seconds the Motion
 - Discussion ensued
 - Stephanie Helmig withdraws her motion
 - Katrina Niles withdraws her second
- Stephanie Helmig motioned to reduce Facility Improvement/Maintenance by \$5,000 to \$14,500
- Katrina Niles seconds the Motion
 - Discussion Ensued
 - 5 in favor (Chairman Chivers, Stephanie Helmig, Jodi Hedstrom, Bob Stout, Katrina Niles)
 - 2 opposed (Selectman Young, Todd Keating)
 - 1 abstains (Dick Snow)
 - Motion passes
- **Direct Assistance**
 - Todd Keating motioned to reduce Direct Assistance by \$5,000 to \$10,000
 - Katrina Niles seconds the motion
 - 7 in favor (Chairman Chivers, Todd Keating, Selectman Young, Katrina Niles, Bob Stout, Stephanie Helmig, Jodi Hedstrom)
 - 1 opposed (Dick Snow)
 - Motion passes
- **Legal Expenses**
 - Chairman Chivers mentioned that Legal Expenses in 2017 budget was \$26,625 and in 2018 the same. As of September, we had only spent \$18,000.
 - Selectman Young said that keep in mind there is still an open case.
 - Todd Keating motioned to reduce Legal Expenses by \$16,375 to \$26,625
 - Katrina Niles Seconds the motion
 - Discussion ensued
 - 3 in favor (Todd Keating, Katrina Niles, Stephanie Helmig,)
 - 5 opposed (Chairman Chivers, Selectman Young, Bob Stout, Dick Snow, Jodi Hedstrom)
 - Motion failed
 - Jodi Hedstrom motioned to reduce Legal Expenses by \$13,000 to \$30,000
 - Katrina Niles Seconds the motion
 - Discussion ensued
 - 7 in favor (Chairman Chivers, Selectman Young, Bob Stout, Dick Snow, Jodi Hedstrom Katrina Niles, Stephanie Helmig)
 - 1 opposed (Todd Keating)
 - Motion passes
- **Property Appraisal**
 - Discussion ensued on whether reduce this line item which is currently \$13,000.
 - Selectman Young reminded the Budget Committee that the board has requested that she come in 2 days a week. 12 hours X \$35/hour (\$21,000)
 - Chairman Chivers said that last year \$11,000 was budgeted and that was for 6 hours a week. In September we had only spent \$6,280.
 - It was ultimately decided that there will be no change.
- **Town Officers Expense**
 - Chairman Chivers asked Selectman Young to explain the new Human Resource Consultant line.
 - Selectman Young said that this is a contract position to help with insurances and claims in the town offices. They need help with insurances, claims, reviewing merit increases ect.
 - Dick Snow asked if this was a consultant position or will they be going in and doing actual work.
 - Selectman Young answered that it is a contract position.
 - Bob Stout asked how many hours a month was expected and how many employees do we have for the town.
 - Selectman Young said we have about 20 employees. Selectman Young said that there was research conducted to see how much this position pays on average and how much time was needed to come up with the \$15,000 budget.

- **Treasurer**
 - Todd Motions to reduce the Treasurer Stipend and FICA by \$2446 to \$7184 for the Stipend and \$646 for the FICA.
 - Bob Stout seconds the motion
 - Discussion ensued
 - All in favor (Chairman Chivers, Selectman Young, Bob Stout, Dick Snow, Jodi Hedstrom Katrina Niles, Stephanie Helmig, Todd Keating)
 - Motion passes with intent that it will go to a warrant article
- **Town Building Expenses**
 - Todd Keating motions to reduce the Town Building Expenses by \$7,500 to \$4,140
 - Selectman Young seconds the motion
 - Discussion ensued
 - 1 in favor (Todd Keating)
 - 7 opposed (Chairman Chivers, Selectman Young, Bob Stout, Dick Snow, Jodi Hedstrom Katrina Niles, Stephanie Helmig)
 - Motion failed
- **Vote on Bottom Line for the Town Operating Budget**
 - Current proposed budget is \$2,971,778
 - Budget Committee to recommend to reduce the bottom line \$30,446 to \$2,941,332
 - Bob Stout motioned to approve a budget of \$2,941,332 as recommended by the Budget Committee
 - Katrina Niles seconds the motion
 - 7 in favor (Chairman Chivers, Selectman Young, Bob Stout, Dick Snow, Jodi Hedstrom Katrina Niles, Stephanie Helmig)
 - 1 opposed (Todd Keating)
 - Motion passes

With the approval of the budget the 11/14 meeting is cancelled and the Budget Committee will reconvene on Monday 11/18/2019

Stephanie Helmig moves to adjourn the meeting
 Jodi Hedstrom seconds the motion
 Meeting was adjourned at 9:15 pm

Submitted by: Kaycee Vitale, Administrative Assistant