

# Town of Candia Municipal Budget Committee

## Approved Meeting Minutes

**Meeting Date:** November 18, 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

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

### Approval of the Minutes from November 13, 2019

- Fix clerical errors
- Add Rudy Cartier to page three under Building Inspection to replace the unknown speaker.
- Add page numbers to Minutes
- Selectman Young motions to approve minutes as amended
- Katrina Niles seconds the motion
- Susan Gill abstains
- Jodi Hedstrom and Stephanie Helmig absent from vote
- Motion passes 6 approve-0 deny-2 absent-1 abstain

### Budget Committee to Formulate Questions for Joint Meeting with School Board and SAU

- Chairman Chivers polled the committee to see what format of the binders they should all be working on. She also asked if anyone knew what the key to all the color coding was.
  - Susan Gill answered that it ties to the last page of the section. Yellow is salary related, green is benefits related, and transportation is pink
- Bob Stout wanted to discuss something at a high level.
  - Before given the book, he went back to the hard numbers from fiscal year 18/19. He broke down the expenses by category.
    - He took out the 2.431 million dollars in Special Ed Costs (23% of the entire budget)
      - This left the budget at 5,700,000 for the operating budget
        - 50% of that was wages
        - 11% was benefits
        - High School Tuition was 1.8 million
      - Realistically, we can only affect 10% of the budget which is consistent with the budget provided because 88% is contractual or fixed. Discussion ensued.
      - Chairman Chivers said that certain things are nondiscretionary but a lot of things are-not necessarily things we want to cut-but they are discretionary spending.
      - Bob Stout said, if we look at the numbers, in the budget that we just had the School gave back about 4.35% not counting what was encumbered. Looking at it backwards, what can we actually affect?
      - Bob Stout also mentioned that the other interesting thing is that the 2.43 million for special ed broke down to \$37,992/student. There were 64 students we had in high school and grammar school. All other kids in the school, \$15,142. Discussion ensued around cost/student and possible solutions. Refer to audio for more information.
- Chairman Chivers asked Stephanie Helmig if 2020/2021 was the last year to pay capital costs at Central Highschool?
  - Stephanie Helmig answered, yes.

- Budget Committee decided to go category by category to formulate questions.
  - *Regular Education*
    - Todd Keating went through the first line to ensure everyone was reading the lines correctly.
      - Actual in 18/19 is 1.83 million dollars
      - It goes down in 20/21 to 1.339 million dollars
        - Chairman Chivers correct that statement to say that is the default budget and what was budgeted for 20/21 was 1.4 million dollars.
      - Todd Keating proposed the question **how many teachers in the 19-20 school budget as compared to the 20-21 budget?**
    - Katrina Niles asked if health insurance was just a ballpark number?
      - Stephanie Helmig said if we go back to section 1, you will see an estimated increase because we do not know the rates yet.
    - Selectman Young proposed the question, **are the new white boards going to be smart boards?**
    - Chairman Chivers proposed the question **what is the contractual wage increase percentage from this year to next year?**
      - Stephanie Helmig said she would ask but she believes it is 2%. The paraprofessionals in the contract renegotiated last year.
    - Todd Keating asked about the various increases and how the request line came to be?
      - Stephanie Helmig answered that the Superintendent and the Principal get together and go over requests, increases and cuts. Anything that has been increased is separated out as a request from the school. Discussion ensued.
  - *Regular Education High School*
    - Selectman Young asked if it is accurate in our contract that there is no cap for what Pinkerton can ask for?
      - Stephanie Helmig answered that is accurate. The previous board voted in no cap on tuition.
    - Selectman Young proposed the question **how many years in the Pinkerton contract?**
    - Selectman Young asked **what does GMR stand for on the insurance line?**
  - *Special Education Elementary*
    - Chairman Chivers proposed the question, **on the SPED admin/other salaries and secretarial salaries, why is the increase shown is more than 2%?**
      - Stephanie Helmig said she would ask but her guess is that union and non-union staff are mixed in the same line.
    - Katrina Niles proposed the question, **in the SPED line 5330, what are the other professional services?**
      - Chairman Chivers recalls from the past that is speech therapy and services we don't have available but she will still ask the question.
      - Stephanie Helmig said that the budget is based on the services we have to provide now because we don't know what will be needed next year.
    - Selectman Young asked, when we are paying extra at Pinkerton for the paraprofessionals for special ed students; is that under this line or in their tuition?
      - Stephanie Helmig answered that if you go to page 16 there is a special ed high school and it is not included in their tuition.
        - Selectman Young followed up with, is the \$5,320 on that page what we pay for the paraprofessionals at the high school?
          - Stephanie Helmig answered yes.
  - *English Language Learner*
    - Selectman Young proposed the question, **what is ELL other professional services?**
  - *Advanced Learning*
    - Todd Keating proposed the question, **what is the arrangement with SNHU for students to come to our school for the math program?**
      - Stephanie Helmig said the SNHU students come in to help our teachers.
      - Todd Keating noted that it seems like a one-sided partnership.
      - Selectman Young asked if we were sure those SNHU students were not just coming in to get their student teaching credits?
        - Stephanie Helmig said that it was explained that we had the same partnership as Hooksett.

- *Cocurricular*
  - Selectman Young proposed the question, **what are the additional stipends in cocurricular salaries?**
- *Athletics*
  - Selectman Young asked if line 5441, rentals of land and building, are solely for the CYAA.
    - Stephanie Helmig said she believed it was.
- *Psychological Services*
  - Selectman Young proposed the question, **what is driving the increase in PSYCH services? How many hours is the psychologist contracted to work? Is it the same every week/month?**
  - Katrina Niles asked what is the difference between psych services and therapy services?
    - Stephanie Helmig said that they have physical therapy and occupational therapy.
- *Speech*
  - Katrina Niles proposed the question, **what does the line for other professional services in Speech represent?**
  - Chairman Chivers asked if we have a full-time speech therapist, **where is our full-time speech therapist listed?**
- *Principal Services*
  - Selectman Young proposed the question, **please explain the need for an assistant principal as our school population continues to decline.**
    - Selectman Young noted that 500 or more students you need an assistant principal. She does not know our current assistant principal, but it seems that this position could go to a teaching position. We also have a special education coordinator that is an administrative position. From what she understands, if you have two people with certification you do not need an assistant principal. It seems that we are top heavy for the amount of kids we have.
    - Stephanie Helmig said that there was a bit of restructuring of the position last year but it is still administrative.
- *Maintenance*
  - Selectman Young proposed the question, **when was the last time we bought a floor burnisher?**
  - Todd Keating proposed the question, **what projects and costs are planned in the maintenance/building improvements line?**
- *Transportation*
  - Stephanie Helmig stated that the requested increase for bussing is due to the contract.
    - Selectman Young asked why is it more if enrollment is down.
      - Chairman Chivers said that we must have the bus even if the parents do not have the children ride it.
    - Todd Keating asked if Pinkerton busses are included, even though we pay a fee as well.
      - Stephanie Helmig said yes. The Pinkerton Busses are \$60,000-\$70,000.
- *Tech*
  - Katrina Niles asked about the details around replacement equipment.
    - Discussion ensued around the 5-year plan that was supplied last year and other replacement equipment costs. Refer to audio for details.
- *General Questions*
  - Dick Snow explained how he interprets the budget. He explained that the voters voted for the recommended adopted budget so he moves on to the requests. He saw in the requests line that there was \$190,000 requested. There are two lines in the budget that came to about \$100,000 so those were the lines that he looked at. The question proposed is for the replacement equipment (30k) and building improvements (70k), can he affect the budget somehow? The school board has two funds that can be used and are not. How come?
    - Stephanie Helmig said that they are writing a warrant articles this year to ask the voters for permission to use the funds they have toward their budget.
      - Dick Snow asked if the warrant article will be in addition to the budget?
        - Stephanie Helmig said that they reduced the budget by the amount they are requesting in the warrant articles. Discussion ensued. Refer to audio for more information.

- Selectman Young proposed the question, **if a foster child lives in Candia, how do we get reimbursed from the town of residence for the cost of education?**
  - Chairman Chivers further explained that if someone has a foster child in Candia, the town in which the biological parent resides should be paying for the child's tuition in Candia.
- Todd Keating asked what are other small towns cost/student?
  - Chairman Chivers said that there is a website that gives you a breakdown. She also further explained the nuances of small towns. Refer to audio for details.

With there being no further business,  
Todd Keating moves to adjourn the meeting  
Katrina Niles seconds the motion  
All in favor  
Meeting was adjourned at 8:27 pm

Submitted by: Kaycee Vitale, Administrative Assistant