

Town of Candia Municipal Budget Committee Public Hearing on Town Budget Approved Meeting Minutes

Meeting Date: December 11, 2019
Location: Town Office Building
Attendees: Lynn Chivers
Bob Stout
Sue Young
Todd Keating
Dick Snow
Jodi Hedstrom
Susan Gill
Kaycee Vitale
Absent: Katrina Niles
Stephanie Helmig

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

Public Hearing on Town Budget

Chairman Chivers opened the meeting for public comment.

Review of Changes to the Budget which was previously Voted on the 13th of November 2019

- Administrative Assistant wages, FICA and Retirement increased by \$4,100 with corresponding increase in FICA and Retirement.
 - Chairman Chivers asked if anyone would like to speak to the increase
 - Selectman Boyd Chivers answered that the original budget was for 36 hours/week and it was inadequate for the duties of her job. With the recommendation of Dave Murray, we budgeted the position to 40 hours/week.
- Police Department new Cruiser increased \$17,500
 - Chairman Chivers asked if anyone would like to speak to the increase
 - Selectman Young answered that we were not originally going to buy a new cruiser next year but the new plan is to buy a new one and give an older one to Dave Murray because the car he is using is inadequate. It would cost more to fix the current vehicle than give an older car to Dave and buy a new cruiser.
 - Todd Keating asked if a new police cruiser cost \$34,500
 - Chief McGillen said that they cost in the mid 30's and the last cruiser cost about \$33,000. This is for the cruiser only and not any equipment. Equipment costs are another \$10,000 to \$12,000 but we try to recycle the equipment from the older cars. He further explained that it is not included in the budget because he would use the Police Detail Fund for the equipment costs in conjunction with the Police Equipment Line.
 - Bob Stout asked if he would be taking some money from last year because there was a surplus in his budget due to open positions?
 - Chief McGillen said that there has not been a discussion to encumber funds but that is the idea if possible.
 - Chairman Chivers said as of December 10th, there is still \$116,000 in the Police Department Budget so if funds need to be encumbered there is some available. Further discussion ensued.
 - Dick Snow asked if \$34,500 will get the Police Department a new cruiser?

- Chief McGillen said he has not received the quotes yet but it was a little less than that last year.
 - Dick Snow said he thought he heard \$40,000, then he asked how much did we encumber last year?
 - Chairman Chivers answered \$20,275 and that included some of the equipment.
 - Susan Gill said that it was mentioned that there was \$117,000 left in the budget this year. She asked, can we encumber the vehicle out of those funds?
 - Chairman Chivers said yes. They will spend some of those because it is only through December 10th so there are some wages spent through the end of the year but the Selectman could choose to encumber those funds.
 - Selectman Boyd Chivers asked if the Treasurer Stipend had been adjusted?
 - Chairman Lynn Chivers said that we were originally told that the increase in the Treasurers stipend had to go on a warrant article and we had discussions about that. Selectman Boyd Chivers contacted the New Hampshire Municipal Association to ask if it had to be on a warrant article or if it could be a part of the budget. The response from the NHMA was as follows: “Stipends from elected or appointed officials should be approved by the vote of town meeting. That can be way of separate warrant article or the stipend could be embedded in the operating budget.”
 - We had originally taken out around \$2,200. The original Treasurer stipend was \$9,454 and the original FICA was \$822. Chairman Chivers would like to go back to the original budgeted items vs. what we voted on in the 11/13 meeting. This would increase the bottom line \$2,443.
 - Dick Snow informed the Budget Committee that the Cemetery Trustees intend to buy the gate this year and we reduced their budget by \$5,000 because the intent was to buy the gate next year. He thinks we should consider putting the \$5,000 back in.

Chairman Chivers closed the meeting for public comment

Budget Committee Vote on Recommended Town Budget

Chairman Chivers explained that there were some changes to the budget since the last vote. A breakdown was provided by Donna Becker. The budget committee will review only review the line items that changed from the initial recommended vote.

- Building Inspection/Administrative Assistant Wages, FICA, and Retirement
 - Selectman Young motions to increase the new bottom line to \$126,188
 - Jodi Hedstrom seconds the motion
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill)
 - 0 opposed
 - 2 Absent (Katrina Niles, Stephanie Helmig)
 - Motion Passed
- Police Department
 - Todd Keating motions to increase the cruiser line to \$34,500
 - Jodi Hedstrom seconds the motion
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill)
 - 0 opposed
 - 2 Absent (Katrina Niles, Stephanie Helmig)
 - Motion Passed
- Treasurer
 - Jodi Hedstrom motions to increase the bottom line for the Treasurer to \$12,470
 - Selectman Young seconds the motion
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill)
 - 0 opposed
 - 2 Absent (Katrina Niles, Stephanie Helmig)
 - Motion Passed

- Vote on recommended Town Budget
 - Jodi Hedstrom makes a motion to recommend the bottom-line budget to \$2,965,794
 - Selectman Young seconds the motion,
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill)
 - 0 opposed
 - 2 Absent (Katrina Niles, Stephanie Helmig)
 - Motion Passed

Budget Committee to vote on proposed Warrant Articles

Selectman Young said we will review the Charities first. She has letters from all the charities and will refer to them if there are questions.

- Todd Keating asked if we had to chase down any of the charities to collect their money?
 - Chairman Chivers said that she looked at the most recent expenditure report from September to see who has not picked up their money. The following charities had not picked up their money as of September:
 - Lamprey Health Care
 - The Child Advocacy Center
 - AIDS Response Seacoast
 - Home Health Hospice Care
 - Big Brother Big Sister
- Dick Snow asked if any of the charities had an increase from last year?
 - Selectman Young answered that Waypoint went up from \$1,000 to \$1,250 and CASA went up from \$500 to \$1000.
- Todd Keating asked if in any of the letters from the charities if they mention how they specifically help the town of Candia?
 - Chairman Chivers reviewed the letters and Visiting Nurses had mentioned the number of patients and visits in the town of Candia.
- Chief McGillen spoke in favor of the Child Advocacy center. They are a useful resource to the Police Department. They conduct interviews as a team approach so children are not as anxious as if they were speaking directly with the police. In the future the Police Department may put the money in the operating budget because we use their services in police interviews.
- **ARTICLE**
 - To see if the Town will vote to raise and appropriate the sum of Six Thousand Eight Hundred and Seven Dollars **(\$6,807)** in support of the **Rockingham County Community Action**.
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 0 opposed
 - Budget Committee to recommend by a vote of 7-0
- **ARTICLE**
 - To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars **(\$4,000)** in continuation of its support of the **Visiting Nurse Association of Manchester and Southern New Hampshire**.
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 0 opposed
 - Budget Committee to recommend by a vote of 7-0
- **ARTICLE**
 - To see if the Town will vote to raise and appropriate the sum of Three Thousand Two Hundred and Fifty Dollars **(\$3,250)** in continuation of its support of the **American Red Cross**.
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 0 opposed
 - Budget Committee to recommend by a vote of 7-0

- **ARTICLE**
 - To see if the town will vote to raise and appropriate the sum of One Thousand Eight Hundred and Fifty-Four Dollars (**\$1,854**) in continuation of its support of the **Lamprey Health Care**.
 - 3 in favor (Selectman Young, Jodi Hedstrom, Dick Snow)
 - 4 opposed (Chairman Chivers, Bob Stout, Todd Keating, Susan Gill)
 - Budget Committee to not recommend by a vote of 4-3
- **ARTICLE**
 - To see if the Town will vote to raise and appropriate the sum of One Thousand Two Hundred Fifty Dollars (**\$1,250**) in continuation of its support of **Waypoint (formally Child and Family Services)**.
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 0 opposed
 - Budget Committee to recommend by a vote of 7-0
- **ARTICLE**
 - To see if the Town will vote to raise and appropriate the sum of One Thousand One Hundred Seven Dollars (**\$1,107**) in continuation of its support of the **Rockingham County Nutrition and Meals on Wheels Program**.
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 0 opposed
 - Budget Committee to recommend by a vote of 7-0
- **ARTICLE**
 - To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (**\$1,000**) in continuation of its support of **Big Brother/Big Sister**.
 - 3 in favor (Selectman Young, Jodi Hedstrom, Dick Snow)
 - 4 opposed (Chairman Chivers, Bob Stout, Todd Keating, Susan Gill)
 - Budget Committee to not recommend by a vote of 4-3
- **ARTICLE**
 - To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (**\$1,000**) in support of the **Home Health and Hospice Care**.
 - 3 in favor (Selectman Young, Jodi Hedstrom, Dick Snow)
 - 4 opposed (Chairman Chivers, Bob Stout, Todd Keating, Susan Gill)
 - Budget Committee to not recommend by a vote of 4-3
- **ARTICLE**
 - To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (**\$1,000**) in continuation of its support of the **CASA** (Court Appointed Special Advocates for Children).
 - 6 in favor (Chairman Chivers, Bob Stout, Selectman Young, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 1 opposed (Todd Keating)
 - Budget Committee to recommend by a vote of 6-1
- **ARTICLE**
 - To see if the Town will vote to raise and appropriate the sum of One Thousand Two Hundred and Fifty Dollars (**\$1,250**) in continuation of its support of the **Child Advocacy Center**.
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 0 opposed
 - Budget Committee to recommend by a vote of 7-0
- **ARTICLE**
 - To see if the Town will vote to raise and appropriate the sum of Seven Hundred Dollars (**\$700**) in continuation of its support of the **Aids Response Seacoast**.
 - 1 in favor (Dick Snow)
 - 6 opposed (Chairman Chivers, Bob Stout, Todd Keating, Susan Gill, Selectman Young, Jodi Hedstrom,)
 - Budget Committee to not recommend by a vote of 6-1
- **ARTICLE**
 - To see if the Town will vote to raise and appropriate the sum of Two Hundred Twenty-Five Dollars (**\$225**) in continuation of its support of the **Retired and Senior Volunteer Program**.

- 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 0 opposed
 - Budget Committee to recommend by a vote of 7-0
- **ARTICLE**
 - To see if the town will vote to raise and appropriate the sum of Two Thousand Five Hundred Dollars **(\$2,500)** to be placed in the existing **Town Office Building Maintenance Fund**. Said funds to be expended under the direction of the Board of Selectmen.
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 0 opposed
 - Budget Committee to recommend by a vote of 7-0
- **ARTICLE**
 - To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars **(\$4,000)** for the operation and maintenance of the **Fitts Museum**. Said funds to be expended under the direction of the Trustees of the Fitts Museum.
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 0 opposed
 - Budget Committee to recommend by a vote of 7-0
- **ARTICLE**
 - To see if the town will vote to raise and appropriate the sum of **(\$20,000)** to be placed in the Revaluation Capital Reserve fund for the future revaluation of the municipality. Said funds to be expended under the direction of the Board of Selectmen.
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 0 opposed
 - Budget Committee to recommend by a vote of 7-0
- **ARTICLE**
 - To see if the town will vote to raise and appropriate **(\$30,000)** for a well and septic system as approved by DES at the Smyth Memorial Building, commonly known as the old library. This would be the first phase in preparing the building for future use. The funds to be spent under the direction of the Trustees of The Smyth Memorial Building.
 - Dick Snow asked if there were quotes on the well or the septic system?
 - Selectman Young said you could review the June 6th minutes. There they explain the \$30,000. It includes a bid from Taskers Well and also includes registration with the state for the septic. This does not include hooking the well and septic to the building.
 - Russ Dan said that it does not include a pump in the well or any piping. Just drilling the well and making a septic system.
 - Further discussion ensued, refer to audio for full discussion.
 - Dean Young explained that they are asking for what they think that the voters will vote for and that will be phase 1. Next year they will ask for money for phase 2.
 - Jodi Hedstrom asked to consider if the town does not approve phase 2 then we spent \$30,000 on a well and septic that cannot be used.
 - Russ Dan would like to see a plan for the building before we recommend spending the money.
 - Dick Snow would rather see a Warrant Article for the total cost to get water and sewer into the building and cannot justify the \$30,000 unless we have a plan for the building.
 - 2 in favor (Selectman Young, Susan Gill)
 - 5 opposed (Chairman Chivers, Bob Stout, Todd Keating, Jodi Hedstrom, Dick Snow)
 - Budget Committee to not recommend by a vote of 5-2
- **ARTICLE**
 - To see if the town will vote to raise and appropriate the sum of **(\$1)** to be deposited in the Fire Apparatus Capital Reserve Fund established under RSA 35:1 at the March 1991 Town Meeting

for the future purchase of fire apparatus and equipment with the Board of Selectman appointed as agents.

- 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
- 0 opposed
- Budget Committee to recommend by a vote of 7-0

• **ARTICLE**

- To see if the town will vote to raise and appropriate the sum of **(\$50,000)** to be deposited in the Fire Station Infrastructure and Grounds Capital Reserve Fund established under the provisions of RSA 35:1 at the March, 2017 Town Meeting for the purpose of funding major capital investments in the fire station building and its infrastructure and grounds to keep the building and property sound, functional, and safe with the Board of Selectmen appointed as agents.

- 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
- 0 opposed
- Budget Committee to recommend by a vote of 7-0

• **ARTICLE**

- To see if the town will vote to raise and appropriate the sum of **(\$326,000)** for the purchase of fire apparatus designated as a replacement for existing equipment said funds to supplement those presently held in a capital reserve fund dedicated for the same purpose and to be expended under the direction of the Board of Selectmen.

- Dean Young explained that they have been specking a truck for the past couple of years to replace engine 2. The total cost of the truck is \$650,000. If you subtract the amount in the Capital Reserve Fund, leaving \$10,000 in there in case something happens next year, it comes up to the \$326,000 we need to ask the taxpayers.

- Todd Keating asked if the truck is needed next year or could we spread it out over the next two years.

- Dean Young said we could borrow the money but that requires a 2/3 vote. The discussion with the Selectman resulted in putting it in a warrant article to give it the best chance of passing. Discussion ensued, refer to audio for full details.

- 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
- 0 opposed
- Budget Committee to recommend by a vote of 7-0

• **ARTICLE 16**

- To see if the town will establish 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.

- Chief McGillen explained that they never had a Capital Reserve Fund. If we go year to year it would take too much time to build a free-standing Police Station. The face of the Police Department is changing. In the year we have lost 3 officers and we have a younger crew coming in. We want technology, separate locker rooms and bathrooms for female officers, the evidence room to be properly ventilated so hazardous evidence does not contaminate employees in the town hall, have proper moisture control for the evidence room, safety for the employees and civilians as we currently bring prisoners through the front door, an impound lot so we have the capability to investigate crimes related to vehicles, a safe booking room, and holding cells. If we do not come up to the times it could become a liability. This large sum of money would help jump start on a new facility.

- Russ Dan said there are some big items that need to be addressed in the town. We need a police facility, additions to the fire station, and renovations to the town hall. We need to have some plans to present to the people so it is not voted down. We should be using this money to get ahead instead of decreasing taxes by a nominal amount.

- Selectman Young does not support the Article because there are so many things that we can help the town with. If this is voted on it is just for a Police Department and cannot be used for anything else. We could place this money in

a Capital Reserve Fund or put it in a reserve fund balance. If the voters want to save this money for the future it can be saved.

- Dick Snow stated that he believes that this money should be used to fund items in the Capital Improvement Program. Discussion ensued, refer to audio for more information.
- Al Wyman asked if this warrant article does not pass, the \$375,000 sits where?
 - Chairman Chivers answered that it goes back into the fund balance.
 - Al Wyman asked who has the authority to spend that?
 - Chairman Chivers answered that the Selectman can either increase the fund balance or use it to reduce the tax rate which would be \$0.77/thousand. Further discussion ensued, refer to audio for details.
- 0 in favor
- 7 opposed (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
- Budget Committee to not recommend by a vote of 7-0
- **ARTICLE**
 - To see if the town will vote to raise and appropriate the sum of One Hundred Thousand Dollars (**\$100,000**) for excess **Winter Road Maintenance**, these funds will not be used unless the operating winter maintenance funds are exhausted. This will be non-transferable appropriation. Said funds to be expended under the direction of the Board of Selectmen.
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 0 opposed
 - Budget Committee to recommend by a vote of 7-0
- **ARTICLE**
 - To see if the town will raise and appropriate the sum of One Hundred Fifty Thousand Dollars (**\$150,000**) for the first phase of **Healey Road reconstruction**, this will be the first phase of a two-year project. Said funds to be expended under the direction of the Board of Selectmen.
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 0 opposed
 - Budget Committee to recommend by a vote of 7-0
- **ARTICLE**
 - To see if the town will vote to raise and appropriate the sum of Two Hundred Thousand Dollars (**\$200,000**) for the southeast portion of **Currier Road**, this will be the first phase of a two-year project. Said funds to be expended under the direction of the Board of Selectmen.
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 0 opposed
 - Budget Committee to recommend by a vote of 7-0
- **ARTICLE 28.**
 - To see if the Town will vote to raise and appropriate the sum of One Hundred Thirty-Six Thousand Nine Hundred Ninety dollars (**\$136,990**) for the operating expenses of the **Smyth Public Library**. Funds are to be expended under the direction of the Smyth Public Library Association.
 - 7 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 0 opposed
 - Budget Committee to recommend by a vote of 7-0
- **ARTICLE**
 - To see if the Town will raise and appropriate the sum of One Thousand Dollars (**\$1,000**) to be deposited in the **Agricultural Commission** Escrow account established by the 2018 Town Meeting. Said funds to be expended under the direction of the Agricultural Commission.
 - Chairman Chivers asked what is being done with the \$1,000?
 - Dick Snow answered that it will be used for programs that the agricultural commission uses to do their job. There should be an operating budget but as it stands it is a warrant article.

- 6 in favor (Chairman Chivers, Bob Stout, Selectman Young, Todd Keating, Jodi Hedstrom, Susan Gill)
 - 0 opposed
 - 1 abstention (Dick Snow)
 - Budget Committee to recommend by a vote of 6-0
- **ARTICLE**
 - To see if the Town will vote to raise and appropriate the sum of Thirty-Seven Thousand Dollars (**\$37,000**) for the implementation of a **mosquito control program** designed to reduce the risk of exposure to mosquito-borne diseases such as Zika, EEE, West Nile Virus and the Jamestown Canyon Virus.
 - Selectman Young noted that this has not been brought to the Selectman but it will be at the deliberative session and won't be addressed until January 23rd. She thought we could vote on here as it is something that we vote on every year.
 - 5 in favor (Chairman Chivers, Selectman Young, Jodi Hedstrom, Susan Gill, Dick Snow)
 - 2 opposed (Bob Stout, Todd Keating)
 - Budget Committee to recommend by a vote of 5-2

Todd Keating makes a motion to suspend the meeting until January 21st
Susan Gill Seconds
All in favor
Meeting to Continue; 8:59 p.m.

Respectfully submitted by: Kaycee Vitale, Administrative Assistant