

Town of Candia Municipal Budget Committee Approved Meeting Minutes

Meeting Date: August 12, 2020
Location: Town Office Building
Zoom Meeting ID# 834-2895-7185
Attendees: Lynn Chivers
Katrina Niles
Susan Gill
Todd Keating
Stephanie Helmig
Sue Young (attending via Zoom)
Dick Snow (attending via Zoom)
Kaycee Vitale
Absent: Jodi Hedstrom
Bob Stout

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

Approval of Minutes from 5/13

- Correct spelling of last names for Donna Hetzel, Bob Panit, and Susan Gill
- Bob Panit's title should be The Candia Emergency Management Director
- Eliminate 24 seconds typo
 - Susan Gill motioned to approve with corrections
 - Todd Keating seconds
 - 7 in favor, 1 abstains (Katrina Niles)
 - Motion Passed 7-0-1

Update on Town Employee Thank You Lunch

- Chairman Chivers purchased some platters from Candia First Stoppe
- Chairman Chivers read a thank you note from the staff

Questions from the Previous Meeting

- Susan Gill previously asked why the workers comp insurance had jumped up so much?
 - Donna said that the 2019 workers comp payment of \$25,299 was not paid until September. All insurances except life insurance has increased this year as well.
- Chairman Chivers previously asked why some of the state education taxes and Kindergarten aid revenue was down?
 - The Budget Committee was provided a revenue report. Stephanie Helmig explained that the funds go into the state adequacy grant line.
- Todd Keating and Chairman Chivers previously asked if lunch ladies were getting paid and if free lunch was being distributed?
 - Stephanie Helmig answered that yes, the lunch ladies were paid and we were not required to participate in the lunch program.
- Bob Stout previously asked about the transportation line where funds were encumbered?
 - Stephanie Helmig said that we had a 50% rebate on April, May and June which will show on the June 30th revenue report

Vote on Budget Committee Budget for 2021

- Chairman Chivers proposed giving the Administrative Assistant, Kaycee Vitale a \$1.00/hour raise.
 - Katrina Niles motions to increase the Administrative Assistant pay by \$1.00/hour
 - **Todd Keating Second**
 - 7 in favor, 0 opposed
 - Motion Passed 7-0
- The Budget Committee proposed budget will be the same as 2020

Town Reports

Expense and Revenue Report

- Chairman Chivers directed everyone to review the direct assistance line on page 2. Currently this year as a town we have only spent \$380 on direct assistance this year.
 - Katrina Niles asked if that was a result of people not knowing that it is available?
 - Chairman Chivers said that she feels it is because people are either working or collecting the extra Cares Act \$600 a week in unemployment.
 - Katrina Niles asked if it was typical that we do not spend the money in that line?
 - Chairman Chivers said yes, we do not spend much in that line. People either do not qualify or do not need it.

School Reports

Revenue Report

- Chairman Chivers noted that revenue and catastrophic aide has gone up while everything else is about the same.
- Selectman Young asked about the Medicaid reimbursement. Why are we down from \$15,000 to \$4000?
 - Stephanie Helmig said that the children that were on IDP's were still getting services.
 - Chairman Chivers said that someone could have moved out of town.

Expenditure Report

- Stephanie Helmig said the bottom line is we are estimating \$192,000 to come back to the town.
- Chairman Chivers asked, on the bottom line it shows \$308,000 reserved for encumbrances, what is that for?
 - Stephanie Helmig answered that it is for building repairs that were discussed on the June 4th School Board meeting. She listed all the encumbrances, refer to audio for details.
- Chairman Chivers said that Amy had told her that the auditors have still not looked at the expenditure report so there could still be some changes in the next meeting.
- Chairman Chivers asked if we had any idea how many children would be attending this year or how many teachers?
 - Stephanie Helmig answered that it will be discussed during next Thursday's meeting. A survey was sent out to parents to see if who would be attending in person or remote. For teachers, it has not been discussed but there are 4 teachers that are in question because their children attend school districts that are remote learning only.
- Todd Keating asked if the projection for the teacher count will remain the same?
 - Stephanie Helmig answered said that they had to look at numbers but right now every teacher is allotted to a classroom. There are not firm numbers yet. There are discussions with the Hooksett and Auburns schools as well to allow flexibility to allow both in person and remote learning.
 - Discussion ensued on ideas around different ways remote and in person could work.
- Since the report was printed in a different format, the budget committee will review and bring questions to the next meeting.
- Todd Keating and Chairman Chivers said that it should be noted in future years, this budget will be noncomparable because of the extreme circumstances due to COVID-19.
 - Stephanie Helmig said that she would ask Amy to break it down further anyway for the Budget Committee knowledge.

Other Business

- Budget Financial Workshop will be held virtually on 9/28/2020. Please let the Selectman's Office know if you would like to attend so it can be recorded.

With there being no more business to discuss, Katrina Niles makes a motion to adjourn meeting

Stephanie Helmig Seconds the Motion

All in favor

Meeting adjourned 7:42 p.m.

Respectfully Submitted by: Kaycee Vitale, Administrative Assistant