

Town of Candia Municipal Budget Committee Approved Meeting Minutes

Meeting Date: September 09, 2020
Location: Town Office Building
Zoom Meeting ID# 864-4219-2902
Attendees: Lynn Chivers
Katrina Niles
Susan Gill
Todd Keating
Stephanie Helmig
Jodi Hedstrom
Bob Stout
Sue Young
Dick Snow (attending via Zoom)
Kaycee Vitale

Chairman Chivers opened the meeting at 7:05 PM

Pledge of Allegiance

Approval of Minutes from 8/12

- Remove supplemental public hearing from title of minutes
 - Selectman Young motioned to approve with corrections
 - Katrina Niles seconds
 - 7 in favor, 2 abstain (Bob Stout, Jodi Hedstrom)
 - Motion Passed 7-0-2

Questions from the Previous Meeting

- No questions from last meeting

Town Reports

Expense and Revenue Report

- Selectman Young mentioned that on a couple different lines on the expense report we are overextended and that is due to the fact that we have not received any COVID reimbursements back from anything that has been submitted so far. We should see an adjustment by the end of the year when those reimbursements are received.
 - Chairman Chivers asked how the stipends were pass out to the Fire Department.
 - ~~Selectman Young answered that she believes it was based on hours, response, and training.~~ They were paid based on training and experience.
 - Bob Stout asked if both departments YTD are in good shape?
 - Selectman Young answered that she cannot speak for the police department but the fire department will come in under budget
 - Jodi Hedstrom asked we will be reimbursed for the salaries of the extra help due to the absence of the town clerk?
 - Selectman Young answered that we will not be getting reimbursement.

School Reports

Enrollment Report

- Total of 270 students enrolled. 206 onsite and 64 offsite doing remote learning.
- Net change of -14 from last year. Some students are homeschooled and do not count toward enrollment numbers.

- Chairman Chivers asked if a child is doing remote, is the teacher on Zoom at the same time she is teaching the in-class students?
 - Stephanie Helmig answered that there are dedicated teachers for remote learning,
 - Chairman Chivers asked how did we come up with enough teachers for 60 kids?
 - Stephanie Helmig answered that they have 3-4 teachers dedicated to remote. Those teachers teach multiple grades but only remote. Discussion ensued. Refer to audio for continued discussion.
- Selectman Young asked if any teachers retired?
 - Stephanie Helmig answered no but to get their stipend they had until October 31st. Two teachers resigned. There was no option to retire early due to COVID.

Expenditure Report

- Reports were not delivered in time so Chairman Chivers let the committee take some time to review.
 - Todd Keating asked if athletics were on?
 - Stephanie Helmig answered yes and they are allowing the VEX program however, there will be no field trips.
 - Stephanie Helmig noted that laws are consistently changing. For example, eating lunch in classroom rules and if they have to wear masks at recess. Discussion ensued.
- Bob Stout asked about Teachers' Salaries and if we did not budget right?
 - Stephanie Helmig answered that these reports are unaudited. We have been in session July and August and she has not adjusted the encumbrances. Stephanie will ask about the Teachers Salaries and if it reflects accurate numbers.
 - Chairman Chivers noted that she received an email from Amy saying that some of the numbers may be incorrect because she did not have time to check for inaccuracies.
 - Stephanie said that the last reviewed report was July 31st so this report is reflective of August and is unreviewed.
 - Bob Stout noted that it is difficult to review a budget with inaccurate reports.
- Stephanie Helmig noted that the school has received \$30,000 for COVID relief and it has all been spent on supplies such as Chromebooks and extra cleaner, discussion ensued on how Chromebooks are used in the schools.
- Todd Keating asked why certain budget items like supplies and textbooks are not already spent to start school?
 - Jodi Hedstrom said that this report is from August and those items may not have been expensed yet.
 - Stephanie Helmig answered that some of those funds are for replenishments throughout the year.

Other Business

- **Tentative Schedule for 2020-2021 Budget Season (question marks will be resolved by next meeting)**
 - 9/12 Selectmen meet to formulate budget
 - 10/14 Review Selectmen's budget, formulate questions 7 PM Town Hall
 - 10/28 Joint meeting with Selectmen and (if time permits) voting on the preliminary budget recommendations for the town 7 PM Town Hall
 - 11/10 Vote on preliminary budget recommendations for the town budget (will be cancelled if completed on 10/28) 7 PM Town Hall
 - 11/19 Review school budget and formulate questions 7 PM Town Hall
 - 12/3 Joint meeting with School Board and SAU and voting on the preliminary budget recommendations for the school 7 PM Moore School media center

12/? Non-petitioned warrant articles due
12/9 Public Hearing on town budget, review non-petitioned warrant articles if time permits
7 PM Town Hall
12/10 Public Hearing on school budget 7 PM Town Hall
1/? Petitioned warrant articles due
1/13 Supplemental hearing on town and school budgets and warrant articles 7 PM Town Hall
02/? Town Deliberative Session 9 AM Moore School
02/? School Deliberative Session 6 PM Moore School (snow date 2/6 6PM)
03/? Town Meeting

- Dick Snow had two questions for the town:
 - He would like the assessed valuation as of April 1st, 2020
 - He would like the monthly ending general fund balance for the town

With there being no more business to discuss, Bob Stout makes a motion to adjourn meeting
Katrina Niles seconds the Motion
All in favor
Meeting adjourned 7:42 p.m.

Respectfully Submitted by: Kaycee Vitale, Administrative Assistant