

Town of Candia Municipal Budget Committee Approved Meeting Minutes

Meeting Date: May 12, 2021
Location: Town Office Building
Zoom Meeting ID# 83653304543
Attendees: Lynn Chivers
Dick Snow
Sue Young
Katrina Niles
Bob Stout
Todd Keating
Stephanie Helmig
Kaycee Vitale
Absent: Jodi Hedstrom
Susan Gill

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

Approval of the Minutes from April 14, 2021

- Dick Snow had some observations from the April 14th minutes. In summary, he agrees that the budget is a bottom-line budget but as a Budget Committee Member, he would like clear line of sight in each category or line, like the school budget, when and why money is moved. He would like to town to give an explanation when money is moved and why to help prepare the new budget.
 - Chairman Chivers said that Donna does not move money throughout the year. What Donna does is show the overspend in one line and show another line with a surplus. The school also does not provide those reports any longer. The move in the beginning was a result of the reduction of the original budget. Once there was a reduction, Donna had to make some adjustments to make fit. There will be no more money moved the rest of the year.
 - Selectman Young said that the only reason the Selectman went over the budget again after the vote was to move things around to account for a \$52,000 technology purchase, however the bottom line the taxpayers approved is the same.
 - Dick Snow asked to see the detailed reports that the Selectman receive each meeting to see if in the expenditure's column is the same as what was voted on or has it changed?
 - Selectman Young said she would check on getting a detailed report for Dick for the next meeting.
- Selectman Young motions to approve minutes
- Todd Keating seconds the motion
- Motion passes: 7 approved (Lynn Chivers, Dick Snow, Sue Young, Katrina Niles, Bob Stout, Todd Keating, Stephanie Helmig) -0 opposed-2 absent (Susan Gill, Jodi Hedstrom)

Questions from Last Meeting

- Under Health Insurance, there is \$56,000 left in regular instruction and \$35,000 left in Special Education. Why is this so high?
 - Stephanie Helmig read from an email that, "funds left over in health insurance are due to staff changes, elections, and unfilled positions."
- What is SPED Middle other Professional Services? Nothing was in the budget but there was \$227,000 used. What is SPED Middle Tuition other LEA's? What is SPED Professional Education?

- Stephanie Helmig read a response from email regarding the over-spenditures in Special Education stating, “Candia is over in the speech, middle, and secondary lines as well as the occupational line due to an increase in required IEP services, out of district placements, and charter schools. Additionally, the speech and OT middle school lines were created for 2021 school year and include services previously budgeted for speech and OT elementary. SPED middle other professional services line includes contracted IEP services such as tutoring, vision therapy, ECBA services, and our ABA instructor program, and legal fees. It also includes a required IEP paraprofessional services to fill vacant positions. The SPED middle professional educational service line is for paraprofessional support provided in out of district placements as required for IEPs.”
- Multiple questions were asked in the last meeting around if the school had required maintenance that was not reflected in this report.
 - Stephanie Helmig received the answer stating that Amy sent out a request to everyone to send their final P.O.’s in and she will verify the P.O’s that we currently have so she can do the proper incumbrances by this week. Some of the supplies in the maintenance line we were able to use grant funds for COVID cleaning expenses.

Town Reports

- Expenditure Report
 - Dick Snow stated that Winter Highway is always an issue with the budget committee in regards to winter vs. summer Highway Maintenance. He is going to look back at the last 10 years and see what is the expenditures in Winter Highway vs. the balance. He would like to see if it is worth the trouble of even having the line vs. just putting it in the Highway Budget.
- Revenue Report
 - No Questions/Discussion

School Reports

- Enrollment Reports
 - High School
 - Chairman Chivers would like a comparison from last year similar to what is done with the elementary.
 - Stephanie Helmig said she would ask for a comparison and asked how does that fit in financially?
 - Chairman Chivers said it is helpful to predict enrollment and trends; which helps to form the budget for next year. Refer to audio for more discussion.
 - Moore School
 - Chairman Chivers noted that we increased since October 2020.
 - Stephanie Helmig noted that we still cannot count kids that are virtual in the enrollment report so hopefully in the fall we will have more accurate numbers.
- Expenditure
 - Selectman Young asked what is the pay for substitute teachers?
 - Stephanie Helmig answered that she believed it was around \$18 and we had increased it to be competitive with surrounding towns.
 - Chairman Chivers said that according to this report there is about a \$300,000 surplus and then asked if most of that will be used for repairs?
 - Stephanie Helmig answered yes. She also noted that there are certain revenues that we cannot encumber so there still may be some money coming back.
 - Todd noted that at the beginning of budget season we asked the school board many times to put in the boiler that was needed, around a \$250,000 item, into the budget and we were told we could not because the school budget was running so tight and that is how it ended up in the \$2.4 million dollar warrant article that

did not pass. Now we are at the end of budget season and the money is there to spend even though we are told year over year that it cannot be done.

- Stephanie Helmig said the budget is tight and right now it may look like there is extra funds but we do not have the final encumbrances. Discussion ensued. Refer to audio for details.

- Revenue

- Chairman Chivers asked what is the \$222,000 in Catastrophic Aid?
 - Stephanie Helmig said she will ask.
 - Bob Stout asked if that would offset the budget because it was not money that was expected on the revenue side? There is really not that much left over as stated before because there was this \$222,000 that we did not budget.
 - Stephanie Helmig said that those are a part of the funds that we cannot encumber and could go back to the town.

Other Business

- Safety Complex
 - Todd brought up that there is an advisory group that is doing the planning and proposals around the new town safety complex He asked why a member of the budget committee was not asked to be on the safety committee? He further stated that this is a major expense for the town and wondered if we would be reviewing that budget. He personally thinks that someone from the budget committee should be there especially since it will cost the taxpayers money.
 - Selectman Young will find out more information and bring it to the Budget Committee.
 - Bob Stout will also send a note to inquire if there is a formal committee and agrees someone from the Budget Committee should be a part of that group.
- Dick Snow
 - Dick Snow presented an alternative way to calculate the tax impact that was put out by the Budget Committee before the town vote. He explained how he would calculate the tax impact via the town report. Refer to audio for details and discussion.
 - Dick Snow also handed out discs that contained a meeting with Chester. He mentioned the 4 main issues that the Selectman were faced with in the budget including the Fire Department dispatch, tax maps, and CIP. He provided the information on the CD showing how Chester was able to make it work and may impact how we formulate our budget for next year.

With there being no further business,
Katrina Niles moves to adjourn the meeting
Todd Keating seconds the motion
All in favor
Meeting was adjourned at 8:04 pm

Submitted by: Kaycee Vitale, Administrative Assistant