

# Town of Candia Municipal Budget Committee

## Approved Meeting Minutes

**Meeting Date:** August 11, 2021  
**Location:** Town Office Building  
Zoom Meeting ID# 87329246551  
**Attendees:** Lynn Chivers  
Dick Snow  
Sue Young  
Katrina Niles  
Susan Gill  
Stephanie Helmig  
Kaycee Vitale  
**Absent:** Jodi Hedstrom  
Bob Stout  
Todd Keating

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

### Approval of the Minutes from May 12, 2021

- Dick Snow motions to approve minutes
- Katrina Niles seconds the motion
- Motion passes: 6 approved (Lynn Chivers, Dick Snow, Sue Young, Katrina Niles, Susan Gill, Stephanie Helmig) -0 opposed-3 absent (Todd Keating, Bob Stout, Jodi Hedstrom)

### Approval of the Minutes from June 9, 2021

- There is no quorum to approve the minutes and they will be reviewed during the September meeting.
- Selectman Young would like an attachment to the June 9<sup>th</sup> meeting minutes showing her email correspondence and asking for an approved absence. The meeting minutes have been updated to reflect this and the attachment has been added.

### Questions from Last Meeting

- Dick Snow wanted to know the amount in the fund balance which was provided via Donna's report and he also asked about town properties which was provided in the Town Report.

### Proposed Budget Committee Budget for 2022

- Dick Snow asked how we come up with the Budget Committee Administrative Assistant pay?
  - Chairman Chivers said that they determined a number years ago and it has always been enough so we kept rolling it over.
    - Dick Snow asked if the rate of pay was the same for similar jobs at the town?
      - Chairman Chivers answered no, people get different rates of pay. She will ask Donna for the Administrative Assistants hourly rate and the budget committee can discuss pay adjustments when she gets that answer. We can give a raise and still not increase the budget line because we use less hours than we used to.
- Susan Gill made a motion to keep the Budget Committee Budget the same as 2021 which is \$2384/year.
- Katrina Niles seconds the motion
- Motion passes: 6 approved (Lynn Chivers, Dick Snow, Sue Young, Katrina Niles, Susan Gill, Stephanie Helmig) -0 opposed-3 absent (Todd Keating, Bob Stout, Jodi Hedstrom)

### **Request for Financial Information from Charities**

- Dick Snow had requested that the Town ask charities to provide the IRS form 990 so it is available for the Budget Committee. He will collect the 990's and the letters from the charities and have them put together in one file for the Budget Committee.

### **Town Reports**

- Expenditure Report
  - Chairman Chivers asked about the Street Lighting line item. Were LED's put in making that line item -41%?
    - Selectman Young said that should not be on the report this early. They were waiting on a total of streetlights still and the total expense to change them over. She will ask for the next meeting.
  - Dick Snow asked about the Highway budget. It seems like there has not been enough money spent and he asked if work that was supposed to be scheduled is getting done? He has \$186,000 left to spend in the next 6 months just on the operating budget.
    - Selectman Young said that the Road Agent announced on Monday that he is going to grade the roads 3 times a year and just do what's needed in between. She will find out more information for the next meeting.
- Revenue Report
  - No Questions/Discussion

### **School Reports**

- Enrollment Reports
  - No Questions/Discussion
- Expenditure
  - Chairman Chivers made the observation that Health Insurance line has a \$102,000 surplus.
  - Selectman Young asked why so many substitutes as we have not spent that much in the past?
    - Stephanie Helmig answered that we had many teachers that had to quarantine for a period of time so substitute teachers were called on more than other years.
- Revenue
  - Stephanie Helmig mentioned that a lot of the money that comes back to the town are unanticipated revenues. A lot of the unanticipated revenues comes from Catastrophic Aide. It is designed to go back to the town to offset taxes. Stephanie asked why that does not go back into the special education line and the response was that the funds were received during the fiscal year 2021, they are a reimbursement from the state for the prior year's qualifying catastrophic expenses.
  - A copy of the School Board minutes was provided to show what was encumbered for the repairs. \$175,000 is going back to the town; \$97,000 in unanticipated revenues and \$50,000 were unspent encumbrances from 2020.
    - Chairman Chivers noted that when were initially talked about the school repairs warrant article, the suggestion was that the school should use the surplus to do repairs.

### **Other Business**

- Dick Snow's list of questions for various departments:
  - He would like a copy of the MRI proposal from the town.
    - The budget has been raised from 90k to 126k and he would like to look at the proposal. Selectman Young will get that for the next meeting.
  - He would like the CIP update from the Planning Board for the budget discussion.
    - September 17<sup>th</sup> at 4 p.m. will be the Selectboard Meeting to discuss the budget including the Planning Board. It is on the town website.
  - He would like copy of the solicitation memo for the ARPA funds. He would like to know the magnitude of the available funds and what can they be used for?

- Selectman Young said there is \$400,000 to use and she will have an email to the link where Dick Snow can see the rules on how the funds can be spent.
  - He would like to know the budget impacts for the Fire Rescue Elderly Crisis?
    - Selectman Young said they are working on it actively and that he should direct that question to Dean or Mitch to get details.
  - He would like a current balance on the assessed valuation increase on April 1, 2021? What will we see for the equalized assessed value?
    - Selectman Young will find out for next meeting.
  - He would like to know the current status with the Londonderry Call service with the Fire Department?
    - Selectman Young will find out for next meeting.
  - He would like to know if the Town Administrator plans are still active?
    - Chairman Chivers said that when we see the Selectman's budget we will see if a Town Administrator is in there.
    - Selectman Young will find out for next meeting.
  - He would like to know when the Board of Selectman Budget meeting is?
    - Friday September 17<sup>th</sup> at 4 p.m.
  - He would like to know the anticipated effects of the recent state legislation where they reduced the amount of the statewide property tax?
    - Stephanie Helmig will ask and bring to the next meeting.
- Budget and Finance Virtual Workshop
  - Katrina Niles asked if you could do it whenever you want or do you have to attend during the virtual time?
    - Chairman Chivers answered that if you register and cannot attend a recording will be provided as long as payment of \$70 is received.
  - It is September 14<sup>th</sup>, 9-4 p.m.
  - If you would like to participate let Donna know and she will pay for you.
- Selectman Young offered to have the audio to the Selectman's Budget meeting sent out to the Budget Committee if requested.

With there being no further business,  
 Katrina Niles moves to adjourn the meeting  
 Stephanie Helmig seconds the motion  
 All in favor  
 Meeting was adjourned at 8:02 pm

Submitted by: Kaycee Vitale, Administrative Assistant