

Town of Candia Municipal Budget Committee Approved Meeting Minutes

Meeting Date: September 8, 2021
Location: Town Office Building
Zoom Meeting ID# 89683053325
Attendees: Lynn Chivers
Dick Snow
Sue Young
Katrina Niles
Stephanie Helmig
Jodi Hedstrom
Bob Stout
Todd Keating
Kaycee Vitale
Absent: Susan Gill

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

Approval of the Minutes from June 9th, 2021

- Katrina Niles motions to approve minutes
- Todd Keating seconds the motion
- Motion passes: 5 approved (Lynn Chivers, Dick Snow, Bob Stout, Katrina Niles, Todd Keating) -0 opposed-3 abstain (Stephanie Helmig, Sue Young, Jodi Hedstrom) -1 absent (Susan Gill)

Approval of the Minutes from August 11th, 2021

- Selectman Young motions to approve minutes
- Katrina Young seconds the motion
- Motion passes: 5 approved (Lynn Chivers, Dick Snow, Sue Young, Katrina Niles, Stephanie Helmig) -0 opposed-3 abstain (Todd Keating, Bob Stout, Jodi Hedstrom)-1 absent (Susan Gill)

Questions from Last Meeting

- Dick Snow asked how we come up with the Budget Committee Administrative Assistant pay?
 - Currently the Budget Committee Administrative assistant makes \$16.95/hour.
 - Before proposing a raise, the budget committee will implement the cost of living raise which Chairman Chivers looked up to be 5.4%. After the COLA raises have been implemented any additional raises can be discussed.
- Dick Snow asked if the rate of pay was the same for similar jobs at the town?
 - There are two people that get paid to take minutes for the town and the rates are similar.
- Chairman Chivers asked about the Street Lighting line item. Were LED's put in making that line item -41%?
 - Selectman Young answered that the street light budget line runs negative each year. The board authorized allowing this line to go over to cover the LED project. It went over because of the changeover to LED lights.
- 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?
 - Selectman Young sent the question to Jeff but she has not received a response. She will update the committee once the information is received.
 - Jodi Hedstrom mentioned that there are many roads that need help right now. She asked if we could bring him a list as a collective group to prioritize the roads that are hard to drive.

- Selectman Young noted that it has nothing to do with money because his budget has not been spent.
 - Stephanie Helmig asked if this was his full-time job?
 - Bob Stout answered no, he does tree work as a full-time job.
 - Selectman Young did not know he was working his full-time job after signing on as the Road Agent. She suggested that we bring it up to the Selectboard that we need a full time Road Agent.
- Dick Snow asked for a copy of the MRI proposal from the town.
 - Selectman Young provided the proposal for Dick's review.
- Dick Snow would like a current balance on the assessed valuation increase on April 1, 2021? What will we see for the equalized assessed value?
 - Donna Becker communicated with Dick Snow via phone to answer questions.
- 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 read an email from Amy that stated, we are seeing changes in the adequacy for next year due to student enrollment and free/reduced meals. The \$12,467.76 in relief aid will not expire but the number could change. We are also getting \$109,160.36 based on the average daily membership based on enrollment so we will not see a change this year.
 - Stephanie Helmig also provided a breakdown of the spending in substitute teachers which was a question from a previous meeting. We spent \$11,668.75 from teachers covering classes while other teachers were out per their agreement. We also hired a long-term substitute which was \$11,966.40. Also, on regular substitutes we spend \$1320.

Town Reports

- Expense Report
 - Chairman Chivers noted to the committee that the general fund balance will be at the top of the page each report so we will have it updated every report.
 - Selectman Young said we received about \$200,000 in ARPA funds and we will receive another \$200,000 next year as well.
 - Stephanie Helmig asked if the school could apply for some of those funds?
 - Bob Stout said that the school received separate funding. The town had received these funds from a separate bill. Bob is on the committee and they have asked the department heads to submit requests based on the guidelines. The committee will then bring the recommendations to the Board of Selectman to spend the funds.
 - Stephanie Helmig said it was her understanding that the school could ask for some of those funds as well to help fund things like overtime for the janitors.
 - Bob Stout answered that Matt asked that question to Mark and we are waiting on the answer to that.
 - Todd Keating asked if Currier Rd. was complete?
 - Selectman Young said she was unsure.
 - Jodi Hedstrom asked if the Maplewood Development would be serviced by the town or will they service themselves?
 - Multiple committee members mentioned that it was approved as a town road. Refer to audio for more information on Maplewood and Candia Crossing development.
- Revenue Report
 - No Questions/Discussion

School Reports

- Enrollment Reports
 - No Questions/Discussion

- Expenditure
 - No Questions/Discussion
- Revenue
 - Selectman Young asked if we were going to get a list of encumbrances and asked if there was any money coming back to the town.
 - Stephanie Helmig answered that a list of encumbrances was provided last meeting and \$175,000 is going back to the town; \$97,000 in unanticipated revenues and \$50,000 were unspent encumbrances from 2020.

Other Business

- Chairman Chivers is working on the budget calendar; the tentative calendar is below:

9/17	Selectmen meet to formulate budget	
10/13	Review Selectmen's budget, formulate questions	7 PM Town Hall
10/27	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 10/27)	7 PM Town Hall
11/18	Review school budget and formulate questions	7 PM Town Hall
Xx/xx	Non-petitioned warrant articles due	
Xx/xx	Joint meeting with School Board and SAU and voting on the preliminary budget recommendations for the school	7 PM Moore School
12/08	Public Hearing on town budget, review non-petitioned warrant articles if time permits	7 PM Town Hall
12/09	Public Hearing on school budget	7 PM Town Hall
Xx/xx	Petitioned warrant articles due	
01/12	Supplemental hearing on town and school budgets and warrant articles.	7 PM Town Hall
02/05	Town Deliberative Session	9 AM CYAA
02/08	Town Deliberative Session (snow date)	6 PM CYAA
02/10	School Deliberative Session	6 PM Moore School (Snow date 2/12 1PM)
03/08	Town Meeting	
- Bob Stout presented on progress with the Safety Facilities Committee meeting
 - There was a proposed land swap, the land the Severino's owned near the courthouse for land that the town owned on North Road but there were issues with the titles and that fell through.
 - They then had the land appraised and it appraised for approximately \$460,000 and the owner is willing to sell it to the town for \$400,000 as well as do some side work.
 - The committee thought it best to make sure that the taxpayers were well informed so a packet was put together on the cost. There will be two proposed warrant articles. One will be the additional funding to buy the land (there is \$360,000 from the previous year's warrant article for a site for the police station) and the other will be a bond for the police station on its own.
 - The committee had some architectures come and present on how to build on the property and lay it out correctly. The committee did interviews and chose an architect based off the approval of the Board of Selectman and that contract is \$18,500. They have done this work before and have committed to going to all the meetings and sessions to answer any questions. They believe in a construction manager so the group is going to interview construction managers in the next three weeks.
 - Jodi Hedstrom asked if this was Police and Fire or just Police?
 - Bob Stout provided a draft that showed a layout for the Police station but could also accommodate a Fire Station in the future.
 - Jodi Hedstrom asked why are we not taking a bond to do both at once?

- Bob Stout said that it will be really expensive for the taxpayers. Selectman Young also mentioned that the Fire Station should last another 20 years so a bond for both would not be necessary for now.
- Chairman Chivers asked how many acres and will there be room for Highway as well?
 - Bob Stout answered it is 6.7 acres and he showed the committee where the Highway Department would be placed on the property.
- The Safety Facilities Committee does not want to speculate on the price until they get all the hard numbers because that is the first thing people will ask and they do not want any misinformation out.
- Selectman Young stated that she is concerned that the taxpayers did not think that the \$360,000 would be spent all on one building or not be asked on how to spend it.
 - Bob Stout said that Brian is presenting to the Select Board next week which will trigger a public hearing for the disposition of the funds.
- Selectman Young said that the Board did approve the \$3000 for the appraisal and now the \$18500 will be asked for as well. Those come out of the \$360,000 so we have already reduced the balance for a project that may not get approved by the taxpayers. (Refer to audio for more discussion on the approximate extra funding)
- Bob Stout said that the Safety Facilities Committee committed to using as much as the talent in the town as possible.
 - Todd Keating asked if the Town Hall would move there as well?
 - Bob Stout said no, they would move the Police and then spread out the Town Hall so they are Covid compliant.
- Chairman Chivers noted that leftover ARPA money could be used towards this as well and we will have about \$400,000 (\$200,000 for each year.) minus approved recommendations from the Board of Selectman. (Refer to audio for discussion around the ARPA funds and how much may be left over to use for this project)
- Bob Stout said that the Safety Facilities Committee is committed to going as fast as they can to get hard numbers to bring to the public. They want to be upfront, clear, and correct on what they are bringing to the public.
- Selectman Young thinks that the proposed budget from the school and town as well as the warrant articles will provide insight on if the new Police Station will pass.
 - Todd Keating stated that in his opinion introducing the warrant articles for the Police Station the same year as the School \$2.1 million warrant article is a bad idea.

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