

Town of Candia Municipal Budget Committee

Approved Meeting Minutes

Meeting Date: October 13, 2021
Location: Town Office Building
Zoom Meeting ID# 870 1668 7030
Attendees: Lynn Chivers
Dick Snow (attended via Zoom)
Jodi Hedstrom
Susan Gill
Katrina Niles
Bob Stout
Sue Young
Todd Keating
Kaycee Vitale
Absent: Stephanie Helmig

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

Approval of the Minutes from September 08, 2021

- Chairman Chivers suggested to change the Safety Committee to the Safety Facilities Committee as not to confuse with another Safety Committee in town.
- Bob Stout motioned to approve minutes with amendments
- Todd Keating seconds the motion
- Stephanie Helmig absent from vote, Susan Gill abstains
- Motion passed 7 approve-1 absent-1 abstains

Questions from Last 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?*
 - Selectman Young answered that she has not spoken with Jeff directly. Chairman Chivers said she did ask Selectman Chivers about the budget because there is a lot of asphalt maintenance money still left in the budget and she was told that Jeff is starting next week with the repaving and maintenance.
- *Stephanie Helmig asked if the school could apply for some of the ARPA funds?*
 - Bob Stout said the Board of Selectman voted on the use of the ARPA funds and the school essential workers were included in the recommendation. Selectman Young noted that the school received separate funds and was wondering if the pay of the school janitors should come out of those funds.
- *Dick Snow asked what will we see for the equalized assessed value?*
 - Selectman Young answered that the assessor asked for an extension to figure it out.

Update on the Safety Facilities Committee

- Bob Stout led the update informing everyone that the committee meets every two weeks and during the current meeting the committee had presentations from three firms, a smaller firm, a medium sized, and a larger firm. The committee chose to go with the larger firm because they were extremely organized and they will not charge the town anything on the current work unless the warrant article passes.
- Early December the committee will hold an open house for the public so everyone can see the deficiencies in the current station, a plan for the new space, and a maximum guaranteed price to put it all together.
- The meetings of the Safety Facilities Committee are public every two weeks on a Tuesday at 5 p.m.
- The plans include addition down the road for the fire station but the focus will remain on the police station for now.
- Bob Stout encouraged the Budget Committee to be open to the project as it will be necessary part to the progress of the town and avoid potential issues with the current station.

- Chief McGillen mentioned that the Safety Facilities Committee will be at the open house at the CYAA and they will have an outline of the proposed property and what it will look like as well as a map and other general information. They will also show where the proposed fire station will be placed down the road.
- Chief Young mentioned that the current firehouse has a lot of life left in it and he would like to see the police station built and paid for before moving the firehouse to the new location.

Budget Committee to Review Budget from Selectman's Meeting and Formulate Questions

- **Ambulance**
 - Chairman Chivers noted that in the original budget there was \$223,000 budgeted in Ambulance. The Board of Selectman voted to use the ARPA funds to cover the ambulance so that \$223,000 has been taken out of the original budget bringing the budget down from a 15% increase to an 8% increase.
 - Chief Young led a discussion on the ambulance.
 - AMR does not service Candia anymore and they were a \$0 budget item. They are maxed out in Manchester and they cannot come at all.
 - We are receiving 200+ medical calls a year in Candia.
 - We relied heavily on mutual aid from surrounding towns and they are all now currently maxed out and cannot service Candia anymore.
 - This led the department to realize that we must invest in our own ambulance.
 - We currently have a loaner from Stewart Ambulance for 90 days at the cost of \$1 because of our urgent need. There is another Ambulance at the station that is from Maine that we are looking into buying but needs some work.
 - We will also have to hire staff. We are proposing 7 days with two people on at the station and offer a \$50 stipend to anyone that would be on call for nights.
 - Fuel and maintenance are also a part of that budget.
 - We will hire a billing service and generate a revenue to offset the cost for the following budget season.
 - We want to be up and running by November 1st.
 - We have money in the budget now, about \$20,000 to help fund salaries for November and December.
 - There are still discussions with Brewster Ambulance to try to get them to commit as a backup.
 - Chairman Chivers said that every year we vote on a warrant article in anticipation of an ambulance will that money be used?
 - Chief Young said that warrant article is money to add on to the firehouse to be able to house an ambulance. We do not have quite enough now to add on to the firehouse but we have made arrangements to move the water supply truck to make room. They will make the addition eventually but they have to work through getting the ambulance up and running first.
 - Todd Keating asked that there about 200 medical calls a year, do you believe you will be able to pay for your funding next year?
 - Chief Young said that he hopes that will be the case. Medicare will only pay a portion but with the positive pay rate in Candia he hopes that it pays for its funding.
 - Jodi Hedstrom asked why are we not keeping it in the budget this year for clarity since it will be appropriated every year after?
 - Selectman Young thought it would be important for the Budget Committee to see the budget with and without the ambulance.
 - Jodi Hedstrom said that for clarity the \$223,000 should be left in the budget during voting and then taken off when we receive the ARPA funds.
 - Chairman Chivers noted that there was a concern that if we leave it in the budget, even though the ARPA funds are paying for it, it would be easier to vote for the default budget and we are now without an ambulance. It is not a luxury; it is a necessity.
 - Susan Gill asked if the ARPA money for this year is paying for the ambulance?
 - Selectman Young said that it would come out of next years ARPA funds. This years ARPA funds will be spent on premium pay for town essential employees, a repeater for the fire department, and the balance will be used for the police station to make the town offices COVID compliant.

- Todd Keating asked if the Ambulance can make money from servicing surrounding towns?
 - Chief Young absolutely and we hope to pay back our mutual aid towns by doing just that. Initially we probably won't as we get settled but eventually it will happen.
- Animal Control – No Questions
- Auditing Services- No Questions
- Budget Committee-No Questions
- **Building Inspection- Please explain the land use project management line for \$5,000. Do we have a person to fill the position? How did we arrive at that amount?**
- Cemetery-
 - Jodi Hedstrom asked why there is such a large wage increase when \$19,000 was only spent last year?
 - Selectman Young said that they were looking to pave some roads and they gave the Sexton an increase in wage because he has never received one. Also, Pikey is retiring and will have to be replaced. Selectman Young asked for the Cemetery to use some funds from the trust and she believes that when the budget gets adjusted you will only see a 2% increase maximum.
- Conservation Commission-No Questions
- Direct Assistance- No Questions
- Election Voter Registration-No Questions
- Election Administration-
 - Selectman Young noted that we have three elections and we always budget for one extra.
- Emergency Management-No Questions
- Fire and Forestry-
 - Chairman Chivers asked Chief Young what is the plan next year for dispatch?
 - Chief Young answered that it will be \$30,000 next year and it will go up about \$1000 a year after that.
- Health Officer-
 - Selectman Young said that the \$37,000 for mosquitos is out of the budget now as it will become a warrant article.
- Heritage Commission-No Questions
- Highway-
 - Katrina Niles asked what is a sand stockpile?
 - Chairman Chivers said that we use a sand pit and we have used most of what has been dug out. Now we need to dig out more sand to be used.
 - Selectman Young said that it will come out of the budget because Severino has offered to do it this year.
 - Selectman Young said that winter payroll will change because the Selectman voted to have guarantee pay for people that plow the roads.
 - Chairman Chivers said that she believes that the budget will not change because the money budgeted took the guarantee into effect.
- Legal Expenses- No Questions
- Other Culture and Recreation- No Questions
- Parks and Recreation-No Questions
- **Planning Board- Why are we giving \$10,000 to the planning board for master plan implementation? Will the \$5,000 budgeted this year be needed and if so, how?**
 - Chairman Chivers read a portion of the Planning Board meeting minutes from September 2021.
- Police-
 - Bob Stout asked if retirement was different than state employees? Why is only 50% expended?
 - Chief McGillen answered yes, they are different. He is not sure how it is paid but it may be quarterly and we are missing the 3rd quarter.
 - Chairman Chivers ask on the Police Equipment line, they are asking for \$10,000 but only spent \$400 the previous year. What is the justification for that?
 - Chief McGillen said that they would like to buy body cameras and there is a contract of \$15,000 a year to fund that. We had a quote of \$70,000 and \$100,000 which includes cruiser cameras as well so we are still researching that. We also put in for a grant and we are waiting to hear back from that. There is also legislation in Concord to help fund body cameras and we are waiting to hear about that. They are valuable for court and

protect the employees. There is also money in there for flashlights and other police equipment.

- Property Appraisal- No Questions
- Solid Waste-No Questions
- Tax Collector-No Questions
- **Town Building Expenses- What work are we planning with the \$1200 property maintenance exterior and the \$5100 building maintenance and improvement at the Smyth Building? Are you still planning to have a warrant article this year and if so, what amount?**
- Town Clerk-No Questions
- **Town Officer's Expense- Please explain the need for the additional expense of a town administrator. Also, please explain about the changes with the phones and how they are charged back to the departments.**
- Treasurer-No Questions
- Welfare-No Questions
- Zoning Board-No Questions

School Reports

- Due to the meeting running long school reports were postponed until next meeting

Other Budget Committee information

- There will be an information night on Thursday October 21st from 6-8 p.m. and the budget committee will be represented.
- The schedule for the budget season is finalized and our next meeting is a joint meeting with the selectman on 10/27.

Bob Stout moves to adjourn the meeting

Katrina Niles seconds the motion

All in favor

Meeting was adjourned at 8:57 pm

Submitted by: Kaycee Vitale, Administrative Assistant