

# Town of Candia Municipal Budget Committee Approved Meeting Minutes

**Meeting Date:** April 13, 2022  
**Location:** Town Office Building  
Zoom Meeting ID# 87016687030  
**Attendees:** Lynn Chivers  
Dick Snow  
Russ Dann  
Susan Gill  
Katrina Niles  
Rob Jones  
Todd Keating  
Stephanie Helmig  
Brenda Coughlin  
Kaycee Vitale

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

Committee did a round of introductions

## **Election of Officers**

- Chairman
  - Lynn Chivers was nominated by Todd Keating
  - Katrina Niles seconded the nomination
  - All in favor
  - Motion passes 9-0
- Vice Chairman
  - Todd Keating was nominated by Dick Snow
  - Rob Jones seconded the nomination
  - All in favor
  - Motion passes 9-0
- Secretary
  - Susan Gill was nominated by Todd Keating
  - Susan Gill declined the nomination
  - Brenda Coughlin nominated herself
  - Susan Gill seconded the nomination
  - All in favor
  - Motion passes 9-0

## **Annual Reminders**

- Budget Committee Emails
  - Everyone but Russ Dann has a budget committee email so if a “Right to Know” request comes in, we can just turn over the budget committee email instead of personal emails.
  - We communicate with each other through the budget committee email.
  - We never discuss Budget Committee issues through email, that is only done at a public meeting.
- Social Media
  - We do not discuss Budget Committee issues on social media. You can give direction on when meetings are and how to find information through the town website. Never can it be perceived that you are speaking about issues on behalf of the Budget Committee.

- Discussion ensued on how social media should be used to promote the Budget Committee meetings. It was determined that we can share reminders on meetings and links to specific items such as the agenda on social media for information purposes only. There will be no discussions or debate on social media. Refer to audio for details.

#### **Approval of the Minutes from January 12, 2022**

- Todd Keating motions to approve minutes
- Katrina Niles seconds the motion
- Motion passes 6 (Chairman Chivers, Todd Keating, Katrina Niles, Dick Snow, Stephanie Helmig, Susan Gill) approve-0 opposed-3 abstain (Russ Dann, Rob Jones, Brenda Coughlin)

#### **Approval of the Minutes from February 5, 2022**

- Todd Keating motions to approve minutes
- Katrina Niles seconds the motion
- Motion passes 5 (Chairman Chivers, Todd Keating, Katrina Niles, Dick Snow, Susan Gill) approve-0 opposed-4 abstain (Russ Dann, Rob Jones, Brenda Coughlin, Stephanie Helmig)

#### **Approval of the Minutes from February 10, 2022**

- Todd Keating motions to approve minutes
- Katrina Niles seconds the motion
- Motion passes 5 (Chairman Chivers, Todd Keating, Katrina Niles, Dick Snow, Susan Gill) approve-0 opposed-4 abstain (Russ Dann, Rob Jones, Brenda Coughlin, Stephanie Helmig)

#### **Town Reports**

- Expenditure Report
  - Chairman Chivers asked Selectman Dann about a question from the last meeting around encumbrances. The encumbered funds have a 2019 date and she asked if that was incorrect and if it is incorrect, were they from 2020 or 2021?
    - Selectman Dann answered that they were from 2021
      - Todd Keating reminded the board that last year when we were reviewing the budget, he asked what was going to be encumbered in 2021 that therefore could be taken out of the 2022 budget. There was a timing gap between approving the budget and finalizing the encumbrances. We now know that the total encumbrances are \$199,000 and if we had that number during the budget approval process, we could go back into the budget for 2022 and take out duplicate items.
      - Chairman Chivers said that the sandpit (\$18,000) and the cruiser (\$35,000) were taken out of the 2022 budget because they were known encumbrances.
        - Discussion ensued around the highway department encumbrance (\$100,000) and whether that should have been taken out of the budget for 2022. Refer to audio for details.
          - Chairman Chivers asked Selectman Dann to find out from the highway department if the work was for 2021 and it never happened, or is it additional work for 2022 and he will spend the full 2022 budget plus the \$100,000 encumbrance.
    - Todd Keating asked if the Body Cams encumbrance was in the 2022 budget?
      - Chairman Chivers said that was not in the 2022 budget and neither was the ambulance.

- The Parks and Rec encumbrance was undermined but Selectman Dann will inquire what the 13,866 encumbrances will cover and does it reduce their 2022 ask.
- Fire Department
  - Dick Snow said that because of the ARPA paying for the first year of the ambulance wages we should see 0 in the appropriated fund. He would like to know how that will be handled from a bookkeeping perspective.
    - Discussion ensued on how this could be handled and how the grants will affect the bookkeeping. Refer to audio for details.
  - Todd Keating asked if we could have a breakdown of how many paid employees and how many volunteers, we have in the fire department and what are their hours worked for the paid employees. Discussion ensued. Refer to audio for details.
- Chairman Chivers noted that the legal expenses are broken out by department for tracking purposes.
- Dick Snow said that he notices that the expenditures are up while revenue is down. What is the town's plan to rectify that?
  - Chairman Chivers answered that we will increase taxes. Last year we had \$150,000 in Land Use Change tax last year to help offset taxes. This will definitely be a Selectman's concern.
- Brenda Coughlin asked what is the misc. line used for?
  - Todd Keating said that they have asked for a breakdown many times and it is being used as a catchall.
- Brenda Coughlin asked if we have a grant writer in town?
  - Chairman Chivers answered yes, Andria our Town Administrator

**School Reports**

- Enrollment Report
  - Todd Keating noted that we are still declining in enrollments. He let the new members know how we compare cost per student to the budget every year.
  - Dick Snow asked if we could find out how many students are getting money out of state tax funds to attend private schools?
    - Discussion ensued around enrollments. Refer to audio for details.
- Revenue Report
  - Rob Jones asked how come there was no income for bus fares?
    - Todd Keating said that they do not charge bussing for high school students anymore.
  - Russ Dann asked if the reports could be dated and have page numbers going forward?
- Expenditure Report
  - Rob Jones asked if tuition to public academies was tuition to Pinkerton?
    - Stephanie Helmig answered yes.
  - Brenda Coughlin asked on Special Ed, other professional services, there was \$188,000 budgeted and YTD \$213,000 was spent. What causes the discrepancy?
    - Stephanie Helmig answered that a student probably moved in or needed services.
    - Chairman Chivers said that now we are budgeting for 2023-2024 budget. We have no clue what the special ed needs will be during that time frame so we budget based on what we do today.
  - Brenda Coughlin asked why do we offer OT and PT to children in schools?
    - Stephanie Helmig said that is required by law if it is included in their IEP.
      - Selectman Dann asked if we receive any federal money to help?
        - Chairman Chivers said that we do receive catastrophic aid and Medicaid.

- Todd Keating noted that there was \$0 budgeted and spent in the advanced learning line. Discussion ensued on the origin of that line items and what the Moore School provides. Refer to audio for details.

#### **Other Business**

- Zoom
  - Chairman Chivers asked the board if they were willing to suspend Zoom until a new administrative assistant is hired.
    - Brenda Coughlin asked if we had a volunteer could they run it until we got someone?
      - Chairman Chivers said she does not believe we can do that. We could use a town employee and pay them.
    - Dick Snow said that he believes that Zoom is essential to the accessibility to the public. He offered to do Zoom until we hire an administrative assistant.
    - It was decided that we continue Zoom and it will be run by Dick Snow.
- Kaycee's last day as the Administrative Assistant for the budget committee
- Todd Keating asked for clarity on Selectman Dann's involvement with the budget committee.
  - Selectman Dann clarified that he will vote with the board but will share the debate and discussion that ensued to reach the Select Board's decision. Discussion ensued refer to audio for details.

With there being no further business,  
Dick Snow moves to adjourn the meeting  
Katrina Niles seconds the motion  
All in favor  
Meeting was adjourned at 8:26 pm

Submitted by: Kaycee Vitale, Administrative Assistant