

Town of Candia Municipal Budget Committee Approved Meeting Minutes

Meeting Date: May 11, 2022
Location: Town Office Building
Zoom Meeting ID# 87271530235
Attendees: Lynn Chivers (Chairman)
Dick Snow
Russ Dann (Selectman)
Susan Gill
Katrina Niles
Rob Jones
Todd Keating (Vice Chairman)
Stephanie Helmig (School Board Representative)
Brenda Coughlin (Secretary)

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

Approval of the Minutes from April 13, 2022

- Dick Snow motions to approve minutes
- Russ Dann seconds the motion
- Motion passes 9 (Chairman Chivers, Todd Keating, Katrina Niles, Dick Snow, Stephanie Helmig, Susan Gill, Russ Dann, Rob Jones, Brenda Coughlin) approve-9 opposed-0

Old Business from Budget Meeting April 13, 2022

Highway Encumbrance

Lynn Chivers asked Russ Dann for detail of the highway department encumbered \$100,000

Russ Dann explained the \$100,000 is for the town program to keep our roads moving forward. The money has been approved for resurfacing roads and things Jeff was unable to complete in 2021. This will avoid setting the project back.

Lynn Chivers wanted it clarified that the 2022 highway budget money will be spent in addition to the encumbered \$100,000

Russ Dann confirmed

Parks and Recs Encumbrance

Lynn Chivers asked for detail for the encumbered \$13,000

Russ Dann stated several items did not get completed in the 2021 budget, such as bark mulch replacement. Two weeks ago, 100 yards of mulch was delivered, and volunteers spread in needed areas. Poison Ivy was not sprayed in 2021, and the replacement doors on the Doucette building has not been completed. He stated he was not aware of a final decision on the doors at that time they were unavailable. Decisions still needed with securing building when unoccupied, do we pay someone to open & close, clean up, etc.

Currently cleaning is expensed however Port-a-potties are being ordered

Rob Jones asked if the Port-a-potties are part of the \$13,000. There was further discussion of a qualified encumbered expense should have an invoice available, but if there is not final decision on the actual doors, how can this be an encumbered expense? Listen to audio.

Rob Jones asked for a breakdown of the \$13,000 since there remains some uncertainty of what the total \$13,000 is held for.

Todd Keating shared his repeated desire for better clarification for conflicted encumbered expenses. As an example, he referred to confusion with being unaware if the recent bark mulch delivery is encumbered from 2021 and if 2022 has budgeted mulch, there lies conflict. He requests the Select Board provide better clarification to Budget Committee when an encumbered expense becomes a duplicate in an upcoming budget. Listen to audio.

Lynn Chivers requested Russ Dann to provide a clear breakdown of the \$13,000.

Dick Snow provided a general review of encumbered money is a bookkeeping device. Clarifying unpaid invoices at end of budgeted year has the money appropriated. There must be a signed contract or invoice for it to be encumbered.

Rob Jones asked for clarification for the encumbered \$100,000, what will it be used for exactly.

Fire Department

Lynn Chivers asked how the bookkeeping, specifically the income of the ambulance service will be reported.

Dick Snow asked how the income and expense get into the revolving fund. He requests a report should come from the company hired for the billing, of what funds came in and what went out.

Lynn Chivers explained the town pays the incurred expenses, but the income goes to the revolving fund. The Budget Committee should receive a monthly income report from provided ambulance services but has not received anything to date.

Russ Dann No money has been received yet. When money is received, we will become aware.

Todd Keating asked how many calls since ambulance service started?

Russ Dan stated we are paid on transports and a company is handling the billing, but no money has been received yet. There are 26 drivers for ambulance service who all require special training and EMT's are involved. This service started last December (2021).

Rob Jones requested a report from the billing company of what has been billed and what has been received since service started in December. Rob asked Russ Dann for confirmation that the Committee will receive report starting in June.

Todd Keating clarified the Committee would like to build a trend line for the number of calls and received income. Listen to audio for additional discussion.

Lynn Chivers asked Russ for a breakdown of the number of paid employees and volunteers in Fire Department

Russ Dann there are 26 available ambulance personnel. There is always two paid staff on call 24/7 M-F and weekends are covered with volunteers on stipend and are paid if called out. Mutual aid is available for back up. Fire staff majority are volunteers and volunteer hours are documented and end of year the \$40,000 is divided accordingly. Listen to audio for more details.

School

Dick Snow inquired the number of students receiving money out of state tax funds to attend private schools

Stephanie Helmig responded there were no applicants

END OF PREVIOUS MEETING FOLLOW UP QUESTIONS

Town Reports

Expenses

Stephanie Helmig wanted clarification with Fire Department communications and office supplies. Why are they \$16,000 over budget?

Lynn Chivers thought they received new radios and communication maintenance but requested clarification for the office supplies over budget.

Dick Snow the LUCT for Candia Crossings \$53,300. Was this received before or after the court case?

Russ Dann the case was negotiated at the end. The amount received was more than their original offer but less than what we wanted.

Dick Snow shared he has the same concerns as last month with how the BOS plans to address the significant decrease in revenue and significant increase in expenses. Spending should not exceed allocated money. Discussion ensued with questions if unknown ARPA funds or grants were expected to make up the significant revenue shortfall, listen to audio for details.

Lynn Chivers asked Russ Dann to report back next month with BOS plan.

Rob Jones does the Smythe Public Library get money quarterly from the warrant article? The warrant has been approved but we have only paid \$30,000 so far.

Lynn Chivers yes, they get money quarterly, and right now there are really no expenses other than buying books. The library will be giving unspent money back end of fiscal year. Discussion ensued regarding how the money will be returned, reconstruction process and reopening plan of library.

School Reports

Enrollment Report

Moore School

Monthly Enrollments no questions

Revenue Report

Dick Snow with the expected revenues for 2022 why wasn't the surplus money of \$200,000 discussed during budget planning?

Stephanie Helmig of that \$200,000, \$150,000 was state aide which can only be spent as state designated. It was actually only \$48,000.

High School

Todd Keating with declining enrollments next are there plans for renegotiations with Pinkerton? With only 153 kids this year and less next doesn't really place us in a good negotiation position.

Stephanie Helmig renegotiations with Pinkerton is 2023. There are no plans for other possible sending towns.

Discussion ensued with busing situation and possible sending towns.

Expenditure Report

Lynn Chivers looking at the expenses now it appears as though there is almost \$500,000 that may not be spent.

Stephanie Helmig health insurance has monies left.

Dick Snow what does the encumbered mean here? Is this expected to be spent?

Stephanie Helmig it is outstanding commitments, there are contracts not paid.

Brenda Coughlin under repairs and maintenance, what happened?

Stephanie Helmig, we lost a boiler, not one of the ones in the 1.9 million.

Discussion ensued regarding what was included in the 1.9 million approved by voters, and how the budget moves money so end of year works out and how it works into proposed budgeting. Listen to audio for more detail.

Other Business

With there being no further business,

Rob Jones moves to adjourn the meeting

Katrina Niles seconds the motion

All in favor

Meeting was adjourned at 8:16 pm

Submitted Brenda Coughlin, Secretary