

Town of Candia Municipal Budget Committee Approved Meeting Minutes

Meeting Date: June 8, 2022
Location: Town Office Building
Zoom Meeting ID# 84111820086
Attendees: Lynn Chivers (Chairman)
Dick Snow
Russ Dann (Selectman)
Susan Gill
Katrina Niles
Rob Jones
Todd Keating (Vice Chairman)
Stephanie Helmig (School Board Rep)
Brenda Coughlin (Secretary)

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

Approval of the Minutes from May 11, 2022

- Rob Jones motions to approve minutes as amended
- Russ Dann seconds the motion
- Motion passes 8 (Chairman Chivers, Todd Keating, Katrina Niles, Dick Snow, Stephanie Helmig, Russ Dann, Rob Jones, Susan Gill, Brenda Coughlin) approve-9 opposed-0

Old Business from Budget Meeting April 13, 2022

Highway Encumbrance

Lynn Chivers asked Russ Dann if the highway department will be spending the full encumbered \$100,000

Russ Dann Yes it will be spent as planned.

Parks and Recs Encumbrance

Lynn Chivers followed up for detail for the encumbered \$13,000

Russ Dann stated the doors for the Doucette bldg. will be done but was unaware of the actual cost. A quote exists but needs to be located now that Donna is out.

Clarification from previous mtg., the doors of the Doucette bldg. will be opened each day and electronically locked end of day, and rest of money if for spring poison ivy control.

Russ will provide budget committee a clear breakdown for the encumbered 13,000 at next mtg. Also, now that the doors will be installed the Port-a-potties will be eliminated.

Fire Department

Lynn Chivers Followed up from previous mtg for clarification of income and expenses for ambulance service. Expenses are available as the town pays for those, however Russ Dann said he would provide a breakdown for this mtg. She requested a report for the billing and income.

Dean Young (Fire Chief) Attended mtg stating there has been approximately 50 transports from the first of this year to date but the first few month's transports were still being supported by Raymond & Brewster & other ambulance services, however, the billing is still in the process of being set up. They are dealing with the Federal Government for Medicare & Medicaid finding it is a very lengthy process to be approved. Dean is unaware when they will be approved to begin billing. Mike Kelley has been

working on the Medicare/Medicaid process and there is an independent company that will bill for all private insurances. He shared that it took the Chief in Hooksett 2 years to complete the process

Todd Keating asked if there was a fixed rate for Medicare/Medicaid?

Dean Young stated yes, \$350.00 per transport plus there will be money received from any supplemental insurance coverage for individuals. The fee schedule for charges has been identified while most private insurances have a set amount for payments including mileage. The department also tracks their mileage from door to door. Advanced life support and other procedures can also be billed to the private insurances for payment, not Medicare/Medicaid though. Dean is under the impression before Donna went out, she set up a bank account waiting to receive the payments for services. Dean reiterated how difficult a process it is to work with a government agency.

Lynn Chivers asked for an estimate on when the billing process will be completed.

Dean Young shared that is the unknown as communication with a government agency is slow at best.

Brenda Coughlin asked Dean is he had an idea what percentage of the estimate 50 transports are Medicare/Medicaid VS Private insurance. Dean was unaware.

Dean Young was enthusiastic over the response times. An example shared was response to a recent needed transport from the town hall was one and a half minutes. If it was an AMR transport it would have been closer to 20 mins.

Dick Snow suggested Andrea be asked to generate a report or process for tracking revenue generated in this calendar years payments come in next year for services billed this year a reliable system should be in place. Dick would like to understand how that process will work.

Lynn Chivers stated all the expected revenue received will be deposited into the established revolving fund.

Stephanie Helmig clarified any invoices generated up to December 31st will be applied to 2022 income regardless of when they are received in 2023. It may take several months into the next year (2023) before all due payments arrive and get deposited giving us a better understanding of expected revenue.

Lynn Chivers requested the actual number of paid employees and number of volunteers clarified.

Dean Young stated there are 26 paid ambulance personnel of the approximately 41 volunteer members in total. Volunteer firefighters get a point every time they report for a fire which is part of the stipend.

Lynn Chivers read Stephanie Helmig's communication question from previous mtg. She requested clarification why the fire department was \$16,000 over budget.

Andria Hanson (Town Administrator) stated laptops were purchased but it was a grant funded expense.

Lynn Chivers Asked Dick Snow's question from previous mtg. He requests for the plan the Selectmen have for managing the expected revenues which are below while the expenses are above budget. Russ was to report back to us representing the BOS's plan.

Russ Dann stated it has not been discussed at any meeting since the tax rate hasn't been set yet. His answer is there is no plan yet.

Smyth Public Library

Lynn Chivers previous meeting there was a question about the library budget. She shared the most recent report from April's meeting. To date the payments received from the insurance company for the expensed damages is \$125,000 but expenses to date is \$158,000. The difference is what has been spent for library usual expenses from budget totaling approximately \$25,000. She predicted by the end of the year the current budget should have a large surplus remaining.

Brenda Coughlin asked Lynn what the \$25,000 has been used for.

Lynn Chivers clarified books, some office supplies, dues, bookkeeper is paid, workers comp, liability insurance is not covered by the insurance. The special programs are still

being held such as story hour, summer reading program, summer concerts, some evening events not on Zoom. These are normal operating expenses.

Dick Snow asked if the expectation of the library that the overage on the event that took place be considered as part of the operating budget. He thought that if it was around \$30,000 it should go into the next years as a part of the warrant article as we want the town to pay for that \$30,000 over what the insurance paid as it wasn't anticipated during last year's budget planning.

Lynn Chivers clarified the overage will come out of this year's budget. The library budget is \$143,000 so whatever is the library's responsibility will come out of the allowed budget.

Dick Snow asked if that is the appropriate thing to be doing?

Lynn Chivers stated it is appropriate and at the end of the year whatever is left unspent in the budget will be returned to the town because it is a warrant article and if the money is not spent we send it back, the library doesn't keep it.

Rob Jones asked based on the year as it's going there should be an expected surplus. Lynn shared she expected there will be money returned to the town.

Stephanie Helmig simply clarified the expenses being paid are normal expenses not associated with the flood.

Rob Jones would like to better understand what the expenses are for the damage repair reimbursement of \$125,000.

Lynn Chivers explained as Heidi receives the invoices for damage repair she submits them to the insurance company, the \$125,000 is what she has received so far.

Brenda Coughlin asked how is the unused budget money which gets returned to the town at the end of the year used.

Lynn Chivers clarified how the total money returned is used is up to the decision of the Selectman. They can designate it into savings fund or to use it to offset taxes. It is up to the Selectman how the money is used at the end of the year.

Dick Snow because we did not anticipate last year there was going to be an event that was going to be necessary and expensive, it was not a part that was appropriated as a town. Some of that unexpected expense was covered by insurance and there is maybe more that is covered by insurance, any expenses related to that even that isn't covered by insurance how will it be paid.

Lynn Chivers clarified any expenses related to the flood is being paid, she is unaware of any related expenses not being paid for including staff wages.

END OF PREVIOUS MEETING FOLLOW UP QUESTIONS

Town Reports

Expenses

Lynn Chivers thanked Andria and the rest of the office staff for the new report format. There is now a shorter and longer report. Let's look at the shorter report first.

Dick Snow the difference in this report compared to the previous format is it does not show what the previous year's budget was, or previous years expenditures were. There is significant value in that, it's helpful to see where we are in the budget in the current year compared to previous.

Lynn Chivers this is a work in progress, we'll get it figured out. In the longer report we can see the percentages so we can get a good idea of a comparison.

Revenue

Dick Snow we are about \$500,000 down in expected revenue at this point. Auto and excise taxes are down about \$100,000.

Lynn Chivers on the last page, the general fund is not reflecting the property taxes year to date.

Brenda Coughlin asked what could cause the deficit in the auto/excise tax line. General discussion related to the economy and inflation. People may not be registering all their vehicles as a savings or possibly sold a vehicle, etc. Building permits are down as well at \$50,000 and LUCT.

Rob Jones asked Russ why revenue is down in some areas at the recycle center. An example was last year we had \$6800 from plastics and this year it is zero in income. Russ explained product must accumulate to fill a tractor trailer and then it is sent. There is a trailer ready to go soon for plastics. Tin and aluminum vary, it comes down to accumulation in the end.

School Reports

High School enrollment report – No questions

Moore School

Rob Jones what is the estimate for kinder guard enrollment next year and when is the deadline to register.

Stephanie Helmig, we have 20 registered so far, not sure when the enrollment deadline is. She will report back with that.

School Expenditure

Stephanie Helmig shared as part of the project it was recommended some dehumidification and interior duct work, so it was voted to include it as part of the project. Included to the committee members a list of what is included for expenses for the warrant article. The work to be done this summer. Also, the \$70,000 we were over in the maintenance fund it was janitorial services not the boiler as reported last month. The boiler replacement was last year. Linda was out for a while, so we needed to use a janitorial service which we have spent almost \$65,000 for this service. We also voted on upgrading security in the school for about \$30,000. This includes more camera's and locking down the vestibule, putting in new doors and bullet proof glass

Brenda Coughlin asked where is the money for these expenses.

Stephanie Helmig they will come out of the year end remaining money. Chief McGillan met with the school board last month and there is a discussion about bringing on a part time resource officer.

Todd Keating shared that there was a 2.2 million dollar warrant article and we overbudgeted so there was a surplus and then spent \$350k plus so it really comes to 2.6 million dollars being spent in that building in the next few months. That was a significant overbudget that afforded the school to make all these additional changes.

Stephanie Helmig If we had money, health insurance is a big item, the school was short a teacher, maybe 2 teachers. We just put out an offer for a Spanish teacher and an elementary ed teacher

Todd Keating every year we go through the struggle with the budget and the school fights for every penny saying they are so needle thin but then in the end you come up with \$500,000, you weren't even close

Stephanie Helmig it's difficult in planning. An example if there is a teacher and in her contract, she is offered a family plan, she has up to 2 years to decide. We still must budget for it because it is in her contract. A lot of money can be in there

Todd Keating it is understandable you must budget for it to some extent but if you look at a trend line. If you return money from that trend line every year, then obviously you must put the money in the line but if you know of a trend and chances are good you aren't going to spend it it's kind of irresponsible. Lynn was asked what the overage was for the last 5-6 years, Lynn said it averages about \$5-600,000.

Stephanie Helmig, We have to budget for what we have at the moment. The budget can change as we have children with new needs. Special Ed, transportation, OT and PT. It's

an ongoing evaluation. Large ERV was unclear, Stephanie will follow up with that.
Todd Keating so to understand, we hired a contractor come in and recommend what was needed which is under the 2.2 million and they didn't catch this additional stuff you are doing?

Stephanie Helmig Actual recommendations did include these items we just prioritized by importance for the warrant article. The contractor said it would be most cost effective to do this work while he was in there.

Brenda Coughlin addressing the school budget specifically, if you do not spend your full budget, are you not obligated to give it back to the town?

Stephanie Helmig no because the town voted and approved the budget.

Lynn Chivers so at the end of the year, the school can look at their budget and plan according. They must have an invoice from a contractor and decide to do all the things before the end of the year, and the town does the same process.

Stephanie Helmig. If I were to guess, maybe \$150,000 may come back in the end.

Russ Dann, are you doing all the LED lighting this summer and getting reimbursements from Eversource.

Stephanie Helmig yes, we are doing the lighting and we on the contract we can see what we expect to save and what rebates we can get, etc. However, the savings are in the contract price, we will not receive any money.

Lynn Chivers before we adjourn, I would like to ask how people feel about taking off the month of July? In the past we have designated July for this. It would be July 13th, 2022.

Todd Keating makes a motion to skip July for meeting.

Katrina Niles seconds the motion

Motion approved 7 (Lynn Chivers, Todd Keating, Katrina Niles, Rob Jones, Russ Dann, Stephanie Helmig, Brenda Coughlin) Dick Snow abstained, Susan Gill absent

Next meeting August 10, 2002 @ 7pm

Other Business

With there being no further business,
Meeting was adjourned at 7:57 pm

Submitted by: Brenda Coughlin, Secretary