

Town of Candia Municipal Budget Committee Approved Meeting Minutes

Meeting Date: August 10, 2022
Location: Town Office Building
Zoom Meeting ID# 84926772233
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 June 8, 2022

- Rob Jones motions to approve minutes as amended
- Russ Dann seconds the motion
- Motion passes 9

Old Business from Budget Meeting June 8, 2022

Parks and Recs Encumbrance

Lynn Chivers followed up for detail for the encumbered \$13,000. A breakdown of the encumbrances were read by Lynn submitted from Susan Young.

Russ Dann stated the bark mulch, poison ivy control & Gazebo maintenance has been completed to date.

General discussion regarding the legality of an encumbrance without an attached invoice. This does happen but has improved over the years. There was difficulty getting contractors to commit last year. Will require invoices/contract for all encumbered expenses this year. Audio will provide more detail.

Action items follow up: Russ Dann will provide firm dates for remaining from the encumbered list

END OF PREVIOUS MEETING FOLLOW UP QUESTIONS

Fire Department

Lynn Chivers spoke with Dean Young requested to have Mike Kelly repeat presentation of ambulance services. It is anticipated Mike will attend our September meeting. The first payment of approximately \$62,000 has recently been received for services to the revolving account. Medicare/Medicaid approval still pending. Listen to audio for more detail.

Town Reports

Revenue Report

Lynn Chivers opened discussion for any questions. Stephanie Helmig asked if taxes haven't been recorded yet? Andria Hansen confirmed not to date yet. Lynn Chivers shared that at this point in the budget year it was at \$5 million dollars so if we add this to the current bottom line it will be closer to budget. Rob Jones pointed a \$600,000.00 shortfall remains. Lynn Chivers stated the building permits are way under budget, homes aren't being built this year.

Discussion at length about the need for improved strategic planning of budgets for this upcoming year. Every deficit in the budget revenue for this year will be impacting taxes on all. The economy is changing, the revenue is decreasing so spending must be in line for the tax base. People making budgets must carefully look for trends so expenses will be covered. Listen to audio.

Expense Report

Lynn Chivers noted the two reports provided really shows same information request to have just the one report comparing this year to date to last year. Looking at this point last year we had 46% remaining and this year we have 39% Which is a negative. Todd Keating requested for ease of understanding reports if budget is below par could it be noted in red and if above par show it in green. Cross referencing is tedious. Clarify reports with Prior Year To Date and Current Year To Date would be much easier to analyze report. So to date we are about \$200,000.00 off. Further discussion is on audio. The ambulance expenses are higher than revenue but to be expected this first year.

Action items for follow up: As Jessica for explanation of the \$4 million dollars of expense with no budget. Andria Hansen to let us know.

School Reports

Expenses for 2020-2021

Stephanie Helmig shared there is a new Administrator, the Superintendent will provide reports. She requested to list the expenditures and at bottom place the encumbered of \$436,792.00

Lynne Chivers asked what has been spent of the \$518,292.00. Health insurance line is a burden but must be budgeted a trend line should be looked at from past 5 years to be more accurate for this line item.

Expenses for 2022-2023

High School

Moore School

Rob Jones asked if the start times for Moore School is because of the Bus issue. Todd Keating shared the different start times between Moore and Pinkerton is tough on the kids, especially coming home after school in the dark. Stephanie Helmig shared the changes started during covid, and a shortage of drivers continues.

School Expenditure

Lynn Chivers noted school hasn't even started but the \$192,000.00 is identified in this budget. Rob Jones asked how kindergarten enrollment is going.

#Action items for follow up: Stephanie Helmig will provide breakdown of encumbered expenses and Kindergarten enrollment number for this year.

Other Business

Lynn Chivers before we adjourn, I would like to recommend we keep our budget of \$1428.00 same as last year. Some new members would like to take a budget course. We continue to look for an administrative assistant. Todd Keating makes a motion to keep budget at \$1428.00 for next year. Katrina Niles seconds motion. Motion passes unopposed, all-in favor.

Reminder the Board of Selectman will be holding their budget planning on Friday, September 16, at 3pm. Dick Snow encouraged members attend planning session. All department heads will be attending. The scheduled date and time is a challenge for folks that work.

Rob Jones makes a motion to adjourn the meeting
Russ Dann seconds the motion
Motion passes unopposed, unanimously supported

Next meeting September 14, 2002 @ 7pm

With there being no further business,
Meeting was adjourned at 8:15 pm

Submitted by: Brenda Coughlin, Secretary