

Town of Candia Municipal Budget Committee Approved Meeting Minutes

Meeting Date: September 14, 2022
Location: Town Office Building
Zoom Meeting ID# 81564784075
Attendees: Lynn Chivers (Chairman)
Dick Snow
Russ Dann (Selectman)
Susan Gill (**absent**)
Katrina Niles
Rob Jones
Todd Keating (Vice Chairman) (**absent**)
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 August 10, 2022

- Katrina Niles motioned to approve minutes
- Rob Jones seconds the motion
- Motion passed unopposed 7. Absent from meeting Stephanie Helmig. Susan Gill abstained.

Old Business from Budget Meeting August 10, 2022

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

Russ Dann stated all encumbrances have been completed. Further clarification he stated Susan Young can not get an invoice for the door purchase and installation and plans to push that item on the encumbered list to next budget year. The money that was encumbered will be returned to the town. One port-a-potty had graffiti damage during the Old Home Day event. Port-a-potty owner has locked that unit as a result. Russ assumes there is one remaining unit but not positive. There are safety issues being addressed presently for some of the playground equipment.

#2 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.

Andria & Jessica did not attend meeting for clarification to this item, however Stephanie Helmig stated it was assumed a school budget item and did not belong on the town report. Because there were no town reports provided this month to budget committee it is difficult to see if it was removed. Jessica is the new town finance director and is not familiar with old reporting structure but will be providing committee with a report going forward. Russ Dann assured committee monthly reports will be provided as required by law, however in a different format and all will need to adjust to what is provided.

END OF PREVIOUS MEETING FOLLOW UP QUESTIONS

New Business

Rob Jones asked what the expectations were for attendance of the BOS Budget Proposal Meeting scheduled for Friday, September 16. This is encouraged but optional to attend, you may also listen to audio once posted or zoom into live meeting. BOS meeting at 2:30, open to public at 3:00. Also, the point of a Selectman Rep is to answer questions that the budget committee may have.

Lynn Chivers advised all committee members to be very mindful with the upcoming budget. Areas of specific focus:

1. Last year the ARPA Funds were used for the newly implemented ambulance service. The revolving funds will not be available this year for this year's expenses for the ambulance, which is a little over a \$200,000.00 increase in town budget.
2. Inflation and town policy cost of living raises based on the consumer price index which is currently running 8-9%. So be mindful that if nothing else changes, just the COL raises, and the ambulance expenses will create a huge disparity between the operating budget and the default budget. This will be very important that as we look at submitted budgets, we look at all possibilities of keeping all other expenses flat because the default budget will be last year's and there were no ambulance operating expenses in that budget. If the default budget passes there is no answer to how ambulance expenses will be covered.

#1 Action item for follow up: NH Municipal Association needs to clarify if we need to appropriate the money to the operating budget if the revolving account exists in the operating budget for cost of transports. The law will determine this.

Fire Department/Ambulance

Lynn Chivers said Mike Kelley will come to our next meeting and show us the presentation he gave to the BOS. He will explain how it all works and will answer any questions we have regarding the current money in the revolving account. The estimate operating expense including wages is \$300,000.00! It is going to be important to the voters to understand how we got to this expense over the last year. It will be critical to not have the default budget approved.

Town Reports

Revenue/Expense Report – None were provided for this meeting

School Reports

Moore School enrollment in kindergarten is better than last year at 29, school enrollment is about the same at 274 students.

High School Pinkerton has 137 students, 6 private school funded high school students and 1 private pay in Manchester, so we are paying for a total of 137 students.

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

Done-In this new report format all year end encumbrances are listed. All have invoices. Specifics were discussed with any added work which is included in the \$350,000.00. \$65,428.22 is what is left from the encumbered list which will be returned to the town. Restricted for contingency fund (\$125K) was a reserve in case construction went over expenses for the additional items added to be completed last summer.

Stephanie Helmig said the new school administrator only budgets for health insurance expense for those who are OPT IN status. He does not budget for those that decline this is an improved budget line process.

School End of Year 2022 Expenditure Report

No concerns or questions raised.

School Expenses FY 2023 YTD Report

Questions raised and answered as to variance in budget vs expense in telephone, ESY teachers' salary, legal consultant school board services and repairs & maintenance repairs.

Financial Statement Audited FY 2022

This is a new report to get accustomed to. Short discussion of clarification ensured.

Municipal Lease Payment

This is a report showing expenses and the payments for the whole project. Fire safing was explained as a fire stopping material used in project. The contract was included.

#1 Action items for follow up: Stephanie Helmig will check to see if the school (like the town) has an unreserved fund balance, though Stephanie believes the number is final after the audit. The question for clarification is does the school take money and put it in the unreserved fund? Was the \$125,000.00 used and if not, where will it be found in budget? Also update on if all additional items have been completed yet.

Other Business

Lynn Chivers shared the budget schedule is in draft. Lynn will email the dates soon; dates are subject to room availability. Stephanie Helmig would like to submit school budget November 10 for our meeting to begin discussion on 17th.

With there being no further business,
Rob Jones makes a motion to adjourn the meeting
Katrina Niles seconds the motion
Motion passes unopposed, unanimously supported.

Next meeting October 12, 2022 @ 7pm

Meeting was adjourned at 8:23 pm
Submitted by: Brenda Coughlin, Secretary