

Town of Candia Municipal Budget Committee Approved October Meeting Minutes

Meeting Date: October 12, 2022
Location: Town Office Building
Zoom Meeting ID# 81564784075
Attendees: Lynn Chivers (Chairman)
Dick Snow
Russ Dann (Selectman)
Susan Gill
Katrina Niles
Rob Jones
Todd Keating (Vice Chairman)
Stephanie Helmig (School Board Rep) (Absent)
Brenda Coughlin (Secretary)

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

Approval of the Minutes from September 14, 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 September 14, 2022

#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.

Andria Hansen clarified money needs to be appropriated in the operating budget. The revolving fund only has approx. \$16,000 but services billed out is \$60,000. There is not enough known how much will be generated into the revolving fund. There is a seminar on November 7th all about the billing for the ambulance service. Members are welcome to attend, just let Andria know in advance for registration. Dean Young was present and shared it was his belief the revolving fund will be left alone to grow and expenses will come out of the operational budget for next year. He explained our current ambulance is quite old, it is unpredictable what could go on it, there is a grant being sought to purchase a new ambulance but that is not approved yet. There needs to be funds for emergent repairs of the old ambulance.

#2 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.

Stephanie provided a written response to the action item above as she was unable to attend meeting. "The \$125,000.00 encumbered will be reconciled when the project is complete." Clarification for \$54,300.00 over budget in maintenance, \$20,000.00 has already been paid out against that line for City Wide covering the custodian shortage.

Mike Kelley did not attend for presentation of ambulance services.

END OF PREVIOUS MEETING FOLLOW UP QUESTIONS

New Business

Review of proposed town budget.

Lynn Chivers reminded this is just a review and question development time. This is not a vote. Page 5. Insurance – Amount not available just yet so approved amounts from BOS are all zeros. Same with Welfare Budget. Legal, & Town Offices Expense. The bottom line approved by BOS of \$3,110,000.00, this is not accurate because the unapproved budgets are still pending. Today's review is focused on the approved \$3,700,000.00 which is the total of everything from department requests. Last years budget was \$3,186,000.00. There is a requested increase in overall budget of \$514,000.00. We are meeting with Selectman on October 26th so hopefully they will have the information with the missing budgets by then because we make our preliminary recommendations on the budgets.

Questions for the Selectman: (for details listen to audio)
2023 Budget

General

1. Will there be a COLA? If there will, how much will it be and who will be included?

Building Inspection

2. What will the \$5000 in Land Use Project Management be used for? The building department did not use it this year.

Cemetery

3. Why are the cemetery wages so high? \$42,160 was budgeted last year, we have spent \$21,193 as of the end of August and they are requesting \$43,425 for next year.
4. Facility Improve / Maint / Contract Serv line – What will the \$15,000 be used for?

Direct Assistance

5. Why are we increasing this line when we have spent little or nothing in the last several years?

Fire / Forestry

6. Forest Fire FICA and Medicare – What is the \$7500 for?

Highway General Fund

7. The mowing, ditching and plant spraying lines have not been used. Will they be used before the end of the year?

Parks and Recreation

8. There is a line item for Park / Playground Equipment for \$2000. Will there also be a warrant article and for how much? If there is a warrant article, what will we use the \$2000 for?

Planning Board

9. What was the \$5000 from the Building Inspection department used for?
10. Master Plan Implementation / Planning line – What will the \$8500 be used for?

Police

11. What equipment are you planning to purchase with the \$10,000?

Solid Waste

12. Why is the retirement line 0 when we spent some in that line last year?

13. Where was the cost of disposing of electronics in the previous budget? Is that what the entire \$9000 will be used for?

Tax Collector

14. Why did the tax collector's stipend go up?

Town Building Expenses

15. Why the increase for the Smyth Building Maint? Please provide a detailed budget for the \$18,500 requested?

16. Can the cost of the new vinyl plank flooring come out of the capital reserve fund for building maintenance?

Welfare

17. Why such a big increase in the Welfare Director's Stipend line when we are paying out so little in direct assistance?

Todd Keating asked Russ Dann how the Budget Committee will figure out what the Selectman will be encumbering from 2022 that then will get pulled out of this budget for 2023? Past budget seasons we get to the end and there are not decisions for what is being encumbered and then its too late to adjust proposed budget. He stressed that if a department is budgeting for a specific item for 2023 and you encumber the funds from 2022, the money will be removed from 2023 and not kept for a new purchase idea. He shared this has been done too many times in the past.

Lynn Chivers clarified invoiced encumbrances must be done by December 31, 2022. The public meeting is in December but before deadline. So, there is a supplemental hearing for the town budget on January 11, 2023. That will be the time we see what has been encumbered and then remove that money from this proposed budget. She also shared with a such a large difference from 2022 budget to 2023 and we end up with a default budget approved what do we do with the ambulance expenses? The ambulance service is not contractual so it can't be added to the default budget. It's an essential service but not contractual. Andria Hansen clarified it is not a contractual service it is a function of the town so no it can't be added to a default budget.

Russ Dann said the Selectman will work with the Fire Department to educate the public about the default and impact on ambulance service.

Other Business

Lynn will create the list of budget questions, will send out to members to edit and get them back to her quickly so she can submit to Andria Hansen.

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

Next meeting October 26, 2022 @ 7pm – the Selectman are all invited to join meeting.

Meeting was adjourned at 8:52 pm
Submitted by: Brenda Coughlin, Secretary