

Town of Candia Municipal Budget Committee Approved October 26 Meeting Minutes

Meeting Date: October 26, 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)
Brenda Coughlin (Secretary)

Chairman Chivers opened the meeting at 7:00 PM

Pledge of Allegiance

Approval of the Minutes from October 12, 2022

- Russ Dann motioned to approve minutes
- Susan Gill seconds the motion
- Motion passed unopposed 8. Stephanie Helmig abstained

Old Business from Budget Meeting October 12, 2022

Lynn Chivers reviewed meeting process for purpose of obtaining answers from the BOS to BC questions from preliminary unapproved budget. BOS in attendance of meeting

****NOTE: Budget Committee is reviewing an unapproved/unvoted budget submitted from the Board of Selectman.***

General

1. Will there be COLA? If there will, how much will it be and who will be included?
Russ Dann there will be a 6.4% COLA for all employees. Total cost will be \$91837.00. Employees will receive COLA & step increases.

Building Inspection

2. What will the \$5000 in Land Use Project Management be used for? The building department did not use it this year.
Patrick Moran the money is being looked at to put towards the Planning Boards GIS (town mapping) System initiative, the plan is to encumber the funds at end of year. The BOS removed funds out of the 2023 proposed budget.

Cemetery

3. Why are the cemetery wages so high? \$42,160 was budgeted last year, we have spent \$22,340 as of the end of August and they are requesting \$42,000 for next year.
Beth Chalbeck last year the wages exceeded budget. Leaves still need to be removed, there are three employees, and one charges \$75/hr. but they use their equipment, we supply gas.

4. Facility Improve / Maint / Contract Serv line – What will the \$15,000 be used for?
Beth Chalbeck Village Cemetery is expanding, trees need to be removed. Holbrook Cemetery has five trees and Depot Road Cemetery has two trees needing removal. Tree removal quote is \$9,500.00 for 2023. This is the only quote obtained so they estimate \$15,000.00 is needed. The cemetery each year puts \$10,000 back to the general fund from perpetual care.

Direct Assistance

5. Why are we increasing this line when we have spent little or nothing in the last several years?
The BOS decreased this line back to \$10,000 from the requested \$15,000. T

Fire / Forestry

6. Forest Fire FICA and Medicare – What is the \$7500 for?
Andria Hansen said that line should only have \$1.00, it will be adjusted by \$7,499.00 and the NH Hazmat should be \$7,500.00 not \$7,000.00

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?
Russ Dann mowing line is assumed to be used if weather conditions allow.

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?
Susan Young I removed \$10,000.00, no additional equipment is planned, the slide is ready to be installed. The door is still not firmly planned as it is difficult to get contractors to do small jobs.

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?
Lynn Chivers referred to above explanation for these questions

Police

11. What equipment are you planning to purchase with the \$10,000?
Andria Hansen Mike is purchasing three tasers for \$3,600.00 each

Solid Waste

12. Why is the retirement line 0 when we spent some in that line last year?
(explanation mumbled)
13. Where was the cost of disposing of electronics in the previous budget? Is that what the entire \$9000 will be used for?
Andria Hansen electronics had been coming out of the landfill disposal line but is now separate. Contracts are increasing in February with inflation.

Tax Collector

14. Why did the tax collector's stipend go up?
Andria Hansen the tax collector added in COLA. Amount was adjusted down \$396.00 so, line is now \$13,197.00

Town Building Expenses

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

Carla Penfield Phase 2 is expected this year for replacement of copper flashing and several layers (rows) of slate shingles. Copper downspouts, gutters and slate roof was done in Phase 1 but the maintenance fund was depleted to several thousand dollars. We are asking for a full replacement of that line. There will be a warrant article for \$4500.00 for maintenance fund replacement and anticipated future phases of roof replacement. Jesse Remington is not responsible for any routine building replacements, the town is responsible for this. The emergency line for \$1000.00 is for any unknowns.

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

Patrick Moran it is desired to see floor replacement as a budgeted item and not from the emergency fund. The balance is approximately \$41,000.00, also about \$10,000.00 has been spent to date from that line.

Welfare

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

Russ Dann felt as though \$7,500.00 should be designated for assistance. Susan Young spoke to make BC understand they have not approved and voted on the budget being looked at. Also, the BOS have not decided how the COLA will be paid out to employees Brien Brock added that the Welfare director has been asked to submit a detailed report of her activities as she states she is doing much more and wants an increase. As of this meeting a report has not been submitted to BOS, so no decision has been made.

END OF PREVIOUS MEETING FOLLOW UP QUESTIONS

New Business

Lynn Chivers asked if there would be any ARPA Funds left after ambulance expense this year. Andria Hansen the fire department had a lost \$13,000.00 bill from 2020 that these funds were used out of the \$36,000.00 balance so we now have a \$23,000.00 balance.

Lynn Chivers asked if the ARPA Fund balance could be used to offset the ambulance expenses for 2023.

Andria Hansen responded yes.

Stephanie Helmig asked for clarification under the Town Office what the plan is for new hires.

Andria Hansen clarified a fulltime person will be hired to replace Donna.

Stephanie Helmig asked if the revolving fund will be used for ambulance expenses and if it was self-sustainable. Lynn stated those funds will be left alone for approx. two years to get a better understanding of reimbursement patterns.

Todd Keating asked Mike Kelly what the delts is for a transport. Mike explained Medicare/Medicaid has a set fee of approx. \$300.00/transport. Candia charges \$750 as a base rate and \$18/mile. Medicare/Medicaid payments are limited to their set fee but if a person has private insurance or secondary insurance that fee varies according to insurance company. We have no historical data of real substance however to date, we have \$125,000.00 of billable,

\$96,000.00 has been billed, approx. \$16,000.00 has been received. Medicare/Medicaid payment is being held because of a resolved technical issue. The town also covers the Candia part of 101 so, we may see many uninsured from accidents. The BOS will need to create a policy for how uninsured or self-pay are collected. Mike also wants the BC to understand we have an old ambulance with anticipated issues on the horizon. A new ambulance costs in the range of \$240-260,000.00. A grant is unlikely because we are a new service and if the revolving fund could be used towards the purchase that would help greatly.

Proposed Budget Recommendations:

Ambulance: remove \$23,000.00 and replace with ARPA Funds. Reserving the revolving account until it accumulates enough money for the purchase of a new ambulance is ideal, of a warrant article could be given to the taxpayers to approve the purchase of new ambulance when needed.

Straw vote: Approve-Lynn Chivers, Rob Jones, Todd Keating, Brenda Coughlin, Stephanie Helmig, Susan Gill, Katrina Niles, Russ Dann. Abstain-Dick Snow

Cemetery: 2021 wage expenses were \$36,000.00, and budget was \$33,000.00. Possible \$11,000.00 cut discussed. Total budget for 2021 was \$62,789 asking \$73,000 for 2023, decision to cut \$5,000.00 was approved by 5.

Welfare: Cut \$5,000.00 failed. Will keep line amount

Election Administration: 2 deliberatives and 1 election this year but no election for 2023. Discussion to cut by 1/3rd. Cut \$5,000.00

Fire & Forestry: Cut \$7,499.00 and added \$500.00

Highway: Discussion about looking at a trend line for the past 4-5 years while considering fuel costs. Town guarantees each plow contractor 5 hrs. weekly at their rate even if they don't plow during the winter season (Nov-Apr).

Insurance & Legal Expenses: numbers will arrive end of year

Tax Collector: cut \$396.00. Andria Hansen will let us know what the \$3000.00 tax collector fees are.

Town Building Expenses: \$6000.00 tile floor for town bldg. will be cut and should be taken from the maintenance fund.

Town Clerk: why did the wages for deputy clerk increase.

Town Officer: COLA is lumped together

Welfare: cut to \$4284.00 328.00 FICA reduction

\$51,000.00 was cut from the first look at the budget. Budget is still \$482,714.00 increase over last year budget Susan Young suggested we place the tax impact for the town, school budgets & warrant articles in the mailed town report.

Dick Snow asked the Selectman at treasurer's financial report there are several funds have balances from revenue but don't show up on the operating budget. If there are funds, why can't we use the money in the operating budget.

What are those funds that the treasurer has that is not coming in out of the operating budget. It's the stuff that goes directly to the treasurer it becomes income and expense and ends up on the tax rate. There is money sitting there. What were these funds created

for? How do we use those?

Carla Penfield explained these trust funds are set up with specific rules for what the monies are used for. You can't take from funds for any reason. There are two types of funds for which interest money can be taken and used by the department. You can only use the interest and not take from the principle.

Other Business

Lynn recapped:

November 9th mtg canceled since we completed our preliminary review.

November 17th. we look at the school budget and formulate our questions.

December 6th will be a public hearing.

With there being no further business,

Rob Jones makes a motion to adjourn the meeting

Katrina Niles seconds the motion

Motion passes unopposed.

Next meeting November 17, 2022 @ 7pm to be held at the Candia Memorial Library

Meeting was adjourned at 9:28 pm

Submitted by: Brenda Coughlin, Interim Secretary