

Town of Candia Municipal Budget Committee Approved Meeting Minutes

Meeting Date: January 11, 2023
Location: Town Office Meeting Room

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 December 14, 2022

- Rob Jones motioned to approve amended minutes.
- Todd Keating seconds the motion.
- Motion passed unopposed.

Supplemental Public Hearing on the Municipal Budget Committee

Lynn Chivers stated there was a request to address School Budget first.
Review of school warrant articles.
Warrant article.

#1 – No change, previously voted on.

#2 – Operating budget, previously voted on. Opened for discussion.

Stephanie Helmig motioned to recommend.

Susan Gill second motion

Yes: Russ Dann, Katrina Niles, Rob Jones, Lynn Chivers, Susan Gill, Stephanie Helmig, Dick Snow

No: Todd Keating, Brenda Coughlin

Recommended 7-2

#3 – Collective Bargaining Agreement between School Board and Candia Education Association. Impact for the 2023-2024 year is \$93,546.75. (2024-2025 \$107,990.49. 2025-2026 \$110,463.41.)

Stephanie Helmig motioned to recommend.

Rob Jones second motion

Discussion:

Lynn Chivers asked what percentage increase is this from year to year?

Cory Izbicki stated 3% plus step.

Lynn Chivers asked about the buyout and has it been eliminated?

Cory Izbicki stated no, the teachers will still receive an extra \$25,000 in a lump sum upon retirement which was decreased from \$40,000.

Yes: Russ Dann, Katrina Niles, Rob Jones, Lynn Chivers, Susan Gill, Stephanie Helmig, Dick Snow

No: Brenda Coughlin

Recommended 8-1

Rob Jones asked if the Fire Safety code requirements will be added to the priority list and funds may be left of this budget be used towards those improvements. Both Cory and Stephanie could not

answer for the School Board.
School Board discussion closed.

Town Budget Encumbrances

Lynn Chivers opened with a review of encumbrances and asked Andria Hansen to explain why there are two different pages for them.

Andria Hansen explained that in the last meeting in December there was a new accounting person start and had numerous requests for bills to be paid out of 2022. The auditor approved additional encumbrances in first meeting in January.

Todd Keating asked if there are any encumbrances in the budget being reviewed

Andria Hansen asked Mike McGillan if the three in-car cameras are in budget. He stated they are not in the budget of \$24,000. Discussion ensued about where the tasers were paid, how a third of the anticipated grant for new computers will be paid for.

Rob Jones asked how the donations account balance of \$13,000 is anticipated for use.

Andria Hansen said the BOS recommended the money needed get encumbered and the \$13,000 be held for anything in future. Listen to the audio. General discussion: protective clothing for Fire department is encumbering money to cover equipment when it arrives in eight months.

Cemetery encumbered \$9500 for tree removal, tires for the tractors at the Recycle Center, Russ Dann was unable to clarify. listen to audio.

Discussion of encumbrances closed.

Operating Budget

Susan Gill asked if the Operating Budget totals changed

Lynn Chivers explained the BOS requested \$3,711,071. The BC cut \$23,000 from that total anticipating the ARPA Grant Funds had that money available to use for the Ambulance expenses however it was then discovered there were no additional funds available so that \$23,000 was put back into the budget

Stephanie Helmig announced at 7:49 she needed to leave the meeting but would Zoom in when she gets home so she can continue to participate.

Lynn Chivers reviewed that consensus was not met last meeting partly because we did not have the default budget number. We have it now for \$3,194,750.

Russ Dan motioned to accept Article 2 as written,

Lynn Chivers directed committee to start with Article 3

Article 3 – Smyth Public Library \$153,400. Lynn Chivers said at the final meeting it was decided \$9,000 would be returned to the general fund.

Brenda Coughlin asked why \$9,000 when the library was closed for seven months.

Lynn Chivers said books were still bought, the library director's salary was still paid. Dick Snow stated last year's library budget was \$143,850 so it is a little less than \$10,000 increase.

Russ Dann motioned to accept Article #3 as written

Todd Keating second motion

All in favor to recommend 9-0

Article #4 CYAA for \$20,000

Russ Dann motioned to approve as written

Todd Keating second motion

All in favor 9-0

Article #5 Recycle Center \$150,000 requested for the Capital fund. Invoices previously requested to justify money.

Russ Dann informed the committee it was for the burn & ash pit and leaf pile. Damage to the surrounding fire bricks requires full replacement. Jeff Wuebbolt explained the breakdown of the estimate to complete the project. Listen to audio for more detail.

Dick Snow shared back in 2017 a Recycle Center Equipment & Capital Improvement reserve fund.

Dick said he could not find any reference to this fund in last years report related to the Recycling Center. Lynn Chivers recalled there is approximately \$30,000 in funding but not sure where it is held. Dick requests clarification for next meeting as to where this established fund is.

Russ Dann makes motion to recommend Article #5 as written

Rob Jones second motion

Stephanie Helmig rejoins meeting via Zoom at 8:03 pm.

Discussion ensued regarding concerns for this amount of money being asked for this year with the strong need to avoid the default budget and risk the ambulance service. Listen to audio

Vote: Yes Russ Dann, Todd Keating, Dick Snow

No Katrina Niles, Rob Jones, Lynn Chivers, Brenda Coughlin, Susan Gill, Stephanie Helmig
Not Recommended 6-3

Article #6 \$150,000 excess road maintenance

Rob Jones motions to recommend as written

Russ Dann second motion

Yes - Russ Dann, Katrina Niles, Rob Jones, Todd Keating, Lynn Chivers, Susan Gill, Dick Snow, Stephanie Helmig

No – Brenda Coughlin

Recommended 8-1

Article #7 \$250,000 for northern portion reconstruction of road

Russ Dann motions to recommend as written

Katrina Wells second motion

All in favor

Recommended 9-0

Article #8 Resurfacing South Rd

Russ Dann motions to recommend as written

Robb Jones seconds motion

Discussion Rob Jones asked Jeff what a resurface is instead of rebuilding.

All in favor

Recommended 9-0

Article #9 \$50,000 for apparatus capital reserve fund

Brenda Coughlin motioned to recommend as written

Russ Dann second motion

All in favor

Recommended 9-0

Article #10 \$50,000 fire station capital infrastructure reserve fund

Russ Dann motioned to recommend as written

Brenda Coughlin second motion

All in favor

Recommended 9-0

Article #11 \$20,000 placed in revaluation of municipality

Russ Dann motioned to recommend as written

Katrina Wells second motion

Discussion Brenda Coughlin asked what is in the fund presently. If this is expected in 2024, will this make it fully funded?

Dick Snow stated the end of the year the balance was \$135,567.00 and it should be fully funded.

All in favor

Recommended 9-0

Article #12 \$4,000 for the Fitts Museum

Russ Dann motioned to recommend as written

Katrina Wells second motion

Discussion Rob Jones asked why this is not in the town operating budget.

Lynn Chivers said it is like the library as a separate entity but town property.

Yes Russ Dann, Katrina Wells, Rob Jones, Todd Keating, Lynn Chivers, Susan Gill, Dick Snow, Stephanie Helmig

No Brenda Coughlin

Recommended 8-1

Article #13 Town Maintenance Fund

Russ Dann motions to recommend as written

Katrina Wells second motion

All in favor

Recommended 9-0

Article #14 \$4500 for Smyth Memorial Fund

Rob Jones motioned to recommend as written

Katrina Wells second motion

Discussion Brenda Coughlin asked what this money is for and suggested to pause a year on ongoing roof replacement

Lynn Chivers stated projects get covered from this fund and others come out of the operating budget

Yes Russ Dann, Katrina Wells, Rob Jones, Todd Keating, Susan Gill, Dick Snow, Stephanie Helmig

No Lynn Chivers, Brenda Coughlin

Recommended 7-2

Article #15 \$300,000 added to future Capital Improvement Capital Reserve Fund

This is just an accounting, no effect on taxes. This is to replace the money used to buy the land for the safety complex including the planning.

Yes Russ Dann, Katrina Wells, Rob Jones, Todd Keating, Brenda Coughlin, Susan Gill, Dick Snow, Stephanie Helmig

No Lynn Chivers

Recommended 8-1

Article #16 Increase Veterans tax credit from \$500 to \$750

Brenda Coughlin motioned to recommend as written

Katrina Wells second motion

All in favor

Recommended 9-0

Article #17 Tax credit included active duty

Russ Dann motioned to recommend as written

Brenda Coughlin second motion

All in Favor

Recommended 9-0

Article #18 Community Power – we don't vote on this article. No tax impact

Article # 23 Child Advocacy Center

Russ Dann motioned to recommend as written

Brenda Coughlin second motion

Yes Russ Dann, Katrina Wells, Rob Jones, Lynn Chivers, Brenda Coughlin, Susan Gill, Dick Snow, Stephanie Helmig

No Todd Keating

Recommended 8-1

Article #19-22 & 24-28 Various Charitable organizations

Katrina Wells motioned to recommend as written

Rob Jones second motion

Yes Russ Dann, Katrina Wells, Dick Snow

No Rob Jones, Todd Keating, Lynn Chivers, Brenda Coughlin, Susan Gill, Stephanie Helmig

Not recommended 6-3

Article #29 Keno – we don't vote on this

Article #30 \$25,000 Hazardous Waste Day

Russ Dann motioned to recommend as written

Katrina Wells second motion

Discussion Brenda Coughlin asked why this was removed from operating budget?

Russ Dann stated as the budget was looked to to see what could be cut the decision was to move this to a warrant article

All in favor

Recommended 9-0

Operating Budget

Article #2

Discussion: lengthy discussion around table about the concern for the tax impact which is largely attributed to the ambulance operating budget. Credit was given to the BOS for the reductions they made and for the contributions from the Budget Committee. This is a big tax impact year and concerns that the default budget will be voted for were discussed such as supporting the ambulance & COLA but reduce the overall operating budget by 3% (reduction of \$98,555). Many ideas were shared, please listen to audio.

Susan Gill motioned to approve amended operating budget to \$3,612,556

Katrina Wells second motion

Yes Katrina Wells, Rob Jones, Todd Keating, Lynn Chivers, Brenda Coughlin, Susan Gill, Stephanie Helmig

No Russ Dann, Dick Snow

Recommended 7-2

Public Hearing closed at 9:15pm

Lynn Chivers there will not be a regular meeting before the deliberative session on 2/4/23, so she explained the process of the deliberative session. The BC arrives at 8:50 and opens a meeting then suspends it until the end of the deliberative session. We meet after the session and vote again if there has been any changes made to the budget during the deliberative session. The school deliberative is on 2/9/23 at 6pm. Again, we follow the same procedure as we do for the town deliberative.

Also Katrina, Rob, & Todd's seats are opening. Please file intent between 1/25-2/3/23. Todd and Rob are not seeking re-election.

With there being no further business,

Russ Dann makes a motion to adjourn the meeting.

Katrina Wells seconds motion

All in favor

Next meeting will be held at the town deliberative session on 2/4/23 at the Moore School gymnasium @ 9:00am, we meet at 8:50.

Meeting was adjourned at 9:21 pm

Submitted by: Brenda Coughlin, Interim Secretary