

TOWN OF CANDIA MUNICIPAL BUDGET COMMITTEE  
APPROVED MEETING MINUTES

Meeting Date: April 12, 2023  
Location: Town Office Meeting Room

Attendees: Lynn Chivers (Chairman)  
Dick Snow  
Susan Young (Selectman's Rep)  
Susan Gill  
Brenda Coughlin  
Katrina Niles  
Stephanie Helmig (School Board Rep)  
Joshua Reap (new member)  
William Saffie (new member)

Chairman Chivers opened the meeting at 7:00PM

Pledge of Allegiance

Discussion regarding a volunteer to transcribe minutes – discussion ensued, Katrina Niles volunteered to transcribe minutes for this meeting (listen to audio)

Introduction of the board, including new members as well as Police Chief Mike McGillen and Andria Hansen, town administrator (listen to audio)

**Election of Officers:**

Chairman: Sue Young nominated Lynn Chivers, Stephanie Helmig seconded the nomination, all were in favor.

Vice-Chairman: Brenda Coughlin nominated Susan Gill, Sue Young seconded the nomination, all were in favor.

Secretary: Sue Young nominated Katrina Niles, Brenda Coughlin seconded the nomination, all were in favor.

Discussion regarding use of social media directed at new members (listen to audio)

**Approval of Minutes from January 11, 2023, February 4, 2023 and February 9 2023**

Dick Snow nominated that we approve all of the above minutes as a block, Katrina Niles seconded. Dick Snow, Stephanie Helmig, Susan Gill, Lynn Chivers, Brenda Coughlin, Katrina Niles were all in favor. Sue Young, Joshua Reap, William Saffie abstained.

### **Questions from last meeting:**

Rob Jones asked Stephanie Helmig about fire safety code requirements will they be added to the priority list and if funds are left from this budget would they be used toward those improvements. Both Stephanie and Cory were not able to answer the questions. Stephanie Helmig gave an update on this issue, discussion ensued (listen to audio).

Questions to the selectman regarding encumbrances originally asked of Russ Dann, specifically the tires at the recycling center. Sue Young will give us answers at the next meeting (discussion ensued)

Dick Snow asked a question regarding Recycling Center Capital Improvement Reserve Fund. Discussion ensued and the answer was that \$30,000.00 was in that fund as of the 2022 town report – more discussion regarding when fund was established (listen to audio)

### **New Business:**

**Administrative Assistant** – We have hired an administrative assistant – Joan Monaco from Hooksett, enthusiastic discussion ensued; Dick Snow asked about compensation and Lynn said she offered Joan \$18.00 per hour; Sue Young made a motion regarding this and Katrina Niles seconded; all voted in favor, (listen to audio).

**Spam Emails** - discussion was had regarding the receipt of spam emails to/from various town officials (listen to audio)

Lynn Chivers discussed the purpose/role of the Budget Committee directed at the new members. During the year we review reports from the school and the town. Discussion was had regarding the process (listen to audio). Dick Snow commented that he liked the new reports being presented (listen to audio)

### **Town Reports:**

Income report (new format); Discussion ensued – listen to audio

Expenditure report (new format); Discussion ensued – listen to audio.

Discussion was had regarding hiring of new police officers; Chief McGillen said he has hired one officer and there is still a vacancy – (listen to audio)

### **Ambulance**

Discussion was had regarding the service, etc. (listen to audio);

### **Excess Winter Maintenance**

Discussion was had regarding this line item (listen to audio)

Stephanie Helmig asked if the warrant article for the recycling center passed; the answer was yes; discussion ensued regarding other warrant articles (listen to audio);

Joshua Reap asked about adding percentage to budget being added to reports; Andrea Hansen said she would ask that be added;

### **SCHOOL REPORTS:**

Stephanie Helmig made mention that the reports being reviewed were not created by the current business administrator.

### **Enrollment Reports:**

Enrollment is up by 5 students, discussion ensued that enrollment is still trending down and costs are going up (listen to audio)

### **Expenditure Report:**

Discussion was had regarding the payment of interest on the warrant article for building improvements. It was noted that there is no prepayment penalty and that it would be beneficial to use any monies left over from the budget and apply it to the principal (listen to audio)

Lynn had questions regarding overspending on bussing; Discussion ensued with contracts and the fact that we have a new contract and costs have increased with fuel surcharges, etc. (listen to audio)

Discussion was had regarding monies being returned to the town if school budget has excess funds, Sue Young said that these monies are not returned but its just less money that we give the school (listen to audio); Joshua Reap asked if there were deferred maintenance at the school that these funds could be used for now, Stephanie mentioned that the fire system would be one of those items (listen to audio);

William Saffie asked about looking at grants for some of these school improvement projects, discussion ensued (listen to audio)

Stephanie Helmig said that the Assistant Principal is leaving; Sue Young asked if that position was being filled and Stephanie said that due to discipline issues at the school that position will be filled (listen to audio)

Lynn asked if there were more questions for the school board, none were presented.

Next meeting is scheduled for May 10, 2023;

Brenda Coughlin wanted to discuss a social media comment regarding giving a more detailed breakdown on the cost of each warrant article, (listen to audio)

Brenda Coughlin also asked if when we get closer to the budget review would it be beneficial for each department to come and speak to their requests – discussion ensued (listen to audio)

Lynn had further comment on social media and the role of the budget committee. Its fine to answer a direct question, for example when is the next meeting. We do not comment/discuss as a budget committee member any feelings or opinions (listen to audio)

Joshua Reap asked if we use Roberts Rules of Order with regard to the process of adjourning the meeting, discussion ensued (listen to audio)

Sue Young motioned to adjourn, Katrina Niles seconded; all were in favor

Meeting adjourned at approximately 8:05pm  
Submitted by Katrina Niles, Secretary