

TOWN OF CANDIA  
MUNICIPAL BUDGET COMMITTEE  
APPROVED MINUTES OF THE MEETING  
JUNE 14, 2023  
CANDIA TOWN HALL

**ATTENDEES:**

Lynn Chivers  
Dick Snow  
Brenda Coughlin  
William Saffie  
Stephanie Helmig (school board rep)  
Joshua Reap (remote)  
Susan Young (Board of Selectmens rep)

**ABSENT:** Susan Gill, Katarina Niles

**GUEST:** Andria Hansen

Chair Lynn Chivers called the meeting to order at 7:00 pm.

**PLEDGE OF ALLEGIANCE**

**APPROVAL OF MINUTES**

Brenda Coughlin made a motion to accept the minutes of May 10, 2023  
Bill Saffie seconded the motion.  
Motion carried. Lynn Chivers, Dick Snow, Brenda Coughlin, William Saffie, Stephanie Helmig, Joshua Reap and Susan Young were all in favor.

**QUESTIONS FROM THE LAST MEETING:**

1. Town- Revenue – the question regarding the outstanding bill of \$2000 was asked and Andria Hansen stated that the bill was paid and shows up as revenue on the reports.
2. School- Susan Young asked if they have gotten funding from the State from the Claremont Fund. There are two taxes, the State tax and the Candia tax. Do we receive any of that from the State?  
Stephanie Helmig stated that we do not get any of that. It would be under the D025.
3. School – Lynn Chivers asked about the general fund balance sheet.
4. There was a question on the general fund balance sheet.  
Stephanie Helmig said the expenditure report is just the expenses with no revenue. There was about \$800,000 left. Susan Young said they keep the funds, and the town pays less to the school in the next year because there was money left over.
5. Lynn said there was a question on energy savings, and Dick asked if there were energy savings from the upgrades and if they are being monitored?  
Stephanie said he will not know until the end of the year. It will be looked at once the year ends.

Susan Young said she would love to see where we were last year on the reports before the new budget comes out.

6. Lynn Chivers had a question on the enrollment records. They did receive a copy of that report for this meeting, so they are all set.

#### **NEW BUSINESS:**

Review of Town Reports – no questions or discussion

Revenue Report – Brenda asked what an unanticipated expense would be.

Andria stated an example would be the bridge work that had to be done, and that we received money from the state.

Brenda Coughlin asked for an explanation of the timber tax. Lynn Chivers explained the Timber yield tax - if you cut timber on your land and sell the logs, the person selling the wood must report to the town and pay the tax. If you cut for yourself, there is no tax. The tax is only if you sell it.

Bill stated that he looked at the town revenue report last month and wanted to know if we make any money on the ambulance. It was clarified that the money goes to the revolving fund for future expenses or a new ambulance.

Bill asked if we make money on the ambulance and if the fire department bills for transport? Susan Young stated the person does receive a bill and the town gets paid.

Susan Young stated that when they sell an ambulance the funds go into the general fund.

Andria said come March, they could do a warrant article to move it back in there so that the funds do not stay in the general fund.

#### **TOWN EXPENDITURE REPORT:**

Stephanie stated the amount remaining looks good to date, legal expenses look high.

#### **REVIEW OF SCHOOL REPORTS:**

Enrollments:

Moore School enrollment: Stephanie stated 39 kids enrolled in kindergarten this coming year.

High School has gone down a lot.

Stephanie said the annual cost for Pinkerton is around \$15,000.

Susan Young asked why there is no bus charge to the parents. The school board voted against charging the parents as it was only a couple thousand dollars.

#### **SCHOOL FINANCIAL REPORT:**

General fund balance sheet:

Stephanie Helmig stated the YTD expenditure by reporting category is broken down by encumbrances, year to date expenses, and remaining balance is anticipated to be \$800,000.

Brenda Coughlin said she is concerned that we give so much money to the school and they have so much left over.

Stephanie Helmig said that was done by the previous administration.

Brenda Coughlin mentioned that they talked about using half or some of the money to pay down the loan. Stephanie Helmig said there is a problem with the sewer necks which are crumbling. They are getting quotes to repair them.

Susan Young would like Stephanie to fight to have some of the loan paid down.

Susan Young said general administration was in the hole.

Lynn said Transportation is high, and if you look at page 7 SPED transportation is \$42000 in the hole and regular is \$28,000.

Stephanie said in the fall they budget for 24-25. The number is based on how many SPED students they have currently to do the budget, but each year is different depending on the needs of the students coming in.

Susan Young asked when we use the reserve special ed fund.

Stephanie said in a catastrophe it would be used.

Brenda - oil for maintenance is \$8000 under (page 7) is that heating oil and is it because of the increase in fuel cost that happened this year. Stephanie stated that it is because of price increases.

Susan Young asked if there is land, we can rent for the new bus company. There was a discussion, and they did not come up with a suggestion for the buses.

#### **DISCUSS COORDINATION WITH THE PLANNING BOARD:**

Rudy Cardier, Chair of the Planning Board, would like a member of the Budget Committee to go to their meetings regarding the capital improvement plans which is 1.75 million dollars.

Dick Snow volunteered. He will talk to Rudy to get the details.

Andria Hansen said the meeting will be June 28<sup>th</sup>.

#### **OTHER:**

Dick Snow has requested a couple documents be made available.

1. The Smith Memorial Building Lease Document
2. A copy of the document signed at the March 13, 2023 BOS meeting regarding the old Deerfield road bridge repair grant. Andria Hansen said she has both of those and will send them to Mr. Snow.

#### **NEXT MEETING:**

Lynn stated we normally cancel the July meeting. Susan Young asked not to have the meeting.

Stephanie Helmig asked what we have to do that would require us to meet in July.

Dick Snow stated there are number of items we need to discuss before we start the budget plan in the fall.

Brenda Coughlin asked Dick Snow what he wants the committee to do.

Dick Snow said he emailed the committee a few examples. One of the issues would be to look policies and procedures. He thinks they need to be updated.

Lynn Chivers explained if a department asks for something on a warrant article vs budget, the difference is if it is on a warrant article and a dept asks for an amount, if the total is not spent, they do not get the remainder of the funds. If it is in the budget, they would get the full amount. Money is saved by doing it through the warrant article vs. the budget.

Stephanie Helmig said she feels this should be done at budget time when they have the actual numbers to discuss. Dick Snow stated we need to discuss how we do these things ahead of time, not rush it as was done with the flyer on the tax rate.

Brenda Coughlin stated that July is too early to start discussing these items. She would like to see more agenda items in August as July is a busy travel month.

Susan Young asked if everyone could do 6:30 instead of 7:00

Dick Snow said if we don't meet in July, he will bring the items to the August meeting.

Lynn Chivers told the committee that she does the agenda the Friday before the meeting. Give her anything you want on the agenda by the Thursday before the meeting.

Brenda Coughlin made a motion to cancel the July meeting. Josh Reap seconded the motion.

6-0-1 Dick Snow abstained.

Next meeting will be August 9<sup>th</sup> at 7:00 pm.

Lynn Chivers asked if we should start at 6:30?

Brenda Coughlin made a motion to start at 6:30. Susan Young seconded the motion.

Brenda Coughlin withdrew her motion. Susan Young withdrew her second.  
Brenda Coughlin suggested when budget season starts, we start at 6:30.

Stephanie Helmig made a motion to adjourn the meeting at 7:55 pm.  
Bill Saffie seconded.  
Passed unanimously.

Respectfully submitted,

Joan Monaco  
Administrative Assistant