

Town of Candia  
Budget Committee Meeting  
Approved Minutes  
August 14, 2024, 7:00 PM  
Town Hall Meeting Room and via Zoom

Lynn Chivers called the meeting to order at 7:00 pm and led the Pledge of Allegiance.

Attendees: Lynn Chivers, Chair  
Katrina Niles  
Susan Young (Selectmen's Rep)  
Ryan Young (remote)  
William Saffie  
Susan Gill  
Josh Reap  
Stephanie Helmig (School Rep)  
Brenda Coughlin

Others: Andria Hanson

**Old Business**

**Approve minutes**

Josh Reap made a motion to approve the minutes of June 12, 2024 with correction.

Bill Saffie seconded the motion.

The motion passed unanimously.

**Answer Questions from last Meeting**

Town -none

**School**

1. Brenda Coughlin had asked why the salaries for the health teacher and guidance counselor are over budget.  
Stephanie Helmig said it was a miscalculation from the previous business administrator in regards to the guidance counselor, and the health teacher went out on maternity leave and a sub was hired.
2. Brenda Coughlin had asked about the increase for the Assistant Superintendent.  
Stephanie Helmig stated the new assistant was hired at a higher rate.
3. Brenda Coughlin had asked about the maintenance repair service and building improvement line items.  
Stephanie Helmig stated that the custodial costs were put into the maintenance repair service line and the building improvement line item was an additional accounting error from the previous business administrator.

**New Business**

**Review of Town Reports**

Revenue report:  
No questions.

**Expenditure year to year:**

Lynn Chivers asked Susan Young where in the budget they would find the police detail expense for the payment to other towns for the police officers.

Andria Hanson said it is in the payroll line.

Stephanie Helmig asked if we will have to up the pay to get officers to come to Candia.

Susan Young said we pay competitive wages. The young officers don't want to work here because it is a small town, and they can't move up as quickly as in other towns.

Brenda Coughlin asked if we will be back to 7 employees.

Andria Hanson said they would like to get it back up to 7 or 8.

Katrina Niles asked when the Police Chief will be retiring. Susan Young said he will retire at the end of the month. The new Chief will start in September.

Andria Hanson said we are right on target with the budget compared to last year at this time.

Brenda Coughlin said the committee had asked Susan Young to look into getting the Trustees report monthly report. Lynn Chivers said they agreed to receive the report quarterly and had the most recent report.

**Ambulance Revolving Account:** The balance at this time is \$99,350.12. This is income from the ambulance service. Brenda asked how it went from \$197,325.95 down to \$99,350.12. Lynn Chivers pointed out that \$150,000 and \$11440.00 was paid out to Autotronics. Brenda Coughlin asked what this was spent on. Andria Hanson said it is the cost of the new ambulance. The other \$243,985.00 came out of the Future Capital Improvement CRF account.

Josh Reap gave an update on the new police station. He said right now there is not much going on. He said he suggested to the committee to work with our senators to see what grants are available before going ahead with a warrant article.

Lynn Chivers said she had talked to someone and was told that the average income in Candia is too high and will not qualify for grants.

There was a lot of discussion on what we can be done. It was decided to look into what can be done for alternative funding solution so it does not come out of the tax payer's pocket.

Andria Hanson said building on to the current police station is not feasible.

Susan Young said the discussion she had heard was that they could add on the fire department to the new police station on the land.

Brenda Coughlin asked if there were any plans to spend money now. Josh said no, there are no plans at this time.

Susan Young said she had asked if there is a well on the land, but never got an answer.

The committee is aware the residents do not want them to come back with a warrant article in the spring.

Bill Saffie suggested the town offices move to the new land and the police department can expand into the current town hall.

Lynn Chivers said there was a discussion about moving the town hall to the front of the school building that is not being used. The school said absolutely not as there are laws that prohibit certain people from entering the school.

Josh Reap said there is nothing to take action on at this time.

### **Report on the Trust Funds**

Susan Young said there must be a way to spend some of the money in those accounts that are interest only and it should be looked into as the funds just sit unused year after year.

### **Review of School Reports**

Susan Young asked if there were any retirements. Stephanie Helmig said not that she has heard. Katrina Niles asked how enrollment was doing. Stephanie Helmig said they have not had a meeting, so she does not have an update.

Lynn Chivers asked if they are going to encumber the whole \$300,000. Stephanie Helmig said she asked and was told there would be about \$150,000 coming back to the town.

Lynn Chivers asked if they could have a list of the encumbrances at the next meeting. Stephanie Helmig agreed.

Brenda Coughlin asked if there will be a need to go up in teachers? Stephanie Helmig said only if the kindergarten number goes up. Susan Young said they are way below the state threshold for classroom size.

Stephanie Helmig said the expenditure is the preliminary year end. It is unaudited and the board has not voted on it yet.

### **Budget Committee Budget Discussion**

No need to make any changes. They are submitting a level funded budget.

Brenda Coughlin asked why they are already doing the 2025 budget.

Susan Young said the selectmen will meet at the beginning of September and encourages everyone to attend if possible.

Katrina Niles made a motion to adjourn at 7:49 pm.

Bill Saffie seconded the motion.

The motion passed unanimously.

Respectfully submitted,

Joan Monaco