

Town of Candia

Budget Committee

Unapproved Meeting Minutes

September 10, 2025

Town Hall Meeting Room

Meeting called to order at 7:05 pm by Chair Lynn Chivers, followed by the Pledge of Allegiance.

Board Members Present: Lynn Chivers, Katrina Niles, William Saffie, Ryan Young, Stephanie Helmig, Susan Gill, Susan Young, Steve Tremblay, Joshua Reap

Old Business: Approval of minutes from previous meeting- Bill made a motion to approve the August 13 minutes as corrected. Josh seconded. Stephanie abstained. All in favor. Motion passed.

Questions from last meeting-Tamera sent a printed response -Regarding the Revolving Fund process-When a department intends to use a revolving fund for payment of an invoice, it must be approved by the Selectmen. Invoices marked 'due to,' or 'due from,' are all paid from the general fund. That documentation and request is then used to transfer the funds to reimburse the general fund, where it is shown as revenue. Stephanie stated there is an RSA that specifies what a revolving fund can be used for. Josh asked if there might be someone who would educate us on how it works to clarify the process? Susan Y. is going to investigate further for better clarification. Lynn is going to check on obtaining the balances, income and expenses for the police and ambulance revolving funds, and an explanation of how revolving funds are used to offset overspent lines in the budget.

Regarding the police Chief's salary at 21% -Chief Shevlin, having joined the department part way through the budget season, had a 90- day review increase and a sign on bonus that is not reflected in the budget.

New Business: Expenditure Report for the School- July 1st to August 31. There are no percentages shown and the lack of headings on subsequent pages makes it hard to read. Susan Y requested that the percentages and column headings be shown on future reports.

Regarding the question about the cost of high school transportation- the cost was \$195,160.50. Question about old unpaid PO's- Question is still pending for Stephanie to find out. Bill asked about teacher's salaries. Stephanie stated that the Special Ed Department had a direct hire contracted teacher and this saved about \$20,000. Bill asked about the bus company lawsuit? Stephanie stated that the bus company has changed lawyers and they have not rescheduled to discuss bus transportation with them. Susan Y asked about the Other Salaries line – Linda's Retirement Bonus for maintenance was paid out of other salaries. Bill asked why the report shows only \$1mil. left? Stephanie stated that it is not spent, it only shows money encumbered because the expense will be coming up.

Enrollment -only shows the number of elementary students. The number of high school students was not available. Susan Y. asked what the school capacity is for students? Stephanie will ask. It was stated that it is unknown how many students are homeschooled.

Town Revenue Report-No questions. Year to Date Expenditures for the Town- All town positions have been filled, so the town is now fully staffed.

Trust Funds Report-Susan Y. asked a question regarding market value figures. Lynn stated that some of the funds are invested and the current value is shown. Bill asked if the Cemetery Trust funds can be changed to have more money taken out for operating expenses? He stated that the Attorney General's office has oversight on this. Lynn stated the cemetery trustees would have to answer the question. Josh stated there is a formula (that may be outdated) for how much can be used.

The proposed Town Budget from the Selectmen has not been presented to the board. Discussion about receiving it and if an additional meeting would be necessary. It was decided that it is not be necessary at this time. The Town Budget will be available before the next meeting. Lynn sent out a tentative schedule for future meetings. Susan G. made a motion to adjourn. Steve seconded. Motion passed. Meeting adjourned @ 7:41pm. Next meeting is October 8, 2025.

Respectfully submitted,

Janet Lewis,

Admin assist.