

Town of Candia

Budget Committee

Approved Meeting Minutes

October 8, 2025

Town Hall Meeting Room

Meeting called to order at 7:00 pm by Chair Lynn Chivers, the Pledge of Allegiance was then recited.

Board Members Present: Lynn Chivers, William Saffie, Ryan Young, Susan Gill, Susan Young, Joshua Reap, Steve Trembley, Stephanie Helmig, Admin. Assist. Janet Lewis

Old Business: Approval of minutes from 09-10-2025 meeting. Steve made a motion to accept the minutes as presented. Katrina seconded. All in favor. Motion Passed. Questions from last meeting: The list of unpaid purchase orders that were still outstanding Stephanie answered , they are because there could be additional invoices to be received, although the work has already been done for some, there are others that are work in progress type of open accounts. Katrina asked about the bus invoices still outstanding. Stephanie said the issues over the billing contract has been holding up progress. Susan Y. asked about the budget season ending on July 1st. How can there be encumbrances? Lynn said they are open purchase orders, not encumbrances. Bill questioned the funds being returned or withheld? Stephanie stated the funds are withheld and there are items, like contracted services, that have not been invoiced and paid. Susan Y. would like to know about funds being held over and how that works? Stephanie will ask about this. Joshua Reap asked if an ongoing expense type of account is being billed on a schedule (30- day, 60- day, etc.)? Stephanie will ask what is the time frame for expecting payments.

The question about expenditures and balances on revolving funds, Stephanie stated the changeover of town administrators was a factor in the \$30,000 being undisclosed as a revolving fund account to the new financial director. The expenditures and balances on the revolving fund were not answered. Joshua thought that seeing the balances would be enough information and ask for details

if needed. Lynn said it would be good to know how the funds are spent. A description of the expenses and the current balances should be on the report, as well as the total revenue from the departments (police and ambulance) for the revolving fund accounts.

Cemetery question about using funds from the current trust to offset expenses?
Not answered at present.

It was noted that the current school report has been retyped as requested with the headings on each page and page numbers as requested. The question about how many students can the school currently hold? Stephanie stated it is 402. There are 290 students currently.

New Business: 2026 Town Budget department by department: Note -None of the budget has been voted on at present.

Ambulance-Lynn questioned the wage increases. Ryan stated the wages went up because the ambulance dept. had to have more experienced personal taking on shifts. Lynn questioned the 17% increase? and who establishes the wage scale? Ryan stated he thinks they are paid an hourly wage based on their qualification level and experience. Some of the higher paid levels were not meeting the state requirement for wages based on qualifications. Joshua stated the question remains, who sets the rate for the ambulance employees? Bill questioned the increased percentages shown. Some of the increases show the 2.7% increase cost of living while others may also have a wage increase added in. Lynn said that the percentages shown are not the accurate figure. Susan Y. stated that we do not know how many departments are included in the 2.6 or 2.7 % cost of living, and which is the correct figure? Lynn answered that she looked it up and 2.7% is correct.

Animal Control Bill asked if the police dept. took over the animal control dept? Lynn stated, yes. There is no animal control person right now.

Auditing Services-no questions

Budget Committee- Stephanie asked if the AI service is included? Lynn said that it is.

Building Inspector- Bill questioned if the administrative assistant for the building department is getting another 2% raise? Lynn said they were without an administration assistant for a while and a building inspector. Looking at the retirement line, the town employees are now participating in a state retirement program. The memo shows the tax impact and expense for the entire budget.

That is why the retirement line is going to be a big increase including new employees that you will see in the other account . We have a question about what land use project management line is in the building dept.

Cemetery - question about the budget being submitted- is this last year's budget?

The trees removal at \$16,000., only \$672. has been spent, is this part of the facility maintenance improvement/ maintenance line? What is the status of the tree cutting project? Susan Y. had a question about the 2.7% figure shown and the 2% in the budget. Stephanie said it is the difference between this year and last year.

Conservation Commission-Question -why is there a line for a webmaster? Ryan explained that we pay for a webmaster because the CC has its own website.

Direct Assistance –Ryan had a question about having the funds accumulate that are unused and left over each year? Lynn stated that if it is not used it goes back to the taxpayers and for accounting purposes, it is easier to put it in the budget each year as a line item.

Election voter registration-No questions

Election Administration-No questions

Emergency Management-No questions

Fire & Forestry-Fire Chief Young wants to level fund the budget at what it was last year. The fire department was going to change to Derry Dispatch . Rockingham Dispatch has offered a better rate that will save \$30,000. However, the State Labor Board has instituted specific rules about the clothing uniforms. The funds will be moved to the clothing line.

Health Officer-no questions

Heritage Commission- no questions

Highway-no questions

Insurance- Is over budgeted because it is not known currently what the actual cost will be.

Legal-Why the increase? The line items are spread out between different departments and the lawyers keep track of the use. Lynn explained how the town has a policy to follow using any of legal services. Any communication is to be written out and submitted to the Selectboard. The answers will be in writing. Any calls need to get permission to call. Question- who keeps track of the policy?

Parks & Recreation-Steve questioned how it is funded ? Sue answered that it is mostly volunteers for some of the maintenance.

Planning Board-Susan G. asked why there is still \$5,000. in the line for the Master Plan? Josh asked about having it changed to \$1.00 as a place holder if its not being used at present? Do they plan to spend the \$5,000 that is budgeted for this year?

Police-Ryan asked about the wage increase for the Chief? Susan Y. stated that there was a 6- month probation period when he started on the job and then received the raise. Josh questioned the maintenance for the OHRV and was wondering if it is still in use? Answered -in the affirmative.

Property Appraisal- no questions

Solid Waste-The employee's wages were brought up to a reasonable rate this year. Bill wants to know if there has been cost analysis for having trash all combined in a regular trash pick-up? Josh asked how much revenue was generated from Solid Waste last year and so far, this year? Lynn stated that the residents are very committed to recycling. We got \$100,000. last year from recycling. Bill questioned why we take our compost to Deerfield and pay them to take it? Josh said it would be good to have a snapshot of the expenses and revenues for this year and last year expenses as to what was profitable or not. Bill noted that the Recycling Dept. pays \$5.00/gal for used waste oil to be disposed of. And why not burn it to produce heat and be more efficient? Lynn pointed out that the EPA would probably have a problem with that.

Street Lighting-No questions

Tax Collector- the increase is due to the cost of postage and paper.

Town Buildings-Question- why does the budget for town buildings show 3% for everything except the Smyth Memorial Building?

Town Clerk-Question -Ryan asked if the town clerk works outside the hours, she is open to the public? How many hours does she put in? Stephanie pointed out that the town clerk gets the fees and a small stipend. Increase shown may account for the expansion of are more people, cars, registrations etc. in the future.

Town Offices Expense-Lynn asked about the Town Report expense and why do we print so many with the large increase in cost? It went up 102%. There were 4,000 printed and boxes left over. Susan replied that there was an idea to send out postcards that would tell residents where they could pick up the town reports, to save on the cost of printing. The Selectmen said no.

Trustees of Trust Funds- No questions

Treasurer- No questions

Welfare- Bill asked if Direct Assistance is the same as welfare? Lynn clarified that the welfare person is paid a stipend. Direct Assist. is the money paid to the people. Lynn questioned the anticipated increase and what it is for? Stephanie

replied that she has been working with the welfare director and put in for a higher stipend. She is only been working for \$15.00 an hour based on the hours she has put in . Lynn asked how are her hours accounted for? Stephanie said the welfare director confers with Stephanie to report on what work she has been doing by submitting a quarterly report. Lynn questioned \$1,100. she paid out in assistance. Stephanie offered to send the worksheet to Lynn .

Zoning Board- No questions

Guest: Cynthia Ouellette asked about when the future meetings are for the school with the budget committee? Lynn responded that on November 17 we will review the school budget and come up with our questions. On November 24th ,we meet at the Moore School with the School Board and the SAU, where we will go over all the questions and the answers. She further explained that we will be meeting with the Selectmen on October 22 for answers to questions. No decisions are made.

School Expenditure report- Steve asked about high school enrollment. Do we pay for other students when they go somewhere else? Stephanie answered no, we do not.

School Enrollment-Stephanie said for last year the tuition was under budgeted because there were three students unaccounted for in the budget plan.

School Revenue- No questions

Looking at the Budget Committee schedule-For Non-Partition Warrant article, Susan Y. said there is a mandate on the date that they need to be submitted by. We need to find out the due date. Partition Warrant articles need to be submitted by January 13. Stephanie reported that the date for the school deliberative session might be on the same day as the town session. There were two things pending. One is if the Selectmen will let the school go first because it would be short, and they agreed. Two is checking with Bill to see if he had a conflict. We are still waiting for the date for the town deliberative session.

A consensus of members agreed to be starting our meetings at 6:30pm.

Lynn asked the committee members to bring answers to questions to the meetings on paper or can email on the Friday before. One response, not bits and pieces.

Bill made a motion to adjourn. Katrina seconded. Motion passed. Meeting adjourned at 8:36pm.

Respectfully submitted,

Janet Lewis
Admin. Assist.