

APPROVED
**Candia's Virtual Selectmen's Public Session Minutes
October 9th, 2023, 6:30 pm**

Note: Individual roll call has been taken after each motion.

6:30 pm Chair Brien Brock opened the Public Session Meeting followed by the Pledge of Allegiance.

Attendance: Chair Brien Brock, Selectman Boyd Chivers, Selectman Russ Dann, Selectman Susan Young and Town Administrator Andria Hansen.

Absent: Selectman Patrick Moran.

1st PUBLIC HEARING: Opened at 6:30pm

Chair Brock stated the first Public Hearing is a request to expend money out of the Future Capital Reserve Fund for the purchase of a new ambulance. The cost of the ambulance is \$400,000 and includes a majority of the equipment. When the ambulance is received Captain Michael Kelley will take inventory and assess what will be needed.

Public Comments: None noted.

Motion: Selectmen Chivers made a motion to withdrawal of \$260,000 from the Future Capital Reserve Fund. Selectman Dann seconded. Fire Chief Young stated after the money comes out of the Future Capital Reserve Fund, somehow the \$135,000 will need to be put back in. Chair Brock said they will have to deal with that at the end of the year. Selectman Chivers asked where the money is now. Town Administrator Hansen said it is in the Unreserved Fund Balance. Selectman Chivers said somehow they will need to transfer the money from the Unreserved Fund Balance back into the Future Capital Reserve Fund. **All in favor. Motion carried by a vote of (4-0-0).**

PUBLIC HEARING: Closed at 6:35pm

2nd PUBLIC HEARING: Opened at 6:35pm

Chair Brock stated the second Public Hearing is for the removal of asbestos and oil tank on the town owned property and house located at 100 Raymond Road, as this was not included in the demo price. It will cost \$6,350 and funds for it will need to be taken out of the Future Capital Reserve Fund. The oil tank removal cost \$350 and the removal of asbestos cost \$6,000.

Motion: Selectmen Dann made a motion to approve the disposal of asbestos and a oil tank at 100 Raymond Road for a total of \$6,350.00. Selectman Young seconded. Chair Brock asked if there were any questions or Public Comments. None noted. **All in favor. Motion carried by a vote of (4-0-0).**

PUBLIC HEARING: Closed at 6:37pm

Approval of Minutes: Public session minutes of September 25th, 2023. None noted.

Motion: Selectmen Chivers made a motion to approve the September 25th, 2023, Public Session Minutes as presented. Selectman Young seconded. Motion carried by a vote of (4-0-0).

Non-Public session minutes of September 25th, 2023. None noted

Motion: Selectmen Chivers made a motion to approve the September 25th, 2023, Non-Public Session Minutes as presented. Selectman Dann seconded. Motion carried by a vote of (4-0-0).

Department Reports: Highway; Police; Fire; Building; Solid Waste; Budget; Other

Road Agent: Road Agent J. Wuebbolt read the report and gave an update. He is planning on using more of the Highway Funds at the end of the month, as he will be working on Flint Road to alleviate many of the washouts. He is working with Selectman Chivers regarding the planning phase on the box culvert that will be completed next year. He gave an update on some of the roads that needed repairs. Next year he would like funds to start going into a revolving fund for future highway construction.

Police Department: Chief McGillen read his reports and gave updates. Chief McGillen thanked all the residents and businesses in Candia that gave them food on National Police Remembrance Day.

They received a part-time Resource Officer applicant for Moore School and he will be requesting a background check on them. They will be considered an employee of the Candia Police Department and will also provide his department with some coverage. The School has budgeted for this position and the voters have approved the payment of this position. The new employee will be required to attend the Part-time Police Academy in January. It would entail a 40 hour weeklong class that the National School Officer Association has once a year. The school will be paying for any required education needed. The position will consist of 25-26 hours per week.

Chief McGillen stated Rick Langlois and Phil McPherson were nominated to the McDonald's Recognition Program and they were accepted in the "Saving A Life". There was a presentation for them at the McDonald's in Raymond on October 4th, at 4:00pm.

Drug Take Back Day (for all unused prescriptions/medication) will be held on Saturday, October 28th, 10am-2pm at the Candia Volunteer Fire Department located at 11 Deerfield Road. There is also a drop box located in the Police Department lobby area at the Town Hall.

Chief McGillen commented on the great job the Road Agent and his crew did repairing Brown Road, and the trees were cut back.

Fire Department: Selectman Chivers read the reports and gave an update.

Building: Town Administrator read the report and gave updates

Solid Waste Department: Selectmen Dann read the report and gave an update.

Budget: Selectman Young announced there is a Budget Committee Meeting scheduled on Wednesday, October 11th at 7:00pm.

Other: Chair Brock stated the new HOP (Housing Opportunity Planning) Steering Committee had their first meeting and he heard it went well. Carla Penfield was elected Chair and Patti Davis was elected Co-Chair of the committee and 11 people are involved. Representative Cameron Prolman of SNHPAC (Southern New Hampshire Planning Commission) is also involved with this committee.

Chair Brock stated the Planning Board had 3 lot line adjustments to review in their last meeting and they will have bigger agendas coming up in the next few meetings that involve subdivisions. Chair Brock stated he did not have any new updates for the New Boston Road ruling.

NEW BUSINESS

Road Acceptance: Project Manager, Bryan Ruoff of Stantec came before the Board to speak about the Maplewood Drive project. The plans were accepted for the construction site in 2017 and the construction began in 2018. In January 2023 the project was mostly complete and now there are only 12 items that need to be addressed by the developer. The Warranty Surety Bond is in place for the road and the expiration date is two years from when the town votes to accept, so it needs to be extended. It has been outlined in their letter to the Planning Board, which is a recommendation for the town overall. The developer has submitted it and Stantec has reviewed the executed record deeds easements and warranty. They are all in order and just need formal copies of them submitted to the Selectmen. The only thing that has not been completed to date is a slope easement on one of the properties. It was not recorded before the property was sold. The developer said he has reached out a number of times to the current owner, but they do not live in the near area and he has not been able to reach them. They may need to assist him with doing that, by encouraging these people. His recommendation would be to accept and take over the road and if that easement is not in place prior to the end of the Warranty Surety Bond period, then you would take from those funds to do it with yourself and with legal counsel, and essentially take out of those funds to pay for it therefore, it would be no cost to the Town. The construction was observed by Stantec who did a really good job on the project and everything was constructed in good form for the improvement plans. At this time, it would make sense for the town to take over the road.

Selectman Chivers questioned Mr. Ruoff if the slope easement was going to encroach on someone else's property. Mr. Ruoff explained that when they went to build the road, the slope from the road extends on to someone's property. That is technically considered part of the roadway footprint and if there is ever a washout and if it was compromised it could potentially impact the road, then the Road Agent would want to get in there to repair the damaged slope easement before they lost the road as well. Selectman Chivers asked if they are abutting is the landowner obligated to grant that easement. Mr. Ruoff said yes, it is for the town's future maintenance of the road, to make sure there are no issues with the road. If there was an emergency you could just say we are going in there anyways, we have to and that it is a public emergency. It is better to have a formal easement so they do not have an issue with that. Selectman Young asked if they were obligated. Mr. Ruoff said there are a lot of roads in town where the slope from the road there isn't a recorded easement. With new construction it is always good to get it up front. In this case, clerically it was not handled correctly and the developer struggled to get that easement in place. Mr. Ruoff confirmed that it is located on the right hand side of the street when you are looking at High Street.

Mr. Ruoff is recommending to retain 2% of the total contract value, which is \$84,000 and this amount is already in place. Selectmen Chivers asked if they will need to record the slope easement before they reduce the bond. Mr. Ruoff said in this case because the construction was so good and it is already a well-established slop it could be something that is recorded. If repairs need to be made and the developer refuses to make them there is still that Warrantee Surety Bond that they could pull that money from. Selectman Chivers asked if they could pay for a slope easement from that Warrantee Surety Bond. Mr. Ruoff said, you could if you had to. If the developer is not able to secure that for the town prior to the end of the warrantee period he would recommend around a month before being established by the town with their legal counsel out of those funds. Selectman Chivers said that would possibly get the developer an incentive and to get the easement recorded. Mr. Ruoff agreed. He explained that when the Selectmen accept the road the Surety gets reduced to the Warranty amount and then that is in place. He extends it at two years from today's date as a warranty. They will provide a recommendation to the Planning Board and the Planning Board will recommend the Board of Selectmen to vote to accept the road, then it will mean they will take over the maintenance of it. Chair Brock stated it is what the Planning Board recommends and what the Road Agent is comfortable with it.

MOTION: Selectman Young made a motion for the Town to vote and accept ownership and maintenance of the road going forward and to keep the \$84,000 for the 2 year period. Selectman Chivers seconded. All were in favor. Motion carried. (4-0-0).

Fitts Museum Trustee Appointment: The Board received a letter of recommendation for Dave DuPuy to become a Trustee of the Fitts Museum.

MOTION: Selectman Young made a motion to approve the appointment for Dave DePuy to become a Trustee of the Fitts Museum. Selectman Chivers seconded. All were in favor. Motion carried. (4-0-0).

ZBA Appointment: The Board received a letter of recommendation for Gale Pellegrino to become an Alternate for the ZBA.

MOTION: Selectman Chivers made a motion to approve the appointment for Gale Pellegrino to become an alternate for the ZBA. Selectman Young seconded. All were in favor. Motion carried. (4-0-0).

OLD BUSINESS

Policy Updates: Town Administrator Hansen briefed the Board on the Policy Updates with suggested changes to them, and they were made by Accounting & Payroll Specialist Hughes.

MOTION: Selectman Chivers made a motion to approve the revision changes for the Deposit Policy. Chair Brock seconded. All were in favor. Motion carried. (4-0-0).

MOTION: Selectman Chivers made a motion to approve the revision changes for the Payroll Policy. Selectman Dann seconded. All were in favor. Motion carried. (4-0-0).

MOTION: Selectman Chivers made a motion to approve the revision changes for the Cash Receipts Policy. Selectman Young seconded. All were in favor. Motion carried. (4-0-0).

Selectman Young thanked the Accounting & Payroll Specialists for taking the time to review the policies and for making the updated changes.

Budget: Town Administrator Hansen had a conversation with the Selectmen about the town employees insurance coverages. They will revisit this at a later date when they have more information. The Board made a consensus to add a family plan for health insurance coverage when they hire a new Police Officer in the amount of \$23,000. Block 5 software costs did go up in price. They will not be able to start using Avitar with this year's budget, but she has added Software Support & Licenses at \$34,205 into next year's budget for the set-up of converting. The yearly cost afterwards would be \$9,842. She said they are paying Vision \$15,257 yearly and the tax for BMSI is \$2,965.

The Board all verbally agreed for a Cost of Living Increase at 3% and will review it again at a later date.

OTHER BUSINESS

Halloween: The Board received a letter of recommendation from the Police Department for Trick-or-Treat to be held on Tuesday, October 31st from 5-8pm. The Board verbally agreed to this date.

Comcast: Town Administrator Hansen stated Representative Bryan Christensen at Comcast is applying for a BMGI (NH Broadband Matching Grant Incentive). It is no cost to the town and is all through Comcast. They would like a written endorsement from the Town of Candia. There are a few households in Candia that are unserved.

MOTION: Selectman Young made a motion to endorse the application of Comcast Cable LLC to the New Hampshire Broadband Matching Grant Initiative (BMGI) to provide broadband service to the unserved locations in Candia. Selectman Dann seconded. All were in favor. Motion carried. (4-0-0).

Overdue Taxes: Selectman Chivers asked for the status on delinquent taxes because if these people who owe money do not want to negotiate with the Board or come up with a solution then the remedy is to them to file a tax lean. Town Administrator Hansen said she will reach out to the Tax Collector for an update. Selectman Young suggested inviting these people to a next Board of Selectmen's for a non-public meeting for a discussion about their overdue payments.

7:42pm MOTION: Selectman Dann made a motion to adjourn the Public Meeting. Seconded by Selectman Young. All in favor. Motion carried by a vote of 4-0-0.

Linda Chandonnet
Recording Secretary