

~~Unapproved~~Approved
Candia's Selectmen's Public Meeting Minutes
June 24, 2013

Attendance: Chairman Fred Kelley, Vice-Chair Carleton Robie, Selectman Dick Snow, Selectman Amanda Soares, Selectman David DePuy, and Administrative Assistant Andria Hansen.

Eagle Scout Project Request. Boy Scout Tyler Farron was present. He explained that he would like to build a shed for the cemeteries. He has talked with Superintendent of Cemeteries Jerry Becker about it. He will need to tear down the current shed. He noted that Superintendent Becker has a place to store his equipment while he does the work. The current shed does not have a foundation which has caused some problems. The wood has rotted and there are holes in the floor. The roof has a dip and it looks like the rafters and shingles are rotting. He has someone that can pour a foundation. They are looking to expand the dimensions of the shed to 16 x 22. This would make more storage space for the equipment. He is going to do metal roofing. There is no way of getting a light source out there. There won't be any windows, because it will keep the equipment more secure. As far as fund raising goes Mr. Becker has people lined up that are willing to donate money and materials. He has several people that are willing to donate their time, money and materials. He was thinking about doing a spaghetti dinner or a pancake breakfast for the fundraising. He is hoping to have the money raised mid to late fall. He was talking to Mr. Becker so he knows that he needs building permits. He will be contacting the church in town that the Boy Scout troop is connected to and see if they will help out. Hopefully they will have volunteers to help out with the project. As far as volunteers go he is looking for a certain level of maturity, so he won't have anyone under the age of 12 working. There will be power equipment that they are working with, so he isn't allowing anyone under the age of 18 to work with the power equipment. They would like to put up a plaque afterward saying this was an Eagle Scout project. The list would include the names of people who donated materials and money and the people who volunteered their time. Once he gets permission from the Board, he will go to the Eagle Board and they approve the whole thing. He will then be able to start the project. He will have a pamphlet and he'll write down how his project is going. He does have a sign sheet for the Board this evening. Selectman Snow asked when he will be 18. Tyler said he will be 18 in a year and a half. Selectman Soares noted that for permitting since it is on town property and it's an Eagle Scout project they can make sure everything is built to code and choose to forego permits. She said that Tyler should talk with Building Inspector Murray and explain the project. He'll make sure everything is up to standard and they can forego the whole permit process. Selectman Snow noted the Cemetery Trustees are meeting tonight and he thought they should look at it. It's certainly a worthy project and something that should be done, but it's going to be expensive. He certainly could get started on it he has a year and a half. He added what Tyler is talking about is a fairly significant job. Selectman Robie asked if Tyler had an estimated cost. Tyler replied that he didn't because he is going to get supplies from various places and the costs will vary. He wasn't sure how much is going to be donated. He is going to talk to his father and some other people that are going to help him. They may decide to go with pressure treated wood instead of regular wood. Selectman Robie noted the floor system will definitely have to be pressure treated. He thought they needed to have basic cost on what it will cost him to do with donations and without. This is going to be an expensive project. Tyler said he would get back to the Board with a cost. Selectman Snow asked if he was planning on raising some of the money or all of the money. Tyler said he is going to try and raise as much as he could. Selectman Snow said he didn't have a problem approving the project. He has a year and a half to do it. There are some concerns that he thought they should look at. It is a significant project and he thought it was a pretty good proposal. He thought he needed something

signed today, so he can go back to the Eagle Board and say that he has a project approved. Selectman DePuy would recommend they sign the proposal and Tyler can come back to the Board with an estimate. He thought it was a very good proposal and a very good presentation. Selectman Snow said Tyler will have to go to the Building Inspector before he tears down the current shed. This is one of the things he needs to know. Selectman Robie asked about a Cemeteries Trust Fund with some money in it. If they recall they built a swap shop at their transfer station that is smaller in size than what this young man is proposing. The swap shop costs \$15,000. This shed is going to be bigger than that, so it gives you some idea on the cost. Chairman Kelley asked if the shed is going to be built a concrete slab or just the footings and floor. Tyler replied concrete slab. Selectman Robie said this gives him a ballpark idea. Selectman Robie said he was willing to sign the proposal and thought it was a very nice presentation. Selectman Snow motioned that the Board authorizes this project. Seconded by Selectman Robie. All were in favor. Motion carried.

Conservation Commission Chair Betsy Kruse to report on a new project. CCC Chair Kruse noted that Conservation Commission member Deb Leveque is a full member and she has requested that she be moved into an alternate position, because she is feeling maxed out with her activities. The Conservation Commission is willing to accept her request and has voted to nominate Mark Pepper to take her place. Mr. Pepper is currently an alternate. Chairman Kelley said they would need a written letter on the change. CCC Chair Kruse explained the project that she wanted to talk about is Ken Hoffman's property off of North Road and near Podunk Road. This is a project that Mr. Hoffman has approached the Conservation Commission about previously. He came to their June meeting and they voted that they are in favor of pursuing the project. They would be working with the land trust of his choice. There hasn't been any discussion about the finances of this project. She told Mr. Hoffman to go to his land trust and come back with a proposal in terms of money. CCC Chair Kruse showed the Board where the land was on the map. Selectman DePuy noted that Ken Hoffman's property abuts his, so he will be recusing himself from the discussion. CCC Chair Kruse showed the Board the property on the co-occurrence maps. She explained the darker the shading on the maps the more desirable it is to protect that area. There is dark shading on Mr. Hoffman's property. It was noted that the property is about 40 acres. She explained that Mr. Hoffman's property has a lot of desirable natural features. Selectman Soares asked what the frontage was on this property. CCC Chair Kruse replied just a little wider than a drive way. Road Agent Lewis thought it was about 50 feet of frontage. CCC Chair Kruse noted if there isn't a lot of development potential the cost goes down. She noted no decisions have been made on this project just that the Conservation Commission is interested. Selectman Robie thought they should have a soil scientist take samples of these properties they bring to the Board and they get a soils report. He would also like to see how much they encroach the buildable areas. They do have an acre and a half of contiguous soils on our house lots in this town. He thought this needs to be looked at on these parcels of land. Citizen Judy Szot asked if the CCC is entertaining this are they talking about the CCC using their funds to purchase the development rights of this property. CCC Chair Kruse replied they talked specifically about what they would spend money on. They would be looking to help out with the transaction costs rather than purchasing the development rights. She believed that Mr. Hoffman wants to retain ownership of the land, so that is all she can tell them right now. He needs to go to his land trust and come back to the CCC with specifics of what he is looking for and get us some dollar figures. Citizen Judy Szot asked if he would be turning the land over to a land trust, but we are going to use our money to help him. CCC Chair Kruse explained what he would be doing is selling the development rights, if it's not to us it might be through grant money. There are grants out there that might be available for him to purchase the development rights on his property. She noted typically that CCC helps with transaction costs; they've done that on other

projects. The idea behind that he is putting his property outside of his house into conservation easement. This property lies closely to other conserved areas. She brought the open space plan and the idea is that you are protecting land that is contiguous. You don't want just a spot here and a spot there. You want to have a network that follows water features and habitat features and a network of wild area that threads throughout town and joins up with areas outside to the neighboring towns. This is part of the purpose of the conservation efforts that they are making. Selectman Soares asked if Mr. Hoffman's land was in current use already. CCC Chair Kruse said that Mr. Hoffman didn't mention that. CCC member Mark Pepper believed that it was. CCC Chair Kruse asked about the SNHPC Representative and has it been brought to the Board or will it be discussed this evening. Selectman Snow said they have a memo that came from Planning Board Chairman Sean James that indicated that the Planning Board suggested that appointment.

The Board to discuss and possibly adopt a new purchasing policy. *Chairman Kelley motion to accept the purchasing policy as presented. Seconded by Selectman Soares.* Selectman Snow said he was in favor of doing this but he had three or four conditions. If they accept this today, he wants it on the agenda for the last meeting in August so they can review what it is and how it's worded. They said they weren't going to just put this on the shelf. There is a bunch of little stuff that is confusing and inconsistent and he wants to work with Andria or Donna to develop the qualified vendor list. They would have it in the computer and then develop it into a qualified vendor list and come up with some criteria of how well they have supplied for a period of time. He would like to also have an index of all the policies they have. A little more modern than what they have now. Selectman Soares said the Selectmen's liaison's help come up with a qualified vendor list. It is covered in the purchasing policy and approved by the Board. She didn't see a benefit to this other than creating more work. When we get proposals we do the research. The Chief and she have gone over the vendors for cruiser maintenance and all of the other stuff. They just had this talk and they are condensing the list down. They're figuring out who the qualified vendors are. This is what the liaison is supposed to do. Selectman Snow said that is the update that you are supposed to be doing. Selectman Soares replied you are creating more work and this is a matter of process to have a qualified vendor list. People could buy from just one vendor and you're going to say they're not a qualified vendor. Selectman Snow replied he did not say that. Selectman Soares felt he was singling out qualified vendors. Selectman Snow said they have a difference of opinion and maybe he has more business experience than her. He felt any organization that has a budget over 2 million dollars should have a qualified vendor list. Selectman DePuy said there were some questions raised at the last meeting about people on the Board dealing with the Town. There is a statute that was mentioned RSA 95:1 which prohibits representatives of a Town, except in open competitive bidding, from doing business with the Town with a value and excess of \$200. Apparently the amount of \$200 hasn't changed in a very long time, but it looks like that is the rule. This was a question brought at the last meeting and it looks like there is a statute that address's that issue. Selectman Snow thought they might want to incorporate that statute when they talk about this in August. Selectman Robie clarified as they discussed at the last meeting the vendor list will come as they used the policy. As it increases they will make the list as they go. He didn't think they needed to sit down and make a list of qualified vendors that they use. If they need to solicit a list of qualified vendors and they only have two. They'll pick one or two and see if they will submit a bid. This is what he would recommend. Chairman Kelley called for a vote. Citizen Gary York asked if this was just for purchases under \$10,000. Selectman Robie explained purchases over \$1,000 will need a purchase order and anything over \$10,000 will go out to bid. Citizen Gary York asked if it goes out to bid will there be a newspaper advertisement. Chairman Kelley replied yes and it's documented in the policy. *Chairman Kelley called for a vote. All were in favor. Motion carried.*

The Board to discuss donating loam and bark mulch to the Garden Club for Brown Road/Murray Hill Road project. Selectman Snow said it was his understanding that they weren't looking for a donation, but they were looking for authority to do it and they would provide the funding for it. Selectmen's Administrative Assistant Hansen replied that Jan Paquette of Brown Road came in and specifically asked for a donation of mulch and possibly loam from the Town. Selectman Snow asked if we received a request from them. Chairman Kelley asked if we have piles of loam to give away. Road Agent Lewis said we don't have any loam or mulch. Chairman Kelley said they have never received a request like this. Selectman Robie said if they need 2 yards of loam and bark mulch maybe they could find a way to come up with it. Selectman Robie said they don't stock pile loam and bark mulch. Road Lewis noted something like this has always been done through private donations. Chairman Kelley suggested they she go around Town and talk to some of the businesses maybe they could raise the money and buy it. Selectman Robie thought they should have come to us with a cost. Road Agent Lewis added at least a quantity. Selectman Robie said they could estimate the cost if they have the quantity. Selectman Soares said she lives right down the street from this triangle and there are a bunch of trees and a rock. It's really not an ideal spot and it gets torn up in the winter. She felt a better spot is where it would be more visible. It's just not in a highly visible spot. Chairman Kelley stated the Garden Club does a fantastic job outside of the Town Hall. They make it look nice all of the time and he enjoys looking at it. Selectman Soares felt that people wouldn't get to see their good handy work right where it is. Road Agent Lewis said for years it was meticulously maintained by a lady on Murray Hill Road. She planted flowers and mulched it. She had a little green house business up there and she kept it flawless for years. He'll call Mrs. Paquette and see what she needs. Selectman Robie thought it would be minimal. Selectman Snow said this is consistent with the project that he was pushing for years ago about the Candia beautification in the triangles. This was one that was on a list. He knew about the lady on Murray Hill and the Garden Club would like to take over maintaining it. He asked if the Board felt it would be acceptable for the Garden Club to do something based on the consideration of the Road Agent. Does the Board have a concern with the Garden Club doing something at the triangle? Chairman Kelley replied no. Road Agent Lewis wanted to be clear that he was not going to approach the Garden Club as the Road Agent, so the Town won't be on the hook for anything he might help them out with. Chairman Kelley thanked Road Agent Lewis.

Chairman Kelley to announce total cost of the new cruiser. Chairman Kelley announced the cost of the cruiser is \$26,550. The additional equipment will cost \$3,689.35. Chief McGillen said the estimate to equip the cruiser is from Cocheco Communications. They currently work on the cruisers, they use two different companies. This guy works in the communications business and works for the Rockingham Sheriff's Department. He has programmed some radios for the department at no charge to the town. They had two other bids. They were both a few hundred dollars higher than this bid. The problem is they have to bring the cars to them. The guy from Cocheco will come to us. He talked it over with Selectman Soares. This bid doesn't include the push bumper, which he has been told by other departments that they should have the push bumpers on the front. It protects the radiator and cooler. He thought they would hold off on getting this. They cost is about \$400 and maybe they could look at purchasing it at year's end. Selectman Robie asked what are they protecting the radiator and coolers from. Chief McGillen replied you could tap into another car or a log down a back road. Selectman Robie said he didn't know they would be using it as a push vehicle. Chief McGillen replied they aren't going to push with them, but he didn't want anything to happen if they tapped something. Selectman Robie asked if an SUV isn't secure enough for a tap. Chairman Kelley noted that Selectman Snow felt the Board didn't vote on

this, so the Board will vote again. Chairman Kelley motioned to approve the purchase of the new cruiser in the amount of \$26,550 to Hillsboro Ford. Seconded by Selectman Robie. All were in favor. Motion carried. Selectman Robie motioned to equip the new cruiser for \$3,689.35. Seconded by Selectman Soares. All were in favor. Motion carried.

State Police Investigation regarding sign issue. Chairman Kelley said he has been questioned many times about the sign investigation. He read from an email Chief McGillen sent him. Officer Kane of the NH State Police said the investigation is closed and no criminal charges are being brought forward.

Henry Moore Highway Fund Procedure: Chairman Kelley said they talked about this last meeting. He read from the attached procedure. Selectman Robie asked Road Agent Lewis if this procedure was acceptable. Road Agent Lewis replied yes but to receive the full amount of money they are going to have to do the project at the end of the year. Otherwise they will have to do what they were doing before and take the money from some other line and move it back at the end of the year. This is where we were getting in trouble – taking the money from elsewhere. Road Agent Lewis asked if they should plan a December project. Selectman Robie thought they could estimate a project. Road Agent Lewis said he could estimate a project, but asked where the funds were going to come to pay for it. Selectman Robie said they were going to pay for it like they always have. It is already going to be paid for. Road Agent Lewis asked where they are going to take the money in the interim, because normally they did the project in the middle of the summer and they took the money out of winter maintenance payroll. The Budget Committee didn't like us doing that, so where are they going to get the \$14,000 in the interim. Selectman Robie replied they will account for where they took it out of and they will put it back. Road Agent Lewis said they were doing that. Selectman Robie said they didn't do that last year. Road Agent Lewis said they need to make it clear to the Budget Committee that they are going to take it from somewhere else, so when they see it come out of winter payroll in August they aren't climbing all over him about it. Selectman Robie replied it never had only when it didn't get put back. *Selectman Soares motioned to approve the Henry Moore Highway Fund policy. Seconded by Selectman Robie.* Selectman Snow said he didn't know what they are talking about because he hasn't seen a copy of this yet. Chairman Kelley replied that he just read it. Selectman Snow reiterated that he hasn't seen it. Selectman DePuy said he read the will of Henry Moore. It says the income is to be used by said town for the purpose of repairing the highways in said town. Selectman Robie said they are going to make it a special project. He felt by reading that they could take the interest and throw it into the operating budget. He is interested in taking that interest which is \$13,000 to \$15,000. We did this in 2010, 2011 and 2012 and prior to that they just used to put it in the operating budget. Selectman DePuy said he was fine with that, but he thought it was up to the Trustees to determine how it's spent and used. They apply to the Trustees and they tell us. Selectman Snow mentioned the due in Trustees account and the Budget Committee would see it as that. This would answer the where does the money come from question. If the Budget Committee agrees with that process they do it as a special project. They would put the funds in anticipated revenue and then they would use that in addition to the monies you appropriated in this fund. They may have to increase the Highway Departments appropriation to indicate that you are taking those monies. *Chairman Kelley called for a vote. All were in favor. Motion carried.* Selectman Robie said one of the reasons for this policy is that the Selectmen want to be made aware the policy is in place so the Selectmen are made aware of what we are doing. Citizen Judy Szot said the way she understood the problem was that the money was taken out of excess winter road maintenance which is fine. However, at the end of the year there wasn't enough money to do winter road maintenance. The warrant article that we

pass every year that says it is to be used when we run out of winter road maintenance fund - you can take it out of this warrant article. They ran out of money for winter road maintenance, because they did other work. Then they ran out of money for winter road maintenance, so they took it out of the warrant article. The money wasn't used for winter road maintenance it was used for something else. You are getting into a gray area it has nothing to do with people are upset that the Road Agent is using money, it's that you tapped into a winter road maintenance warrant article. It is only supposed to be used if winter road maintenance money was used up. One would assume that it was used up for winter road maintenance. This is the issue. Selectman Snow replied if that happened then the monies were improperly accounted for and to the best of his knowledge that is not the case. The money that was spent out of the warrant article that was only for winter road maintenance. Selectman Robie said this discussion was about the Moore Highway Fund and the way we're going to ask our Road Agent to bring a special project to the Board of Selectmen. All of the other stuff is water over the damn and this is going to help clear that up. They are spinning their wheels talking about something that happened a year ago. This Board is working diligently to clear up a few issues they feel needed to be addressed. They came up with a purchasing policy and a Moore Highway Fund procedure.

The Board to authorize payment of payroll checks and accounts payable checks. Chairman Kelley announced the grand total of payroll and accounts payable checks for June 20th and June 27th is \$60,443.57. Selectman Snow motioned to accept the total payroll and accounts payable checks in the amount of \$60,443.57 for June 20th and June 27th. Seconded by Selectman Robie. All were in favor. Motion carried.

Approval of Previous Minutes: Public meeting minutes of 6/10/13. Selectman Robie moved to approve the June 10th, 2013 Selectmen's meeting minutes as presented. Seconded by Selectman Soares. All were in favor. Motion carried.

Other Business

Fred asked the Board to read the Senate Bill that is going through in January. They can discuss it at the next meeting. This bill will go into effect on January 1st, 2014. (See attached)

Mowing and clean up of the Park. Chairman Kelley said to Selectman Snow that he thought the park was going to be mowed often and taken care of. It looks like a jungle over there. He has had more people call him. He had a lady call him screaming and yelling. She said she took her kids over there to play and took them home because she didn't want them to play in a hayfield. She added that she didn't want her children getting ticks on them. It is a disaster. If you can't manage that park then someone else needs to do it. He added the grass under the bleachers has to be as tall as the bleachers. You promised us in March that you would take care of the park. He told Steve Abelson to mow and you told him to get out of there. He doesn't care about all of the stuff growing, you take care of it or he'll find someone that will. He is really upset about this and he has never seen the park look this bad. There is no need for this. Selectman Snow said this is Candia it's not Manchester and we have a park that is mowed to the extent that it is being used. Chairman Kelley replied they can't even sit on the bleachers the grass is everywhere. Selectman Snow said the bleachers were cleaned out during the spring clean up in April. They aren't grown up that high and they don't normally do it. Chairman Kelley said there isn't a person on this Board who won't agree with him on this. It doesn't look good. Selectman Snow said he has mowed the park. Chairman Kelley said he didn't do a very good job. Selectman Robie said he would like to see the grass mowed at Moore Park, around the bleachers, and the ball field. It should be cut back all the

way to the edges to stop the trees from growing in. The trees have grown in considerably over the last three or four years. Selectman Snow said he has heard comments from the Board continuously, but hasn't heard from anyone else. Selectman DePuy said they need to attack the problems and not each other. He noted the park could stand a good mowing. He agrees to that extent. He reiterated that they could do a better job treating each other on this Board and attack the problems and not each other. Selectman Snow said he would walk the park with Chairman Kelley and he could show him the problem areas. Chief McGillen asked if they need some community service. Chairman Kelley said he would talk with him.

Rockingham County dispatch fees: Chief McGillen said he attended the meeting and the entire room was against the County Commissioners charging the towns that use Rockingham dispatch a fee. He hasn't heard anymore on this matter, but once he does he'll let the Board know. Chief McGillen noted there were no decisions made at the meeting.

Selectman Soares wanted to mention the idea of increasing the veteran's exemption. It's currently \$300 and she thought they might want to increase it. She was thinking of \$1,000. She would like the Board to think about this and see if it was something they wanted to do. Chairman Kelley said we'll discuss it at the next Selectmen's meeting. Selectman Snow noted it would need to be done at the Town Meeting. Selectman Robie would like see how many people are getting the exemption.

Selectman Robie said they were discussing tax liens that need to be looked at a couple of months ago. He thought they should follow up on this.

Chairman Kelley motioned to adjourn at 8:05 p.m. Seconded by Selectman Robie. All were in favor. Motion carried.

Respectfully submitted,
Andria Hansen
Recording Secretary