

Unapproved Approved
Candia's Selectmen's Public Meeting Minutes
May 12, 2014

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

7:00 p.m. Chairman Robie called the Public Meeting to order and immediately followed with the Pledge of Allegiance.

Review of minutes for April 28th, 2014. Selectman Soares motioned to accept the meeting minutes of April 28th, 2014 as amended. Seconded by Selectman DePuy. All were in favor. Motion carried. Selectman DePuy mentioned that in the April 28th minutes he said they charge a percentage if the barrel isn't full. He clarified if they partially fill a barrel (at Household Hazardous Waste Day) they are charged for a full barrel. Selectman Soares motioned to approve the April 28th, 2014 Selectmen's Non Public meeting minutes as amended. Seconded by Selectman Chivers. All were in favor. Motion carried.

Departmental Reports: Highway, Police, Fire, Building, Solid Waste & any other depts.

Road Agent: Road Agent Lewis read from the attached report. He noted this year they have used more patch than the last three years combined. It shows what kind of winter it was and the condition of the roads. The life of asphalt is only 12 to 14 years. It dries out and you start to see the wearing course starting to come off of the roads. He thought they should think about this come budget time. They hauled stone to Tower Hill and Currier Road. Tower Hill wasn't bad this year for mud and Currier Road had an average year for mud. He did shoulder work on Critchett Road and almost every spring the right hand side of Critchett Road washes out. Selectman Soares asked since they have used a little more patching then they usually have is Road Agent Lewis comfortable with the numbers. Road Agent Lewis said they'll just have to wait. A lot of the patch he used earlier in the winter he bought out of last year's budget in December. They probably got the first 12 tons on last year's tab.

Police: Selectman Chivers said the monthly report speaks for itself. He noted they have a deadline to hire two part time officers. The deadline is May 17th to place their names before the police academy. The Chief has indicated that he has one solid candidate that he will be recommending to the Board. He is still working on a second one. There is a lot of back ground information they need to check before they can recommend someone to the Board. If he doesn't make a recommendation before Saturday they'll have to wait for the next class. He doesn't know exactly when that is. It's at least two months out. Selectman Chivers noted they'll need to have a public meeting to hire these two candidates. They are in a tough spot Saturday is the deadline to submit their names. Chairman Robie asked if they had any candidates that are qualified part time police officers. Selectman Chivers said they do have one candidate that is a certified to be a part time officer. They could hire that person if they so desire at anytime. He noted they could meet on Thursday or Friday and would he Board be willing to do that. Chairman Robie said if that was what they needed to do. Selectman Chivers said he would tell

the Chief if he doesn't have someone that he was ready to hire wait it out and send them to the next academy. Selectman Snow said they could hire a person prior to them going to the academy. He mentioned there was a big drug bust on Old Manchester Road and ended up with quite a bit of marijuana and cash. They DEA has been working with the department now. He commended them for doing some good police work last weekend.

Fire: Selectman Robie read from the attached report.

Building: Selectman Soares read from the attached report.

Solid Waste: Selectman DePuy said he would have a departmental report for the next meeting. He noted that he's looked at the budget and it looks good. The income from recyclables has been better than last year based on what he has seen so far.

Parks & Rec: Selectman Snow noted the slide was repaired. He mentioned the opening and closing of the park bathrooms. He copied the Board with the inputs for the budget hearings he had with the Board and the Budget Committee regarding the parks. He put together an RFP that would delineate exactly what it is of what they need to be able to open and close the bathrooms. Also, it includes cleaning and maintenance of the park. He would like to put the RFP out this week so he can get some idea of what it is going to cost and maybe be able to find a portion of it this year and between now and the budget process in September. He thought they should add other parts of the park to that. They will get a good feel of what it would cost to do it for next year.

They had a road safety audit for some intersections in town. This one was done differently than they have in the past. Now DOT is hiring outside people to come in and do the road safety audits. They talked about it first, looked at maps, went out and walked around and looked at the intersections. They got a feeling of what the traffic flow looked like. They asked for public input and he talked to all the business owners in that area. He had four people that had input. They are going to go back and present a report to the DOT. They will come back and have public hearings on what the DOT recommends. Then they'll try to put it on the schedule to be done. The only thing to be of significance was closing the main entrance to Holbrook Cemetery. There are no graves at the front. They were also talking about closing one end of Main Street. This is all discussions and they are things that are significant to the town. Chairman Robie asked if they looked at their master plan before they went out and looked at the intersections. Selectman Snow said there wasn't any discussion about the master plan, but there was considerable discussion about Envision Candia. He noted Ron Severino, Scott Komisarek, and Jeff Goff were at the meeting. All of these people had input into it. Selectman Snow mentioned the Upper Lamprey Scenic By-way. It was approved by the State Byways Council. This is now a formal scenic by-way. The route has been laid out and places on the route have been identified. They need to put together descriptions of those and they've included a lot of businesses in town. They have Charmingfare Farm, the winery, a couple of school houses, and Liquid Planet. All of these businesses would benefit from this. Selectman Soares mentioned that funds for the repairs of the gazebo would be coming from the building maintenance line and which building maintenance line was he talking about. Selectman Snow said it would be the building maintenance line in the town operating budget. Selectman Soares asked if the gazebo

fell under building maintenance. She felt it really wasn't a building. Chairman Robie said he has gotten donations and people have supplied paint and materials to keep it up. He noted the Mr. Sheppard has painted that gazebo twice. Chairman Robie noted he has put the railings back in after the summer concerts and have kept the picnic tables in good order. Selectman Snow noted picnic tables would come under the current budget. Chairman Robie noted they are not going to take funds from this building to go over there. Selectman Snow asked if the budgeted money was for all buildings in town. Chairman Robie noted the Smyth Building has a budgeted amount. He felt if the park buildings and structures need repairs they need to be in the park budget. Selectman Snow said they'll do that this year. Chairman Robie said they'll work on the trim of the gazebo. He asked Selectman Snow if he was going to get the boards back in the dam soon, because it's part of maintaining the pond park. Selectman Snow said he has never touched them and does it need to be done for the summer. Chairman Robie said it needs to be done for the summer and lowered in the fall. They do this every year. Selectman Snow said if the water gets to high it could back up into the school. Chairman Robie said that's why they take the boards out to let the water down.

Selectman Snow said he would like the Board to review the RFP's. Chairman Robie asked the Board if they felt they should be sending out RFP's to close the bathrooms and empty the garbage cans. Selectman Chivers asked what they did last year. Selectman Snow said he did it. Chairman Robie said the year he did it he had Steve Ableson do it. Steve picked up the trash and he opened and closed the bathrooms for the day. Selectman Snow said the reason he wanted the RFP was not to preclude Steve and Steve would be able to look at this and tell them what it would cost him to do it as well as other people. Chairman Robie said he didn't know how many people he was going to get to respond to that RFP. He felt Steve would be willing to do this for us and he has been very generous to the town and the people who live in town. Selectman Chivers was worried if they put this in the paper they are going to get reply's that will scare them. This isn't a \$10 a day job just by looking at the RFP. Chairman Robie wasn't saying that Steve will do it for \$10 per day five years later, but let's see what he comes up with. Selectman Chivers asked Selectman Snow to talk to Steve and see what he'll do it for. Selectman Snow said he would ask what he would charge and he'll look at the budget and see how much he'll have to do. Chairman Robie asked Selectman Snow to talk to Steve and come back to the Board with the information at the next meeting. Selectman DePuy agreed with Selectman Chivers and questioned how much someone would charge to do this if they send out the RFP. Selectman Snow said this is written down for two reasons one is so Steve knows exactly what needs to be done and other is to see if there is someone who wants to do this. Before the September budget hearings they can find out if there is someone out there that is willing to do the entire spectrum. There are two concerns in his mind one is to get it done as cheap and efficiently as possible and the other is if they keep loading up on Steve they are looking at spending a certain amount on all the things Steve does. Could they hire someone to do all of that stuff less expensively? Selectman Chivers was afraid of where this was going. He asked who is taking care of it now. Selectman Snow said he was. He said he would talk to Steve and find out what it will cost. Chairman Robie said the main thing is someone to open and close the bathrooms and they need someone to pick up the trash. If any equipment breaks they will figure out how to get that fixed. Everything they are talking about is in the budget and if they need to adjust if for next season they'll do that. Selectman Soares asked if they need to open the bathrooms at 6:00 am. Could they open them up at 8:00 am and close them at 6:00 pm. She asked if people really use them at

six in the morning. Chairman Robie said if they have someone open them at 6 instead of 8 the person may charge a little more. Selectman Chivers noted the RFP says from dawn to dusk. Selectman Snow said he would speak to Steve and see what he is capable of.

The Board to discuss welfare procedures and guidelines. Selectman Chivers said as far as he knows these would be the original set of policies for the welfare department. His objective was twofold. One was to give the incumbent welfare director something she could rely on for consistency for what this Board's policy are with respect to welfare administration. Also, what the incumbent can rely from year to year and liaison to liaison. This will give the incumbent some assurance that the welfare department policies are clearly articulated by the Board of Selectmen and that the liaison assigned to the department will follow them. The second objective was to provide some kind of transparency and accountability in this process. This gives plenty of latitude to the incumbent and yet it leaves the Board of Selectmen through their liaison with the ultimate authority to approve or deny any claims the director presents. He didn't think this was an unreasonable position. There are seven items and there is sufficient latitude for the incumbent to operate within. Welfare Director DelRosso asked if she could see a copy of the guidelines. Chairman Robie asked her to wait so the Board could discuss this and then he'll open the discussion up to the public. Selectman Chivers noted these policies have never been adopted and it doesn't replace anything. Selectman Snow thought there are occurrences that happen in the welfare department that can't wait two business days. He sees examples of homeless people that come into town that are given gas cards. You don't have two days for that. Selectman Chivers pointed out if you read the policy it says we don't give out gas cards anymore. Selectman Soares said per statute they have 72 hours in which to respond to someone asking for assistance. Selectman Chivers said Selectman Snow needs to distinguish between the fire department and the welfare department. If someone has a medical emergency or fire they need help and they need it right then. Financial crises take a long time to develop and it isn't something that the town should have an immediate response to. Selectman Snow said in the past the bums would come walking through town and the police would pick them up bring them to jail and give them a meal. Then they would drive them out to the town line the next morning. If they don't care for people that need it, it becomes a liability to the town. Selectman Chivers said our obligation per the RSA is within 72 hours. Selectman Snow said if someone dies on our nickel he doesn't care about the 72 hours. Selectman Chivers said this establishes a maximum. If there is a need they aren't going to wait 72 hours. Selectman Soares explained 72 hours is the time frame to respond. This is per the state guidelines. Chairman Robie said they are getting confused about assisting someone or welfare. If they have someone injured the police are here to respond to an emergency. As far as vagrancy he didn't believe the state statute determines that as a welfare product until that person applies for help. He didn't think welfare was set up as a charitable organization. It is designed for people who applied for needs and they can't get assistance anywhere else. Selectman Chivers explained when they take the application for assistance they also refer the client to various other agencies, so the whole process doesn't happen immediately. Even under the best of circumstances when someone comes in and asks for help. They fill out the application and they are referred to the appropriate agencies. There isn't an immediate need on that day. Once they are turned down by the other agencies, then the town has an obligation. There are seven or eight state agencies that can handle this kind of assistance. Selectman Snow said the welfare department is responsible to get as much help for the individual. When this town was incorporated in 1763 the first thing that the King told us is that

you will take care of the people in your town, you will not send them to me. It has followed down all of the way; we have a responsibility to the residents of our town. The residents are anyone that comes wondering in here that says they are a resident of the town. It's not welfare to him its family; you take care of your family. Selectman Chivers asked if these policies abdicate that responsibility. Selectman Snow said it appears before the Welfare Director can do anything they have to find the liaison and felt there were instances when it needs to be done and they wouldn't have to find you. The other thing is showing "upon showing of need and concurrence of the Board of Selectmen". That says to him that if they need something over the four hours they have to go to the liaison and he has to get the concurrence of the Board. Selectman Chivers read "A minimum of 4 hours a week should be sufficient to perform the duties of the Welfare Director, the Selectmen's liaison may upon showing of need and concurrence of the Board of Selectmen authorize additional hours as the situation may warrant." Selectman Snow didn't think the concurrence of the Board should be in there. Selectman Chivers explained it is only to expand the number of hours. Selectman Soares added as a full Board we vote on the number of hours. Selectman Snow said if the Board votes on 4 hours as a minimum that should be the limit of our interference with the liaison. The liaison is delegated to be on site as the supervisor that could then say there is a need for more hours. Selectman Chivers said that was a fair observation. Selectman DePuy said in reading the town history there is a general thought that the town is responsible for taking care of those who are in need of help. Maybe back in the 1700's it was more of a necessity, but we do have that duty. He doesn't know enough about this and he hoped after they discuss this the Welfare Director could look at the policy and then they could meet at the next meeting. He mentioned that no home visits were in the policies, he didn't know if they normally did that. Selectman Soares said no and they are not supposed to do that. Selectman DePuy said he didn't know what they were and weren't supposed to be doing and there is a confidentiality issue. He thought they needed input from the Welfare Director. Selectman Soares said the Board has access to all of that information. They have been over this she has met with the welfare lawyer in the past. They as a Board because they deal with all the necessities of the town are privy to that information. They don't divulge it but they are privy to it. Selectman DePuy said he didn't know enough about what they were talking about to make any educated comments. He drafted some comments and addressed what Selectman Snow suggested "in the absence of the liaison that the Chairman of the Board could be contacted". This was just language changes. He would like the Welfare Directors input. Selectman Soares suggested reading through the welfare guidelines. Chairman Robie said they have never had a policy or procedure such as this in the office. They need to make sure they don't contradict themselves too much. A few weeks ago they gave the department head of the Solid Waste Department a reversed the decision on how he worked his part time people. They took it away from him and they gave it back to him by the vote of the Board. They have department heads and they need to be very clear of what we expect of them. He felt it was contradiction. Determining now how many hours a person is going to need to do their job and we don't know what it entails until it happens. He reiterated that he didn't want the Board to contradict themselves like they did two weeks ago. Selectman Soares said that was because someone went over the hours they were allotted then what the Board agreed on. They were at 26 hours. Chairman Robie said give them couple of weeks to figure it out and they are going to keep an eye on it. Selectman Soares noted they need to look at each department as their own individual department. Chairman Robie said their job is to make it fair and equal to the employees. They have to treat everyone with fairness and respect to the best to our ability. Contradiction from

department to department is a grey area. Selectman Soares said they also have to look at their budget and if they are spending 60% of their budget paying someone for two clients that is ridiculous. Chairman Robie replied you have that discussion with the department head and give them a second chance without dictating to them what they have to do. Selectman Soares said you're not budgeting your entire budget if you are wasting 60% of department finances on payroll when you have two clients that is a waste of money you could be using somewhere else. Chairman Robie said they have brought it to this person's attention. Selectman Soares said you are not willing to change based on a 60% waste. Chairman Robie replied maybe they are going to change without dictating to them what they have to do. Selectman Soares said they have tried this numerous times with this department. Selectman Chivers asked what the recycling center has to do with this. Chairman Robie said they asked Chuck not to work his part time people more than three people per day not four. So we reversed his hours and he can put four people on and put in 32 hours of recycling that day instead of 24. They added eight hours to that shift. He felt it was a contradiction. Selectman Chivers asked that contradicts this policy by establishing a minimum of four hours each week. Chairman Robie said they don't know just like they don't know how many hours Chuck needs down there to get the job done for the week. They decided this two weeks ago. Ms. DelRosso says she could probably do this in four hours. If something that takes eight hours comes up they need to consider it so they should look at number 6 in the policy. They need to give her a second chance and maybe some weeks she'll only work two hours worth of work. They got to a point where they have a \$6,000 budget which changed from a stipend to a wage and he's trying to figure out when that happened. Selectman Soares said if he has a problem he can check with the Department of Labor. Chairman Robie said he understood and he did figure it out. Selectman Chivers asked who will determine what the sufficient amount of hours are each week. Chairman Robie felt the documentation that he sees on Ms. DelRosso's timecard shows instead of meeting with a client 1 hour its now meeting with a client for 15 minutes. A guideline of how we want her to do her work. Selectman Chivers said this also establishes a minimum number of hours. Suppose she has no claims and no paperwork. He questioned if she could submit a time sheet saying no hours this week. Chairman Robie said that is the direction we want to go, the same way we did with Chuck. They are changing the policy they have been doing here for 6 or 7 years. They reduced her stipend from \$10,000 to \$6,000 and computed the hourly wage. They need to take baby steps so everything is compatible. Selectman Soares noted that in everyday business you don't take baby steps to make your business run efficiently. If you are willing to waste 60% of your overhead or payroll, that is not efficient. She questioned why is this ok for the taxpayers of the town. You are allowing this to be ok. Selectman Snow said businesses are run on the amount of profit they can make. The town is interested in providing a service, generating revenue, reducing the cost as much as they can to draw a profit. They have something that needs to get done and that costs money. Something needs to get done by the Welfare Director it is a job that the town needs to do. They want to do it in an organized realistic fashion without micromanaging. Selectman Soares said this is what they were put into this position for to make the tough decisions and run the town efficiently and effectively. Selectman Snow said her definition of efficiently and effectively is different than his. He is interested in providing the services that the people who voted asked for. They ask for it by voting on the budget. Selectman Chivers asked if it would address Selectman Snow's concern if the sentence read "the Selectmen's liaison may authorize additional hours as the situation may warrant". Chairman Robie said certainly. Selectman DePuy thought taking that line out would be appropriate. He's stumbling on if this means a minimum or a maximum.

Selectman Chivers said a minimum because no one wants a job where one week they don't have anything to do. There has to be some certainty and fairness to the employee. It should be at least 4 hours a week. Selectman DePuy suggested a minimum of 4 hours per week will be required. Chairman Robie opened the discussion up to the public. He didn't believe Welfare Director DelRosso has seen these. Selectman Chivers said it was his intent to show these to her. Citizen Linda Bergeron agreed with Chairman Robie in that you can't run a department one way and another department a different way. It seems like it's more like a personality clash than an hour's issue. Chairman Robie said they are trying to keep it a fair and balanced work place for our employees. Welfare Director DelRosso said they changed her hours two weeks ago without the Board being notified. Chairman Robie said that Selectman Chivers spoke to him about that and said you agreed to it. Welfare Director DelRosso replied that she was in a meeting with Amanda and Boyd and they're her liaison, the people who she is supposed to look up to for guidance. They were telling her she only needs to work four hour because she only has one client. What was she supposed to say they decided they were going to change her hours? She couldn't say or do anything about it. Chairman Robie said he looks at her time card and she has completed her work within 15 minutes blocks instead of hours. He used to look at it and it would be an hour for this and hour for that. Through speaking with her liaison she has been able to document how much time she spends with these people and it comes out to considerably less. Welfare Director DelRosso was sure if they did that to all of the employees they would do it for 5 or 6 hours a week less too. If they had to document every time they moved, went downstairs, went to the bathroom, etc they would save a whole lot of money. She felt she was being singled out, they were only talking about \$5,000. You are not talking about a \$50,000 position. Chairman Robie said she had her say and we aren't going to argue. She can review the policy and procedures. He agreed if they adopt a policy and procedure the employee should follow it, but he also agrees if you hire an employee you hand them a policy and procedure. In mid-stream it is difficult. Selectman Soares said the problem is that we don't have any of these. Chairman Robie said this is a give and take situation. Selectman Soares said Selectman Chivers asked her this at the meeting. He asked how many clients she had, how much time did they require and she said two to four hours. Welfare Director DelRosso said they told her two hours and she said that was unfair and they changed it to four. Selectman Chivers said it was only fair to present these to the Welfare Director and see if she wants to work under these circumstances. This is reasonable. Chairman Robie said they should give her a chance to make comments on them. Selectman Chivers said these policies are written for the position not for the person occupying the position. You have to distinguish what the current Welfare Director would like to see in these policy and procedures and what the Boards sees as the best policy for the Town of Candia. He didn't think they should write these things for the benefit of the incumbent of that position. She is welcome to look at them and comment as a citizen of the Town of Candia and as employee determine whether she wishes to continue to work under these policies. To have any kind of influence on a town policy to him usurps the responsibility of the Board. Selectman Snow said they have to consider the history of this person and it may be considered a hostile work place. Selectman Soares said they have to do this on an individual, unbiased way. They write the policy for the position, not the person. You don't make a position and write something specifically for that person. She is currently writing one for the Building Inspector. She is writing it for the position not Dave. You have to look at the position not individual people. If they start catering to individuals then what are they doing here. Welfare Director DelRosso noted that every other department generates income, but welfare doesn't. Chairman Robie said when they went from a

stipend to a wage they were told they had to do that. When they changed her to an hourly employee there should have been a policy written that day. Selectman Snow said if they look at the position and compare what everyone else is doing. They need to make a position description. Selectman Chivers said it isn't a position description it's a policy the town adopts to regulate that department. Chairman Robie asked if there was a job description. Selectman Soares replied yes and it is in her personnel file. Chairman Robie asked if the entire Board could get a copy of her job description and the proposed policy and review them for the next meeting. Selectman Chivers said these are for review for public comment and they were considered by the Board. Selectman Snow said it is a governmental record so it's available for public review. Welfare Director DelRosso noted as far as the confidentiality thing, it is confidential and when two of the members (of the Board) come into a meeting and make a client cry that is a breach of confidentiality. Chairman Robie said if they are going to go this route they'll have to go into a non public meeting. Welfare Director DelRosso replied that she wanted the Board to be aware. Selectman Chivers said this would be a personnel matter that she is welcome to take up in a non public session. Welfare Director DelRosso said it has nothing to do with her, but she is just stating a client was very embarrassed by that situation. Selectman Chivers suggested they go into a non public session. Chairman Robie told Welfare Director DelRosso that is a discussion for another time if it warrants. Citizen Linda Bergeron asked if the policy and procedures could be put on the website so the public can see them. Chairman Robie said until they finalize them they are going with what they discussed this evening and the copy they have in hand. He noted some of the Board members have notes and suggested changes. He didn't think they should put it on the website until it was finalized. Selectman Chivers asked just to clarify what are they doing in the next two weeks. Chairman Robie said Selectman DePuy has some suggested changes. Selectman Chivers said they will bring the revised version to the next meeting. Selectman DePuy thought they were going to share these with the department head and she was going to give us her comments. He thought having policy and procedures was a good idea and he commended Selectman Chivers for working on them, but he needed to educate himself. Welfare Director DelRosso asked if could see the policy. Selectman Chivers said he would email them to her. Chairman Robie thanked Selectman Chivers for his work and effort on this policy.

Selectman DePuy to update Board on Tyler Ferron's Eagle Scout project. Selectman DePuy explained Superintendent of Cemeteries Jerry Becker has spoken with Tyler about his project. This is a big project for someone to take on. There is a big cost factor as well. Tyler has raised a total of \$1,600 so far and \$600 of that was through a dinner. There was a \$1,000 contribution. He has plans and was told we will see the plans at the next meeting. He didn't think the plans were the problem, it's coming up with the money to be able to fund the project. This is something Tyler is confronting and the Scouts are confronting as well. Selectman Snow asked if his birthday was in May. He is already past his 18th birthday if he doesn't get it done. Selectman DePuy noted he doesn't know what the rules are. Selectman Snow explained the rules are he completes the Eagle Scout project before his 18th birthday. Selectman Chivers asked where that leaves us. Selectman DePuy said he would check the age limit. Selectman Snow said he is concerned that he gets his Eagle Scout project done. He could be wrong about his birthday. Selectman DePuy said the big issue is financing and it's a big project. They understand this is a big project for a young man to undertake. He is addressing these issues as best he can. They will find out where they are at the next meeting. Chairman Robie said the town could help out on that project a little bit. This would be a good project for the perpetual care money. If they

could probably get 40% of the project funded. This would help the young man considerably get to the next step.

Update on old recycling center closure. Selectman Soares informed the Board that DES has approved the waiver and our plan to cap what we have at the old recycling center. They agreed to it. She sent the email to Stantec. The Board has a proposal for the ash closure design and the cost. It is going to cost \$12,124. This falls within in the money allotment. This is just for the closure design. Doug Kemp said that Stantec needs to sit down with them during the design phase to make sure they follow all of the solid waste closure rules and regulations. They will go over with the engineers exactly what they would like to have done. They are at a very good place, they don't have to haul off anything and they can bury what is there. Chairman Robie asked if this was the direction the Board wanted to go. Selectman Chivers didn't think they had any other alternative. Selectman Snow said they need to make a decision on whether they want to bid out the whole package. They are doing this piece mail. Chairman Robie asked Selectman Snow if he was on Board with this plan. Selectman Snow said he was. Selectman Soares said she just got the proposal today and hasn't had a chance to go through it. She is assuming that it's decent. Stantec had done these kinds of closures before for other towns, so they are familiar with it. Doug will make sure that everything goes accordingly. Who they have do this, is a bidding issue and they can decide after this is done. She said the Board can read through this and they can decide at the next meeting. Selectman DePuy said he hadn't read through it but his sense is to go with it. They've been recognized by DES and have been working on it. He mentioned there was information about grants in the folders. Selectman Soares said she met with the person from DES and the grants are open so they can apply at any time for one. She will work with Selectman DePuy on this and get it started. Selectman Snow said the grant is a reimbursement. Chairman Robie said he has read the proposal and he has a couple of things he would like to discuss. Selectman Chivers said his only thing is they don't have an unlimited supply of time or cash. It is now May and they have about six months to get this done. He doesn't know how long it would take to put this out to bid or if we would get a lower number when it came back. He would urge the Board to sign the contract with these people and move forward with this landfill closure plan. Chairman Robie says he reads the \$12,000 mark and there is supplemental survey allowance. They can be pretty certain that they aren't going to need that. He didn't know if they needed someone for project administration. This is a prepared proposal for a full blown project. They already have a lot of this information at DES. They have a closure plan from the original landfill, they have topo and geographical from the ash piles, and they have the amount of ash. The only thing that he doesn't see is wetland delineation which they may have to do. He thought someone could talk with Dave Allwine (of Stantec) and see if he can ask the State of New Hampshire for some waivers on some of these things. There was a storm water plan that tells us drainage calculations. This was done on the original land fill plan. They will finalize the calculations. He would like to talk with the engineers and see if they can get the proposal reduced a little bit. The second thing is the minimum amount is \$12,124 and if they considered all of the work they have done they could overlay some of it. This would be his suggestion to the Board. Selectman Chivers asked if he was suggesting that they have already paid for some of these services. Chairman Robie said they have a lot of the work done and that's business. He thought they paid for the services and they own the plans. They could sub this out to a civil engineer. Stantec really doesn't do civil engineering. They review the work someone else has done to make sure it is compatible with their regulations. Selectman Chivers asked if they could

delegate a member of this Board to negotiate with Stantec. Chairman Robie said he wanted to bring up a few thoughts and comments. He was sure that Road Agent Lewis has negotiated some stuff with Stantec. Road Agent Lewis said it keeps them all honest. You have to go off the list of items for the project and see if it is something you can do in house. He felt they were easy to negotiate with. Selectman Soares asked if Chairman Robie would be willing to negotiate with Stantec. Chairman Robie said they are running out of time and he would like permission from the Board to negotiate with Stantec. He didn't know if he could get the price down or not but they will go along with the proposal either way. Selectman Chivers motioned to authorize the Chairman Robie to negotiate with Stantec and if the terms are acceptable sign a contract on the behalf of the Town of Candia to start this process. Chairman Robie asked if he can't negotiate the amount does the Board want him to sign it. *Selectman Chivers amended his motion to authorize Chairman Robie to sign the contract with Stantec and begin this process. Seconded by Selectman Soares.* Selectman DePuy said they could go into a non public session to discuss the details of the negotiation. Selectman Chivers said Chairman Robie is going to do his best to negotiate a lower price. Chairman Robie noted he may not be able to. There was further discussion about the proposal. Road Agent Lewis said this is like a culvert design. Stantec assumes they are going to be doing the whole thing. They have to cover themselves with the whole estimate. They don't know what the town may do on its own. So until Carleton discusses it with them this is the estimate they are going to get. Chairman Robie called for a vote. *All were in favor. Motion carried.* Chairman Robie thought they should have voted to waive the bidding process. *Selectman Soares motioned to waive the bidding process on the design for the cap closure. Seconded by Selectman Chivers. All were in favor. Motion carried.* Chairman Robie said he was reading the Town and Country magazine and New Hampshire just budgeted 9.5 million dollars for grants. Landfill closures were considered under these grants. The Town of Auburn received \$27,000 and other towns received a good sum of money. He asked Selectman Soares if she has applied for the grant. Selectman Soares said she hadn't yet and was waiting for a decision on this. Selectman Snow said you first have to spend the money then the town will be reimbursed. Selectman DePuy said the legislature has been making these grants every two years and they are scheduled to continue. He didn't know if we were eligible for this grant, but the sooner we get in the sooner we'll get in for the next time around. If they have a bill that is connected, they send it in with the grant application and we'll be first in line. Selectman Soares said she would have Accounting and Payroll Clerk Becker get all of the bills together and she'll look over the grant application and make sure they fill it out properly. Selectman Chivers told her she has between now and Saturday to do that. Selectman DePuy said if you get the basic application in with some bills they'll be on their way. He went to the seminar on this and they were very interested in the closure. He felt they will be well received. Chairman Robie encouraged the Board to read Doug Kemps response and understand what we really need to do and what Stantec needs to do for us.

The Board to finalize the by-laws for the Smyth Memorial Buildings. Chairman Robie said they reviewed these three or four times and made the necessary changes. They have a response from Atty. Mayer and they took his advice on most of the changes. They aren't changing the five member board, Atty. Mayer suggested three. Selectman Snow noted the town voted for a five member board. Chairman Robie motioned to adopt the by-laws for the Smyth Memorial Building Trustees and send a copy out to the interested candidates. Seconded by Selectman

Chivers. Chairman Robie, Selectman DePuy, Selectman Chivers, Selectman Snow were in favor and Selectman Soares was opposed. Motioned carried on a vote of 4 to 1. (4-1-0)

The Board to authorize payment of payroll checks and accounts payable checks. Chairman Robie announced the grand total of payroll and accounts payable checks for May 8th and May 15th was \$500,252.35. Selectman Snow motioned to accept the accounts payable and payroll checks for May 8th and May 15th in the amount of \$500,252.35. Seconded by Selectman Soares. All were in favor. Motion carried.

The Board to decide on the next meeting date (Memorial Day). Chairman Robie noted the next meeting falls on May 26th which falls on Memorial Day. Chairman Robie motioned to schedule the next Selectmen's meeting to June 9th. Seconded by Selectman Snow. All were in favor. Motion carried.

Other Business

Trustees request: Chairman Robie noted that the Trustees does want the Board to submit requests for each invoice that comes in. When they voted for the testing they voted for the \$33,000 that was proposed. They were giving us the checks as we submitted the bills. They will need to vote on this at the next meeting.

Selectman Snow said they signed a junk yard license and took a \$25.00 fee. What authority does the Board have to accept a \$25.00 fee? Chairman Robie said same as we do to collect a \$15.00 fee for a dog. Selectman Snow asked why it isn't a \$2,500 fee instead of \$25.00. Selectman Soares said it is required by the state. Chairman Robie said it was an ordinance.

Chairman Robie motioned to adjourn at 8:50 pm. Seconded by Selectman DePuy. All were in favor. Motion carried.