

~~Unapproved~~**APPROVED**
Candia's Selectmen's Public Meeting Minutes
June 9, 2014

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

Chairman Robie opened the meeting with the pledge of allegiance.

The Board of Selectmen will hold a public hearing to address discretionary preservation easement applications for preserving historical agricultural structures in accordance with RSA 79-D:5. Chairman Robie opened the public hearing. The applications up for their 10 year barn easement renewal are: William Cresswell of 158 Main Street; Deborah Dekkers – Chester Road; Boyd Chivers of 165 Depot Road; Joseph Lemieux of 2 Patten Hill Road; Jeff Philbrick of 110 South Road; Diane Philbrick of 95 South Road; Hope Pearson of 139 Main Street and a new easement for Ron & Carol Howe of 255 New Boston Road. Selectman Chivers recused himself from the discussion. Chairman Robie noted the renewals have been receiving a 50% abatement on the assessed value of their barns. They can update and preserve their barns and they are an asset to our community. Selectman Snow asked if the public had any input. There was no public input. Selectman DePuy motioned to grant the discretionary barn easement for the mentioned properties and abate 50% of the assessed value of the barn and the land beneath the barn. Seconded by Chairman Robie. Chairman Robie, Selectman DePuy, Selectman Soares, Selectman Snow were in favor and Selectman Chivers abstained. Motion carried. (4-0-1)

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

Highway: Road Agent Lewis read from the attached report. He has been meeting with some paving contractors to get some quotes for this year. Hopefully by next meeting he'll have 3 quotes. He is still working on the guardrail on Patten Hill Road. Stantec has been working on their wetlands permit for the culvert on Depot Road. Their sizing was correct so it's going to be to be a 5 x 8 culvert and that's within the price range he had quoted. The permits should be going in tomorrow. They should hear back within 60 to 90 days. They will probably go ahead with Depot Road and cut out that on patch for the culvert when the time comes to do the culvert. Once road work will be done all they will have to do is make the cut and put in the culvert and pave over it.

Police: Chief McGillen mentioned they had a significant drug arrest. The new Officer Tom Terelli did an outstanding job on that case. He initiated it, made some good observations, and applied for a search warrant. They found about \$18,000 in cash and about 6 pounds of marijuana. They immediately applied for the drug forfeiture process. They will be able to get about 80% of that the money which is \$14,400. There is a list from the DEA that shows them what they can use that money for. They are having some issues with cats in town. There is a program out of Londonderry that's helping citizens out called Animal Rescue Veterinary Service (arvsonline.org). They come to Candia and they catch stray cats; neuter and spay them then release them back where they found them. They can call the department or go to the website for

information. They had some people going through some cars up on Chester Turnpike. He reminded people to lock their cars. They have had juvenile activity in neighboring towns. The department participated in the Special Olympics torch run. Several special needs students from Raymond High School came over and they ran with officers from the Raymond Police Department and himself. They have bicycle helmets available to the children in town. They also have some gun locks which are free items. The department had CPR and AED training. He thanked EM Director Bob Panit for putting that together. Officer Langlois completed rifle instructor class. So they have three AR15 rifles in service. Now they can have in house training on this. He also went to the Glock gun school, so he can fix broken springs and make adjustments to the fire arms. They were denied the upcoming Fish and Game Grant. They did have the 4 wheeler worked on at Argo Cycles. He didn't know if it was a donation, but they won't give them a bill. He wanted to publically thank Argo Cycles in Raymond for their service. He wanted to thank Deb Marion of South Road. She donated an office chair to the department. He wanted to thank Ed Cunningham for the use of his radio channel that Candia Fire and Police Department use. He allows them to use the frequency and he pays for the licensing fee. They did respond to the situation in Brentwood. In addition, some of the officers attended the funeral. In Auburn there is a women's safety clinic that is available to the women in Candia. It will be held at the Auburn Village School. Selectman Chivers asked if the Board could be brought up to date on the hiring of the two part time officers. Chief McGillen said he has two guys from Auburn, one is 22 and the other is in his early 40's. They just finished their psychological testing last week and their background checks have been completed. He sees no problems with either of the candidates and would like to bring them up at the next Selectmen's meeting. They have some catalytic converters down stairs (in evidence) and the case was disposed of in court. They were granted an order from the Judge and they were able to sell them. They sold 8 or 9 convertors for about \$500 which went back to the general fund. Selectman Snow congratulated the Animal Control Officer on saving the blue heron. He asked about the euthanized pit bull and if the was still an active investigation. Chief McGillen replied that it was and they would still take information if anybody knows anything. Selectman Soares asked about the status of the vehicle that Sgt. Gallagher was using. She asked Selectman Chivers to look into it and didn't remember the Board voting to grant Sgt. Gallagher the use of his own specific car. She knows that the Chief had a car he used but wasn't aware that the Sergeant had one. She wondered when this decision was made. Selectman Chivers said he checked into it and Sgt. Gallagher is not assigned a car. He commutes back and forth to work in his own personal car. When he gets here if he needs a cruiser there is one out there. There is no vehicle that is assigned exclusively to Sgt. Gallagher. Selectman Soares said she wasn't talking about taking a vehicle home, but as far as she knew officers weren't specifically assigned cars. She was curious why he had a car. Chairman Robie stated that Selectman Chivers just said he doesn't get a car. They all out there and he uses whichever one is available. Selectman Soares said this isn't what the Chief had mentioned in the past. Chief McGillen said he usually uses number 5 if it is available or one of the old secondary cars. They used those cars to go to court and details. Chairman Robie reiterated that there wasn't a car assigned to Sgt. Gallagher. Selectman Soares said she was just looking for verification. Chief McGillen noted he would rather have the Sergeant use a secondary car and let the patrol officer use the 2 first responder vehicles. Chairman Robie asked if she thought this was a reasonable explanation. Selectman Soares said it was a reasonable explanation, but she didn't agree with the point of it.

Fire: Selectman Chivers read from the attached report.

Building: Building Inspector Dave Murray read from the attached report. He noted that 21 permits were issued, 76 inspections were performed, 22 permits were closed, and they generated over \$1,000 worth of revenue. Things are picking up.

Solid Waste: Selectman DePuy read from the attached report. Selectman Soares asked how the baler was running. Selectman DePuy said it was running very well and it has been running much quieter. They are getting the bang for the buck on the money they spent to fix it. Selectman Snow noted they haven't had any revenue for donations at the swap shop over the past two years. They used to have a donation box down there. He asked why they don't put it back. Selectman Soares explained if people want to make donations they can come to the town hall and make a donation. This is an additional thing and not many people made donations at the old recycling center. She asked how they are going to get the money for the donations up to the town hall. This is what was happening before that is why they stopped accepting donations at the swap shop. It was the transfer of the money and she believed Selectman Snow was the one who had a problem with it. Selectman Snow agreed with her and they need to set up a procedure on how they get the money up to the town office. But right now they don't have money coming in from anywhere. They should put the box back in the swap shop and if they get any money it is profit. Chairman Robie would like to move on with the department reports and if they are looking to solicit donation money they can discuss it under another agenda item. Selectman DePuy asked how much money were they were getting from the swap shop donations. Selectman Snow said he had no idea; there has been nothing for the past two years. Accounting/Payroll Clerk Donna Becker said there might be \$100 in that account. This was from when they first started the donation box at the new recycling center. She hasn't seen any money come for a long time. She's not even sure who the agents are to expend, she would assume it is the Selectmen.

Parks and Rec: Selectman Snow said he has been spending a lot of time in the parks. Selectmen Chivers asked if they have found someone to open the bathrooms in the morning. Selectman Snow said he hasn't found someone yet. He is doing it himself right now.

The Board to appoint candidates to the Smyth Memorial Library Trustees. Selectman Robie noted there were 7 candidates and one has withdrawn their name. The Selectmen put in a warrant article for the citizens to allow the Board to appoint five trustees to the Smyth Memorial Building. The residents voted to allow the Board do this. They solicited for five names. Personally he didn't want to come to the meeting and single one of the candidates out. They came up with a formula for each Selectman to pick a name and turn them into to Administrative Assistant Hansen until they had enough votes to pick five candidates. He discussed this with Selectman DePuy. He received an email from Selectman Soares saying he shouldn't be dictating how they should do this. He personally took offense to that. He never said they weren't all equal members. He just made his suggestions and Selectman Chivers did the same. He asked the other three Selectmen to participate to no avail. Selectman Soares said Chairman Robie didn't want to discuss this at a public meeting, but this is what the public meeting is for. These people put in their names to be trustees and we are the Board that has to vote on it. She thought this should be discussed in public. She had questions as to why certain people were not chosen and what is going on with this list because she was not happy with it. Chairman Robie said the

list has been there before she even left (for London). Selectman Soares said it was, but she had questions as to why certain people were chosen over others and it should be done in a public meeting. Chairman Robie reiterated that the public voted for us to pick these trustees not to discuss it amongst the public. Selectman Soares said that is what a public meeting is for. It shouldn't be discussed outside a public meeting. Selectman Snow said he would nominate Fletcher Perkins for the 5 year slot for the Smyth Memorial Building Trustees. Chairman Robie said it's the Board's responsibility to pick 5 trustees and we'll let the trustees pick their terms amongst themselves. Selectman Snow said the appointment slips have terms and he thought it was the responsibility of the Selectmen. Selectman Soares said it is our responsibility because we are appointing a trustee to a position overseeing town funds for the people. They need to have terms just like regular trustees. Chairman Robie said they will have terms and they can pick their own terms. Selectman Soares replied that's not how it works. The terms are designated and then voted on. This is the process. Selectman Chivers said he came up with the spreadsheet intending to vote on each candidate in a public meeting. They have 6 candidates for 5 positions and whoever gets the most votes gets appointed for a position. It would become a more difficult task to determine the terms for these 5 people. The bylaws state the terms of the trustees. These 5 people have to learn to work together someday. This would be a good opportunity for them to figure out who wants which term. He felt the Selectmen should appoint 5 interim trustees and they will make recommendation at the next meeting on who will serve what terms. Then the Selectmen can vote on their recommendations. Selectman Snow changed his previous motion. *Selectman Snow moved to nominate Fletcher Perkins as an interim trustee for the Smyth Memorial Building. Seconded by Selectman Chivers.* Selectman DePuy clarified the Board has the unhappy task of appointing 5 people and they've received 6 letters of interests from very qualified people. The statute says they should do this in a public meeting and not behind closed doors. Chairman Robie called for a vote on Selectman Snow's motion. *Chairman Robie, Selectman DePuy, Selectman Snow, Selectman Chivers were in favor and Selectman Soares was opposed. Motion carried (4-1-0).* *Selectman Chivers moved to appoint Diane Philbrick as an interim trustee for the Smyth Memorial Building. Seconded by Selectman Snow. Chairman Robie, Selectman DePuy, Selectman Snow, Selectman Chivers were in favor and Selectman Soares was opposed. Motion carried (4-1-0).* *Selectman DePuy moved to appoint Al Couch as an interim trustee for the Smyth Memorial Building. Seconded by Selectman Chivers. Chairman Robie, Selectman DePuy, Selectman Snow, Selectman Chivers were in favor and Selectman Soares was opposed. Motion carried (4-1-0).* *Chairman Robie moved to appoint Linda Maxwell as an interim trustee for the Smyth Memorial Building. Seconded by Selectman Snow. Chairman Robie, Selectman DePuy, Selectman Snow, Selectman Chivers were in favor and Selectman Soares was opposed. Motion carried (4-1-0).* Chairman Robie asked Selectman Soares to nominate a candidate. Selectman Soares replied she wasn't in favor of this, so the rest of the Board could nominate someone. *Selectman Chivers moved to appoint Carla Penfield as an interim trustee for the Smyth Memorial Building. Seconded by Selectman Snow. Chairman Robie, Selectman DePuy, Selectman Snow, Selectman Chivers were in favor and Selectman Soares was opposed. Motion carried (4-1-0).* It was noted the 5 appointed trustees are interim and they will decide their own terms at their first meeting.

Bob Martel to address the Board about the status of the Eagle Scout project (cemetery shed). Boy Scout Tyler Farron was present with Scout leader Bob Martel. Tyler explained he came in last September and proposed a shed (located at the cemetery) as his Eagle Scout project.

He ran into some personal complications with the project and decided to hand over the project to the Troop itself. He decided to find a new project. He will be helping the American Legion over in Chester and he'll be leaving the shed project in the hands of the Troop. Selectman Chivers asked how far along was he on this project. Tyler replied he hadn't begun any construction on the project. He has held a couple of fund raisers. Some people have donated money to the project and he has contact them. They told him to keep the money they donated for his other project, but the other funds will be given to the troop for funds to build the shed. Mr. Martel explained that Tyler went to his Eagle Coach, Snap Dylan and asked if he could change his Eagle Scout project. They made arrangements to go to the Eagle Board because that is the process. Mr. Martel agreed to his new project under certain conditions. One woman donated money specifically for that purpose, for a shed in memory of her husband. He felt the Troop should step up and complete this project. Mr. Martel agreed under this condition. The second thing would be to return the money that he had a fund raiser for. He will be meeting with the Committee Chair person and Mr. Dylan to go over his fund raising list to make sure this is taken care of properly. He asked that the Board approve the Troop to finish this, so the process is done properly and Tyler can move on with his other project. It is going to be a 16' x 20' shed with a cement slab underneath it. The leadership of the Troop is willing to take this project on. The goal of the Troop is to have the shed by September 1st. If anyone wishes to support the Troop they can call his cell 587-0630 (Bob Martel). Selectman Snow moved to accept the apologies from Boy Scout Tyler Farron and the Selectmen authorize the Troop to complete the project in the way that it was said. Seconded by Chairman Robie. All were in favor. Motion carried.

The Board to discuss project for CDBG (Community Development Building Grant) application. Chairman Robie asked the Board if this was something they were interested in pursuing. Selectman Snow said they are looking for two things. One is what the most important project they have in town is and the other thing is that there is grant money for low cost elderly housing. The town might want to put in a grant for that. He questioned what is in our master plan. He asked if this went to the Planning Board. Planning Board Chairman Sean James sent an email saying they didn't have any projects meeting those criteria. Chairman Robie felt they needed to look towards the future. Selectman Snow thought it might be something for the school. They have been looking for things to be done. There are lots of things they could do like put in a community center or a safety complex. Chairman Robie replied we don't need any of that if they don't have any people. They need more people in town and generate revenue. This is something they need to be thinking about in their community. They need a balance of both things. He brought this to the Board and maybe they could think about it. Selectman Chivers noted these grants are available to develop affordable housing and upgrade failing infrastructure which benefits low to moderate income residents. Do they have anything that qualifies in town? Selectman Soares thought Hillcrest Apartments. Chairman Robie said it will qualify if it was 55 plus. It would be available through a loan process for developers, so it would be feasible for them to do it. Selectman Chivers asked how they would work that into Candia. Chairman Robie said he wouldn't because he isn't the master planner, but it is available to planners and developers. He didn't think they would come up with an idea where they would solicit a grant this evening. Selectman DePuy asked if this would be a grant that the developer would receive. Selectman Snow clarified the grants come to the municipality not the developers. He felt the town could qualify for this. He felt the community center would be a viable project. It would provide services to the elderly. They spent \$50,000 for the plans; it certainly could be looked at

as a project. They could pass this over to the school. Selectman DePuy asked if the Board minded if he called Mr. Preece and ask what possibilities might exist. It was the consensus of the Board to have Selectman DePuy discuss this grant with David Preece.

The Board to review updated versions of welfare procedures and guidelines. Selectman Chivers explained after the last Selectmen's meeting he sat down with Donna and presented the 3.0 version to her. They went over the seven items on the policy and procedures. There are areas that there are differences in policy. He mentioned Item #3 which says "Home visits or meetings at potential client homes must be authorized in advance". His feeling that there shouldn't be any home visits and its Donna felt that there should. He noted this is where the Board is going to have to make a policy decision. He mentioned Item #7 "Travel to offsite conferences is limited to one per calendar quarter". She could conceivably be invited to something every month. So they need to decide what an appropriate level of continuing education is. He felt if she went to one every three months that would be ok. Chairman Robie asked for comments from the Board. Selectman Snow said this is a supervisory description that says we really don't need a Welfare Director, because Selectman Chivers is going to spend all of his time doing her job. He didn't think they needed that level of supervision. It's not micro managing but it's the same kind of thing. We have a Welfare Director and they need to let her do her job. He didn't see why she shouldn't be able to go to someone's house. If someone is incapacitated they can't be expected to come down here. The one per quarter, they have meetings on a monthly basis. He doesn't see that as a problem. He didn't think there was a significant amount of money being spent in the Welfare Department on the services provided to the people in town that are in need. Selectman DePuy shared Selectman Snow's view. The heads of departments ought of have latitude to do their jobs. The Selectmen by statute is to prudently oversee the management of the town. The department heads report to us and we take them to task. If we think things were done wrong or inappropriate then we address that. Otherwise we should delegate more and trust the people we have in place. If we don't trust them then we take action. This looks to him like its crossing the line of overseeing things and doing them. Selectman Soares said during her time on this Board she has yet to see them take anyone seriously to task by not doing their job. We constantly let things slid. We were put into this position to do a job and we are in charge of overseeing all of the departments. There needs to be structure and organization. We have job descriptions for most of the employees and yet we don't for the Welfare Director. Each Board member has agreed at some point in time that we have not followed all of the rules. They need to have something in place that stands for what we expect from our employees. This way they will have something to go by when things are not correct. Chairman Robie asked if she was in favor of the policy and procedures that Selectman Chivers' has presented. Selectman Soares said there should be no home visits. Other Welfare Directors do not do home visits, it's not part of the Welfare Agents job. They have people in town that do not go to conferences every month. She understands there are updates that go on, but the Welfare Guidelines truly have not changed statewide since the 1970's. She doesn't need to go every single month. Chairman Robie said they need to have a policy and procedure for each department. Selectman Chivers has worked on this diligently. He has obviously put some time into it. He is going to agree with Selectman Chivers and he didn't think Welfare Director's should be visiting homes. He wasn't sure about the conferences, but he thought a quarterly conference was sufficient. He asked Board how they felt about these two issues. Welfare Director DelRosso said there had been three or four instances where she has gone to homes

because the people were elderly. As far as the conferences, last year Mr. Kelley was her liaison and she went to 13 different conferences. She didn't go over her budget line for mileage or conferences. The block of non profits the town votes on is part of welfare. These non profits keep her informed of different things. She isn't going to all of the same places. They keep her updated on resources and services which help keep the direct assistance lines down. Selectman Soares didn't understand how every single conference could give you every bit of information. She understood there is information out there, but she didn't think going to 13 conferences would give you the cutting edge all of the time. Plus, it's not fair to other employees that aren't going to 13 conferences either. There are conferences they could attend, but they chose not to go. Welfare Director DelRosso said she provides a service to the residents in town; her department is different than all of the others. Selectman Soares said they distributed \$4,100 for welfare assistance and they paid \$2,500 in salary. That is a 60% overhead and they pay for the conference and mileage. Selectman Chivers suggested they strike the last sentence on Item # 7 and for Item #3 any off site meeting will be approved by the liaison in advance. If there is a compelling need, then it will be ok. Then they have a pretty good working document. Selectman Snow thought they should review this in 6 months. Selectman DePuy said he wouldn't vote on this because he felt it was too restrictive. This is the most restrictive he has seen and didn't want to go this way. Selectman Soares suggested reading the police department guidelines. Selectman Snow said he had the same concern. Selectman Chivers moved to accept version 4.0 accepted as previously mentioned. Seconded by Selectman Soares. Chairman Robie, Selectman Soares, Selectman Snow, Selectman Chivers were in favor and Selectman DePuy was opposed. Motion carried (4-1-0).

Update on old recycling center closure. Chairman Robie read from the attached Stantec estimate. He met with Stantec's Rene LaBranche and he was able to negotiate the cost down from \$12,124 to 9,040. Chairman Robie said they were waiting for a letter from DES. They recently received this letter and they are going to let us cap that on site. We are going to need a permit and it never permitted when we closed the old recycling center. There was discussion about the permit they need to get from DES. DES said they are going to work with us on this. A lot of the things will be non applicable and they will waive them. There was discussion about bidding it out. Chairman Robie explained the concept of the plan is to put the ash pile beside the existing landfill. Instead they are going to take back the cap that is on top of the landfill, put the ash on top of the existing solid waste and put a new permeable cap on top. There would some useable land left over. Selectman DePuy thanked Chairman Robie for his efforts in reducing the cost.

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 22nd, May 29th, June 5th, and June 12th was \$491,045.03. Selectman Snow motioned to accept the accounts payable and payroll checks for May 22nd, May 29th, June 5th, and June 12th in the amount of \$491,045.03. Seconded by Selectman Soares. All were in favor. Motion carried.

Approval of Previous Minutes: Public meeting minutes of 5/12/14. Selectman Soares motioned to approve the May 12th 2014 Selectmen's Public meeting minutes as presented. Seconded by Selectman DePuy. All were in favor. Motion carried.

Other Business

Swap shop donations: Selectman Snow asked if they were going to talk about the donation box at the swap shop. Selectman DePuy asked if they could do it at another meeting because he would like to give some input. Selectman Snow also thought they should look at insulating the swap shop. The ladies that work there in the winter time get pretty cold. Selectman Soares said that isn't an option. They decided to not insult the swap shop when it was built. Selectman Robie said you can't insult that building without fire proofing the walls. You can't have insulation hanging out with the heaters in there. It's not an option at this point.

Budget update: Selectman Robie mentioned that the budget has remained fairly healthy through the month of May. The only thing we have is a little tightness in the highway department. If anyone has any input it would be appreciated. Road Agent Lewis said for the next meeting he has a bunch of numbers for the highway department and what lines he would take money out of from the summer line to go towards winter. He noted winter budget is tight even with what is left in the warrant article. Chairman Robie didn't think they should be taking away from their summer roads to supplement our winter. Road Agent Lewis said he is throwing it out there. He has gone through his budget and he knows where to take money from. He could take some out of the gravel and grading line. Selectman Snow said the only way he is going to over expend his budget is if he has a bad winter and he has to go more than the \$75k. He doesn't want him to reduce his summer money. There was further discussion on the highway budget. Chairman Robie said let's just say we had spent the entire budget and we didn't get the closure done at the old recycling center. They would have \$40,000 because they are going to pay Stantec \$10,000. If it snows like crazy at the end of the year they would use that \$40,000. They can't hoard the money in the budget.

The next regularly scheduled meeting is June 23, 2014 at 7:00 p.m. A Cemeteries Trustees quarterly meeting will be held immediately following the Selectmen's meeting.

Selectman DePuy motioned to adjourn at 8:30 p.m. Seconded by Selectman Chivers. All were in favor.