

~~Unapproved~~ **APPROVED**
Candia's Selectmen's Public Meeting Minutes
March 14, 2016

Attendance: Chairman Boyd Chivers, Selectman Scott Komisarek, Selectman Russ Dann, Selectman Mark Laliberte, and Administrative Assistant Andria Hansen. **Absent:** Vice-Chair Susan Young.

Selectman Chivers opened the meeting with the pledge of allegiance.

Approval of Previous Minutes: Public meeting minutes of 02/08/16 and 02/22/16 and Non-Public meeting minutes of 2/22/2015. The Board deferred the approval of the minutes until the March 28, 2016 Selectmen's meeting when Selectman Young returns.

Election of Officers. Selectman Chivers said he would accept a nomination for Chairman. Selectman Dann moved to appoint Selectman Chivers as Chairman. Seconded by Selectman Komisarek. All were in favor. Motioned carried. Chairman Chivers said he would accept a nomination for Vice Chairman. Selectman Laliberte moved to nominate Selectman Young as Vice Chairman. Seconded by Selectman Dann. All were in favor. Motion carried.

Comment from Chairman Chivers: Chairman Chivers said there were a couple of things he would like to say before they continue: Thank you for the expression of confidence by electing me as your chairman. I would like to take a minute of this meetings time to say a few things: First, I would like to remind members that this is a board of equals. The tenure or judgment of one member carries no more weight or influence than that of the other members. Our voices are as equals and we stand as one board. Secondly, it is my pledge to this board and to the residents of Candia that our meetings will be conducted with dignity and respect for one another, for members of the public, and especially for those expressing a dissenting point of view. In addition, our conduct as a board will be characterized by accountability and transparency. And lastly, from the audience I ask for patience and forbearance as this board finds its stride and coalesces into a working unit. In exchange for that patience, you may expect to be politely heard, fairly treated, and sincerely respected.

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

Highway: Road Agent Lewis read from the attached report. He noted the month of February was nice and quiet compared to last year. They have quite a bit of money left in their plowing lines and last year they were already in their winter warrant article.

Police: Chief McGillen read from the attached report. They didn't have any burglaries for the month of February. They didn't have any drug arrests. A lot of their crime is driven by that. They have received some IRS fraud complaints. If anyone calls up and leaves a voicemail saying they are working for the Treasury hang up and call the police department. They can give them a website to report it to the government. The IRS will track this and try to enforce the laws. If they are not sure give them a call, because he doesn't want to see anyone be a victim. There is a Craig's List scam going around. People are sending out checks for double the amount of the

item you have for sale. Then they want you to cash the check and they will send someone to meet you somewhere and you give them the extra money. When the check goes to the bank it is under your account and you'll be on the hook for that amount unless your bank is forgiving. They are developing a plan for active shooting incident in the school. It is in its infancy stages. He would like to invite any Board member or anyone in the audience to go for a ride along with one of the officers. Just give him a call. They had six arrests for the month of February and last year they had four. Selectman Laliberte asked where on the report the IRS scam would be. Chief McGillen explained under "Offenses" there is an "Attempt to commit fraud" line. Citizen Judy Szot said she had an incident where her husband's I.D. was hacked. In order to put a lock on his credit she needed to get a police report. When she went down to the police station they wouldn't take a police report, because they said there was nothing they could do. It's not something they can investigate so they can't open the case. So she couldn't put a lock on his credit because she couldn't get a police report. Chief McGillen said he didn't know about this and he would gladly meet with her to discuss the details. Chairman Chivers said that is a crime. Citizen Judy Szot said it was because they couldn't file their taxes because someone hacked her husband's social security number. Chief McGillen said he would look into it and they should have a report either way. Even if they determine that it is a civil matter it should still be documented. Citizen Judy Szot said she came down and talked with someone in the office. The officer said they couldn't investigate it. Chairman Chivers said he thought she would find the police would take a report. Citizen Judy Szot didn't think she was the only one this has happened to. She noted that the Administrative Assistant told her that someone else had come in and they couldn't do anything for them either. Chief McGillen said he didn't know what was going on, they can take a report but they can't investigate it. A lot of times they will pass along the information to the Treasury or the IRS. They may not have jurisdiction but they will take a report to have something on file. Selectman Laliberte asked if they could get a year to date column on the monthly report. Chief McGillen said they could do they can print it out however the Board wants it.

The Board to appoint Joseph Flanagan as an EMT/Firefighter and Kevin MacDonald as the Deputy Fire Warden/Firefighter to the Candia Volunteer Fire Department. Chairman Chivers read from Fire Chief Young's request. He noted they are a couple of really good candidates. Fire Chief Young noted between the two of them they have upwards of 75 years of experience. Selectman Laliberte motioned to accept Fire Chief Young's recommendation to appoint Kevin MacDonald to the Candia Volunteer Fire Department. Seconded by Selectman Dann. All were in favor. Motion carried. Selectman Dann motioned to accept Fire Chief Young's recommendation to appoint Joseph Flanagan to the Candia Volunteer Fire Department. Seconded by Selectman Komisarek. All were in favor. Motion carried.

Fire: Chairman Chivers read from the attached report. He noted they are pretty consistent from where they were last year.

Chief McGillen mentioned they had an arson in town last month. The neighboring towns worked together and did a great job. They saved the house and the homeowner was arrested for arson. This is an ongoing case and he would like to thank the Fire Department and the State Fire Marshalls Office. The Fire Marshalls Office was a tremendous help in that case and he wanted to thanks them.

Building: Building Inspector Murray read from the attached report. Selectman Dann asked how many of the permits were for new construction. Building Inspector Murray said he didn't have the information with him, but he would get it for him.

Solid Waste: Selectman Laliberte read from the attached Solid Waste report.

Chairman Chivers asked if the ACO had a report. Chief McGillen explained that it is included in the Police Department report.

The Selectmen will hold a public hearing at their regular scheduled meeting to accept quarterly grants and donations in accordance with RSA 31:95-b, III (a). Chairman Chivers read the grants received from the State of New Hampshire: FEMA (winter storm January 26-28) - \$17,059.05; Highway Block Grant - \$32,711.23; Police Department Equipment Grant - \$1,100.00. Chairman Chivers asked Road Agent Lewis what the percent of cost was covered for the winter storm. Road Agent Lewis replied about 75%. Chairman Chivers asked about the police equipment grant. Chief McGillen said it was for a new radar unit. Chairman Chivers explained the Board is required to move to accept these grants. He called for a motion. *Selectman Dann moved to accept the grants from the State of New Hampshire.* He asked how it is applied to the budget. Road Agent Lewis said he has already received the money for the storm in 2015. The highway block grant goes into the general fund which funds a quarter of the highway department budget. It's annually around \$100,000. This money goes to offset 25% of his budget. It was noted that all of the grants go into last year's budget. *Selectman Dann's motion was seconded by Selectman Komisarek. All were in favor. Motion carried.* Selectman Laliberte read from the donations: American Legion Candia Post 91 - \$100 (food pantry); Walmart - \$1,500 (holiday assistance); Harriett Chalback - \$300.00 (food pantry); Anonymous - \$7.50 (food pantry); Smyth Library (scarecrow contest winner donation) - \$20.00 (food pantry); Thomas, Alice, & Crystal Seward - \$25.00 (food pantry); Despathy Builders, LLC - \$100.00 (food pantry); Cogswell Benevolent Trust - \$2,500.00 (food pantry); David & Kristen Gould - \$500.00 (fuel assistance); George & Eileen Denoncourt - \$250.00 (food pantry); Elizabeth Kruse for Evelyn Schroeder - \$25.00 (food pantry); Scott & Tami Baker with Alexandria & Isabella - \$2,000.00 (food pantry); Anonymous - \$177.00 (food pantry); Michael Ryan & Robin Steiner - \$50.00 (food pantry); Rick Mitchell & Polyxeni Rounds - \$350.00 (welfare donation); Richard & Katherine Caron - \$200.00 (food pantry); Lucinda Griswold - \$100.00 (holiday assistance); Thomas, Alice, & Crystal Seward - \$25.00 (holiday assistance); Linda Bergeron (4) \$25.00 gas cards - \$100.00 (welfare donation); Donald & Helen Manseau for David & Kristen Gould - \$150.00 (food pantry); Steven & Sandra Schubert - \$300.00 (food pantry); Pine Ridge Lights/David Batzdorf - \$91.00 (welfare assistance); David & Nancy Kelso - \$50.00 (food pantry); Pine Ridge Lights/David Batzdorf - \$465.00 (welfare assistance) for a total of \$9,385.50. *Selectman Komisarek motioned to accept the quarterly donations in the amount of \$9,385.50. Seconded by Selectman Dann. All were in favor. Motion carried.* Selectman Dann wanted to thank the people and the organizations that donated; it really helps a lot of people. Chairman Chivers thought a thank you letter should be sent from the town. It was noted that the ladies from the Woman's Club send out a thank you letter for the food pantry donations.

The Board to adopt new agreement with Health Trust. Chairman Chivers explained that Heath Trust covers our dental and disability insurance plan. They want to clean up the language with our contract with them to satisfy some administrative requirements as a result of the Affordable Care Act and HIPPA. The coverage has nothing to do with our premium or the substance of our contract. It is mostly administrative stuff. They need this Board to authorize an officer of this town to sign it and acknowledge they agree to the administrative changes. He asked if the Board would like to review this and come back to the next meeting. Selectman Laliberte asked if there is a deadline when they have to get this done by. Chairman Chivers said not really they already have a contract in place with them. They need to have someone sign the addendum to the contract. He asked if they would like to look it over and summarize it at the next meeting. He would suggest before they authorize someone to sign it they better understand what it is. They can take the next two weeks and they can study it. Selectman Laliberte said he would check with other towns to see if there were any hang ups or issues. He'll have a report and recommendation for the next meeting.

The Board to sign officer's appointment slip. Chairman Chivers explained in July of 2013 they hired Officer Tom Terilli. The Board never signed the appointment slip. None of the Selectmen that were serving in 2013 are currently on this Board. He has the minutes of the July 2013 meeting and Officer Terilli should have some type of certificate saying that he is hired. Selectman Komisarek noted they have an email from the LGC Attorney saying that this Board should memorialize the 2013's Board of Selectmen's decision. The minutes from the July 2013 meeting should be attached to the appointment slip.

The Board to authorize payment of payroll checks and accounts payable checks. The Board to authorize payment of payroll checks and accounts payable checks. Chairman Chivers announced the grand total of payroll checks for March 3rd, March 10th, and March 17th was \$52,270.77. Chairman Chivers announced the grand total of accounts payable checks for March 3rd, March 10th, and March 17th was \$518,197.71. The grand total for payroll and accounts payable is \$570,468.48. *Selectman Dann motioned to accept the manifest for March 3rd, 10th, and 17th.* Chairman Chivers called for a motion to authorize the disbursements as they've been presented. *Selectman Laliberte motioned to authorize the disbursements as presented. Seconded by Selectman Dann.* Selectman Dann asked for clarification on the March 3rd disbursement and if it included the school payment. Chairman Chivers said that it did. Chairman Chivers called for a vote. *All were in favor. Motion carried.*

Outgoing Selectmen. Chairman Chivers said he would be remiss if he didn't mention the outgoing Board members who are not here tonight. Carleton Robie brought a wealth of energy and experience to this Board for which this town has profited enormously. Craig Sandler through his long and successful career in business and law enforcement brought a really stable prospective to this Board. We really benefited from his service. These two gentlemen served this Board well. They served it with honor and distinction and we should all be thankful for their contribution. Selectman Dann agreed with Chairman Chivers.

Public comments

Operating Budget: Citizen Dick Snow asked when the Board was going to authorize the operating budget. Chairman Chivers said the town has already voted it in. Citizen Dick Snow said the legislative body has voted in the bottom line but the Board approves the budget as it went in, so the departments know what they have to spend in 2016. If they do that as quickly as possible it would be helpful. Chairman Chivers said the budget was approved as it was drafted, so the departments should assume that's what it means. Citizen Dick Snow said they should have a consensus or a vote of the Board to authorize the budget as it was presented and voted on at the town meeting. Selectman Dann said the warrant articles should be included too. Citizen Dick Snow replied no it's just the operating budget. Selectman Laliberte asked Administrative Assistant Hansen if the Board normally does this. Administrative Assistant Hansen said the Board doesn't normally do this and the budget has gone to vote and passed. Citizen Judy Szot said it has never been done before. The Board can do whatever they want. The budget goes to the Budget Committee once the Board has approved it. She has never seen a Board have to approve a budget that was approved by the taxpayers. Citizen Carla Penfield explained the budget passed and it's not the default budget, so it is exactly what the Board requested. The voters agreed with the budget. She never recalled this Board approving the budget after the town voted on it. The only way you would have to make a change is if you had the default budget. Chairman Chivers said as a matter of formality the Board could say thank you. Citizen Carla Penfield if they want to make Mr. Snow happy they can vote to approve it, but you don't have to. Citizen Dick Snow said you would be suggesting to the departments that you have no intent to change their individual line items. He's just looking at what his department is going to have. Citizen Carla Penfield said if Mr. Snow wants you to guarantee that his department is going to have what is in his budget you may not want to do that. You have the right to change all of that money during the year if you chose to. Citizen Judy Szot said if there is some type of emergency everyone's budget is going to be affected. You can't go and legitimize, because if a tree falls on the roof he might not get the money he is budgeted. Road Agent Lewis said he has been going to the meetings for 20 years and he has never seen the Board take a vote on the budget. He agreed with Judy Szot and if there is an emergency they'll need to take the money from somewhere. In the past if the Selectmen needed to change it they went to the department heads and explained why. Chairman Chivers said why don't they go with tradition. They presented their budget to the town and they voted on it and approved it. They'll go with what they have and if they have any extenuating circumstances they move money around as necessary.

Donations: Citizen Dick Snow noted the public hearing is not the normal thing that has been happening with the Board of Selectmen. The Selectmen didn't take input from the public and he thought it would be nice if the donations were available, so he could look at them and ask questions. Chairman Chivers said his point is well taken, next time they will decide if they want to accept the grants and vote on it.

Any Other Business

Departmental assessments: Chairman Chivers explained the town is structured so a Selectman is responsible for some department. Selectman Young is not here to express her interest of which departments she would want. So he wants the new Board members and the rest of the Board to take this home and think about what they want to do and where their interests are.

When they come back in two weeks they'll make the assignments. They want some continuity, but it's not necessarily the way it has to be.

SNHPC – Master Plan Update: Selectman Komisarek said SNHPC has brought it to their attention that there is a Plan New Hampshire Municipal Technical Assistance Grant. They already filled out the application for it and are presenting it to the Planning Board on Wednesday night. They are looking for a letter of support from the Planning Board. Ultimately it will be the Board of Selectmen that submits the application. It's a \$5,000 grant and there is a \$1,250 match. It would come from the \$10,000 that is budget for the Master Plan Update. It would be another \$3,750 to SNHPC. It will be used to conduct a regulatory review of the town's zoning and land use regulations. This is part of the Master Plan process. SNHPC is giving us a heck of a deal at \$10,000. Chairman Chivers said it would go to the Planning Board first and they will submit a letter of recommendation to the Selectmen and they authorized SNHPC to pursue the grant. Selectman Komisarek said SNHPC does all of the work and the Selectmen sign the application and submit it. He was told the other municipality they were competing with for this grant has now dropped out, so it looks pretty good for us.

Voting and wheelchair availability: Selectman Dann noted at voting they have a lot of elderly coming in and he was wondering if they could investigate using a wheelchair for people that drive up to the front door. He thought they should check with the insurance company to see if this is feasible and if it is a liability. This way they can drive right up and there would be a wheelchair available and they wouldn't need to pull theirs out. Chairman Chivers thought the fire department might have a wheelchair. Selectman Dann said let's see if it is feasible first and maybe someone can donate one. They need to know what their liability is. Administrative Assistant Hansen said they have a call into the insurance company. Citizen Judy Szot thought the school might have a wheelchair.

Master Plan Steering Committee training: Selectman Laliberte noted on March 17th and March 26th the Master Plan Steering Committee will be having the training for facilitators and scribes from 6:00 pm to 8:00 pm. If this clashes with the Cemetery Trustees meeting they will have it in the upstairs police conference room. They will have UNH Cooperative here for training for the April 15th and 16th Community Profile event which will be that the Moore School.

Roadside Clean up: Chairman Chivers mentioned roadside clean up since it is spring. He asked if the Conservation Commission is having a town wide clean up. Road Agent Lewis said they have in the past and he has tried several different things. The problem is that it's not sorted and they end up with all of these bags they don't know what to do with. Chairman Chivers said they've had authorization to bring it to the dump in the past. Road Agent Lewis said they could organize one next year, if it doesn't need to be sorted. One year he ended up with 50 bags at his house. Chairman Chivers asked if it made sense to have people clean up their own and we could provide the bags. Town Clerk Dupere mentioned that the Heritage Commission has roadside clean up every year. They do it in April to coincide with Earth Day. They might want to talk with Diane Philbrick because they already have plans to do that. They already have volunteers for the roadside clean up. Chairman Chivers asked if they provide the bags also. Town Clerk Dupere said they get the bags from New Hampshire the Beautiful. The bags were also available

at the library. Chairman Chivers asked if you sign up for a specific section of the road. Town Clerk Dupere said you sign up for a specific section and they coordinate it so no everyone is on the same road. Chairman Chivers said if this Board can help in anyway they'll support their efforts. Selectman Dann asked how much publicity can they get out. Town Clerk Dupere suggested they speak with Diane Philbrick, but they do this annually. It was suggested that they get it on the website and on the town sign. Citizen Sharon Dewitt said the Woman's Club does a clean up about four times per year. They do from the Post Office to Exit 3. This is something they have been doing for years and they have adopted that highway. She thought the state picked up the bags because it is on a state road. Tom DiMaggio mentioned that in the past the Boy Scouts would do some of the roadside clean up. He thought it could be coordinated with the Heritage Commission and anyone else involved. As long as they don't have to sort it he was sure it wouldn't be a problem. Chairman Chivers said he can't see sorting this stuff. Who wants to sort it after picking it up roadside. Selectman Laliberte said he supports letting the groups doing it continue to do it and the Selectmen will help out if they ask us to. Chairman Chivers said if the recycling center is an issue what are they going to do? Selectmen Komisarek said they could talk with Chuck about that. Road Agent Lewis said if they had a separate dumpster for the weekend it would be interesting to see how many tons come off of the roadside. Maybe they could get Waste Management to drop one off.

The Next Regularly Scheduled Meeting Date: March 28, 2016 at 7:00 p.m.

Selectman Dann moved to adjourn at 7:55 pm. Seconded by Selectman Komisarek. All were in favor. Motion carried.