

~~Unapproved~~ **Approved**
Candia's Selectmen's Public Meeting Minutes
July 25, 2016

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

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

The Board to award the Boston Post Cane to Mr. Theodore Herbut. Chairman Chivers announced that Mr. Herbut is the longest living citizen in Candia at 94 years young. Mr. Herbut has been living in Candia since 1976. He spent a lifetime working for General Electric in Hooksett. Mr. Herbut said he followed Ronny Girard to Candia, Ron wanted him to be near him all of the time. He said he was like a father to him. Chairman Chivers said in recognition of his accomplishment Historical Society President Sis Richter is going to present to you a commemorative gift. Sis Richter explained to Mr. Herbut that this is the fifth cane the Historical Society has given out. The original one is on display in the town hall. Mr. Herbut thanked Sis Richter and the Board of Selectmen.

The Board to discuss minutes from Town committees. Selectman Young said there are several committees that are having a problem getting a secretary to take minutes. So what happens is that individual committee members have to take the minutes and also be involved with the conversation. She was wondering if they could explore a position that takes the minutes of the committees. They have secretaries budgeted for several committees. She was wondering if this is something they could look at. She wrote down when they are all meeting. Administrative Assistant Hansen said there is an ad on the website for a Budget Committee secretary and maybe they could add these other committees to it. Selectman Young said it seems that these committees are having a hard time getting their minutes posted within five days. She didn't know if they could get one person who could cover the person. She thought the meetings were spread out enough to do that. She asked about the Trustees of Trust Funds. Trustee of the Trust Fund Dick Snow said they have an Administrative Assistant, her name is Geri Holmes. Selectman Young asked if she would be interested in this. Dick Snow said he highly doubts it, she is their Administrative Assistant and a very small part of that is taking minutes. Selectman Laliberte said it sounds like your putting together a 20 hour per month position. Selectman Young said if they could get this into one person who wants to do something a couple of nights per week. We would probably have to supply a tape recorder which is understandable. Chairman Chivers said lets revisit this at the next meeting and make a decision. Selectman Laliberte said they need to know which positions need to be filled. Then they can look at the calendar and it may just be one meeting per month. Selectman Young felt some of these positions have to be compensated. The person that is doing the Budget Committee minutes is doing a fabulous job and we can't compensate her because she is part of the committee. She said she would look into it more before the next meeting.

The Board to consider renewal of a contract with Cartographic Associates. Chairman Chivers noted that their contact with Cartographics is up for renewal. It is the same price as they paid last year and they paid \$1,700 for the service. He asked if there was a consensus to renew the contract with Cartographics. He noted they have been our vendor for over ten years and it would take some

time to find another vendor. Selectman Young thought they didn't need to look at other vendors. Selectman Young moved to renew the contract with Cartographic Associates. Seconded by Selectman Laliberte. All were in favor. Motion carried.

The Board to discuss any 2017 extraordinary budget items with the police and fire departments. Chairman Chivers said that Selectman Young just reported that the fire department will be holding the line next year. The Chief is not going to recommend any additional money. Selectman Young said he was going to keep his budget the same and it has been the same for the past seven years. There are no major expenditures for the department at this time. Chief McGillen said he would like to discuss the cruiser and other Boards had found different ways to fund a cruiser. In the current budget they have \$14,000 dedicated to that. The cost of a cruiser is \$28,400. This is just the vehicle not the equipment. Chairman Chivers noted they didn't buy a cruiser this year. Chief McGillen said he was correct. He explained that some of the Boards would use encumbered funds and waited until it got close to December to see how the budget looked and they would have him get a purchase order before December 31st. Or they added \$14,400 and waited until March to buy a cruiser. Chairman Chivers said the heads up was a cruiser for 2017 for which they've paid for half of it. Selectman Laliberte asked how much it was going to cost to load it up. Chief McGillen said it was the police equipment fund which is a revolving account. There is about \$14,000 to \$15,000 in the account. They are currently replacing some the radios in the cruisers. Chairman Chivers asked if there was anything else. Chief McGillen said he has been looking at a drone. He said something like this could help with the fire situation. On Friday he was on a fire call on Merrill Road. A resident put his drone up in the air and he come over to him with his iPad and showed us the smoke was over near Hooksett. The drones are around \$500 and he didn't think he needed to put it in the budget. He thought it would be really useful and that was one instance. He thought about talking about the matrix. Chairman Chivers said they could talk about that later. Chief McGillen noted they last time they talked about that it would cost about \$6,000 or \$7,000 to put everyone in positions that they proposed. Selectman Young said he son has a drone and it wasn't \$500 it was more than that. She believed they would need a license. She said it takes some skill to operate it; you have to be careful with power lines and everything else. She felt he might want to budget more than \$500.

The Board to review proposal submitted by Chief McGillen to establish a corporal position within the Candia Police Department. Chairman Chivers explained that the Board met with Chief McGillen in a non public session a month ago where he made a recommendation to this Board to establish a corporal position for the department. This position would provide supervision and additional training. They asked Chief McGillen to survey other towns and compare our town with theirs. He came back with a pretty thorough justification for this position. He has also come back with a comparison. Of all of the surrounding towns they have the smallest police department. They have the thinnest management structure and the smallest population by 1,000. Chief McGillen thought this would be a benefit to the town. It would be a benefit to the department to have movement they want to retain guys. They've had guys here for 15 years. They also don't want to turn this into a training ground. He thought they should have a supervisor for overnights and weekends. He also thought it would be good for someone to organize our training. The Sergeant and he do that but sometimes it gets hectic with the case load. He figured this position could get us back on training. The corporal position would be a nice low management position to have on board. He checked with surrounding towns and a lot of those towns have a bigger command staff. With this position they would have better organized training for the department which could decrease liability. There have been some departments that have been sued for lack of training and

supervision. He felt it was a much needed position for the department. Chairman Chivers thought they stressed to Chief McGillen if they are going to create this position it's going to be the benefit for the department not the benefit of the individual. He trusts that his objective is to create a position that is necessary for the department. Chief McGillen said absolutely and it is going to take a load off of the Sergeant and himself. Chairman Chivers asked if he was proposing 2% increase from the base salary and is he going to start from the bottom of the matrix. Chief McGillen said between the positions he has found a lot of the towns are doing 3%. Some towns are union and they are more. Chairman Chivers said this position is going to be somewhere between an officer and a sergeant on the matrix and it would be 2% greater than an officer and the steps would be proportioned. Chief McGillen said they would have to work on that. Selectman Young asked if this needs to be advertised because they are creating a new position. Chief McGillen replied not that he is aware of. Chairman Chivers thought that it would be because you can't pre-select for these positions. You would have to advertise this and make a selection. Selectman Young said she doesn't know the rules on this and she would like to look into that. Chairman Chivers said let's focus on the need for it. He asked if Selectman Komisarek had any thoughts on this. Selectman Komisarek said the Chief is saying it is something he needs to service this community. He tends to rely on that. Selectman Laliberte said having a better structure that emphasizes the training is what he likes to hear, he is certainly open to this. Selectman Young said she doesn't know about this and she doesn't know what everyone does at this point. She doesn't know what their responsibilities are. The Sergeant works the day shift. Chairman Chivers asked if it was customary for the Sergeant to work a rotating day and night shift. Does the Sergeant ever work a night shift? Chief McGillen said the Sergeant works one night shift per week. The way it works for the department is that he is doing a boat load of work and most of the follow up and working with other agencies. The night shift is a different beast. Most of the work is being done in the daytime. He helps the Sergeant out and goes on calls, he's a working Chief. He would rather him doing the daytime workload than put him on the nightshift. He would like coverage on patrol and supervisors in the office. Selectman Young asked how they rotate the four full time officers around. Chief McGillen explained they do four ten hour shifts, four days on and three days off. There is a little bit of overlap in coverage. There was some discussion about the part timers shifts. Chairman Chivers said they hired Chief McGillen to run the department and they rely on his professional judgment. He doesn't see anything there to question his decision to announce this position. The only thing he would caution if this Board supports this position be sure how you fill it and have to advertise that and go through a competitive procedure for it. Make sure you cover the bases. He didn't think they could automatically slide someone into that position. Selectman Laliberte asked if they should be asking Atty. Mayer that. Selectman Young thought they should it is there responsibility. She clarified if they promote this officer they would be taking one full time officer and giving a 2% raise as of August 1st. Chief McGillen said the Board can change this it is just a starting point. There was discussion about the raise. Chairman Chivers asked if there was money in their budget. Chief McGillen said his budget is looking pretty good. Chairman Chivers asked if there was a motion to create the position of corporal and adjust the matrix accordingly based on Chief McGillen's recommendation. Selectman Komisarek moved to create the position of corporal and adjust the matrix based on Chief McGillen's recommendation. Selectman Laliberte asked if there should be pending advice from counsel. Chairman Chivers said they are just creating the position now they will figure out how to fill it later. Selectman Young said this sounds backwards to her. Selectman Laliberte agreed and though they should get the legal opinion first. Chief McGillen said let's get some answers and bring it back to the next meeting. Selectman Komisarek withdrew his motion. Selectman Young thanked Chief McGillen and felt the officers do a great job. Chairman Chivers said they will finish this at their next meeting.

Old Business

The Board to review progress on installation of a light pole at the skateboard park. Selectman Komisarek said he met with Mark Gagnon of Eversource about a week ago and he looked at it and determined what he thought we would need. He is putting a proposal together for us. He asked if anyone knew anything about the light near the Boy Scout camp, that light is on all night. Resident Dick Snow said that Richard "Stubby" Gilbert ran the pole up and put the light up. There is a meter on the cabin. At some point the town picked up the electric bill. Chairman Chivers questioned if they needed that light there. Selectman Komisarek said the thing is the light is on during the day. The light at the basketball court has a sensor. Chairman Chivers said let's get it fixed and does Eversource fix that. Dick Snow suggested taking the feed off of the same line, run it over to the pole, pull it off of where it is going into the scout camp and it would probably be more efficient. He didn't know if Eversource would do that because it isn't their pole. Selectman Komisarek asked if he was confident that the town was paying. Dick Snow said the town should be receiving the electric bill. Road Agent Lewis said the sensor needs to be fixed; he has been waiting since January to have the one near the salt shed fixed. Selectman Komisarek said he would inquire about that one also.

The Board to schedule installation of new carpet at the Town Offices. Building Inspector Murray said they had someone that could do it this weekend, but it wasn't enough time for us. They are looking at everyone's schedule and he would like to schedule it for August 20th. They'll get the IT guy to disconnect the computers and the office staff will get everything boxed up. Chairman Chivers said on the 19th of August they'll have the two guys from the recycling center come over to help. Building Inspector Murray said he talked with the Marion's and they are going to lend a couple of dollies.

Approval of minutes from previous meeting – July 11, 2016. Selectman Young moved to approve the July 11th, 2016 meeting minutes as written. Seconded by Selectman Komisarek. All were in favor. Motion carried.

The Board to authorize payment of payroll checks and accounts payable checks. The Board to authorize payment of payroll checks and accounts payable checks. Selectman Laliberte announced the grand total for accounts payable and payroll checks for July 21st and July 28th was \$306,834.33. Selectman Laliberte moved to approve the accounts payable and payroll checks for July 21st and July 28th in the amount of \$306,834.33. Seconded by Selectman Komisarek. All were in favor. Motion carried.

Other Business

Budget Committee seminar & books: Selectman Young said there is a book that the Budget Committee gets and it is \$35 for each book. They don't have it in their budget to buy it. She was wondering if the Selectmen could buy a couple of copies and give it to them. It is very informative and it would be money well spent. The Chair said it was a great book. Is something the Board could vote on? Selectman Laliberte asked if they had any money for training. Selectman Young didn't think so. She said there is \$1,400 for the secretary they don't use. Chairman Chivers said the Chair of the Budget Committee asked him to propose to this Board that they town pay for the

training for some Budget Committee members that would like to attend a seminar in September. The book is included with that seminar. The BC Chair felt that two or three of the member would like to attend this seminar. She was wondering if the Board could find money in the budget to send them to the seminar. They have \$165 for conferences, but Accounting & Payroll Clerk Becker said they could overspend the line. Selectman Laliberte said if three people go to training at \$80 and six people get books at \$35 it going to cost \$450. Selectman Young said she would like to buy the books; they have saved money on the secretary. This committee won't over spend. Selectman Komisarek said when someone leaves they can pass the book onto the next person. Selectman Young moved to authorize sending three Budget Committee members to the Budget seminar in September and buy six books for the Budget Committee members not attending the seminar for a total of \$450. Seconded by Selectman Laliberte. All were in favor. Motion carried.

Conservation Commission raffle: Selectman Laliberte said the Conservation Commission would like to get permission to have a raffle. They have a cute stuffed animal they would like to raffle off. They would like to sell the tickets for \$1.00. It was Betsy Kruse's belief they needed the Boards permission to do this. Chairman Chivers said he didn't see any harm holding a raffle. Road Agent Lewis said he was almost certain that any raffle in town has to go by the Board. It's always been that way. Selectman Laliberte moved to authorize the teddy bear raffle for \$1.00 per ticket at the August 13th Old Home Day. Seconded by Selectman Young. All were in favor. Motion carried.

DES Wetlands Bureau violation complaint: Chairman Chivers explained the DES Land Resource Management Compliance Division sent a letter. He read the letter (see attached). Based on a site inspection they determined there wasn't a violation and the case file has been closed. Basically someone complained that they were encroaching on wetlands in the Holbrook Cemetery. DES investigated this claim for a second time and they found no basis for it. Selectman Young believed it was the same person each time. Chairman Chivers said the person who made the claim choose not to be anonymous. It was John Cole from 39 Fieldstone Drive. Maybe they can reach out to him to see if they can accommodate his concerns. Road Agent Lewis noted that the last time they dumped fill in there was six or eight years ago. It was all loamed and seeded; it was a nice clean job. There was a berm and riprap. One little section had washed down a few years back, but it hasn't caused any harm. Chairman Chivers said this matter is closed and he wasn't sure of the Cemetery Trustees should be made aware of this. Road Agent Lewis said the last time he knew the Cemetery Trustees were going to file for a wetlands permit to extend the cemetery over there with a road way through that area. Selectman Young said maybe they could send a copy of the letter to the Cemetery Trustees.

Public Comments

Sis Richter asked if there was any way possible to figure out the oldest person in Candia. If it wasn't Jan Maxwell they wouldn't have known. Are there records where they could trace back residents ages? Selectman Laliberte thought the Town Clerk would have that information. Sis Richter said her list didn't have Mr. Herbut's name on it. Chairman Chivers asked how she would get someone's date of birth. Sis Richter said it must somewhere. Selectman Komisarek said that Reggie Henshaw is 93. Sis Richter said that name wasn't on Town Clerk Dupere's list. A lot of time it is word of mouth. She noted these people have to live in town for 20 years continuously.

Exit 3: Becky Sarra asked if the Board had a chance to do research on Exit 3. They talked about it a couple of months ago and that was it. Selectman Komisarek said this is something he is working

on right now, because he thought it was important. As it sits right now it can only be used for a 40,000 square foot grocery store. In all of his conversations with the business community Candia is never going to see that. Selectman Young thought a committee was formed at the Community Profile Event. Selectman Laliberte confirmed that it wasn't one of the committees formed. He thought the Master Plan Committee would be looking at this as part of it. Selectman Komisarek said it is very clear in the Master Plan as it is written right now that Exit 3 is of strategic importance. The point he is making is they have an opportunity to come up with a plan there with all those parcels. Maybe they could put in an office park, where they can maximize the tax revenue and minimize the impact. What they don't want to see is some haphazard pattern where you get one building with a lot of parking area and it is unsightly and it doesn't bring the town a lot of revenue. There is a tremendous amount of potential in that location. They identified it in the community envisioning and it is of very strategic importance. This is something they are going to be talking about. Selectman Laliberte verified that Exit 3 was not one of the committees from the Community Profile Event. It was his understanding was when the Master Plan Committee was going to come together they were going to be looking at this as part of it. Selectman Young asked when they are coming together. Selectman Komisarek said they have already had two meetings, but one official meeting and they meet again the second week in August. He noted this was a key area they needed to look at and they needed to come up with a plan for exit 3. Selectman Young said if you can't make it to all of these meetings, she felt that people do look at the website to get this information. Chairman Chivers said he has met five times with the transportation subcommittee and none of those minutes have ever made it to the website. Selectman Young said Ms. Dewitt had brought this up and she agreed with her. Chairman Chivers said no one ever took minutes. Selectman Young said they have to be careful with that especially if they are really honing in on some committees about minutes and not others.

Dick Snow's budget question: Selectman Snow asked what an extraordinary budget item is. It has been on the agenda twice now and he was wondering why. What is the underlying issue? Are they anticipating something for 2017? Is there a problem with setting the tax rate? Chairman Chivers said they tried to avoid any big surprises that one Saturday in September when we write out the whole budget. If they are going to have some big ticket items the time to talk about it is to dedicate a specific part of the meeting to this issue, rather than gloss over it on a Saturday morning. Dick Snow thought it was an excellent exercise, but why aren't they doing it for all of the departments. Chairman Chivers said the biggest departments (police, solid waste, fire, and highway) comprise 90% of the money. There is no point bringing the Zoning Board in here for a \$1,700 budget. Selectman Laliberte said they were only going to look at four, but he was open to looking at some of the other ones. Chairman Chivers said they could do that. They have two more meetings in August. Dick Snow said he has a number of budget questions. Chairman Chivers said if it is going to take up a long part of the conversation bring it up in advance. Dick Snow mentioned that Planning Board, ZBA, Fire, and Building department secretary assistance all comes out of the Building Departments budget. This doesn't make any sense to him. Why is the Building Inspector paying for all of this? Dick Snow discussed at length the Building Inspector's budget and the secretarial assistance. He mentioned groups in town and not taking minutes. This is a 91:A issue. Selectman Young said they were addressing it and with all due respect this was happening when he was a Selectman. She thanked him for his suggestions. Chairman Chivers noted nothing Mr. Snow has said has represented an extraordinary budget item. All he has done is shuffle the numbers around and charge different accounts for people's time. He asked if Mr. Snow had any extraordinary items that he foresees. This was the original subject here. Dick Snow said they can look at the minutes of commissions, groups, and boards of which he is a member and see what they

would like to do for next year. Chairman Chivers said present some ideas to this Board before the budget season. Dick Snow said whatever your concerns are for next year should drive the committees, boards, and commissions to say next year we are having a problem. Last year we sold property for additional revenue. On those properties there are two houses and we'll have more equalized assessed valuation and that will reduce your tax rate. Depending on what you do when you set your tax rate this year you'll have more or less revenue available that we will use next year for anticipated revenue. He goes back to the Budget Committee and they don't do revenue. Selectman Young said she has asked for that and it is going to start coming in from the school. The town has always done it.

Old Home Day: Road Agent Lewis said that Hannah wanted to report that Old Home Day is going well and they are putting a banner up between the trees. She is also putting signs up around town. So far the response has been good. Chairman Chivers asked if she has been in touch with Waste Management. Road Agent Lewis said she is trying to get the fee reduced. It seems to be going well. Chairman Chives said there is still a possibility that the Wells Fargo Stage Coach will be there.

Recycling and Energy Committee: Canny Griswald noted they will be meeting the last Thursday of the month. Their first meeting will be July 28th.

Artwork at the Recycling Center: Resident Joyce Bedard said she recently went down to the recycling center twice. When she went back the second time there was more art work on the walls and it is filling in the back. It's just the back wall. Selectman Young asked about the moving wall. Joyce said there is one panel they can move up and down. Chuck hasn't been touching any of it, volunteers have been putting it up.

Selectman Laliberte moved to adjourn at 8:06 pm. Seconded by Chairman Chivers. All were in favor.

Respectfully submitted,
Andria Hansen, Recording Secretary