

~~Unapproved~~ **APPROVED**
Candia's Selectmen's Public Meeting Minutes
December 28, 2016

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

5:00 p.m. Chairman Chivers called the Public Meeting to order and immediately followed with the Pledge of Allegiance.

Chairman Chivers explained the only thing on the agenda tonight is the encumbrances. They recently published an agenda and he hoped the Board will defer consideration of the warrant articles until the January 9th meeting. The warrant articles were originally put on the agenda so they could consider them before they went to the Budget Committee. Today they sent the rough draft of the warrant articles to the Budget Committee so they could think about them. The Board will vote on the warrant articles at the January 9th meeting if this meets with everyone else's approval. It was the consensus of the Board to review and vote on the warrant articles at the January 9th meeting.

The Board to consider encumbrances for 2016:

Police: Chief McGillen said his big ticket item is the cruiser. They have \$14,000 in the 2016 budget. He has an emailed quote for a cruiser the amount is \$30,623 from Ford of Londonderry. This is where they bought their last unit and they are happy with their service. Chairman Chivers asked if he would like to encumber any money to equip this cruiser. Chief McGillen said yes and he has a radio for \$3,210.73. There are a couple of cruiser radios and they are 15 years old. If they break down they'll need to buy a new radio. He was going to pay for the equipment for the cruiser out of the revolving account. It is under \$8,000. Chairman Chivers said he was going to encumber \$33,900 for the cruiser and radios. Chairman Chivers asked if there was anything else. Chief McGillen explained the base radio failed when they tested it. They said it needs an antenna put up on the building. He was given a quote for \$1,200 to install a new antenna and remove the old emergency management brackets and hardware. He was told if they keep using it the way it is it will burn out the radios and the radios are on borrowed time. Chief McGillen mentioned that Rockingham Dispatch is slowly getting all towns to come on board with a new computer system. Basically the officers will have the capability to do incident and accident reports on the road and they won't need to come back into the police department. They now have laptops where they can run a name and see if they are wanted and see if they have a valid license. With this new system dispatch will have all of our records up there. Right now they have an in-house program and all of the information stays here with the new program they will be connected through a VPN to Rockingham County and all of the records will be kept there. All of the records will be back fed in. The quote was \$12,000 to upgrade to this system but they have already paid \$4,400 for a user's license agreement for 2017. So they would have to credit us and which would come to \$368 per month. It will take a couple of months to implement this program because they are going to need IT people to work on it. They would need to have the Sheriff's Department do some work on their end. He felt they needed to get up with the times.

He has spoken with the Chief in Fremont. He said the officers love it because it is more efficient. Chairman Chivers asked if it would be a net increase of \$8,000. Chief McGillen said that was a ballpark figure; there could be some peripherals like IT. He would like to the Board to approve up to \$8,000 out of encumbered funds and if there is any excess take it out of the Police Detail account. He was told there was enough money there. He would also like to encumber funds for a taser in the amount of \$2,135.

Fire: Fire Chief Young said he would like to encumber \$8,000. This is for the rebuild of the pump on Engine 2. It had failed the pump test midsummer. They have been trying to save money. He didn't want to do it midsummer and then run out of money, so he decided to wait. He does have some bills coming in and he didn't want to go over his budget. They need to replace a pump. He didn't want to replace it midsummer and run out of money. There was some discussion about the Fire Departments various bills.

Town Clerk: Selectman Laliberte said the Town Clerk would like to order more voting booths. He noticed there was \$999 for Election Administration. Accounting & Payroll Clerk Becker explained what most people do is encumber the funds they'll have in their particular departments. You can look at the Town's bottom line. Selectman Laliberte said he wasn't looking at that, but he was looking at her Election Administration and the other lines. She actually over ran one of hers by \$312, but when you combine Voter Registration and Election Administration the total is \$1,421. It was noted the cost of the booths would be \$1,200. It was also noted that they budgeted for 6 booths in the 2017 budget, they have replaced 6 booths already and she would like to encumber 6. This leaves 6 that are going to wait for another year. Selectman Laliberte said they will have 18 new booths for the 2017 March election and they would keep a couple of the wood booths that are in better condition and the bigger booth. In 2018 they will order the final 6 booths. He didn't know if she necessarily needs 24 booths or if she gets by with 18 booths, plus a couple of woods booths and the table top. He felt if they have the 18 they would be okay, but they'll see how it works.

Tech upgrades: Selectman Young said these were Amazon prices. She would like to open up the Town Clerk second window. She budgeted \$250 to open the second window, but maybe they should make it \$450. She budgeted for \$2,300 for the other items.

Smyth Memorial Building Trustees: Accounting & Payroll Clerk Becker said Trustees would like to encumber money for the windows. The person who repairs them won't be back before the end of the year, so they would like to have the money to pay him when he does come back. The amount the Trustees would like to encumber is \$3,420. DB the windows won't be back before the end of the year.

Door repair: Chairman Chivers said the closer on the door is leaking hydraulic fluid and the door has been slamming shut. He asked Fire Chief Young if he knew anything about them and can you repair it. Fire Chief Young said he didn't, but Rick Lazott could fix it. Selectman Komisarek said when he was younger he used to install those and when they are gone there gone. Chairman Chivers said that Rick Lazott quoted a price of \$400.

Chairman Chivers explained there is \$238,865 left in the budget and \$38,000 belongs to the highway department which he is going to need for the rest of the year. Road Agent Lewis said that will be gone based on tomorrow's forecast and what he has for bills. Chairman Chivers went over the totals: Police - \$45,235; Fire - \$8,000; Tech Upgrades - \$2,500; Voting Booths - \$1,200; Door - \$400; and the Smyth Memorial Building - \$3,420 for a total of \$60,755. He asked if the Board was in support of all of these requests and do they have any objections. There was some discussion about taking money out of the revolving account. Chairman Chivers asked Chief McGillen if he would like to add \$7,982 to his total to outfit the cruiser. Chief McGillen said he would like permission to take it out of the revolving account. He just needs approval from the Selectmen. Chairman Chivers asked if there was a motion to approve the Police Department's request for a new cruiser equipped with a radio, \$1,200 for a new antenna, \$8,000 for a software upgrade and \$2,100 for a taser. In addition, give Chief McGillen permission to withdraw \$7,982 from the revolving fund to outfit the cruiser. Selectman Young moved to approve the Police Department's request to encumber \$45,235. Seconded by Selectman Laliberte. He asked if this included permission to withdraw money from the revolving fund to outfit the cruiser. Chairman Chivers said that was correct. All were in favor. Motion carried. Chairman Chivers moved to approve Fire Chief Young's request to encumber \$8,000 to replace the pump on Engine 2. Seconded by Selectman Laliberte. All were in favor. Motion carried. Selectman Laliberte moved encumber \$1,200 for six polling booths. Seconded by Selectman Komisarek. All were in favor. Motion carried. Chairman Chivers moved to encumber \$3,420 for window repair for the Smyth Memorial Library. Seconded by Selectman Komisarek. All were in favor. Motion carried. Selectman Komisarek moved to encumber \$400 to fix the front entrance door. Seconded by Selectman Young. All were in favor. Motion carried. Selectman Young moved to encumber \$2,500 for upgrade technologies. Seconded by Selectman Laliberte. All were in favor. Motion carried. Chairman Chivers explained that would leave approximately \$139,300 which they will return to the town.

Selectman Komisarek said he won't be in Town for the next two Select Board meetings. He would like to call or Skype in for the warrant article discussion.

Selectman Komisarek passed out a draft flyer for Article 16. He noted that he would be making posters as well. He said that he would like to have the posters printed before he leaves. Chairman Chivers suggested that he wait until the January 9th meeting before he put the posters up. He also told the Board that he has a commercial printer if they needed anything printed.

Selectman Laliberte moved to adjourn at 5:35 pm. Seconded by Chairman Chivers. All were in favor. Motion carried.