

~~Unapproved~~**APPROVED**  
**Candia's Selectmen's Public Meeting Minutes**  
**February 27<sup>th</sup>, 2017**

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

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

**The Board to appoint the Fire Chief based on the vote and recommendation of the Candia Volunteer Firefighters Association.** Chairman Chivers said they have received a letter from the President of the Candia Volunteer Firefighters Association. The Association has voted to submit the name of Dean Young to be appointed as Fire Chief for a three year period beginning April 1<sup>st</sup>, 2017. Selectman Dann moved to reappoint Dean Young as Fire Chief based on the Candia Volunteer Firefighters Associations vote and recommendation. Seconded by Selectman Laliberte. All were in favor. Motion carried. Selectman Dann said he was very happy about this appointment. Chairman Chivers congratulated Fire Chief Young on his appointment.

**The Board to discuss Block 5 IT contract.** Chairman Chivers said this was brought up at our last meeting and there was some misunderstanding. He assumed the Board wanted someone from the Board of Selectmen to answer some questions and negotiate better terms with Block 5 and he would bring a revised contract back for approval. It turns out there was some misunderstanding whether that was our intent at the last meeting. He enlisted the aid of a lady who is a Volunteer Firefighter, Arlene Acevedo who is in the technical business and she brought a friend of hers to a meeting in the Selectmen's Office who is a Systems Administrator. They looked over the contract and she affirmed they are charging us a fair price for their services. They had a few questions and Block 5 was able to answer them. They sent us a revised contract which is the same amount they are charging us for 2017 but they deleted any reference to the out years (2018 and 2019). They are going to negotiate that as it comes up. They have a new contract and did the Board want to authorize its approval. Or they could go back and ask these people more questions. He asked how the Board wanted to handle it. They are already 2 months into 2017 and it is a 2017 contract. *Selectman Laliberte said he would move this for discussion. Seconded by Selectman Dann.* Selectman Laliberte noted that the contract says they haven't had a price increase in six years and is that how many years they have actually used them. It was noted that the town has been using Block 5 for six years. Chairman Chivers noted that he has studied their billing pattern since 2014. Selectman Young asked if they were coming to the meeting tonight. Chairman Chivers said he was on vacation so he wouldn't be here this evening. Selectman Laliberte felt okay with the 2017 number, but his concern was 2018 and 2019. It sounds like we have a good relationship with them. If anyone has other questions he is willing to wait. Selectman Young asked what Arlene had for questions. Chairman Chivers said she asked if we had a contract with them and how fast does our data accumulate because they charge us for storing our data. He explained the town never deletes any records, so every month they are paying. So her concern was in 20 years they are going to be paying a lot of money. Their basic question was are we happy with Block 5's service and are they responsive to our needs. The

ladies in the office are both happy with them, the police department is happy with them. He didn't know how they could improve on this contract. He didn't think they were going to get a better price from other companies. Selectman Dann asked about the storage and they should look at what is being stored on the server. Chairman Chivers said someday they are going to need a policy on whether they are just going to keep storing stuff on that server forever. Selectman Dann said he would like to address that. Selectman Laliberte said it's not an issue right now in terms of cost, so in consultation with them they can look at a way to do some long term archiving, so they aren't paying as much. Selectman Dann said we could ask our own people and ask what they are storing. Chairman Chivers said they store everything. Selectman Young said sometimes that's not a bad idea. Selectman Dann agreed with Chairman Chivers and if they employee's like this company and the costs are the same he says stay with them. Selectman Young said the costs are not the same. Selectman Laliberte added they've gone up after six years. Selectman Dann asked if it was the same cost as last year. Chairman Chivers showed the Board a graph he came up with and the yearly increases. He noted in 2016 they paid \$1,460 per month and for 2017 they are proposing \$1,925.70 per month. The increase is about \$435 per month. Selectman Young said it is quite a big percentage. She asked if it was going to cost them \$200 per hour to tie the Town Clerk's system in with the new State system so they can open the second window. The contract gives a per hour price, so she was wondering if this was going to be something extra or if they can even do that. She questioned if this is something Block 5 handles and were they able to handle it. Chairman Chivers said they can handle it and they are willing to donate a computer terminal to solve our problem. They said more storage is not going to handle it, but they are willing work with us to get that second terminal up and running. Selectman Young asked if that would be at \$125 per hour. Chairman Chivers said he didn't know what was involved to get the computer up and running. Selectman Young said this is why she wished they had Block 5 here. Chairman Chivers asked if they wanted to delegate a person to talk with Mike from Block 5 during the week and answer these questions and come back to the Board with a recommendation. He thought they were doing that at their last meeting. Selectman Young said he was supposed to make a presentation at this meeting. It was noted that he was on vacation this week, but could come to the next meeting. Selectman Young said she would like the answers from someone who knows and didn't want to tie up the Boards time anymore with the delegation. Selectman Laliberte thought this was a legitimate question, but if it is the only question amongst everything else, they get good service and while the number goes up it is in line for these types of services that are offered. He is okay with this contract and he thought some of it gets mitigated by the donation of a terminal and a computer. The computer in there is obsolete. Selectman Young questioned how much it was going to cost to hook up the computer. She didn't want to second guess and be hit with something else they are not aware of. Selectman Dann suggested accepting the contract subject to clarification on hooking up the computer in the Town Clerk's office. Chairman Chivers said why don't they accept the contract subject to them donating the computer and getting the thing up and running. Selectman Young said we have been paying them so it's not like they are out their money. Selectman Dann reiterated they could accept the contract and have them prepare what they are going to do and if there is an extra cost to open the second clerk's window. Selectman Young said she would like to have Block 5 come in and do a small presentation. She would prefer this and Selectman Komisarek would be here for the presentation also. We will keep paying our bill. Selectman Laliberte questioned if they are paying the 2016 rate or the 2017 rate. He assumed it was the 2016 rate but it is a question he has. He was willing to wait the two weeks.

**The Board to approve changes to the Solid Waste Ordinance based on the Recycling and Energy Committee's recommendation.** Selectman Dann reviewed some changes to the Solid Waste Ordinance changes (see attached). Selectman Dann moved to approve the changes to the Solid Waste Ordinance based on the Recycling and Energy Committees recommendations. Seconded by Selectman Young. All were in favor. Motion carried. Selectman Dann suggested that the next time they make changes to anything they mark it as revised and date.

**The Board to authorize payment of payroll checks and accounts payable checks. The Board to approve payroll and accounts payable manifest.** Selectman Laliberte announced the grand total for accounts payable and payroll checks for February 23<sup>rd</sup> and March 2<sup>nd</sup> was \$134,810.04. Selectman Dann moved to approve the accounts payable and payroll checks for February 23<sup>rd</sup> and March 2<sup>nd</sup> in the amount \$134,810.04. Seconded by Selectman Laliberte. All were in favor. Motion carried.

**The Board to approve the minutes from February 15<sup>th</sup>, 2017.** Selectman Young said she had a clarification. On page 4 it said "Selectman Young said you can spin whatever you want whatever way you want. I'm saying what I did was not illegal what you did was. She accepts his apology and she knew it wouldn't happen again." She has listened to the tape several times and the clarification is Mr. Chivers has never accepted responsibility for doing this nor apologized and she didn't say she knew it wouldn't happen again. She didn't know who made that statement. Selectman Laliberte moved the Selectmen's meeting minutes of February 15<sup>th</sup>, 2017 as amended. Seconded by Selectman Dann. All were in favor. Motion carried.

### **Other Business**

**Candia Garden Club request:** Garden Club member Donna DelRosso said the Board should have received a letter from Garden Club member Lorraine Briand. They were informed the concession stand would be available for usage and the Garden Club would like the Board of Selectmen's permission to use that. She did as a courtesy email to Selectman Komisarek. He did send an email saying that he totally supported that. She also had contact with Mark Heon who is on the CYAA Board of Directors. He said if the Board did grant the Garden Club permission to use the building he would meet with the Garden Club on Saturday and take what the CYAA needed. If there wasn't anything they wanted he would be willing to donate it. They could donate to the Moore School or the Swap Shop. Or they could sell it and make a donation to the town. Chairman Chivers asked if Building Inspector Murray looked this over. Building Inspector Murray said he had and it is a good plan. They can get that all cleaned out, he couldn't image what they are going to sell. He saw Selectman Komisarek's email and he wants to hold on to the Coke machine. It's not in the way; it's sort of built into the wall. They'll just leave that there and get rid of everything else. Chairman Chivers asked what they are going to keep in there. Donna DelRosso said they would keep all of the signs and store of the items they need. Chairman Chivers asked if there were any questions from the Board. Selectman Dann said it was a great use of the building. Selectman Young moved to grant the Garden Club permission to use the concession stand building for storage. Seconded by Selectman Dann. All were in favor. Motion carried.

**Election Day schedule:** Selectman Laliberte said two of the five members of the Select Board will not be part of Election Day. One is a candidate and the other is going on vacation. He is going to email the schedule to Selectman Komisarek and Selectman Dann to see what times they can fill. He knows that state law allows people to be a proxy for other Selectmen. He didn't know if they wanted to think of someone who can fill in the spaces. He will be there all day. He'll find out what Selectman Dann and Selectman Komisarek can do and he'll see what else can be filled in. Chairman Chivers asked if he needed a proxy. Selectman Laliberte noted it's not like this person would be holding a sign for you, they would be there as an observer. Chairman Chivers asked if it is obligation to find a substitute for him. Selectman Laliberte replied no, but he wanted to make sure they had some coverage. Selectman Young noted all of her friends are going to be campaigning, so it's hard to get someone to cover because you can't say anything.

**Conservation Commission request.** Selectman Laliberte said the Conservation Commission was hoping after the Elections to have a regulatory board's work session, so any new members can get together and have a refresher on different laws and rules in regards to regulatory boards. This was a request from the Commission because they would like to play a more prominent role in working with the Planning Board and Zoning Board. He will talk to the outgoing Chair of the Planning Board and the Chair of the Zoning Board about this as well.

**Candidate's Night:** It was announced that Candidate's Night will be held on March 7<sup>th</sup> at the Smyth Public Library at 6:30 p.m.

**March 1<sup>st</sup> Planning Board meeting.** Chairman Chivers announced that Candia's Master Plan is going to be revealed Wednesday night at a public hearing. There is a paper copy available in the Land Use Office and it is posted on the website.

**Roadside Clean up.** Selectman Dann noted the dumpster is going to be donated for town wide clean up. Chairman Chivers added it is being donated by Waste Management and all they need to do is give them the dates.

**Brown Road light.** Selectman Young mentioned the light is not being paid for by the town, so they are all set there.

**HR Consultant.** Selectman Young explained she had mentioned this at the last meeting and Selectman Laliberte had offered to look into it. She has since had people call her and ask that she keeps the lead on that. She is going to do that. Selectman Laliberte said he has been doing work on that. It is still early. He has reached out to Tim Fortier at the NHMA and discussed RFP's (request for proposals). He has been doing some research on that. He can keep her in the loop on what he has. He was going to do that once he has done a little more research. He is going to look at what other towns have done and then go from there. He reiterated that he would keep the Board in the loop on what he has done. Selectman Young thought she was a step beyond that, because she called NHMA and they have given her a name of a resource. She did speak to that person in charge of that and there are a couple of ways that they do this. She did a lot of work on the data prior to budgetary time. They will do a wage and classification study where they evaluate positions, fill out questions, update job positions, and things like that. They

solicit from comparative communities that might not be physically adjacent to us, but similar in size. They can also look at a point factor system which measures internal equity. They can come up with a recommendation for classification for grade and salary range. The cost for that is approximately \$350 to \$375 per position. So if there are six patrol man, it will only count as one position. You know what we budgeted and that isn't going too far. Selectman Laliberte didn't think they were doing the police because they are on a matrix. His understanding was they were going to look at the sixteen positions that were non-police. His sense was the police were exempt from this and the number was sixteen. Selectman Young said so you're not talking about any part timers. Selectman Laliberte said he was talking about the police officers. Selectman Young said we don't have sixteen employees other than police. They have part timers; she thought they had thirty three employees total. Selectman Dann thought the part timers are an employee and should be given a classification. Selectman Young said this person can come and make a presentation to the entire Board. If you use the HR Company it is an hourly rate, if you look at per position it is the other fee she told them about. They can also do an HR audit. They would go over payroll, job description, policies and benefit structures. This would be for full and part employees. She felt this would be a lot more cost effective. Selectman Young asked for the Board's permission to invite this person to make a presentation. She asked this person what services they provide for an audit, because it can be as simple or detailed as they want. You might want them to just look at the policy. She is going to send them a checklist and they can put what their priorities are. She said they will work with them. So if this year they just want to work on the wage and benefits and next year maybe they can afford to work on a classification structure. It appeared to her that this is something they might want to look into. She will send a check list and maybe at the next meeting the Board can mark what the priorities are. Maybe they ask the employees what their priorities are. Selectman Dann said it is our job and we should know what our employee's priorities are. They have job descriptions now for the employees. Selectman Young thought maybe they need to be updated. Selectman Dann said there are sixteen people not including the police. Chairman Chivers clarified will Selectman Young be doing this or Selectman Laliberte. Selectman Young said the reason she is staying involved is because of a request of a couple of people. Selectman Laliberte said it was not the request of the Board of Selectmen. Selectman Young replied you said you were willing to help. Selectman Laliberte said the Board had directed him to do that. Selectman Young said she didn't mind collaborating. Selectman Laliberte said he would defer it to her, because she has done a ton of ground work and it sounds like they are heading in the right direction on this. He asked in the future to please communicate that to this Board so they don't duplicate efforts. Selectman Young apologized and she did tell the office. Chairman Chivers asked for the name of the consultant company. Selectman Young said Municipal Resources Incorporated. She felt this was her responsibility since she started the whole thing. This lady told her that it was important that the employees know they are working on this. This is one thing she wanted to communicate tonight and they are going to get this done. Selectman Laliberte thought everyone on this Board has determined this is important. Chairman Chivers asked if it was her intention to revise the matrix for the police department too. Selectman Young replied that nothing was her intention; it is up to the Board. This is just a resource. The Board is going to have to decide what and how much they want done and at what price they can afford. Selectman Dann asked if this person can come in and give an in-depth presentation. Chairman Chivers asked when Selectman Young will be back from vacation. Selectman Young said she would be back for the March 27<sup>th</sup> meeting.

Chairman Chivers asked if she could get in touch with this company and make arrangements for them to come in. Selectman Young will have her come in for March 27<sup>th</sup>.

**Sign Placement:** Selectman Young said she had some people complaining about sign placement. She believed there was a law RSA 664:17. Anything that is placed on a governmental property (post office or court house) you should get written permission from that facility. Anything placed on Candia Town roads you need permission from the Selectmen. She didn't know if anyone has asked. She hasn't driven around town to see where they are located. She was just asked to mention it tonight and that everyone is aware of that rule. Selectman Dann said she mentioned the court house and that is private property. Selectman Young noted it is leased by the court. Chairman Chivers asked if she was saying you can't put a sign along a town road if they have permission to put it on their property. Selectman Young said she would urge people to put it in front of people's houses. She has had more than three calls on this and she said she would bring it up. Selectman Dann said let them come to the Board. He's tired of this hearsay. He wants these people to come in or write in. He felt they should get a clarification of what the request is. Selectman Young said she was going to defend residents and community members in this case. There is a lot feeling that there might be retaliation or things like that. Some people do not feel comfortable speaking up. She respects that and when she ran, she ran to represent them and if somebody asked her something she is not going to promise she is going to change it because she is part of the Board. She will bring it to the Board and the Board can speak about it. If they prefer that she respond to these community members and tell them they have to come in themselves then she will do that. She won't be happy about it but she'll do it. Selectman Laliberte thought this year was pretty tame. If it is a legitimate issue they can also go to the police. He understands the concerns that some people may have and they should bring it to Chief McGillen. Selectman Young said she wanted to bring it to the Boards attention this way it is in the minutes. She would urge people to put their signs in front of houses. Selectman Dann mentioned the courthouse and he called the owner last year and asked for permission to put his signs out and he was given permission. The State leases this property, so he felt it was a gray area. Selectman Young said she was using that as an example. She said she would bring this up to the Board. Building Inspector Murray said every year he seems like the person that deals with this. So if they get any calls please refer them to him. He noted if they are nailed to telephone poles he has to take them down. For the most part it's only a couple of weeks and then they come down.

### **Public Comments**

Planning Board Vice-Chair Al Hall said on Wednesday Sean James will be retiring from the Planning Board. His term is up and he has not chosen to run again. It would be appropriate for the Board of Selectmen to at minimum recognize his many years of service to this Town. He has put in countless hours to update the Master Plan. His last meeting will be March 1<sup>st</sup>. Chairman Chivers said they will take care of it.

Selectman Laliberte moved to adjourn 7:47 pm. Seconded by Selectman Dann. All were in favor. Motion carried.