

**Approved**  
**Candia Selectmen's Public Meeting Minutes**  
**Monday, April 10, 2006**

**Attendance:** Chairman Clark Thyng, Vice Chair Fred Kelley, Selectman Jim Brennan, Selectman Tom Giffen, Selectman Rick Lazott and Secretary Dawn Chabot.

**7:05 p.m.** Chairman Thyng opened the Public Meeting and immediately followed with the Pledge of Allegiance.

**The Board will considering formalizing a decision in regards to the Tax Collector position:** Chairman Thyng advised that the Board met with four candidates, three indicated they were interested and one withdrew from the process. Selectman Kelley motioned to appoint Jane Sanders as Tax Collector effective April 11, 2006, annual salary \$7,875.00, to be prorated with quarterly payments of \$1,968.75. Seconded by Selectman Brennan. Chairman Thyng informed hire would be made formal upon successful completion of credit check, local background check and criminal records check. Selectman Kelley, Selectman Brennan, Chairman Thyng and Selectman Giffen in favor. Selectman Lazott opposed. Motion carried. Chairman Thyng noted the Board had a lively discussion on the matter due to the qualifications of the candidates.

**The Board will meet with Ronald & Carol Howe of 225 New Boston Road to discuss the Howe's concerns regarding recent building permit fees:** Chairman Thyng turned the discussion over to Selectman Lazott overseer of the building department. Selectman Lazott advised he reviewed the attached letter received from Mr. and Mrs. Howe dated March 27, 2006 expressing their concerns regarding recent building permit fees for the erection of greenhouses in which they found to be excessive. Selectman Lazott stated he then reviewed the established fees and found the charges to be in line with the fee schedule. Selectman Lazott stated he knew that the green houses were being taken down and moved to another location but in checking with the inspector he found out that it would still trigger the same amount of inspections. Mr. Howe stated he had no problem with the Building Inspector and understood that he was following his procedures. Mr. Howe stated he had issue with that fact that they were being charges the same amount as if they constructed a new residence for greenhouses that were of pipe frame construction, covered in plastic and noted at one point he had already paid building permit fees for their construction. Mr. Howe stated he also had an issue with the Planning Board prohibiting commercial greenhouses in residential district without a special exception. Mr. Howe informed he had issues with the zoning regulations and felt things needed to be tighten up. Chairman Thyng reminded Mr. Howe that the discussion was regarding recent building permit fees not zoning regulations. Selectman Lazott wondered if there could be a compromise with the 8-cents a square foot fee especially considering that the green houses have a dirt floor. Selectman Lazott suggested that the Board may want to consider an amount for structures containing a dirt floor. Chairman Thyng pointed out that Mr. Howe was not charged the new dwelling rate at 16-cents a square foot and was actually charged 8-cents a square foot under the accessory structure section. Selectman Lazott thought the fee schedule need to be revamped. Chairman Thyng wondered how

the Board felt about Mr. Howe's request. Selectman Kelley informed he had no problems with the permits for electric or heat but was concerned with the fees considering the greenhouses were moved from one place to another. Selectman Giffen expressed concerns over that fact that the structures were portable and temporary and also over the fact that someone had already paid fees. The Board members felt the fees seemed to be excessive considering the greenhouses were portable, temporary with dirt floors. Selectman Giffen motioned to waive Mr. Howe's building permit fees for the two greenhouses (\$176.32 and \$141.76). Seconded by Selectman Kelley for discussion. Chairman Thyng wondered if the motion was countering the fact that the Board needs to follow the rules or the established fees. However Chairman Thyng agreed that the fees applied did not seem fair. Selectman Giffen stated he could amend his motion to be fair, reasonable and consistent. Selectman Giffen stated what would happen if he moved the greenhouses on his own property. Selectman Giffen stated the intent of his motion would be to provide relief to the Howe's and to grant relief to all for this type of structure which is temporary greenhouse of portable design until the Board can revamp the fee schedule. Mr. Howe thought the Board should specify agricultural greenhouses so that it wouldn't get confused with temporary garages. Selectman Brennan wondered if the Board does at some point establish a new fee for the portable structures would they then charge Mr. Howe. Selectman Giffen stated as part of his motion, he would also motion not to charge Mr. and Mrs. Howe. The Board unanimously agreed. All were in favor of the motion with the added amendments. Motion carried. Chairman Thyng directed Secretary Chabot to inform Assistant Emerson (Finance Director) on the motion in order to refund Mr. and Mrs. Howe \$318.08.

**Chairman Thyng will make an announcement in regards to Flood Insurance Process:** Chairman Thyng advised that the Town is currently in the process of applying to join the National Flood Insurance Program. Chairman Thyng informed that the Board would make a formal announcement to the residents when affordable flood insurance becomes available during the emergency phase.

**The Board will consider adopting the Hazardous Mitigation Plan:** Emergency Management (EM) Director Bob Panit informed the all Hazard Mitigation Committee had worked on a Hazard Mitigation Plan which is now complete. It was noted that the Board members had reviewed the plan prior to the meeting. Chairman Thyng stated he was very familiar with the Mitigation Plan and noted the Committee worked very hard on it last year. Chairman Thyng noted it was important for the Town to have a Mitigation Plan in place in order to obtain grant funding. EM Director Panit provided some history on the process used to develop the Mitigation Plan. EM Director Panit stated the last step is for the Board to approve Chapter 7 of the Plan. Chairman Thyng motioned to adopt the Town of Candia Mitigation Plan effective 04/10/2006. Seconded by Selectman Giffen. All in favor. Motion carried. The Board signed Chapter 7/Adoption, Implementation, Monitoring of the Hazard Mitigation Plan.

**NIMS Training:** EM Director Panit briefed on upcoming National Incident Management System Training which he previously forwarded information over to the Board and necessary departments. EM Director Panit advised the training documentation

is looked at by the Federal Government when they are considering road grants. EM Director Panit advised certificates would be issued by the federal government upon completion of the class and also the federal government would maintain a data base. EM Director Panit stated the NIMS class would be offered at the following locations on the following dates and times: 4/12/06, 3:30 p.m. at the Candia Moore School; 4/12/06, 7:00 p.m. at the Candia Fire Station; and 4/26/06, 7:00 p.m. at the Candia Town Office Building. EM Director stated all employees and elected Officials were welcome and encouraged to attend the training.

### **Departmental Reports**

**Highway:** Road Agent Lewis reviewed the attached report noting it was an unusual month due to the absence of snow. Selectman Lazott questioned the procedures for the posting of the Roads during mud season. Road Agent Lewis informed on the annual procedure noting the Town is flexible and only does the posting when it's needed to protect the roads. Road Agent Lewis advised if the roads freeze up and someone needs to haul he will issue a slip.

**Police Department:** Chief McGillen presented the attached report. Chief McGillen informed that the newly hired Officer started the Police Academy on today's date. Chief McGillen reported on recent activity. Chief McGillen reported recent damage to the Town salt shed in which they are investigating. Road Agent Lewis advised individual(s) unknown broke through the plywood on the roof. Chief McGillen stated he received recent information on the case and hoped they would be able to obtain restitution. Selectman Lazott questioned the hours on the park. Road Agent Lewis stated the damage to the shed occurred on a Sunday afternoon. Chief McGillen informed Selectman Brennan that the sign located by the skate park had recently fallen down. Chief McGillen advised that the new cruiser delivery date was scheduled for mid May.

**Building Department:** Selectman Lazott reviewed the attached summary sheet outlining the building department activity for the month of March noting the department was doing a good job on the report. Selectman Lazott noted in addition to the summary sheet there were also additional detailed information sheets (approx. 7 pages) available to interested parties at any time as a matter of public record. Secretary Chabot informed Selectman Lazott in being mindful of the copying costs she does not make copies of the detailed information sheets for attendees. With the expansion of Interstate 93 Selectman Lazott did not think Candia would see the influx of residential building because of the 3-acre requirement and that other Communities with 1-acre requirements would see a lot of growth. Chairman Thyng stated he did not necessarily agree.

**Solid Waste:** Selectman Kelley reviewed the attached February monthly report prepared by Facility Attendant Whitcher. Selectman Kelley stated the employees were working hard at the Center. Selectman Kelley advised the citizens were utilizing the mixed paper and can programs more and more everyday. Solid Waste Committee (SWC) Chair McHugh discussed with the Board the town-owned roll off and the need for it to be replaced with a rental roll off. SWC Chair noted with a rental roll off the Town would

save money on hauling charges because we would not have to pay a round trip hauling charge. It was noted that the Solid Waste Committee was looking into the matter. Selectman Kelley announced that Household Hazardous Waste Day would be held on Saturday, May 20<sup>th</sup>. It was noted that the Town would be limited on funds and that no grants were available this year. Selectman Kelley stated they would be conducting a sticker check on that day. SWC Chair McHugh stated they would now put brown glass into the PGA program because the time and effort placed into separating the glass last year resulted in \$30.00 of revenue. SWC Chair McHugh stated he planned on attending the upcoming NRRA conference and hoped employees would attend as well. Selectman Kelley stated he knew the Facility Operator planned on attending on one of the days and he would see if another employee was interested in attending as well. SWC Chair invited Board members to attend an upcoming site visit to the Town of Lee's disposal facility.

**Bond Update:** SWC Chair McHugh advised the Committee and the Board recently met with a representative from the Bond Bank and she had reviewed and explained the process. SWC Chair McHugh stated she recommended a Bond Anticipation Note (BAN). Chairman Thyng informed that the Board had made a unanimous voted to commence the process in applying for a BAN in the amount of \$800,000. Secretary Chabot presented the Board with the Bond Application paperwork prepared by Assistant Emerson. Selectman Lazott questioned if the Board was in favor of a 10-year bond not 15-year. The Board unanimously agreed on the 10-year bond. The Board members authorized Chairman Thyng to sign the Bond Application on behalf of the Board. SWC Chair McHugh noted a proposal from Dufresne-Henry arrived in regards to the cost to design a new facility. Secretary Chabot presented the Board members with a copy of the proposal. Chairman Thyng informed that the proposal information would be placed on the next agenda. Chairman Thyng directed Secretary Chabot to send the proposal to Town Counsel for review.

**8:03 p.m.** Chairman Thyng called a short recess at the request of the Welfare Director.

**8:14 p.m.** Chairman Thyng called the meeting back to order.

**Fire Department:** Fire Chief Rudy Cartier presented the attached report. Fire Chief Cartier read a letter of resignation from Gerald Gendron. Fire Chief Cartier stated Mr. Gendron is moving out of the area and accepts his resignation with regrets. Chairman Thyng motioned to accept Mr. Gendron's letter of resignation with regrets. Seconded by Selectman Lazott. All in favor. Motion carried. Fire Chief Cartier stated he met with Building Inspector Hallock in effort to keep the lines of communication open between the two departments. Fire Chief Cartier would like the Board to consider the Fire Department when disposing of the next retired cruiser. Fire Chief Cartier stated the car would be helpful to the fire department members that are utilizing their own vehicles to go on site for burn permits and inspections. Fire Chief Cartier stated members do not get reimbursed for their mileage. Fire Chief Cartier stated the department has a suburban vehicle which will not pass future inspection. Selectman Lazott stated he was aware that the present Building Department vehicle had maintenance concerns as well and thought perhaps the upcoming retired vehicle could go to the building department and the present

building department vehicle could go to the fire station. Chairman Thyng agreed with Fire Chief Cartier that there would be a future need for a vehicle.

**Southeast NH Hazardous Materials Mutual Aid District (SNHHMMAD):** Fire Chief Cartier advised that the SNHHMMAD was developing a regional emergency planning committee in which he just received information on and was wondering if the Board was interested in having him send a letter to respond on the Town's interest. Fire Chief Cartier stated the program would ensure on a regional level that there is one person to coordinate for the Town. EM Director asked what this would take away from the established LEPC (Local Emergency Planning Committee). EM Director Panit asked Chief Cartier for clarification on the regional community intent. Fire Chief Cartier stated he had just received the information but his understanding is that it would take one more burden off the Town. Selectman Lazott expressed concerns over giving up the Town's authority by having a regional group oversee it. Selectman Lazott questioned if the Town would be lock into the Regional Committee by just saying it was interested in finding out more. Selectman Lazott did not want to commit to anything without the consensus of the LEPC members. EM Director Panit indicated that he thought Fire Chief Cartier had contradicted himself when discussing the matter. Selectman Kelley did not feel he knew enough about the SNHHMMAD to make a decision on the matter. Selectman Giffen thought it was worth investigating but did not want to get locked into anything. After some discussion it was decided that Chairman Thyng and Fire Chief Cartier would work on a response letter to SNHHMMAD and that it was the consensus of the Board that they did not want to commit to anything.

**The Board will review Fire Chief Cartier's recommendation to appoint Thomas J. Principe as a Firefighter/EMS Provider:** Chief Cartier stated he recommends the appointment of Thomas J. Principe as a Firefighter/EMS Provider. Chairman Thyng noted that the necessary checks were successfully conducted. After some discussion Chairman Thyng motioned to appoint Thomas J. Principe as a Firefighter/EMS Provider to the Candia Fire-Rescue Department effective 4/10/06 with an open ended appointment to serve at the request of the Fire Chief. Seconded by Selectman Kelley. Selectman Lazott questioned the fact that Mr. Principe was from out of Town (Manchester). Fire Chief Cartier advised he utilizes out of Town Firefighters for serious incidents or in cases when they are present for Station coverage. All in favor. Motion carried.

**Meeting Schedule:** As a result of a request made by Citizen Dick Snow at the March 24, 2006 Meeting the Board discussed the possibility of maintaining some type of set meeting rotation. After some discussion the Board decided they would meet regularly on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of every month. The Board also decided in cases when a holiday falls upon their scheduled meeting night they simply would skip the meeting and resume with the next meeting in the 2<sup>nd</sup> and 4<sup>th</sup> rotation. Chairman Thyng noted the Board could still hold meetings outside of the schedule if there was a need.

**Chairman Thyng will read a Public Notice re: burial ground located on Palmer Rd & set a Public Hearing date:** Chairman Thyng read the attached Public Notice in

regards to the abandoned cemetery on Palmer Road. The Board noted they would hold a Public Hearing in accordance with the RSA requirements on Monday, May 8<sup>th</sup>.

**The Board will announce a recent donation of \$400.00 to the Candia Welfare Dept. from Candia Community Woman's Club:** Selectman Giffen announce that the Candia Community Woman's Club had donated \$400.00 to the Candia Welfare Department by their kind efforts in volunteer work and fund raising activities. Chairman Thyng motioned to accept the \$400.00 donation to the welfare department. Seconded by Selectman Kelley. All in favor. Motion carried.

### **The Board will discuss COLA, Selectmen Stipends, and Treasurer Stipend**

**Cola Discussion:** Selectman Thyng advised that last year the Board budgeted 3.5% for budgetary purposes only to use a consistent number throughout the department and further advised the existing Board was not locked into the figure. The Board reviewed the attached information from employment security in regards to the cost of living and the consumer price index. Chairman Thyng read the percentages given from employment security specific to the Northeast Region noting they were consistently above 3%. Chairman Thyng noted Candia was in the Northeast Region and is considered a suburb of Boston. Chairman Thyng asked Secretary Chabot why the Board was doing this. Chairman Thyng stated the Board no longer budgets in that fashion. Secretary Chabot presented Meeting Minutes from Prior Board when the 3.5% figure for budgetary purposes was reached. Secretary Chabot stated to Chairman Thyng that she was aware that the employees received a COLA for the past five years during her employment. Chairman Thyng stated the prior Board before last year's Board always used the COLA to add into the merit increases. Chairman Thyng advised last year's Board did not do that because they went with a percentage wage pool. Chairman Thyng stated that they would need to set a COLA amount for Chief McGillen because his contract states he will get the COLA. Chairman Thyng was wondering why the Board was discussing COLA. Selectman Lazott stated he had a problem with it because the Town employees have no ceilings. Selectman Lazott stated he did not think the merit increases and COLA should necessarily go hand and hand. Chairman Thyng stated they don't because last year's Board stopped budgeting that way. Chairman Thyng asked Road Agent Lewis if he was missing anything because he attends the meetings as well. Road Agent Lewis stated he was aware that the employees received a cost of living for at least 10-years. Chairman Thyng noted the Board no longer does the budgeting that way. Selectman Lazott thought the Board should look at salary caps. Chairman Thyng and Selectman Lazott disagreed over salary caps tying into the COLA. Selectman Lazott did not see why the Board was doing COLA at this time with the other merit increases they were giving out. Chairman Thyng said they were no longer doing COLA and that they decided on percentage wage pools. Chairman Thyng asked Selectman Kelley if he was missing something. Selectman Kelley stated if the Board did not use the COLA he did not have a problem with that. The Board agreed they would need to set a COLA amount for Chief McGillen's contract. Secretary Chabot advised that they had already given Chief McGillen 3.5% COLA amount in October of 2005. The Board decided there was no purpose to the discussion and that they spent seven minutes talking about nothing. Chief

McGillen entered the meeting room and was informed by the Board members that they were just talking about him (his contract) and he was all set.

**Selectmen's Stipends:** Chairman Thyng stated the amounts on the stipends were set by town meeting vote. However the problem with last year's budget committee talked about increasing the amount but it was never done. Selectman Brennan was not sure of the Committee's intentions regarding the stipends. Chairman Thyng motioned that the Selectmen's stipends remain the same as they had been in the past in accordance with Town Meeting vote. Seconded by Selectman Kelley. Chairman Thyng stated it would be \$3,000 for the Chairman and \$2,500 for the members. All in favor. Motion carried.

**Treasurer Stipend:** Chairman Thyng informed there was a request from the Treasurer to obtain her 2006 increase amount prorated back to the 1<sup>st</sup> quarter. Chairman Thyng motioned to pay the Treasurer's increase salary amount back to the 1<sup>st</sup> quarter as requested, to Jan 1, 2006 for the 1<sup>st</sup> quarter payment. Seconded by Selectman Kelley. Motion carried.

**Deputy Tax Collector's proposed increase:** Chairman Thyng advised he was approached by the Deputy Tax Collector as to if she would receive the proposed increase budgeted by the Former Tax Collector. Chairman Thyng informed that Assistant Emerson contacted the Former Tax Collector who informed that she had budgeted an hourly increase of \$1.00 for the Deputy. Chairman Thyng noted that the Budget Committee had reduced the Deputy's wage line. Chairman Thyng informed that Deputy Delrosso has been selfless by taking over for the Tax Collector while waiting for an appointment. Selectman Giffen stated he did not want to authorize an increase if the goal was to work with the Budget Committee and that he was in favor of working with the Budget Committee. After some discussion, Chairman Thyng motioned to increase Deputy Tax Collector Donna DelRosso's hourly rate by \$1.00 effective Sunday, April 9, 2006. Seconded by Selectman Kelley. All in favor. Motion carried.

**Selectman Lazott to discuss JDL Construction's request for payment:** Selectman Lazott informed he recently reviewed the request to release more funding and found it to be unacceptable and agreed with a prior Board member that \$5,000.00 would not be a sufficient amount. The Board was in favor of not granting the request to release additional funds to JDL Construction and was also in favor of following the original contract.

**Moore School Drama Club Raffle Approval:** Chairman Thyng advised that the Board received the request just after their last meeting and in attempt to work with the School the Board members reviewed and unanimously approved the raffle. Chairman Thyng motioned to ratify the March 30, 2006 raffle approval for the Moore School Drama Club. Seconded by Selectman Kelley. All in favor. Motion carried.

**Approval of Previous Minutes:** Chairman Thyng requested that the Board defer the approval of minutes till their next meeting. The Board members were in favor of the request.

**Other Business**

**Cemetery Hire:** Selectman Brennan advised he was approached by Cemetery Superintendent Anderson on the possible hire of former Superintendent Clark for mowing. Selectman Brannan stated as a matter of Town policy Mr. Clark would be required to complete the necessary local record and criminal history checks. Selectman Brennan stated Superintendent Anderson indicated a need to hire because his other employees can not commit to certain days.

**Goff Business:** Selectman Kelley advised he was informed by Jeff Goff that he was in the process of selling his truck body business within 90-days.

**Cable Contract:** Selectman Giffen advised he met with Negotiator Ron Thomas to discuss the Town's cable contract. Selectman Giffen stated there was correspondence from 2004 from Comcast initiating the process but apparently they did not call back as they had indicated they would in the letter.

**Website Committee:** Selectman Giffen reported his preliminary inquiries in regards to the Website Committee indicted there was no interest and that part of the problem was there was no funding to work with.

**Building Department:** Selectman Lazott expressed an interest in looking at the building permit procedures because he felt some of the permits were unnecessary. Chairman Thyng stated he certainly could investigate and bring recommendations before the Board.

**Next Meeting Date:** The next regularly scheduled meeting will be held on the 4<sup>th</sup> Monday of the month, April 24, 2006 at 7:00 p.m.

**9:03 p.m.** Chairman Thyng motioned to close the Public Meeting and in accordance with RSA 91-A:3 II (c) enter into a Non-Public Session. Seconded by Selectman Kelley. Motion carried. Roll call vote conducted all in favor.