

Approved
Candia Selectmen's Public Meeting Minutes
Monday, September 25, 2006

Attendance: Chairman Clark Thyng, Vice-Chair Fred Kelley, Selectman James Brennan, Selectman Tom Giffen, Selectman Richard Lazott, Assistant Emerson and Secretary Dawn Chabot.

7:09 p.m. Chairman Thyng called the Public Meeting called to order and immediately followed with the Pledge of Allegiance.

7:10 p.m. Chairman Thyng opened a Public Hearing in accordance with RSA 31:95-b the Board will hold a Public Hearing to accept the Federal Disaster Grant received in regards to the May 2006 Flooding and also to accept a donation to the Food Pantry and accept a DWI Saturation Grant: Chairman Thyng noted that \$16,443.80 had been received from the Federal Disaster Grant. Road Agent Lewis stated the Town was reimbursed for Road repairs resulting from the May 2006 Flooding. Road Agent Lewis thought the Town was expecting additional funding from the State representing their 25% portion. Chairman Thyng also noted that a \$71.00 donation had been received from Candia Girl Scouts to the Candia Food Pantry and that \$600.00 had been received by Candia Police Department for the Highway Safety Grant for DWI Saturation Patrols. Selectman Lazott motioned to accept the Grants and donation as presented. Seconded by Selectman Kelley. All in favor. Motion carried. **7:13 p.m.** Chairman Thyng closed the Public Hearing.

Selectman Kelley to report favorable review for Facility Operator Chuck Whitcher and the Board will consider a possible increase: Selectman Kelley stated he completed a yearly evaluation on Facility Operator Chuck Whitcher and the evaluation came out very good. Based on an excellent review Selectman Kelley motioned to provide Facility Operator Whitcher with a 1.5% hourly merit increase, current rate \$20.17, increase amount to be 30-cents per hour, new hourly rate to be \$20.47, effective 08/31/06. Seconded by Chairman Thyng. All in favor. Motion carried. Selectman Giffen commented that Facility Operator Whitcher does a superb job and demonstrates initiative. Selectman Giffen wondered if the Board wanted to consider in the future placing Facility Operator Whitcher in a Superintendent role where he would be responsible for budget preparation. Chairman Thyng stated he was aware that Facility Operator Whitcher was already very active in budget preparation. Selectman Giffen agreed. Chairman Thyng noted the Board members were all in agreement that Facility Operator does a great job.

The Board to review Chief McGillen's Memos regarding favorable reviews, possible re-appointments & increases for Special Officers Kenneth McCarron & Jonathan Briggs: Selectman Lazott read the attached memorandums dated 09/22/06 from Chief McGillen regarding favorable reviews and reappointment recommendations for Special Part-time Officers Kenneth McCarron and Jonathan Briggs. Chief McGillen commented favorably on all three employees.

Based upon a favorable review Selectman Lazott motioned reappoint Kenneth McCarron as a Part-time Special Police Officer effective 09/25/06 with a term to expire on 09/28/07, and in accordance with the police department matrix, move to Step 4, with an outlined hourly increase

of \$1.50, new rate to be \$17.85, effective 09/28/06. Seconded by Selectman Kelley. All in favor. Motion carried.

Based upon a favorable review Selectman Lazott motioned reappoint Jonathan Briggs as a Part-time Special Police Officer effective 09/25/06 with a term to expire on 08/28/07, and in accordance with the police department matrix, move to Step 3, with an outlined hourly increase of \$1.25, new rate to be \$15.86, effective 08/28/06. Seconded by Selectman Kelley. All in favor. Motion carried.

Selectman Lazott read the attached memorandum regarding the favorable review of Administrative Assistant Karen Merchant. Based upon a favorable review Selectman Lazott motioned provide Administrative Assistant Karen Merchant with a 1.5% hourly merit increase, increase hourly amount to be 25-cents, new rate to be \$17.03. Seconded by Selectman Kelley. All in favor. Motion carried.

Selectman Brennan to discuss possible contracted hire of Kristina Ickes as Budget Committee Secretary: Assistant Emerson stated she was thinking the best way to handle the employment situation for the two recording secretaries would be to have a contracted hire because there no direct supervision. Selectman Brennan stated he had spoken to Kristina Ickes and was in favor of hiring her. Selectman Brennan motioned for the contract hire of Kristina Ickes as the Budget Committee recording secretary at a rate of \$12.00 per hour, effective 1011/06. Seconded by Chairman Thyng for discussion. Assistant Emerson asked who would be responsible for placing the notices in the paper. Selectman Brennan indicated that he hoped she would. Assistant Emerson stated the arrangement would be possible as long as there was good communication between the Committee, the Secretary and herself. Selectman Brennan wondered if Assistant Emerson could also make copies of items received from the school for the members. Assistant Emerson stated she could but wanted the Board to be aware that all of these additional duties take time which would reflect under her wage line. Chairman Thyng stated he was reluctant about giving Assistant Emerson additional duties. Assistant Emerson noted there would have to be someone in place to coordinate with the recording secretary for the Committee. Selectman Brennan stated he would speak with Budget Committee Chairman Brian Fortin to outline the recording secretary duties and also outline the coordination process involving Assistant Emerson. Chairman Thyng wanted Selectman Brennan to ask the Budget Committee to try to control research items requested of Assistant Emerson because her "plate is full" and also to ask them to try not to burden the office staff as much as possible because their workloads are maxed. Chairman Thyng asked Selectman Brennan to follow up in order to report back to the Board at their next regularly scheduled meeting. All in favor. Motion carried.

Selectman Giffen to discuss possible contracted hire of Charlene Harris as the Conservation Commission Secretary: Selectman Giffen stated the Board had interviewed Charlene Harris for another position but she was not selected due to her night school commitment. Selectman Giffen stated Ms. Harris's schedule would work for the Conservation Commission. Selectman Giffen stated Ms. Harris took time out to attend their last meeting and had volunteered to take on a small mission for the Commission. Selectman Giffen stated he found Ms. Harris to be enthusiastic and personable. Selectman Giffen motioned for the contract hire of Charlene Harris as the Conservation Commission recording secretary at an hourly rate of

\$12.00 effective immediately, workload to be generated as a result of 10/17/06 meeting. Seconded by Selectman Kelley. Chairman Thyng wondered if the Board thought it was necessary to conduct employment checks on the two contracted hires because there would be no access to the buildings, town funds, or town equipment. The Board agreed the checks would not be necessary.

Chairman Thyng commented past Board members have handled initial interviews for some positions by themselves and then made their recommendations to the Board. The Board agreed that some positions may require interviews from the full Board however positions with smaller commitments should be handled differently.

The Board to discuss items associated with new position "Administrative Assistant for Building and Planning"

Job Description: The Board reviewed the attached job description for the newly created position labeled "Administrative Assistant for Building and Planning". Selectman Lazott commented that Assistant Emerson had done an outstanding job compiling the job description. Selectman Lazott motioned to approve the job description as presented. Seconded by Selectman Giffen. All in favor. Motion carried.

Budget Line: Selectman Lazott mentioned the need to consolidate the wages (Building Department Secretary and Land Use Secretary) under one line and thought it was most appropriate to consolidate them under the building department because there was already an existing wage line under that department. Assistant Emerson agreed the consolidation was necessary because accounting for time under building, planning and zoning would be very difficult. The Board agreed that the wage line for the Administrative Assistant for Building and Planning would be located under building department.

Phone Lines, etc: After some discussion the Board determined that they wanted separate letterhead and envelopes for the Land Use and Building Departments, however they wanted supply costs for both to fall under the building department. The Board determined that they wanted two separate phone lines to ring into the building department (Building and Land Use) in order to prevent the Building Inspector from answering Planning and Zoning calls.

Fire Department Files: Selectman Lazott advised he wanted the fire department files to move up and the Land Use files to be moved down. Assistant Emerson asked if the Board was okay with moving down the Land Use computer work station for the newly hired employee. The Board was in favor of the request if the employee wanted the work station.

The Board to discuss budget items and revisit some items discussed on 09/11/06: The Board reviewed the attached Items to be addressed at the September 25, 2006 meeting provided by Assistant Emerson.

Discuss/Approve mailings to inform voters on deliberative session: The Board reiterated their decision for one mailing prior to the deliberative session. The Board reviewed the attached

spreadsheet outlining printing costs from three vendors for the mailing (Granite State Copy-\$1,544.18, Grand Graphics-\$1,749.18, and Seacoast Media-\$1,608.18). Chairman Thyng mentioned with the Seacoast Media price they would still need to locate someone to assist with the work. Selectman Giffen motioned to go with Granite State Copy. Seconded by Selectman Kelley. It was noted that the Town receives excellent service from Grand Graphics. Selectman Giffen withdrew his motion. Selectman Kelley withdrew his second. In attempt to give our current vendor Grand Graphics the opportunity for more of the Town's business, Selectman Giffen motioned to empower Assistant Emerson the authority to hire the printer for an amount not to exceed \$1,550.00. Seconded by Chairman Thyng. All in favor. Motion carried. It was noted that the town report delivery would serve as a 2nd mailing.

Warrant Article Deadline: The Board determined November 9, 2006 would be the selectmen's proposed warrant article deadline.

The Board to discuss possible updating of personnel plan: Chairman Thyng felt there was a need for updating the personnel plan noting things like electronic media are not addressed. Chairman Thyng stated Town Counsel suggested his office update the entire plan for \$500.00. The Board agreed the updating was necessary to protect the Town and instructed Assistant Emerson to insert \$500.00 within the 2007 legal line.

The Board to discuss Deerfield Perambulation: Chairman Thyng provided history and helpful hints regarding how past perambulations were handled. Assistant Emerson stated the Auburn perambulation was still pending and the last she knew we were waiting to hear back from them. The Board determined that Selectman Brennan and Selectman Lazott would represent the Town in the Deerfield Perambulation.

Approval of Previous Minutes: Chairman Thyng motioned to approve the Public, Non-Public and Sealed Non-Public Minutes of 9/11/06 as presented. Seconded by Selectman Kelley. All in favor. Motion carried.

Any Other Business

Solid Waste Department question: SWC Chair Paul McHugh stated he noticed within the Solid Waste budget that the retirement line had not been expended. SWC Chair McHugh further stated he had asked the employees about it and they related they did not understand the paperwork. Assistant Emerson informed all employees have received the paperwork, however no one has asked any questions about it. SWC Chair stated he was in favor of retirement programs and would try to help the employees out.

Veterans Plaque located within the Moore School Gym: Selectman Lazott discussed the bronze Veterans plaque presently mounted on the wall of the Moore School Gym which commemorates two Candia boys, Frank Indyk and Richard Johnson, who lost their lives while serving their Country during the Vietnam War. Selectman Lazott stated he thought the Board should request permission from the Candia School Board for the removal of the plaque in order to refurbish it and also in order to display it within the Town Office Conference room. Selectman Lazott thought the plaque was originally placed in the Moore School Gym because it

was the primary location for Public Meetings and was also the meeting site for the American Legion. Selectman Lazott felt with the changes in buildings and meeting space over the years that the Town Office Building would now be a more appropriate site to honor these individuals. The Board agreed and authorized Selectman Lazott to work on a letter to the Candia School Board for the request.

The Board's Condolences to the Brock family regarding recent passing of Edwin Brock elected Supervisor of the Checklist: Chairman Thyng mentioned he rushed the meeting along due to the calling hours for Edwin Brock. Chairman Thyng noted he knew Edwin Brock for ten years and stated there is no doubt that the Brock family collectively has done a huge amount of service to the Town. The Board agreed. Selectman Lazott recalled that Edwin Brock was an impressive and an extremely competitive horse shoe player. Chairman Thyng wanted to send the Board's condolences to the Brock family. Selectman Lazott motioned to provide a \$50.00 donation to the American Cancer Society in memory of Edwin Brock. Seconded by Selectman Giffen. All in favor. Motion carried.

Next Meeting Date: The next regularly scheduled meeting will be held on the 2nd Monday of the month October 9, 2006 at 7:00 p.m. The Board will hold the 1st Proposed 2007 Budget Meeting on Monday, October 2, 2006 at 7:00 p.m.

8:16 p.m. Chairman Thyng motioned to close the Public Meeting and In accordance with RSA 91-A:3 II (d) the Board will consider entering a Non-Public Meeting. Seconded by Selectman Kelley. Roll call vote conducted. All in favor. Motion carried.