

**Approved**  
**Candia Selectmen's Public Meeting Minutes**  
**1<sup>st</sup> PROPOSED 2007 BUDGET MEETING**  
**Monday, October 2, 2006**

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

**7:00 p.m.** Chairman Thyng called the Public Meeting to order and immediately followed with the Pledge of Allegiance. Chairman Thyng noted the sole purpose of the meeting was to address as many 2007 budget requests as possible.

**The Board will review proposed budgets from the committees or depts. listed below**  
For the budget discussion the Board members utilized the attached spreadsheet information provided by Assistant Emerson labeled Proposed 2007 Budget Department Request and Proposed 2007 Budget both spreadsheets expended as of 09/28/06

**Budget Committee:** Budget Committee Vice-Chair Penfield was present to speak to the request. Chair Thyng asked Vice-Chair Penfield if the Committee felt \$1,905.00 would be appropriate under the secretary salary line. Vice-Chair Penfield stated they increased the line by \$200.00. It was noted that the Committee based their figure on an hourly rate of \$15.00 and that the contracted hire's hourly rate would be \$12.00. Assistant Emerson noted the over estimate on the hourly rate could go towards social security and workers compensation. Chairman Thyng questioned if they should separate from the wage line social security and workers compensation like other departments. Assistant Emerson noted last year Chair Fortin had opted to budget the salary line that way. **After some discussion the Board directed Assistant Emerson to break out the social security and workers compensation from the salary line.** Selectman Lazott asked Vice-Chair Penfield if the Committee had budgeted enough under the Public Notice line. Vice-Chair Penfield thought they did. Assistant Emerson noted due to SB2 they would need to post at least two notices for each the Town and School.

**Cemetery:** Selectman Brennan presented the budget noting an increase under the wage line due to proposed 50-cent increases for the Superintendent Anderson and Mr. Ellsworth. Selectman Brennan pointed out that the cemetery maintenance line containing \$2,500.00 had not been expended due to lack of time. However they would like to re-budget that amount to move forward with the projects in 2007 (wall repairs and tree removal). Selectman Lazott noted a recent visit to a cemetery and stated that Mr. Anderson and his crew were doing a nice job on the maintenance of the cemeteries. Selectman Brennan presented the attached proposal from James E. Franklin for land survey services in the amount of \$3,100.00 for surveying the Holbrook Cemetery. Selectman Brennan noted as mentioned at a prior Selectmen's Meeting as the cemetery fills up there is a need to define the outer borders. The Board discussed either placing the necessary survey amount within the budget or presenting it as a warrant article. Concerns were noted regarding the possibility of the warrant article getting voted down. **Chairman Thyng suggested waiting till the end of the year and then in the event the department does not utilize the cemetery maintenance line, encumber the funds for**

**the survey. In addition to that Chairman Thyng also suggested budgeting an additional \$3,100.00 under the cemetery maintenance line for the survey which would be removed if they decide to encumber the funds at year end. The Board agreed to the suggestions.**

**Health/Welfare:** Chairman Thyng stated prior Boards had talked about combining the two budgets and wondered what the Board's thoughts were. Selectman Giffen questioned if they were separated out for better tracking. Chairman Thyng thought the Budget Committee talked about the possibility of uniting the two positions last year. Chairman Thyng thought combining would be possible because both positions were held by the same person. Assistant Emerson believed it was broken out for accounting purposes with the State (chart of accounts). Chairman Thyng asked Assistant Emerson if they were combined, if she would be able to account for them. Assistant Emerson informed it would be possible but she would have to post information differently. **After some discussion the Board agreed to the combining of the Health and Welfare Budget. Chairman Thyng told Assistant Emerson to use her discretion on the codes when accounting.** Selectman Lazott advised he was aware that a surrounding Town had recently hired a 20 hour per week welfare director for \$20,000.00 per year. Selectman Giffen pointed out in the past Director Hall had not submitted mileage reimbursements and now at their (Selectmen Giffen & Lazott) request \$900.00 mileage lines have been established under Health and Welfare. Both Selectmen agreed by not claiming mileage it was selfless on her part but also agreed it was unrealistic for the future. Chairman Thyng questioned how they came about the mileage figures totaling \$1,800.00 for both departments. Selectman Giffen stated they based it upon 100 miles per week as a ballpark figure noting she planned on devoting more time attending seminars and training. **After some discussion on the mileage amounts it was determined that Selectmen Giffen & Lazott would research the matter further with Director Hall and revisit it at a future budget meeting.** Selectman Giffen pointed out a \$9,000.00 increase under the direct assistance line noting currently the line was over expended by \$667.10 as of 09/28/06. Selectman Giffen pointed out the legal requirements to fund assistance noting he thought it was their responsibility to be responsible planners. Selectman Lazott agreed on the importance of budgeting better numbers. **The Board agreed on the direct assistance increase.** Selectman Thyng questioned the \$1,200.00 amount under Computer & Software line. Selectman Giffen stated there was a need to upgrade the computer. Selectman Giffen further stated they were budgeting for a laptop so the Director would have the flexibility to work anywhere. Chairman Thyng pointed out that the Director had not utilized her Assistant and thought it was important that she does in the future. Selectman Giffen stated this year the Assistant did not have time to devote. Chairman Thyng advised if time was an issue perhaps the Director should find someone else. Both Selectmen noted a salary increase for both positions bringing the stipends to a total of \$12,000.00. Selectman Giffen stated he and Selectman Lazott felt the increase was important because it would bring her in line with what she aids to the Town in value. Selectman Lazott thought it was important for everyone to understand what transpires with the position. Selectman Lazott stated she has gone the extra mile ensuring the Town receives money back on welfare liens. Chairman Thyng agreed noting he was aware of thousands of dollars recovered by Director Hall against liens. The Selectmen stressed the amount of time the Director spends on Health and Welfare matters. Chairman Thyng informed often times the Director is at the Town Office late at

night. In order to have information for the Budget Committee, Selectman Brennan questioned what the salary increase was based upon. Selectman Giffen estimated the Director was working approx. 40 hours a week at all hours of the day and night. Chairman Thyng pointed the hourly rate would be \$5.77 based upon a 40-hr work week. The Board was okay with the salary increases. Chairman Thyng noted that the lab fees had not been expended in 2006. The Board discussed what the lab fees were for and Assistant Emerson checked the lab fees for 2005. The Board discussed the protective clothing line. It was noted since the suits were on order the Board questioned if that line would be reduced. **After some discussion it was determined that Selectman Giffen would get more information from Director Hall on this line (cost per suit, expiration on suits, etc.) to report back to the Board.** Chairman Thyng questioned the miscellaneous lines (welfare \$300 & health \$100) totaling \$400.00. It was noted that the miscellaneous lines would cover supplies. **Chairman Thyng directed Selectmen Giffen & Lazott to check with Director Hall to see if \$400.00 was an appropriate number for those departments.** The Insect Born Disease Control line containing \$8,600.00 was discussed. It was noted by Selectmen Giffen and Lazott that the funds were for possible options such as: spraying, tablets in water, and mailings for notifications. Selectman Lazott pointed out that CYAA had recently spray their fields on Raymond Road. Chairman Thyng asked for thoughts from the Board as to whether the request should be placed within the budget or as a warrant article. Selectman Giffen stated there was a need for the Town to have a plan in place. Selectman Lazott expressed concerns over the possibility of a warrant article getting voted down stating the mosquitoes concerns would only get worst and recent information shows Candia to be in the middle of it. Selectman Lazott stated all it would take is one unfortunate incident involving a child and the Town could be held liable for not doing its part. Selectman Giffen stated as a matter of Public Health & Safety prudence dictates that the Town should have something in the budget. Selectman Kelley stated he would like to see the item in the budget. Selectman Lazott felt with the rates of incidences climbing the Board would be foolish not to budget something. Chairman Thyng noted he was leaning towards placing the request in the form of a warrant article however the Board's majority was clearly in favor of placing it within the budget. **Chairman Thyng asked Selectmen Giffen and Lazott to check with Director Hall to see what she based the \$8,600.00 figure on under the "Insect Born Disease Control" line.**

**Building Inspector:** Chairman Thyng stated he liked the notes provided. Selectman Lazott noted increases within the wages. Selectman Lazott pointed out that the secretary's salary had increased dramatically because the recently combined building and land use secretarial work into one position Administrative Assistant to Building and Planning. Chairman Thyng noted that would mean another area within the budget would have dropped. Selectman Lazott stated the Board decided to combine the positions as it was done in the past and they would monitor the situation. Planning Board Chair Mary Girard stated she was against combing the two positions and thought the Board should not compare to the past because it is now a different day and age. Planning Board Chair Girard stated at one point recently she had requested the Board consider a full-time Land Use Secretary and a Part-time Planner. Chairman Thyng explained to Chair Girard that the Board encountered difficulties while trying to fill the Land Use position stating no one wanted to work that short of a time (20 hours) for that wage. The Board told Chair Girard she certainly earned the right to an opinion on the matter. However they were

trying something out that they hoped would work for all parties involved. **The Board requested that Assistant Emerson add the wording "fuel, maintenance & repairs" to the Town Vehicle for Building Dept. line.** Chairman Thyng noted an increase under health insurance. Assistant Emerson pointed out that the prior inspector had the single person plan and the present inspector has the two-person which costs more. There was some confusion from attendees on the insurance increase. Budget Committee member Brenda Stevens asked for clarification on the new position. It was clearly noted by the Board that the newly created position "Adm. Assist. to Building & Planning" was a part-time position based upon a 30-hour week and did not have benefits. The retirement line was questioned because it had not been expended as budgeted. Assistant Emerson explained that the prior inspector did not utilize the retirement plan and the current inspector is. Selectman Lazott pointed out the new cell phone line noting a cell phone is necessary in order for the office to have contact with the inspector while out on inspections. An increase under the supply line was noted. Assistant Emerson explained the line increased when the two positions were combined. Chairman Thyng thought the supply line was high and suggested a \$200.00 reduction. **The Board was in favor of reducing the \$700.00 supply line by \$200.00 bringing it to \$500.00.** The reason for the reduction was based upon the 2006 expenditures. **The Board removed the Photo Processing/Equip. line in which zero dollars were budgeted.**

**Heritage Commission:** Chairman Thyng presented the budget noting it remained the same. Chairman Thyng stated there was interest from the members to move forward on the Barn Preservation Program which would mean mailings. **After some discussion based upon the 2006 expenditures the Board reduced the \$485.00 budget to \$200.00.**

**Conservation Commission:** Selectman Giffen presented the budget for Conservation Commission Chair Fowler. The Board questioned the Property Management line containing \$100.00 which was not expended in 2006. Selectman Giffen stated the \$100.00 line was for projects they have UNH students assist with for RSA requirements. Selectman Giffen stated they missed the opportunity to have the students come out in 2006 and were re-budgeting to address the projects in 2007. Selectman Lazott stated he was interested in a reduction and wondered if the Special Project funds could come out of the Conservation Fund. Conservation member Lewis thought it was not appropriate and felt it should be included as part of their budget. Conservation member Dennis Lewis stated the amount was necessary because they did not make the schedule last year and hoped to move forward in 2007. Conservation member Lewis stated the Commission was not going to use the funds just to make the numbers look good. Conservation member Lewis stated \$300.00 within the materials line was to cover costs for new signs being constructed by Frank Sarra. Selectman Kelley questioned the secretary wage line. **Chairman Thyng suggested that Conservation Chair Fowler provide more detail within his budget by utilizing the note portion. The example was given if a line is not expended and then re-budgeted to clearly explain why and specifically what for. It was the consensus of the Board that additional information on the budget be provided by Chair Fowler.** Budget Committee Vice-Chair asked if the money left over from the Conservation Budget goes into the Conservation fund. Assistant Emerson and Conservation member Lewis stated it did. It was noted by Conservation members Giffen and Lewis stated that the Commission felt their budget requests were appropriate.

**Zoning Board:** The Board reviewed the budget. **After much discussion on the importance of microfilming public documents the Board determined they were in favor of adding \$250.00 under the microfilming line.**

**Planning Board:** Planning Board Chair Girard presented the budget. It was pointed out that there was still a \$500.00 line labeled telephone because they wanted to keep the phone lines separate to prevent the Building Inspector from answering Planning and Zoning calls. The Board questioned the postage line. It was noted that the purpose of the line was for the Secretary to mail Board members minutes prior to the next meeting. Chairman Thyng suggested emailing minutes to the members in order to save money. **After some discussion the Board asked Chair Girard to check with the members to see what they thought of the email suggestion. Chairman Thyng asked Chair Girard to get back to the Board with the results.**

**Interest on TAN's:** Chairman Thyng reported the line item would be zero. The Board was in favor of the budget as presented.

**Tax Collector:** Tax Collector Jane Sanders stated she was proposing an increase to the stipend due to the fact that she added four more hours that she is open to the public. Tax Collector Sanders noted she was finding a need for the additional hours and that she was fielding a lot of calls from taxpayers and closing companies during that time. Tax Collector Sanders stated there was an increase under Tax Collector's membership fees because she recently was made aware of a RSA which speaks to the need for education and the attendance of conferences. Tax Collector Sanders mentioned a recent problem with her search company and stated she was currently shopping for a new vendor. The Board questioned the increase in the salary line due to the increase in hours. Chairman Thyng wondered if there was a need for more hours. Assistant Emerson and Secretary Chabot testified over the years people would come in complaining if the Tax Collector was not available to them. Chairman Thyng thought the position might be viewed much like police officers are in which people frequently state "there's never one around when you need one". It was pointed out that the RSA requires that the Collector maintain 2 hours a month. Selectman Giffen stated they could increase the salary in accordance with the Collector's request and then have someone else elected in March that only wants to maintain two hours a month. **After much discussion and debate the Board determined they would think about the salary request and revisit the matter at a future budget meeting.**

**Town Clerk:** Town Clerk Dupere presented the budget noting the fee lines were wash items. Town Clerk Dupere noted a salary increase of \$600.00 stating it had not been increased over the past 12 years. Clerk Dupere stated she was also proposing an increase for her Deputy noting both positions were faced with more responsibilities due to the Help American Vote Act and due to more registrations with increasing population. Town Clerk Dupere noted a \$2,500.00 reduction under the E-Reg/Internet Registration line stating last year was a first year estimate. Town Clerk Dupere noted an increase under election materials due to first year estimated costs associated with SB2 requirements. Town Clerk Dupere pointed out a \$200.00 increase under the postage line due to heavier absentee ballot mailings (estimated) as a result of SB2. Town Clerk Dupere informed that she had upcoming plans to expend the funds under the "Restoring of Documents"

line for 2006. Town Clerk Dupere further informed that she had budgeted another \$1,050.00 under that line to continue the necessary restoration of tax records. Town Clerk Dupere stated she budgeted \$100.00 under her supply line for a new air conditioner. Budget Committee member Brenda Stevens questioned why the air conditioner expense would not come out of the building maintenance line. Town Clerk Dupere pointed out an increase within the supply line due to the necessary replacement of an existing printer. **The Board directed Assistant Emerson to place \$100.00 under the Building Maintenance line for the air conditioner.** Chairman Thyng noted out of the \$59, 125.00 budget, \$36, 500.00 were pass through items. **After some discussion the Board determined they were okay with the salary increases and in favor of the budget.**

**Emergency Management:** Emergency Management Director Bob Panit presented the budget along with the attached breakdown and the attached items of consideration. Director Panit reviewed his items of consideration list. Director Panit stated the phone jack item for the EOC had recently been addressed and further stated he was planning to purchase a phone at yearend out of the existing budget if the funds are available. Director Panit discussed the State's concerns and recommendations in regards to Pandemics. Director Panit stated the pandemic prediction is that it is expected to impact 9 million people in the United States. As a result of the pandemic recommendations Director Panit provided pricing for the purchase and fit testing of N-95 filtration masks which would be for all Town employees as part of the process of planning for a pandemic event. Director Panit estimated the cost for 160 masks to be \$425.00 and the costs for fit testing 70 people at \$25.00 per person would be \$1,750.00. Director Panit stated the figures were preliminary numbers and he was still researching to find better prices. Director Panit informed the warranty for the laptop would expire in November 2006 and that he wanted to budget a \$250.00 line to cover the cost of a 1-year maintenance agreement. **The Board determined they were in favor of taking the funds for the maintenance agreement for the laptop out of the 2006 budget. After much discussion the Board directed Director Panit to provide a breakdown on his budget and also agreed to provide \$3,500.00 to be applied towards a budget and towards his requested items for consideration.**

**Next Meeting Dates:** The next Public Meeting in which the Board will address regular business and continue with the Budget Meeting will be **Tuesday, October 10, 2006 at 7:00 p.m.** It was noted the night was changed from Monday to Tuesday due to Columbus Day which is not a town holiday but a day in which many use their personal time on. Chairman Thyng stated departmental reports would be addressed at the following meeting on **Monday, October 23, 2006 at 7:00 p.m.**

**9:45 p.m.** Chairman Thyng closed the Public Meeting.