

**Approved**  
**Candia Selectmen's Public Meeting Minutes**  
**Continued Proposed 2007 Budget Meeting**  
**TUESDAY, OCTOBER 10, 2006**

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

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

**Selectman Kelley to report a favorable review on Recycling Center Part-time employee Roy Tomlin and to propose a possible increase:** Selectman Kelley stated a review had been completed on Part-time Recycling Center employee Roy Tomlin. Selectman Kelley motioned to provide Roy Tomlin with an hourly merit increase of 1.5%, increase amount to be 16-cents, new hourly rate to be \$11.00, effective on anniversary date 09/08/06. Seconded by Chairman Thyng for discussion. Chairman Thyng asked Facility Attendant Chuck Witcher if he had anything to add. Facility Operator Witcher stated the review was favorable and that Mr. Tomlin is doing a good job. All in favor. Motion carried. Chairman Thyng asked Facility Operator Witcher to thank Mr. Tomlin for his work.

**Approval of Previous Minutes:** Selectman Giffen requested the following correction to the Public Minutes of 10/02/06: page 2, 2<sup>nd</sup> paragraph, line 18, remove "60" and add "100". Selectman Lazott requested the following correction to the Public Minutes of 10/02/06 page 3, line 16, remove the words "spraying public town owned area" and insert "possible options such as: spraying, tablets in water, and mailings for notifications". Selectman Kelley motioned to accept the Public and Non-Public Meeting Minutes 1 and 2 of 09/25/06, and the Public Meeting Minutes of 10/02/06 as amended. Seconded by Selectman Lazott. All in favor. Motion carried.

**Selectman Giffen to report on Comcast Cable Contract and set "Ascertainment Hearing":** Selectman Giffen advised that he and Ron Thomas had a recent meeting with Comcast regarding the upcoming renewal of the cable contract. Selectman Giffen stated the first step in the initial process is for the Town to hold an "Ascertainment Hearing" a Public Hearing to invite public input on the past contract period. Selectman Giffen stated he wanted the Hearing to be a stand alone hearing (not in conjunction with any other meetings) and was proposing to hold it on Thursday, November 2, 2006 at 7:00 p.m. Selectman Lazott stated he recently reviewed the prior contract and found it to be cut and dry with not a lot of negotiating room for the Town. Selectman Giffen agreed noting the contract was strictly about the use of the wires. Selectman Giffen felt one area in which the Town would be able to negotiate is on the amount of money that comes back. Selectman Giffen stated they did hold a discussion with Comcast on the implementation

process for public access television. The Board agreed to hold the Ascertainment Hearing on November 2<sup>nd</sup>.

**The Board will continue the Proposed 2007 Budget Meeting to address the following departments:**

**Solid Waste:** Selectman Kelley and Facility Operator Chuck Whitcher presented the proposed Solid Waste Budget. The Board reviewed the attached 2007 Solid Waste Budget Request handout provided by Operator Whitcher. Operator Whitcher noted an increase under the permanent wage line due to a proposed 6% increase (4% COLA & 2% merit). The Board discussed the Temporary Help line containing \$4,000.00 with Operator Whitcher. Chairman Thyng asked Operator Whitcher if he had ever filled the part-time position which was formerly held by Allan Studley. Operator Whitcher stated no. Selectman Kelley stated they would like to refill the position. Operator Whitcher stated they were hoping to hire one or two people that would work on an on call basis mainly for weekend coverage which he estimated would be for approx. 25-30 hours a month. Chairman Thyng asked Operator Whitcher if he realistically thought he would be able to find someone willing to work on an on call basis. Operator Whitcher was unsure but mentioned a couple of retired individuals he was waiting to approach. Chairman Thyng questioned the proposed wage. Operator Whitcher stated he was looking to propose \$8.50 with a possible 50-cent increase at the 90-day review which was in line with what the last part-time person was paid. Selectman Lazott suggested utilizing people receiving Town welfare in order to get them to repay the Town. Chairman Thyng thought there would be confidentiality concerns. Selectman Lazott mentioned he was aware other Towns such as Raymond took advantage of that type of help. Chairman Thyng thought it would be very difficult to find someone to work on an on call basis and wondered if the Board would be budgeting for a position they would not be able to fill. Selectman Lazott thought perhaps during the busy times the employees should accept it and adjust their workloads accordingly. **After some discussion the Board agreed to reduce the \$4,000.00 Temporary Help line to \$500.00.** Operator Whitcher asked if the Board would reconsider the line if he is able to find someone. Chairman Thyng stated in effort for long term retention of employees he was aware the prior Board was trying to figure out a way to rotate the employees in order to give them an occasional weekend off. **The Board agreed they would reconsider the matter in the event Operator Whitcher locates a willing individual during the budget process.** The Board members questioned what various lines consisted of, such as: clothing allowance line is for the purpose of purchasing uniform shirts, cold weather gear, safety equipment and steel toed boots. Operator Whitcher noted the proposed budget was based upon a full year at the existing facility. Selectman Kelley stated the goal was April of 2008 for moving into the new facility. Operator Whitcher informed he added 5% to the landfill disposal line hopefully to cover any unforeseen increases. Operator Whitcher noted a mailing line containing \$2,500.00 which was in place in order to notify citizens of valuable information about the new Center (new programs, open house, etc.). It was noted the amount would cover approx. two mailings. Chairman Thyng questioned if that would be enough. Selectman Kelley and Operator Whitcher thought it would be. Chairman Thyng suggested providing information in the packets for the Boy Scout March distribution as

well. The Board discussed the Miscellaneous, Fees & Training line. **After some discussion the Board decided to re-label the line to "Certification & Training Expenses" and reduced the \$2,000.00 line to \$1,750.00. Chairman Thyng noted the reduction was due to more appropriate budgeting based upon the 2006 expenditures.** The Board discussed the propane line. Fire Chief Cartier stated he had just found out that the propane costs would be about equal to last year. Operator Whitcher noted they were now adjusting the temperatures on the incinerator during operation which results in a small savings on propane. The Board discussed the \$1,500.00 "Special Projects" line with Operator Whitcher. Operator Whitcher noted the need to upgrade an outdated computer and to replace a set of stairs leading to the treated wood container. Selectman Lazott asked if the Board wanted transfer the former Land Use computer to the Solid Waste department. **The Board agreed to the computer transfer and reduced the "Special Projects" line from \$1,500.00 to \$500.00.** The new "Glass Disposal Charges" line containing \$1,500.00 was discussed. It was noted that the new line was created due to the new PGA glass disposal program. Chairman Thyng advised the new program was the most efficient way to handle the recyclables. It was noted that the "Hazardous Waste Disposal" line was increased in anticipation of possible increases to disposal charges and possible increased resident participation. Chairman Thyng stated Household Hazardous Waste Day is well received by residents and noted a small amount is offset by the State via a grant. Fire Chief Cartier stated there was a recent meeting at the State regarding the grant funding may not be available in the future and also regarding the possibility of having regional collection areas. Selectmen Kelley and Giffen stated the Solid Waste Committee talked about holding two Household Hazardous Waste days. Assistant Emerson stated the grant for the spring deadline was November 15<sup>th</sup>. The "Propane Tanks" line was discussed. Operator Whitcher stated he recently located a vendor that takes the tanks at no charge for scraping and wanted to know if the Board wanted to consider removing the fee. It was pointed out by Fire Chief Cartier that the State is looking into requirements regarding propane tanks which could mean in the future that metal scrapers would not be able to scrap the tanks. **The Board determined they would reduce the "Propane Tanks" line from \$500.00 to \$1.00 in order to leave the line open for the possibility of future regulation requirements.** Selectman Brennan questioned why they were proposing \$500.00 less in the "Metal Pile/CFC Removal" line from last year. Operator Whitcher stated due it was due to better separation of materials and new programs. Selectman Giffen noted also due to better management of employees. The "Supplies & Misc." line was discussed. It was noted that zero funds had been expended to date. Operator Whitcher informed he was placing an order soon. Chairman Thyng asked Assistant Emerson what was expended under that line in 2005. Assistant Emerson stated \$468.00. **After some discussion the Board decided to re-label the line to "Recycling Supplies" and reduce the line from \$1,000.00 to \$600.00. Reduction based upon more appropriate budgeting in line with 2005 and 2006 expenditures.** A \$2,500.00 reduction under the "Steel Cans" line was noted. Operator Whitcher noted in past steel and aluminum were commingled and now due to separation the cost was reduced by 50%. It was also noted that the Town now makes money on the aluminum due to the purchase of cage trailer in 2006. Operator Whitcher stated the aluminum recycling program was voluntary and it would be extremely cost efficient if it was made mandatory. The Board questioned the

expenditures under the "Tires" line. Operator Whitcher stated he had upcoming tire purchases and thought he would expend close to what was budgeted. The Board thanked Operator Whitcher for his attendance. Chairman Thyng commented that the reports Operator Whitcher provided were excellent and were non-existent in the past prior to his hire.

**Highway Department:** Road Agent Lewis presented the proposed budget. Road Agent Lewis reviewed four lines that were increased. Road Agent Lewis noted the "Equipment Maintenance" line was increased due to an increase of the price of plow cutting edges. Road Agent Lewis noted the "Patching" line was increased due to increase costs of patch and more areas to patch. Road Agent Lewis noted an increase under the "Payroll" line due to the addition of Halls Mill Road (a new Town Road to plow). Road Agent Lewis noted an increase under the "Tree Removal" line due to 2006 storms which created more the need for more trees to be removed. Road Agent Lewis stated his budget was often dictated by the weather. Selectman Lazott questioned \$191.00 expended to date out of the \$1,000.00 "Signs" line. Road Agent Lewis stated he could have spent more money on signs but held off because he knew some lines were over expended. Chairman Thyng questioned \$448.20 expended to date out of the \$6,000.00 "Culverts" line. Road Agent Lewis stated there were outstanding invoices and he was also planning to replace two culverts this year. Road Agent Lewis stated the payroll figures would remain the same because the state rate had not change and that was what he used to determine his Contractors' pay. Budget Committee member Brenda Stevens asked if the "Tree Removal" line was for trees that fall or for the removal of dead trees before they fall. Road Agent Lewis stated it was for both cases. Brenda Stevens mentioned seeing Asplundh in Town removing trees. Road Agent Lewis stated they were a PSNH contracted hire and that they ended up taking down a lot of the trees that the Town would no longer need to address.

**Forestry:** Forest Warden and Fire Chief Rudy Cartier provided the Board with the attached handout labeled "Candia Fire-Rescue Department 207 Proposed Budget Explanatory Data" dated 10/09/06. Forest Warden Cartier presented the proposed \$2,500.00 forestry budget which was the same as last year. It was noted that most of the budget was contingency in the event of actual forest fires. Forest Warden Cartier mentioned he would utilize some of the forestry funds to replace a pump in which Emergency Management Director Panit made a futile attempt to get reimbursement for during a recent grant process. **The Board was in favor of the \$2,500.00 budget as proposed.**

**Fire Department:** In addition to the explanatory data handout, Fire Chief Cartier also handed out the attached "Analysis of Fire Protection/Emergency Medical Services Expenditures 1994-2013". Fire Chief Cartier noted he informed the Budget Committee last year that he thought it would take a good three years to truly get into the budgeting process because it was a new Town department. Fire Chief Cartier credited Chief McGillen for his budget outline which was helpful to the fire department when they established their budget. Fire Chief Cartier noted the budget was 54% expended at this time. Fire Chief Cartier stated he had large orders still coming in and that he typically

waits till the fall for purchases to make sure he is careful in the event something happens. Selectman Lazott asked if the fire department responded to minor accidents. Fire Chief Cartier stated no only in cases of personal injury or spillage. Selectman Kelley questioned the \$5,000.00 "Water Supply" line and wondered why only \$100.00 had been expended so far. Fire Chief Cartier stated he still planned on replacing a hydrant. Fire Chief Cartier mentioned there was still training expenses anticipated to come out of the 2006 budget and noted increases to the cost of training. Fire Chief Cartier noted the training line would be much more but he is able to do a lot of the training. Selectman Giffen asked Fire Chief Cartier about his plans for the communications lines. Fire Chief Cartier briefed on his upcoming plans. Chairman Thyng stated he was very familiar with the fire department's budget as a result of last year's lengthy transition process. Chairman Thyng noted an \$800.00 over all increase on the bottom line with a lot of outstanding expenditures to come in 2006. Off from the Analysis handout Selectman Brennan questioned the reason for the 55.3% increase given under 2007. Fire Chief Cartier stated that percentage includes proposed warrant articles. Chairman Thyng noted the warrant article discussion would be held at a future meeting.

**8:50 p.m. The Board recessed for 5-minutes.**

**Animal Control:** Police Chief McGillen presented the proposed budget. Chief McGillen stated he wanted to eliminate the "Cats-Kennel & Shots" line containing \$200.00. **The Board removed the "Cats-Kennel & Shots" line.** The Board discussed the "Other (Kennel & Pagers)" line with Chief McGillen. **The Board agreed to keep the line at \$600.00 based upon the 2004 (\$348.70) and 2005 (\$707.00) expenditures.** Ingrid Byrd of Depot Road asked if the Board could break out pagers from the "Other (Kennel & Pagers)" line. **The Board then agreed to create a separate line labeled "Pagers" containing \$100.00. The Board also agreed to label the \$600.00 line "Kennels". The Board discussed the use of the ACO van and agreed to reduce the mileage line from \$25.00 to \$1.00.**

**Police Department:** Chief McGillen presented the proposed budget. Chairman Thyng and Assistant Emerson explained that the "Training Wages" line was being zeroed out because it was being incorporated within the regular wage lines. Selectman Kelley asked Chief McGillen if he budgeted enough under the "Special Details" line because it was currently over expended. Chief McGillen stated the line was for Town details such as election coverage and he thought \$2,000.00 would be enough. It was noted that last year there were four elections and 2007 only had one. Assistant Emerson explained the situation involving the "Health Insurance" line noting some employees have opted for the cash out program which is far cheaper for the Town because they are opting not to take the Town's insurance. Chief McGillen noted an increase under the "Ammunition" line due to the purchase of AR15s because the Academy is phasing out shotguns. Chairman Thyng noted changes under the two insurance lines Automobile and Liability which basically caused one line to go heavy and one to go light. Selectman Lazott questioned the "Booking Area Improvements" line. Chief McGillen noted his employees had done some of the past improvements but he was looking into surveillance equipment for liability reason for the Booking Area. Chief McGillen thought the Board could reduce

the line to \$100.00 because he would research grant possibilities for the surveillance equipment. **The Board agreed to reduce the \$1,000.00 "Booking Area Improvements" line to \$100.00.** The Board discussed the \$500.00 "Community Relations" line. It was noted anything Community related could fall under this line such as a child seat checkpoint station. **After some discussion the Board agreed to reduce the \$500.00 "Community Relations" line to \$250.00.** Chief McGillen stated the "Photography" line could be reduced to \$100.00 now that they use digital photography. **The Board agreed to reduce the "Photography" line from \$250.00 to \$100.00.** Chief McGillen noted the need to keep the equipment maintenance line at \$5,000.00 because of upcoming plans for replacement of magazines on the handguns and also the need to replace other outdated items. Chairman Thyng noted the original gun purchases went back to the early 90s and wondered how long it would be before they need to phase the guns out. Chief McGillen stated he was expecting to get 3 or 4 more years out of them. Chairman Thyng noted during the 2008 budget process they should consider phasing the guns out. Selectman Kelley questioned what the "Juvenile Supplies" line was for. Chief McGillen explained it could be used for baseball card program or candy given out during parades and Halloween. Chief McGillen thought the line could be reduced. **The Board agreed to reduce the "Juvenile Supplies" line from \$650.00 to \$300.00 based upon the 2006 expenditures.** The Board discussed the "Tires" line with Chief McGillen and after some discussion agreed to keep the line at \$1,800.00. The Board discussed the line labeled "Miscellaneous". Prior miscellaneous expenditures were noted: blood draw expenses (which are sporadic but legally required), keys, WD40, and Velcro. **After some discussion the Board agreed to keep the line labeled "Miscellaneous" because the expenditures were truly miscellaneous items.** Selectman Brennan questioned if they were budgeting for the purchase of a new cruiser. Chairman Thyng stated yes and noted they buy one every year in order to keep the frontline cars safe. Chief McGillen noted it has worked out well because the phased out car has gone to the building department and the one from that department gets placed out to bid. Chief McGillen started to explain many projects intended for the \$6,000.00 "Police Equipment" line. **After some discussion the Board directed Chief McGillen to provide a breakdown for anticipated purchases under the "Police Equipment" line and the item would be revisited at a future budget meeting.** Chief McGillen briefed on outstanding orders under the "Uniform" line. Chief McGillen noted that the \$15,000.00 "Gasoline" line would be over expended this year but thought due to the recent reduction in prices that \$15,000.00 would be enough in 2007.

**Next Meeting Date:** It was noted that the Budget Meeting would be continued to Monday, October 16, 2006 at 7:00 p.m.

**9:35 p.m.** Chairman Thyng motioned to adjourn. Seconded by Selectman Kelley. All in favor. Motion carried.