

**Approved
Candia Selectmen's Public
And
Continued 2007 Budget Meeting Minutes
Monday, October 23, 2006**

Attendance: Vice-Chair Fred Kelley, Selectman James Brennan, Selectman Tom Giffen, Selectman Richard Lazott, and Director Carolyn Emerson. Chairman Clark Thyng delayed.

7:03 p.m. Vice-Chair Fred Kelley called the Public Meeting to order and immediately followed with the Pledge of Allegiance.

CTAP Representatives Gary York and Ron Thomas will provide the Board an update regarding CTAP meetings (7:15 p.m. Chairman Thyng joined the meeting): Gary York stated the CTAP Program (I93 Community Technical Assistance Program) started last year as a way to alert abutting and second tier Towns on the proposed expansion of Interstate 93. Gary York stated CTAP has three million dollars available to assist Towns in ways to better prepare them for the growth anticipated as a result of the expansion. Gary York informed that CTAP gathered information from the Communities on services, solid waste removal, water runoff, and natural habitat. CTAP then created a steering Committee in order to let Towns know what assistance is available to them. Gary York noted that Antioch College was hired to assist as well. Gary York presented the attached "Summary of CTAP Year One Programs" budget. Gary York felt the Board of Selectmen and the Planning Board would need to show a lot of initiative in order to benefit from the CTAP project. Gary York stated information is available on line "Rebuilding 93.com" and also stated there were many CTAP meetings planned for the future. Gary York noted CTAP was there to aid Towns and felt the program was doing a tremendous job. Ron Thomas mentioned that Southern New Hampshire Planning Commission had sent a letter to the Town inviting the Board members to a CTAP informational meeting to be held on Tuesday 10/24/06. Ron Thomas encouraged the Board to attend. Ron Thomas left CTAP resource booklets and CTAP Planning Conference agendas for the Board's review and consideration. Ron Thomas stated construction for a park & ride has started at Exit 5. Ron Thomas informed that \$15,000.00 was aside for possible grant money for technical assistance and the regional planning commission would be the primary source that the Town would get the assistance through. Selectman Kelley asked how long the project would take to complete. The representatives noted 2012 was the estimated date. Gary York stated the Planning Board's primary role should be to work with SNHPC to address regulations to help with the anticipated growth. Gary York thought the Board of Selectmen should be involved as well. Gary York noted that SNHPC Director David Preece has been very helpful.

Heritage Commission member Ron Thomas to discuss placing the old library building on the historic registry: Heritage Commission member Ron Thomas advised he was there to discuss possibly placing the Old Library on the State's Registry of Historical Places for property of historical significance. Ron Thomas stated the Heritage Commission wanted to see if the Board was in favor of proceeding with placing the building on the historic registry prior to spending a lot of time on the paperwork. Selectman Kelley asked what the requirements would be to use the building if it were on the historic registry. Ron Thomas presented the attached NH Division of Historic Resources information sheet and pointed out the restrictions & requirements section. Selectman Kelley asked if Town Office Building would be allowed. Ron Thomas stated yes and noted if the Town wanted to do something that was not allowed then the building would need to come off the registry. Ron Thomas noted public recognition was one of the benefits listed on the information sheet. Ron Thomas stated the only disadvantage was the amount of paperwork for the

application process. Ingrid Byrd of Depot Road wasn't sure why the Board wouldn't be in favor of it due to the benefits and also due to the fact that a volunteer would do the paperwork. Town Clerk Dupere stated the building was an important part of the Town's history. Selectmen Kelley and Lazott both wanted to make sure that it wouldn't restrict the Town. Chairman Thyng mentioned another benefit would be the possibility of funding (when available) for restorations. After some discussion the Board unanimously agreed to move forward with the Historic Registry application.

The Board will consider Tax Collector Sanders' recommendation request to appoint Marcia Laramy as the Deputy Tax Collector: The Board reviewed the attached recommendation request from Tax Collector Sanders. Tax Collector Sanders stated Marcie Laramy was the Deputy Tax Collector four years ago and had recently expressed an interest in helping out in the evenings during tax season also for emergency night coverage if needed. Chairman Thyng noted Marcia's prior experience and also noted that successful criminal and background checks were done previously. Tax Collector Sanders confirmed that the hourly rate of pay being proposed was \$11.00. Chairman Thyng motioned to hire Marcia Laramy as the Deputy Tax Collector effective 10/23/06, hourly rate to be \$11.00, term to expire 03/13/07. Seconded by Selectman Kelley. All in favor. Motion carried.

The Board to continue a discussion on the BAN for the proposed Transfer Station: Chairman Thyng recapped the history of the BAN discussion from the 10/16/06 Selectmen's Meeting. Director Emerson explained the IRS rule, input from Bond Counsel and input from the Bond Bank. Director Emerson explained that the recommendation is to roll over the remaining BAN funds, and then wait until there is a timeline with specific needs for money before the Town goes back for another BAN. After some discussion the Board agreed to rollover the funds from the existing BAN and go back when they need another BAN. Director Emerson stated she would start the process in order to obtain the necessary paperwork for the rollover.

The Board will review a timber tax abatement request from Allan Oxman for property located on Thresher Road and owned by Mariposa Trust: The Board reviewed the attached timber statements provided by Allan Oxman. The Board also reviewed the attached research information provided by Director Emerson. Selectman Lazott agreed there were wet areas on Thresher but was not sure of the lot in question. Ingrid Byrd of Depot Road questioned if the property was in current use. Chairman Thyng explained that the abatement request was in regards to a timber tax. Chairman Thyng noted if the timbering was completed when the ground was frozen then the wet areas would not have had such an impact on the project. Chairman Thyng stated the applicant could appeal the Board's decision if they are not happy with it. After some discussion Selectman Lazott motioned to deny Allan Oxman's timber tax abatement request because the hardships were found to be avoidable. Seconded by Selectman Kelley. Selectman Giffen noted the land is typical of other land in Town. All in favor. Motion carried.

Departmental Reports

Highway: Road Agent Lewis presented the attached report. Road Agent Lewis reported recent spray painting vandalism at the salt shed. Selectman Brennan advised he would be making a call to try to resolve the situation. Selectman Lazott thought with reoccurring cases of vandalism the Board should consider changing the curfew at the Park. Road Agent Lewis stated the vandalism often occurs after school and on the weekends. Chairman Thyng asked about the culvert situation on South Road. Road Agent Lewis stated he was waiting for a grant for the project. Selectman Kelley asked if reconstruction for Patten Hill Road was

on an upcoming list. Road Agent Lewis stated that Road was to be addressed the year after next. Road Agent Lewis reported all of his plow crew would be returning with the exception of one.

Police: Selectman Lazott presented the attached report for Chief McGillen who was on a call. Selectman Lazott noted the Officers were doing a great job on the follow through on their active cases.

Fire: Fire Chief Rudy Cartier reported a light month for calls. Fire Chief Cartier stated training was up 16% over last year. Fire Chief Cartier estimated a 15% activity increase per year. Fire Chief Cartier stated medical calls were on the increase due to an aging population. Fire Chief Cartier expressed interest in filling the vacant secretarial position noting there were funds available for it and also noting he has work that needs to be done before year end. Chairman Thyng questioned his estimated weekly amount of work to be done before year end. Fire Chief Cartier stated 10-hours a week. Selectman Lazott asked if there was a policy on the use of the large room at the fire station. Fire Chief Cartier stated he did not like to allow public use due to the bathroom situation and concern over the computers. Selectman Lazott stated he would like to see some use at the Board's discretion for Committees or perhaps for a Town Employees' Christmas Party. Fire Chief Cartier stated Town Business was different from private use which he was strongly opposed to. Selectman Lazott mentioned there was lack of space for residents trying to find function rooms for events like a baby shower and did not see it as a problem noting they may need a detail officer. Chairman Thyng suggested that the Fire Chief contact Primex to get a risk analysis. Ingrid Byrd of Depot Road stated the fire department was used in the past by politicians running for office and also stated the Town of Epsom rents out the upstairs of their Fire Station. Selectman Kelley asked if there was a septic issue. Fire Chief Cartier stated there were septic concerns as well as concerns for running out of water. Fire Chief Cartier expressed concerns noting the space was for a professional fire department and that he was trying to keep the department professional. Fire Chief Cartier stated there would be a number of issues to look at such as no alcohol allowed. Selectman Lazott asked if the space could be utilized by the Police Department for a training area. Fire Chief Cartier agreed that would be a suitable use.

Building: Selectman Lazott reviewed the attached report. Selectman Lazott stated the activity was close to the last year's activity at this point. Chairman Thyng questioned the number of inspections over last year's inspections. Selectman Lazott stated he was unsure.

Solid Waste: Selectman Kelley stated they were presently waiting on the dredge and fill application for the new transfer station site. Selectman Kelley stated the Solid Waste Committee was working with Stantec to obtain numbers for the project.

The Board to discuss November 7th Election Coverage: The following coverage was determined: Selectman Giffen would work from 5:30 am to 6:00 am (help with set up) and would also work 4:30 p.m. to close; Selectman Kelley from 6:30 am to close (with breaks through out the day); Selectman Lazott from 7:00 am to close (for most of the day); Selectman Brennan from 3:00 pm to close; and Chairman Thyng would get there as soon as possible noting a court appearance in the afternoon.

The Board will continue the Proposed 2007 Budget Meeting

Changes to Spreadsheet: Chairman Thyng recommended changes to the spreadsheet in regards to compensation titles for elected and appointed officials. Chairman Thyng recommended changes from the term salary to stipend. The Board agreed and directed Director Emerson to make the changes as discussed.

Chairman Thyng also requested changes in regards to identifying expenditures that had offsetting revenue to assist the budget committee when looking at the spreadsheet. The Board was in favor of the request. Chairman Thyng suggested that Selectman Brennan and Director Emerson work together on the request.

Review COLA rate: The Board reviewed news release information from Social Security Administration dated 10/18/06 and also reviewed information dated 10/19/06 from NH Employment Security (both attached). Selectman Kelley thought 3.3% was low. Selectman Lazott disagreed. Selectman Giffen noted that the employment security information was based strictly upon the northeast region which is typically higher due to energy fluctuations and the Social Security information is nationwide. Chairman Thyng agreed that you could not strictly go off from the Social Security information but did not totally agree with Selectman Giffen. Selectman Giffen stated he did not strictly want to go with the Social Security figure of 3.3%. Selectman Lazott stated he was aware that the Budget Committee members still had concerns with the COLA terminology. Selectman Lazott suggested a flat wage pool and the Selectmen could distribute the percentages at their discretion. Chairman Thyng stated he wasn't sure the term used was as important as its intended purpose. (an intended amount based upon the actual cost of living prices). After much discussion on possible percentages with Chairman Thyng suggesting 5%, Selectman Brennan motioned to budget 5.5% for wage increases. Seconded by Selectman Lazott. Ingrid Byrd of Depot Road expressed concerns over percentage increases instead of flat rate increases noting lower paid employees would receive lower increases. Ingrid Byrd suggested setting a flat rate and then giving individual increases based upon performances. Selectman Lazott mentioned the proposal of a warrant article for a wage study which would help the Board in the future with matters like this. After discussion on the study Chairman Thyng called for a vote on the motion. Four were in favor with Chairman Thyng opposed. Motion carried.

Election & Registration: Selectman Kelley stated he and Mr. Abelson determined that the voting booths could be stored in the basement of the old library saving the Town on storage fees. The Board agreed to delete storage rental line containing \$750.00.

Emergency Management: The Board reviewed Director Panit's breakdown on the \$3,500.00 Emergency Management proposed budget. The Board agreed they liked the detail rather than the single line budget. The Board told Director Emerson to insert the changes.

Health & Welfare

Line request: Director Mary Hall noted she wanted to combine two lines "Books, Meetings, Seminars and Training" with "Meetings, Seminars and Trainings" for a total of \$500.00. The Board agreed with the request and instructed Director Emerson to make the change.

Spraying: The Board reviewed Director Hall's attached information on Insect Born Disease Control. Selectman Giffen noted the \$8,600.00 budget should allow for two sprayings and possibly some mosquitoes dunks. Selectman Giffen stated this would be new territory for the Town but thought it would be a good starting point considering the liability if the Town does nothing. Selectman Lazott agreed that the Town should have a plan in place and did not see the health threats going away. Selectman Lazott felt if the measures prevent one child from being seriously injured they've done their job. Chairman Thyng noted the budget number was off because he felt it was too high for two sprayings and too low for three. Chairman Thyng asked Director Hall if the spraying permit would eventually expire or if it would cover the Town indefinitely. Director Hall stated it would not expire. Ingrid Byrd of Depot Road noted that most of the

School land was unused and the Town would not have to spray the entire swamp. Director Hall noted she based the acreages on her information provided from the assessment records in order to obtaining an estimate. Director Hall felt last year's Town Meeting seemed to be addressing the environment and not necessarily the health safety of the children. Chairman Thyng suggested contacting the spraying company for guidance on the areas that would need to be sprayed before initiating anything. Selectman Giffen stated he felt more comfortable contacting the State for guidance. Director Hall stated the Town would need to be prepared with funding especially if there were to be a positive testing in Town (EEE or West Nile Virus). Fire Chief Cartier asked a few questions in regards to the spraying. Various opinions on spraying target areas were discussed. Emergency Management Director Panit gave input on a community that sprayed hot areas. After some discussion the Board agreed to budget the Insect Born Disease Control line containing \$8,600.00.

Protective Clothing: The Board reviewed information on the matter provided by Director Hall. Director Hall stated this would be new territory for the Town. After some discussion and input from Director Hall the Board agreed to reduce the Protective Clothing line from \$500.00 to \$300.00.

Mileage: The Board reviewed input provided by Director Hall. Chairman Thyng noted he was okay with the requested figure and stressed the importance to Director Hall to make sure she provides the necessary paperwork to receive the reimbursements.

Deputy Health Officer: Chairman Thyng asked if they could eliminate the budget of \$250.00 because the Deputy is the Building Inspector as well. The Board Agreed. Director Emerson to remove \$250.00 Deputy Health Officer line.

Welfare Assistant: Chairman Thyng expressed concerns because Director Hall had not been taking advantage of the position. Director Hall noted occasional availability issues may have come up due to coordinating schedules. After some discussion the Board agreed to reduce the line from \$1,000.00 to \$500.00. The Board reiterated the need to utilize the position and thought Director Hall should take the necessary steps to make that happen.

Citizen's budget suggestion on the Road Agent's Hourly Rate: Ingrid suggested providing an increase to Road Agent Lewis. Road Agent Lewis informed that his hourly rate covers Town odd jobs and does not cover plowing. Road Agent Lewis further informed he was in favor of keeping the rate as is. After some discussion between Ingrid Byrd, Road Agent Lewis and the Board, the Board determined to keep the Road Agent's hourly rate as is.

Police Department

Suggestion to the Budget: The Board suggested that Chief McGillen add explanation notes to his budget as follows: Full time wage line- explain short one full-time officer and currently in a hiring process; Special Officers wage line (part-time officers)- explain in the process of hiring two part-time officers; and Ammunition line- explain ammunition costs increased due to the recent purchase of a new gun.

Police Equipment Line: After some discussion with Chief McGillen the Board agreed to reduce the Police Equipment line from \$6,000.00 to \$4,500.00. The Board directed Chief McGillen to provide a list of projected purchases.

Equipment Maintenance line: The Board suggested that Chief McGillen provide explanation notes on the line, for example: refurbish guns and radio repair.

ACO: The Board discussed the Shots & Equipment line with Chief McGillen. After some discussion the Board decided to keep the line at \$200.00.

Solid Waste: The Board decided to zero out the temporary help line containing \$500.00 after much discussion about being recently informed by Operator Witcher that he had been contacted by someone wishing to volunteer at the Recycling Center.

Tax Collector Stipend: The Board reviewed the attached information provided by Tax Collector Sanders. Selectman Brennan asked about the history on the matter and how the current stipend came about. Director Emerson noted in 2003 the stipend was increased from \$3,000.00 to \$7,500.00. Director Emerson stated in 2006 the past Tax Collector had proposed the stipend be increased to \$9,000.00 and the Budget Committee had reduced the request to \$7,875.00. Selectman Brennan stated he was okay with some type of increase but not the requested amount of \$11,808.00. The Board discussed the job description and noted it was the same as what was in place when Tax Collector Sanders was appointed. Chairman Thyng noted the skill set involved with the position means that the person holding the position could not just walk in off the street. The Board agreed to reduce the line from \$11,808.00 to \$8,500.00.

Town Building Maintenance; The Board reviewed planned projects. The Board agreed to provide detail to the Budget Committee.

Legal Expenses: The Board agreed to reduce the legal expenses line from \$40,000.00 to \$35,000.00.

Approval of Public Meeting Minutes of 10/10/06 and Public Meeting Minutes of 10/16/06: The Board agreed to defer the approval until the next meeting.

Next Meeting Date: The next meeting will be Monday, October 30, 2006 at 7:00 p.m.

10:03 p.m. Chairman Thyng motioned to close the Public Meeting and in accordance with RSA 91 A:3 II(e) to enter a Non-Public meeting. Seconded by Selectman Kelley. Roll call vote: All in favor. Motion carried.

Minutes compiled from Director Emerson's notes and submitted by Secretary Dawn Chabot.