

Approved
Candia Selectmen's Public Meeting Minutes
Monday, March 26, 2007

Attendance: Vice-Chair Fred Kelley, Selectman James Brennan, Selectman Thomas Giffen, Selectman Richard Lazott, Selectman Joe Duarte, Director Carolyn Emerson and Secretary Dawn Chabot.

7:00 p.m. Vice-Chair Fred Kelley opened the Public Meeting and immediately followed with the Pledge of Allegiance.

The Board will determine Chairmanship, Department Assignments and overseers of Pending projects

Chairmanship: Selectman Lazott motioned to nominate Selectman Kelley as Chairman. Seconded by Joe Duarte. Selectman Kelley accepted the nomination. There were no further nominations. All in favor. Motion carried. **Selectman Kelley to be Chairman. Vice-Chairman:** Selectman Brennan motioned to nominate Selectman Giffen as Vice-Chair. Selectman Duarte motioned to nominate Selectman Lazott as Vice-Chair. Selectman Brennan stated he was nominating Selectman Giffen because he was the 2nd longest serving Selectman and thought he would be capable of the Vice-Chair functions. Selectman Duarte stated he was nominating Selectman Lazott because he has been in Town for a long and has availability because he is self-employed. Selectman Giffen said the Vice-Chair would need to step in for the Chair and would have to be able to accomplish the following: set agendas, stay on point, analyze topics, and express topics. Selectman Lazott thought the Vice-Chair should have daytime availability. Selectman Lazott stated he was available during the day and often times personally involved with matters because he is in the office 4 to 5 days a week. Selectman Lazott was unsure of Selectman Giffen's daytime availability. Selectman Brennan pointed out that he made a motion and that there was no second. Chairman Kelley seconded Selectman Brennan's motion. There was no further discussion on the nominations. Chairman Kelley called for a vote on Selectman Brennan's nomination of Selectman Giffen as Vice-Chair. Chairman Kelley, Selectman Giffen, Selectman Brennan in favor. Selectman Lazott and Selectman Duarte opposed. Motion carried. **Selectman Giffen to be Vice-Chair.**

Department Assignments The Board determined the following for department assignments: **Budget Comm. Selectmen's Rep:** Selectman Brennan and **Budget Comm. Selectmen's Alt. Rep:** Selectman Duarte; **Building Department:** Selectman Lazott; **Cemetery:** Selectman Brennan; **Conservation Commission:** Selectman Giffen mentioned that Selectman Lazott may have an interest in getting more involved. Selectman Lazott was not sure the suggestion was a good idea. Selectman Giffen said he would remain as a member but wanted Selectman Lazott to think about being the overseer. Secretary Chabot did not think the Commission was required by RSA to have a Selectman on the Commission. Conservation member Dennis Lewis agreed.; **Elections:** Chairman Kelley and **Secondary person:** Selectman Lazott; **Emergency Management:** Selectman Lazott; **Fire Department and Forestry:** Selectman Duarte and **Secondary:** Chairman Kelley; **Health & Welfare:** Selectman Giffen and **Secondary person:** Selectman Lazott; **Heritage Commission Selectmen's Rep:** Selectman Brennan (with Clark Thyng as BOS Pond Park liaison); **Highway:** Selectman Brennan; **Parks & Rec:** Selectman Brennan; **Planning Board's Selectmen's Rep:** Selectman Duarte and **Planning Board's Alt. Rep:** Chairman Kelley; **Police Department/Animal Control:** Selectman Lazott; **Solid Waste:** Selectman Giffen (Recycling Center day to day operations and for employee evaluations); **Solid Waste Committee Selectmen (two):** **Primary-**Selectman Giffen and **Secondary-**Selectman Brennan. It was noted that Selectman Brennan would expertise would be helpful for overseeing the new Transfer Station. (Responsible for overseeing new Transfer Station, and Recycling Center/Incinerator closure); and **Town Office/Safety Committee Selectman:** Chairman Kelley.

Pending Items which need someone to oversee

Exit 3 Property Marketing: Full Board with Selectman Duarte and Chairman Kelley first contact.; **Vacant Old Library Building (Two):** Primary-Chairman Kelley and Secondary-Selectman Lazott; **Town Website:** Selectman Giffen; **Work on Cable Contract with Ron Thomas to include community t.v. or webcam on website (contract expires in 2007):** Primary-Selectman Giffen and Secondaries-Selectmen Lazott and Selectman Duarte; **CTAP Board Representative:** Chairman Kelley advised he would go to the next meeting to see what it is all about and report back to the Board. Chairman Kelley stated he would like to get a Planning Board member involved as well. **Metro Center:** Selectman Lazott expressed an interest in overseeing the Metro Center. Selectman Giffen thought Selectman Duarte as a Planning Board Rep. would be good as well.

Chairman Kelley to recognize Roland Girard for his volunteer efforts: Chairman Kelley read the attached letter written by Facility Operator Whitcher thanking Citizen Roland Girard for his extensive volunteer efforts at the Candia Recycling Center resulting in huge recycling returns for the Town. Chairman Kelley read the attached Certificate of Appreciation in recognition of Roland Girard for his countless hours of volunteer work on numerous projects at the Candia Recycling Center. Chairman Thyng noted that Facility Operator Whitcher would present Mr. Girard the certificate of appreciation at the Center. The Board members signed the certificate and expressed their gratefulness to Mr. Girard for helping out the Town.

Budget Committee Vice-Chair to discuss secretarial support for the Budget Committee: Budget Committee (BC) Vice-Chair Penfield addressed the Board noting the Committee does not have a secretary and only has someone that records the minutes. BC Vice-Chair Penfield stated she made a short list of duties which includes the following: posting of agendas, minutes & notices, copies, printing minutes & distribution, and properly handling of SAU reports (copying and distribution). Selectman Giffen pointed out that the Town was operating under a default budget however some money was in the budget for secretarial support. It was pointed out by Director Emerson that the default number was \$1,708.00 with other wage figures in other lines such as Social Security. Chair Kelley expressed his concern over the budget noting currently paper comes out of the Town Officers' supply line and many committees are utilizing that paper. Selectman Lazott expressed concerns over the default budget and pointed out that many Committees have their members take their minutes. BC Vice-Chair Penfield noted that the Committee typically meets once a month and then in October they could possibly meet weekly during the busy budget season. It was noted that currently some of the additional budget committee secretary support was being divided up between Director Emerson and Selectmen's Secretary Chabot. Selectman Giffen thought the Budget Committee would need to be very careful when covering their 2007 secretarial support request due to the default budget figure. BC Vice-Chair advised during the last budget process they did not address secretarial support because they were aware that the Board of Selectmen had trouble finding someone for the entire package. Selectman Lazott mentioned they could incorporate the budget committee work with the proposed assessing clerk but was now unsure if that would go forward because of the default budget and tight funding. Secretary Chabot mentioned it would be nice if they were able to find a person much like the Conservation Commission has because that person is working out very well. Secretary Chabot stated this person comes in during the day, makes her own copies and even accesses the postage meter for their mailings. Selectman Giffen wondered if the newly recruited Fire Department secretary would be interested in the position. Fire Chief Cartier advised he would talk to her on it but was unsure of her availability. It was pointed out that the current recording secretary was able to stay on only as the recording secretary due to her outside demands. Director Emerson noted she knew someone who may be interested in some portion of the workload. After some discussion, Selectman Giffen motioned to have Director Emerson contact her person, have Fire Chief Cartier talk to his

Administrative Assistant, and to have Director Emerson and BC Vice-Chair work on a job description for the position. Seconded by Chairman Kelley. All in favor. Motion carried.

The Board to discuss renewal of Comcast Contract: Selectman Giffen provided history and an update on the Comcast contract renewal. Selectman Giffen expressed dissatisfaction on the process noting Comcast finally completed a survey that they said they would do after his prompting email. Selectman Giffen said currently there are no funds for Public Access television. Selectman Giffen wondered if the Board should consider negotiating a shortest possible contract in order to get other issues address such as Public Access Television funding. Negotiator Ron Thomas explained he had been involved for the past 3-years because he was concerned about Public Access Television and was aware that the past two contracts did not amount to much. Ron Thomas thought the Board could just negotiate past the deadline instead of signing a short contract. Ron Thomas stated that Comcast knows the Towns do not have to pass the funding on to the customers. Selectman Giffen compared the current arrangement to a money laundering scheme noting the money that is collected for the Comcast fee goes into the general fund and is not directly benefiting the people that have cable. Selectman Lazott mentioned that the Town of Raymond now has Public Access television and that he could find out more. Selectman Giffen stated that Comcast does not have any involvement in what the Towns do with the Comcast fee. Selectman Giffen said the Town would have to be careful what they wish for because with Public Access television the Town would need someone to run the equipment and money for the overall operation. Chairman Kelley sought public input. Ingrid Byrd of Depot Road asked what would happen if they did not sign a contract. The Board and Ron Thomas were unsure but did not think Comcast would shut down cable operations in Town. Selectman Giffen thought the Board should consider a three year contract and then put the renewal process which takes three years on the front burner. Charles Bowman of High Street wondered about the competition and the leverage that the Town would have. Selectman Giffen stated there was only one set up in Town and in his opinion Comcast was here to stay. Ron Thomas felt the Town had no right to negotiate with another company because the current network is owned by Comcast. It was noted that the Board would be holding a Public Meeting with Comcast on Thursday, March 29, 2007 at 7:00 pm to discuss the contract renewal.

The Board to set Deliberative Session date for 2008: After some discussion the Board determined they were in favor of holding the Deliberative Session on Saturday, February 2, 2008, with a snow date of Monday, February 4, 2008. The Board asked Director Emerson to check with Moderator Mitchell on the snow date.

The Board to discuss Default Budget: The Board reviewed the attached budget recommendations sheet compiled by Director Emerson at the request of Selectmen's Budget Committee Representative James Brennan. The Board also reviewed the attached Proposed 2007 Operating Budget spreadsheet. Selectman Brennan advised he had thoughts on the default budget to get the individual lines more in line with what the Board and the Budget Committee had proposed. Selectman Brennan stated under the default budget numbers some departments would more funding than they had requested. Selectman Brennan said because there was only a \$2,349.00 difference between the default budget and the Budget Committee's recommended budget he thought it would be appropriate to shift over the default lines to the Budget Committee's proposed lines. Selectman Brennan stated he was able to find items within the 2007 budget to get the bottom line of the recommended Budget Committee's budget back to the default number. Selectman Brennan explained what he removed or found savings, they are as follows: \$900.00 for the Welfare Director's laptop computer; savings of \$750.00 under auditing (because the Tax Collector remained the same after elections); and some savings of \$699.00 under Town Report. The Board was in favor of Selectman Brennan's suggestions. The Board also was in favor of having Health & Welfare Director Hall overtake the laptop computer currently in storage. Selectman Brennan motioned to reallocate the funds from the default budget to the lines of the Budget Committee's recommended budget minus \$900.00 for the laptop, and

minus the savings of \$750.00/auditing and \$699.00/town report printing. Seconded by Selectman Giffen. Discussion ensued. Selectman Lazott mentioned that he would like to utilize the savings from the Town Report printing by doing quarterly mailings. Selectman Giffen stated \$699.00 would not be enough and provided the calculations of 50-cents per mailing multiplied by 1,700 households would equal \$850.00 per quarter. Selectman Giffen said the Town could not afford that on a default budget. Selectman Lazott stated it was hard for many people to get out of the house at night and thought the mailings would help get citizens involved. Fire Chief Cartier suggested getting more information on the Town website. Selectman Giffen liked the idea noting the goal of the website was to place minutes and agendas on it. Selectman Giffen mentioned he was working to get that figure down by going with another hosting company. Chairman Kelley called for vote on Selectman Brennan's motion. All in favor. Motion carried. Selectman Brennan stated now that they know exactly what lines they are looking at, he wondered if the Board wanted to look at other lines to reduce in order to get a cruiser that did not appear in the Budget Committee's recommended column. The Board reviewed mileage information on the existing cruisers which was provided by Chief McGillen. Chief McGillen noted three years ago the Town had to buy two cruisers because they decided not to purchase one the prior year. Chairman Kelley stated he was concerned over the mileage on the current cruisers considering they put on approx. 30,000 miles a year and with the idle time it would actually be much higher. Chairman Kelley said if the Board does not purchase one this year they will have to buy two next year. Chief McGillen advised he located a new 2006 crown Victoria for \$20,900.00 with a 3-year maintenance agreement for \$1,440.00 for a total cost of \$22,340.00. Chief McGillen thought he could find areas in other lines to accomplish the stripping and equipment set up. Selectman Brennan advised he had outlined lines within the budget if the Board was in favor of proceeding with the cruiser purchase in 2007. The Board reviewed the suggestions totaling \$24,000.00 (attached). It was noted that removal of Household Hazardous Waste Day was suggested and that it would possibly be suggested as a warrant article in 2008. Chairman Kelley thought not holding Household Hazardous Waste Day was a good idea for 2007. Removal of application for spraying was mentioned because there was no funding for spraying. Selectman Giffen mentioned a \$1,500.00 grant to Health & Welfare which had not been formally accepted as of yet but could be used for spraying. Director Hall said she was informed to utilize the funds in any way she sees fit. Selectman Lazott felt they would have to be careful with the welfare budget because they are anticipating 1 to 1.2 million homes being foreclosed across the country this upcoming year. Director Hall pointed out that \$12,000.00 has already been expended from the direct assistance budget which is \$25,000.00. Director Hall stated she could not understand why the revenue she receives (reimbursements, etc) can not offset what she spends. The Board and Director Emerson explained the accounting rules and advised funds received by her department go into the general fund to help offset taxes. Director Hall thought it would be nice for people to see how much she brings back to the Town. Selectman Giffen said she has recovered more than her stipend. Ingrid Byrd of Depot Road suggested placing a line at the end of each section on the spreadsheet to document revenues coming back to the Town. It was noted the Board could only do what the software allows them to do and anything above that would mean more time and money. Fire Chief Cartier asked if the Board would reconsider subtracting \$900.00 for his secretarial wages (was not hired first of the year). Fire Chief Cartier said he anticipated additional hours for this person to get the work load caught up. Fire Chief Cartier offered \$400.00 out of the forestry budget instead. Fire Chief Cartier mentioned as part of the Tanker grant agreement he has to maintain the same budget for 3-years. Fire Chief Cartier advised that last year the association augmented their budget by \$9,905.00. The Board unanimously agreed they were in favor of purchasing the 2006 cruiser with the maintenance agreement as discussed by Chief McGillen for a total of \$22,340.00. The Board was in favor of having Selectman Brennan work with Director Emerson to come up with budget reduction recommendations based on the new information and the new figure.

The Board to accept resignation of Gary York as CTAP Representative: Chairman Kelley read the attached resignation from CTAP Representative Gary York. Chairman Kelley advised he hated to see Mr. York come off from that Committee but could understand outside workloads. Chairman Kelley motioned to accept Mr. York's resignation as CTAP Representative with regrets. Seconded by Selectman Giffen with regrets. All in favor. Motion carried.

The Board to discuss recent issue with Fire Panel at the Town Office Building: Selectman Brennan briefed on an unanticipated breakdown of the Town's Fire Panel at the Town Office. Selectman Brennan advised that the Board would need to redo the fire panel. Selectman Brennan motioned to spend \$1,694.00 with Pelmac for the purpose of a new Fire Panel for the Town Office. Seconded by Selectman Giffen. Selectman Giffen pointed out there would now be an \$18.00 monthly monitoring fee. All in favor. Motion carried. Chairman Kelley noted that Selectman Brennan had saved the Town \$900.00 by placing a call to the owner.

Selectman Kelley to report favorable review completed by former Selectman Clark Thyng on Director Emerson: Chairman Kelley noted a favorable review had been completed on Director Emerson by former Selectman Thyng on 03/13/07 and that she was up for a raise. Selectman Brennan thought the Board wanted to wait to see what they were doing for other employees once they have finalized the budget. Selectman Lazott stated he was in favor of going with the Budget Committee's recommended Cost of Living (COLA) 3.2% or a 3.0% COLA figure straight across the board. Selectman Lazott mentioned he was talking strictly COLA not merit increases. Selectman Brennan advised he would work on the budget and come back to the Board with the recommendations for the next meeting.

Approval of Previous Minutes: Selectman Giffen motioned to approve the Public Meeting Minutes of 03/12/07 as presented. Seconded by Selectman Lazott. Chairman Kelley, Selectman Brennan, Selectman Giffen and Selectman Lazott in favor. Selectman Duarte abstained. Motion carried.

Other Business

JCB repair discussion: The Board reviewed the attached information on the JCB repair provided by Facility Operator Whitcher. Clay Caddy provided welding expertise on the matter and thought the Board should consider getting a new unit considering the Company is willing to absorb 66% of the cost. Clay Caddy stated he could repair it but in the long run the Town would be better off replacing it. Chairman Kelley advised he spoke with Facility Operator Whitcher and asked him if the Town would be able to get the broken hitch plate back in order to repair it and have it on stand by. Chairman Kelley said Facility Operator Whitcher asked and they indicated it would be okay if the Manufacturer did not want it. Selectman Giffen motioned to authorize the expenditure of \$633.46 for material and \$300.00 for the estimated labor and to authorize Facility Operator Whitcher to negotiate labor costs with an additional \$100.00 totaling \$1,033.46 for the JCB repair with Casey Equipment. Seconded by Selectman Brennan. All in favor. Motion carried.

Possible Raffle Approval for Moore School Lancers Booster's Club: Chairman Kelley reviewed the attached raffle request to be held on April 14th. Selectman Lazott motioned to approve the raffle as presented. Seconded by Selectman Brennan. All in favor. Motion carried.

Conservation Commission Memo regarding the request for a joint meeting for the purpose of Southern NH Planning Commission holding a Wildlife Action Plan for Town Boards: The Board reviewed the attached memo dated 03/26/07 requesting a full Board meeting. Selectman Giffen stated the Commission felt it was important to have the Board of Selectmen, the Zoning Board and Planning Board present as well for the

presentation. Director Emerson was asked to contact SNHPC Director Preece to find a Monday night that would work for the presentation.

Town Website Update: Selectman Giffen said the Town received the grant funding on the website and that Fourae Graphics was no longer responsible to bring the grant forward. Selectman Giffen mentioned a yearly hosting fee of \$525.00 to Fourae and was hoping to find someone for approximated \$225.00. Selectman Giffen requested to hold a Public Hearing on a Thursday night for the purpose of discussing the Town website and to form a Committee of volunteers. Selectman Giffen mentioned he had received some interest from citizens wishing to serve on the Committee. Selectman Duarte mentioned seeing Candia's information on a site called American Towns which he found to be impressive.

Deputy Tax Collector Position: Selectman Giffen wanted to bring a matter to the Board in regards to the Deputy Tax Collector position. Selectman Giffen stated he and Selectman Brennan interviewed the person and found the interview to be satisfactory. Selectman Giffen stated he thought the background check and the credit report was satisfactory as well. Selectman Giffen stated it had come to his attention that there is a RSA that requires that in order for someone to be an appointed Tax Collector to go from Deputy Tax Collector to actual Tax Collector and if the Tax Collector were to become incapacitated for whatever reason that person (the Deputy) would have to be from Town. Selectman Giffen stated he felt uncomfortable making a decision on his own and thought he should let the Board know that there was a legal requirement in place. Selectman Giffen stated the Board may want to reconsider. Chairman Kelley verified that the information was per RSA. Selectman Giffen stated it was and said if the appointed Deputy was from Town then that person could be appointed as Tax Collector and if the person was not from Town that person can not step in. Selectman Lazott asked Tax Collector Sanders if there was more than one person interested in the position. Tax Collector Sanders said there were a couple of interested parties in which she received paperwork from one and not from the other. Selectman Lazott asked why the Board was not notified that there was more than one interested party. Tax Collector Sanders said because she had not opened up the process. Tax Collector Sanders informed she was aware that the person could not become Tax Collector and advised the Board would have 30-days to put someone in the position. Tax Collector Sanders said that was why she was appointed as Tax Collector last year because the Deputy did not want it. Selectman Lazott stated he was interested in opening the process up to residents because he was concerned about the proposed arrangement if someone were to happen to the Tax Collector. Tax Collector Sanders reiterated that the Board would have 30-days to appoint. Tax Collector Sanders stated four other Towns have Deputies that do not live in the Town they are serving. Selectman Kelley asked Tax Collector Sanders if the arrangement was recommended. Tax Collector Sanders stated not so much however the Department of Revenue Administration is completely comfortable with it. Selectman Duarte stated he would feel more comfortable having a person from Town in place. Ingrid Byrd of Depot Road stated she respected Tax Collector Sanders opinion on the matter however she felt the Board has made it their practice to open up new positions to the public which has been established for years. Selectman Giffen mentioned the open position was slightly different because of the RSA. Ingrid Byrd thought the Town should have clean hands in the matter and thought they owed citizens a shot. Tax Collector stated she would need the Deputy to have daytime availability (currently Monday noon to 3:00 p.m.) and also the week the taxes are due noting the person she was hoping to appoint does have that availability. Selectman Giffen asked the Board if they wanted to table the matter and allow Tax Collector Sanders time to open the process up. Tax Collector Sanders stated she would like to have someone in place by the time bills go out (approx. 5/1/07). Selectman Lazott stated he would like to see the process open up for a couple of weeks. After some discussion the Board determined they were in favor of having Tax Collector Sanders open up the process to see if there are other interested parties in Town. The Board requested Tax Collector Sanders to contact the Moore School to see if they would place the opening on their sign. It was noted that the two week timeline would be too close to get the information in the Banner. Selectman

Brennan asked Tax Collector Sanders if the current candidate had already started working. Tax Collector Sanders stated she had not. Director Emerson noted the person would not be bonded so the insurance company would not want the person working. The Board requested the matter tabled until the next meeting on April 9, 2006 so that Tax Collector Sanders can open up the process to residents and report back to them.

Next Regularly Meeting Date: The next regularly scheduled meeting will be held on Monday, April 9th at 7:00 p.m. In addition the Board will hold Public Meetings on 3/29/07 at 7:00 p.m. to discuss renewal of Cable contract with Bryan Christianson of Comcast and will also meet on 3/30/07 at 2:00 p.m. for the Public opening of the sealed bids in regards to the Transfer Station.

Tightening up the Security of the Selectmen's Office after hours: Selectman Lazott thought there was a need to tighten up security after hours within the Selectmen's Office area. Selectman Lazott stated he thought the half door should be locked after hours and that only people working in their official capacity should be allowed in. The Board agreed that the half door should be locked in the evening and that only Selectmen's Representatives on the various Committees should have access to the Selectmen's Office. It was noted that Department Heads would have access as well.

Comment from Selectman Duarte in regards to the Office Staff: Selectman Duarte commented on the quantity and quality of work from the Office Staff.

9:25 p.m. Selectman Brennan motioned to adjourn. Seconded by Selectman Duarte. All in favor. Motion carried.