

Approved
Candia Selectmen's Public Meeting Minutes
Monday, April 9, 2007

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

7:01 p.m. Chairman Kelley called the Public Meeting to order and immediately followed with the Pledge of Allegiance.

7:01 p.m. Chairman Kelley opened a Public Hearing in accordance with RSA 31:95-b for the purpose of accepting the NH Economic Development Matching Grant in regards to the official Town of Candia Website. The Board will also accept other donations and grants received by the Town: Selectman Giffen announced that the State felt the Town had met its requirements to satisfy the Economic Development Matching Grant Program and the Town has now received \$5,250.00. Selectman Giffen stated the Town was now prepared to take the website under its own control and also stated there were no further obligations to the Web Designer Fourae Graphics. Selectman Giffen advised the Board had scheduled a meeting for Thursday, April 19, 2007 at 7:00 p.m. to discuss the website and establish a Committee.

The Board reviewed the attached donations and grants acceptance sheet (total amount \$5,514.50). The donations and grants were noted as follows: Candia Enforcement Patrols Grant from NH Highway Safety-\$3,519.00; Food Pantry donation from Swift Water Girl Scouts-\$95.50; Health & Welfare grant from Walmart-\$1,500.00; and the Health & Welfare donation from the Candia Community Women's Club \$400.00.

Selectman Giffen motioned to accept all the grants and donations as presented. Seconded by Selectman Lazott. All in favor. Motion carried.

7:03 p.m. Chairman Kelley motioned to close the Public Hearing. Seconded by Selectman Giffen. All in favor. Motion carried.

Jordan Davis to meet with the Board to discuss ideas on improving the Skateboard Park: Selectman Brennan informed that he with Road Agent Lewis present had held a preliminary meeting with Jordan Davis and Roger Leavitt to discuss their ideas on improving the Skateboard Park. Selectman Brennan stated funds were raised for the proposed improvements and noted the proposals would be much safer and would provide a much cleaner appearance. Selectman Brennan advised Mr. Davis and Mr. Leavitt that he had the opportunity to view the Town of Bedford's Skateboard Park and found the equipment to be impressive. Selectman Brennan explained that the proposed concrete ramps would be similar to Bedford's. Selectman Brennan explained that as part of their proposals within 3-5 years the ramps would be completely constructed out of cement. Mr. Davis presented the Board with the attached Reconstruction Plan Outline dated April 9, 2007 for their review. Road Agent Lewis was asked if he was okay with the proposals. Road Agent Lewis stated he was. Selectman Duarte asked if the proposals would affect the liability insurance. Director Emerson stated she was not sure but thought there were some current risks at the Skateboard Park due to the condition of the ramps. The Board unanimously agreed they were in favor of the ramp proposals. Selectman Lazott stated he was not really in favor of renaming Moore Park because the land was donated by the Moore family. Selectman Brennan clarified that the name proposal was only for the Skateboard Park and not for the entire park. Mr. Leavitt explained that the fundraising for the skateboard park was a collective effort in memory of his son Grant Leavitt who had an untimely death and that the family was requesting to have the Skateboard Park name after him. Mr. Leavitt explained that his son Grant was an avid skateboarder who truly loved the sport. Mr. Leavitt felt his family would be drawn to care about the Skateboard

Park if it were to be named after Grant and that would be a benefit to the Community. Selectman Lazott suggested a memorial at the Skateboard Park instead of a renaming. Mr. Leavitt was unsure how his wife would feel about it and noted it was extremely important to her. Selectman Lazott noted it was awkward to express his opinion on the matter because he thought a lot of the Leavitt family. Mr. Leavitt stated they were proposing a 3'x2' sign with "Grant Memorial Skate Park". Selectman Lazott was concerned because he was aware when they built the Town Office on the land the Moore ancestors were contacted to sign off on it. Selectman Giffen suggested the following wording for the naming of the Skateboard Park, "Grant Leavitt Memorial Skateboard Facility at Moore Park". The Board members liked the suggestion and felt it would not detract from the Moore Park name. Charles Bowman of High Street asked what would happen to the equipment in 5-10 years when it's no longer needed or used. Mr. Davis did not foresee that happening but noted the ramps were movable with equipment and also that they would hold value. The Board thanked Mr. Davis and Mr. Leavitt for coming in and asked them to consider the wording suggestion made by Selectman Giffen in regards to the name of the Skateboard Park.

The Board to meet with Tax Collector Sanders for updates on the vacant Deputy Tax Collector position:

Tax Collector Sanders advised she had not received the information from Paul Sanderson at the Local Government Center as of yet. Tax Collector Sanders advised she had contacted the recently interested applicant but she was looking for more hours. Tax Collector Sanders felt it would be very difficult finding someone for the position because of the limited hours which is approximately 3 hours a week. Chairman Kelley informed Tax Collector Sanders that the Board took a vote in Non-Public session to not approve her appointment of Joan Vigliotti. Tax Collector Sanders stated she would need to seek legal advice as to whether she was entitled to a reason why they were not approving her appointment. Secretary Chabot stated that Town Counsel had advised the Board they were not required to provide a reason to the Tax Collector. Tax Collector Sanders noted she was responsible for the Deputy and felt it was important for the Board to approve her appointment. Secretary Chabot informed that Town Counsel stated the RSA was a two part process and both parties (Tax Collector and Board of Selectmen) have to be in agreement for it to happen. Selectman Lazott suggested the following offers to Tax Collector Sanders: that the Board could place an advertisement in the newspaper for the vacant Deputy position or that the Board could temporarily hire someone who's done the job before and already trained, such as: Marcia Laramy or Candice Stamatelous to assist her during the upcoming tax billing season in order to give her more time to find someone suitable for the Deputy position. Tax Collector Sanders stated she needs someone who is willing and able to do the work on a long term basis. Tax Collector Sanders stated she would be directly responsible for the person and that is why it needs to be someone she knows and is comfortable with and that was why she recommended Joan Vigliotti. Selectman Lazott reminded that the person would need to be someone that the Board approves. Tax Collector Sanders closed by stating they should pray nothing happens to her.

Departmental Reports

Highway: Road Agent Lewis reviewed the attached report.

Police: Police Chief McGillen presented the attached report. Chief McGillen briefed on upcoming State grant programs that the department will utilize one of which being OHRV patrols. Selectman Lazott asked if the Town pit was closed to four wheelers and firearms target practicing. Road Agent Lewis stated it was closed to both because of liability concerns, however open to hiking and biking.

Towing Rotation Request: Selectman Lazott informed that a letter had been received by the Board signed by three Towing Companies requesting the Town consider having a rotation schedule through the Police Department. Selectman Lazott stated there were now four Towing Companies interested in being on a rotation. It was noted that a letter had been received from Avalanche Towing and Recovery and also noted that this Towing Company out of Candia was the primary company used by Candia Police Department at this time. Selectman Lazott was looking for support from the Board so he could direct Chief McGillen to come up with policies and procedures

within one month's time in regards to a Towing Rotation policy. Selectman Lazott stated he would like to limit the amount of Companies on the rotation to four. Selectman Lazott stated he would also like to cover if a Company does not perform satisfactory they can be removed. Selectman Brennan asked Chief McGillen if the Town had a rotation. Chief McGillen stated no and noted that Avalanche gets most of the calls and Grant's gets the AAA calls. Selectman Giffen stated he like the idea of fairness but did not want to burden the Police Department. Chief McGillen advised he was not sure how they would track it and further advised that he checked with Rockingham County Dispatch and they were not willing to maintain a log. It was noted that Deerfield had a rotation with only two Companies. James Wilson of Avalanche stated in Deerfield the officer takes care of the log and tells Dispatch which Company to call. Chief McGillen stated most Towns that have an established rotation have their own dispatch center where they maintain a log like the Town of Raymond. Chairman Kelley asked about the towing call volume in one month's time. James Wilson stated it varied and estimated between 6 to 8 calls. Selectman Lazott thought a weekly rotation would be most fair. Chief McGillen wondered if it would be fair to just consider the four Companies or should the Board consider advertising. Selectman Lazott stated he would just like to limit it to Companies in Town or in the neighboring Communities. Selectman Giffen wondered if the Board should leave whether or not to have a rotation up to the Chief's discretion noting perhaps the pie is too small and it may have potential for difficulty. Fire Chief Cartier wondered what the benefit to the Town would be. Selectman Lazott stated it was a fairness issue because Avalanche Towing is on a rotation list in 3 to 4 Towns and complaints are being received. Fire Chief Cartier commented that it wasn't due to a service quality complaint. Selectman Lazott stated no, it was just a fairness issue. James Wilson pointed out that the Town of Hooksett has a larger number of calls and that is why they have five Companies on their rotation. James Wilson stated Avalanche Towing was the only Company towing in Deerfield until another company started operating in Town and that is when they worked out a rotation between the two. Chief McGillen informed that Chester and Auburn did not have rotation schedules. Selectman Giffen was not sure there was a problem and also was not sure he wanted to spend a lot of energy on the matter. Selectman Lazott said as a self-employed person he had a problem with the fairness issue. Selectman Duarte asked Chief McGillen how the process was currently going. Chief McGillen said there were no problems. Selectman Duarte was not sure about proceeding with someone that was not a problem. Selectman Lazott stated because a request was made the Town could end up in a lawsuit. Selectman Brennan did not think the Town would have a problem because there were no policies in place. Selectman Lazott disagreed noting it would be privileged bias. Leonard Wilson of High Street asked if there was a law saying the Town has to have a rotation. Selectman Lazott stated the Local Government Center informed there was nothing in the statute, however by showing favoritism there could be a problem. Leonard Wilson stated the Company was not a sub-contractor. Selectman Lazott agreed but said the Town could be liable for placing the call. After some further discussion the Board agreed to table the matter until input from Town Counsel is received. Chairman Kelley stated Chief McGillen could bring more information on the matter to a future meeting if he desired.

Fire: Fire Chief Cartier thanked Selectman Duarte for his recent attendance at the Officers' Meeting. Fire Chief Cartier reported that the Tanker Truck was now fully in service. Fire Chief Cartier informed that the Mach 50 Tank 2 truck was now being stored at the Auburn Fire Station Complex thanks to Chief Phillips and that he checked with the liability insurance representative who verified that Auburn firemen would be able to drive it back to Town. Fire Chief Cartier announced two new Lieutenants, Kim Dome and Bob Martel. Fire Chief Cartier stated James Wilson was now the new Safety Officer. Fire Chief Cartier informed he recently completed a 40-hour Fire Inspector II Class. Fire Chief Cartier stated that the Fire Association had recently paid for the lettering on the new Tanker at \$1,600.00 and they had recently augmented a total of \$5,600.00. Fire Chief Cartier reported a 56% increase in calls from last year. Selectman Lazott asked if there was any time frame on a burner class for Building Inspector Hallock. Fire Chief Cartier stated not at this time but he could train him and allow him to do the inspections if he takes responsibility for him. Fire Chief Cartier stated it would be nice to get those inspections off his plate and give them to Building Inspector Hallock. Selectman Duarte commented on the level of training within the Fire Department and commended them on a fine job.

Building: Selectman Lazott reviewed the attached report stating Building Inspector Hallock is doing an outstanding job. Selectman Lazott read the attached letter of appreciation dated 03/15/07 from Michael Thompson of 564 Old Candia Road complimenting the Candia Building Department more specifically Building Inspector William Hallock and Administrative Assistant Andrea Hansen. Selectman Giffen commented that it was clearly an outstanding job on behalf of the Building Department and a great way to welcome someone new to Town.

Selectman Lazott to present a favorable annual review on Building Inspector William Hallock: Selectman Lazott reported that he had completed a favorable annual review (review date 02/03/07) on Building Inspector William Hallock and the overall review was above average. Selectman Lazott stated there would not be a merit increase at this time because all merit increases were frozen. Selectman Lazott further stated a COLA increase for the employee would be addressed when all other employees are addressed.

Solid Waste: Selectman Giffen reported that five bids were received and unfortunately a little higher than what was budgeted. Selectman Giffen stated at this point Stantec the Engineer Firm is working with the low bidder to get the numbers down. The Board then proceeded with a discussion on the Transfer Station and the Bond associated with it.

The Board to review paperwork from NH Municipal Bond Bank in regards to the Bond Bank spring sale: After learning that the bid came in higher than anticipated Director Emerson was asked to contact Town Counsel on the matter. Director Emerson stated Attorney Mayer informed that should the Board need to go back to Town Meeting for additional funds they would be looking at, at least a two month process if all went well. Director Emerson stated Spring Sale Bond Deadline was upon them and the Board would need to decide relatively quickly if they want to proceed with the Bond. The Board discussed with Director Emerson the tight deadlines. Director Emerson could not say if the Bond Bank would give them more time and offered to contact them to determine if the deadline to apply could be extended. The Board discussed whether or not to build the site with the funding already approved or to seek additional funds. The Board also discussed the possibility of the Engineer working with the low bidder to bring the construction costs down and that information would not be known at this time. Selectman Duarte thought the Town should make changes and cuts on the Transfer Station proposal in order to get the price down to work within the amount of money allotted. Selectmen Giffen and Lazott agreed. Selectman Lazott mentioned the Board was slightly under pressure because the Incinerator Permit was only good till April of 2008. Fire Chief Cartier offered to approach Department of Environmental Services (DES) on the possibility of getting an extension on the permit. SWC Chair McHugh and Fire Chief Cartier both thought DES would consider some type of permit extension. Chairman Kelley pointed out that the low bidder was willing to work with the Town. Selectman Giffen commented that there was a lot of site work because the site is rough and was concerned that the costs would go up if the Town were to wait too long. Selectman Giffen was reasonably confident that the Town would be able to building something effective that would get the job done with the funds remaining. Selectman Brennan was in favor of working with the low bidder since they are willing to work with the Town noting they are a very reputable firm. Road Agent Lewis questioned what the most expensive part of the project would be, the site work or the building. Road Agent Lewis felt the site work costs on the property would be huge. Selectman Brennan advised that Stantec would be meeting with Spain, the low bidder, in order to bring back final numbers by the 20th of April. Chairman Kelley advised he was told just today that \$200,000.00 could be knocked off. Selectman Lazott thought as a Town Building the Town would be exempt from some of the requirements which could save money. Charles Bowman asked if the Town would be able to withdraw from the application if there is a change. Director Emerson indicated the Board would need to proceed with some form of application because the Town had already expended some funds on the project. Selectman Brennan asked what the interest would be if the Town took out another BAN. Director Emerson stated between \$17,000 to \$18,000 and that the Town did not have enough budgeted to pay back another BAN. Selectmen Giffen, Duarte, and Lazott felt they should proceed with the Bond application indicating they should work within the allotted funds and make it happen. Selectman Brennan wanted more time and was worried about rushing into the Bond application without

further information from the low bidder. Selectman Brennan also wanted to know a firm "drop dead date" on the Bond application process. Director Emerson offered to contact the Bond Bank to see if more time could be given and to set up a Board meeting on Wednesday if necessary. Selectman Giffen motioned to proceed with the Bond application and authorized Chairman Kelley to sign the necessary paperwork. Seconded by Selectman Lazott. Chairman Kelley, Selectman Giffen, Selectman Lazott and Selectman Duarte in favor. Selectman Brennan opposed. Motion carried. The Board and SWC Chair McHugh agreed to have Fire Chief Cartier contact DES regarding a possible extension on the Incinerator permit.

Selectman Brennan to discuss other budget numbers in order for the Board to finalize the 2007 Budget: It was noted that the Board unanimously agreed at their last meeting to have Selectman Brennan find specific budget line numbers to remove or reduce in order to find \$22,340.00 within the budget for the purchase of a police cruiser. Selectman Brennan reviewed the attached sheet dated 04/02/07 containing the following deductions: \$2,200 from Town Officers wages by removing the assessing clerk but also adjusting overtime line for Director Emerson; \$5,000 Road Research; \$251 Town Report (savings); \$10,000 removal of Household Hazardous Waste Day; \$1,070 Software support (discount early payment); \$1,500 Emergency Management; \$800 PD health insurance savings due to the vacant position; \$240 Summer Rec. wages (adjustment in wages due to new hires); \$679 Road Agent Payrolls; and \$600 Application for spraying permit (have no money budgeted for spraying). Selectman Brennan advised these reductions and savings totaled \$22,340.00. Selectman Lazott motioned to transfer the funds from the specified lines as outlined by Selectman Brennan. Seconded by Selectman Duarte. All in favor. Motion carried. Selectman Brennan told Chief McGillen he would like the Department to look into a four wheel drive vehicle for the future. Chief McGillen thought it would be a useful vehicle to have and noted surrounding Communities have them as well. Fire Chief Cartier mentioned the State can buy four wheel drive vehicles off the State list for \$20,000. The Board and Chief McGillen were interested to find out more information on the State list.

COLA Discussion: Selectman Brennan noted that the Board had voted to utilize the Budget Committee's proposed numbers at their last meeting. Selectman Brennan stated the Budget Committee numbers contained a 3.2% COLA for employees and wanted to know if the Board wished to proceed with COLA. The Board agreed they were in favor of COLA. Selectman Brennan motioned to provide the employees with a 3.2% COLA effective January 1, 2007. Seconded by Selectman Giffen. All in favor. Motion carried.

Stipend Increases: Selectman Brennan advised that the Budget Committee lines had contained stipend increases recommended by the Committee as well. Selectman Brennan motioned to provide stipend increases as recommended by the Budget Committee for the Tax Collector, Town Clerk and Health & Welfare Director. Seconded by Selectman Giffen. All in favor. Motion carried.

The Board will consider Town Clerk Dupere's request regarding a proposed increase for Deputy Town Clerk: The Board reviewed the attached request dated April 4, 2007 from Town Clerk Dupere requesting an increase for Deputy Town Clerk Cheryl Bond. Selectman Brennan motioned to provide Deputy Town Clerk Cheryl Bond with a \$1.00 per hour increase, current rate \$12.00 per hour, new rate to be \$13.00 per hour, effective immediately. Seconded by Selectman Lazott. Selectman Giffen asked Selectman Brennan if the increase was covered within the budget. Selectman Brennan stated it was. Selectman Lazott informed he had received complaints from citizens and felt the Board should remind the Town Clerk that there are two windows and two computers. Selectman Lazott thought the Board should request that both windows be opened during the first and the last week of every month because complaints are regarding waiting too long. It was noted that the complaints were unrelated to Deputy Bond's performance. Chairman Kelley stated he had received recent customer service complaints regarding Town Clerk's office closures when they both go to schools. Chairman Kelley stated maybe one could go to the training and train the other upon return. It was noted that the Clerk was an elected official and the Board could not dictate the hours of operation. Selectman Lazott stated the only way the hours could be

dictated with the elected position was by a Citizen's petition and a Town Meeting vote. Charles Bowman of High Street commented that the Town Clerk receives a small stipend and was primarily compensated by fees. Charles Bowman wondered what the yearly fees were and asked the Board why the Clerk could not pay the Deputy out of her fees collected instead of at the expense of the taxpayers. Director Emerson informed the arrangement was set up as such many years ago. It was noted that the Deputy works for the Town Clerk and that the Board controls the budget and the structure of the building. Fire Chief Cartier stated he used E-Reg recently and did not like the fact that he could not use a credit card and had to use a canceled check. Director Emerson and Secretary Chabot informed that the Town was not set up for credit card payments and that the service would be an added expense to the taxpayers. Selectman Lazott mentioned that the Town was too small for a hired Clerk but it may be considered as the Town grows. The Board authorized Selectmen Lazott and Duarte to speak with the Town Clerk on recent customer service complaints.

The Board will consider signing Primex's Multi-Year Discount: Secretary Chabot presented the attached documents in regards to Primex's Multi-Year Discount Program. Secretary Chabot stated the program had been researched in the past and the end result was the Town will save money if the Board signs the paperwork. Selectman Giffen motioned to authorize Chairman Kelley to sign the Primex Multi-Year Program paperwork. Seconded by Selectman Brennan. All in favor. Motion carried.

Approval of Previous Minutes: Selectman Duarte requested the Public Meeting minutes of 03/29/07 to be amended as follows: page 3, line 25, after the word "on", remove the word "it", and insert the word "within" in place. Selectman Giffen motioned to approve the Public and Non-Public Meeting minutes of 03/26/07 as presented and the Public Meeting Minutes of 03/29/07 as amended by Selectman Duarte. Seconded by Selectman Brennan. Selectman Lazott abstained from voting on the 03/29/07 minutes as he was not present for the meeting. All in favor. Motion carried.

Other Business

Budget Committee Secretary: Selectman Brennan advised that Director Emerson and Vice-Chair Penfield had spoken with Charlene Harris for the position and all involved felt she would be a good fit for the Budget Committee. Selectman Brennan stated she was a contracted hire for the Conservation Commission and was working out quite well for them. It was noted that Charlene Harris would be responsible for assisting the Committee outside of the meetings by making copies for the folders, posting minutes, agendas and notices and as well as assisting with any spin off work coming from their meetings. It was also noted they would continue to have a recording secretary for their meeting who would forward information to Charlene. Selectman Brennan motioned to contract hire Charlene Harris as the Budget Committee Secretary at a rate of \$12.00 per hour. Seconded by Selectman Lazott. All in favor. Motion carried.

Announce Next Regularly Scheduled Meeting Date: The Board's next regularly scheduled meeting will be held on Monday, April 23, 2007 at 7:00 p.m. Selectman Giffen announced a Public Hearing scheduled for Thursday, April 19, 2007 at the Town Office for the purpose of discussing and establishing a Committee for the Town's website.

8:45 p.m. Selectman Brennan motioned to adjourn. Seconded by Selectman Brennan. All in favor. Motion carried.