

Approved
Candia Selectmen's Joint Public Meeting Minutes
Monday, May 21, 2007

7:05 p.m. Chairman Kelley opened the Public Meeting and immediately followed with the Pledge of Allegiance. Chairman Kelley explained the purpose of the meeting was to have a Joint Meeting "Round Table Discussion" with invited Town Boards, Departments and Committees. Chairman Kelley requested attendees keep each of their topics at 7-minutes or less due to time constraints. Chairman Kelley noted if information was received after the requested deadline it may not be addressed.

The Board will address the Boards, Departments and Committees' requested three topics in the order they were received.

Building Inspector (BI) William Hallock/Candia Building Department:

(1) Plan review for Subdivisions and Site Plans that are going before the Planning Board and/or the Zoning Board. It would be a good idea to include me in these pre-approval reviews to add my comments, especially in for Commercial and Industrial projects: BI Hallock informed he would like to be on the pre-approval review list: Planning Board Chair stated it would not be a problem if he wanted to come to the meetings however prior Building Inspectors did not want to. BI Hallock stated he was not interested in attending meetings he just wanted to be part of the initial review. Road Agent Lewis thought the BI should receive a set of plans right away when they come in. The Board and Planning Board Chair Girard agreed on the suggestion.

(2) A way to expedite the Fire Department final inspection and approval on residential projects for burners and fire sprinkler systems: BI Hallock informed he could do burner inspections in order to speed things along on the final inspection process: Chairman Kelley stated that has recently been discussed with Fire Chief Cartier in order to make that request happen. Selectman Duarte asked Fire Chief Cartier if he could train BI Hallock on it. Fire Chief Cartier said he could and that he would assume responsibility for him.

(3) I would like to get some guidance for construction and final approval for Site Plan Compliance on Commercial/Industrial projects, especially on landscaping requirements, drainage requirements, parking lot and driveway requirements, etc. Am I going to be responsible to assure compliance or is the Town Engineer going to review and approve these prior to occupancy: Selectman Lazott mentioned his desire in getting BI Hallock more involved in Commercial inspections. Selectman Lazott felt it would be a good idea saving money on Engineer fees noting thousands of dollars were being spent. Selectman Duarte thought it was a good idea as well. Road Agent Lewis cautioned the Board that they would need to make it very clear on what BI Hallock would be inspecting verses the Town's Engineer if they were to make changes noting there could be unusual inspections such as: landscaping and compaction test. BI Hallock stated there would be inspections he would not be capable of conducting like underground drainage and compaction tests. Selectman Duarte mentioned a recent Developer charged \$9,000.00 from Stantec and thought some fees were excessive mentioning a \$700.00 charge for writing a letter. Selectman Duarte thought a meeting with Stantec was in order. The Board agreed. Road Agent Lewis advised he thought the recent \$9,000.00 charge was low and that it was not a lot of money considering what they have to

inspect. Road Agent Lewis stated the Developer draws from an established escrow account for the inspections. Fire Chief Cartier informed that he and Building Inspector Hallock have been talking about a preconstruction checklist and commended BI Hallock for coming up with it.

Fire Chief (FC) Rudy Cartier/Candia Fire-Rescue Department:

(1) Requiring all developers to provide the Fire Department with a complete set of plans for any subdivisions and/or site plan reviews at least 30 days prior to any work sessions or hearings. Plans and specifications should be provided at the time of application. Also, the Fire Department Review Fee should also be paid at this time: FC Cartier felt the Fire Department needs to receive copies of plans 30-days before the Planning Board hearings. Planning Board Chair Girard stated it would be difficult because the Planning Board does not always receive them 30-days before. Chair Girard explained that they had 30-days by law to get them on the agenda. Selectman Duarte suggested having the Fire Chief present for the conceptual plan review process. Fire Chief Cartier liked the suggestion.

(2) Requiring a complete set of building plans for any commercial, industrial and multi-family residential construction be submitted to the Fire Department for review of State Fire Code and life safety code compliance. These plans should also be required and approved prior to a building permit being issued and should be provided at the time of building permit application: FC Cartier informed it would be helpful to review projects like Griffen Brook ahead of time in order to provide proper input at the Hearings. BI Hallock thought a meeting with the Planning Board would be helpful to discuss these types of requests.

(3) An "educational" program be developed with the Fire Department, Building Department and Road Agent for use in educating public officials, the general public, builders and developers as well as the townsfolk's on the federal, state and town regulations that we are charged with administering and enforcing: FC Cartier thought providing educational programs on code requirements for developers would be a positive step for the Community. Frank Albert/ZBA suggested offering handouts. FC Cartier informed he thought about that but the prior inspector thought the builders would not take time out to read it. Ingrid Byrd/ZBA suggested giving them paperwork and placing the information on the website. FC Cartier thought by holding an informational session a couple of times a year the Town would be proactive.

Conservation Commission (CC) Chair Ed Fowler:

(1) How can we work together to encourage development in the light industrial/commercial corridor along Rt. 27 while at the same time protecting the natural resources, particularly the riparian area along the North Branch of the Lamprey so that we don't degrade the water quality?: CC Chair Fowler wondered how they could all be on the same page in order to enforce buffers to protect the water quality. PB Chair Girard noted the Planning Board had worked with the CC by putting in a wider buffer. CC Chair Fowler felt the Zoning Board would need to be involved as well.

(2) What is the most effective way to get all the Boards informed about the various studies that have been done and maps that have been prepared to illustrate the important areas to protect in town? Would a presentation of these studies arranged by SNHPC be the way to go? CC Chair Fowler mentioned there were a large number of resources available that he felt the Board should know about such as: wildlife maps, Fish & Game maps, coastal water maps, etc. CC Chair Fowler suggested a display area for the maps. CC Chair Fowler informed they could get a representative from SNHPC to talk about the maps and how they work. FC Cartier suggested having someone from the CC attend the Planning Board Meetings. It was noted PB member Judi Lindsey was a CC member as well. Heritage Commission (HC) Chair Diane Philbrick liked the idea of a map display area noting the HC is interested in a Heritage map. CC Chair Fowler mentioned that the Water Park proposal was a model project in regards to the buffer consideration in protecting the Lamprey River.

(3) How can we be assured that substantive changes made to proposed plans are communicated to those who need to know before those altered plans are approved. Example: the changed plans of the Danais industrial development to not mitigate on site, but instead to pay money to DES to be used elsewhere: CC Chair Fowler asked how the Town could be assured that changes to plans are being communicated to the involved parties. A discussion took place regarding CC's concerns over recent correspondence involving the Danais/Exit 3 Proposal and mitigation funding in the amount of \$83,000.00 being placed into the Merrimack River watershed. Amanda Soares/PB alt. & ZBA alt. mentioned she talked with Laura Sumner recently on it and that she also had a call placed to a DES rep. in Portsmouth to find out more. Joe Miele/CC stated the CC did not know how the funding ended up going towards the Merrimack River watershed. The Commission's concern was the funding should go towards a watershed in Candia. FC Cartier as a DES employee stated DES looks at wetlands mitigation as not just a localized issue. FC Cartier informed that they do not have hearings but they notify the proper departments through the Town Clerk and are given the opportunity to provide input. Selectman Brennan asked Amanda Soares to let the Board know what she finds out from her Portsmouth contact. Dennis Lewis/CC felt the CC was not given the proper time to provide input. FC Cartier noted what was done was acceptable with the impact on the wetlands.

Heritage Commission (HC) Chair Diane Philbrick:

1. Update Monument Restoration: HC Chair Philbrick provided an update on the restoration of the Civil War Monument noting the work should be completed by the last week of June for the 4th of July. HC Chair Philbrick advised the woman hired for the restoration was very enthusiastic and would work with a woman from the Smithsonian. HC Chair Philbrick advised the workers would welcome people wanting to watch the restoration process and noted they would temporarily install scaffolding with fencing around it. HC Philbrick informed that the dedication ceremony would probably be on Veteran's Day.

2. Update Heritage Mapping: As previously noted the HC is currently working on Heritage mapping and also would be in favor of a mapping display area within the Town Office. Jon Godfrey/HC mentioned the Pond Project and was concerned about getting the project completed before yearend in relation to the funding requirements. Jon Godfrey stated he was curious why the Board wanted Mr. Thyng involved because they had Selectman Brennan as the BOS rep. Selectman Brennan advised that Mr. Thyng had offered to help because he wanted to get it finished and that the Board was in favor of the offer as he was most familiar with the project. Selectman Brennan stated he stepped in to get involved as well to move the project along.

Selectman Brennan asked Jon Godfrey if Mr. Thyng had contacted him recently. Jon Godfrey said he had not been contacted. Selectman Brennan advised Jon Godfrey he would speak with him tomorrow if he does not hear from Mr. Thyng.

3. Establishment of Architectural Standards for commercial development: HC Chair Philbrick handed out the attached draft Town of Candia/Commercial and Industrial Architectural Design Standards noting the HC has concerns for the standards. HC Chair Philbrick explained the HC determined the "Standards" document would give the Planning Board the freedom to adapt whereas a "Guidelines" document would be more specific with less flexibility. Chairman Kelley stated the information was a lot to look at in one evening and suggested that the HC set up a meeting with the PB to discuss the matter further. Selectman Lazott mentioned that the "Standards" promote wood products and that the Country is now trying to conserve wood products. It was noted there are products available that give a wood product look and those would be acceptable. Selectman Brennan clarified that the proposal would offer guidelines. HC Chair Philbrick stated it would set the standards that are expected.

FC Cartier mentioned he would like to see a Town ordinance for parking noting without one the Police Department is unable to address parking violators that park next to a fire hydrant. Selectman Brennan mentioned the Police Department is able to enforce the violations through the State Motor Vehicle Laws. FC Cartier mentioned with a Town Ordinance the money would go straight to the Town. Chairman Kelley thought the Board could consider something in the future. Secretary Chabot noted legal requirements such as a Public Hearings in order to address ordinances.

Planning Board (PB) Chair Mary Girard:

May 31st Meeting Updating Regulations: PB Chair Girard invited everyone to an upcoming meeting scheduled for 05/31/07 for the purpose of updating regulations.

Class VI Road Policy: BOS PB Rep. Duarte stated he was working on the Class VI Road file in which a policy needs to be addressed because Counsel suggests the Town has one. Selectman Duarte stated problems are happening on Class VI Roads and other Towns and the Town needs to heed the warning of Counsel. Selectman Duarte and PB Chair Girard mentioned that former Selectman Sieminiski had done considerable work in the past and it appears that Durham's policy was favored at the time. FC Chief Cartier felt there should be some type of moratorium on Class VI Roads expressing concerns over taking a \$225,000.00 fire truck down Roads such as Baker and Donovan Roads. It was agreed that a subcommittee would be established consisting of PB Chair Girard, Selectman Duarte, Road Agent Lewis and FC Cartier.

Deeds to new Roads in Town: Chairman Kelley mentioned the Planning Board needs to get deeds to new Roads in Town through their Hearing process. Road Agent Lewis stated he did not realize until last year that they (PB) were not receiving deeds. PB Chair Girard advised she had a memo from Director Emerson on it as well and that the PB would address it.

Highway Department/Road Agent Dennis Lewis

Road Agent Lewis informed his item Class VI Road discussion had already taken place.

1) Road Agent Lewis suggested having Stantec hold a plan review workshop for the Town Officials. Road Agent Lewis thought the workshop would be helpful in educating officials on the little things in plan reading that are not common knowledge. After some discussion the attendees agreed the workshop would be helpful if held at no charge by Stantec. Selectman Brennan agreed it would be at no charge and offered to contact Rene LaBranche at Stantec to set something up.

Map Display Discussion Continued: Selectman Brennan asked attendees to email their map display requests to him and informed he would research the costs associated with the suggestions.

PB member Judi Lindsey's closing input: Judi Lindsey thanked the Board of Selectmen for holding the joint meeting and thought the group should consider a follow up joint meeting in September or October. The Selectmen agreed to hold a follow up joint meeting some time in September.

8:20 p.m. Chairman Kelley thanked everyone for taking part of the joint meeting. Chairman Kelley closed the joint meeting and held a 5-minute recess before the Board's continued Public Meeting.

Other Business for the Selectmen to Address

The Board to review and consider signing Bond loan paperwork in regards to the future Transfer Station: The Board reviewed the Bond loan application paperwork. It was noted that the paperwork was sent as a result of the Board's majority (4 in favor, Selectman Brennan opposed) vote held on 05/14/07 to proceed with the Bond. Selectman Duarte motioned to authorize Chairman Kelley to sign on behalf of the Board to authorize the bond and approve loan agreement between NH Municipal Bond Bank and Town of Candia in the amount of 1.5 million for the purpose of land acquisition, engineering and design, permitting, construction and equipping of a solid waste transfer and recycling station. Seconded by Selectman Lazott. Selectman Brennan abstained due to his prior opposed vote. Chairman Kelley, Selectman Lazott and Selectman Duarte in favor. Motion carried.

The Board to review and sign the Highway Safety Project Application paperwork: The Board reviewed the paperwork in regards to the 2007 Highway Safety Project Application paperwork. Selectman Lazott noted it was the standard annual paperwork in regards to the grant. Secretary Chabot noted the amount changes and this year's proposed amount was \$3,967.50. Selectman Duarte motioned to authorize Chairman Kelley to sign the 2007 Highway Safety Grant Application paperwork on behalf of the Board. Seconded by Selectman Lazott. All in favor. Motion carried.

The Board to discuss item tabled at the 5/14/07 meeting regarding quotes for electrical worked associated with the generator: Selectman Brennan informed he had not received the proposal from Deslongchamps Electric as of yet due to a delay on one remaining item. Selectman Brennan requested holding off on a decision. Selectman Brennan advised by obtaining another quote he wanted to give the Board a better scope of the work that needs to be done. Chairman Kelley and Selectman Lazott explained that the employee from Ewing had spent a great deal of time going over the work involved with their proposal. Selectman Lazott informed he was in favor of utilizing Ewing because the Company works with the Company that

now services the Town's generator. Chairman Kelley noted Ewing would provide printouts on the generator functions at no cost to the Town. Selectman Duarte motioned to enter into a contract with Ewing Electric Co. for miscellaneous electrical work in the amount of \$695.00 based upon their quote dated April 30, 2007. Seconded by Selectman Lazott. Selectman Brennan stated he was not trying to give Deslongchamps work but was trying to obtain another quote in order to educate the Board on the scope of work that needs to be done. Selectman Brennan thought Deslongchamps quote would come in higher but wanted to be able to compare the quotes. Selectman Brennan mentioned he did not see the scope of work listed on Ewing's quote. Selectman Lazott advised he agreed to do everything that was pointed out when he and Chairman Kelley met with the Ewing employee. Chairman Kelley mentioned Ewing's favorable Company reputation. Selectman Brennan agreed on the reputation of the Company. Chairman Kelley called for a vote on Selectman Duarte's prior motion to proceed with Ewing Electric. Chairman Kelley, Selectman Lazott and Selectman Duarte in favor. Selectman Brennan opposed. Motion carried.

Night Light Installation by the Front Entranceway: Chairman Kelley informed he and Building Inspector Hallock contacted electrician Ken Rousseau about the night light installation. Chairman Kelley advised after obtaining the \$88.00 amount, he authorized Ken Rousseau to proceed with the electrical work. Selectman Lazott motioned to authorize the \$88.00 payment to Ken Rousseau for the electrical work in order to connect the front light to the existing nightlight system in the Town Office Hallway. Seconded by Selectman Duarte. All in favor. Motion carried.

Any Other Business

Tax Collector Sanders concerns regarding the lien process and title searches: Tax Collector Sanders advised her upcoming lien date would be Thursday, May 31, 2007 and noted there were currently 60 taxpayers on the list. Tax Collector Sanders informed she was proposing to do the title searches to make sure they are done properly. Tax Collector Sanders further informed she was allowed as Tax Collector to do the searches per RSA. Tax Collector Sanders stated Director Emerson had researched the errors and omissions associated with her conducting the searches to see if she would be covered and it was found out that she would be covered as part of the bonding. Tax Collector Sanders advised she would conduct the searches in line with the budgeted amount. Tax Collector referenced her recent memo regarding a mortgage that was missed recently by Goulet also mentioned the Company Atlas which would also conduct searches at \$13.00 per search. Tax Collector Sanders felt the searches would not be quality at \$13.00 per search. Chairman Kelley questioned if other Towns used Goulet. Tax Collector Sanders said they were but noted some Towns using them were looking for someone else. Tax Collector Sanders stated she would go over budget if there were more than 53 searches that need to be done. Chairman Kelley felt the Board would be able to locate the funding (approx. \$100.00) if needed. Selectman Lazott motioned to hire Atlas at \$13.00 per search for the necessary title searches for the Tax Department. Seconded by Selectman Duarte. Tax Collector Sanders stated she would be covered by the Town's policy if she did the searches. Selectman Lazott stated he liked the idea of an outside Company to fall back on if something is missed. Tax Collector Sanders stated Goulet messed it up last year. Selectman Duarte stated the Town should go with Atlas to give them a chance. Selectman Brennan asked Tax Collector Sanders if she had doubts about Atlas. Tax Collector Sanders stated she did not trust them and only trusted herself in getting the searches done properly. Chairman Kelley asked if Atlas had any references. Tax Collector Sanders informed they have been used by Rochester. Chairman

Kelley felt Rochester would not be using Atlas if they were not a good Company. Chairman Kelley stated the Town should give Atlas a shot and give Tax Collector Sanders a break. Chairman Kelley called for a vote on the prior motion to hire Atlas: Chairman Kelley, Selectmen Brennan, Lazott and Duarte all in favor. Motion carried. It was noted by hiring Atlas it would give Tax Collector Sanders a break. Tax Collector Sanders advised she wanted to do the searches. Chairman Kelley reiterated give Atlas a chance and informed the Board would address the matter in the future if they do not perform as expected.

Selectman Lazott to donate a Skateboard for the upcoming Skateboard Event: Selectman Lazott informed he would donate a brand new skateboard for the Skate Park fundraising on behalf of the Board of Selectmen.

Upcoming Memorial Service and possible re-dedication ceremony: Selectman Lazott asked Secretary Chabot to contact Joe Silveira of the Candia Post 91 American Legion to see if they would be willing to hold a rededication ceremony on the Vietnam Veteran's plaque in memory of Frank Indyk and Richard Johnston at the Town Office Building after their memorial service on 05/28/07.

Future Transfer Station Discussion: It was noted that the Board and the Solid Waste Committee would be obtaining more information from site work contractors Maine Drilling & Blasting and Blastech to get more information on the Deer Run Road site. The Board unanimously agreed on spending \$500.00 for the purpose of value engineering in regards to the Deer Run Road property.

9:10 p.m. Chairman Kelley motioned to adjourn. Seconded by Selectman Lazott. All in favor. Motion carried.