

**Approved**  
**Candia Selectmen's Public Meeting Minutes**  
**Monday, September 10, 2007**

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

**7:03 p.m.** Chairman Kelley called the Public Meeting to order and immediately followed with the Pledge of Allegiance.

**Possible Towing Discussion:** Chief McGillen presented the attached draft towing policy. Chief McGillen stated if okay with the Board he would mail the form and policy out to any potential vendors. Chief McGillen stated the Town currently used Avalanche as a primary with Grant Towing as a back up. Chief McGillen stated that he and Selectman Lazott discussed utilizing both mentioned Companies as the two Companies in accordance with the policy. Selectman Lazott did not think there would be any problems with having either Company attend the Fire Department extrication classes. Chief McGillen stated he had not determined the length of the time on the rotation and wanted to be careful when deciding as the Rockingham County dispatch center would not be maintaining a log the responsibility of the officers. Selectman Lazott asked Chief McGillen if they should consider a call back time requirement. Chief McGillen did not think it would be necessary. Selectman Brennan expressed concerns over choosing the two Companies without giving other interested parties the opportunity. James Wilson/Avalanche Towing thought in fairness to everyone all interested parties should be notified. After some discussion the Board determined that Chief McGillen would send out the policy and information to the four parties that had expressed an interest. The Board advised that Chief McGillen would be responsible for selecting the two Towing Companies in accordance with the Towing Regulations. The Board noted that if Candia Police Department becomes dissatisfied with a Company on the rotation, the Police Chief can make the decision to remove and place a new Company on the list. The Board, Chief McGillen, Len Wilson & James Wilson/Avalanche Towing and Jodi Grant/Grant Towing reviewed and discussed the draft towing regulations. Selectman Lazott motioned to add the following to the towing regulations: Approved Companies are to be within a (1) Town radius. Seconded by Selectman Giffen. All in favor. Motion carried. Selectman Giffen motioned to add the following within the towing policy: "All requirements within the regulations are subject to inspection by the Police Chief, this includes but is not limited to inspection of all impound areas." Seconded by Selectman Lazott. All in favor. Motion carried. Selectman Giffen moved to accept the "Candia Police Department Towing Regulations" as amended. Seconded by Selectman Lazott all in favor. Motion carried. The Board directed Chief McGillen to incorporate the amendments to the regulations for their final review via the sign folder.

**Bill Stergios Candia's SNHPC Rep to update the Board and the Road Agent on new information from the State on the Town's request for the redesign of two intersections:** Candia's SNHPC Rep Bill Stergios informed the Board that he was recently advised by SNHPC Rep Tim White who met with Nancy Mayville of DOT that the Town's intersections redesign request is being considered for a Municipally Managed State Aid project most likely for 2009. Bill Stergios explained it would be a project that the Road Agent would oversee and further that 2/3<sup>rd</sup> of the overall funding would come from the State of New Hampshire and 1/3<sup>rd</sup> would come from the Town. Bill Stergios mentioned there would be a need for a taking of land for the

intersection redesign at Main Street and Old Candia Road. Selectman Brennan questioned if the State would design and the Town would be responsible for carrying out the design. Bill Stergios advised the Town would be required to hire a Planner and an Engineer for the official design. Bill Stergios advised the design would be turned over to the State for their review and further advised the costs for the Engineer/Planner would be partially reimbursed. Road Agent Lewis noted the Town would be required to do things different from the way he currently works the department meaning the job would have to go out to bid. Bill Stergios stated he and Tim White wanted to turn the information over to the Board so that the Town could work with Nancy Mayville at Department of Transportation directly. Bill Stergios presented the Board with the attached documents for their review and consideration: "New Hampshire Department of Transportation Process for Municipally-Managed State Highway Aid Program Projects", "Application for State Highway Aid Construction or Reconstruction of Class I, II and III Highways" and contact information for Nancy Mayville at DOT.

### **Departmental Reports**

**Highway:** Road Agent Lewis presented the attached report. Road Agent Lewis informed he heard there may be a petition proposed to lower the speed limit on South Road now that it has been repaved. Chief McGillen advised they were seeing speeding in the area and are now making their presence known in the area. A problem with golf carts crossing South Road by the Golf Course was mentioned. Selectman Lazott mentioned the shrubs were obstructing the vision within that area. Road Agent Lewis thought the Golf Course should be responsible for signage and hedge trimming as their business is causing the problem. Chief McGillen stated the Golf Course is willing to work with the Town.

**Selectman Giffen to discuss recent info from Counsel on the Cable Contract and consider a 90-day contract extension:** It was noted that Bryan Christianson of Comcast prepared the attached 90-day contract extension for the Board's consideration. The Board noted they had just received Counsel's input on the contract and input on Ron Thomas's suggestions. The Board advised they would review Counsel's input and instructed the Office Staff to send the information to Bryan Christianson for his review as well. The Board determined they would meet with Bryan Christianson once all parties have had time to digest Counsel's input. The Board thanked Ron Thomas for his thoroughness in the Comcast contract negotiation process and noted his input was extremely helpful. Ron Thomas stated he was happy to help out and advised the Board to let him know if they needed anything else from him.

**Police:** Chief McGillen reviewed the attached report. Chief McGillen briefed on the state funded 101 patrols and the OHRV patrols.

**Chief McGillen to present info on the upcoming Reach the Beach Relay event:** Chief McGillen presented the Board with information on the annual event to be held on 09/16/07. Chief McGillen advised a certificate of insurance was provided naming the Town of Candia as a certificate holder. Chief McGillen stated he was not anticipating any problems during the event. The Board was okay with allowing the annual event to pass through Candia.

**Fire:** Fire Chief Rudy Cartier presented the attached report. Fire Chief Cartier advised he hoped to have recommendations for the Board at their next meeting for the hire two new members. Fire Chief Cartier advised the Department would be conducting a training burn on a house located on

South Road and invited members of the Board to attend. Secretary Chabot asked if he planned on sending notification letters to the abutters. Fire Chief Cartier stated he did and would have Administrative Assistant Ducharme contact the office for the addresses of homes within the area.

**Americorps Discussion:** Secretary Chabot apologized as the requested item was missed when she formulated the agenda. Fire Chief Cartier introduced Capt. Bob Pragoff from the Fire Academy and noted he was the Americorps point of contact in New Hampshire. Capt. Bob Pragoff explained the history of the program and how the Americorps program worked for fire departments noting it helps address issues with retention and staffing. Capt. Pragoff advised it was a federal grant program that has been in New Hampshire for two years. Capt. Bob Pragoff informed the Americorps program gives departments the opportunity to work on fire education and fire safety programs that may fall by the wayside. Capt. Pragoff explained the program was an 11 month program that provides a person with a stipend of \$17,800 and that the municipality would be responsible for \$6,300 after a State of New Hampshire grant of \$2,000.00 is deducted from the \$8,300.00 municipal cost. It was noted that Candia applied for the program in 2007 which starts in October of each year. Capt. Pragoff stated six Americorps individuals are currently placed in New Hampshire (Pelham, Amherst and Milford). Capt. Pragoff and Fire Chief Cartier advised the person placed in the program could be a current member of the department which could be extremely useful to work on programs for the department and could actually be a daytime responder to calls as well. Selectman Lazott stated he was concerned that it would start out at a \$6,300 cost for the first year and then be proposed as a paid position the next year. Capt. Pragoff stated the program was not designed to do that and the position could be a volunteer or someone who is not a member of the fire department. Capt. Pragoff stated it did not work like some of the police department grants where the 1<sup>st</sup> 3-years of salaries are paid and then the Town has to decide if they want to provide funding to continue. After some discussion, Fire Chief Cartier stated he did not use some of the funding within his Administrative Assistant line however his recommendation would be not to do the program for 2007 as his budget was in trouble due to unanticipated, unavoidable expenses. Fire Chief Cartier stated he would recommend a warrant article for 2008 for a full year of the program. It was determined that Fire Chief Cartier would prepare a warrant article for the Board's review. Fire Chief Cartier explained to Selectman Lazott that the program would be much like having an intern and would give the department to get caught up on many programs, such as, working with the Health & Welfare Director on preplanning for the at risk community. Selectman Lazott stated as a citizen he did not have a problem with the program as long as it was identified up front as an 11-month program.

**Building:** Selectman Lazott reviewed the attached report noting the building trend was down approx. 1/3<sup>rd</sup> indicating the building trade was currently in a slump.

**Solid Waste:** Selectman Giffen advised he did not have the latest numbers available to him however due to the efforts of employees and citizens the Town has collected almost \$12,000.00 in recycling revenue this year.

**Selectman Giffen to report on favorable review for employee Joe Lamarche:** Selectman Giffen reported a quite favorable review was completed on Recycling Center Attendant Joe Lamarche and that due to budget constraints no additional merit would be given.

**Selectman Brennan to discuss the information relative to the future Transfer Station:** Selectman Brennan and SWC Chairman McHugh provided an update on the future Transfer

Station. SWC Chair McHugh advised since the SWC's recommendation of Severino on 08/27/07 they have met with Severino twice and they have come to an agreement for the site work and the construction of the building in the amount of \$1,028,300.00. SWC Chair McHugh mentioned the large costs savings of \$100,000.00 to the Town as a result of Severino's suggestion to make a crossing change and obtain an easement from the abutter. SWC Chair McHugh informed that Severino did obtain the signed easement for the Town. SWC Chair McHugh noted the numbers were close but after coming up with reductions they were able to come in with a workable figure. Selectman Giffen reviewed the attached sheet containing \$261,700 of items removed, they are as follows: Rework of road via easement-\$100,000, Lights (donated to the Town)-\$6,000.00, Tapered posts in lieu of straight columns-\$5,000, Concrete silo blocks-\$22,700, Topcoat of pavement-\$15,000, Balance site-\$50,000, and 30,000 gal. Cistern (possibly installed later)-\$63,000. SWC Chair McHugh mentioned in the recalculations \$51,200 for the swap shop was removed. He was aware that this was a big part of the Community and the Committee is looking into other alternatives. SWC Chair McHugh said they are looking into moving the current swap shop building and also looked at purchasing (2) 12 X 20 shed type buildings one for book items and the other for all other items. It was also noted that the canopy proposal from the original design was removed. SWC Chair McHugh advised the largest expense removed was the \$63,000 for the cistern and it was not their intention to eliminate it all together. SWC Chair McHugh stated the SWC intended on creating warrant articles to cover all the items removed. Selectman Duarte mentioned if they would need a warrant article to close up the current site. SWC Chair McHugh stated the site was already a closed capped landfill that should be leveled off with loam and grass seed. SWC Chair McHugh advised that the asbestos gaskets were already removed on the incinerator, the bricks could be removed in the same manner as the ash and that the stack & the incinerator would need to be removed. SWC Chair McHugh said the building could be utilized for another operation. Chair Kelley suggested the Committee look into portable classrooms for the swap shop noting Hooksett may have a few available. Selectman Brennan asked if the Board was okay with sending the draft contract between the Town and Severino to Counsel for his review. The Board agreed to send it to Counsel. Selectman Duarte thanked Ron Severino. Selectman Brennan asked Ron Severino how soon he wanted the contract in hand. Ron Severino stated as soon as possible because at this point they were pushing construction into December. Fire incinerator planned on requesting these items from the Town in the form of warrant articles. Fire Chief Cartier expressed his concerns over the Committee not working with him prior to removing the cistern. Fire Chief Cartier stated the sprinkler was already removed from the building and 30,000 gallons only gets the fire department a short amount of time. Fire Chief Cartier stated he was aware that the Town was exempt from its own rules but was concerned that the Town would be setting precedence for the Fire Department and the Planning Board. Fire Chief Cartier stated the requirements were there to perhaps save a life or a building during an emergency. SWC Chair McHugh said the Committee wants it but had to remove it for now in order to proceed. Fire Chief Cartier stated he original proposed that they have a sprinkler in the building and a 60,000 galloon cistern and now they will have nothing. It was mentioned that the two other cisterns on Deer Run Road could be used. Fire Chief Cartier questioned if the 3,000 burn pile cistern was still in the plan. Ron Severino commented that they tried everything to make the numbers work but the next thing to go would have been the building.

SWC Chair McHugh asked the Board to consider signing a letter of intent with Severino in order for him to proceed with test pits on the site. It was noted that the letter of intent would be made available at the office for the Board's review. Selectman Giffen motioned to have Chair Kelley

sign the letter of intent on behalf of the Board once prepared. Seconded by Selectman Lazott. All in favor. Motion carried.

### **The Board to continue the budget meeting**

**Zoning Board:** The Board discussed the proposed budget with ZBA Chair Boyd Chivers. After some discussion the following was determined: under Conference & Seminars/add \$200.00 as it would reflect \$40.00 per person for a SNHPC conference.

**Police Department:** Chief McGillen presented the attached budget. The Board removed the cats & kennel line under the Animal control budget. The Board and the Police Chief discussed the full-time positions. Chief McGillen advised there were 7 full-time officer positions and that one was vacant after former Officer Beale left. Chief McGillen told the Board he was actively looking to fill the position however he was having trouble as are other area departments in locating qualified candidates. Selectman Lazott asked about the ammunition line. Chief McGillen stated they conduct firearm training in the fall and would expend the funds soon. Chairman Kelley asked if Chief McGillen budgeted enough under the tires line. Chief McGillen felt the line was okay. Chief McGillen was asked to provide a breakdown on the costs for the maintenance line. Chief McGillen discussed a recording camera for the booking area. The Board directed him to obtain pricing for the request. The Board discussed the possibility of requesting a SUV for the department as discussed at prior meetings. The Board liked the idea of having a SUV available during inclement weather. Chief McGillen suggested requesting the item in the form of a warrant article. After some discussion the Board requested that Chief McGillen look into pricing.

Director Emerson cautioned that the Health Insurance lines were not appearing in the budget as the rates were not available. Director Emerson said if there was an increase from the current provider the Town would shop around as done in the past.

**Old Library:** The Board reviewed the attached calculation on the old library building expenses and agreed to budget \$3,000.

**Warrant Articles:** Due by noon on 10/22/07 for review by the Board that evening.

**Meeting schedule in November and December:** The Board will meet on the 1<sup>st</sup> and 3<sup>rd</sup> Monday during the months of November and December.

**Selectman Brennan to discuss the signing of the Candia/Deerfield Perambulation Agreement:** Selectman Brennan presented the attached document for the Board's review. Based upon the fact the document was agreed upon by both Towns the Board agreed to sign the agreement.

**The Board to discuss SNHPC's request for a ½ hour presentation on an Energy Challenge:** Secretary Chabot advised that SNHPC Director David Preece and a Representative from the EPA wanted to give the Town (Board of Selectmen, School Board and the Budget Committee) a ½ hour presentation on an Energy Challenge Program. The Board expressed concerns over lack of time with budgets and upcoming projects. The Board appreciated the offer but felt at this time they were out straight with pending matters. It was determined that Selectman Brennan would

contact Director Preece to advise him that the Board would prefer the presentation next year prior to the budget process.

**The Board to discuss letters of interest received in regards to a Brownfields Advisory Committee:** Secretary Chabot stated no letters of interest had been received and that at this time Fire Chief Cartier was the only representation on the Advisory Committee.

**The Board to set policy on only allowing service canines in the Town Office Building:** Selectman Lazott motioned to institute the following policy: "No animals allowed in the Town Office Building with the exception of service animals while in the performance of their duties or while in training." Seconded by Chairman Kelley. All in favor. Motion carried.

**Approval of Previous Minutes:** The Board agreed to deferred the following minutes until the 09/24/07 meeting: Public Minutes and Non-Public Meeting Minutes of 08/27/07.

**Any Other Business**

**Relocating the Tax Office:** Selectman Giffen motioned as discussed at prior Public Meetings to authorize Chairman Kelley to accomplish the relocating of the Tax Office within the Town Office Building for an amount not to exceed \$1,500.00. Seconded by Selectman Lazott. All in favor with the exception of Chairman Kelley as he was part of the motion, he abstained. The attached list containing breakdown on the move was discussed.

**Announce Next Regularly Scheduled Meeting Date:** Monday, September 24, 2007 at 7:00 p.m.

**9:40 p.m.** Selectman Giffen motioned at the request of Welfare Director Hall and in accordance with RSA 91-A:3 II (c) to enter into a Non-Public Meeting. Seconded by Chairman Kelley. Roll call vote conducted and all in favor. Motion carried.