

**Approved  
Candia Selectmen's Public Meeting  
Monday, December 10, 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.

**7:10 p.m.** Chairman Kelley called the Public Meeting to order and immediately followed with the Pledge of Allegiance.

**The Board to discuss letters of interest for the vacant Trustees of the Trust fund position:** Secretary Chabot noted the position was posted and there was only one interested party that responded. The Board reviewed the attached letter of interest from Roland Girard for the vacant Trustee position and also reviewed the recommendation of Roland Girard for the Trustee position from the Trustees of the Trust Funds. Based on the recommendation from the Trustees, Selectman Giffen motioned to appoint Roland Girard as a Trustee of the Trust Funds with a term to expire on March of 2009. Seconded by Chairman Kelley. All in favor. Motion carried.

**The Board to consider Chief McGillen's recommendation memorandum for a possible new hire of Kevin Mahoney for the vacant full-time Police Officer position:** The Board reviewed the attached memorandum from Chief McGillen dated 12/10/07 recommending the Board hire Kevin Mahoney as a Full-time Police Officer (for the vacant position of Former Officer Beaule). Chief McGillen introduce Kevin Mahoney to the Board and Attendees noting he has worked for Rockingham County Sheriff's Department for the past 8 ½ years but was reduced to part-time hours after Londonderry received the Airport Security contract. Chief McGillen stated Mr. Mahoney currently lives in Atkinson, is family oriented and holds a Criminal Justice Degree from Northeastern University. Chief McGillen stated he was proposing a conditional hire pending successful completion of psychological testing and physical agility requirements. Selectman Lazott stated he spoke with the Chief and the Sergeant on the potential hire and all parties feel Mr. Mahoney is a good fit for the Community. Selectman Lazott motioned to hire Kevin Mahoney as a full-time Police Officer with a starting hourly rate of \$18.16, official hire date to be 12/17/07, hire conditioned upon favorable results on the required tests. Seconded by Chairman Kelley. All in favor. Motion carried.

**The Board to consider the appointment request of Fire Chief Cartier for the appointments of new members Anthony Auciello and Joshua Danley:** Fire Chief Rudy Cartier introduced Anthony Auciello and Joshua Danley as two tentative members for the department noting both are from Manchester and have been talked to about the commitment. The Board reviewed the attached memorandums recommending both appointments. Selectman Giffen motioned to accept the recommendations and to appoint Anthony Auciello and Joshua Danley to the Candia Fire-Rescue Department as EMS Providers effective 12/10/07. Seconded by Selectman Duarte with discussion. Selectman Lazott asked if there was a Probationary period. Fire Chief Cartier stated there was as the department evaluates continuously. Chairman Kelley informed he was aware of the duty call sheets. Fire Chief Cartier stated the appointments were set up as individuals serve at the discretion of the Board and the Chief could make recommendation to

terminate appointments if there was a need. Fire Chief Cartier noted job descriptions are used to determine progress and to ensure meeting the standards.

**The Board to authorize the signing of the new proposal from Stantec on Ground Water monitoring review:** The Board noted the previously discussed proposal from Stantec had been revised and reduced to \$475.00 (November 20, 2007 proposal attached). The Board determined they were okay with the reduced proposal. Chairman Kelley motioned to authorize Selectman Giffen to sign the Stantec's Proposal of \$475.00 for Professional Services for Groundwater Management for the Candia Landfill. Seconded by Selectman Lazott. All in favor. Motion carried.

**Selectman Brennan to discuss a Pond Park Expenditure:** Selectman Brennan wanted the Board to be aware of a situation in which Heritage Commission member Jon Godfrey had made a promise to pay Contractor Rick Champagne \$1,008.00 for his work involving the Pond project. It was noted that prior Heritage Commission Selectmen's Rep. Thyng was unaware of the promise as well as current Rep. Selectman Brennan. Selectman Brennan felt Rick Champagne did a lot of work and felt the Town should honor the commitment made by Jon Godfrey. Selectman Lazott suggested contacting Jon Godfrey to inform him he does not have authority to make decisions unless it is addressed by the Board first. Selectman Brennan stated he had already delivered the message verbally. The Board agreed to reinforce and follow up to the verbal conversation with written correspondence to Mr. Godfrey. Selectman Brennan noted the amount of work put in by Rick Champagne was worth more than \$1,008.00. Selectman Brennan motioned to pay \$1,008.00 to Rick Champagne to honor the contract made between him and former Heritage Commission Chair Jon Godfrey for his help with the construction of the gazebo. Seconded by Selectman Giffen. All in favor. Motion carried.

**Selectman Duarte to give an update on progress of Exit 3 Committee:** Selectman Duarte advised the RFP had been finalized after review and changes were made by Counsel. Selectman Duarte stated the Exit 3 Committee had sent RFP to the major Grocery Chains to include: Shaws, Demoulas, Hannaford and Associated Grocers. Selectman Duarte reported a call from Demoulas had been recently received verifying receipt of the RFP. Selectman Duarte stated the Committee also sent out RFPs to a few interested parties: Central Properties, Robert Dawley and Appledore Engineers. Selectman Giffen noted a job well done by the Exit 3 Committee and hoped they would locate a qualified group to bring the project through. Selectman Brennan advised he had asked Chairman Kelley that an update on the project be an agenda item in order to keep everyone in the loop. Selectman Brennan asked if all the RFPs went out at the same time. Selectman Duarte advised the five major chains were sent out first, then the others went out two weeks later. Selectman Brennan noted someone may respond that they did not have enough time. Selectman Duarte further noted that four requests for RFPs came into the office in which they were provided with the document.

**Police Department Request:** The Board reviewed the attached memo dated 12/10/07 from Chief McGillen requesting the expenditure of \$5,250.00 to add imaging capabilities to the current computer software. Chief McGillen noted the importance of having the imaging capabilities and also noted they often have to rely on other Agencies such as Raymond to assist with photo line ups. Selectman Lazott stated they currently have to borrow someone else's

equipment in order to do their job. Chief McGillen stated they have funds within the full-time officer line to cover the expense because of the delay in locating a qualified candidate. Chief McGillen felt he would be able to locate \$750.00 somewhere in the 2008 budget for the yearly maintenance fee. Selectman Lazott motioned to approve Chief McGillen's expenditure request of \$5,250.00 out of the Police Department budget for imaging software to upgrade the computer system. Seconded by Selectman Duarte. All in favor. Motion carried.

### **The Board to discuss Fire Department matters**

**To consider approving job description for Safety Officer:** It was noted that the Board had reviewed and signed the attached Safety Officer Job description when it was in the Selectmen's sign folder. Selectman Duarte motioned to approve the Safety Officer job description. Seconded by Selectman Giffen. All in favor. Motion carried.

**Discuss possible disposal of the Fire Department Suburban:** The Board with Fire Chief Cartier discussed the need to dispose of the Fire Department Suburban, which was donated. Selectman Giffen noted at one point a used transmission was obtained at Car World for it. Selectman Lazott thought the State Auction would be a good place to try to dispose of it. Selectman Kelley felt the value would be close to junk vehicle value. Fire Chief Cartier stated the vehicle barely ran. Fire Chief Cartier mentioned there was an interested party. James Wilson gave input on the vehicle and the interested party. After some discussion, Selectman Giffen motioned to empower Fire Chief Cartier to dispose of the Suburban for an amount greater than the current scrap value of \$150.00 for drive in vehicles to Car World. Seconded by Selectman Duarte. The Board members discussed advertising the vehicle at the two public posting areas and the website. Chairman Kelley directed Jim Wilson to check with the interested party. The Board instructed Director Emerson to work with the Fire Chief on ad with a close date of 1/14/08 at 3:00 p.m.

**Discuss the recent resignation of the Fire Department Administrative Assistant:** Selectman Duarte read the attached letter of resignation from Natalie Ducharme the Fire Department's Administrative Assistant. Selectman Giffen motioned to accept the letter of resignation as read and with regrets. Seconded by Selectman Duarte. All in favor. Motion carried. Selectman Duarte stated with the vacant Assistant position he thought of Land Use Administrative Assistant Andria Hansen. Selectman Duarte stated Mrs. Hansen currently does the secretarial work for the Planning Board, Zoning Board and Building Department. Selectman Duarte felt she was capable of the work, would be a good fit and noted she was interested when he approached her. Selectman Duarte presented the Board with calculations on the budget impact should the Board consider Mrs. Hansen for the position. Director Emerson explained the additional yearly impact figure of \$6,057.73 was based upon her personal situation (employee would opt to cash out on the health insurance) but noted the figure could increase in the future. Selectman Duarte mentioned the teamwork between the office staff and the good working relationship. Selectman Lazott stated he did not have a problem with the proposal noting Mrs. Hansen was an ultimate professional that interacts well with the office staff. It was noted that the additional eight hours would place Mrs. Hansen at 38-hours which would be a full-time position. Selectman Giffen mentioned in the past the Board has had problems filling positions of only eight hours a week. Selectman Brennan asked Fire Chief Cartier if he preferred his Assistant to work out of the fire

station. Fire Chief Cartier mentioned because of the computer system there would need to be some work done at the fire station but did feel it was possible to switch over the phones as it was done in the past. The Board and Fire Chief Cartier discussed the possibility of having the fire department computer system set up at the Town Office Building in the event an employee maintains an office there. Selectman Giffen noted once the position becomes full-time it would be harder to back down to part-time. Selectman Brennan stated he did not want to make the decision that night. Selectman Brennan asked if Fire Chief Cartier had explored any options or if he was aware of any interested parties in house for the part-time position. Fire Chief Cartier stated he was not aware of any interested parties at this time. Selectman Giffen noted the added expenses for Health Insurance and mentioned advertising the position as part-time to see if there was interest. Selectman Brennan agreed. The Board members all felt that Mrs. Hansen would be a nice fit but agreed to advertise the part-time position to see if there were any interested parties before further exploring the combined position option. The Board instructed Director Emerson to work on the ad with Fire Chief Cartier with a close date of January 28, 2008.

**Re-discuss the Chief's job description:** Selectman Duarte stated in order to cut down some of the concerns over the job description he motioned to only use the job description as a guideline and not as a requirement pending further review of the job descriptions. Seconded by Selectman Giffen. Four in favor. Selectman Brennan abstained. Motion carried. Selectman Lazott noted the Board and others felt the qualifications were too rigid in a few areas. After some extensive discussion between the Board, the Fire Chief and a couple of members of the department on the process, the Board members agreed on the 7 step process with a correction to one of the Steps. Fire Chief Cartier stood firm on the need for a process in order to not create a free for all atmosphere. Selectman Giffen motioned to accept the modified 7-Step process with the deletions in Step 2. Seconded by Chairman Kelley. All in favor. Motion carried. Director Emerson to prepare all documents as discussed. The Board reviewed the timeline in accordance with the 7-step process and agreed to open the process up to accept applications for the Fire Chief's position. Director Emerson was instructed to send the application packages to fire department member Andy Cartier who would then distribute the information to all of the members of the department.

**The Board to consider signing the Draft Audit:** The Board authorized Director Emerson to sign the draft audit on behalf of the Board.

#### **The Board to discuss end of year budget items**

**Default number review:** Director Emerson presented the attached highlighted spreadsheet labeled Default Estimate vs. Proposed 2008 Operating Budget dated 12/10/07. Director Emerson asked the Board to carefully review the document to make sure they agree or not with the calculations. Director Emerson reviewed the highlighted areas on the spreadsheet and specifically asked if they agreed with the following: The lines under elections and registrations noting in 2007 there were two elections compared to five in 2008, full-time police wages to include step increases and Deputy Town Clerk wages due to an increase in 2007. The Board agreed that the outlined calculations were necessary and noted the Police Officer's Matrix step increases were part of their hire arrangement. After some further review, Selectman Giffen

motioned to accept the default calculations prepared by Finance Director Emerson. Seconded by Selectman Lazott. All in favor. Motion carried.

**2008 estimated revenues:** The Board reviewed the attached Source of Revenue document dated 12/10/07. Director Emerson stated the Budget Committee was looking for the information and Selectman Brennan had suggested placing the item on the agenda for review prior to it being shipped over. After review of the numbers that Board thanked Director Emerson for her hard work in preparing the documents and authorized that it be shipped over to the Budget Committee.

**Encumbered items vote:** The Board reviewed the attached purchase order signed by Chief McGillen. Selectman Lazott motioned to encumber \$1,155.14 for the purchase of equipment and firearms for the police department through AmChar Wholesales out of New York. Seconded by Chairman Kelley. All in favor. Motion carried. Director Emerson stated that was all she projected to encumber after contacting department heads. Selectman Giffen stated he was considering encumbering funds for the silo blocks for the future Center. Selectman Giffen stated he was waiting for yearend to consider the encumbrance and if was encumbered they would remove the warrant article. Selectman Lazott thought the topcoat payment was more important. Selectman Giffen disagreed noting it would be very difficult to separate items without the barriers. After some discussion Selectman Giffen motioned to encumber funds based upon a quoted amount not to exceed \$20,000 for the purchase of silo blocks for the future Transfer Station. Seconded by Chairman Kelley. All in favor. Motion carried. Selectman Giffen noted he would see how the budget looked at yearend and would inform Director Emerson by 12/28/07 on if he planned on encumbering the funds and removing the warrant article.

**Warrant Article information:** Director Emerson informed the Board that she told by Town Counsel if the warrant article for the removal of the Budget Committee passes it would impact the Town and the School. Director Emerson noted the Attorney at the LGC conflicted in his views with Town Counsel and with the School's Counsel on his views over the warrant article.

**Deliberative Session Mailing:** The Board members agreed to have Director Emerson prepare a similar deliberative session mailing as was done in 2007.

**The Board to discuss Comcast Contract and Counsel's recent email:** After some discussion on Counsel's emailed document the Board agreed to have Secretary Chabot checked with him on the best way to proceed with Comcast in order to relay the information. The Board was firm in supporting Counsel noting his experience and input as a result of working with the Town of Winchester on their Comcast Cable contract.

Selectman Giffen motioned to enter into another contract extension of 60-days with Comcast on the cable contract. Seconded by Chairman Kelley. All in favor. Motion carried. Selectman Giffen asked Secretary Chabot to contract Bryan Christianson for the extension paperwork.

**Approval of Previous Minutes:** Selectman Brennan motioned to approve the Public Meeting Minutes and Non Public Minutes of 11/19/07 as presented. Seconded by Selectman Giffen. All in favor. Motion carried.

**Any Other Business****Chairman Kelley to report a Favorable Annual Review on Secretary Dawn Chabot:**

Chairman Kelley reported that a favorable annual review for Secretary Dawn Chabot had been completed. Selectman Giffen commented on the consistently exceptional meeting minutes drafted by Secretary Chabot.

**Incinerator Permit Extension:** Selectman Lazott thought the Town should apply for an renewal on the permit to operate the Incinerator as an insurance policy in the event the Future Transfer Station is delayed. Selectman Giffen wondered if anyone had an idea on the amount of paperwork involved. The Board agreed on applying for the renewal. After some discussion the Board agreed to have Director Emerson start the application process.

**DRA's recent request to have the Town apply for an Excavation Permit:** Selectman Giffen noted he contacted the DRA Rep. and Contractor Severino and found out the Deer Run Road project does not qualify for an Excavation Permit.

**Citizen's Request to the Board for the Holbrook Cemetery:** Rick McGregor of Island Road stated he was appealing to the Board requesting accessibility to the Holbrook Cemetery during the winter. Mr. McGregor stated he is at the cemetery approx. 3 to 5 times a week and is able to get in with his four wheel drive pickup but has seen elderly people trying to get to their loved ones when the area is completely snow covered. Mr. McGregor requested the Board provide a way in with a loop at the end in order for people to get in to pay their respects. Road Agent Lewis was asked for his input. Road Agent Lewis stated it would not be a problem to plow in the middle with a turn around but noted it would not be possible during heavy storms as the plowing of large snow would damage the monuments. Road Agent Lewis advised he did not want to be in a position to plow at the Hill or Village Cemetery as all Roads were too narrow for such a request. The Board agreed. Superintendent Anderson agreed as well. Road Agent Lewis stated his approach to the request would be as follows: To plow a path down the middle of Holbrook Cemetery when possible depending upon the snow depth. The Board agreed on the Road Agent's approach. Road Agent Lewis stated he would place a barrier near the end to prevent someone from trying to come out near Old Candia Road at the closed gate. Mr. McGregor thanked the Board and the Road Agent.

**Update on FEMA Funds:** Road Agent Lewis report recent State Funding on reimbursements from 2006 and 2007 storms. Road Agent Lewis reported that he and Director Emerson were successful in getting FEMA to agree that they did owe additional funds to the Town. Road Agent Lewis reported the overdue funds would soon follow.

**Sanborn Easement:** Conservation Commission Vice-Chair Betsey Kruse asked if the Board had made a decision on the Sanborn Easement. Chairman Kelley advised recent correspondence from Counsel indicated a Public Hearing by the Board was not necessary as the funds were Conservation funds. Chairman Kelley further advised that Counsel felt it was a done deal. Selectman Lazott stated it was unfortunate. Betsey Kruse stated it was unfortunate that he felt that way. Selectman Lazott went on to state that the taxpayers got "\_\_\_\_\_" again. Betsey

Kruse said it was too bad he felt that way. Selectman Lazott felt too much money was being spent considering what the taxpayers would receive from it. Director Emerson noted that Counsel is looking at the Grant/Funding or Award as Conservation money and since they had a Public Hearing he felt the Board did not have to have one.

**Meeting to Address warrant articles:** Director Emerson noted the Board would need to meet to address Petition Warrant articles. The Board set a meeting to address warrant articles only on Tuesday, 01/08/08 in order to ship the documents to the Budget Committee to meet their timeline.

**Sanborn Easement Again:** Selectman Lazott asked Chairman Kelley if it would be okay to contact Town Counsel to ask if a Petition Warrant Article could be drafted to do away with the Sanborn Easement. Chairman Kelley was okay with the request.

**Announcement of Next Regularly Scheduled Meeting Date:** The next regularly scheduled meeting will be held on Monday, January 14, 2008. Chairman Kelley announced that the Board would return to their rotation of meeting on the 2<sup>nd</sup> and the 4<sup>th</sup> Mondays of every month.

**9:40 p.m.** Selectman Giffen motioned to close the meeting. Seconded by Selectman Lazott. All in favor. Motion carried.