

Approved
Candia Selectmen's Public Meeting Minutes
Tuesday, January 8, 2008

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

7:05 p.m. Chairman Kelley opened the Public Meeting and immediately followed with the Pledge of Allegiance.

The Board discussed Tax Collector Sander's request to issue a refund check for an overpayment: The Board discussed the request and reviewed documents relative to the request. The Board decided to authorize the refund check as requested but agreed to inform the Tax Collector that in the future the overpayment check should not be deposited and should be immediately returned to avoid unnecessary administrative paperwork.

(Note: In effort to save time the 2008 Town of Candia Warrant Draft will appear directly with the Public Meeting Minutes)

The Board to address any Petition Warrant Articles that have been received: It was noted that only one petition warrant article had been received. The Board reviewed and discussed CYAA's Petition warrant appearing as Article 37. Article 37 is to see if the Town will vote to raise and appropriate the sum of Thirty Thousand Dollars and no cents for a portion of the operating expenses of the Candia Youth Athletic Association. Director Emerson noted she would need to know if the Board was recommending or not recommending the article. Selectman Lazott stated he did not recommend the article. Chairman Kelley stated he did not support the business and felt the sport's registration fees should pay to run the programs. Selectman Giffen stated CYAA was a non-profit primarily used to benefit the citizens of the Town and further felt the organization provided a good deal to the Town in which the Board should support. Selectman Duarte questioned if the funding request was appropriate. Selectman Giffen asked Selectman Brennan what the statistics were on the Candia children utilizing the facility. Selectman Brennan stated over 100 Candia children and noted Candia adults were utilizing the facility for Adult programs as well. Selectman Giffen asked if there was staff. Selectman Brennan stated just cleaning personnel and concession staff noting everyone else was strictly volunteering. Selectman Brennan stated the request for funding was to help out with the yearly operating costs which are \$300,000. Selectman Lazott expressed strongly that he was not in favor of the article. Selectman Giffen felt the organization was a huge asset to the Community. Selectman Lazott asked if the School had been charged to utilize the facility. Selectman Brennan stated they were charged a minimum fee of \$20.00 just to cover utility expenses. Selectman Brennan noted the field house has been utilized by the Summer Recreation Program at no expense to the Town. Selectman Brennan noted fundraising was being done to help offset some of the costs and that the facility is often rented as well. Selectman Giffen stated the Board should support the

article because children without sports suffer. Selectman Giffen motioned to support Article 37 as presented. Seconded by Selectman Duarte for discussion. Selectman Duarte stated at this time he feels it is a good idea as it is not a lot of money. Selectman Duarte stated in the future he may be of a different opinion but felt sports for children were a good thing to support. Selectman Brennan asked Selectman Lazott what had happen in the past that he would hold it against the children of the future. Selectman Lazott felt the organization was self generating and that the Town did not have any control over it. Selectman Brennan stated if the Town does not support some of the \$300,000 operating expenses then the Programs offered could fall directly under the Town's Parks and Recreation Department in which it would cost far more. After some further discussion Chairman Kelley called for a vote on the motion. Selectmen Kelley, Giffen and Duarte in favor. Selectman Lazott opposed. Selectman Brennan abstained due to his volunteer involvement with CYAA. Motion carried. The Board majority is recommending Article 37.

The Board to discuss situation involving recent resignation of Director Carolyn Emerson: Chairman Kelley stated based upon the unfortunate resignation and two week notice of Director Emerson the Board would need discuss and have steps in place for coverage. After some discussion the Board decided the following items: to graciously accept Director Emerson's offer to assist during the transitional period to include weekly financial (payroll follow-up and accounts payable) when possible outside of her new job meaning in the evenings and on weekends at her current hourly rate; in addition to accept Director Emerson's offer to train new and current employees of job functions when possible (evening and weekends); to set Director Emerson's home computer with a remote web workplace in order for her to assist with the weekly financial responsibilities outside of the Office (Director Emerson noted to the Board she had obtained a price of \$150.00 to accomplish this task); and the Board accepted Director Emerson's offer to continue with some yearend projects such as preparing Deliberative Session mailings, attendance of Deliberative Session, Town Report preparation, pick ups for the Assessor and to assist with the interview process. Chairman Kelley noted it was important to set Director Emerson's computer up offsite because it would be at her convenience and also for her comfort due to the recent worker's compensation claim. Selectman Giffen stated he was concerned about being prepared during Director Emerson's departure. Director Emerson stated she had a yearly calendar prepared which would be helpful to the staff. Director Emerson and Secretary Chabot noted due to the workload there was rarely time for cross training which meant Secretary Chabot would need training on many items that she did not handle or process.

When discussing filling Director Emerson's position the Board members agreed it would be very difficult to hire one person for the Director's position considering the current workload, the efficiency of the sixteen year employee and also because the two employees have indicated for several years that the workloads have been overwhelming. Selectman Giffen mentioned if they were to hire one person to do it all they may have to pay that person what Director Emerson is currently making. Director Emerson stated after sixteen years of employment. Selectman Giffen stated yes. Selectman Duarte did not think that would be appropriate and some of the members agreed. It was noted from

the LGC Wage and Salary Survey that some Communities have part-time Finance Directors that do just financial work. The Board and the Staff discussed the options of hiring a Finance Director for 25-hours a week and a full-time Secretary/Assessing Clerk for distribution of the workload and agreed it could work if they were to find the right people for the positions. Selectman Giffen expressed concerns over the budget. Selectman Lazott felt the part-time Finance Director could work. The Board knew there would be budget concerns but felt it was important to hire for an appropriate workload and also noted it would be a learning curve for many. It was mentioned that the Land Use Administrative Assistant may be interested in a full-time position and also works very well with the current Office Staff. The Board noted they would have to advertise all positions to be fair. Chairman Kelley stressed it would be very important in finding someone pleasant and cooperative for the sake of all of the office staff. After some further discussion the Board agreed to advertise on the LGC website, the Sunday Union Leader and on the Town website for a part-time Finance Director approx. 25 hours a week and a full-time Assessing Clerk. The Board discussed that Secretary Chabot would be the senior person in the Office and would need an appropriate title for the upcoming responsibilities. The Board agreed to change Secretary Chabot's title to Selectmen's Administrative Assistant. The Board further agreed to the following outlined deadlines: deadline to apply for the positions 2/1/2008 at 3:00 p.m., the Board to meet to review applications on 2/4/08 at 7:00 p.m. with Director Emerson present, and interviews to be held with the Board, Director Emerson and Selectmen's Administrative Assistant Chabot on 2/9/08 commencing in the morning.

The Board and the staff discussed temporary office coverage for the two person office which would now be a one person office and also coverage for Assistant Chabot's prior approved February vacation. Director Emerson and Assistant Chabot felt it was important to find familiar with Town Government and not interested in the applying for the positions. The staff mentioned that a few individuals were approached to see if there was interest. Selectman Giffen mentioned a temporary agency. Assistant Chabot was concerned about having to spend time training and re-training if the Company sends various people. The Board and the staff discussed Janet Lewis as a possible person. The Board agreed to have the staff talk to Mrs. Lewis to see if she was interested and/or availability.

Director Emerson wanted the Board to be aware that she had vacation time on the books and the policy does indicate if an employee terminates their service that they will receive full pay for all accumulated vacation time. The Board agreed. Administrative Assistant Chabot noted she had accumulated a large amount of vacation time as well. The Board understood.

7:30 p.m. Selectman Lazott motioned to close the Public Meeting. Seconded by Chairman Kelley. All in favor. Motion carried.