

~~Unapproved~~ Approved  
**Candia Selectmen's Public Meeting Minutes**  
**Monday, March 24, 2008**

**Attendance:** Chairman Fred Kelley, Vice-Chairman Tom Giffen, Selectman James Brennan, Selectman Richard Lazott, Selectman Joe Duarte, and Secretary Andria Hansen.

**7:00 p.m.** Chairman Kelley called the Public Meeting to order and immediately followed with the Pledge of Allegiance.

**Board to accept Selectman Brennan's resignation based upon residency change and to address procedure on vacancy as per RSA 669:63**

Chairman Kelley announced that Selectman Brennan has submitted his letter of resignation. Selectman Giffen thanked Selectman Brennan for his hard work on behalf of the Board and the citizens of Candia. Selectman Lazott thanked Selectman Brennan and stated it was a privilege to work with him. Chairman Kelley agreed with Selectman Lazott. Selectman Duarte stated he appreciated the time he worked with Selectman Brennan and will miss working with him.

Ingrid Byrd asked about the procedure for filling Selectman Brennan's vacancy. Chairman Kelley stated all interested parties can send in a letter of interest to the Board of Selectman by April 4<sup>th</sup>, 2008. It is the Board's intention to make a decision the night of the April 14<sup>th</sup> Selectmen's meeting. Selectman Giffen proposed that the Board solicit letters of interest, interview the applicants and make a decision in a public meeting. Chairman Kelley stated the notice will be posted at the Town Hall, Post Office, Moore School, and the Town website. Selectman Giffen suggested conducting the interviews with the candidates in a public meeting, because it would be in the best interest of the Board and the public. Selectman Duarte felt they should review the candidates as a Board in a non-public first. Selectman Lazott agreed and stated if there were any concerns with a candidate it should be addressed in a non-public. Selectman Giffen stated he would like the Board to proceed as impartial as possible and address it in a public meeting. Selectman Duarte motioned to discuss the candidates in a non-public prior to the public meeting. Motion failed due to no second. Selectman Giffen read from RSA 669:63 and noted there was nothing procedural in the statement. He felt selecting a candidate should be held in an open proceeding. Chairman Kelley stated they should wait to see what comes in for applications and go from there. Selectman Lazott commented this is an appointment not a hire, but having a non-public has worked well. Selectman Giffen replied due to potential controversy an open proceeding should be held. Selectman Brennan agreed that an open proceeding should be held, the public may have questions as well as the Board. Fire Chief Cartier asked what the procedure was in prior cases. Selectman Giffen replied the last time this happened it was Chairman Kelley, Charlie Bowman, and himself running for the vacancy. There were three letters of interest provided, each applicant spoke at a public meeting, described what they hoped to contribute, questions were asked about negative and positive attributes, and they discussed availability. A decision was made at the meeting and it was a simple and open process. Ingrid Byrd noted the RSA is very specific for what reasons you can go into a

non-public. Selectman Lazott stated the Board did get an opinion from the LGC (Local Government Center). Larry Twitchell stated he hoped the Board would handle this on the up and up. Selectman Giffen read from Assistant Chabot's attached email. He stated he was in agreement with the LGC. The Board should not make a decision in a non-public and should only address concerns of applicants that would adversely affect their reputation (in a non-public). Selectman Duarte suggested getting advice from legal council if any concerns arise. Todd Allen suggested not bringing up anything negative in public and try keeping it on the up and up. Discussions should be kept in the open so the town feels their getting a fair shake on their next Selectman. Ingrid Byrd asked what if it's a tied vote. Chairman Kelley stated he will abstain from voting, so there will not be a tie vote.

**The Board will discuss assignments of departments and address Chairmanship.**

Chairman Kelley suggested waiting until the next meeting to discuss department assignments. Selectman Giffen agreed and would like to wait until a new Selectman has been appointed. Selectman Lazott motioned to table the department assignments until the next Selectmen's meeting of April 14, 2008. Seconded by Selectman Giffen. All in favor. Motion carried.

**Selectman Brennan and Finance Director Beth St. Pierre to discuss budget adjustments for 2008 per town elections.**

Selectman Brennan referred to the attach report. **Town Officers'**: He based adjustments on the new hires, plus what Carolyn has done (training and additional help). He explained they factored in a 3% increase for all the employees (this will not apply to the new hires). He believed that the 3 police officers who recently received Matrix step increases would get COLA as well. In 2007 there was a COLA increase for employees, but no merits. Selectman Giffen asked based on the numbers if 3% was the maximum they could plan on for COLA/ merit combined. Selectman Brennan felt 3% was a good number and if they wanted to go higher there needed to be cuts in other places. He has already made big cuts to get to \$60,000. Selectman Giffen stated people in general like to know they are going to get something and COLA should accurately reflect the rise in the cost of living. He felt 3% is a realistic number and people will feel they got a legitimate COLA. Selectman Duarte agreed with Selectman Giffen. Selectman Lazott stated he like COLA. He went on to explain he has a problem with the merit increase, because all of the employees are doing different jobs. He would hate to pick and choose people for merit increase when there aren't any guidelines formed. Selectman Giffen agreed and felt there should be a cap at 3%. Selectman Lazott motioned to cap the COLA increase at 3% due to budgetary constraints. Seconded by Selectman Giffen. 4 were in favor with 1 abstention. Motion carried. Fire Chief Cartier commented that the state wage guidelines are under 3% this year. **Highway Department**: Selectman Brennan stated he didn't make any changes to the Highway Department. **Legal Expenses**: Selectman Brennan dropped the legal expenses from \$27,000 to \$24,000. **Town Officers' Expenses**: Selectman Brennan increased the ADA requirement line item from \$300.00 to \$500.00. Exit 3 Committee expenses will remain at \$500.00. Selectman Giffen motioned to maintain the Exit 3 Committee expenses at \$500.00. Seconded by Selectman Duarte. All in favor. Motion carried. **Town Clerk Expenses**:

The E-Reg (Internet Registration Program) was decreased from \$800.00 to \$500.00.

**Town Building Expenses:** Selectman Brennan stated that Building Maintenance was at \$9,000.00, but dropped it down to \$4,500.00, because of the warrant article. Selectman Giffen suggested leaving that line item at \$4,500.00. There was discussion about the heat line item. Finance Director St. Pierre noted the heating cost for last year was \$2,800.00. Selectman Lazott suggested leaving this line item at \$4,500. Selectman Giffen agreed and felt the 50% increase on this line item was safe.

**Solid Waste:** Selectman Giffen suggested leaving the Landfill Disposal at \$133,000.00. He suggested increasing the propane line item from \$9,400.00 to \$12,500.00. Selectman Giffen motioned to increase propane from \$9,400.00 to \$12,500.00. Seconded by Selectman Lazott. All in favor. Motion carried. Selectman Giffen motioned to accept Selectman Brennan's recommendation of \$4,000.00 for glass disposal charges. Seconded by Chairman Kelley. All in favor. Motion carried. Selectman Giffen suggested leaving special projects at \$4,000.00. Selectman Giffen motioned to accept Selectman's Brennan's recommendation of \$2,000.00 for recycling supplies. Seconded by Chairman Kelley. All in favor. Motion carried.

**Police Department:** Selectman Brennan confirmed that an SUV was purchased for \$24,500.00. Police equipment expended last year was \$7,500.00. Selectman Brennan stated he lowered the amount to \$5,000.00. Chief McGillen stated he could work with that amount. Selectman Giffen motioned to accept Selectman Brennan's recommendation of \$5,000.00 for police equipment. Seconded by Selectman Duarte. All in favor. Motion carried. Selectman Brennan noted he reduced the amount for juvenile supplies and health/safety from \$300.00 to \$280.00. Selectman Brennan stated he increased the gasoline line from \$17,500.00 to \$22,000.00. Chairman Kelley motioned to increase the gasoline line item from \$17,500.00 to \$22,000.00. Seconded by Selectman Giffen. All in favor. Motion carried. Selectman Brennan noted they would need to cut the \$4,500.00 from another line item/department. Selectman Giffen suggested reducing equipment maintenance from \$3,000.00 to \$2,500.00. Chief McGillen agreed and stated he could work with \$2,500.00. After discussion it was decided to take the \$4,000.00 from another department.

**Parks & Recreation:** Selectman Giffen motioned to accept all of Selectman Brennan's recommendations regarding Parks & Recreation. Seconded by Chairman Kelley. All in favor. Motion carried.

**Highway Department:** Selectman Brennan stated he didn't make any changes to the numbers; because these were the numbers they give to the state.

**Health & Welfare Department:** Finance Director St. Pierre stated the amount expended in direct assistance last year was \$45,900.00. Selectman Giffen noted if they increase direct assistance to \$50,000.00, they should be prepared to budget for it now. Health and Welfare Officer Mary Hall stated there have been a lot of requests for medication, fuel, rent, and food people have fallen on hard times due to the economy. It was noted that direct assistance year to date is \$14,500.00. Ingrid Byrd stated if the citizens can't afford their medication, fuel, rent, or food than maybe the Police Department shouldn't get a new cruiser this year. Health Officer Hall stated people have fallen on hard times. The Police Department is here to protect the Town and need the support of the citizens. If they don't have the support of the citizens they have nothing. Health Officer Hall further stated she doesn't think of the dollars and cents, she thinks of the human lives and the safety of the Town. Selectman Giffen suggested to increase direct assistance to \$50,000.00 and for the record this is money the Town is forced to expend as a result of the RSA's. Selectman Lazott noted that money

should be set aside for mosquito spraying. Selectman Giffen suggested reducing insect born disease control to \$600.00 for the application fee and if a health disaster happens in Town they can turn to DRA. Health Officer Hall stated they have missed the dead line for spraying this year, but there are other measures they can take. Fire Chief Cartier stated this is not a Town problem, it's a state problem. Selectman Giffen motioned to amend the direct assistance line to \$50,000.00. Seconded by Selectman Lazott. All in favor. Motion carried. Selectman Giffen motioned to reduce insect born disease control to \$600.00. Seconded by Chairman Kelley. All in favor. Motion carried. Selectman Giffen motioned to leave mileage at \$500.00. Seconded by Chairman Kelley. All in favor. Motion carried. Selectman Giffen motioned to accept the requested amount \$10,000.00 for the stipend. Seconded by Selectman Lazott. All in favor. Motion carried.

**Fire Department:** Selectman Brennan went over the line items he made changes to. There was discussion about water supply. Fire Chief Cartier stated about 75% of the Towns dry hydrants are out of service. He further stated they were in trouble as far as water supply. There was discussion regarding medical evaluations. The discussion turned to cutting the summer recreation program to free up some funds. Selectman Brennan asked Ingrid Byrd if she felt the summer recreation program was needed. Ingrid Byrd replied eliminating it is not a good idea. Fire Chief Cartier asked if the CYAA could take it over. Selectman Brennan stated they may not be able to start it this year, because they don't have enough funds. Selectman Lazott noted if it's cut it would free up about \$24,000.00 and \$14,500.00 is needed. Selectman Giffen suggested leaving the Fire Department budget alone. Selectman Giffen motioned to budget the Fire Department at \$102,200.00. Seconded by Selectman Lazott. All in favor. Motion carried.

**Parks & Recreation (revisited):** There was further discussion about eliminating the summer recreation program and the CYAA taking it over. Fire Chief Cartier asked how much money it would take for the CYAA to take over. Selectman Giffen noted this would be coming up with an alternative use for this line item, and the alternative use would be coming up with the seed money. He further stated the seed money would take care of the start up of the program, not the wages. Ingrid Byrd stated the CYAA asked for \$30,000.00 to run the operation, what makes the Board think they will run the summer recreation program as efficient as the Town. Selectman Brennan stated he would be committed to the CYAA for another year. He stated they could get rid of the wages and let them be run through CYAA. The supplies should stay in the budget, because they are not a wash item. Selectman Giffen asked if they could fund the following line items at a dollar: summer recreation wages, social security and Medicare, unemployment compensation, field trips and events admission costs, and transportation for field trips. Selectman Brennan recommended increasing supplies to \$4,000.00; this would leave 3,105.00 to work with. Health Officer Hall stated in the past families have come to her for assistance for the summer recreation program, if it is run through the CYAA will it still be the case. Selectman Brennan stated this is something the CYAA board would work out. He further stated they already help out families in need. Todd Allen asked if the local board has the ability to soul source one entity without opening it up for proposals from other entities that may be interested in taking it on. Selectman Giffen stated there is only one entity in Town that can provide this service and it's the CYAA.

**Election & Registration:** Selectman Giffen motioned to increase the program voting machine & booth repair line item from \$5,000.00 to \$5,120.00. Seconded by

Chairman Kelley. All in favor. Motion carried. **Conservation Commission:** Selectman Giffen motioned to accept Selectman Brennan's recommendation regarding amendments to the Conservation Commission budget. Seconded by Chairman Kelley. All in favor. Motion carried. **Cemetery:** Selectman Giffen motioned to increase the fuel line item from \$450.00 to \$1,000.00. Seconded by Selectman Lazott. All in favor. Motion carried. Selectman Giffen motioned to accept the amended cemetery budget \$24,621.00. All in favor. Motion carried. **Building Inspection:** Selectman Giffen motioned to accept Selectman Brennan's recommendation for the Building Inspection budget adjustments, the total amount being \$102,096.00. Seconded by Selectman Lazott. All in favor. Motion carried. **Budget Committee:** Selectman Brennan suggested budgeting \$1,500.00 for secretarial wages. Selectman Giffen stated the Budget Committee requested \$1,750.00. Selectman Giffen motioned to adjust the Budget Committees secretary wages line, social security & Medicare line, unemployment compensation line, and workers compensation line back to the original department request. Seconded by Chairman Kelley. 4 in favor and 1 opposed. Motion carried. **Animal Control:** Selectman Brennan stated he would leave it at the original department request.

Selectman Giffen motioned to give \$724.00 to the Highway Department. Seconded by Chairman Kelley. All in favor. Motion carried. Road Agent Lewis stated the \$724.00 could be applied to the salt line item.

**The Board to consider a donation to the Boy Scouts for the 2008 delivery of the Town Reports.** Selectman Lazott motioned to donate \$300.00 to the Boy Scouts. Seconded by Selectman Brennan. All in favor. Motion carried.

**Chairman Kelley to address current mileage rate.** Chairman Kelley stated the current IRS mileage rate is 50.5 cents per mile; the Town pays \$.36 per mile. Selectman Giffen motioned to increase the current mileage rate to \$.45 per mile. Seconded by Selectman Duarte. All in favor. Motion carried.

**The Board to consider signing the 2008 Household Hazardous Waste Agreement with Clean Harbors for the 5/17/2008 event.** Chairman Kelley motioned to let Selectman Giffen sign the agreement. Seconded by Selectman Lazott. All in favor. Motion carried.

**The Board to accept Deputy Tax Collector Jane Twitchell's recent resignation.** Chairman Kelley read Deputy Tax Collector Jane Twitchell's letter of resignation. Selectman Lazott motioned to accept Jane Twitchell's resignation with regrets. Seconded by Chairman Kelley. All in favor. Motion carried. Tax Collector Jane Sanders stated she had a person of interest for the vacancy. Ellie Davidson expressed interest in the Deputy Tax Collector opening last fall and is still interested. Tax Collector Sanders explained there is a workshop tomorrow (March 25) and would like this Mrs. Davidson to attend. Selectman Giffen stated he was in favor of accepting Tax Collector Sander's recommendation due to timing. Selectman Lazott felt they should post the vacancy and accept letters of interest as they've done in the past. Selectman Giffen questioned if a person is capable of doing the job without training. Chairman Kelley stated it's hard to

find people and they shouldn't wait too long to fill the vacancy. Selectman Giffen stated if training was three weeks out this wouldn't be an issue. Selectman Lazott felt this was happening too fast. Tax Collector Sanders noted if the Board didn't act tonight Mrs. Davidson would still be under consideration. Selectman Giffen stated on the plus side the training will be getting done. Chairman Kelley expressed concern with receiving complaints from the Town for not posting the vacancy. Larry Twitchell noted the Board has a built in scapegoat, if the new hire doesn't work out or people complain it will fall on Tax Collector Sanders shoulders. Selectman Giffen motioned to accept the recommendation of the Tax Collector Sanders for a Deputy pending a successful background check and the starting pay will be \$11.00 per hour with a \$.25 increase after a 90 day successful review. Seconded by Selectman Duarte. All in favor. Motion carried.

**Approval of Previous Minutes: Public and Non Meeting Minutes of 3/10/08.**

Selectman Giffen motioned to approve the non-public and public minutes of 3/10/08 as amended. Seconded by Chairman Kelley. All in favor. Motion carried.

**Any Other Business:**

**Officer Jon Briggs' resignation:** Selectman Lazott motioned to accept Jon Briggs resignation with regrets. Seconded by Chairman Kelley. All in favor. Motion carried.

**Liquid Planet Liquor License:** Chairman Kelley stated at the March 10<sup>th</sup> meeting he thought Liquid Planet had applied for a liquor license. He had since found out that Liquid Planet has not applied for a liquor license and will not be serving alcohol this year. Ingrid Byrd thanked Chairman Kelley for the update.

**Announce Next Regularly Scheduled Meeting Date:** The next scheduled Selectmen's meeting will be Monday April 14<sup>th</sup> 2008 at 7:00 p.m.

Chairman Kelley motioned to adjourn at 10:10 p.m. Seconded by Selectman Giffen. All in favor.

Respectfully submitted,  
Andria Hansen, Recording Secretary