

~~Unapproved~~ Approved  
**Candia Selectmen's Public Meeting Minutes**  
**Monday, June 23, 2008**

**Attendance:** Chairman Fred Kelley, Vice-Chair Rick Lazott, Selectman Tom Giffen, Selectman Joe Duarte, Selectman Carleton Robie and Administrative Assistant Dawn Chabot.

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

**Joe Silveira for American Legion's request for meeting space:** Chairman Kelley stated he invited Mr. Silveria to the meeting because he was approached by the American Legion members on the possibility of utilizing the basement of the old Library for meeting space. Chairman Kelley informed that there was no well and no septic system for the building. Chairman Kelley stated he recently applied for a \$15,000 grant specifically for the old Library Building. Chairman Kelley stated if approved he would like to put money towards a well, a septic system and proper bathrooms. Mr. Silveria thanked the Board for the invitation. He stated the Candia American Legion has been operating for over 65 years and at one point had their privately owned meeting space but lost it when the property was sold and divided. Mr. Silveria stated the organization continues to support veterans in the area (Candia, Auburn & Deerfield), they are clearly not a drinking organization and would like some support from the Community. Mr. Silveria stated they would like to have a space to gather and to store historical artifacts gathered by their organization. Mr. Silveria mentioned that Mr. Pitman had left their organization some funds and mentioned they would be willing to share some maintenance costs for the lower portion of the Old Library Building. Selectman Lazott stated he was in favor of allowing them to use the Town Building Meeting room but was aware of a prior Board's decision on not allowing Non-Profits to utilize the Town Office. Selectman Lazott further advised he did not agree with it as he knew at the time the Town Building was being constructed the Citizens were told there would be Community meeting space. Selectman Lazott stated that was why he hand carried a citizens petition to try to override the decision and he wondered if the current Board could overturn the prior Board's decision. Mr. Silveria appreciated the thought of the Town Office space but noted their request was for more than meeting space as they needed an area to store memorabilia. Mr. Silveria mentioned that a prior Board (with Brien Brock serving as Chairman) tried to assist them in finding a home by offering them to look at Town-owned parcels for consideration. Mr. Silveria mentioned that they were unable to find something affordable to maintain for their organization. Chairman Kelley stated he thought the Old Library space would be great for their organization considering what they give back to the Community but noted he did not want a port-a-potty at that location and the Board would need to resolve the issues first. Selectman Giffen felt the potential mentioned space was a worthwhile goal and would be an appropriate place to gather as long as the lower level is ADA compliant. Mr. Silveria noted he was familiar with ADA requirements as he serves on the Governor's Commission for Disabilities and would be willing to work on a Building Committee to make the building ADA accessible. Selectman Giffen thought the Board may want to consider some type of lease with the American Legion in the future. Selectman Duarte thought the basement of the Old Library would be an ideal location and noted he was in full support of the American Legion considering what they do for the Community. Selectman Robie felt the Board should work

towards getting the vacant building some use considering they are paying for the upkeep. Mr. Silveria thanked the Board for their time and closed by stating if they form a building committee please put his name on it.

**Round Table Discussions – The Board will address the Boards, Departments, and Committees' requested three topics in the order they were received**

**Building Department Bonding:** The Board reviewed the attached email from Building Inspector Hallock. Building Inspector Hallock advised he was looking for clarification in regards to the bonding of large projects. He mentioned there seemed to be some confusion in regards to some of the larger projects. Selectman Giffen thought the Planning Board should be involved and that there should be written rules in place for the applicants. Road Agent stated there are rules in place that the Planning Board follows in regards to bonding. Planning Board Chair Girard noted the Planning Board was recently faced with many new Commercial projects. Building Inspector mentioned some confusion regarding Liquid Planet in which he did not proceed with the paving. Planning Board Chair Girard stated the Planning Board would not know if the Developer does not proceed with the topcoat as presented. Selectman Lazott mentioned in some cases the Building Inspector is faced with situations that may not be ideal such as Griffenbrook when he allowed for an occupancy permit because of the winter weather and then made the owner to agree to follow through when the weather was more conducive. Selectman Lazott stated he did not agree with pulling bonding requirements out of a hat at the end. Planning Board Chair Girard stated the Planning Board sets the bonds and the Board of Selectmen only accepts them. Selectman Robie thought they should leave some decisions up to the Building Inspector and thought they should not take common sense away from the people. It was noted that bonding requirements were in the Site Plan Regulations. Road Agent Lewis stated the problems seemed to be at what point the bonding is calculated and who is to calculate it. Building Inspector Hallock noted Kevin Dumont was very good to deal with. Road Agent Lewis stated in some cases it puts us in awkward positions noting himself and the Building Inspector. He further stated if a Road is being constructed without a bond in place the project should be shut down immediately. Selectman Giffen noted the Town would benefit as a whole for having an orderly process in place on the bonding. Selectman Giffen then mentioned a project by the name of Freedom Acres which was never bonded, had a fire and now is considered unsightly to the abutters. Selectman Giffen felt when a project may infringe on someone else's rights it would be the responsibility of the Town to protect them. Planning Board Chair Girard stated they have never allowed road construction to proceed without a bond in place. Road Agent Lewis informed the Town did have a problem with a letter of credit when the bank went under and it took 12 years to resolve. Building Inspector Hallock stated in regards to Candia Woods site plan they originally planned five buildings and wondered what bonding would be required if they constructed less than five or phases on the project. Selectman Duarte thought the Town could look at other Communities to see how they handle bonding. Road Agent Lewis stated in regards to Candia Woods he thought the bond that was calculated was a restoration bond. Assistant Chabot advised the Selectmen's Office was recently notified on an ownership change when they filed for an intent to cut on the smaller parcel. Road Agent Lewis stated the bond was originally \$280,000, was reduced to \$11,000.00 and wondered how they would split the bonding for those lots. Selectman Duarte thought the Developers should be approached on the front end. Selectman Giffen agreed noting the Town is facing a large level of Commercial

Development. Selectman Giffen stated having Performance Bonds protects the Town. Road Agent Lewis commented in regards to Road Bonds, the bond amount always comes about after the plans are final. Road Agent Lewis stated if they construct the Road in phases, the Town bonds in phases and they get the releases as requested. Selectman Lazott stated the Town Engineer calculates bonds in regards to Roads but thought in regards to buildings they should check with Towns like Raymond or Epping. Selectman Giffen stated he agreed with Selectmen Duarte and Lazott but thought they should look at a Community that has managed growth successfully like Bedford. Building Inspector Hallock agreed that checking with other Communities would be a good starting point. **Building Permits for Sheds:** Building Inspector Hallock wondered how the Board felt about permitting all sheds up to 120 square feet when the adopted building code did not require permits for sheds under 120 square feet. Selectman Lazott did not think they should require permits for sheds under 120 square feet when the Building Code does not require it. He further thought it was a nuisance to the homeowner and overkill. The Board members agreed. Building Inspector Hallock stated he was interested in adding a building permit fee for gas piping now that he is able to conduct the inspections. Building Inspector Hallock advised he would present something to the Board on the two mentioned items.

**Conservation Commission Master Plan Request:** The Board reviewed the attached emailed request from Chair Ed Fowler. Conservation Commission (CC) Vice-Chair Kruse stated the Commission would like each Board or Commission to see how they can best contribute to the development of the Town of Candia within the guidelines of the Master Plan. CC Vice-Chair Kruse stated the Master Plan was available to view on the Town's website. CC Vice-Chair Kruse stated the Conservation Commission was also interested in having Boards and Committees work together to benefit the Town. Chairman Kelley noted as far as the Master Plan he was aware of the amount of time spent compiling the document as he was one of 32 people that served on the Committee. CC Vice-Chair Kruse noted the Master Plan has the most public input of any Town document because the Committee really reached out to the citizens. **Interaction Between Various Boards:** Selectman Giffen stated as far as interaction between various Boards, he thought the Commission was concerned on cases when Plans have been submitted to the Planning Board and have been reviewed by various parties and then due to a last minute change the plans are revised and not all parties have had the opportunity to review them again. Selectman Giffen thought in cases of revisions the process should start all over again and all parties should have the opportunity to review and provide comment. Selectman Lazott advised he agreed with Selectman Giffen and thought there should be a two week time period which would give all parties the opportunity to review. Chairman Kelley agreed noting when he was on the Planning Board he would find last minute changes aggravating. Road Agent Lewis was in favor of Selectman Lazott's two week review suggestion and also thought the Developer should bring in enough copies of the revised plans. Selectman Lazott thought they should consider informing applicants on the two week turn around period during the application review process. Selectman Duarte mentioned in some cases changes are made at the recommendation of the Planning Board or the Town's Engineer. Selectman Duarte wondered where the Town draws the line when the Planning Board has the Developer making the changes to benefit the Town. Selectman Giffen thought there were two categories, 1) changes required by the Planning Board or the Town's Engineer and 2) changes proposed by the Developer. Selectman Giffen felt if the Town makes changes that was one thing but when a land owner makes substantial changes to the project that would be a concern. Planning Board Chair Girard commented that everyone seemed

to be telling the Planning Board what to do and thought maybe they should consider running for the Planning Board. Planning Board Chair Girard stated she was very upset at what was being said. Selectman Giffen stated he was sorry if she took offense to what he had said but felt a Developer might take advantage of the Town in cases of last minute changes. Planning Board Chair Girard noted they have a set of rules to go by and if the Developers meet the requirements then they have to go by that. CC Vice-Chair Kruse stated it was very helpful to hear everyone's prospective and stated she valued Planning Board Chair Girard's comments as well. Planning Board Chair Girard stated she had a very good Board and noted they even have a member of the Conservation Commission (Judi Lindsey) serving on the Planning Board as well. Judi Lindsey reiterated that everyone should refer to the Master Plan and should also remember that they are all working towards what is best for the Community overall. **Map Repository:** CC Vice-Chair Kruse mentioned that they were missing three maps that were donated by Bear Paw and thought it would be beneficial to have a map repository as suggested in a prior joint meeting. Chairman Kelley advised he would speak to former Selectman Brennan to see if he made any progress last year on the matter.

**Heritage Commission Discussion their Preservation Plan:** Heritage Commission (HC) Chair Philbrick thought they should work to develop the Community to be pleasing to its citizens. She thought it would take a cooperative strategy between all Boards, Commissions and Committees. HC Chair Philbrick thanked the Board of Selectmen for holding the Joint Meeting. HC Chair Philbrick stated in 2002 when the Heritage Commission was established they had a project list and now they have a Heritage Preservation Plan. HC Chair Philbrick advised the Heritage Commission planned on becoming more visible through the Town's website. HC Chair Philbrick noted the Heritage Commission was trying to realize what the Master Plan is all about and to see how their part fits into the overall picture in order to become more aware of historic and cultural parts of the Town. HC Chair Philbrick stated the Heritage Commission worked with the Planning Board on the Architectural Standards. She noted it was important to have a mutual respect for one another. HC Chair Philbrick noted in terms of the Map Repository, their Heritage Map was recently incorporated in with the tax maps which helped their storage dilemma. HC Chair Philbrick stated the Commission had just completed a book outlining the mills in Town and noted a copy was available for review in the Clerk's Office or in the Library.

**Request to re-start the Zoning Revision and Review Committee:** CC Vice-Chair Kruse stated she was asking to have the Zoning Revision & Review Committee reinstated by the Planning Board. She advised she was aware that PB Chair Girard was not interested in Chairing the Committee. Planning Board Rep/Selectman Duarte stated he was trying to get some new individuals interested in serving on that Committee such as, James Franklin and Selectman Robie. Selectman Duarte stated he is in the process of working with Planning Board Alternate Amanda Soares on starting up the Zoning Committee for the Planning Board and expected things to happen after the fourth of July. PB Chair Girard mentioned advertising to see if there is interest in serving. Selectman Duarte commented that he has been working with Chair Girard for four years and wanted to thank her for her service to that Board as she has been very fair. Selectman Duarte felt the Planning Board membership was a good mix mentioning Engineer Sean James and Conservation Commission member Judi Lindsey.

Judi Lindsey asked if the School Board had been invited to the Joint Meeting. Assistant Chabot advised no and that the office followed the same invitation list as last year.

**Emergency Management** Emergency Management (EM) Director Bob Panit advised he sent over a request to Secretary Hansen on Friday afternoon. Assistant Chabot advised Secretary Hansen was not in the office today so the email had not been officially received. EM Director Panit advised he was working on a draft emergency plan through a Grant program with Manchester Health Department in the event of a pandemic or an outbreak. He further advised on the efforts of the group working towards a plan. EM Director Panit advised in the future he may put together a warrant article to help complete the emergency plan.

Judi Lindsey mentioned the Conservation Commission website and invited citizens to place their wildlife sightings on line.

**Recycling Center Facility Operator Whitcher to discuss tool request:** Selectman Duarte advised he received the attached revised tool list from Facility Operator Whitcher and volunteer Roland Girard for the Board's consideration in regards to possible tool purchases totaling \$625.00. Selectman Duarte advised the employees at the Center are doing their own maintenance and the tools would help them accomplish their overall mission. The Board questioned if there were funds within the budget for the purchases. The Board directed Assistant Chabot to verify the funding within the Supplies & Tools line with Finance Director St. Pierre and report back to Selectman Duarte. Selectman Lazott motioned to authorize Selectman Duarte to make the final decision of the tool purchases totaling \$625.00 pending verification of the appropriate funding.

**Approval of Previous Minutes:** Selectman Duarte motioned to approve the Non-Public Meeting minutes of 6/9/08 as presented and the Public meeting minutes of 6/9/08 with the following correction: page 1, 6<sup>th</sup> paragraph labeled **Fire**, 3<sup>rd</sup> line, remove the word "roaster" and replace with the word "roster". Seconded by Selectman Lazott. All in favor. Motion carried.

### **Any Other Business**

**Rejection of bid for Retired Police Cruiser:** Chairman Kelley stated in regards to the attached bid for \$2,500 for the 2004 Crown Victoria from Fleetmaster Fleet Transport One a polling of the Board members was conducted which resulted in a unanimous vote to reject the bid. It was noted that the cruiser currently was listed for sale for \$5,500.00 at the lot of Fred's Garage. The Board members agreed to reduce the asking price to \$5,000.00. Selectman Lazott thought the Board should place the vehicle on Craig's list as well.

**Renewal of LGC contract:** Assistant Chabot presented the Board with the LGC Renewal Contract for Dental and Life Insurance (copy on file in the Selectmen's Office). Assistant Chabot stated she met with a member of LGC on the contract and she advised the contract would be in place until 2012 however, the Board could get out of it at any time if they are unhappy with the rates. Selectman Giffen motioned to accept the contract as present and authorized Chairman Kelley to sign on behalf of the Board. Seconded by Selectman Duarte. All in favor. Motion carried.

**Newly Revised Town of Candia Safety Manual:** Building Inspector/Safety Committee Chair Bill Hallock presented the Board with the newly revised Safety Manual (copy of file in the Selectmen's Office). Safety Chair Hallock explained the Manual needed to be revised as it was missing Administrative Rules according to the Department of Labor. It was noted that the Department of Labor recently conducted an unannounced inspection of the Town buildings. Assistant Chabot advised according to the Inspector the Town did remarkably well. Assistant Chabot further advised that Dave Witham of Primex assisted the Town by providing a disc containing the Administrative Rules which helped Safety Chair Hallock when he compiled the Manual. Selectman Giffen motioned to accept the Town of Candia Safety Manual as presented by Safety Chair Hallock. Seconded by Chairman Kelley. All in favor. Motion carried. The Board members signed the Manual.

**Budget Committee Update:** Selectman Giffen as Budget Committee Rep. stated the Budget Committee was receptive to a two week timeline change on the budget process. Selectman Giffen advised they were looking forward to a better season.

**ATV Activity at the Village Cemetery:** Selectman Lazott advised he was aware of recent ATV activity in the Village Cemetery and stated he spoke with Chief McGillen on possibly pulling an ATV patrol in the area. Selectman Robie as overseer of the Cemetery Department advised he was aware of the situation and had offered to take care of the matter but was asked to hold off for now.

**Announce Next Meeting Date:** The next regularly scheduled Public Meeting will be held on July 14, 2008 and the next Public Meeting after that will be held on July 28, 2008, both commencing at 7:00 p.m.

**8:50 p.m.** Selectman Giffen motioned to adjourn. Seconded by Chairman Kelley. All in favor. Motion carried.