

~~Unapproved~~ Approved
Candia Selectmen's Public Meeting Minutes
Monday, September 22, 2008

Attendance: Vice-Chair Rick Lazott, Selectman Tom Giffen, Selectman Joe Duarte, Selectman Carleton Robie, Selectmen's Assistant Dawn Chabot, and Secretary Andria Hansen

7:00 p.m. Vice-Chair Rick Lazott called the Public Meeting to order and immediately followed with the Pledge of Allegiance.

Selectman Lazott chaired the meeting in Chairman Kelley's absence.

The Board to meet with DRA Representative David Hynes and Property Appraisal Director Stephen Hamilton to discuss requirements of the constitution values anew. DRA Supervisor David Hynes, DRA Property Appraisal Director Stephan Hamilton, and DRA Real Estate Appraiser Gregory Heyn were present. Mr. Hynes noted that he is the local supervisor for the Department of Revenue in charge of Candia. Mr. Hynes explained there are two different processes in the state. The Supreme Court read the Constitution over, Section 2 Article 6, which states every Town will make their values anew every five years or newer. The last time Candia did values anew was in 2004, so 2009 will be the year to make Candia's values anew. The other process is assessment review which means the DRA will oversee all communities to make sure the values are made anew. There was an assessment standards board established that has written guidelines as to what criteria needs to be met to make the values anew and what statistics you have to hit. When this came about there were various communities that had recently done reevaluations at an enormous cost and some that didn't. When the DRA set the five year cycle they tried to take that into consideration. Some other things they took into consideration were the size of communities and location. They tried to divide it up by keeping some of the norms that keep communities together (i.e. school districts). Mr. Hamilton stated fortunately Candia's assessment review year and anew year fall at the same time which is 2009. Mr. Hynes stated there is a lot of misunderstanding with values anew, it doesn't mean you have to go out and list your whole community. It means you have to bring all the values in Town up to fair market value. It doesn't mean you have to go through the expense of measuring and listing all the properties in Town, where you just did it in 2004. The Town has a good permitting system in place and Assessor Tammy Jameson checks her sales to do the equalization ratio. In addition, Assessor Jameson will probably find parcels that have done work with out a permit in place. The DRA recommends at the ten year cycle the Town goes out and visits the properties in the community. There will usually be changes to properties the Town doesn't know about in a ten year period, which will be a small percentage. Mr. Hynes went on to explain the Board needs to establish a plan for 2008 warrant season and maybe put out RFP's to other companies in addition to Vision. The purpose of the RFP's is to get pricing so the Town has an idea of what it will cost them. It will coincide with the funds they have put away and how many additional funds they will need to get it done. Mr. Hamilton stated the Town has a good system in place and a good process for

updating building permits. Vision utilizes their own camera system and other contractors work with that system. Selectman Giffen confirmed that now would be the time to submit the warrant article. Mr. Hamilton noted he has the information for putting out RFP's and information on the various contractors. Mr. Hynes stated they have RFP's just for doing statistically updated values in communities. The companies will be using computer modeling to update those values. Some companies use their own camera system and do their own updates; this is up to the Board to decide. If they have something that works then stick with it. The companies will still bid for the update, because it's still a money maker. Assistant Chabot asked if bids come in cheaper for Towns who have software. Mr. Hynes replied they come in around the same. Mr. Hamilton stated if the system was more specialized and not used throughout the state there may be a big difference, but Vision is used in a lot of Town's and most companies have worked within their system. Mr. Hynes stated there are three major camera systems in the State which a lot of the communities are using and most contractors doing updates or general assessing know how to update. The three companies using the camera systems are Advatar, Patriot Properties, Vision, and Pro-Val who is in flux right now. Selectman Giffen asked if there is information they can provide the Board to get a reasonable RFP generated. Mr. Hynes replied they have a general template they will provide and you can modify them just for your Town. Mr. Hamilton explained when the Town is ready to send those out Mr. Heyn will be available to help set the format for the RFP. Assistant Chabot asked if they send the RFP's to the three mentioned or are there more. Mr. Hynes replied there is a list of eleven companies, they would recommend. He added not everyone will bid, because they are too busy. Mr. Heyn will analyze the RFP's to make sure the companies contractually followed the RFP and if anything additional were added. Assistant Chabot noted last year \$25,000 was put in a Capital Reserve Fund for future re-val. She asked how much they should prepare for a 2008 warrant article. Mr. Hynes replied approximately another \$25,000 to be safe, it could fall below. He recently worked a Town with a population of 5,400 and it was done for \$44,000. The Board thanked Mr. Hynes, Mr. Hamilton, and Mr. Heyn for their time.

Assistant Chabot to discuss with the Board flexible spending account-health/dependant care. Assistant Chabot explained when they were budgeting they found \$650.00 for benefit strategies. This is something that is paid at the end of the year for an annual fee. There is a flexible spending account for health independent health care. It's a program the Town offers to employees for \$300 per year. Assistant Chabot noted she wasn't familiar with it, because no one was taking advantage of the program. There have only been a couple of employees who have taken advantage of the program since 1994. One of the employees, who have taken advantage of it, probably wouldn't do it again. It takes some predicting on the employees part. Selectman Giffen stated there were correspondence from two different businesses', Benefits Strategies and the other Granite Group Benefits. He asked what other benefits does Benefits Strategies offer. Assistant Chabot noted we are self-administering so a lot would fall on the Town, but the Town needs to have the Section 125 Plan because the law requires it. The Town still has to pay \$350. Selectman Giffen asked if any employee was currently on this plan. Assistant Chabot confirmed no one was on it. Selectman Giffen suggested the Town discontinue the plan. Selectman Giffen motioned to discontinue the flexible spending

account for a savings of \$300.00 per year. Seconded by Selectman Lazott. All were in favor. Motion carried.

The Board to discuss possible expenditure from the conservation fund. This discussion was tabled until the October 6th meeting due to Chairman Kelley's absence.

The Board to discuss 3 quotes obtained for the Supervisors of Checklist lap top.

Selectman Giffen noted they have received attached quotes from Devine Systems (\$1,795), PC Masters (\$1,198), and John Cole (\$1,099). Assistant Chabot noted Supervisor of the Checklist Chair Stamatelos reviewed the quotes and was in favor of the HP lap top. Selectman Giffen motioned to accept John Cole's quote for HP 6970p Notebook with the XPP Operating System in the amount of \$1099. Seconded by Selectman Duarte. All were in favor. Motion carried.

Selectman Robie to discuss with the Board change work order request from Severino regarding the new transfer stations. SWC Chair Paul McHugh noted two of the change work orders were okay and the one for bollards they were not accepting. Paul McHugh stated they were caught off guard by the significant increase of the price of asphalt. He further stated they would split the cost three ways (between Continental, Ron Severino, and the Town). Selectman Robie went over the break down and each will pay \$7,529. Selectman Giffen motioned to accept the change request for the asphalt escalation and the change request for the guardrail and motioned not to approve the change order request for the bollards. Seconded by Selectman Robie. Selectman Lazott motioned to authorize Selectman Robie to sign the change work order requests. Seconded by Selectman Giffen. All were in favor. Motion carried.

The Board to formally accept the New Hampshire the Beautiful check in the amount of \$5,000 for the recycling bailer. Paul McHugh stated it was just a formality; they have already received the check. Selectman Lazott moved to formally accept the New Hampshire the Beautiful check in the amount of \$5,000. Seconded by Selectman Giffen. All were in favor. Motion carried.

Building Repair: Selectman Robie explained that Paul Frazier would be doing repairs on the building. Some areas that need to be repaired are the windowsills; trim boards, and the front steps. It building needs to be painted before winter. Selectman Robie told Mr. Frazier the repairs shouldn't exceed \$4,000. He stated Mr. Frazier's quote came in at \$3,400 about 6 months ago. Selectman Robie further stated the repairs need to be done right and not patched. Selectman Giffen asked how are we paying for this. Selectman Robie thought there was \$5,000 in the Capital Reserve Building Maintenance Fund. There was some discussion on money already spent from the Capital Reserve Building Maintenance Fund. Selectman Robie noted every window in the building that had an air conditioner in it has a rotten sill. He further stated with the high cost to run the window air conditioners maybe they should look into central air conditioning. It would be a lot cheaper in the long run. Selectman Robie noted he hasn't worked with Mr. Frazier, but feels he is honest. Selectman Giffen asked if they should get three quotes for the job. Selectman Robie replied there was one other quote. Selectman Giffen asked if Selectman

Robie if he felt Mr. Frazier's quote was a reasonable amount. Selectman Robie felt it was. There was discussion about the work that needs to be done before the winter. Selectman Giffen motioned to accept the quote offered by Paul Frazier and it's not to exceed \$4,000 for the repair of the building for the specifics outlined by Selectman Robie. Seconded by Selectman Duarte. Selectman Robie, Selectman Duarte, and Selectman Giffen were in favor. Selectman Lazott abstained. Motion carried.

Other Business

Pat Larkin hire for the Police Department: Selectman Lazott motioned to formally hire Pat Larking as the additional back up to the Police Department Secretary for an hourly rate of \$11.25 per hour. Seconded by Selectman Giffen. All were in favor. Motion carried.

Social Security Reimbursement: Health Officer Mary Hall and Budget Committee member Lynn Chivers were present. Lynn Chivers explained when someone applies for assistance and they allege disability; if they're approved the Town is reimbursed for any assistance they provided that person. Selectman Giffen asked what the Town has to do. Lynn Chivers explained they fill out paperwork which has to be signed, notarized, two copies are sent to the State, and a copy of the minutes should be attached showing the Selectman agreed to it. Then the State signs it and sends it back. Selectman Giffen motioned to formally enter into the reimbursement program and further moved that the Board authorize Selectman Lazott to sign all of the appropriate paper work. Seconded by Selectman Duarte. All were in favor. Motion carried.

Phone for Health Officer Hall: Selectman Lazott noted Verizon gives a 17% government discount on cell phones. He thought Health Officer Hall should have a cell phone. The cost of the phone will be \$49.79 per month. Selectman Lazott read from the attached paper work. Selectman Lazott noted around 98% of Health Officer Hall's calls will be coming in on the cell phone. There is \$100 one time fee to maintain an extension (upstairs). Selectman Giffen clarified they were looking at spending an extra \$300. Selectman Lazott explained that was correct. Selectman Lazott mentioned Health Officer Hall would be getting rid of the pager which is \$135.00 per year, so there is a little bit of offset. Health Officer Hall felt having her own cell phone will make things easier for everyone. Selectman Giffen stated it sounds like things will run more smoothly and it's a minimal cost to the Town. Selectman Lazott felt Health Officer Hall should have a 24 to 48 hour window to return calls. Some people have a tendency to wait to the last minute. Selectman Giffen asked if she often gets requests for assistance last minute. Health Officer Hall replied most of the times. She noted she will not pay an electric bill until someone gets a shut off notice. She further stated that in the past she would jump right on it, but due to her current situation there have been delays. If people get upset about it she just explains her situation. Most people have been understanding. Selectman Duarte agreed she should be allowed at least 24 hours to get back to people. Health Officer Hall replied she tries to call back as quick as possible and sometimes it is 24 hours. Selectman Giffen stated it seems Health Officer Hall is handling this in an appropriate fashion and there doesn't need to be any further interference from the Board. Selectman Giffen

motioned to approve the request to provide the cell phone, budget it according, and eliminate the pager and this transition be made at the earliest opportunity. Seconded by Selectman Lazott. All were in favor. Motion carried.

Health Officer Hall mentioned she would be on vacation the week of September 29th thru October 3rd. Town Clerk Chris Dupere and Deputy Town Clerk Cheryl Bond have offered to help in her absence. Health Officer Hall stated Town Clerk Dupere will have her pager and she will leave all necessary forms with them. Health Officer Hall also noted she has received a donation from the Masons in the amount of \$1,100 for the Food Pantry.

Approval of Previous Minutes: Sealed Non-Public and Public meeting minutes of 9/8/08. Selectman Giffen motioned to accept the sealed non-public and public minutes of 9/8/08 as amended. Seconded by Selectman Lazott. All were in favor. Motion carried.

Announce Next Regularly Scheduled Meeting Date: The next regularly scheduled Selectmen's meeting is October 6, 2008 at 7:00 p.m.

Respectfully submitted,
Andria Hansen, Recording Secretary