

Approved

Deleted: Unapproved

**Candia Selectmen's Public Meeting Minutes
Monday, October 20, 2008**

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

7:00 p.m. Chairman Kelley opened the Public Meeting and followed with the Pledge of Allegiance.

The Board to accept donations on behalf of the Town in accordance with Policy and RSA 31:95-b III: Chairman Kelley reviewed the attached donations breakdown and reported the following donations were received on behalf of the Candia Food Pantry: In Memory of Ken Purrington: Local 131 Retirees Assoc. \$30.00, Richard & Katherine Caron \$100.00 and Plumbers & Steamfitters Local 131 \$50.00; Court ordered Restitution: Zachary Sheppard \$25.00, Christopher Ziegenhagen \$200.00 and Charitable Organizations: NH Masonic Charitable Foundation, Rockingham Lodge #76 Matching Funds \$1,106.00. Total Food Pantry Donations \$1,511.00. Selectman Lazott motioned to accept the donations as presented. Seconded by Selectman Duarte. All in favor. Motion carried.

The Board to discuss Election Day Coverage: Assistant Chabot advised that Town Clerk Dupere originally had planned on being present for the discussion, however noted that her son had returned from out of the Country yesterday. Chairman Kelley stated Town Clerk Dupere is planning on holding an Election Training on Sunday, November 2, 2008 at 7:00 p.m. in effort to prepare for the upcoming Presidential Election. Chairman Kelley advised he planned on attending. Selectman Lazott stated he would not be able to attend but noted that he and Chairman Kelley attended the Election Law Training in Concord recently. The Board went on to discuss coverage for the November 4th Election. Selectman Giffen advised he made arrangements to be there all day as he was advised it was necessary. Assistant Chabot stated she spoke with the Attorney at LGC and he stressed the importance of the Election, mentioned that the AGs Office would have a 10-minute response to any polling area across the State in the event of complaints and that the Board should try to maintain at least three throughout the day. Assistant Chabot advised she also asked about Selectman Duarte being on the ballot for State Representative and they advised that anyone on the ballot cannot be behind the guardrail in the area where people are voting and further advised he would be able to help out in other capacities such as, parking control. Assistant Chabot stated the Attorney advised the candidate should be able to take one hat off and put another one on to assist in some capacity. Selectman Duarte advised he would work within the guidelines. Chairman Kelley advised Selectman Duarte to make sure that when he is inside the building he removes any buttons or voting apparel. As far as coverage, Selectman Lazott felt the Board should at the least maintain a 3-person coverage least throughout the day. The coverage is as follows: Selectman Giffen 6:00 am to close; Chairman Kelley 6:00 am to close with a mid-day break; Selectman Lazott mid-morning arrival with mid-day breaks, and evening coverage to close; Selectman Duarte sporadic coverage due to the fact he is

on the ballot for State Representative; and Selectman Robie mid-morning coverage, afternoon coverage, and close of polls. Chairman Kelley, Selectman Lazott, Selectman Giffen and Selectman Robie advised they would be present at the close of the polls and noted Selectman Duarte would be unable to participate.

The Board to Discuss Candia Congregational Church's request to use the Old Smyth Library Building for the Lights on the Hill Event: The Board reviewed the attached request received from Nancy Maloney. Assistant Chabot advised that the insurance requirement had been met. Chairman Kelley advised he had the item placed on the agenda to see how the Board felt about the request. Chairman Kelley noted one year the Church turned up the thermostat to 74 degrees and forgot to turn it back down which the oil tank to go down quickly. The Board was not in favor of using oil foolishly. Chairman Kelley was not sure if the Board wanted him to purchase a lock box for the thermostat. Selectman Robie asked what the building was used for during the event. Assistant Chabot thought there was mention of taking photos in the building. Fire Chief Cartier asked if the building was decorated. The Board thought it was. Fire Chief Cartier stated due to Fire codes, he was not in favor of having live decorated trees in the building. After some discussion the following was determined: The Board was in favor of having Chairman Kelley sign the form to approve the event, however, they wanted Nancy Maloney notified that the heat would be placed at 55 degrees and that it should be left at 55 degrees. The Board agreed to also inform her that there are to be no live trees decorated in the building, however artificial trees are okay.

Fire Chief Cartier to present retirement of Lt. Kim Dome, resignation of FF Ray LeClerc, and appointment revocations of FF/EMT Bryan Broillard and FF Paul Williams

Kim Dome: Fire Chief Cartier read the attached Notice of Retirement dated 09/02/08 received from Lt. Kimberly Cartier Dome. Fire Chief Cartier advised she had career opportunities in which she may move out of Town. He further asked the Board to accept the retirement with regrets advising she has been very active and noted her experience and training will be greatly missed. Selectman Duarte motioned to accept the retirement of Kimberly Dome with regrets. Seconded by Selectman Lazott. All in favor. Motion carried. Fire Chief Cartier explained that resignations take place when members are less than ten years and retirements take place after ten years of service and the retired member's name would be placed on a plaque at the department.

Resignation of Raymond LeClerc: Fire Chief Cartier presented the attached resignation dated July 14, 2008 from Raymond LeClerc. Fire Chief Cartier noted he has been on the department for a couple of years and had initially requested a leave of absence. Fire Chief Cartier suggested the Board accept with regrets. Selectman Duarte motioned to accept the resignation of Firefighter Raymond LeClerc with regrets. Seconded by Selectman Lazott. All in favor. Motion carried.

Based on Fire Chief Cartier's recommendations the Board to consider appointment revocations of FF/EMT Bryan Brouillard and FF Paul Williams: Fire Chief Cartier

advised he was requesting revocations of appointments for Bryan Brouillard and Paul Williams because letters had been sent to both individuals in May and in August due to inactivity outlining minimal requirements and costs associated with no responses as requested. Selectman Lazott motioned to revoke the appointments of Bryan Brouillard and Paul Williams based on the recommendation of Fire Chief Cartier. Seconded by Chairman Kelley. All in favor. Motion carried. Selectman Giffen asked where the two individuals resided. Fire Chief Cartier informed both in Candia.

Fire Chief Cartier stated he now had 28 members on the roster with three applications pending.

Fire Chief Cartier to give departmental update: Fire Chief Cartier review the attached monthly and year to date reports. Fire Chief Cartier wanted to make the Board aware that the department was unable to respond to three daytime calls, in which mutual aid was utilized. Fire Chief Cartier stated the upcoming Americorps program may provide some interim help with the daytime situation. Fire Chief Cartier stated he was in the process of sending two recommendations to Americorps. Fire Chief Cartier stated he was still working on building updates not just to satisfy Department of Labor but to also bring the building up to code. Chairman Kelley asked what Fire Chief Cartier's thoughts were on a warrant article for the ventilation requirement imposed by Department of Labor. Fire Chief Cartier stated he was initially looking at a grant for \$30,000 - \$60,000 for a ventilation system but then found out the ceilings were too low and the station was not set up for such a system. He felt the Town would be throwing good money into a bad system further noting if they were to get a high end system for the station it would not be able to be relocated to a future station. Fire Chief Cartier said he was now thing about doing something on a smaller scale to satisfy Department of Labor which is an exhaust system in the back of the station. Chairman Kelley questioned how he planned on paying for the exhaust system noting it needed to be done. Fire Chief Cartier thought he would have enough funds to take care of the problem out of the building maintenance line within the 2008 budget.

The Board to Discuss Ivy Growth on the Old Smyth Library Building: Selectman Robie reported on a recent problem with Ivy growth under the slate of the eaves at the Old Smyth Library Building. Selectman Robie stated he recently had Steve Abelson cut back the ivy to correct the problem.

Approval of Previous Minutes: The Board deferred the approval of prior minutes until the next meeting.

Any Other Business

The Board to Update on the 10/20/08 Tax Rate Setting Meeting with DRA: The Board provided an update to Selectman Giffen on the attached document dated 10/20/08 on the Tax Rate Setting appointment.

Assistant Chabot review the attached document which stated the following: *"Today the Board members, Finance Director St. Pierre and Assistant Chabot met with DRA Municipal Services Representative Jeannie Samms for a tax rate setting appointment. The Board discussed options relative to the current \$604,033 fund balance, the overlay and the presented rate of \$20.894 (after a couple of changes were made on site). DRA Rep Samms stated the Town of Candia's current balance on the fund balance represents 6.5% figure and noted other Towns have 8-10% figure. It was pointed out that the Town's fund balance would be at approx. 1 million if the Town of Candia maintained at 10% mark. The Board members felt the fund balance was maintaining a low percentage. After discussion and deliberation the Board members decided to set an unofficial rate of \$20.90 with the small remaining percentage to be added to the overlay figure. This represents a \$2.31 increase to the Tax Rate. This rate is unofficial and will not be official until reviewed and approved by Department of Revenue."*

Selectman Lazott noted that DRA Rep. Samms advised that the Town's revenues were down. Assistant Chabot stated she further advised Revenues were down across the State due to the economy which has an impact on revenues generated under motor vehicles, building fees and general revenues across the board. Selectman Lazott stated at the prior year's appointment the Board opted to utilize funds from the Fund Balance to help reduce the tax rate and thought perhaps they may have shot themselves in the foot because this year they were not able to utilize the fund balance, as an ideal percentage amount is 8 to 10% and Candia is currently at 6.5%. Selectman Lazott stated maybe we used too much and this year we are faced with what was voted in for warrant articles, committed funds towards the Transfer Station Bond and declining revenues. Selectman Lazott stated the budget increase was minimal but felt the warrant articles voted in by the people were the reason for the increases. The Board members expressed dissatisfaction with the unofficial tax rate of \$20.90 but agreed they were faced with an unfortunate situation.

The Board to Review a Recent Budget Committee Request: The Board reviewed an email from Finance Director St. Pierre regarding a couple requests from Budget Committee (BC) Chair Penfield. BC Selectmen's Rep Selectman Giffen was concern about the fact that the request arrived on Monday with the expectation that it would be available for their Wednesday meeting. Selectman Giffen advised he was not in favor of not allowing proper time for requests. The Board agreed. Chairman Kelley stated he was aware that BC Chair wanted the spreadsheet created and the information today as she indicated to him at his workplace this morning. Assistant Chabot advised she was not familiar with the second request listed in the email but would be concerned about placing additional demands on a person that is part-time. Assistant Chabot noted the Staff was busy and that lunch breaks typically consists of eating while inputting on the computer. Selectman Giffen stated he was not aware of the request as it was not covered at their last meeting. He noted that whenever he is there, he gets requests out to department heads within a few days and allows them a week or two to respond. Selectman Giffen stated the Finance Director should be given the opportunity to approve or disapprove requests based on reasonable time and noted she would have the support of the full Board on whatever she decides. Selectman Lazott felt the time allotted was unreasonable. Selectman Giffen stated our last meeting was on 10/08/08 and requests should have been

made in a timely manner after that meeting. Selectman Giffen felt the way it was being done was not respectful of others. Selectman Giffen repeated that the Finance Director St. Pierre can deal with requests and can make a decision one way or another with the full support of the Board.

Cemetery Issue: Mr. Anderson advised he was going to speak with the Board on a matter concerning a re-sale of a lot but noted it was hold because a family member lives out of State.

Next Meeting Date: The next regularly scheduled meeting will be held on Monday, November 3, 2008 at 7:00 p.m.

7:45 p.m. Selectman Duarte motioned to close the meeting. Seconded by Selectman Lazott. All in favor. Motion carried.