

~~Unapproved~~ Approved
Candia Selectmen's Public Meeting Minutes
Monday, November 17, 2008

Attendance: Chairman Fred Kelley, 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. Chairman Kelley called the Public Meeting to order and immediately followed with the Pledge of Allegiance.

The Board will consider a meeting with Cindy Theberge of Granite Group Benefits to discuss insurance rates if available. Cindy Theberge of Granite Group Benefits was present. She explained each year for the past several years they have had to move every year based on rates. She noted the same services this year will cost a little more, there has been a drop from ten to six employees and the average age went up dramatically. Mrs. Theberge referred to the hand out. She went over some of the options. Mrs. Theberge explained the MVP HE001A option may be something the Board would be interested in. This Cigna plan gives the employee the option to go outside the area (NH/VT/NY/MA). The premiums are more affordable. Mrs. Theberge suggested going with an EPO (Exclusive Provider Organization) instead of an HMO. They will give the employee a list of providers to choose from, so you don't have to pick a primary care physician and get referrals. The HE001A is comparative to what the Town has now. The office visit for primary care would go from \$10 to \$15 and a \$30 per office visit for specialty care. Mrs. Theberge explained she quoted the plans both ways the MVP HE001A without COBRA and MVP HE001A with COBRA. Assistant Dawn Chabot noted last years increase was 17.4% and the year before was in the 19% range. Selectman Giffen stated it looks like one of the choices is to change the deductible to try to contain costs. Chairman Kelley felt they should try to keep it similar to what we had. Selectman Lazott noted the new plan will place more of a financial burden on the employees. Selectman Giffen noted the sense he got from the Budget Committee is that they feel with the hard economic times that were facing there won't be any money to give any COLA. Selectman Giffen thought to help maintain some sense of employee morale they have to be as fair as possible. He would like to go for a plan that is as close to the coverage we currently have without incurring a drastic increase. In addition, he was in favor of one of the two plans suggested. Selectman Lazott agreed and noted that it wouldn't take long to wipe out a 3% raise with a \$1,500 deductible. Mrs. Theberge noted there are six people on the plan now, its open enrollment and people can drop off or come on at anytime. Assistant Chabot explained the \$66,000 figure has a chance of changing drastically if the Board decided to do something with the cash out. She further explained it's frozen to the 2007 amounts. The Town does a benefit of 30% of whatever plan the employee's entitled to if they do select the insurance. If the Board decided not to do that program the \$66,000 figure could jump up drastically. Assistant Chabot went on to explain once the Board selects a plan they would need to make a decision on the cash out. She explained the cash out amounts are currently frozen at the 2007 amounts. The Board could do the 30% amount based on the new plan. Chairman Kelley felt they should lock

in at the 2007 amount. Selectman Duarte thought that's what they did last year and was in favor of it. Brian Travis of Critchett Road asked if the Board considered a health savings account where employees get to pick their health insurance. They can take their health insurance premium into an organization and take it with them when they leave, so they are not lock into a traditional insurance program. Mrs. Theberge replied those are the plans that have a \$2,000 to \$4,000 deductible. Brian Travis stated you're not talking about health savings accounts; you're talking about high deductibles. Mrs. Theberge replied you have to have a high deductible plan to have a health savings account. She explained Patriot, Harvard, Anethem, and Cigna have them and are higher priced than the HMO the Town is looking at. They're starting at a 42% increase. Brian Travis stated a lot of companies have health savings account not just the ones she represents. Mrs. Theberge stated health savings accounts are a great idea and people are using them, but it's a matter of having the money and getting that rate where it needs to be. There were not further questions Selectman Lazott motioned to go with the MVP HE001A Plan. Seconded by Chairman Kelley. All were in favor. Motion carried. Assistant Chabot noted in order to make changes on the budget the Board needed to make a decision on the cash out. Selectman Giffen stated the idea of the cash out was so the employee could get their insurance elsewhere. It's fiscally better for the Town if the employee chooses to do that. Selectman Lazott agreed. Assistant Chabot stated the current amount given is 30% of the Town portion based on the 2007 rates. It's whatever plan the employee is entitled to. She further explained it would be about \$20.00 more a week if the Board opted to go with a % on the new plan. It would stay the same if they freeze it at the 2007 plan. Selectman Giffen stated it's all guess work and impossible to come up with a rational number. Selectman Duarte felt they should leave it the same as last year. It was the consensus of the Board to leave the cash out plan they way it is. Selectman Giffen moved to make no changes to the employee cash out. Seconded by Selectman Lazott. All were in favor. Motion carried.

Board to conduct second review of warrant articles prior to sending to the Budget Committee on 11/20/08. Assistant Chabot noted the warrant articles went to counsel for his review and she has not heard back him.

ARTICLE 3: To see if the Town will vote to raise and appropriate the sum of Two Hundred Twenty-Five Dollars (\$225) in continuation of its support of the Retired and Senior Volunteer Program. (By request of the Retired and Senior Volunteer Program, Sponsored by the Portsmouth Housing Authority.) Assistant Chabot looked into what this organization does for the Town. The Retired and Senior Volunteer Program funds a senior center in Raymond. Assistant Chabot explained Town Clerk Chris Dupere's father used it and was aware of other seniors in Town using it. Selectman Lazott stated he knew people who used it. Selectman Lazott motioned to place article #3 on the warrant as presented. Seconded by Chairman Kelley. All were in favor. Motion carried.

ARTICLE 11: To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars (\$4,000) in continuation of its support of Lamprey Health Care. (By request of Lamprey Health Care.) & ARTICLE 12: To see if the Town will

vote to raise and appropriate the sum of Six Thousand Eight Hundred Seven Dollars (\$6,807) in continuation of its support of Rockingham County Community Action Program. (By request of Rockingham County Community Action.) The Board motioned to place Articles #11 and #12 on the warrant as presented. Seconded by Chairman Kelley. All were in favor. Motion carried.

ARTICLE 18: To see if the Town will vote to raise and appropriate the sum of Seventy-Five Thousand Dollars (\$75,000) for excess winter road maintenance, these funds will not be used unless the operating winter maintenance funds are exhausted. This will be a non-transferable appropriation. Said funds to be expended under the direction of the Board of Selectmen. (By request of the Road Agent and ?? the Board of Selectmen.) Assistant Chabot asked if this article would be by the request of the Selectmen as well as the Road Agent. Selectman Giffen motioned to place article 18 on the warrant as submitted by the request of the Road Agent and Board of Selectmen. Seconded by Selectman Lazott. All were in favor. Motion carried.

ARTICLE 19: To see if the Town will vote to raise and appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000) for the second phase of reconstruction on Patten Hill Raod. Said funds to be expended under the direction of the Board of Selectmen. (By request of the Road Agent and ??the Board of Selectmen.) Assistant Chabot asked the Board if this was the request of the Selectmen as well as the Road Agent. Chairman Kelley noted it was a vote of 4 in favor to 1 opposed, so yes. Selectman Lazott thought maybe they should skip article #19 this year to help offset the recycling center cost. Road Agent Lewis stated this is the only money he puts into the roads, because he doesn't have any money in his operating budget. He noted people generally support this article. Selectman Lazott stated under good economic times he would be in support of this. Selectman Giffen stated it was a vote of 4 to 1 so it will go on the warrant. Assistant Chabot clarified she knew it was voted to go on the warrant, but is it by the request of the Selectmen. She explained the Board can vote to put something on the warrant, but it doesn't mean it's by the Selectmen's request. Selectman Giffen thought if the Board voted to put something on the warrant and doesn't make a specific statement of whether it's recommended or not, it should be implied that it's recommended. Assistant Chabot replied the Selectmen can put an article out to the towns people so they can vote on it, doesn't mean the Selectmen are requesting it. Selectman Giffen polled the Board to see who was in favor of requesting this article. Selectman Giffen, Selectman Robie, and Chairman Kelley were in favor of requesting it. Selectman Duarte and Selectman Lazott were against requesting it.

ARTICLE 21: To see if the Town will vote to raise and appropriate the sum of Seventy-Five Thousand Dollars (\$75,000) to be deposited in the Capital Reserve Fund, established under RSA 35:1 at the March 1991 Town Meeting, for the future purchase of fire apparatus and equipment with the Selectmen appointed as agents. (By request of the Fire Chief and ??the Board of Selectmen.) Assistant Chabot asked if this article would be by the request of the Selectmen. Selectman Giffen asked Fire Chief Cartier if there was a possibility to come up with a better deal to reduce the cost of the emergency vehicle. Fire Chief Cartier replied the price came in higher at \$275,000,

but may be able to get the price down to \$235,000. He noted this article has been on the warrant since 1991 and has had the support of the Selectmen and the public. Chairman Kelley stated the amount went up a couple of years ago. Fire Chief Cartier presented the Board with handouts (Historical Expenditure Analysis- see attached). He went on to explain the handouts. Fire Chief Cartier explained he has done a tremendous amount of research on this warrant article before he presented it to the Board. Selectman Giffen stated the Board has already voted to place this article on the warrant. They should now vote on if it's by the request of the Selectmen. Chairman Kelley asked Fire Chief Cartier if the Board doesn't recommend it do they plan on getting a petition warrant article. Assistant Chabot stated it's already on the warrant. Chairman Kelley clarified if the Board changes their mind and say no, will the Fire Chief get a petition warrant article. Fire Chief Cartier replied as the Fire Chief he can't do that, but there will be some upset fire fighters and can't guarantee there won't be a petition warrant article. Selectman Lazott motioned to re-vote on this article. Selectman Duarte stated if this was a new article he would probably not be in favor of supporting it, but it's on the warrant every year. Selectman Giffen noted Selectman Lazott's motion failed due to a lack of a second. Selectman Robie felt they should stick with the decision they made last meeting, which was to put the article on the warrant. Selectman Giffen moved to a vote if this article was by the request of the Selectman. Seconded by Chairman Kelley. Selectman Robie, Selectman Lazott, and Chairman Kelley were not in favor of the Selectmen requesting this article. Selectman Duarte and Selectman Giffen were in favor of requesting this article. Motion failed on a vote of 3 to 2.

ARTICLE 22: To see if the Town will vote to raise and appropriate the sum of Eighteen Thousand Seven Hundred Fifty Dollars (\$18,750) for funding of a temporary (11 month) position within the fire department to assist in fire prevention, emergency response and volunteer recruitment and retention. This article is contingent upon receiving a grant from the Emergency Response Corps AmeriCorps Program and the NH Division of Fire Standards and Training. The town's share of the cost is not to exceed \$7,000.00 (By request of the Fire Chief and ??the Board of Selectmen.) Selectman Lazott stated he was told this would be for one year, if he knew if was going to be a yearly thing he would have voted against the first time. Selectman Robie stated they should give it a one-year trial and if it works out vote on it again next year. Selectman Duarte thought for \$7,000 they would get their moneys worth. Selectman Duarte asked who the candidate was for the internship. Fire Chief Cartier informed the Board it was Fire Fighter Matt Richter and Matt was chosen based on his recommendation. Selectman Lazott questioned why the Board didn't have a say on the candidate. Fire Chief Cartier stated Matt Richter would be working under AmeriCorp. Assistant Chabot explained the amount is wrong on this article. There was some confusion on last years article and amounts. She went on to explain Fire Chief Cartier submitted the article in a lower amount, the DRA reviewed the warrant articles, and based on that reviewed recommended to word it different and the amount jumped up. Assistant Chabot stated when she talked to Captian Pregoff and it looks like they raised and appropriated too much money. They should have gone with \$7,000 last year instead of \$18,000. Assistant Chabot clarified this was not a grant and the Town would be invoiced their portion of the \$7,000. Assistant Chabot stated if the Board agrees to this

warrant article it will have to be reworded. Selectman Duarte asked if this was a training program or will the individual be working a 40-hour per week position. Fire Chief Cartier explained to the Board this is a 40-hour a week position which gives the individual practical experience and training that will make them a well rounded fire fighter. Selectman Giffen stated he was in favor of placing this article on the warrant once it reflects the correct wording. Selectman Lazott stated he was against it. Selectman Duarte stated he was for it and at 40 hours a week for \$7,000 per year is a good deal. Chairman Kelley stated he wasn't in favor and they should wait and see how this year works out. Fire Cartier explained the reason he came back with this article is because they have had a least three calls where no one has responded during the day. He wanted to give the Board the opportunity to continue the program as they saw fit, so they could cover daytime calls. If the Board decides they don't want to do the internship this year, they will have to wait another two years. It was decision of the Board to not place this article on the warrant in a vote of 3 to 2 (Selectman Lazott, Selectman Robie, Chairman Kelley were not in favor and Selectman Giffen and Selectman Duarte were in favor).

ARTICLE 23: To see if the Town will vote to establish a Paid Call compensation system for the active members of the Town of Candia Fire-Rescue Department effective on July 1, 2009 and raise and appropriate the sum of Twenty Five Thousand Dollars (\$25,000) for the period of July to December 2009. (By request of the Fire Chief) The rates of pay for Department members shall be dependent on levels of certification as follows:

Base Pay Rate:	\$12.00/hr
Firefighter I Certification	\$1.00
Firefighter II Certification	\$1.50
Firefighter III Certification	\$2.00
Commercial Drivers License	\$0.50
Driver/Operator All Vehicles w/Pumps	\$1.00
Emergency Medical Technician 1st Responder	\$0.50
Emergency Medical Technician-Basic	\$1.00
Emergency Medical Technician-Intermediate	\$1.50
Emergency Medical Technician-Paramedic	\$2.00
Longevity (5-10 years)	\$1.00
Longevity (11-15 years)	\$2.00
Longevity (16-20 years)	\$3.00
Lieutenant	\$2.00
Captain	\$3.00
Deputy Chief	\$4.00
Chief	\$5.00

Chairman Kelley asked Fire Chief Cartier how he would regulate this. Who will get to go out on the calls? Fire Chief stated this will come under a policy to be developed which will be approved by the Selectmen. He further stated for most emergency calls

three people are adequate and on a fire call anyone he can get. The average on a fire call is thirteen people. He added people are assigned to tasks based on their qualifications. Selectman Lazott questioned what if its something minor like a fender bender would ten people show up. Fire Chief Cartier replied unfortunately when the calls come in they don't know the extent of the seriousness until they get there. He has sent people back to the station. Todd Allen of Palmer Road commented he had done some research on this and felt the Board didn't have a choice but to compensate the fire fighters. He noted 80% of fire fighters in Rockingham County are compensated; how the Board wants to compensate is where they have the choice. Brian Travis of Critchett Road asked why couldn't they institute a pay per call billing system. Fire Chief Cartier replied it's hard to set a rate for billing and when you do bill the money that comes in goes to the general fund. There would be no direct benefit to the fire department. Brian Travis replied it would benefit the taxpayer. Selectman Robie stated he would like to see something a little different like maybe a stipend for the volunteers. He further stated he was not in favor of this, but acknowledge they will someday need a full time department. Fire Chief Cartier stated he did come up with something a couple of years ago and it was the same amount - \$55,000. Fire Chief Cartier questioned why the Board does what they do. The Selectmen are making \$2,100 more than he is and he spends thirty hours a week being a volunteer fire chief. Chairman Kelley replied you volunteered to be Chief. Selectman Robie stated this is not a contest. He further stated the towns people voted four of the Selectmen in and the Fire Chief was appointed, so that is the end of this conversation. Fire Chief Cartier replied then don't use him as an example, use the men and women of the fire department who get up at 2:00 am to respond to calls. He further stated it's not a question between professionalism and volunteerism, this town has a professional fire department not a volunteer fire department. Fire Fighter Jimmy Wilson pointed out that the fire department removed the name volunteer from the badges when they went under the Town. Retired Fire Fighter Kim Dome stated she had to retire from the fire department after 15 years. When she signed up for the department at 18 years of age she didn't have a mortgage or a full time job. Kim Dome explained she was on the committee and what they have composed will cover minimal cost. She noted she has spent \$3,000 to \$4,000 per year of her own money to be a volunteer and unfortunately she can no longer afford to volunteer because she has a mortgage to pay and other expenses. Selectman Robie stated he would still like to see stipends. Lieutenant Bob Martel explained based on his research a lot of other volunteer fire departments were pay per call. In addition, this will give some of the fire fighters the incentive to get more certifications. Kim Dome noted stipends could add distention within a department. Selectman Duarte asked how they arrived at that figure. Kim Dome replied they interviewed about seventeen fire departments. They looked at certifications/training and gave questionnaires to Chiefs and Officers. She stated the number is conservative. Fire Chief Cartier stated they would not exceed the \$50,000; it's a budget of limitation. Kim Dome explained there would be a probationary period for new fire fighters before they received any type of compensation. Selectman Duarte noted the fire department does an outstanding job and is impressed with the education level of the department. Selectman Giffen stated he was not opposed to this article and its not a question of if to pay our fire fighters it's a matter of when and how. He felt they should let the townspeople vote and demonstrate their support of the fire department. *Selectman Giffen moved to put this*

article on the warrant as submitted. Chairman Kelley asked the Fire Chief if the Selectmen don't vote in favor of this will the firemen get a petition warrant article. Fire Chief Cartier replied he would not do that under his own volition. Chairman Kelley stated if there is a petition warrant the firemen shouldn't go around town in their fire equipment knocking on doors asking people to sign a petition. If this happens he will go to the Fire Chief and ask that those firemen be removed from the department. If they want to go out on their own as a resident of Candia that's fine. Fire Chief Cartier stated they are looking for the support of the Board. Kim Dome explained she talked to three or four volunteer fire departments that went to a pay per call system and that held them over six to ten years before they became full time fire departments. *Chairman Kelley seconded Selectman Giffen's motion.* John Richter of Deerfield Road stated the Selectmen should take into consideration the morale of the fire fighters. They back all of the other departments in Town and it seems they really aren't backing their fire department. He further stated he was feeling the animosity of some of the Selectmen. There was some further discussion and the Board took a vote to place the article on the warrant. *Selectman Giffen, Selectman Duarte, Selectman Robie, and Chairman Kelley were in favor of placing this article on the warrant. Selectman Lazott was opposed. Motion carried on a vote of 4 to 1. Selectman Giffen motioned to suggested "by request of the Fire Chief" was sufficient. Seconded by Chairman Kelley.* There was some discussion. Assistant Chabot asked for some clarification on the vote. Selectman Duarte made a new motion reflecting his support of this article. *Selectman Duarte motioned to recommend this warrant article is by the request of the Selectmen. Seconded for discussion by Selectman Giffen.* Selectman Duarte stated the incentive alone is justification and they are not asking for a lot of money. He felt they do a good job and this is a small token of appreciation. Selectman Robie stated he will be voting the same way here as he will at the polls. *Selectman Giffen, Selectman Duarte, Selectman Robie, and Chairman Kelley were in favor putting by the request of the Selectman on this warrant article. Selectman Lazott was opposed. Motion carried on a vote of 4 to 1.*

ARTICLE 24: To SEE IF THE town will vote to raise and appropriate the sum of Thirty Five Thousand Dollars (\$35,000) for replacement of the roof at the Town of Candia Fire Station. (By the request of the Fire Chief). Selectman Robie stated he looked at the roof. He estimated the cost to replace the roof would be in the amount of \$20,000. Selectman Robie motioned they put this article on the warrant and change the amount to \$20,000 for roof repair at the Candia Fire Station. Seconded for discussion by Selectman Giffen. Chairman Kelley asked if it was one side of the roof or both sides that needed to be replaced. Selectman Robie stated the whole roof. Selectman Giffen asked if \$20,000 was a competitive number for bids. Selectman Robie replied very competitive. All were in favor. Motion carried. It was unanimous this article was by the request of the Selectmen.

ARTICLE 25: To see if the Town will vote to raise and appropriate the sum of Twenty-Five Thousand Dollars (\$25,000) to be placed in the existing Capital Reserve fund for the Future Revaluation of the municipality. (By request of the Board of Selectmen.) Assistant Chabot stated the amount will remain the same and was hoping the Board would authorize this to be placed on the warrant in this amount and

support any recommendations by counsel. Assistant Chabot asked Atty. Mayer if in 2009 they were being required by the NH constitution to update the values how can we insert the wording to make it more highlighted (to say it's a requirement). She added DRA doesn't want them to put the wording that it's a requirement by the Department of Revenue. Assistant Chabot noted if we don't get support on this article the DRA will find a person to do the job, we will get billed, and some how have to find the money. The DRA is estimating that it will cost \$50,000 or less. Selectman Lazott motioned to that the Board of Selectmen support the wording as counsel recommends. Seconded by Chairman Kelley. All were in favor. Motion carried.

ARTICLE 28: To see if the Town will vote to raise and appropriate the sum of Eighteen Thousand Dollars (\$18,000) for a portion of the operating expenses of the Candia Youth Athletic Association. Said funds are to be expended under the direction of the Candia Youth Athletic Association Board of Directors in accordance with approved budgets. (By the request of the Board of Directors of the Candia Youth Athletic Association.) *Selectman Giffen motioned to place this article on the warrant as submitted and by the request of the Board of Selectmen. Seconded by Selectman Duarte.* Bob Martel of High Street asked how much money has the CYAA received in the past. Chairman Kelley replied there was only 3 times in the amount of \$15,000, \$30,000, and \$18,000. Jim Patrick of Tower Hill Road and on the CYAA Board of Directors stated he has seen a good trend of fiscal responsibility with the CYAA. Their goal is not to come back to the Town; they put a lot of effort into fundraisers. The CYAA is a benefit to the Town. Chairman Kelley stated the CYAA does a good job with the kids. Brian Travis of Critchett Road asked if Liquid Planet asked for \$30,000 would the Town give it to them as well. Chairman Kelley stated if Liquid Planet came in with a petition warrant article, it would have to go to the vote of the towns people. The CYAA is an organization that takes care of the children of this town and surrounding towns. Assistant Chabot noted last year the Board had to give a recommendation to warrant article, because it was submitted as a petition warrant article with money attached to it. They didn't have to say by the request of the Selectmen this year. Selectman Giffen stated he wanted to put by the request of the Selectmen to show support. *All were in favor. Motion carried.*

Assistant Chabot stated at this point the Selectmen have finalized the first batch of warrant articles to be submitted to the Budget Committee Wednesday morning.

Selectman Duarte to explain schedule change at Recycling Center. Selectman Duarte explained he spoke with Facility Operator Chuck Witcher on this. The operating hours will not change. They currently work on Tuesdays and have Fridays off; they would like to have Tuesdays off and work on Fridays. This would give the Recycling Center employees two days in a row off. There will be no changes in revenue. Selectman Duarte motioned the Board approve the Recycling Center schedule change as of January 1, 2009. Seconded by Selectman Lazott. All were in favor. Motion carried.

The Board to approve 2009 holiday schedules. Assistant Chabot presented the Board with two schedules (see attached). One is for the full-time office employees and the full-

time police officers and the other is for the recycling center employees. Selectman Lazott motioned to adopt the 2009 holiday schedules as presented. Seconded by Selectman Duarte. All were in favor. Motion carried.

Discussion on Insurance Lines: Assistant Chabot noted she spoke with Cindy Theberge regarding the HIPPA laws and she supports what the Attorneys at the LGC said. She explained who and what plan they are getting should be protected. Our spread sheet is not protecting employees the way it is laid out, so we are violating HIPPA law if we continue to do so. Selectman Giffen noted the reason for this is because there are some departments with just one employee. Selectman Lazott agreed we should take a conservative approach. Selectman Lazott motioned to break the insurance lines out of the individual departments and lump them together at the baseline. Seconded by Chairman Kelley. All were in favor. Motion carried.

Departmental Reports: Highway, Police, Fire, Building, Solid Waste & any other depts.

Highway Department: Road Agent Lewis read from the attached report.

Police: Chief McGillen read from the attached report. He noted numbers are down, but they remain to keep busy. Chief McGillen mentioned there have been two burglaries in Town and many other Towns are getting hit. A couple of the Officers have attended breathalyzer school.

Fire Department: Fire Chief Cartier read from the attached report. He noted there was a 50% increase in calls. Fire Chief Cartier stated he was given a donation of a fire extinguisher training prop worth \$3,000.

Building Department: Selectman Lazott read from the attached report.

Solid Waste: Selectman Duarte stated the price of hauling has increased. They used to get \$1,600 per trailer load, now its \$600 to haul it away. He and Fred were looking into storing some of the recyclables. Selectman Duarte checked with the DES and was told that would be okay. Chairman Kelley stated he has found a trailer for \$70.00 per month. Selectman Lazott clarified this was just for paper storage. Chairman Kelley replied it's was for paper and plastic. Fire Chief Cartier noted trailers are fine as long as they are away from the building. He also recommended locking them. Selectman Duarte explained they have been doing fine with two full time employees at the new recycling center. They are looking at bringing someone in to cover vacations. He noted money has been appropriated for that. Selectman Duarte stated the person would have to be certified. Selectman Duarte noted things have been running smoothly down at the new recycling center and Facility Operator Chuck Whitcher continues to do a good job. Chief McGillen mentioned that people have been accessing the facility by driving on the grass (when the facility is closed). Chairman Kelley replied they are working on that. Fire Chief Cartier questioned if the Knox Box has been mounted, if so he will need to put the keys in. Selectman Lazott asked if the members of the Solid Waste Committee have been

making calls they shouldn't (i.e. DES). Selectman Duarte replied an email has been sent out regarding this issue. Selectman Robie stated that email should go to all of the committees.

Ambulance Contract: Fire Chief Cartier stated the amount is \$5,700 for two years and recommends the Board take them up on that. The Board was okay with the amount for the ambulance contract.

Chief McGillen to report annual reviews for Administrative Assistant Karen Merchant and Part Time Officer Kenneth McCarron. Also to recommend reappointment of Part Time Officer Kenneth McCarron. Chief McGillen reported favorable reviews of Administrative Assistant Karen Merchant and Part Time Officer Kenneth McCarron and also recommended the reappointment of Officer McCarron. Chairman Kelley motioned to accept the favor reviews of Administrative Assistant Karen Merchant and Officer McCarron and to reappoint Officer McCarron. Seconded by Selectman Lazott. All were in favor. Motion carried.

Selectman Duarte to discuss with Board 11/03/94 policy on Town counsel contact. Selectman Duarte explained we have an agreement with town counsel for a minimum of 10 hours (retainer) and if we don't use the 10 hours were still pay minimum of \$1,450 to pay. He thought with the rate being so high maybe all of the boards were cleared to be calling. He noted we haven't even crested the \$1,450 in the last three months. Selectman Duarte felt they might want to renegotiate this agreement since they are not anywhere near the 10 hours. Selectman Duarte noted he looked at the policy regarding contact with Town Counsel and felt it was vague. He stated it doesn't mention all of the boards and the one's who can contact counsel should be list. Selectman Giffen thought they should come up with a list to see which ones can contact counsel. Chairman Kelley stated this was adopted in 1994 and there may be adjustments to be made. He asked the Selectmen to review it and possibly make changes at the next meeting.

Approval of Previous Minutes: Public meeting minutes of 10/06/08, 10/20/08, 11/3/08, and the Non Public meeting minutes of 10/06/08 and 11/03/08. Chairman Kelley motioned to accept the public meeting minutes of 10/06/08, 10/20/08, 11/03/08, and the non-public meeting minutes of 10/06/08 and 11/03/08 as written. Seconded by Selectman Giffen. All were in favor. Motion carried.

Any Other Business:

Cemetery Request: The Board reviewed the attached request dated 11/7/08 from Brenda Coughlin as well as the attached notarized release of ownership from Gregory Hall. The Board was in favor of repurchasing the two lots as requested. Selectman Robie motioned to grant the request as presented and reimburse the \$400.00 (\$200.00 – 2 graves and \$200.00 – perpetual care). Seconded by Chairman Kelley. All were in favor. Motion carried.

Announce Next Regularly Scheduled Meeting Date: The Board changed the Selectmen's meetings dates to the 1st and 3rd Mondays in December. The meetings will be on December 1st and December 17th at 7:00 pm.

10:00 p.m. - Selectman Lazott requested a Non-Public Meeting in accordance with RSA 91-A: 3 II (a) immediately following the public meeting.

Respectfully submitted,
Andria Hansen, Recording Secretary