

~~Unapproved~~ Approved  
**Candia Selectmen's Public Meeting Minutes**  
**Monday, May 18, 2009**

**Attendance:** Chairman Fred Kelley, Vice-Chairman Rick Lazott, Selectman Joe Duarte, Selectman Carleton Robie, Selectman Richard Snow, and Administrative Assistant 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 hold a public hearing to accept unanticipated funds in accordance with RSA 31:95-b, III (a).** Selectman Lazott motioned to accept funds from Primex in the amount of \$16,295.00 for the damage to the Fire Station roof and accept funds from the State of New Hampshire in the amount of \$75,141.45 for the December 2008 ice storm. Seconded by Selectman Duarte. All were in favor. Motion carried.

**The Board to consider appointing Zoning Board of Adjustment alternate Ingrid Byrd as a full member and reappoint Richard Snow as an alternate member of the Conservation Commission.** Selectman Lazott motioned to reappoint Richard Snow as alternate member to the Conservation Commission and appoint Ingrid Byrd as a full member of the Zoning Board of Adjustment. Seconded by Selectman Duarte. All were in favor. Motion carried.

*\*Selectman Snow arrived at 7:05 p.m.*

**The Board to address YTD budgets with department heads.** Selectman Robie noted he attended the recent Budget Committee meeting. He mentioned the Budget Committee had some questions. Selectman Robie reviewed the list of questions (see attached). He explained that after the Budget Committee meeting he met with Finance Director St. Pierre. They discussed the fact that revenues are down and the unreserved fund balance should be between 5 to 10% (recommended by DRA). Selectman Robie questioned why we're not collecting interest on the money. He found out it's because the money is not attached, it's in accounts receivable until the money comes in. Budget Committee member Kim Byrd stated as long as its taxes accounts receivable, we are going to be receiving interest on that. Selectman Robie noted if they get paid, some of it is delinquent.

Selectman Robie asked about the FIT testing. He stated that Emergency Director Panit responded to this question. He explained FIT testing is regarding the testing of the Town employees for exposure to air born contaminants by the use of N95 masks. The Manchester Health Department has volunteered to conduct this testing during the day. He mentioned the Town Clerk, Tax Collector, Fire Fighters, and Police Officers should be in attendance. This testing is necessary to prevent an outbreak such as the Swine Flu. Selectman Robie asked if any of the departments have been through this testing recently. Chief McGillen replied it's been a couple of years. Selectman Robie asked if the Fire

Department has done FIT testing. Fire Chief Cartier replied his department hasn't been required to do the FIT testing. Selectman Lazott asked Fire Chief Cartier if the State required the Fire Department to have FIT testing for the fire fighters. Fire Chief Cartier replied it's not required at this point in time. They do use the regular masks, but not the N95's. Selectman Snow asked if FIT testing was to see if a mask fits on your face. Fire Chief Cartier replied every person would be issued a mask of their own and the FIT testing would make sure there is a total seal. People with a full beard would not be able to wear one and there is also an expiration date on the masks. Selectman Robie stated if the people in the office would like to have a FIT test done, they should come forward soon.

Selectman Robie then discussed the Highway Department. He noted there wasn't any money in the storm repair line and at this point they have spent \$19,930.52 from this line. Selectman Robie stated the Budget Committee questioned why we are using this line, because it doesn't have a budget. Selectman Robie mentioned they had a couple of options (see attached). He noted if they wanted to take the next FEMA check that Road Agent Lewis has spent on that line, they would have to hold a Town meeting and put that money back into the budget. Selectman Snow questioned if they would hold a Town meeting of the legislative body or would it be done at a Board of Selectmen's meeting. He thought under RSA 31:95-b III (a) you can do this action without any further action under the legislative body. Selectman Robie stated doing this will avoid any over expenditures for this year and at the rate we're going we will be over expended. The Budget Committee said they will not dip into the fund balance again for the Board of Selectmen. Another option was to reduce money out of the Highway budget and apply it against the warrant article for winter road maintenance. Selectman Duarte asked Road Agent Lewis how he has done it in the past. Road Agent Lewis explained it shows as an over expenditure, this is why his budget gets over expended every year. We have these unanticipated storms and the money has to get charged somewhere and it's his budget. It makes the Highway Department's budget appear overspent all of the time. Selectman Robie stated they have to figure out a way to get the FEMA check back into the Highway Departments budget. Road Agent Lewis noted he would have approximately \$30,000 in his budget, but they took the ice storm clean up out of his budget. There was some further discussion about the Highway Departments budget.

Selectman Robie stated they looked at a line in the summer recreation program that was in the amount of \$4,000. He read Finance Director St. Pierre's reply in regards to what that money could be used for (see attached). Selectman Robie stated they should consider using the money for a culvert that needs to be replaced on Chester Turnpike. Selectman Snow stated he would like to see the money kept in Parks and Recreation. Selectman Robie replied it was just questioned from the Budget Committee and no decisions have been made.

Selectman Robie mentioned the Budget Committee had a question on the computer expenses for the Police Department. He asked Chief McGillen if they spend a lot of money on software. Chief McGillen replied every year they have to pay a fee to the company for the upgrade and thought it was around \$2,800. He explained the \$2,800 was

just for the software not for repairs. Selectman Lazott mentioned the Administrative Assistant had some computer problems in January also. There was some discussion on the cost of uniforms. Selectman Robie asked if they were outfitting police officers this year or just updating. Chief McGillen replied just updating. He mentioned they have ordered a couple of vests.

Selectman Robie asked about the Landfill Disposal line under Solid Waste. He asked why the line has \$214,000 and only \$31,630.92 has been spent. Selectman Duarte stated a lot of the companies will not take partial loads (of recyclables). He noted Facility Operator Witcher is storing partial loads until he has a full load to haul. Selectman Duarte stated he can get a detailed list if the Board would like. Selectman Snow stated this line may increase later on in the year. Selectman Robie stated their 1/3 through the year and have only spent \$31,630. They could have a little over 50% left over in the line at the end of the year. Selectman Duarte stated he would research it and have an answer by the next Selectmen's meeting. Selectman Lazott stated they could use any money left over in this line and move it to an overexpended line (under Solid Waste).

Selectman Robie mentioned the Budget Committee would like a copy of the audit management letter. He mentioned the Board will be meeting with the auditors at a Selectmen's meeting tentatively set for July 27<sup>th</sup>. Selectman Snow asked if the Budget Committee received a copy of the 2007 audit management letter. Budget Committee member Kim Byrd stated the only one they've seen was the one in the town report. He further stated if there was additional information the Budget Committee would like to see it. Selectman Robie stated they are talking about 2008.

Selectman Robie stated he would like to look into a Town meeting regarding the FEMA money. Chairman Kelley stated he would have Selectmen's Assistant Cheryl Eastman look into it. Selectman Robie noted if they could get the \$19,000 back into the Highway Departments budget things won't look so bad. Selectman Lazott agreed with Selectman Robie. Fire Chief Cartier thought they could probably accept the money as unanticipated funds. There was some discussion about dipping into the fund balance. Selectman Robie stated he was going to work diligently on the budget so everyone understands it and they don't overexpend. Chairman Kelley asked the other Selectmen if they thought the department heads should come to the Board with expenditures over \$1,000. Selectman Robie thought maybe some of the big-ticket items. Selectman Duarte thought it depended on the situation. Selectman Lazott stated it's up to the department heads to run it by the Board before spending money on big-ticket items. Fire Chief Cartier thought it would be appropriate for the department heads work with their Selectmen's rep. Road Agent Lewis mentioned a \$1,000 limit wouldn't work for him.

Selectman Robie mentioned the Budget Committee wanted to thank Selectmen's Assistant Cheryl Eastman and Finance Director Beth St. Pierre for preparing a line item budget that everyone could understand. Selectman Lazott mentioned when Finance Director St. Pierre was hired, she was hired to do payroll, accounts payable/receivable, and the auditing reports. He noted since then she has gone above and beyond. Selectman Robie stated that is why he is working with the Budget Committee, so everyone is not

tugging at her. Selectman Lazott noted they have to try to lighten her load. Chairman Kelley asked the Board to put any questions for the Finance Director in writing and give them to Selectmen's Assistant Eastman or Selectman Robie. Chairman Kelley complimented Selectmen's Assistant Eastman work and noted she is an asset to the Town.

### **Other Business**

**Note of Thank you:** Selectman Robie would like to send a note of Thank you from the Selectmen to the Cemetery workers for the storm clean up work. Selectman Robie also thanked Road Agent Lewis for all of his hard work as well.

**Approval of Previous Minutes: Public Meeting Minutes of 05/04/09.** Selectman Robie motioned to accept the public meeting minutes of 05/04/09 as amended. Seconded by Selectman Duarte. All were in favor. Motion carried.

**Upgrade to Crowley Road:** Road Agent Lewis mentioned he is working with a developer on the upgrade of Crowley Road. He noted the developer would be bringing in the check on May 29<sup>th</sup>. When he brings in the check it will go into an escrow account and the Highway Departments payroll will be charged against it. The amount of the check will be \$205,000. Road Agent Lewis stated they were going to try to have the road done by July 1<sup>st</sup>.

**Open House at the Fire Station:** Fire Chief Cartier stated this is part of Fire Fighter Matt Richter's internship program. He has to do a project, so he will be putting on an open house at the Fire Station on July 25<sup>th</sup>. Fire Chief Cartier noted this will be good PR for the Fire Department. Also, it will be helpful for the recruitment process. There has been lots of stuff donated for the open house. Fire Chief Cartier stated Fire Fighter Richter has been doing a tremendous job organizing the open house.

**Announce Next Regularly Scheduled Meeting Date:** The next regularly scheduled meeting will be June 8<sup>th</sup>, 2009 at 7:00 p.m.

Selectman Duarte motioned to adjourn. Seconded by Chairman Kelley. All were in favor. Motion carried.

Respectfully submitted,  
Andria Hansen, Recording Secretary