

~~Unapproved~~ Approved
Candia Selectmen's Public Meeting Minutes
Monday, June 22, 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.

Chairman Kelley to report favorable 90 day review of Selectmen's Assistant, Cheryl Eastman. Chairman Kelley reported a favorable review for Selectmen's Assistant, Cheryl Eastman. Selectman Lazott motioned to provide Selectmen's Assistant, Cheryl Eastman with a 50-cent increase based on a favorable review. Seconded by Chairman Kelley. All in favor. Motion carried.

Selectman Robie to discuss YTD budget updates. Selectman Robie read from the summary of questions and answers (see attached). Selectman Robie addressed the first question (under revenues), which questioned why revenues were up. Revenues were up due to a Highway block grant. **Expenditures: Question #1:** Selectman Robie then addressed the first question under expenditures. He asked the Board for direction on this. Selectman Snow stated he would suggest that they do it the way the School Board does. Selectman Duarte asked if it would take Finance Director St. Pierre additional time to prepare this report. Selectman Robie stated the key to this would be to save time come November and December. He's hoping come next budget time it will go smoother. Selectman Duarte asked if were limiting the Finance Director's hours and asking her to do more will be creating a problem. Chairman Kelley noted it will add more to her workload, but if she didn't have as many distractions he thought she could get it done. Selectman Robie stated he spoke with Finance Director St. Pierre and with the cooperation of the department heads she felt she could do this. Selectman Snow stated he had a problem with the Budget Committee asking the Finance Director to do something outside of her normal job. They should charge it to the Budget Committee's budget. Selectman Robie stated the Finance Director's pay doesn't come out of the Budget Committee's budget. Selectman Lazott stated this is no different than Administrative Assistant Carrier covering Building Department, Land Use, and Fire Department. You can't break it down. Selectman Robie suggested they let Finance Director St. Pierre work on this and see what happens. He noted the Budget Committee didn't need it in July, if she provided it for the August meeting that would be fine. Selectman Duarte stated they have instructed all department heads to withhold all spending to prepare for year end unexpected expenses. He felt they shouldn't start moving money around until the last quarter. It was the consensus of the Board to allow Finance Director St. Pierre to prepare a projected monthly financial position in addition to the regular budget reports. **Question #2:** Selectman Robie stated the Budget Committee had questions on how much electricity was being used at the new recycling facility. There was discussion about adding an electricity line to the Solid Waste Budget. Selectman Robie stated that it was suggested adding the word "Electricity" to the Facility O & M line. It was the consensus of the Board to add the word "Electricity" to

this line. **Question #3:** Selectman Robie asked the Board if they were okay with changing the "Town Building Expenses" line title to "Town Office and Smyth Building Expenses". It was the consensus of the Board to change the wording. **Question #4:** Selectman Robie question #4's explanation (see attached). Road Agent Lewis explained that it was an oversight that there wasn't a dollar amount in the storm repair line. Selectman Robie thought they should think about funding that line. Selectman Snow clarified they are just showing that these revenues (FEMA funds) increased the budget line. **Question #5:** Selectman Robie read question #5 and reviewed the lines in which he and the Budget Committee felt money could be moved from. In addition, he read Finance Director St. Pierre's explanations on moving the money around. Selectman Robie felt they should move the \$1,300 from Parks and Recreation and move it to the Highway Departments budget. Selectman Lazott stated he didn't have a problem with that. There was discussion about the Pond Park Maintenance line. Selectman Robie stated they could transfer the \$450.00 to the Highway budget, because the maintenance for the Pond Park is done for the year. Selectman Robie noted they would leave the \$956.00 in the Police Cruiser line due to unexpected bills. There was discussion about the Solid Waste Land Disposal line. Selectman Robie speculated there would be about \$84,000 left in that line by the end of the year. He noted if they double disposal cost, they still would have money left over at the end of the year. Selectman Robie felt they could move \$25,000 out of that line. Selectman Lazott stated this is a good approach, but felt they shouldn't move money around at this time. They know the money is available in case of an emergency situation. Selectman Robie stated its good accounting practice prior to being in a bad situation. Selectman Duarte stated he trusts the department heads and doesn't want to micromanage them. Selectman Lazott stated if the money is transferred into another department and it's spent then they don't have it to fall back on. Selectman Robie stated they are filling in lines that are already overspent. Road Agent Lewis stated he will try to make the best out of his budget but more than likely he will run out of money. They will probably need the \$75,000 and how the Board chooses to deal with it is up to them. Selectman Robie stated Road Agent Lewis will try to stick to his budget as best he can, but they should start moving around money now. Road Agent Lewis stated if his budget had passed, he would have enough money. Selectman Robie stated the Highway Departments budget increase by \$102,000. Selectman Snow stated the Budget Committee wanted to know about possible budget lines that could be moved around to cover the overspent lines. He further stated we don't have any overspent lines as of yet. Selectman Robie stated every year they ask the Town's people for an emergency winter line budget for Road Agent Lewis. Every year the Town's people vote yes on the warrant article and every year we spend it. Selectman Robie stated it would be nice to give the people a break on that winter warrant article. He further stated that would be \$75,000 they would not have to appropriate next Town meeting. Selectman Snow noted if you appropriate that \$75,000 and say they want to use the FEMA money from last year. Selectman Robie replied we aren't using any money that came from FEMA to offset our fund balance this year. He further stated they were going to try to build the fund balance up. Selectman Lazott stated he agrees with this process, so they know where the money is. He further stated he has a major philosophical difference with moving lines around this early in the year. Selectman Lazott felt the Budget Committee was trying to micromanage the departments and didn't agree with it. Selectman Robie stated it's not a bad idea to get the budget where it needs to be. They haven't had a new line item budget for two years. Selectman Lazott agreed with Road Agent Lewis that the \$75,000 was there to be used

for winter maintenance. It's been standard for years. Selectman Robie replied as economic times continue to get tougher, the people are eventually going to vote no. Selectman Lazott thought maybe they should factor the \$75,000 into the regular budget, instead of making it a warrant article. Road Agent Lewis replied the DRA informed him that if they start using the warrant article on a regular basis, they should start putting the amount they use in the budget. If the warrant article doesn't pass, it puts the Selectmen in an awkward position. There was further discussion on the Highway winter maintenance budget. Selectman Robie noted they have spent all of the money in the asphalt maintenance line. Road Agent Lewis noted they spent that money in the winter. Selectman Robie stated it they could prop the Highway budget back up; there are a couple of roads in Town that could use some top coating. Road Agent Lewis replied they haven't done any paving in three years. *Selectman Lazott motioned to not move any money until the time arises the need for.* Selectman Robie stated it would be in the Boards best interest to show they are trying to budget and are attempting to do a good job. Selectman Duarte agreed with Selectman Lazott and felt Selectman Robie was doing a good job with the budget, but he felt they should wait to the last quarter to move money around. Selectman Robie stated they never had a line item budget that the Selectmen agreed to, so this is a bunch of numbers concocted from the past two years budget. He is relaying the information from the Budget Committee. Citizen Gary York stated he liked the detail Selectman Robie has brought to the Board. As a citizen its showing him the Selectmen are paying attention to the budget. On the other hand he felt if you transfer the money now will there be a paper trail saying where the money went. Selectman Robie replied if you transfer the money now it will help the budgeting process in the late fall. Citizen Gary York thought moving money around now was premature. He noted former Selectmen's Assistant Carolyn Emerson provided the Board with a percentage deviation every week. Citizen Gary York stated this is a benefit he is seeing. *Selectman Lazott withdrew his previous motion.* Selectman Robie would report back to the Budget Committee that the majority of the Board was not in favor of moving money around, but he is still in favor of it. **Question #6:** Selectman Robie read question #6. Chairman Kelley stated the billing from Fairpoint is really bad. Selectman Robie stated they were going to skip this question until they had more information. **Question #7:** Selectman Robie read question #7. Selectman Snow stated the data would not be available until the August meeting. Selectman Robie stated the Budget Committee would like to come up with a percentage at the July meeting. Selectman Lazott stated there are a lot of unexpected expenses that come up (insurance, etc.). They can only come up with a guess. Selectman Robie stated they need to come to a middle ground. The people are going to vote for the lowest number (budget). If the Board and the Budget Committee can agree upon a number, then they can get a budget passed. They can't reach a middle ground when you're 10% apart. Chairman Kelley stated the Budget Committee needs to come up a little bit on their number and we'll come down a bit. They need to meet the Board half way. Selectman Duarte stated if you try to cut the budget close, they put themselves under pressure. He agreed they need to be a little more conservative, but there are unexpected costs (i.e. increase in fuel). He felt Selectman Robie has been doing a good job and the Budget Committee has been more cooperative since Selectman Robie has been the rep. Selectman Robie stated this information would be guidelines. Selectman Lazott stated if they have 2 – 3% left in the budget they were doing pretty good. Road Agent Lewis stated as long as the Boards keep fighting this will not work. He further noted for three years he has been over budget and under funded. They have to try to make this work and the money is

there. Selectman Duarte stated he has a lot of confidence in the department heads and he thinks they do a wonderful job. He pointed out the department with the most difficulties is the Highway, due to the fact that he has no control over the weather. He couldn't plan for what happened last December. Selectman Robie stated last years budget has nothing to do with this year's budget. He further noted he is already over expended on this year's budget. Selectman Lazott noted that we had a lot of storms in January and February. Road Agent Lewis stated he tried to budget for that but the money got taken away. Selectman Robie thought they should prop up the Highway Departments budget by \$25,000. Selectman Robie stated the Budget Committee would come up with a percentage that they would like to see the Selectmen work within for next years budget. He would like to see the Selectmen reciprocate and come up with a number. Selectman Lazott stated he would guess it would be a 2 – 4% increase in the overall budget. Selectman Robie stated they are getting by with a 1.4% increase this year. **Question #8:** Selectman Robie read question #8. Selectman Robie explained if they allow Finance Director St. Pierre to prepare the MS-5, they won't see the savings right away, but in a couple of years this will save the Town \$1,500 to \$2,000. Selectman Robie asked the Board if they wanted Finance Director St. Pierre to work with Plodzik and Sanderson on this. Selectman Snow asked if the amount of the audit would go down by doing this. Selectman Robie stated it would. Selectman Lazott stated if we add more responsibilities to Finance Director St. Pierre they would have to make her full time. He questioned if the Town would be seeing much savings. Selectman Robie stated if they have the auditors prepare the report it would cost them approximately \$100 per hour. It would be cheaper to have the Finance Director prepare it. Selectman Lazott thought it was a good idea, but there may come a time when she will need to become full time. Most Town's have full time Finance Directors and some have both a full time and part time Finance Directors. Selectman Duarte stated if Finance Director St. Pierre was full time he might feel differently about adding this to her workload. There was further discussion about making the position full time. Selectman Robie stated he would discuss preparing the MS-5 with Finance Director St. Pierre. **Question #9:** Selectman Robie read question #9. Selectman Duarte explained he has been working on implementing the impact fees. He further explained the Planning Board has been trying to adopt them for 5 or 6 years, but haven't been able to fund it. Atty. Mayer has reviewed them. They have recently adopted impact fees for the transfer station and for traffic. This will help generate some income for the Town. Selectman Robie asked where they are going to collect the fees from. Selectman Duarte replied from people building houses and businesses. Selectman Robie questioned the funds being used for bond payments and keeping them separate from the general fund. Selectman Snow stated if it's not matched by money from the Town, the money goes back to the people who put it in there.

Road Agent Lewis asked if Selectman Robie still would like the numbers by the first of July. Selectman Robie stated he would like to bring that information back to the Budget Committee. Selectman Snow asked if the Budget Committee has discussed dates. Selectman Robie stated the Budget Committee will be coming in with numbers next month and after that they will start working on departments. Selectman Duarte stated he would like to let the Budget Committee know he appreciates the work they were doing.

The Board to discuss policy on contacting Town counsel. Chairman Kelley stated he wanted the Board to review the Town policy. Selectman Lazott read the Town policy. He

noted there have been court situations going on. Chairman Kelley wanted to make sure everyone was aware of who is supposed to contact Town counsel. Selectman Duarte questioned if the Town was on a budget and couldn't go over a certain amount. Selectman Lazott explained we have a retainer and we went over it last month. Selectman Lazott suggested using the LGC as much as possible. Chairman Kelley asked the Board if they had any suggested changes. Selectman Duarte stated the policy is crystal clear and shouldn't be changed. It was the consensus of the Board to leave the policy as is.

Other Business

CCC Alternate member interest: Selectman Snow stated David Ickes is interested in becoming an alternate member to the Conservation Commission. He will need to submit a letter of interest.

Roundtable Discussions: Selectman Snow stated Betsy Kruse would like to have another Roundtable discussion. Chairman Kelley stated he would like to get all of the committees together for discussions. It was the consensus of the Board to have a Roundtable discussion on July 27th at 7:00 p.m.

There was some discussion about an upcoming meeting with DES, DOT, Atty. Mayer, Chairman Kelley, and Selectman Robie regarding mitigation of conservation land. Selectman Snow asked when and where. Chairman Kelley stated he and Selectman Robie would bring the information back to him.

Generator Issue: Gary York stated he spoke with Selectmen's Assistant Cheryl Eastman in regards to the UPS unit in the basement. He explained you have the main power coming in from the street and you have the generator power. There is a transfer switch that sends the power back and forth to a separate generator. He further explained the UPS outlet feeds the building. Mr. York explained he knew there were some issues with the generator and he wasn't sure if they were phasing issues or stopping issues. The unit is an incrementally sized unit, it's an 8 KDA and about twice the size the Town Hall needs. The issue is what will be used in the meeting room and the capabilities of that system. Mr. York recommended the Board get some quotes for next years budget and finish it up so they have adequate power in the building. There are two power modules in the UPS unit and one is burnt out. It's in a false stage right now because they taxed one half of the unit. He explained instead of being at 8 KDA, the unit is running at 4 KDA, which is about 25% capacity. Mr. York noted he was unable to clear the module today, because it is still overloaded. There is a lot of usage on the system. Mr. York stated he called the factory today and it will cost \$1,700 to repair that module. He noted he might be able to buy it through his distributor at a reduced cost. Mr. York explained there are batteries in these modules, 9 per cabinet and each battery is \$459 a piece. The retail number is about \$4,200 per cabinet, so you're looking at \$8,400 total. The batteries are only good for 5 years. Mr. York explained the batteries might be contributing to the malfunction of the module as well. It could be a number of different things for example a generator issue, a bad board, etc. They won't know until they bring the system back up. Selectman Robie asked Mr. York when the generator kicks on does it crash the UPS units. Mr. York replied it shouldn't. He further explained the transfer switch is not transferring. Selectman Robie asked if the generator might need another circuit. Mr. York thought once

the power module is replaced it should work. Chairman Kelley stated Selectman Robie received a quote from an electrician who mentioned the generator was not big enough to power the whole building. Mr. York replied you could run three Town Halls on that generator. Selectman Robie thought they should run a power test on the building to find out. Mr. York stated they looked at generators and the difference between the 20 KW and the 35 KW was under \$1,000. Selectman Robie stated it doesn't matter how many KW's you have if it's not hooked up correctly. Mr. York stated that Fire Chief Cartier was right by saying there is no main disconnect to get to the three disconnects on the pole (where the fuse is). Those are the only disconnects for the whole system. Chairman Kelley stated this needed to be fixed. Chairman Kelley motioned to allow Mr. York to order the part to repair the UPS unit. Seconded by Selectman Snow. All were in favor. Motion carried. Selectman Robie thought they should budget for the cost of replacing the batteries. Chairman Kelley thanked Mr. York for coming in to speak to the Board.

Approval of Previous Minutes: Selectman Lazott motioned to accept the public and non-public minutes of 06/08/09. Seconded by Selectman Duarte. All were in favor. Motion carried.

Sealing non-public minutes of 6/22/09: Selectman Lazott motioned to seal the non-public minutes of 6/22/09. Seconded by Chairman Kelly. All were in favor. Motion carried.

Free summer help: Selectman Snow explained there is a group who is offering a group of 18-23 year olds for 20 hours per week (see attached). He further explained all the Town has to do is provide supervision. Selectman Lazott stated they should check with the LGC on this.

Announce Next Regularly Scheduled Meeting Date: The next regularly scheduled meeting is July 13th at 7:00 p.m.

Respectfully submitted,
Andria Hansen, Recording Secretary

The Board will consider holding a Non-Public Meeting in accordance with RSA 91-A:3 II (c).