

~~Unapproved~~ Approved
Candia Selectmen's Public Meeting Minutes
August 10, 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.

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

Highway: Road Agent Lewis read from the attached reports. He noted the culvert cleaning was due to muskrats and beavers. They have had to clean out the culvert on a daily basis. Road Agent Lewis added to his monthly report copies of the entire Crowley Road project, payroll, paving contracts and estimates from different vendors. He noted that he and Selectman Robie decided to go with Pike as the paving company for this years paving; Pike gave them the best price. Road Agent Lewis mentioned that the letter of credit for the Candia Crossing project is going to expire on August 12th. Tax Collector Sanders was wondering if anything was going to be done about the speed limit on Patten Hill Road, the dust has been a problem. Road Agent Lewis stated it would be paved on Monday. Selectman Lazott will speak to Chief McGillen about the speeding.

Police: Selectman Lazott read from the attached report. He noted the department has been very busy.

Fire: Fire Chief Cartier read from the attached report. He mentioned the response calls have been more serious. The departments training hours are up. The final numbers from the open house ended up being approximately 600 people. Fire Chief Cartier noted he is working with Chief McGillen on background checks for new fire fighters. He currently has 9 applicants. They recently did DART training. There will be a helicopter stationed at the Manchester airport. The landing zones are behind Moore School, the state shed, and Liquid Planet. If there is an accident on the highway the helicopter will land on the highway. Selectman Snow asked whom the helicopter belonged to. Fire Chief Cartier replied that it belongs to Dartmouth Hitchcock Medical Center in Hanover. He informed the cost per helicopter flight is \$12,000 plus \$110.00 per mile and the Town is not responsible for any cost. Selectman Snow asked if the FIT testing has been done. Fire Chief Cartier informed the Board that it's tentatively set for October. Chairman Kelley reminded Fire Chief Cartier that Inspector Napoli from the Department of Labor would be coming for her final inspection on August 25th.

Building Department: Selectman Lazott read from the attached report.

Solid Waste: Selectman Duarte noted they did get rid of all the metal at the recycling center. Chairman Kelley noted the jersey barriers have been put up around the gates.

Parks and Recreation: Selectman Snow noted the focus for this month is Old Home Day.

Cemetery: Selectman Snow noted the focus for this departmental report is that they need to get the Cemetery of Trustees organized.

Selectman Robie asked Selectman Snow why the grass hasn't been mowed in the park. Some people have voiced concern over ticks. He explained it was the grass in the front where they used to mow around the pines. Selectman Snow replied there isn't much grass out there. Selectman Robie explained whatever grass is there is 8 inches high. Selectman Snow replied it hasn't been mowed because he is maintaining the rural character of the Town and saving money. It will help improve the environment of the trees and the grass there is pretty sparse. Selectman Robie asked if there was any need to worry about ticks. Selectman Snow stated there isn't a problem with ticks that he is aware of. Selectman Duarte suggested spraying the area with an insecticide. Selectman Robie mentioned that the grass is growing up through the bleachers. Selectman Snow replied he would take a look at it.

The Board to consider the reappointments of Solid Waste Committee member's Al Couch and Amanda Soares; the appointments of John Cole and Scott Komisarek as members of the Regional Economic and Development Committee; and the reappointment of ACO Raymond Rodier. Selectman Snow stated he looked at the posting for the local Economic and Development Committee and for the last month they have been talking about forming two different committees. They talked about a town committee and a regional committee under SNHPC. He looked at Citizen John Cole's letter of interest and thought he was interested in the local committee not the regional committee. Selectman Duarte stated they tried to get regional members as soon as possible, because they are meeting this month. John Cole and Scott Komisarek expressed interest in being on the regional committee. Selectman Duarte would like to recommend them for the local committee as well. Hopefully, in the next couple of weeks they will see letters of interest for the local committee. Selectman Robie reviewed John and Scott's letters of interest and it looks like they want to be on the local committee. Their letters don't say anything about the regional committee. Selectman Snow mentioned he would be interested in serving as an alternate on the Regional Economic Development Committee. Selectman Snow stated it was confusing what was posted, because Candia says they are looking to form a Economic and Development Committee. It says nothing about a Regional Economic Committee. *Selectman Lazott motioned to appoint John Cole and Scott Komisarek as members of the Regional Economic and Development Committee for SNHPC as well as the Town's Economic Development Committee. Seconded by Selectman Duarte. All were in favor. Motion carried. Selectman Lazott motioned to reappoint Al Couch and Amanda Soares to the Solid Waste Committee and reappoint Raymond Rodier as the Animal Control Officer. Seconded by Selectman Duarte. All were in favor.*

The Board to accept Finance Director Elizabeth St. Pierre's resignation. Chairman Kelley read Finance Director St. Pierre's resignation (see attached). Chairman Kelley motioned to accept Finance Director St. Pierre's resignation with regrets. Seconded by Selectman Robie. All were in favor. Motion carried.

Discuss job posting for Payroll and Accounting Clerk. Chairman Kelley read the job posting (see attached). He asked the Board for feedback. Selectman Lazott thought the hours should say up to 32 hours per week. It should have a range of 25 to 32 per week. Selectman Robie thought they should leave it at 32 hours. The person will have to deal with the Selectman and Budget Committee as well. Selectman Lazott agreed and felt this position is very critical in a lot of areas. Selectman Lazott commented that a lot of surrounding towns have full time Finance Director's plus a part timer. They are getting a good deal if someone is willing to do it for 32 hours. Selectman Duarte stated they might want to mention that this position will be dealing with the auditors. Selectman Robie thought Selectmen's Assistant Eastman could deal with the auditors. He noted everyone works together in that office. Chairman Kelley stated they have to. Selectman Lazott noted this person will be first responder to the auditors and Selectmen's Assistant will assist with the auditors. He added Selectmen's Assistant Eastman should not be the point person for the auditors. Chairman Kelley replied it depends on the person's qualifications. Selectman Snow stated they should rewrite the job description prior to the time of interviewing. Chairman Kelley stated they will make it clear to the applicants what their responsibilities will be. Selectman Snow noted that 32 hours is right in the line of full time and benefits, this is something they will have to address at budget time. Selectman Lazott mentioned when they hired Finance Director St. Pierre it stated there was a maximum of 32 hours with occasional overtime. Chairman Kelley noted in some cases they would have no choice. It was the consensus of the Board to put the ad in the paper with the change of the hours from 25 to 32. Fire Chief Cartier suggested putting the job description on the web site. Selectman Lazott noted the job description needs some tweaking.

The Board to consider adopting a policy on the availability of public documents. Chairman Kelley read the proposed policy (see attached). *Selectman Lazott motioned to adopt the policy. Seconded by Selectman Robie.* Selectman Snow asked if they could discuss this. He would like to review the policy. Chairman Kelley mentioned this policy has come about, because some recent events that have transpired. Selectman Snow stated they needed to formally describe what they mean as documents intended for public viewing. If they become public record, which means the Planning Board has to accept them. There was some further discussion on the viewing of public documents. Selectman Duarte noted this came about, because Selectman Snow took plans home. He stated he can look at the plans all he wants, but don't take them home. If you want a copy then pay for a copy them. Selectman Snow replied we have an area of disagreement. If the applicant could throw the plans in the wastebasket then theoretically the janitor could take them. Selectman Duarte replied the table is not a wastebasket and that's where you took the plans from. Chairman Kelley called for a vote. *Chairman Kelley, Selectman Lazott, Selectman Robie, and Selectman Duarte were in favor Selectman Snow was opposed. Motion carried on a vote of 4 to 1.*

The Board to discuss eliminating overtime hours for hourly employees. Chairman Kelley clarified this doesn't apply to the Police Department. Chairman Kelley noted if you have a situation and a person needs to put in overtime they need to go to the Selectmen's Representatives. Selectman Snow questioned if they are eliminating overtime hours or controlling overtime hours. He asked if it was the Board's intent to eliminate overtime hours or is it to insure that overtime hours are approved by the department heads. Chairman Kelley replied overtime hours will need to be approved by the department head or Selectmen's Rep,

because it's getting out of control. Selectman Robie stated they've had an issue with overtime being worked and employees being paid with comp time. He noted that comp time is exactly the same as overtime. Selectman Robie felt they should limit employees hours to 40 hours with the exception that if something happens they go to the department head and make arrangements (to be paid overtime). He thought that comp time didn't seem to work. Selectman Lazott asked what happens if someone's standard week is 35 hours, will they get paid overtime for anything over 35 hours. Selectman Robie clarified anything over 40 hours the employee would get paid overtime, you don't want to pay overtime for anything over 35 hours. Fire Chief Cartier informed the Board that if a part time employee goes over their part time hours, you have to offer the part time employee benefits and everything that goes with a full time position. The Board should be careful of that. Selectman Snow noted if the part time employee knows they will be in a situation where they will have overtime, maybe they should be offered a day off instead. They could be offered the comp time in advance. Selectman Robie replied he wants to get away from the comp time. He didn't have a problem with someone taking a couple of hours off in exchange for overtime, but he didn't want to give 3 hours of comp time for 2 hours of meeting time. Selectman Lazott noted this applies to all employees with the exception of the Police Department. Selectman Snow asked if the motion should state that department heads shall authorize all overtime hours. *Selectman Robie motioned to eliminate overtime and if there is a necessity for overtime the department heads will go to the Selectmen's Representative to arrange it. Seconded by Selectman Lazott. All were in favor. Motion carried.*

Approval of Previous Minutes: Public meeting minutes of 7/27/09 and the non public meeting minutes of 7/13/09. Selectman Lazott motioned to accept the non public meeting minutes of 7/13/09 as amended and to seal the meeting minutes. Seconded by Selectman Duarte. All were in favor. Motion carried. Selectman Lazott motioned to accept the public minutes of 7/27/09 as amended. Seconded by Chairman Kelley. All were in favor. Motion carried.

Other Business

Computer access issue: Chief McGillen mentioned that it was recently brought to his attention that someone could gain access to the server. He found out that gaining this access would give this person access to the Police Departments information as well, because his departments tied into the server. The Police Department should be on a separate server. Chief McGillen was told by Jon Devine that whoever is the system administrator on the Town side theoretically could have access to the Police Department's files. Chairman Kelley stated that he is waiting for Jon Devine to get back to him so he can clarify this situation. Selectman Lazott stated they need to change the password for the server at this time. The only person who should have the administrator password is the Chairman and no one else. He noted this password is like a master key. In his mind no employee should have a password to that system. Selectman Duarte stated in the meantime they should have the password changed. Chairman Kelley stated he is working on getting this situation squared away. Selectman Snow raised the issue that the Town is allowing remote access and that Jon Divine has access to all of the files. Chairman Kelley replied Mr. Divine is the Town's IT person. Selectman Lazott stated there should be some type of fire wall they could install that would limit access to the Police files. Selectman Snow asked how many servers they had. Chairman Kelley replied two. Selectman Snow then asked if they were interconnected. Chief McGillen replied in some fashion they are. Selectman Snow stated

he has some computer expertise and thought they have a problem. Chairman Kelley stated he will take care of the issue this week.

Highway Department Report: Road Agent Lewis asked if the Board would like him to continue doing the departmental reports with a breakdown and figures. It took him a couple of hours. Road Agent Lewis explained how he got the numbers and how it can be time consuming. Selectman Robie thought that Road Agent Lewis does a good job with his payroll sheets and they're in the sign folder every week. If anyone wants more information they can look in the sign folder. Selectman Snow stated the total expenditure for the month would be more than enough for him.

Bean Island Road property: Selectman Lazott stated in the last minutes they mentioned a property on Bean Island Road. He clarified that Mr. Cole doesn't own the property anymore. This piece of property is incorrect on the Town's tax map. Mr. Cole gave the piece to Dick Beck, so he could build a house on the Candia line. Mr. Cole explained to him that the property is not part of the swamp; the swamp is part of Kevin Cole LLC. Selectman Lazott stated Linda Fortier did the research on it, so she would be a good person to contact for information. Selectman Lazott stated it sounds like the map needs to be corrected. Tax Collector Sanders explained she gets her information from the Selectmen's Office records, that information is updated by deeds. She noted she has gone back several years on this property and they need to see the deed showing Mr. Cole no longer owns that property.

There was some discussion about the recent reval and how some residents missed the opportunity to talk with Vision Appraisal. It was noted that people will be able to file for an abatement after the December tax bill comes out.

Selectman Lazott noted he was looking into a sign for in front of the Town Office. It would be used to keep the residents updated on events going on in Town.

Announce Next Regularly Scheduled Meeting Date: The next regularly scheduled meeting is August 24, 2009 at 7:00 p.m.

Selectman Lazott motioned to adjourn at 8:25 p.m. Seconded by Selectman Robie. All were in favor. Motion carried.

Respectfully submitted,
Andria Hansen, Recording Secretary