

~~Unapproved~~ Approved
Candia Selectmen's Public Meeting Minutes
Monday July 26, 2010

Attendance: Chairman Fred Kelley, Vice-Chair Carleton Robie, Selectman Joe Duarte, Selectman Amanda Soares, Selectman Richard Snow, Selectmen's Assistant Cheryl Eastman, 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 of Selectmen will hold a public hearing at their regularly scheduled meeting to accept grants in accordance with RSA 31:95-b III (a). Chairman Kelley opened the public hearing. He reviewed the attached breakdown and reported the grant amounts received: State of New Hampshire – Emergency Management Update Grant \$5,000.00, State of New Hampshire – Quarterly Block Grant \$18,886.95, State of New Hampshire – FEMA (debris clean up) \$6,625.65, and State of New Hampshire – Candia Police Department Radar \$904.74. The total amount of grants received \$31,417.34. Selectman Robie motioned to accept the grants received in the amount of \$31,417.34. Seconded by Selectman Duarte. All were in favor. Motion carried. Chairman Kelley asked if there was any public input. There was no public input. Chairman Kelley closed the public hearing.

The Board to consider the reappointment of Al Couch as a full member of the Solid Waste Committee. Selectman Duarte moved to reappoint Al Couch as a full member of the Solid Waste Committee. Seconded by Selectman Soares. All were in favor. Motion carried

Selectman Robie to discuss budget process for fall 2010. Selectman Robie noted the Budget Committee will meet the seconded Wednesday in August. They will be making a schedule for the budget process. The Selectmen have selected September 18th to meet with the department heads to prepare a budget to forward to the Budget Committee. The date has been set for budget deadline. He suggested sending a message to the department heads on what we want for 2011 (i.e. level fund or decrease their budgets). Selectman Duarte agreed with level funding the budget. Selectman Robie noted that there are a few departments that are very well funded and those department heads should take a careful look at their budgets. Chairman Kelley stated they need to look at the budget and try to get something fair like last year. He felt the budget worked out well last year. Selectman Robie noted that he and Selectmen's Assistant Eastman have been working on the insurance lines. Selectman Soares mentioned that September 18th is Household Hazardous Waste Day and at least one Selectmen needs to be there. Selectman Snow commented that he wasn't happy with the budget process last year. He thought they should be asking what each department does, how they do it, how much does it cost, and what are you

planning to do next year. He felt this wouldn't take six hours like last year, he felt it would take more like twelve hours. He thought it would take a couple of days for the Selectmen to review the budget. Selectman Robie replied the Selectmen Reps need to go to their department heads and ask them questions. Selectman Robie would like to have 4 – 5% at the end of the year to turn back. He felt there was no reason why the department heads can't do their budget. This should be a simple process. Selectman Snow didn't agree and they should understand what each of the departments are doing (what their asking for, why their asking for it, and then reduce or increase it). We need to adequately provide the services that they believe are necessary. He noted he would listen to his department heads, but he might have some suggestions on how they can do it a better or more efficient way. So when they get through they have a process that says this is the amount of money we need to adequately fund the department. He mentioned that last year we didn't come up with a number for insurance. We should be looking at all of our insurances right now. Selectman Robie stated Selectmen's Assistant Eastman has been working on this since last year. There were a couple of options he would have liked to explore. They will probably have a number for health insurance and they are looking at Primex. Selectman Snow replied he would like to look at it first. Selectman Duarte explained the insurance people don't even have the rates. Selectman Snow replied that he wasn't looking for rates. He wants to see the insurance policies. Selectman Duarte explained the insurance broker works hard at bringing as many options as possible and this helps the Board make a decision on the insurance. Selectman Snow questioned why the Police Department had a problem with the insurance. Selectman Duarte replied they didn't have a problem with the insurance they came to the Board about the pay scale. Selectman Robie noted we helped them out. Selectmen's Assistant Eastman explained last year there were legislative changes to health insurance plans, so they were running behind schedule on what companies were offering what plans. It was a little rushed last year. She further explained they can't talk about policies until fall, because the insurance companies haven't even formulated all of their policies yet. If they came in now they wouldn't have anything to talk about. Selectman Snow thought they should have someone from Primex come in and give a 10 minute dissertation on what they provide in their entire spectrum of insurance. Selectman Snow asked if they do health insurance for the town. Selectmen's Assistant Eastman thought they didn't sell health insurance. They do workmen's comp, liability, and unemployment. Selectmen's Assistant Eastman explained that she is getting quotes from Primex on everything they have available to us. Selectman Snow replied that he wasn't asking for a quote, he was asking for an explanation of the entire spectrum of insurance that cost the town \$40,000 per year. Selectmen's Assistant Eastman replied she is trying to compare the polices of LGC, Primex, and any other options. Selectman Robie stated we have been working on this all year. He noted that Selectmen's Assistant Eastman is going to research other companies on liability and compensation and try to find a better price. Selectman Snow noted he doesn't buy just on price and he needed to understand what we are spending money on before he can vote on a budget. He further noted he makes a decision based on whether he understands it or not. Chairman Kelley explained we are trying to make a decision on the information that is

brought to us. The office works really hard on getting that information to us. Selectman Snow replied this is why the budget meeting can't be done in six hours. He is going to be asking questions. He felt they should have an insurance person come in and explain. There was further discussion about the different insurances. Selectman Snow wanted to know what insurance covers us and is it enough. Selectman Robie replied Primex knows according to our budget how much insurance we need; they quoted us a price on that. Selectman Duarte reiterated that the office gets us the information we need and we look at information and make the best decision as a Board. We have enough guidelines to know what this community should be carrying. It's not like we're pulling numbers out of the air. Selectmen's Assistant Eastman explained the liability is figured out by our expenditures, number of vehicles, and number of buildings on the policy and the value of the buildings. All of these things are taken into consideration. There are guidelines for the coverage and that is what we are quoted on. Selectman Snow replied that's the recommendation that Primex give us based on their expectation of liability. If the Board decides that they have more liability than fits into those guidelines they would be saying we need more liability. They need to determine the liability that they think is possible for the town. We might not agree with Primex's average, but in the budget process I am going to be looking at this. He wants to know what it is we are spending money for those departments he isn't intimately involved in. He spent significant amount of time trying to discuss his departments last year. It ended up that he wasn't able to get his message out. He wants the Board to understand what is going on in his departments. Selectman Snow felt there were significant issues where communications weren't as effective as it could have been during the budget process. He would like Selectman Robie to resolve with the Budget Committee how they would like to handle that. He suggested that they have the Budget Committee do a joint hearing on that Saturday in September. Selectman Robie replied the Budget Committee brings in all the department heads on two separate evenings. This has been done since the Budget Committee's conception. Selectman Snow replied last year he was told they only had questions for him and didn't want to discuss anything else. Selectman Robie stated they ask questions on things they want to know. Selectman Snow mentioned last year the Budget Committee's driver was what the people of Candia can afford. He questioned if the Budget Committee was going to use the same criteria this year. If that's the case they are going to take what the Selectmen give them and cut it. He would like the Budget Committee to tell us how they want us to handle it this year. Do they want them to work towards a level funded budget? If they cut what the Selectmen give them, then it doesn't matter what we're doing. Selectman Robie replied last year was his first year with Budget Committee and it took him a year to figure out this process. The buget was \$100,000 over and they worked it down to a level funded budget between himself, the Selectman, and the Budget Committee. It took 20 meetings last year and he felt it shouldn't take that many this year. Selectman Robie explained they need to ask the department heads where they want to head with the budget. The budget has doubled in this town in fifteen years and we have to get it under control in these economic times. He noted they have kept it under control for two years and everyone seems happy. All the services are being rendered, everyone has jobs,

and they have what they need. Selectman Robie stated the process may be flawed to Selectman Snow, but thought the people were satisfied. Selectman Snow replied Selectman Robie has done a marvelous job with integrating himself into the Budget Committee and he thinks the same way they do. Selectman Snow noted this is not the same way the town thinks. The town ends up voting for the Selectmen's budget. He noted the Budget Committee has yet to have a budget that passed. Selectman Robie replied that our budgets were the same last year. Chairman Kelley explained if he had any questions he should bring it to Selectman Robie, because he's the rep to the Budget Committee. He further explained the Budget Committee will ask you questions, you just can't throw questions at them. Selectman Snow confirmed that they will run things the same way as last year. Selectman Robie replied we may be able to tweek it, as long as the questions are rational. Selectman Robie suggested the department heads level fund their budgets, but if they have a need they should add it. Their budget might not be level funded; there will be some budgets that are underfunded. Selectman Snow asked what they were doing about salaries this year. There are some people in this town that deserve an increase. The Board needs to look at an overall approach on this issue and we need to do that before the September meeting. Selectman Robie replied if the department heads want to give a raise they can, but they will have to do without something else. Selectman Snow didn't agree with that concept. Chairman Kelley agreed and if you're going to give out raises you have to give them to everyone. Selectman Snow noted there are merit increases and there are COLA's which all the employees get. Selectman Robie noted that they were going to take a look at it and he will bring this question to the Board right around the time they're going to do the budget. There was further discussion about the budget process. Selectman Snow requested that Selectman Robie go to the Budget Committee and ask if they are going to do things the same as last year. Selectman Snow wanted to know how he should behave this year as a member of the Board of Selectman to fit into how they're going to behave. Selectman Robie suggested the Budget Committee have a special meeting just for Selectman Snow. It was the consensus of the Board to send the department heads a memo that the Selectman are thinking about a level funded budget and any changes the department heads feel are necessary should be noted. The Selectmen's budget meeting will be held on September 25th, 2010. Selectmen's Assistant Eastman noted she will need the budgets by September 15th.

The Board to review proposed legislative policies from LGC. Selectmen's Assistant Eastman explained the LGC sent floor proposals. They are looking for additional floor proposals or recommendations for the ones on the list (see attached). The Board looked at number 15 on page 8. This proposal will support an amendment to RSA Chapter 41 to give towns the option to authorize the governing body to appoint or elect town clerks and town clerk/tax collectors. Chairman Kelley clarified they are looking to see if we recommend or not recommend. Selectman Snow noted if we do this we should elect someone to go up to Concord and vote. Selectmen's Assistant Eastman explained the Board can elect or appoint a delegate that would go to Concord with the Board's recommendations. The voting process will take place on September

17th at the LGC in Concord. The LGC will be sending us a mailing card to let them know who will be showing up to vote. Chairman Kelley asked the Board what they would like to do. He felt they should do this, because it's very important. He would be willing to take the time to go up to Concord and represent the Board. Selectman Duarte noted according to the paperwork the existing policy is what they have now and it seems to work. Selectman Snow explained these are the recommendations the NHMA policy committee said to pursue for changes to legislation in the next session. They are asking if you agree with the proposed changes that would make the legislation different than what it is. Selectman Duarte noted he would be against #15 (on page 8). Selectman Soares agreed and felt the existing policy in town works fine. Selectman Snow noted this article is asking do we want to appoint instead of electing a town clerk or tax collector. Selectman Duarte stated now the townspeople vote and if that's who they want they should leave this alone. Selectman Soares motioned to allow Chairman Kelley to represent the Candia Board of Selectmen in the voting process at the LGC. Seconded by Selectman Duarte. All were in favor. Motion carried. Chairman Kelley asked the Board how they want to vote on these. He noted the reason he brought up the Town Clerk was because he gets lots of complaints about her hours. Selectman Soares thought they should submit their responses next meeting. It was the consensus of the Board to review the proposals and submit their responses next meeting. Selectman Snow noted the floor policies are due by August 13th.

The Board to consider the Town's participation in the state wide parcel map. Selectman Snow noted he strongly supports this. Selectmen's Assistant Eastman explained if we participate in the state wide parcel map it will aid and streamline the process of what goes into the MS1 report. The DRA is looking towards being more automated with some of this stuff through this parcel map. It encompasses a lot of other things as well. She thought it would be a benefit if the town was involved. Selectman Soares asked if there was any cost involved. Selectmen's Assistant Eastman replied no and we give them the data and they will compile it. Selectman Snow noted there are significant benefits for the Planning Board as well. Selectman Soares stated if it's benefiting on more than one level she supports it. It was the consensus of the Board to move forward with this.

Approval of Previous Minutes: Public and non public meeting minutes of 7/12/10. Selectman Soares motioned to approve the sealed non public meeting minutes of July 12th, 2010 as presented. Seconded by Selectman Robie. All were in favor. Selectman Robie motioned to accept the public meeting minutes of July 12th, 2010 as amended. Seconded by Selectman Duarte. All were in favor. Motion carried.

Other Business

The Board to authorize payment of payroll and accounts payable manifest. Selectman Snow motioned to approve payment of payroll manifest number 000582-09, checks to be dated 7/22/2010, with a total gross payroll amount of \$17,918.21. Seconded by Selectman Duarte. All

were in favor. Motion carried. Selectman Snow motioned to approve payment of accounts payable manifest number 070410, checks to be dated 7/22/2010, with a total amount of \$23,596.53. Seconded by Selectman Duarte. All were in favor. Motion carried. Selectman Snow motioned to approve payment of payroll manifest number 000583-04, checks to be dated 7/29/2010, with a total amount of \$16,141.79. Seconded by Selectman Duarte. Selectman Snow motioned to approve payment of accounts payable manifest number 070510, checks to be dated 7/29/2010 with a total amount of \$225,900.05. Seconded by Selectman Duarte. All were in favor. Motion carried.

Superintendent of Cemeteries Jerry Becker's Letter to the Selectmen: Selectman Robie explained Selectman Snow took the money out of the Cemetery maintenance line to pay Mr. Franklin for some survey work he did. Selectman Snow replied that's within the Cemetery budget. He noted it was discussed at a Cemetery Trustees meeting that we would find the funds to pay Mr. Franklin, even if we had to transfer the money from another line. Selectman Robie noted they said they would find the funds to pay Mr. Franklin, but the Superintendent of Cemeteries is in charge of his budget. We can't just okay a payment of a bill; it wouldn't be any different for any other department. You have to discuss these things with the person in charge of the budget. Selectman Snow replied the Trustees of the Cemeteries are in charge of the budget. They need to have the money transfer done so we can have the money for the contract services Mr. Becker wants to do (\$400). Selectman Snow noted they would be receiving another bill from Mr. Franklin for \$400. Selectman Robie stated they agreed to pay Mr. Franklin for his work. Selectmen's Assistant Eastman explained that Jerry's letter is saying that he was under the impression the money to pay Mr. Franklin was going to be found somewhere else not out of his operating budget. Selectman Snow replied he was fine with the money coming from another line, but where is that other \$400 going to come from. Selectman Robie stated they're not paying \$1,200 for the work Mr. Franklin did they're paying \$800. He further stated if Mr. Becker wants to move the money (\$400) from the maintenance line to cut down a tree he can do that. Selectman Snow asked how it got from \$800 in December to \$400. He noted after they did all of the encumbrances it was \$800 why did it go down to \$400. Selectman Robie replied it didn't get cut until everyone looked at the budget and finalized it. Selectman Snow asked where they are getting the money to pay Mr. Franklin. Selectman Robie replied they will take care of it. Selectmen's Assistant Eastman asked if Jerry's in charge of spending out that budget. Selectman Robie thought they shouldn't spend out of other people's lines that they aren't in charge of. The bill for Mr. Franklin should have been brought to the Selectmen's Office and the Board should have discussed how it should be paid instead of telling Accounting/Payroll Clerk Donna Becker how to pay it. Selectmen's Assistant Eastman explained it would be the same thing if Selectman Duarte spent something out of Chief McGillen's budget and he didn't know about it. Selectman Robie explained the \$400 should still be in the brushing cutting line and Mr. Becker can use it for the tree cutting. They will make sure Mr. Franklin gets paid.

Mary Girard's letter regarding elderly exemptions: Chairman Kelley noted Mary Girard submitted a letter regarding elderly exemption. She felt the amount for the single elderly exemptions should be increased. Chairman Kelley read from Mary's letter (see attached). Selectmen's Assistant Eastman explained that if they are going to attempt changing the qualifications for elderly exemptions it will have to be a warrant article. Selectman Snow thought it was a perfect example of a floor action item, this will require legislation and he didn't believe this is something they could bring to a town meeting. Selectmen's Assistant Eastman replied that individual towns can make the changes. The state has guidelines but the town can amend them by vote of the town. Selectman Snow stated if this is something that is statutory there is nothing they can do about it. If so they can change it and it can go in as a warrant article to increase the amount. He noted that he would take a look at the statute. If it is statutory it would be a perfect thing for a floor request.

Alarm at the old library: Chairman Kelley noted the building has an alarm system that is old and it doesn't set right half of the time. It costs the town \$580 per year. Chairman Kelley suggested eliminating the alarm system at the library. He felt if they decided to do something with the building they could modernize the alarm system. Selectman Snow asked if this would affect our liability insurance. Chairman Kelley replied that he would have to look into it. Selectman Soares questioned if we take the alarm system out will the cost to reinstall a new one be higher. Selectmen's Assistant Eastman explained if we ask Pelmac to disconnect the system all they will do is disconnect the alarm system. Selectman Snow thought maybe they could think about this for budget time. Selectman Soares thought if it saves them \$580 a year she didn't have a problem with it. Selectman Robie noted the system is connected to the fire alarm and they should keep it hooked up just in case. Road Agent Lewis thought they should at least keep the fire alarm hooked up. Selectmen's Assistant Eastman noted during the process of researching liability insurances she wasn't asked about alarm systems in any of the buildings. Chairman Kelley noted he just wanted some input from the Board and he would check out the liability. Road Agent Lewis thought the system at the old library should be connected to the police department. Citizen Joanne Beckwith mentioned the new library is hooked up to the police department, so why isn't the old one. Chairman Kelley replied it's a totally different system.

Selectman Robie mentioned that he got a volunteer to paint the gazebo. Citizen Felix Shepard donated four days and Candia Lumber donated 4 gallons of cover stain and 4 gallons of primer. He commended them on doing a great job and would like a thank you note sent to Fletcher Perkins and Felix Shepard.

Candia Crossing Bond: Road Agent Lewis mentioned that there is a bond that will be due in August. Selectmen's Assistant Eastman clarified that it's due on August 12th and she has sent an email but hasn't received a response. Road Agent Lewis explained if the Board doesn't have a

new letter of credit by August 12th the Board could take the money. Selectman Robie asked Selectmen's Assistant Eastman to get in contact with Centrix Bank. Selectmen's Assistant Eastman replied that Mr. Cole should get in touch with Centrix Bank and she sent Mr. Cole an email regarding this. Selectman Duarte stated he would get in touch with Mr. Cole and have him call Selectmen's Assistant Eastman. Road Agent Lewis noted if the time lapsed it would be up to the Board or Atty. Mayer to start the process to take the money. This should be addressed before the next Selectmen's meeting. Selectman Snow thought there must be some type of condition with the Planning Board. There should be a new letter of credit in place. Selectman Robie read from the letter of credit. Selectmen's Assistant Eastman explained if we call this in on the 12th the amount we will received is \$51,421. There was further discussion about the letter of credit. Road Agent Lewis explained we would have to do an inspection and say certain things haven't been done. Selectman Robie clarified if the Town engineer says these things haven't been done then the town would get the check. Selectman Duarte questioned why the Planning Board wasn't notified on this. Selectman Robie replied that Selectmen's Assistant Eastman sent out a letter and she's got it covered. Selectmen's Assistant Eastman explained this is not the Planning Board's responsibility it's the Selectmen's responsibility. Selectman Robie thought that next year they could address this earlier.

Repurchasing cemetery lots: Selectman Snow received a request by someone looking to sell back four cemetery plots to the town. He contacted the Attorney General's office to see if they should pay back the perpetual care. He was told they probably should. He informed the Board they should reimburse Ms. Rossi \$600 and then go to the Trustee of Trust Funds and ask for the \$200 out of perpetual care. Selectman Soares noted if we have paid perpetual care in the past, then we should do it again. Selectman Snow motioned that we reimburse Ms. Rossi \$600.00 and go to the Trustees of the Trust Funds for the perpetual care. Seconded by Selectman Duarte. All were in favor. Motion carried.

Betsy Kruse's letter: Selectman Snow asked if the Selectmen have received a letter from David Preece of SNHPC regarding the sustainable communities' initiative. She believed the letter was asking for the Board to look at it and consider sending a letter of support. Selectman Robie noted there has been a lot of talk over the past couple of months about sustainable communities, but was not sure if we need SNHPC to support that. Selectman Robie thought as a Board they should support anyone who is looking at sustainable communities. Places to live, work, play, and educate. Selectman Snow asked if he wasn't in favor of sustainable communities. Selectman Robie replied they should support anyone in our community that is interested in a sustainable community not SNHPC. He felt that SNHPC was using scare tactics. Selectman Snow replied he might agree, but what if SNHPC had some opportunities available that would support his concept to sustainable communities. He felt the Board should look at what their offering.

Solar lighting: Selectman Snow spoke with someone about outdoor lighting that is 80% less than what we are paying now. He asked if the Board would be amendable to him speaking to this individual. Selectman Robie thought they would have to change the fixtures. Selectman Snow noted the individual is from a private equity group. Chairman Kelley told Selectman Snow to go ahead and research it.

Town engineer: Selectman Soares asked what our agreement with Stantec is and do we have a contract? Road Agent Lewis replied they are our town engineer and didn't know if there was a set contract. Selectman Duarte mentioned that he sat down with them recently, because their rates were a little high. He noted they did lower them. Selectman Snow thought there had to be a vote of the Planning Board for them to become our town engineer. Selectman Soares mentioned there is some level of unhappiness from members of the Planning Board. She thought they could look at some other engineering firms. Selectman Duarte noted there were some times they were over charging and he sat down with them and the rates were drastically reduced. He is perfectly content with them as this point. He hasn't heard anything from Planning Board Chair Mary Girard. Selectman Snow mentioned they have done some testing at the old recycling center and are we (Selectmen) tied into using them as the town engineer. Selectman Robie noted there may be a company out there that will do this cheaper. The Planning Board may have to look at this. There are plenty of engineers out there that are capable of doing the job. Selectman Snow stated this is a decision the Planning Board has to make. His question was does the Planning Boards decision to use Stantec bind us into using the same engineer. Road Agent Lewis thought there must be a contract somewhere. The advantage to Stantec is that they don't do any private work. When we first hired Stantec years ago their rates were middle of the road. Selectman Soares got some test results from the old recycling center and some of the levels are high. She would like to sit down with Renee to find out if the levels got higher. She didn't want to sit down with him and have it charged to us. She wanted to know what the set rate was. Selectman Robie asked what was being tested. Selectman Soares replied the water in the wells and in the pond. She thought it was the water in the pond and it is increasing. Selectman Robie thought she should sit down and discuss this with Renee. Road Agent Lewis mentioned that an advantage to Stantec is that they have a lot of resource available. Selectman Soares mentioned the ash testing results will be in on August 28th.

Selectman Soares motioned to adjourn at 8:51 p.m. Seconded by Selectman Duarte. All were in favor. Motion carried.

Respectfully submitted,
Andria Hansen, Recording Secretary