

~~Unapproved~~ **Approved**  
**Candia Selectmen's Public Meeting Minutes**  
**Monday August 23, 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.

Selectman Snow motioned to seal the non public (2) meeting minutes of August 23<sup>rd</sup>, 2010. Seconded by Selectman Duarte. All were in favor. Motion carried.

**Selectman Soares to discuss possibly moving Welfare Director DelRosso's office to the Old Smyth Library.** Selectman Soares noted they presently don't have a purpose for the Old Smyth Library. Welfare Director DelRosso has brought to her attention that she has some elderly clients and some clients with medical conditions that have trouble getting up the stairs in the Town Hall building. They looked at the Old Smyth Library and it has a bottom floor entrance, which is ADA friendly. It would just need a plywood ramp. She reviewed the list of improvements the building would need and she thought this would be a good place for the Welfare Office. She thought they could move the shelving at the Old Library for the food pantry. This would give Welfare Director DelRosso some more room, but keep everything confined to the bottom floor. Selectman Soares would like the Board to consider this and was open to any comments or suggestions. Chairman Kelley explained some of the problems at the Old Smyth Library are there is no water, no sewerage, it needs a bathroom, and the heating system needs to be replaced. The downstairs heating ducts are too low. Selectman Soares replied that she knew of these issues, she was trying to think of options for Welfare Director DelRosso's clients. She reiterated that it's difficult for her clients to get upstairs at the Town Hall. Selectman Robie noted to get the Old Library up and running is a substantial cost. Chairman Kelley thought the Town Hall Office is set up so an elevator could be installed. He noted this could also be an option. Chairman Kelley mentioned when this was bought to the Town as a warrant article in 2007 it was shot down. At the time they were going to move the Town Clerk and Tax Collector to the Old Library and use the downstairs for a storage area. Selectman Snow thought that moving the Welfare Director up there is a good short term thing, but they need to come up with a long range plan. He felt they should come up with a warrant article to see what they can do with it. There was some discussion about the septic tank and where it may be located. Chairman Kelley noted he had a company come in to look for it and they thought it was an old metal tank. Selectman Snow noted that someone has come forth and presented a use for the Old Library and that's a starting point.

**Al Couch of the Solid Waste Committee to seek approval of swap shop site plan and proposed building specifications.** SWC Chair Couch presented the Board with a handout. They recently cleared out the site to look at the specifics of the swap shop. SWC Chair Couch thanked Road Agent Lewis for donating his time and the work he did at the site. The Committee went to the Recycling Center and measured out the site. They planned out what they felt would work for a building, parking, and drive area. They looked at the electrical conduit. The summary page explains where they are. He felt having a swap shop is pure recycling; they don't have to pay for anything to come in or go out. The committee looked at every option and they came to the conclusion that the SP Rankin 20 x 24 garage building will work for that area. They ended up with five parking spaces which were more than they thought. The swap shop will be the last stop at the recycling center. They delineated the traffic with an island (see attached). They can post a sign on the island that will say one way only. He explained the layout of the building. There will be an overhead door facing the drive area, which would provide enough room for a bucket loader to enter. They have electrical and shelving and it worked into the price of the project. They need to run the wire through the conduit and Ron Severino said he would help out with that. The price also includes the concrete pad for the building. He explained they will have to hire a subcontractor for the electrical, which he has already received a quote for. The cost is \$1,500. SWC Chair Couch asked the Board to consider and vote on this particular plan. Selectman Robie asked SWC Chair Couch if he was sure they are going to pour the concrete pad. SWC Chair Couch replied yes and it's a concrete pad that thickens at the edge for stability and reinforcement. Selectman Duarte felt the SWC did a good job on their research and it sounds like a viable plan. SWC Chair Couch explained that SWC member Roger Stenbak had the skylights drawn in, but they took that out of the plan. Selectman Robie clarified there were no skylights and one overhead door. Selectman Robie noted the whole building would need to be painted. SWC Chair Couch replied the building would be painted. SWC Chair Couch explained there is very little site work to do. Chairman Kelley asked who would be painting the building. SWC Chair Couch replied they would get a volunteer (covered by insurance) to paint the building. He has a few people in mind and it wouldn't cost anything. Selectman Robie asked if they got a quote for a metal building with wood trim. SWC Chair Couch replied he didn't because he heard metal siding wouldn't look good with wood trim. Selectman Robie explained that's how Morton Buildings are built. SWC Chair Couch replied that's more of a barn structure. He did note they got a price on a Morton Building as well. Selectman Duarte motioned to go along with Solid Waste Committee's plan for a swap shop as presented. Seconded by Selectman Soares. All were in favor. Motion carried.

**Discussion of Trustee of Trust Funds Bookkeeper position.** Chairman Kelley explained he had Selectmen's Assistant Eastman get in contact Atty. Mayer. Selectmen's Assistant Eastman read the response from Atty. Mayer (see attached). Chairman Kelley mentioned they had sent a letter to the Trustees of the Trust Fund asking for a reply. Selectmen's Assistant Eastman read from the Trustee of the Trust Funds Chair David Labee's response (see attached). Chairman Kelley asked Selectman Snow what he thought about this. Selectman Snow questioned if he was

addressing him or the Trustees. He noted that he is not a Trustee and never has been. He further noted that he would keep doing what he is doing until Trustee tell him they don't want him to. Selectman Snow explained that he would be more than happy to talk with Atty. Mayer about this issue. Chairman Kelley stated they all ready asked Atty. Mayer and they got a legal answer. He felt the Board needed to make a decision on this. Chairman Kelley thought it was up to the Trustees to find someone other than Selectman Snow to be the bookkeeper. Welfare Director DelRosso questioned if there was a conflict of interest. Chairman Kelley replied there was a conflict. Selectmen's Assistant Eastman read from RSA 669:7 (incompatibility of offices). She explained the Trustee of the Trust Funds bookkeeper must be one of the trustees. Selectman Snow noted that he recused himself from this discussion. He felt this was a discussion they should have with the Trustee of the Trust Funds. Selectmen's Assistant Eastman read from RSA 31:22. Selectman Snow replied that is what the treasurer does and by definition that is the bookkeeper. He explained he has been going to lectures about the Trustee of the Trust Funds at the AG's Office for 20 years and he is in full compliance with the statute. Selectman Snow explained that Trustee of the Trust Funds member Al Hall is the official capital letter "B" bookkeeper and he is the small letter "b" clerical bookkeeper. This is consistent with statute and court decision. Selectmen's Assistant Eastman explained the Trustees minutes reflect that they voted Selectman Snow as bookkeeper. Selectman Snow replied they appointed him has the small "b" bookkeeper. She explained the RSA has a small "b" bookkeeper. Selectman Snow replied he didn't have any fiduciary responsibility and all he does is clerical work. He noted if he had a conflict he would have resigned. He just provides clerical support. Selectman Robie stated one of the Trustees needs to be the bookkeeper. Selectman Snow replied that Al Hall is the bookkeeper. Chairman Kelley asked the Board what they would like to do. He would like to take it up with the Trustees of the Trust Funds further.

SWC Chair Couch asked if he should go through the Building Inspector on swap shop. Selectman Robie replied that Building Inspector should issue a building permit.

**Approval of Previous Minutes: Public meeting minutes of 8/9/10.** Selectman Soares moved to approve the public meeting minutes of August 9, 2010 as presented. Seconded by Selectman Duarte. All were in favor. Motion carried.

**Other Business:**

**Recycling Center Baler.** Chairman Kelley explained they've spent \$10,000 trying to fix the baling machine. They will need to spend another \$5,000 to fix the compensator valve. If we want to get it up in running the cost to expedite the part is \$500. Chairman Kelley stated he wanted to get the parts as soon as possible. They can't afford to have the baling machine not operating. Chairman Kelley explained when they looked at the manual it noted the hydraulics should be changed every year. The person who sold them the machine said they needed to be changed every three years. So they needed to buy the hydraulic fluid as well and the cost is \$900. SWC Chair Couch asked if they have a local guy who could change the hydrolics once a

year. Chairman Kelley replied that Maguire would change it this time. If the Town provided the fluid Maguire would put it in at no charge. Selectman Snow motioned to ratify the authorization of \$4,221 for additional repairs to the baler and to charge the fluid cost to the normal operating budget. Seconded by Selectman Duarte. All were in favor. Motion carried. Selectman Robie suggested putting an oil filter on it. Chairman Kelley noted they could only put it on one side. Selectman Robie thought it needed a filter on both sides or it will cause further damage. Chairman Kelley said he would talk with Maguire about it.

**Map increase:** Chairman Kelley explained there will be an increase for the cost of tax maps. Selectman Snow asked if this included a waiver for the copyright. Selectmen's Assistant Eastman explained it has nothing to do with the copyright this is Mr. Dollard's fee for updating the tax maps this year. The increase in cost was due to the extra research he had to do. Selectmen's Assistant Eastman noted the increase was \$2,200. Chairman Kelley explained the grand total is \$4,700. Selectman Snow moved to authorize the payment of \$2,200 for the additional cost of the tax maps. Seconded by Selectman Duarte. All were in favor. Motion carried.

**The Board to authorize payment of payroll and accounts payable manifest.** Selectman Snow motioned to approve payment of payroll manifest number 000586-02, checks to be dated 8/19/2010, with a total gross payroll amount of \$15,361.83. Seconded by Selectman Soares. All were in favor. Motion carried. Selectman Snow motioned to approve payment of accounts payable manifest number 080310, checks to be dated 8/19/2010, with a total amount of \$23,498.19. Seconded by Selectman Soares. All were in favor. Motion carried. Selectman Snow motioned to approve payment of payroll manifest number 000587-02, checks to be dated 8/26/2010, with a total amount of \$16,085.99. Seconded by Selectman Soares. Selectman Snow motioned to approve payment of accounts payable manifest number 080410, checks to be dated 8/26/2010 with a total amount of \$36,861.53. Seconded by Selectman Soares. All were in favor. Motion carried.

Selectman Soares mentioned that they had discussed Administrative Assistant Sharon Robichaud working more hours. She asked if this was temporary or will it be permanent. If it is temporary when should she go back to her part time hours? Chairman Kelley thought it was until Building Inspector Ciardi was up to speed. Selectman Robie felt if there is work to do she should work the hours. There are people that come through the door that she has to cater to on the days Building Inspector Ciardi isn't working. Selectman Robie thought they could budget a few more hours for her. Selectman Snow thought they should determine a specific number of hours because she would be going from part time to full time. Selectmen's Assistant Eastman explained she's working approximately 32 ½ hours currently. Selectman Robie stated if she is working 32 to 36 hours per week there must be a reason for it. Selectman Snow asked if we need to formally make her a full time employee. Selectmen's Assistant Eastman explained if she

is routinely working 32 ½ hours per week then she becomes a full time employee and is entitled to benefits. Selectman Robie asked Selectman Soares to find out how many hours does Administrative Assistant Robichaud need to get her work done. Selectman Soares explained she wanted clarification from the Board. Selectman Robie replied the discussion was to extend her hours temporarily so Building Inspector Ciardi could catch up to speed. It was temporary, but if the work load has changed she should let us know. Selectman Robie stated if she says 36 hours then maybe they should add Building Inspector Ciardi for another half a day. Selectman Soares stated she would talk with Sharon and report back to the Board.

Selectman Snow has someone with a lift to do some tree cutting. The lift will cost us nothing; the \$800 will come out of the contract line of the cemeteries. We are getting a lot of work out of Mr. Copper and this will be for his work. Selectman Robie noted they will find the money to pay Mr. Cooper. There was some discussion about which line the money will come out of. Selectman Robie noted we haven't authorized anyone to over expend the cemetery budget. They did say they would get the \$800 to get the tree taken down.

**Budget issue:** Selectman Snow was looking for the Board's understanding of what the ski program was. His understanding was that \$1,600 was budgeted for busing students to the ski area. When he put together the budget for this year we got back about 2/3<sup>rd</sup> of the money spent. When he looked at it for 2009 they were down just a little bit. He didn't know what the agreement was prior to 2009. Selectman Snow noted the estimated cost is \$1,500 which he budgeted for in 2009. They received \$988.25 they are \$545. 75 lower on the revenue. Selectman Snow explained he has no way to recoup those costs. He was under the assumption they would pay the whole thing. Selectman Duarte asked what the reason for the shortfall was. Selectman Snow explained the estimate for the program is 30 people at \$50.00 per person and this takes care of the bus cost. If they only get 20 people what do they do. Selectman Robie thought they should raise the price of the bus ride. Selectman Snow thought they should have done some fund raising. Selectman Robie replied there was discussion about doing away with the ski program exactly for this reason. Selectman Snow asked how they want him to budget for the ski program or do they want to eliminate it. He noted that he has made an attempt at getting the money in. Chairman Kelley thought maybe people can't afford it. Selectman Robie asked who we owed the \$600 to. Selectman Snow explained it's paid, but were below the appropriation. Selectman Duarte asked about the year before. Selectman Snow thought it was close. Selectman Robie thought they should get more money for the bus ride. Road Agent Lewis thought maybe they should try to see how many kids sign up and then determine the price. Selectman Robie thought they should try to get a rough idea when school starts. Selectman Snow noted he would put it in the budget as an estimate of what they expect to get. Selectman Robie replied the ski program is under the parks and recreation so it gets passed in the operating budget. He added if Selectman Snow feels the ski program is a value to the community than he should budget it as he sees fit.

Selectman Snow mentioned that Zoning/Planning has a budget of \$3,400. He suggested having the Zoning Board and Planning Board put in their budget the cost of the secretary's wages to take the meeting minutes. He felt it should come out of the Planning and Zoning Board's budgets instead of it coming out the Building Inspector's budget. He felt the way they are currently doing it is not the logical way. Selectman Snow felt this would be a simple process. Selectman Robie asked if he wanted her to mark down everything she does for each department separately. Selectman Snow replied he would like to see her do this, but he won't address that this time. He questioned why every other committee in town has to pay for their clerical to take minutes. Selectmen's Assistant Eastman replied that she understood the thought, but if you do it that way it doesn't give an accurate representation of the dollar amount of the time she spends working on the minutes. She explained sitting in a meeting doesn't get the minutes done, that's several hours on another day. It would just give an estimate of meeting time. Selectman Snow asked if it would be more accurate than what we are doing now. Selectmen's Assistant Eastman replied you would just be inaccurate in a different direction. Selectman Snow thought he was being accurate in a better direction. Selectmen's Assistant Eastman replied you can't do that in this type of office. Selectman Snow felt the Zoning and Planning Board are getting a free ride. There is a cost associated with Planning and Zoning and it's not in the Building Inspector's budget. He explained this is just a suggestion and they should talk to ZBA Chair Boyd Chivers and Planning Board Chair Mary Girard about it.

**Insurance:** Selectman Snow presented the Board with a management report. It explains all of the insurance they get from the LGC. LGC is a risk pool which is liability, workmen's comp, and health. They have a shared pool concept. He mentioned last year they didn't have the opportunity to take as much of a discount as they could have. They didn't have the opportunity to go to a multiple year. The reason they created these pools is so they could save towns money. They look at our insurance premiums and put them away in different places. Some of them are used to pay off claims and some are in a pool in case there are excess claims. Selectman Snow felt that the risk pools were the best ways to get your insurance and the least expensive.

**Expenditure report:** Selectman Snow asked what the signature approval block was on the expenditure report. He would not approve an expenditure report that goes to the Budget Committee. Selectman Robie explained when Selectmen's Assistant Eastman produces an expenditure report for the second Wednesday of the month; she puts it in the sign folder for the Selectmen to review. Selectman Snow replied that isn't the usual block that is on the paperwork. Selectmen's Assistant Eastman said she would use the regular stamp from now on.

**Memo to the Budget Committee:** Selectman Snow recently read a memo from Selectman Robie about having a special Budget Committee meeting to discuss his budget. The Budget Committee denied the request to have a special with Selectman Snow but he is welcome to all of the Budget Committee meetings. Selectman Snow stated he apparently didn't communicate very well. He saw a memo from Budget Committee Chair Ann Tierno about the budget season and his request for a special meeting with the Budget Committee. Selectman Snow stated he didn't

see anything in the Selectmen's minutes requesting a special meeting with the Budget Committee. Selectman Snow did see that Selectman Robie would request this. Selectman Snow stated he didn't have any problems with Selectman Robie working with the Budget Committee, but did have a problem with Selectman Robie requesting a special meeting for him. Selectman Robie replied that he did ask Selectman Snow at the July 26<sup>th</sup> Selectmen's Meeting if he wanted a special meeting and Selectman Snow replied that he did. Chairman Kelley agreed with Selectman Robie. Selectman Snow requested that Selectman Robie go back to the Budget Committee and tell them that he never requested a separate meeting. Selectman Robie replied that he would not do that, because their playing "he said, she said". Selectman Snow noted he would write a letter to the Budget Committee stating he never requested a separate meeting. Selectman Robie clarified that Selectman Snow might not have requested it, but when he offered it Selectman Snow accepted his offer. Selectman Snow replied he never would have agreed to that.

**Invitation to the Budget Committee:** Selectman Snow would like the Representative to the Budget Committee carry a formal request from the Selectmen inviting them to the September 25<sup>th</sup> Budget Meeting. Chairman Kelley replied this is the Selectmen's Budget meeting and felt they didn't need a formal invitation. They are more than welcome to attend the meeting, but the Selectmen are not taking any public input. Selectman Snow moved that the Selectmen formally notify the Budget Committee that they are welcome to come to the Selectmen's Budget meeting on Sept 25<sup>th</sup>, 2010. Seconded by Selectman Soares. Selectman Snow, Selectman Soares, and Selectman Duarte were in favor. Chairman Kelley and Selectman Robie were opposed. Motion carried on a vote of 3 to 2.

Road Agent Lewis mentioned that he received a letter from PSNH. He noted a sugar maple on New Boston Road got knocked down in a recent thunder storm. He mentioned that a public hearing may be necessary if the tree is not deemed a hazard. He noted the center of the tree is hollow and it may be a hazard to PSNH lines. Chairman Kelley asked if the tree is safe. Road Agent Lewis replied it's anyone's guess, but he would like to see it come down. Selectman Snow suggested scheduling a public hearing and is there a stated time. Road Agent Lewis felt this tree was a hazard, but didn't want to make that call. PSNH felt it was a hazard as well. Chairman Kelley motioned to allow Road Agent Lewis to authorize PSNH to take down the sugar maple tree located on New Boston Road due to it being a hazard. Seconded by Selectman Duarte. All were in favor. Motion carried.

**Town office sign:** Road Agent Lewis asked if the town office sign could be moved further down on High Street. People are turning into a resident's driveway thinking it's the town office building. Selectman Snow will contact Division 5 at the DOT.

**New Boston Road Culvert:** Selectman Robie asked if anything is being done with this culvert on New Boston Road. Road Agent Lewis replied he would like to do something before winter. It will probably be replaced this fall.

**LGC voting:** Selectman Soares asked if everyone got their responses in. Chairman Kelley would like to see them soon since the meeting is on the Sept 17<sup>th</sup>, 2010.

**John Kebler's hours:** Selectman Duarte stated Mr. Kebler has been working every Sunday at Facility Operator Whitcher's discretion. Mr. Kebler is doing a good job and he is a benefit to the transfer station. He is remiss if there has been some confusion. There is money in the budget line to allow him work on Sunday's. Selectman Snow moved to modify the original intent to allow Facility Operator Whitcher to bring in Mr. Kebler for whatever time is necessary one day per week or any other day if someone is absent on a continuing bases. Seconded by Selectman Duarte. Selectman Soares, Selectman Snow, and Selectman Duarte were in favor. Selectman Robie and Chairman Kelley were opposed. Motion carried on a vote of 3 to 2.

The next regularly scheduled Selectmen's meeting is September 13<sup>th</sup>, 2010 at 7:00 p.m.

Chairman Kelley motioned to adjourn at 8:34 p.m. Seconded by Selectman Soares. All were in favor.

Respectfully submitted,  
Andria Hansen, Recording Secretary