

~~Unapproved~~Approved
Candia Selectmen's Public Meeting Minutes
Monday October 25, 2010

Attendance: Chairman Fred Kelley, Vice-Chair Carleton Robie, Selectman Joe Duarte, Selectman Amanda Soares, 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 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: Department of Justice – Police Department vests \$546.18, State of New Hampshire – Quarterly Block Grant \$34,467.06, State of New Hampshire – FEMA (debris clean up) \$9,328.52, and FEMA Grant – Fire Department Compressor \$38,000. The total amount of grants received \$82,341.76. Selectman Robie motioned to accept the grants received in the amount of \$82,341.76. Seconded by Selectman Duarte. All were in favor. Motion carried. Chairman Kelley asked if there was any public input. There was no public input. Selectman Snow moved to close the public hearing. Seconded by Chairman Kelley. All were in favor. Motion carried.

Town Assessor Tammy Jameson and DRA Representative Lionel MacEachern to discuss revaluation options. Assessor Tammy Jameson explained that the Town is supposed to update their values every five years. This means by 2014 the town will need to update again and at the point they will need to do another measure and list, because at this point it will be ten years since every property has been measured and listed. The last thing town wants to do is to do this last minute. There are some different options. There is the traditional revaluation in which everything is done in one year. They can also break up the measuring into three years and at the end you do the sales analysis. Some towns find this a little more palatable when it comes to budgeting. There are pros and cons on doing this both ways. There shouldn't be any cost difference. She didn't think there was anything wrong with doing this the traditional way as long as you start early. It would be a good to get the RFP's early, so you have time to talk to the companies. Ideally you probably want a company (doing the reval) starting in 2013 and wrapping up in late spring of 2014. This would be ideal because there would be less chance for mistakes. There are about 1,900 parcels maybe thirty more now because of subdivisions. She explained if you broke it out over 2012, 2013, and 2014 you would do approximately 630 per year. She didn't know if it would be cheaper, but it would be easier budget wise. She is here tonight for more of a reminder. DRA Representative Lionel MacEachern noted the DRA doesn't assert any particular method for meeting your five year obligation. They do stress that you plan ahead. Many towns in the state do a cyclical verification process on a yearly basis and then do a statistical update on the fifth year. This could be less hectic than waiting until the last year. If

you plan ahead you probably have your MS1 in on time and there aren't any delays on the tax rate. Selectman Duarte asked if this will affect the tax evaluations on our home if the prices of homes go up. Assessor Tammy Jameson gave an example if you divide it into quarters. The first year the company would send out their measurers and listers. The only thing that would change is if they found a physical change in the property, but it would still be at the old rate of value. The values wouldn't change until that final year (2014). The residents wouldn't see an overall assessment change; it's a matter of spreading out the data collection and data verification. At the very end the company would be doing a sales analysis and looking at the market. The final year would reflect the change. Selectman Snow asked if we are seeing a lot of disparity this year. DRA Representative Lionel MacEachern noted the equalization rates won't be out until next spring. Selectman Snow noted his concern would be that the properties in the town would be evaluated at different time frames. He asked if there was a possibility of doing them by classes i.e. do commercial one year and residential the next. Assessor Tammy Jameson replied you could do it that way but it wouldn't be spread evenly, because 90% of the properties are residential. Selectman Snow asked if there would be a decrease in the cost of doing the appraisals and are we still doing the equivalent of a full appraisal. Assessor Tammy Jameson replied yes and it's just how you divide it up. Selectman Snow noted you will start with a different group next year and five years you will have to take the same group and how do you determine the groups - geographically. Assessor Tammy Jameson explained she would still be going out to look at the properties that physically changed, because they filed a building permit. Selectman Snow said what if we have Tammy do all of the houses in town and she could skip the ones she does on pickup. Assessor Tammy Jameson explained she will go out and look at a garage, but it doesn't mean that she has gone in and walked through the house to look at the number of bedrooms and if there is a finished basement. Selectman Snow thought they should define a pickup to be the equivalent of a full valuation. Assessor Tammy Jameson explained this won't work, because she won't have the time for it. Selectman Snow thought if they do a pickup they have a pretty good idea of what the property looks like, why do we have to pay again for it. DRA Representative Lionel MacEachern explained a pickup is to see if someone built a deck, finished their basement or whatever is on the building permit, but overall it would be more of a mess than what it's worth. Selectman Robie clarified the Assessor is just verifying what is on the tax card to what is on the property. In 2014 we're going to post a value for everything that she has looked at. Assessor Tammy Jameson replied not herself but the company the town hires. Selectman Snow thought the state should be paying for this anyway. Selectman Robie replied the state isn't, so whoever we hire will start a little early and in 2014 we're going to put a value on it. The properties will be measured to verify what is there. Assessor Tammy Jameson explained they are also looking at the physical condition. So when a company does a reval they are looking at the physical condition and every single part of it. She's not advocating that they do a cyclical, but they should try to avoid the big rush. She doesn't have a problem doing it in one year as long as the town gets the RFP's out early. DRA Representative Lionel MacEachern noted this would be one way of checking on the expense of it. You send out an RFP for a cyclical process and see where you come out cost wise. Assessor Tammy Jameson thought that

Vision may give us a ballpark number, so we can compare. Chairman Kelley would like Assessor Tammy Jameson to come back to the Board with some figures. Selectman Snow asked if you're doing a cyclical verification process and somebody's property gets evaluated this year (theoretically bumping them all up in three years) and they come in for an abatement. Are they abating against the updated or the old one? DRA Representative Lionel MacEachern explained it's a new valuation. Assessor Tammy Jameson explained they are filing an abatement as of April 1st, 2011. DRA Representative Lionel MacEachern noted it would be based on the last revaluation you did. It's based on the last revaluation values. Assessor Tammy Jameson explained when she does her pickups it and someone builds a barn, she uses costs that were established in 2009. It will be the same up until 2014. She explained when you do a cyclical you are collecting all of the data and they only time someone's property before 2014 would change from that is if she did a pick up. It would have to be something that should have been assessed anyway. There was further discussion about the reval process. Selectman Snow asked if there was any write up or any paper work on the cyclical review process. DRA Representative Lionel MacEachern replied the DRA doesn't tabulate any cost differences. They have contracts that anyone can go in and look at. This is public information, but we don't do a separate spread sheet as to what each one costs. Selectman Snow asked if they had any samples they could provide. DRA Representative Lionel MacEachern replied you can check with any town, because almost all of them do the cyclical verification process. Assessor Tammy Jameson explained even if it cost the same some towns will choose a cyclical to break up the cost over the years. She added you won't need new assessing software. Most companies will work with Vision.

The Board to discuss Police Department benefits request. Chief McGillen gave a quick overview. He explained that several months ago the Police Department met with the Selectmen to address some concerns. We were supposed to come back with some ideas and a proposal. They narrowed it down to three topics which the Board has a copy of now. The first item is vacation and sick time, the other is a longevity matrix, and the third thing is the shift differential increase for the overnight shift. He thought the officers could meet with the Board in the future and share their ideas on it. He noted Sergeant Gallagher did a lot of the research for the proposal. Selectman Snow asked how the shift differential worked. Chief McGillen explained it's a 10 hour shift and it starts at 10 pm to 8 am and the person working it gets the shift differential. Chief McGillen further explained if someone calls in sick the person who works it gets the shift differential. Selectman Snow asked if someone has to come in for a couple hours do they get the shift differential. Chief McGillen replied they do not and they've never done that. Selectman Robie asked Sergeant Gallagher to please explain to the residents what the Police Department proposed. He thought this is valuable information for the community. Sergeant Gallagher noted there haven't been many changes to the personal plan in the past 12 years. He noted the Police Department met with the Board several months ago and it was agreed the department would look at some areas in the personal plan where some improvements could be made. He referred to the LGC's Wage and Salary Report and noted this is where he gathered a lot of his information. He looked at sick time, vacation time, how many years of service, etc.

There are several areas that need improvement within the department. We understand the economic climate is not good, we aren't asking for large raises. The recommendations they are proposing are in line with the economy. He mentioned vacation time and after ten years employees cap out at 4 weeks of vacation. Some towns offer an increase in vacation time after the 15 and 20 year period. The second is sick time – right now we are given 6 days a year. The employee caps out at 96 hours. He explained what happens when an officer has been injured. They have to use up 80 hours before short term disability kicks in. So if you have something happen later in the year you have to cut into your vacation time or whatever earned time you have. If you look at the LGC report Candia is pretty far behind. This is where the information was gathered from. There isn't much wiggle room if someone gets sick. The shift differential is \$.50 per hour for the 10:00 pm to 8:00 am shift. The only one that gets the shift differential is the overnight officer. They are looking to increase this by \$.50 per hour. This would cost the town for the entire year \$1,800. He noted that part of the differential is that it's difficult to work those shifts and it's a benefit to the officer. There are agencies that don't offer the shift differential. They didn't think a \$.50 increase was an unreasonable request. The long term matrix was a little more difficult to analyze. It's contracted percentage wise which is 3 – 4 % of a person's salary or hourly wage. Some towns give a lump sum one time amount and some agencies have it built into a contract. We're not a union department so it's difficult to compare apples to apples. He explained its rewarding an officer for spending many years with an agency. They currently have two officers on the matrix plan. He noted the first increment in the proposed matrix is pre-minimal. Sergeant Gallagher explained this is just a discussion point and they aren't asking for any decisions tonight. The matrix they are proposing would start at an officer's 10 year anniversary. Every two years they would be eligible for a step increase which would be \$.55. This would be dependent on a successful evaluation. They have some officers here that have spent a lot of time working off shifts and holidays and the Candia taxpayers have spent time and invested money into these officers. This is a significant thing for Candia to have these qualified officers. They know the people in the community. Sergeant Gallagher thanked the Board for meeting with them this evening and listening to their recommendations. Selectman Duarte asked when you put a new man on does it cost \$11,000. Chief McGillen replied that is low balling it. This doesn't include other training with supervisors and other officers. Selectman Duarte commended Sergeant Gallagher on doing a good job with the information he provided the Board. Sergeant Gallagher mentioned some other costs associated with hiring a new officer and what they are requesting is far below \$11,000. Citizen Ingrid Byrd asked how much the cost to the community was for the benefit package and what the benefits are for the officers. Selectman Robie replied they don't have that broken out, but there is an insurance policy they can participate in. The town picks up a big portion of this. He explained the town picks up a good part of the retirement. The increase was \$9,000 this year. Citizen Ingrid Byrd asked what the cost were based on. Selectman Robie replied they are based on the employees, if you qualify for the insurance program you can get it. Citizen Ingrid Byrd asked how the short term disability is paid and is it paid by the town. Chief McGillen replied that is paid by the town. Sergeant Gallagher noted they aren't looking for any changes to that and they understand the health

insurance costs are going up. We understand we can't make all of these changes in one year. The Board thanked Sergeant Gallagher for his presentation.

The Board to set Deliberative Session date. Chairman Kelley announced the Deliberative Session date is scheduled for February 12th, 2011.

The Board to authorize payment of payroll checks and accounts payable checks. Selectman Snow motioned to approve payment of payroll manifest number 000595-03, checks to be dated 10/21/2010, with a total gross payroll amount of \$18,483.36. Seconded by Chairman Kelley. All were in favor. Motion carried. Selectman Snow motioned to approve payment of accounts payable manifest number 100310, checks to be dated 10/21/2010, with a total amount of \$24,338.37. Seconded by Chairman Kelley. All were in favor. Motion carried. Selectman Snow motioned to approve payment of payroll manifest number 000596-04, checks to be dated 10/28/2010, with a total amount of \$18,081.56. Seconded by Selectman Duarte. All were in favor. Motion carried. Selectman Snow motioned to approve payment of accounts payable manifest number 100410, checks to be dated 10/28/2010 with a total amount of \$32,933.25. Seconded by Selectman Duarte. All were in favor. Motion carried.

Approval of Previous Minutes: Public meeting minutes of 10/11/2010: Selectman Robie moved to approve the Selectmen's public meeting minutes of October 11, 2010. Seconded by Selectman Soares. All were in favor. Motion carried.

Selectman Snow noted that he appreciated Chief McGillen's comment about Exit 3 and thought they should look into it. Selectman Snow would like to see a letter sent to the DOT. Chief McGillen noted the town sent a letter a couple of years ago.

Charlie Dennis's resignation: Selectman Robie read Fire Department Chaplin Charlie Dennis's resignation letter. Selectman Duarte moved to accept Charlie Dennis's resignation with regrets. Seconded by Selectman Soares. All were in favor. Motion carried. Selectman Robie would like a letter of appreciation sent from the Selectmen's Office and signed by Fire Chief Young as well.

Other Business:

October 11th Selectmen's Meeting: Selectmen Robie explained after our last Selectmen's Meeting regarding the traffic detail for the Deerfield Fair he felt there was some misunderstandings that he thought they should be cleared up. The Chief brought his officers in on a special detail, but they were paid their hourly rate. He thought this was cleared up last Selectmen's meeting. Last Thursday in the Union Leader Chairman Kelley and himself were criticized for having an illegal meeting. Selectman Robie stated this was not the case. He noted the officers were paid the detail rate and he was going to let this rest. The Union Leader came

out and said they had an illegal meeting. Selectman Robie read from Atty. Mayer's letter dated October 18th (see attached). Selectman Robie then read from Atty. Mayer's second letter dated October 21st (see attached). Selectman Duarte proceeded to read the second paragraph of the October 21st letter regarding Selectmen's Assistant Eastman. He stated this isn't how it went down. She called the Board and asked for a consensus of the pay. You can't do that and this should have been done in a public meeting. He noted that he and Selectman Snow voted the same way and the other Selectmen voted the other way. You can't do that because it needs to be done in a public meeting. If you call someone for the consensus of the vote no one knows what the actual question was that was posed and no one knows what the answer is. Selectman Duarte read from the LGC's Knowing Your Territory, page 76, Section A. The case is closed and he hopes this doesn't come up again. Selectman Robie replied nobody deliberated on any discussion. We deliberated on the minutes of the prior meeting. Selectman Robie stated he was not going to be criticized for an illegal meeting when he didn't participate in one. Selectman Duarte replied why we don't let the community make their own decisions. He noted that Atty. Mayer is going to protect the Board and if you read the letters carefully we are acting like a bunch of children. Selectman Robie replied two weeks ago we decided to pay the officers and let it go. You spoke to the Union Leader. Selectman Duarte replied he didn't speak with the Union Leader. Selectman Robie asked how the reporter got his information, because you said we had an illegal meeting. Selectman Duarte asked the other Board members if they had a consensus of the Board. Selectman Robie replied we already voted on it at the September 27th meeting, Selectmen's Assistant Eastman called the Board members to ask what the decision was. He thought they all agreed. Selectman Soares noted it was a confusing meeting, but the perception she walked away with is the officers were to be paid their regular pay with overtime. Selectman Snow noted we are discussing what is potentially confidential communications between members of the Board and the Attorney. Selectman Robie replied no we are not he's just clearing his name. Selectman Snow thought the term "illegal" was the wrong choice of words to use. Selectman Duarte agreed it was a wrong use of words and he didn't intend to do that. He thought they tend to micromanage their departments. Selectman Robie noted that Chief McGillen came to the September 27th meeting asking for direction and we gave it to him and September 28th it changed. Citizen Fletcher Perkins agreed with Selectman Robie and they should put this behind them. Selectman Duarte agreed. Chairman Kelley thought that something should have been put in the paper the right way. Citizen Fletcher Perkins agreed with Atty. Mayer in that nothing was done wrong and let it go. He felt that Selectman Duarte should understand that nothing was done wrong. Selectman Duarte thought they should move on, but he also understands the right to know law. He noted that maybe he could have used a better word. Citizen Ingrid Byrd commented that she was really bothered that an employee's actions and name were discussed in a public meeting and the employee wasn't here to explain what happened. If she was going to be sited she needed to know and she had the right to be here. You shouldn't have quoted her without her having the right to know what was being said. Selectman Robie noted that's why he skipped that paragraph. Citizen Ingrid Byrd noted that it bothered her because the employee's name was mentioned. She thought there was a policy about making

calls to Atty. Mayer. She asked about Selectman Duarte calling Atty. Mayer which resulted in the second letter from Atty. Mayer and was it authorized by the Selectmen. Chairman Kelley replied no one called me on the second call. Citizen Ingrid Byrd asked if this is back to anyone can call Atty. Mayer when they want. Chairman Kelley replied no. Selectman Snow noted the first letter stated if you have any concerns call me. Union Leader reporter Dan O'Brien asked how the communication was made to the Selectmen's Assistant (to call the other Board members regarding the September 27th meeting) and was a call made or did someone tell her in person. Chairman Kelley stated she was asked to call about the verification of what was said at a Selectmen's meeting. Reporter Dan O'Brien asked if it was done by phone or did someone ask her in person. He thought the public had a right to know. Chairman Kelley replied he should let this ride. Selectman Robie noted that all of the minutes were available to review. Citizen Ingrid Byrd asked Reporter Dan O'Brien where he got his information from in regards to the recent Union Leader article. Reporter Dan O'Brien replied he wasn't going to say. Citizen Ingrid Byrd replied you're going to take information from anybody and you do nothing to verify it then you hide behind "I can't tell you who spoke to me". Reporter Dan O'Brien replied he called everyone who was involved and it all involved public officials. Citizen Ingrid Byrd stated you shouldn't print unverified information. Chairman Kelley thought they should let it go and move on.

Hours for the Polls - November 2nd: Selectman Snow stated he will start at 12:00 p.m. to 7:00 p.m. Selectman Soares will work from 1:00 p.m. until close. Selectman Soares mentioned they all have to stay for the counting of the ballots. Chairman Kelley will be there at 5:30 a.m. Selectman Robie will do the morning until noon and he'll come back at supper time.

Tax rate setting: Selectman Snow asked if a date has been set for the tax rate setting. Chairman Kelley replied not yet.

Agricultural Steering Committee warrant article: Selectman Snow mentioned two months ago the Agricultural Steering Committee came to the Board and asked if they were willing to put in a warrant article for an Agricultural Commission next year. Selectman Snow provided the Board with a sample of the warrant article (see attached). They have been to see the Planning Board and they are meeting with the Conservation Commission at their next meeting. He personally supports the establishment of an Agricultural Commission and it will be a good thing for the town of Candia.

Al Wyman Thanks the Board: Resident Al Wyman thanked the Board for putting the regulations on line. He also wanted to express his support for a longevity matrix for the Police Department.

Welfare Director DelRosso's request: Welfare Director DelRosso asked if the meeting room door could be fixed before she passes out Thanksgiving boxes. Chairman Kelley replied they would get it fixed.

Asplundh details: Resident Larry Twitchell felt the supervision of traffic detail during the tree clearing was horrendous. He was sorry Chief McGillen left the meeting, because he would like to have discussed it with him. He questioned how the details are coordinated. Are they through the local police department and does the payment flow through our department? Chairman Kelley replied if it's in town our officers are out there. Mr. Twitchell asked about the officers from the Sheriff's Department, Deerfield, Raymond, and Auburn. Selectman Soares thought they were paid directly to their towns. Mr. Twitchell felt they did nothing. He went to Hooksett and there was a lady with a pole and he felt this worked a lot better. Selectman Robie explained that Asplundh contacts the Candia Police Department, because it's mandatory that they have a detail (based on the vote of Selectmen two years ago). If Chief McGillen can't fill the detail he has to call Raymond, Chester, Deerfield, etc. Mr. Twitchell felt the Board should reconsider its position, because mandatory details aren't worth the money. He felt this is a black eye on the Candia Police Department. Selectman Duarte noted he would speak to the Chief about this tomorrow. Chairman Kelley mentioned he went to a special legislative meeting in Concord recently and one the biggest topics was the special detail. There was a representative from just about every town and there were a lot of complaints this. They would like to see trained flaggers on details. Some towns pay \$75.00 for details. Mr. Twitchell felt if it costs \$35.00 per hour plus \$15.00 for the car it's a waste of money.

Swap Shop: Selectman Soares announced the Swap Shop will officially be open on Saturday October 30th. Selectman Robie thanked Selectman Soares for her effort.

Chairman Kelley motioned to adjourn at 8:17 p.m. Seconded by Selectman Snow. All were in favor. Motion carried.

Respectfully submitted,
Andria Hansen, Recording Secretary