

~~Unapproved~~ Approved
Candia Selectmen's Public Meeting Minutes
Monday December 13, 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.

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

Highway: Road Agent Lewis read from the attached report.

Fire: Selectman Robie read from the attached report. The staff hours for the month were 80.25 and 1,565 hours for the year. Selectman Soares asked if one of the guys could check the fire extinguisher at the swap shop.

Police: Chief McGillen noted the department has been busy this month and break-ins are on the increase. Some generators and tools have been stolen. This past weekend some cars have been broken into in the Jane Drive area. They have been working with other agencies on some of these cases.

Building: Selectman Soares read from the attached report. Selectman Soares asked about Building Inspector Ciardi's winter hours. He would like to do the second Tuesday evening of every month. He sent a memo to Selectman Soares noting that he doesn't have a substantial amount of people coming in on Tuesday nights. He would like to work the second Tuesday evening of the month and work day hours the rest of the Tuesdays. The total hours would be the same but would like to do the morning hours instead of the evening hours. He is worried about the winter weather. She noted that he does have a good amount of people coming in during the day, especially with the exit 3 project. Selectman Robie thought that would be reasonable and they should post the hour change. The posting should also note that someone can make an appointment on a Tuesday night if they need an inspection (January through April) and he will adjust his hours accordingly. It was mentioned that in the spring the Building Inspector will go back to Tuesday nights. Zoning Board of Adjustment member Judy Szot thought the Selectmen should talk to ZBA Chair Boyd Chivers before they take the Building Inspector off Tuesday nights. Sometimes the Building Inspector has come into the ZBA meetings to discuss certain cases. She thought maybe have him work on the fourth Tuesday of the month which is the night of the ZBA meetings. Selectman Soares replied she would have ZBA Chair Chivers talk with the Building Inspector about any upcoming cases. Welfare Director DelRosso thought one of the reasons the Building Inspector was on Tuesday nights was because there isn't a panic button

upstairs and if she runs into a dilemma he keeps an eye out for her. Selectman Robie felt since they have received two requests from the audience maybe they should leave Tuesday nights the way they are and if there is inclement weather he can make other arrangements. Selectman Robie motioned that they keep Building Inspector John Ciardi on Tuesday nights and if there is inclement weather he can leave early and adjust his hours accordingly. Seconded by Chairman Kelley. All were in favor. Motion carried.

Solid Waste Committee: Selectman Duarte read from the attached report. Selectman Soares mentioned the SWC is meeting with our Waste Management Representative in January to go over the contract and some items they would like them to work on. Citizen Ingrid Byrd asked who makes the decision on the contract. Selectman Soares replied the SWC will meet with Waste Management to go over everything and present it to the Board who makes the final decision. Citizen Ingrid Byrd asked who checks the resident stickers at the dump. She recently saw someone at the center with an out of state plate. Selectman Soares replied all of the employees should be checking the stickers on a regular basis it's their job. Citizen Ingrid Byrd said it really bothers her when she sees guys chit chatting in the corner and not helping people who need help. She added this happens a lot. Selectman Duarte replied that's not the impression he gets. Selectman Soares asked Selectman Duarte to bring this information back to the Recycling Center employees.

Park/Rec: Selectman Snow noted that his report was available for the residents to read (see attached). Selectman Snow asked Selectman Robie if he could have the CVFD put a skim coat of water on the pond. The Candia Women's Club is interesting in making it a skating pond. Selectman Soares asked if this comes out of the Fire Department budget. Selectman Snow replied it would be a training thing and there wouldn't be a cost associated with that. Selectman Robie said he will forward that information.

The Board to continue discussions with the Police Department regarding benefit requests. Chairman Kelley explained some of the Selectmen wrote down their comments on the Police Departments requests. Selectman Robie noted the department came to the Board with these requests on October 18th. Selectman Soares reviewed her comments first. She agreed with and supported the vacation/sick time and felt it was a reasonable request. She questioned an extra week of vacation after 20 years. Chief McGillen replied that hasn't even been discussed. Selectman Soares asked if this was something he anticipated. Officer Dan Gray clarified they were asking for an additional week after 15 years. Selectman Soares agreed with the increase in sick days. She agreed with the shift differential increase, because it's not always a desirable shift and it's not a substantial increase. She then addressed the long term matrix. She didn't want to be a town where they have a revolving door with the officers. She likes our officers and they know the town and the residents. They're a value to the town. Her son's first grade teacher couldn't believe how much of a celebrity the officer was parked outside the school (doing the

radar). The teacher was surprised the students knew this officer and was impressed. Selectman Soares felt they should create a matrix to keep the officers here and have that stability and experience. Selectman Robie mentioned after the department came in (October 18) he talked to the people in the community and looked at the four towns around us which have a higher population. He noted that he wasn't in favor of sick days, because guys their age usually don't get sick. Officer Dan Gray replied but they do have families. Selectman Robie was okay with the shift differential. He felt the idea behind the 10 year matrix was so the officers could get to the top sooner and collect the benefit for a longer period of time. The problem now is almost all of the officers have maxed out the 10 year matrix and they want to go on. He thought this was taken in to consideration when they wrote this matrix 10 years ago. He didn't feel comfortable with a new matrix in this economy. If the economy gets better he will support a cost of living raise to include all of our town employees. He mentioned the State isn't contributing to the retirement fund for 2011 and they didn't contribute for 2010. Chairman Kelley gave his feedback on the requests. He was not in favor of the matrix. The economy is bad and none of the employees are getting raises. He was in favor of the shift differential. He was in favor of the increase for the sick time. Selectman Snow said he greatly admired the effort the police officers do and they do a wonderful job for the town. There are some things that need to be addressed. He has a concern that the Police Department is a part of the larger employee group and they are a group that can exert some influence. The Board needs to do a wage review for the entire population of our employees. The matrix topping out after 10 years is reasonable for your expectations to stay. If they are going to look at a matrix they should be doing it for all employees. You guys have a cohesive group of officers that have been here for a certain amount of years. This puts us in a unique position. He referred to the suggested matrix and felt that an increase every two years didn't make sense. He felt it should be done on an annual basis. You have to somehow quantify this and present the years of service has increased your value. We are paying you more money because the years are valuable. The qualifications you get by your service allow you to get more experienced and more valuable not only to us but to where you might think of going. You're looking at where I go to improve my position, wages, and career. He couldn't see a small department being able to provide that. He felt the matrix should be extended to 20 years. The matrix and the money you make is an immediate hit to the town budget. This is something he is going to take into consideration. Selectman Snow reviewed the vacation and sick time and an officer's ability to accrue it. At the end of an officer's career it can be used to bump the officer's wages in the last three years to get more of a retirement package. We're limited them to the amount of time they can accrue, but if we are accruing vacation and sick time it should be put in a fund so we are paying for it today for when they use it or retire. He thought they needed to establish a fund for this. The other issue was shift differential and felt this is a benefit to the person who is working that shift. He would like to look at the history of other departments, but basically it's a small hit. He reiterated that he appreciated the work the department is doing and the employees need to be properly compensated. Selectman Duarte thanked the Chief and felt they have an outstanding department. He agrees with the sick time

and shift differential. He felt the department made a good presentation on the matrix. It's important to retain all of the officers. The cost to train a new officer would offset what they have presented. Selectman Duarte asked Chief McGillen to give a synopsis on the matrix. Chief McGillen explained they want retention. He doesn't want the officers to not be complacent, but keep progressing and continuing their education. He wants them to continue to do an above average job for the citizens of the community. He mentioned that they are equal to some other towns, but we do better work. He's not saying anything bad about the other departments, but he knows his officers do a damn good job. This proposal was \$7,000 or \$8,000 and this is money well spent. He felt maybe we look at other departments and do a wage survey. Chief McGillen mentioned maybe the Board doesn't agree with the sick time, but when an officer gets hurt they are out for a long time. Citizen Judy Szot asked if they could give a quick synopsis of the changes they are requesting. Selectman Soares read what the police department presented to the Selectmen (see attached). Citizen Judy Szot thought it was common in business that people who work the 3rd shift get paid more money and a \$1.00 per hour isn't a lot of money. This shift messes with your whole life. She thought the increase on the sick days was acceptable and sometimes someone has to stay home with a sick child. She felt keeping these officers was really important and what they are asking for is reasonable. They need to look at the matrix and the economy is bad, but there is a value in having people that know your town and people. There is something about the residents knowing these officers and you can't quantify that. She thought they should seriously consider that first three items and look into the matrix. Citizen Rick Lazott mentioned he looked into the matrix four years ago through the LGC. He noted that Auburn and Raymond have a matrix and they were done by the LGC. He felt the sick time should be accrued up to 30 days, because in a lot of other jobs they allow you to accrue sick time. Citizen Carla Penfield mentioned there haven't been any raises of any kind in two years. She felt if they have given raises they wouldn't be having this discussion tonight. This discussion has happened because we held the line on wage increases. She was in favor of the shift differential increases. She felt the increase in sick time was okay. She noted that the town is absorbing the retirement expense and they don't necessarily see this. It is an expense to the community. The matrix is hard to deal with when you are budgeting. It's a complicated issue and a matrix is a salary increase. This deserves more discussion and research. Citizen Dwayne Critchett noted he raised two boys in town and they have a great relationship with Police Department. They have done a lot for his boys. He would back the department on anything they want and they're a great group of guys. Citizen Judy Szot stated these are the only employees in the town that go to work with a bullet proof vest. Officer Dan Gray mentioned they are in a unique position at this department, because they are so small if an officer calls in sick they're sticking it to the other guy. He explained they are not the stereotypical government employee and no one at the department has abused sick time to any extent. In his 11 years he broke his ribs and broke his ankle (not job related) and he used his vacation time because he wasn't able to accrue sick time. He has a lot of pride in his agency and the officers have a lot of work ethic. He felt with the cumulative expertise at this department he would put them up against any agency in this state including State

Police. They all have a deep passion for that job. He understands people can get stagnant and comfortable, but this doesn't happen in their department. He understood the economy is bad, but that reflects in the matrix steps. The matrix amount would have been a little higher if the economy was good. He agreed with Carla and noted they wouldn't probably be here this evening if they got a raise. Citizen Rick Lazott mentioned in his four years of being a Selectmen's Rep to that department he has never seen a tighter team atmosphere. He was proud to work with them for those years. Selectman Soares said having a firsthand knowledge of the budget for the town; she understood it would be an increase of cost. She would rather pay a little extra for police and fire services in town to be safe and know that all of the residents are safe. Citizen Carla Penfield reminded the Board there were regular salary increases up until two years ago and they were all very fair. So the officers that got their matrix increase got a cost of living raise as well. She further reminded the Board once you put these things in place you can't take them back. Selectman Duarte asked Chief McGillen if the increase on the shift differential was \$1,820. Chief McGillen thought that was the approximate amount. *Selectman Duarte motioned to grant the vacation/sick time increase and a shift differential increase. Selectman Snow seconded the motion for discussion.* Selectman Soares would rather amend the motion to approve the vacation and sick time accrual from 12 to 30 days and shift differential increase to a \$1.00. She felt they needed to look at the matrix, because they have officers that have been there for more than 10 years. Look into something that would be a benefit to the officers and the town as well. They need to look specifically at the Police Department, because they have been here longer than some of the other employees. We need to come to a workable solution for both sides. Selectman Snow thought they should incorporate a review of the matrix in the amendment to the motion. Selectman Soares didn't want to call it a matrix, she wants to come up with a long term solution whether it's a matrix or not. Selectman Robie thought they needed to look at all increases in salary on a yearly basis and it should be across the Board for all of the employees. He didn't feel they were in any position to tell a Select Board ten years from now how much money they need to generate for one department in our community. It isn't right to pass this on to the next Board or generation. Selectman Snow thought they should address the first two issues and then deal with matrix. Administrative Assistant Andria Hansen read back the amended motion. The motion was amended to read *grant vacation/sick time accrual and increase the shift differential to \$1.00 from \$.50 with further discussion on the matrix.* Selectman Robie clarified the shift differential was increased by \$.50 and the sick days have been increase from 12 to 30 days accrued. There was discussion about the vacation time. Selectman Robie felt they should take the vacation time out of the motion and go with the accrued sick days and the shift differential. There aren't too many people at the 15 year mark. Citizen Ingrid Byrd asked who was seconding the motion. They should second it for discussion. Selectman Robie replied they are trying to get the motion to read correctly. Citizen Ingrid Byrd replied someone has to second the amendment before any discussion. *Selectman Duarte seconded the amended motion for discussion.* Selectman Robie stated he already seconded it. Selectman Soares clarified you are okay with sick time not vacation time. Selectman Robie felt they could deal with the vacation

time in a couple of years, because none of the employees are near the 15 year mark. This something they can discuss at a later date. Selectman Soares felt they needed an increase in vacation time. Selectman Robie reiterated they aren't at that point yet. This is something the next Board can look at. Administrative Assistant Andria Hansen read back the amended motion. The motion was amended to read *grant vacation/sick time accrual and increase the shift differential from \$.50 to \$1.00 with further discussion on a long term matrix.* Selectman Snow thought they should vote on each item individually. Selectman Soares withdrew her motion. *Selectman Snow motioned to increase the shift differential from \$.50 to \$1.00. Seconded by Selectman Robie. All were in favor. Motion carried.* Selectman Soares clarified on the sick time that they go from 6 days per year to 12 days with a cap on 30 days. Chairman Kelley asked which one of his employees has been here the longest. Chief McGillen replied Sergeant Gallagher who's been with the town about 12 years. *Selectman Soares motioned to increase the sick time from 6 days per year to 12 days per year and maximum accrued sick time of 30 days. Seconded by Selectman Snow. All were in favor. Motion carried.* Selectmen's Assistant Eastman asked if this motion just for the police department or all town employees. Selectman Soares replied just for the police department. Selectmen's Assistant Eastman informed the Board she is going to amend the personnel policy. She would have to make a personnel policy for the police department and one for the other town employees. It was the consensus of the Board to break it into two policies. There was discussion about the vacation time. Selectman Soares explained currently employees get 4 weeks after 10 years the police department is asking for an additional week after 15 years. *Selectman Robie motioned that they have 2 1/2 years to discuss, review, and negotiate vacation time and currently leave it as it is. Seconded by Chairman Kelley. All were in favor. Motion carried.* Selectman Snow noted this will allow them to further discuss the concept of doing one day per year and discuss making this retroactive. He would like to deal with this in less than 2 1/2 years. Citizen Rick Lazott thought if they put this off the Board could look at it for all of the town employees. Selectman Snow asked the Board what they would like to do with the matrix. Selectman Robie noted they are close to other comparable departments, but in this economy he didn't feel it was right to introduce another 10 year matrix. They will discuss it and when the economy improves we will give raises. Selectman Snow asked if he was unhappy with the matrix already in place. Selectman Robie replied he was very happy with it. Officer Dan Gray explained the concept of the matrix was get the officer's up to snuff because they were behind the curve. It wasn't his understanding of the matrix would cap out after 10 years and it would be discussed again. He didn't believe it was former Police Chief Tom MacPherson's understanding when he proposed the matrix. We are trying to address the longevity of the officers in this town. There was further discussion about the matrix. Selectman Snow felt they should extend the matrix the entire career of the officer. Officer Kevin Bowen noted he and Officer Gray started 11 years ago on the same day at \$13.00 per hour and Officer Cashman was hired 5 years ago at \$18.00 per hour. Officer Bowen explained he and Officer Gray exhausted their matrix and haven't received any raise or COLA. So Officer Cashman will be making more at 10 years than he and Officer Gray at 17 years. We

haven't had a raise in a couple of years and Officer Cashman is still getting his step raises. Citizen Judy Szot felt this discussion illustrates you need to discuss this and in police work there is no substitute for the experience. This experience is worth a lot of money. Citizen Carla Penfield added this illustrates that the matrix is a complicated issue. If the Board decides to put this in place they can't undo it. If the economy takes a turn for the worse they are obligated to do this. She felt this was a bad idea and is not in favor of this. Selectman Robie agreed with her. Chairman Kelley would like to discuss this later after doing some research. Selectman Snow noted they need to look at it as a long term review. Chief McGillen would like to keep the dialog open. *Selectman Robie asked if we should increase the sick days for all of the town employees and should it be introduced into a motion. Selectman Soares motioned that all town employees get the increase of sick time from 6 days to 12 days accrued with a maximum of 30 days accrued. Seconded by Chairman Kelley. All were in favor. Motion carried.* It was the consensus of the Board to research and discuss the matrix further. Officer Dan Gray asked if they could have a date or a timeline. Selectman Robie would like to discuss it after the deliberative session and town meeting. Selectman Snow thought they could make it part of our regular business and come back to it each meeting. Selectman Soares thought they could do it in a work session. Selectman Robie would like to sit down with Sergeant Gallagher and discuss the matrix. The Board was in favor of that. Selectman Duarte would like to meet with them as well.

Approval of Previous Minutes: Public meeting minutes of 11/8/10, 11/29/10, and the non-public meeting minutes of 11/8/10 and 11/29/10. Selectman Soares motioned to accept and seal the non-public meeting minutes of November 8th, 2010 and November 29th, 2010 and seal the unapproved non public minutes of December 13th. Seconded by Chairman Kelley. All were in favor. Motion carried. Selectman Soares motioned to approve the minutes of November 8th, 2010 and November 29th, 2010 as written. Seconded by Chairman Kelley. All were in favor. Motion carried.

Other Business

CYAA to discuss warrant article. Bob Patrick from the CYAA was present. Mr. Patrick read the proposed warrant article (see attached). Selectman Snow asked if it included the park. Mr. Patrick replied no. *Selectman Snow motioned to agree to place on the 2011 warrant the proposed warrant article from CYAA. Seconded by Selectman Soares. Selectman Snow, Selectman Soares, Selectman Duarte were in favor and Selectman Robie and Chairman Kelley were opposed.* Citizen Ingrid Byrd questioned why this article is being put on by the Selectman rather than the CYAA by petition. Citizen Judy Szot noted by the Selectmen putting this on the warrant they are giving their stamp of approval. This type of warrant article is put on by petition. Selectman Robie clarified that we voted to put it on the warrant but we didn't give our approval. Citizen Ingrid Byrd explained if a private group wants something on the warrant they have every right to do it, but they should be willing to put their name on it. If it's under the Selectmen people may believe that this is a town function. Citizen Rick Lazott added your opening yourself

up to other non-profits doing this. Selectman Snow replied all we are doing is putting the article on the warrant. The first 17 articles are non-profits. They can put it on by request by the CYAA. Selectman Duarte motioned to reconsider the last vote. Seconded by Selectman Soares. All were in favor. *Selectman Snow motioned to put the proposed article on the warrant at the request of the CYAA in the form in which it was presented. Seconded by Selectman Soares for discussion.* Chairman Kelley felt the article presented by the CYAA has always gone on by petition. Selectmen's Assistant Eastman noted that last year it didn't go on by petition it was put on by the Selectmen. It wasn't recommended by the Selectmen or the Budget Committee. *Selectman Snow was in favor of the motion. Chairman Kelley, Selectman Robie, Selectman Soares, and Selectman Duarte were not in favor. Motion failed.* Selectman Robie recommended to Mr. Patrick that the CYAA do a petition warrant article. The petition warrants are due on January 11th.

Discuss Alfred Sanborn's piece of land located on Murray Hill Road (413-010-2). Chairman Kelley explained that Mr. Sanborn doesn't want the land and doesn't want it surveyed. He current pays \$67.00 per year for it. Selectman Snow wanted to assess the value at zero dollars. It has no value to us. At some point in time if he does something to it to make it valuable we can change it. Chairman Kelley felt they should let the land go to lien. He will go back to Mr. Sanborn with the information they discussed.

The Board to authorize payment of payroll checks and accounts payable checks. Selectman Snow motioned to approve payment of payroll manifest number 000602-02, checks to be dated 12/09/2010, with a total gross payroll amount of \$14,197.67. Seconded by Selectman Soares. All were in favor. Motion carried. Selectman Snow motioned to approve payment of accounts payable manifest number 120210 checks to be dated 12/09/2010, with a total amount of \$977,976.49. Seconded by Selectman Soares. All were in favor. Motion carried. Selectman Snow motioned to approve payment of payroll manifest number 000603-07, checks to be dated 12/16/10, with a total amount of \$16,807.77. Seconded by Selectman Soares. All were in favor. Motion carried. Selectman Snow motioned to approve payment of accounts payable manifest number 120310 checks to be dated 12/16/2010, with a total amount of \$34,642.65. Seconded by Selectman Soares. All were in favor. Motion carried.

Removal of Swap Shop. Chairman Kelley explained to Citizen Rick Lazott the Board sent a letter to the Conservation Commission and the Planning Board. When a letter comes back from both of these committees the Selectmen will have a public hearing. Citizen Rick Lazott asked if you get the letters back promptly when we can have a public hearing. Chairman Kelley replied as soon as we get the letters we will notice the public hearing and there will be another public hearing within 14 days. Citizen Ingrid Byrd heard that the Selectmen were giving the building to the garden club. Chairman Kelley replied they were not and the Board is going to put the building out to bid. Citizen Ingrid Byrd thought the building be sold for scrap. Selectman Robie

explained we are going to get paid (a minimum amount) for someone to take the building. Citizen Judy Szot asked if there was some reason the building wasn't used at the new recycling center. Selectman Duarte thought it wasn't used because it would cost \$17,000 to move it. We got a new building for \$15,000. Selectman Robie clarified that he looked at the old swap shop and put together some numbers to re-erect the building. The estimated cost was \$17,000. He noted the old swap shop does have some value.

Selectman Duarte noted there were two mattresses at the recycling center on Sunday and there were five on Monday. There was also a 50 pound propane tank. He mentioned it costs money to dump this stuff. He thought someone had a key and is going into the dump on off hours. Chairman Kelley explained people can get around the gate. Selectman Robie told Selectman Duarte to have Facility Operator Whitcher put a camera on the building. Citizen Judy Szot thought a camera was a good idea.

Selectman Snow mentioned the grant has come in for the emergency generator at the school. We haven't accepted it and its coming into the town. Chairman Kelley replied Emergency Management Director Bob Panit is handling this. Selectman Robie stated we'll accept the grant when we get it. Selectman Snow asked if he should talk with the school. Chairman Kelley replied he should talk with EMD Bob Panit.

Chairman Kelley motioned to adjourn at 9:21 p.m. Seconded by Selectman Duarte. All were in favor. Motion carried.