

~~Unapproved~~**APPROVED**  
**Candia Selectmen's Public Meeting Minutes**  
**December 26<sup>th</sup>, 2018**

**Attendance:** Chairman Susan Young, Vice-Chair Carleton Robie, Selectman Boyd Chivers, Selectman Russ Dann, Selectman Scott Komisarek, and Administrative Assistant Andria Hansen.

**3:00 p.m.** Chair Young called the Public Meeting to order followed by the Pledge of Allegiance.

**Approval of December 10<sup>th</sup>, 2018 minutes:** Selectman Chivers moved to accept the December 10<sup>th</sup>, 2018 Selectmen's Meeting minutes as presented. Seconded by Selectman Robie. All were in favor. Motion carried.

**Newly elected Executive Council Ted Gatsas.** Chair Young introduced Executive Council Ted Gatsas. She explained he was at the meeting because he wanted to introduce himself quickly. Mr. Gatsas noted that if he was elected he told Candia he would be back. He is the new Executive Council elect. He gave out his cards and if anyone had any questions to give him a call. If anyone needs anything give him a call, because Candia was pretty good to him in this election. He would to be as kind and favorable as he can be. Chair Young congratulated him. Selectman Robie thanked him for coming out.

**Board to discuss/approve 2018 encumbrances:**

**Tax Collector:** Tax Collector Stamatelos would like to encumber \$475 for the new credit card machines and the fees that go with setting that up. They will be going to the one check system in January. Accounting/Payroll Specialist Donna Becker said they will be coming in and doing that, but they may not have the actually invoices before she has to cut off the 2018 expenses. Selectman Robie moved to encumber \$475 for the Tax Collector. Seconded by Selectman Chivers. All were in favor. Motion carried.

**Town Clerk:** Accounting/Payroll Specialist Donna Becker explained that Chris has the same information for the credit card machines as well. She has two because she has two windows, so her total is \$950. She would also like to encumber \$432 left in her document restoration line along with the line for 2019 to do some more document restoration. The total amount of the encumbrances is \$1,482. Selectman Robie moved to encumber \$1,382 for the Town Clerk. Seconded by Selectman Dann. All were in favor. Motion carried.

**Police:** Accounting/Payroll Specialist Donna Becker said for the police cruiser she has a quote for \$35,275. Chief McGillen noted that price may go down a little bit. Selectman Robie noted they set aside \$15,000, so why don't they subtract that from the \$35,275 and encumber the balance which is \$20,275. He asked about outfitting that cruiser and do they have some money budgeted for that. Chief McGillen said he has some money in the budget, but he was going to split it with the budget (with that account). Accounting/Payroll Specialist Donna Becker clarified the police detail account. Chief McGillen noted it is usually \$12,000 to get it outfitted. He was going to use the \$10,000 in the budget and asked the Board to take it out of that account. The amount of money that will be encumbered is \$20,275. Chief McGillen expected the list price to go down. Selectman Robie said if they don't have to use it then they won't use it. Selectman Robie moved to encumber \$20,275 out of the police budget for a new cruiser. Seconded by Selectman Chivers. All were in favor. Motion carried.

**Smyth Memorial Building:** Trustee Carla Penfield explained they had two projects that didn't get finished. Accounting/Payroll Specialist Donna Becker said there is an invoice for the windows in the basement for \$1,275. There is also an estimate for repairs at the front entrance in the amount of \$1,904. The total for both invoices is \$3,179. Chair Young would like to get a wireless bell system to make it ADA compliant until they can do the full scale investigation. She thought it would cost about \$40. Selectman Robie answered if they decide they are going to do that they can find \$40 in the budget. He didn't know if they needed a bell, he didn't know how anyone is going to get up the stairs. Chair Young clarified it would be at the backdoor. She just wanted to bring this up so everyone could think about it. They did get a letter from Bart concerning that. If

they could do that so they could start meeting there. Selectman Robie moved to encumber \$3,179 for the Smyth Memorial Building. Chair Young asked about other invoice. Accounting/Payroll Specialist Donna Becker said they would be able to pay that out of this year's budget. Seconded by Selectman Chivers. All were in favor. Motion carried.

**Bottom line:** Selectman Robie asked Accounting/Payroll Specialist Donna Becker if she had a bottom line on the budget. Accounting/Payroll Specialist Donna Becker answered \$280,685.61. She noted there are some bills coming in that they about that will be coming out of this budget. The skid steer bill still hasn't come in. There are bills that they know of. She can pay them the first few weeks in January out of the prior year. After those bills are paid they will have about \$109,000. Selectman Robie asked what the encumbrances they just did add up to. Accounting/Payroll Specialist Donna Becker estimated \$25,311 so far.

**Fire:** Selectman Dann said there are three things they would like to encumber. One is scene lights for the engine which is \$1,603.80. The second item is a mobile radio in the amount of \$7,137.52. The third is two ice rescue suits in the amount of \$1,395. The total amount for the encumbrances is \$12,211. Selectman Dann moved to encumber \$12,211 for the Fire Department. Seconded by Selectman Komisarek. All were in favor. Motion carried.

**Recycling Center:** Selectman Dann said they signed a contract for lighting with Retrofit Services Incorporated for \$8,386. Selectman Dann moved to encumber \$8,386 for the lighting at the Recycling Center. Seconded by Selectman Komisarek. All were in favor. Motion carried.

**Town Building:** Chair Young asked Selectman Robie if she would like to encumber money for the sign. Selectman Robie said they could. They have an invoice for \$440. Selectman Robie moved to encumber \$440 for an entrance sign which will be done by Frank Sarra. Seconded by Selectman Chivers. All were in favor. Motion carried.

**Moore Park:** Chair Young would like to re-grade the infield area and supply a tarp. This will cost \$3,700. It was supposed to be done in November, but it rained. There was discussion about the Moore Park budget. Chair Young would like to get the remote control locks installed into the doors. If they decide on a standalone it is \$700 a piece. The remote locks would cost \$1,500 a piece installed. She was told the standalone would be adequate. She would like to get two in the amount of \$1,400. The only other thing is to replace the two doors. She thought it was going to about \$6,200 to \$7,000 a piece. It might have to wait until next year. She didn't want them to install the locks on an old door. Selectman Komisarek thought that sounded like a lot for a door. Chair Young said she didn't have an invoice anyway. She also got all of the materials in for the diaper changing for both bathrooms and hand soaps so they don't have those individual containers. She got refills for the hand soap and a paper towel dispenser. Hopefully it is looking a little better inside. She needs to have someone come and set up the changing tables. The only thing she has for the park right now is to do the infield. There was some discussion about the remote doors. Selectman Robie thought they needed to get a price for new doors with the locks installed. They need to find a person who supplies the doors with the locks installed. If they put new metal doors in and have someone come in and start cutting them up, he's not in favor of that. Selectman Dann moved to encumber \$3,700 for the Moore Park in field. Selectman Robie thought it would be nice to encumber the money for the doors. Chair Young asked him if he was familiar with a company that does that. Selectman Dann asked if they could encumber the money this evening and then get a firm number. He asked if they could check on the number and could this be put off. Chair Young said if that comes in on Thursday or Friday is this something orally that they have to announce. Selectman Chivers thought it should be encumbered in a public meeting. Selectman Robie said she has a price on the locks and the standalone doors. He suggested that they encumber those two numbers and get someone to do the doors. They'll be enough

money in the future budget. Chair Young said she would take a motion for \$6,700. Selectman Robie moved to encumber \$6,700 for the Moore Park for the doors and the infield. Seconded by Selectman Chivers. All were in favor. Motion carried.

**North Road culvert.** Selectman Robie asked Road Agent Lewis if they had an invoice for the engineering of the North Road culverts. Road Agent Lewis said they have been paying it all along. They got their last invoice for it a week ago. It was billed as they went along. He believed it was done. Selectman Robie asked if the grant had been complete. Road Agent Lewis said they went through one cut up there on one of the grants. They are probably not going to get it. The reason is the detour doesn't take long enough. If the road goes out it is too quick to get around the detour. The detour has to inconvenience people 15-20 minutes. Our detour would just be down New Boston Road. Selectman Robie asked if Stantec estimated the cost of that job. Road Agent Lewis said it is about \$290,000. They have another grant application out there and that one looks good.

**Encumbrance total:** The total amount for encumbrances is \$53,048. Accounting/Payroll Specialist Donna Becker asked for a copy of everyone's paperwork.

**The Board to consider a recommendation for appointment as Land Use Office Administrative Assistant.** Selectman Chivers said he would like to move into a non public after the meeting under RSA 91-A-3, II (b). There was discussion on whether it this should have been posted or not. It was decided to have a non public session after the public meeting.

#### **Other Business:**

**The Board to appoint Antonio Lacasse to the Candia Volunteer Fire Department as a Firefighter in training.** Selectman Dann read from Fire Chief Young's recommendation letter (see attached). Selectman Dann moved to appoint Antonio Lacasse to the Candia Volunteer Fire Department as a Firefighter in training. Seconded by Selectman Chivers.

**The Board to authorize payment of payroll checks and accounts payable checks. The Board to authorize payment of payroll checks and accounts payable checks.** Selectman Chivers announced the grand total for accounts payable and payroll checks for December 20<sup>th</sup> and December 27<sup>th</sup> was \$175,782.30. Selectman Dann moved to approve the accounts payable and payroll checks for December 20<sup>th</sup> and December 27<sup>th</sup> was \$175,782.30. Seconded by Selectman Chivers. All were in favor. Motion carried.

**Calendar:** Chair Young noted petition warrant articles are due on January 8<sup>th</sup> by 2:00 p.m.

Tax Collector Stamatelos asked if the petition warrant article have to be in by January 8<sup>th</sup> or verified by then. Chair Young said they have to be in the Selectmen's Office by the 8<sup>th</sup>.

Selectman Robie adjourned at 3:42 p.m. Seconded by Selectman Dann. All were in favor. Motion carried.