

~~Unapproved~~ **APPROVED**
Candia's Selectmen's Public Meeting Minutes
July 8th, 2019

Attendance: Chair Susan Young, Vice-Chair Carleton Robie, Selectman Russ Dann, Selectman Boyd Chivers, Selectman Brien Brock and Administrative Assistant Andria Hansen.

7:00 p.m. Chair Young called the public meeting to order following the Pledge of Allegiance.

Roll call was conducted.

Approval of Minutes: Public and Non-Public meeting minutes of June 24th, 2019. Selectman Robie moved to accept the Non-Public meeting minutes of June 24th, 2019 as presented. Seconded by Selectman Brock. All were in favor. Motion carried. Selectman Robie moved to seal the Non-Public meeting minutes of June 24th, 2019. Seconded by Selectman Brock. All were in favor. Motion carried. Selectman Chivers moved to accept the Public meeting minutes of June 24th, 2019 as presented. Seconded by Selectman Dann. All were in favor. Motion carried.

Chair Young announced there is a candlelight stroll on Douglas Drive this evening at 8:00 p.m. She would like to attend, so if they don't finish by 7:45 pm they have the option to close the meeting and finish the agenda at the next meeting. The other option is the Board can continue and she'll just excuse herself. There is also going to be a grief workshop on Thursday, July 5th at 7:00 pm. This workshop is for adults, not children.

Department Reports: Highway (paving update, signs - golf course & Class 6 Rd.); Police; Fire; Building; Planning (timeline for Village concept, CIP, impact fees, zoning amendments); Solid Waste (Swap Shop addition update); Budget (highway w/a procedure, encumbrances 2018, 2020 budget prep); Other.

Highway (paving update, signs – golf course & Class 6 Road): Road Agent Lewis read from the attached report. He mentioned there is quite a bit of knotweed growing around town. He didn't know if we should look into spraying it, before it gets out of control. He can get some prices on that if the Board would like. It's growing at the end of Island Road and on North Road by Horizon. Once it gets a hold it takes over fast. Deerfield sprayed and it worked well. It isn't a huge expense. He'll check into it and let the Board know what it will cost. He didn't know if the Board wanted him to look at the old recycling center or not. There's about a quarter of an acre and it's taking over. Chair Young thought it should be two separate quotes.

Class 6 Road sign: Road Agent Lewis said it would be a 24 x 24 sign, black on white or yellow, and it would say "Class 6 Road-Not Town Maintained – No Outlet". It could also say "Not a thru road" or "Not a Thru Way". Chair Young like "Not a Thru Road". Road Agent Lewis said it would cost \$100 each (post & sign) and we'll need seven.

Paving update: Road Agent Lewis said they are going to start the road project the first week in August. He asked the Board what he should do with the fill. He can't fit it in the pit anymore. Selectman Brock asked how much material. Road Agent Lewis said it was about 5,000 yards. Selectman Robie suggested putting it in the cemetery. Selectman Dann said the recycling center could use some of that.

Chair Young asked if a resident wants some, do they pay for that. Road Agent Lewis said if it is on our route i.e. going back to the sand pit. They try to keep things in a loop. If they are on the loop it's fine. If they aren't and the resident wants to hire a truck, it's all theirs. We'll load their truck and they can take it. He doesn't want to use town money hauling to different areas. What usually happens is we hire one of the trucks that is in our loop. He hires a certain amount of truck drivers for a certain amount material coming out and in. If we throw another in there more comes out than comes back.

Selectman Robie thought the cemetery was a good place for the dirt. Road Agent Lewis said they put a thousand yards in there. He mentioned they had the discussion about putting fill in the recycling center a while back. Selectman Dann said he would figure out how much fill and where without extending into the wetlands. He thought there was plenty of room. Chair Young told Selectman Dann that he had a couple for weeks to check on that.

Road Agent Lewis said he'll bring it wherever, but he can't fit anymore in the pit. He will start paving on the week of July 22nd. It's the roads that aren't getting dug up, so it is just shim and overlays. They'll start with the Merrill Road spots, North Road, the end of Blevens, spots on New Boston, Douglas and Pine Ridge.

Golf Course crosswalk: Chief McGillen said the golf course just painted the cross walk. He talked with Nate Miller from SNHPC. Nate was going send him a report with some guidelines and suggestions. In the meantime, they painted the crosswalk. He was comfortable with the way they approached that; he hadn't even approached the golf course yet.

Chair Young asked about the solar lights and has it been brought to golf course management. Chief McGillen noted that Dick Snow had approached him, and he wanted to put together a solar project (with SNHPC). He told Dick he was all set because he was working with Nate and the golf course. He spoke with Nate because he has helped them with some other projects in town. Nate was going to give him some suggestions and it didn't mean the town had to go with his ideas.

Chief McGillen noted the golf course put up signs for the golfers coming out onto the crosswalk. Selectman Chivers asked what the sign said. Chief McGillen said "Cars Approaching" or something to that effect.

Selectman Robie thought they had this discussion awhile back. If they involve themselves with the crosswalks at the golf course, do they become liable for the crosswalk and the maintenance of the crosswalk and the signage of the crosswalk. It is the golf courses responsibility to protect their members. This is his opinion. They've had this discussion three or four times since he has been on the Board. Why should they spend their resources on that issue?

Chief McGillen answered if there was an issue and we didn't take any action they would come after the town. Selectman Robie said we should tell the golf course that they need to protect their people. Then you've done your job.

Chair Young thought we should send a letter. Chief McGillen said he works with the local business's and he thought that was a good approach. He can talk with a traffic engineer to get some suggestions and some professional feedback. Selectman Dann thought we should wait until we get some professional feedback and go from that point.

Chair Young thought Carleton's point was they are using Nate for something that really isn't our responsibility. Selectman Brock thought we were just going to contact the golf course and tell them to address something. We weren't going to get involved with resources or anything.

Chief McGillen noted this keeps coming up at the town's Safety Committee meetings. Selectman Brock said we are getting feedback and more needs to be done.

Road Agent Lewis thought they should call NHMA and see where the liability lies with this where it is a private business. This isn't two public streets. This is private business getting their patrons from one side of the road to the other. Chief McGillen thought we had a letter from legal counsel from 2016 regarding this. Road Agent Lewis said every golf season we have this discussion.

Chair Young thought we could research this and maybe call NHMA. Administrative Assistant Hansen thought she saw a letter from legal counsel and Chief McGillen forwarded it to her. Chief McGillen said he will find the correspondence from legal counsel.

Police: Chief McGillen wanted to give his condolences to the family of the young boy. They had a debriefing at the fire station, and he wanted to give kudos to Fire Chief Young.

Chief McGillen informed the Board that he has a potential candidate for the full-time position. He is just trying to finalize a few things with that individual. Chief McGillen mentioned the new cruiser is in and will be decaled soon. We've had the decals taken off the ACO vehicle.

Chief McGillen noted the Board was sent a memo that part-time Officer Gallagher resigned. He would like to give Scott his weapon like they did for Dan Gray. It's a customary thing. Selectman Robie motioned to give Chief McGillen authorization to turn Lieutenant Gallagher's weapon over to Scott Gallagher as a citizen. Seconded by Chair Young. All were in favor. Motion carried.

Chief McGillen said there has been an uptick in activity around town with juveniles and vandalism and break-ins. They've had some car break in's down by the railroad bed. The other night they had some kids down on Palmer Road/Chester Road going through unlocked cars. They are looking for easy targets, so they're going through cars that are unlocked. They haven't been breaking windows, but people are leaving valuables in plain view. One guy had a wallet and laptop taken from his car on Depot Road. Nothing was taken from the cars on Chester Road, they were just looking for loose change and whatnot. He urged everyone to lock their doors because it is happening late at night. There has also been an uptake in DWI's and domestics.

Selectman Chivers mentioned there is a flashing yellow sign by the school where the speed limit goes down to 20 mph. Someone raised the issue that the sign is lit up when the school is not in session. He asked Chief McGillen if he could explain how that works. Chief McGillen explained the school oversees that now, it used to be the Department of Transportation. When they find out about it, they report it to the maintenance worker at the school and they set the timer. He'll bring it to Principal Wing's attention.

Chair Young urged people to put the battery-operated camera's around their property. She thought they were priceless, and you can install the camera's all around your property. Chief McGillen agreed and wished more people did it.

Road Agent Lewis mentioned that some signs got vandalized in the park the other night. The signs for the trees were broken off.

Fire: Selectman Dann read from the attached report.

Building: Building Inspector Murray read from the attached report. The numbers are close to last year. He has four new houses going in. There was some discussion about the new 9-lot subdivision off High Street.

Planning (timeline for Village concept, CIP, impact fees, zoning amendments): Planning Board Chair Cartier explained there are a lot of things we are moving quite fast on.

Village District: Planning Board Chair Cartier said the Planning Board should have a draft to finalize at their July 17th meeting. If they get the draft done, they are going to send it out to the town departments, commissions, and effected property owns. We are hoping to have a public meeting for input from the various departments, commissions and property owners. This will be the first meeting in August. He's had some input from the property owners already, so they will be giving some comments and hopefully will be coming to the meeting too. The draft zoning ordinance should be tentatively completed for a public hearing the second meeting in August. Hopefully they will have a public hearing for the whole proposal and zoning ordinances sometime in September.

Chari Young thought it was recommended not to have input from the property owners and to make that the public hearing. Did they discuss that at the last meeting? Selectman Robie didn't think that was any of our business what the Planning Board does and how they are going to conduct who they are going to talk to on getting a plan. Chair Young thought that was in the minutes, she may have been mistaken. Selectman Brock said there may have been some discussion about that, but our thought was to get as much input as we could. Answer as many questions as they can prior to putting the packets together. Once the packet is put together that is what the Planning Board is going to review.

Chair Young clarified the second meeting for the Planning Board will be the public hearing. This is the second meeting in August. Planning Board Chair Cartier said this is why we are getting everybody involved as soon as we can, so we can address any concerns and put stuff in the plan that may be beneficial. Chair Young said as far as finding out if the public is interested in the village concept, that will be addressed at these meetings.

CIP: Planning Board Chair Cartier said there will be a notice going out to all the departments, boards, and commission tentatively this week. We are identifying contact people for everything i.e. Police, Fire, Solid Waste, Heritage Commission, Conservation Commission, etc. Anything we were thinking of proposing in the next 10 years that is going to cost money. Chair Young confirmed that they were asking 6 – 10 years out.

Planning Board Chair Cartier explained what we are going to start with is looking at anything \$5,000 and over that's not in the regular operating budget for the next 6 – 10 years. When we get that list together, we are going to prioritize it with the people who are putting stuff in there. Then we will work with the Board of Selectmen on the final based on the input we receive. He noted that Stantec is working on that. Brian Ruoff will be calling every contact person that is on that list to make sure they're aware of what we are looking for and the level of detail of what we need. We are being very specific on it because the CIP has a direct bearing on what we can do with impact fees. If they don't have the solid data in the Capital Improvement Plan and Master Plan, we won't have solid footing for the impact fees.

Chair Young asked what the other fee was. Road Agent Lewis answered offsite improvements. Chair Young asked if we could adjust those without the CIP. Planning Board Chair Cartier said we could because offsite improvements would be specific to where there was development. He mentioned a development in Hooksett off High Street. The state made them put in a turning lane and that would be considered an offsite improvement. It was required because of the size of the development. Chair Young clarified the Planning Board has the permission to do that without a CIP. Planning Board Chair Cartier explained that has nothing to do with the CIP.

Chair Young asked if there was a set financial schedule for this or do they just review the plans and go along. Planning Board Chair Cartier said we will review the plans and work with the town engineer to see what the cost will be. If it is a state road, we would work with the town engineer and the state. Chair Young asked if they would be forming a committee. Planning Board Chair Cartier answered it was already in place. It is the entire Planning Board with Brian Ruoff being the lead for it. Brian will be doing the groundwork for us and the Planning Board will review it. We talked about it at the last meeting where getting subcommittees together to handle different aspects of it. This is one of the things we did for the zoning amendments. Chair Young asked if they've had meetings with this committee. Planning Board Chair Cartier clarified it is with the whole Board right now.

Selectman Robie asked who his paying for Brian Ruoff. Planning Board Chair Cartier said it came out of our warrant article funding. Selectman Robie noted the last CIP they put together we seldom look at. Planning Board Chair Cartier explained the entire Planning Board went through a training session with Atty. Stephen Buckley who did a phenomenal job. We learned that the Planning Board is supposed to be reviewing the CIP every single year, see where it stands and if it needs to be adjusted and modified.

Selectman Robie said they have a CIP and if you just open the book and look at the projects that got left behind and should have been addressed. It's the same thing we do over and over. They don't do anything until it is broke and then we try to fix it. Planning Board Chair Cartier said they should be looking at it every year. It's not necessarily cast in stone, but it is a guideline for the town, so they know what they are going to be spending for money over what years and what needs to be done. Selectman Robie added when people advocate to appropriate that money it needs some support.

Planning Board Chair Cartier noted we will schedule a meeting with all the effected entities to go over the data. We hope to get something together in the next couple of weeks. If the Board has any questions Brian Ruoff will be here. It will be a posted meeting.

Chair Young asked if there were any residence on the committee. Planning Board Chair Cartier answered not at this point. What we need to look at per the RSA. The town departments need to submit to the town. Citizens should be looking at, for example, the Board of Selectmen or maybe they want to see something on the plan. It is not in the purview of the Planning Board to require people to put it in. They must come up with a cost, a justification, a level of when it should be done and whether or not it is a need. There are a lot of details that need to be in the plan.

Planning Board Chair Cartier said we are looking to see a draft by mid-August. Then the plan would be to meet with the Board of Selectmen sometime in the beginning of September. We would like to present it to you and get you input on the final draft.

Chair Young asked if the Planning Board was soliciting the school also. Planning Board Chair Cartier said the school is the easiest one because they had Turner Engineering do their project and Turner does a phenomenal job. The school is giving us a copy of that report.

Zoning Amendments: Planning Board Chair Cartier noted we have begun the review of some of the zoning amendments that were postponed last year. We have a group working on one right now which was the large gatherings for multiple days. We sent it to Atty. Courtney for review and he told them they could have Woodstock in Candia. Planning Board Chair Cartier thought we should look at that a little closer. There are two members working on that right now to come up with something. There was some discussion about using farms as wedding venues.

Planning Board Chair Cartier explained what they are hoping to do with the zoning ordinances they are still working on in conjunction with the Land Use office is have the ones that were left over readjusted. We are hoping to have a public hearing the beginning of October. We have the Agricultural Commission working on one that was sticking point. They have been very helpful to us and it hasn't been easy for the Agricultural Commission.

Planning Board Chair Cartier said the other one we have been working on is the home occupation/service contractor zoning amendment. We would like to have that wrapped up by November. We would like to try and get everything on the warrant next year. There is a lot of work that needs to be done on impact fees. We may be able to start it in December, but it will probably be pushed into next year. We have to look at the CIP and then the Master Plan to make sure those two things gel, because they are going to make it, so we legally enforce impact fees.

Chair Young said her concern is that there is a lot of development going on, but unless the impact fees are in place when someone gets approval you can't go back. This is a concern for her.

Planning Board Chair Cartier said they want to make sure no one can challenge them. There is a lot of work they need to do to stay on solid ground. It is a high priority item. Chair Young asked if this was more important than the village district. Will something like that effect the town's income soon from various developments? Is this a higher priority than the village district? Selectman Brock said not at this point. We are too deep into village district and it would be foolish to stop. Planning Board Chair Cartier said this is a parallel track that we are doing. It is not an issue of is one taking away from the other. One of the things we added to the proposal is a fiscal impact on the village district to see if it makes sense.

Selectman Robie said he doesn't see all the development coming in and he is not an advocate for impact fees. He has no problem with the impact fees in place, it has worked out well for him. Chair Young wasn't sure if it worked out for the taxpayers. Selectman Robie said if we put in more impact fees in we will discourage development, we need to encourage development and that brings in a continuous flow of revenue. An impact fee brings in revenue one time and we don't use it.

Selectman Brock would rather see the offsite improvements. Road Agent Lewis explained they are harder to get because you need to have an impact. So, you need to have a development that is going to be more than the road can handle. Chair Young mentioned the school. Road Agent Lewis explained the school wouldn't get something from an offsite improvement. Selectman Robie clarified the offsite improvement is specific to the job.

Planning Board Chair Cartier said the reason it is important to have a CIP is we can tie the impact fees to the CIP. Chair Young thought the houses that were going up were impacting more than roads and recycling.

Chair Young excused herself from the meeting at 7:45 pm.

Selectman Chivers mentioned the ZBA learned recently that the town's growth management ordinance has a 9-building permit per year per subdivision ordinance that was unenforceable. We don't have a CIP and we don't conduct a yearly survey of the housing needs. Did the Planning Board plan on doing that so we can restore that ordinance? Planning Board Chair Cartier answered no and the reason being is you have to reevaluate it every year. It can only be if the town growth is getting out of control. When this ordinance was put in, building was going crazy. It hasn't been crazy; it has been stable. They aren't seeing a big spike. It's hard for us to justify that ordinance, because we don't have a growth problem at this point. Selectman Chivers said he understood that, but does the ordinance sit on the books. Planning Board Chair Cartier said we're going to delete it.

Planning Board Chair Cartier explained next year we would like to do a build out analysis for Candia. Look at how much property can be built and what the interest is. Selectman Chivers asked if they planned on trying to implement the mechanism behind that. Planning Board Chair Cartier answered when he reviewed the requirements behind doing it, we had a problem with it. The Board thanked Planning Board Chair Cartier for coming in.

Solid Waste (Swap Shop addition update): Selectman Dann read from the attached report.

Swap Shop addition: Selectman Dann said we are working on it. We had a gentleman that is going to do the pad look at it last Sunday. They are trying to find someone who does concrete to pour the concrete pad. The Recycling and Energy Committee is looking into that. Selectman Robie thought they should research the minutes when the swap shop came into existence. He thought it would be beneficial to review all of the discussion that transpired. Selectman Dann thought they did discuss it.

Budget (highway w/a procedure, encumbrances 2018, 2020 budget prep):

Encumbrances 2018: Selectman Robie said they were on track with the 2018 encumbrances.

2020 budget prep: Selectman Robie said they still have a few months.

Highway warrant article procedure: Road Agent Lewis mentioned the issues with Currier Road last year and how did the Board want to fund this. We have three more meetings before the budget is due again. If the Board would like to think about how they want to approach this, whether it be a warrant article or budget item. We know the controversy that goes with Currier Road. Selectman Brock said he wanted to include it in the budget.

Road Agent Lewis said he needed direction from the Board. Do we want to do it over two phases? Or all at once? Selectman Brock asked what the approximate cost was. Road Agent Lewis said he would figure it out. He noted the amount is going to be over and above anything, because they don't do reconstruction out of their budget.

Selectman Robie thought this would be a good time to change their procedure and put the reconstruction in the operating budget. Selectman Chivers asked if there would still be a warrant article. Selectman Robie clarified there would still be a winter maintenance warrant article. The road reconstruction should be in the budget. Road Agent Lewis noted that it used to be in the budget.

Road Agent Lewis asked the Board to think about it because he is going to need direction by the first meeting in August on what to do. Selectman Dann asked him to come up with a figure.

Selectman Brock asked what else he had if we weren't talking Currier Road. Road Agent Lewis said it would be Healy Road. Selectman Brock asked if he would still like to see Healy in there too. Road Agent Lewis replied yes, and it is falling apart. He did a 10-year band aid 20 years ago. He'll probably have to shim a little piece of it this year. Road Agent Lewis would have a number for the next meeting.

Old Business

Town Hall sidewalk - open RFP's received: Selectman Robie said no bids were received. He did notice that Road Agent Lewis worked on the lower end of the sidewalk. Road Agent Lewis said he picked it up enough to see where the water would go. Selectman Robie said he looked at it after a rainstorm and there was a pretty good puddle. No one wants to cut the asphalt but looking at it again maybe it could be raised another inch and cut the asphalt to the catch basin. They may not need to put a catch basin in by the curbing.

Selectman Robie explained the office sent RFP's to a list of contractors that do landscaping, and no one responded. Building Inspector Murray mentioned one of the contractors that they reached out to had a pretty big family crisis, so maybe he didn't get a chance to put in an RFP. The other one was relocating and had a lot going on. He suggested leaving the deadline open for a while and maybe he could talk to these contractors one more time.

Selectman Robie said he would like to get it fixed. They can patch it, but it won't last 30 years like it did the first time. He agreed with Building Inspector Murray to leave the deadline open. So, they'll leave open for another few weeks and discuss it at the July 22nd meeting.

Moore Park - facility use; use of field discussion with CYAA, School Board, Jesse Remington, etc. @ July 22nd Selectmen's meeting. Selectman Robie said they will be discussing this at the July 22nd Selectmen's meeting.

Clarification on longevity policy: Selectman Chivers explained last year they adopted a policy where people recognized for their length of service. He referred to the policy (see attached). They need to decide when this starts. The issue is when an employee starts as part time and then in a couple of years transitions to become a full-time employee, what is considered the starting date. The difference is when they are employed as a part time employee, they get \$50 per year for their longevity bonus and a full-time employee gets \$100 per year for their bonus. The first issue is what is the effective start date. His recommendation is to use the earliest date of employment. If someone starts as a part time employee and they have 2 ½ years of part time employment, consider that full time employment. They are trying to reward people for committing their careers to Candia and he can't see splitting hairs.

Selectman Chivers recommendation is in the second paragraph which he proceeded to read (see attached). If someone spends their career here and they end up as a part time employee, they are going to get paid in five-year increments as a full-time employee, but if they go part time their last five years will be paid as part time. Selectman Chivers will give this to Accounting and Payroll Clerk Becker, this is something that is workable and makes sense.

Selectman Chivers moved to amend the length of service reward policy to add the following stipulation "Employee eligibility will be calculated from the earliest anniversary date of employment regardless of status at that time (i.e., full time or part time) and the amount (\$50.00 or \$100. per year) will be determined by current status at the time of eligibility (full time or part time). Amended July 2019." Seconded by Selectman Brock. Selectman Robie asked if the Board previously voted on this policy. Selectman Chivers said they did vote on them. Selectman Robie noted they still haven't done anything for our employees after their 19th step on the grade and step program. When they voted for the merit line in the budget, that was the merit lines intent. They have some officers that are in their 20-year status. Selectman Chivers thought the merit line was discontinued. Selectman Robie said it was, but they have done nothing for those people who worked their way through the

grade and step system. Selectman Robie called for a vote. *All were in favor. Motion carried.* Selectman Brock said we should address the other issue at some point this year.

Other Business

Gardens - town office building, etc.: Selectman Robie noted the town office building gardens have obviously been neglected. This is the third year. Selectman Brock asked who was tending to it. Selectman Robie said Garden Club was. The monument on the hill had been neglected as well. At the same time, they realized a lot of things had been neglected on the monument. He suggested we put together a budget to take care of these gardens. Some people thought he overstepped his bounds. So, they didn't hire anybody, and no one came to us and said they wouldn't be able to maintain the gardens.

Selectman Brock asked what is in the budget and what are the conditions as far as the lawn and bark mulch. Selectman Robie said we have enough money in the budget for what Steve charges us for the mowing. They also have it fertilized. Selectman Chivers asked if we hired Dick Weeks to do the gardening. Selectman Robie said we did not. He helps at the monument at no charge.

Selectman Dann thought they should give the Garden Club the opportunity to say they do not want to do it. Selectman Robie said that's what they did a year ago. They asked them. Selectman Dann didn't believe we ever did. Selectmen Chivers said we couldn't get a commitment. Selectman Brock said it's the same issue, you try to get volunteers to step up, but they can't. They are going to do it when they do it, if they do it. There was some further discussion about the gardens. Selectman Robie thought they should put this in the budget for next year.

Board to authorize payment of payroll and accounts payable: Board to authorize payment of payroll and accounts payable: Selectman Chivers announced the grand total for accounts payable and payroll checks for June 20th, June 27th, July 3rd, and July 11th was \$1,048,574.47. Selectman Dann moved to approve the accounts payable and payroll checks for June 20th, June 27th, July 3rd, and July 11th in the amount of \$1,048,574.47. Seconded by Selectman Chivers. All were in favor. Motion carried.

Selectman Dann moved to adjourn at 8:14 pm. Seconded by Selectman Brock. All were in favor. Motion carried.

Respectfully submitted,
Andria Hansen
Recording Secretary