

~~Unapproved~~**APPROVED**
Candia's Selectmen's Public Meeting Minutes
August 26th, 2019

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

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 meeting minutes of August 12th, 2019. Selectman Brock moved to approve the August 12th, 2019 Selectmen's meeting minutes as presented. Seconded by Selectman Chivers. All were in favor. Motion carried.

Public Comment: Chair Young wanted to say how proud she was of Old Home Day. All the efforts and everything was great. The parade grade and there was a lot of enthusiasm. She wanted to thank Hannah Lewis for that publicly.

Old Business

Status on signs: Selectman Brock asked Road Agent Lewis about the status of the signs. Road Agent Lewis explained that he orders from NE Barricade and sometimes they take a while. Selectman Brock asked if the horse signs will be included with the order. There was some discussion about the placement of the signs. Road Agent Lewis said he has been getting a lot of requests for the signs and he wasn't sure how the Selectmen wanted to handle it. He asked the Board how many they wanted to put up, because once they have them up, we'll have to maintain them. Selectman Brock didn't object to putting a bunch of signs up.

Chair Young suggested putting one up on Currier Road. Road Agent Lewis said he didn't want them everywhere, because it becomes a handful maintaining signs. He spends \$600 per year to buy them and maintain them. Chair Young asked what Road Agent Lewis's thoughts were, these people come to him. Road Agent Lewis asked the Board where do they draw the line. Do they spend \$2,000 per year on horseback riding signs? What does the Board want to do?

Selectman Brock thought if they order 2 signs then they ought to order 4. Road Agent Lewis said he already has requests for about eight signs for Crowley Road, Brown Road, and Critchett Road. Chair Young asked if they buy more would it be cheaper. Road Agent Lewis said it wasn't.

Selectman Chivers asked what the sign says. Road Agent Lewis replied, "Caution Horses". Selectman Chivers asked if it had any impact on traffic. Road Agent Lewis said he didn't know, and he gets requests for "Stop Ahead" signs for years on the same road and people don't realize there is already one there. Selectman Brock said he could understand why people are requesting them, because Crowley Road is kind of tight and that's makes people nervous. Road Agent Lewis noted there is an expense involved.

Road Agent Lewis explained they stopped putting up "Children Playing" signs because of the liability. We used to get a lot of request for that. We were told by counsel that it opens us up to liability because we have a known problem with children playing in the road. It gives a family a false sense of security. So, town counsel recommended not putting up those signs. It means that we know there is a problem there, but we aren't addressing it.

Road Agent Lewis said he will put up the signs on the roads they discussed and see if things calm down. Selectman Brock asked Road Agent Lewis if they were going to put that stop sign on Baker Road. Road Agent Lewis said we aren't using town money, they can't. There is an RSA that says so. Selectman Brock said he disagreed with that. They are doing it on the Class 6 roads, and it is the same thing with that sign. Road Agent Lewis said he would personally buy it himself and put it up himself before he used town money because he is not going to be blamed for that. Selectman Brock asked if he had any old signs. Road Agent Lewis answered he wasn't going to use old signs that are faded and graffitied.

Planning Board member Rob Jones asked about the horseback signs and would that put us at the same liability as "Children Playing". Road Agent Lewis said he didn't know. They have every right to ride on the road, so it a little different. It's like a bicycle on the road or a horse on the road. Where children aren't supposed to be playing in the road. Selectman Brock added there is a specific use for the road and walking, biking, horseback riding, and driving are all acceptable uses. Chair Young said we will work on the stop sign situation.

New Business

Warrant Article proposal: Appointing a Fire Chief (preliminary): Chair Young explained that the Fire Department the wording of a warrant article that was adopted in 2004. The 2003 warrant article addressed the reorganization of going from a private fire department to a town entity. These are some suggestions, there are two changes. One is just a wording change that would have to come into effect because it's the Candia Volunteer Fire Department. Instead of keeping it a three year term with no limit to the number of terms, if the voters give the Select Board permission it would then read "the Fire Chief would be appointed indefinitely until he or she resigns, retires, or is removed pursuant to RSA 154:5",

Fire Chief Young explained instead of having to run every three years, this is just eliminating that three-year term. Every three years everyone thinks that he is done. It's not the reason to change this, but this would be a change that once you get appointed as Fire Chief you are going to stay in the position until you retire or resign. The Firemen are all good with this, they just want to have a say in the matter when that time comes. Selectman Chivers clariid the only change being made is eliminating that three-year term. The appointment is indefinite like the Police Chief. Chair Young said the Firemen want to see this in writing and Chief Young will probably present this to the membership.

Firefighter Rudy Cartier said he could give a little bit of history on that. The reason it was in there for three years is when they switched over from a private to a town department, there were concerns of what if we didn't like the Chief from a firefighter's standpoint. This was a compromise put in there at that time. This is something that particular group of people put in there at the time. It is appropriate at this time to make it consistent with other fire department.

Chair Young explained that Fire Chief Young was going to bring this to his membership. She thought if the fire and rescues membership had trouble with the Chief or the current Chief that would be a reason to remove someone due to RSA 154:5. If they are having problems, they still have recourse.

Fire Chief Young explained the only difference with the members having a little bit of say as opposed to the policemen is, they are all volunteers. So, they have a lot more heart in it over there and they are much more involved, and they feel a lot more for it. To have a say in who is going to lead them means a lot more than if you are just getting paid and that's who your boss is. Selectman Chivers agreed with that distinction between a police department and the fire department.

Chair Young explained it will go on the warrant next year and then it takes effect a year later. Fire Chief Young said this has nothing to do with him, it's for the future. Chair Young said she would like to wait on any decision until Selectmen Robie and Dann.

Planning Board member Mark Chalbeck asked if the Board of Selectmen would hire the Chief and then they would be there indefinitely. Chair Young clarify the Board would appoint, just like they do now.

Cemetery – Legal notices expense: Chair Young said she wasn't sure why the notices for the abandoned cemeteries came out of the Town Offices budget. The sidewalk notices came out of there as well. She was wondering why the sidewalk notices didn't come out of the Town Office Building budget and the cemetery notices didn't come out of the Cemetery budget. It overdrew the Town Office Expenses budget, not the entire budget but that line. The bills have already been paid, but she would charge the different lines. She didn't know if they needed a motion to move that money. Chair Young moved that the billing for the cemetery notices in the amount

of \$559.80 be taken from the cemetery budget and the sidewalk notices in the amount of \$553.70 be taken from the town office building budget. Seconded by Selectman Chivers. All were in favor. Motion carried.

CIP submissions: Chair Young noted that the Land Use Office has received submissions from the police department for a cruiser and a new shower. One has been received for the Smyth Building for preservation. The cemetery also submitted a worksheet. Chair Young explained before she ends her tenure here she would like to add to this building. She would like to extend the wing out back to make more room for the building department and the police. She hasn't worked up the numbers. She was going to ask Fire Chief Young about it and Ron Severino because they did the original building. There is also some discussion on whether they should take a bond out for it. She apologized for not having this part done. She just wanted to let the Board know about this.

Selectman Brock noted those numbers don't have to be that accurate, because they aren't concrete numbers. This was one of the things that Brian Ruoff (Stantec) told us. Chair Young said she would like to get this passed in, because she didn't want to hold anybody up. They are checking into some financing options as far as notes versus bonds. Again, the legislative body would have to approve it anyway.

Selectman Chivers asked if we have demonstrated a need for an addition on this building. It was dedicated in 1989 and the population has gone up by 200 people. How is it that we suddenly outgrown a building that was adequate in 1989 with only 200 additional residence in this town. Chair Young said she knew someone was going to ask that. Her opinion is if you walk into the building department, it needs some space. Safety wise there have been a couple of considerations and they will be discussing it at some point. They don't normally take a lunch, but they don't have a place to do that. In the police department, they don't have a place to interview youth and there are several situations. She will list them on the CIP worksheet. She agreed with Selectman Chivers and the population hasn't gone up, but there have been a number of new building permits issued. She didn't see where the Planning Board reviews anything, there is no space in the office. It seems like there is a crunch in that office. It's just an idea and it is up to the voters. She wanted to let the Board know, because she thought they could get rid of the \$6,000 for the shower (police department).

Selectman Chivers asked when are these due to the Planning Board. Selectman Brock said they were due on the 18th of September. They better get on this. Chair Young noted that Planning Board Chair Rudy Cartier told us about them, and everyone is working with their departments. Planning Board Chair Rudy Cartier explained that Brian Ruoff of Stantec has offered, if they do need any assistant with estimates its part of this process.

Selectman Chivers asked what year they planned on putting this project in. Chair Young said her term is done in 2021 and she would like to present it. It will all depend on financing. She treats the tax money just like she does her own. Selectman Chivers said if they are going to do this in the next year and a half, they better on it. This means determining what our needs are, try to figure out how to integrate it into this building, how many square feet they are going to do. This is a big job.

Chair Young noted when they built this building, they had a committee with an architect. There was a lot of volunteerism with painting and staining. She thought they could do that again. Planning Board Chair Rudy Cartier noted there is this addition and the fire departments wants some renovations, but the school also has a lot of high dollar items that they are looking at too. When they get all the information in with your requested year to implement, they will put it all on a spread sheet format and that is when the decisions will have to be made of what is going to happen when. Depending on what the Planning Board and the Board of Selectmen decide to do and how to spread out all this money they are going to spend, there will be a lot of input back and forth deciding those dates. The date requested might not end up being the final date. They could budget a million dollars for one year and nothing for the next three years, that doesn't make good planning sense. Selectman Brock noted they are looking out 10 years.

Chair Young said there was some question whether it was five or ten. She has told everybody to put it in for ten. Planning Board Chair Rudy Cartier explained the reason we put it ten is to get an overall aspect of it. The Planning Board is responsible for reviewing this every year to see if there are any changes. Chair Young

added the Budget Committee is supposed to review it every year. Selectman Chivers asked if there was some determination of what the capital project is going to be for the on coming year. Planning Board Chair Rudy Cartier said yes and no. What we do is make the decision of what everything is planned out to be from the people requesting it and the Board of Selectmen. It would be a guidance document, not cast in stone. With some good planning they feel this will be the least impact for the taxpayers.

Selectman Chivers asked Chair Young if she brought up the addition to the town because it comes from the Board of Selectmen. Chair Young said it would be a warrant article from us because it is a town building. It would have to go to the legislative body. It doesn't have to be on the CIP. The school was very good when we did that first meeting in March and we had a chart and you could visually see the timeline. She thought this is what Rudy was saying when it's all put together.

Planning Board member Rob Jones asked what our limitations were as far as digitizing the records we have. He's wondering if we have a space problem or a storage problem. If most of those records are digitized does that open space that people need. This would be an operating budget item rather than a capital expense. Chair Young said that was a great question and it's yes and no. Some things have to be kept in paper form. They have files downstairs. They have the Food Pantry downstairs as well. There is a lot going on. Some documents legally must be kept in paper form; others can be digitized. They are RSA's regarding record retention.

Planning Board member Mark Chalbeck said not only with the CIP where we can get these things added on, it's not cast in stone, but this helps us when we update Master Plan they can also get impact fees, which will then be able to provide for these different projects. Selectman Chivers asked if they could apply impact fees to some of these other projects. He thought you could only apply impact fees to the road system and the transfer station. Planning Board Chair Rudy Cartier replied no, and they can just about anything. Selectman Brock clarified the CIP and the Master Plan would have to be working in conjunction.

Road Agent Lewis explained impact fees can only be used for a capital improvement. This is why we've had to turn money back, because we've had such a little amount of impact fee money and we couldn't do a capital improvement with it. There wasn't enough and everything has to do with maintenance. So, if you don't have a Capital Improvement Plan that money can't be used.

Chair Young said she read the RSA and you don't legally need one. She thought it gave them some guidance. Chair Young asked if she wanted to put a development on her property can you charge me anything you want without having a Master Plan. She knows there is offsite improvements. Can they charge her that? Planning Board Chair Rudy Cartier said they could, but it has to be justified and it has to be appropriated appropriately. For example, we have to make some changes to their zoning and planning regulations to make sure that we as a local organization have a plan on how to do that. Chair Young said use Currier Road as an example. Planning Board Chair Rudy Cartier said if the road was insufficient or unsafe then the Planning Board can require offsite improvements. Chair Young asked at any amount. Selectman Brock said it would have to be justified and it would have to be proportionally.

Road Agent Lewis said they had to do this with two different developers on Crowley Road. It was deficient and there would be a lot more homes down there now if the economy didn't change. The developers sold the backland for a conservation easement. One of the developers was on the hook for \$200,000 and the developer prior to him was going to upgrade it to gravel grade and get it ready to pave. Both had very large-scale projects that were going to impact a small, one lane gravel road. So, it was justified. If it is justified, you can do the improvements that pertain to things like overloading the fire department or police department.

Planning Board Chair Rudy Cartier noted impact fees can be developed for anything. Chair Young asked without the legislative body voting on it. Planning Board Chair Rudy Cartier answered that's correct if it is justified. For example, you want to have an impact fee for the fire department. They have to look at the impact of building the house. Will it impact the fire department? Will they have to get better equipment? Will we get to the point where we'll have to hire someone for the fire department? This is a definite financial impact, it's there now and it wasn't before.

Budget Review: Audit Services, Budget Committee, Cemetery, Emergency Management, Fire Department, Heritage Commission, Parks & Recs, Planning Board, Property Appraisal, Town Office Building/Smyth Memorial Building.

Smyth Memorial Building: Smyth Memorial Building Trustee Carla Penfield explained the budget is staying the same as last year. Selectman Chivers moved to approve the 2020 Smyth Building Maintenance budget in the amount of \$11,640. Seconded by Selectman Brock. All were in favor. Motion carried.

Auditing Services: Selectman Chivers moved to approve the 2020 Auditing Services budget in the amount of \$17,725. Seconded by Selectman Brock. All were in favor. Motion carried.

Budget Committee: Selectman Brock moved to approve the 2020 Budget Committee budget in the amount of \$2.330. Seconded by Selectman Chivers. All were in favor. Motion carried.

Cemetery: Selectman Chivers noted the budget went up by \$8,000. Chair Young noted they didn't get the gate this year, so they'll need to purchase it next year. This line will go up a little bit next year by about \$5,900. Chair Young explained they could wait on this budget until they got some answers. There was further discussion about the gate. Selectman Brock moved to accept the 2020 Cemetery budget as presented. Seconded by Selectman Chivers. All were in favor. Motion carried.

Trustees of the Trust Fund: Trustee of the Trust Fund Carla Penfield explained the budget had a very slight increase. They didn't have enough money to do a seminar last year, so it needed to come out of the Selectmen's budget. They've put the money in the budget. The total budget is a little over \$3,000. Chair Young believed this budget was under the town office anyway and the don't have the office budget done yet. Trustee of the Trust Fund Carla Penfield wanted to let the Board know.

Planning Board member Mark Chalbeck said he heard from one of the Cemetery Trustee members is that they only have \$5,000 for the gate and the gate costs approximately \$8,000 to \$9,000. They budgeted a little extra to purchase the gate next year.

Emergency Management: Selectman Chivers moved to accept the 2020 Emergency Management budget as presented. Seconded by Selectman Brock. All were in favor. Motion carried.

Fire: Fire Chief Young said there were no changes. He took a little money out of training and added to building maintenance. He took a little from truck maintenance and added it to hazmat. The bottom line is still the same. Selectman Chivers said the wage line can be adjusted once this Board decides on a COLA. Fire Chief Young asked if they were part of that. Selectman Chivers said there was a COLA last year for the them.

Fire Chief Young said they would like to add a line for details. It wouldn't be any cost to the town. One of the issues that they have is the Fair Association would like to pay the Town of Candia. They contract some of our people to work the fair. It is like the way the police have their detail. He thought he could put a dollar in. Selectman Brock thought he needed to budget an amount because it shows up on the other end as a revenue. Even in the police budget there is an amount that covers details. Fire Chief Young thought it would be a wash in the end.

Selectman Chivers asked if they could add a line. Chair Young didn't think that he could. The DRA is funny about adding lines, but they'll work it out with Accounting and Payroll Clerk Donna Becker. Selectman Chivers asked if Fire Chief Young was going to give an amount and should they come back to this budget.

Fire Chief Young noted they sent an engine down to Lawrence when they had gas problems. They were paying "X" amount for engine and "X" amount for the men. The company is still paying money out and they 've

haven't gotten paid yet. This is something he is keeping an eye on. This would be more money coming in. He would have to add this to the amount. Selectman Chivers asked how do they charge the expense to that.

Chair Young said he can't add that line this year, his budget is his budget. Fire Chief Young noted this was a mutual aid call and the gas company was going to pay everybody. Selectman Brock said it would show up as a revenue then. There was some further discussion about the detail line.

Selectman Chivers moved to give tentative approval of the 2020 Fire/Forestry budget in the amount of \$152,766. Seconded by Selectman Brock. All were in favor. Motion carried.

Heritage Commission: Selectman Chivers moved to approve the 2020 Heritage Commission budget as presented. Seconded by Selectman Brock. All were in favor. Motion carried.

Parks & Recreation: Chair Young explained the park budget went up \$250. They are going to need mulch for the playground next year. She would like to get some cameras. They're having problems with people using the dumpster and people hanging on the basketball hoop. She priced them out and they're about \$75 - \$120. Selectman Brock asked if she added it to the budget. Chair Young said no, but she would like to keep the budget at the amount proposed. There was discussion about paving the rest of the park. Road Agent Lewis said he has to measure it. Chair Young thought she had enough in the "Parks, Fields, Bathrooms, Supplies/Repair" line. She asked the Board if they like to wait on this. Selectman Chivers moved to approve the 2020 Parks & Recreation budget as presented. Seconded by Selectman Brock. All were in favor. Motion carried. There was further discussion about the camera's and putting up "under surveillance" signs. After some discussion it was decided that the police department should handle the cameras. Chair Young said they can ask Chief McGillen about this when he brings in his budget.

Town Building Expenses: Selectman Chivers moved to approve the 2020 Town Building Expenses budget as presented. Seconded by Selectman Brock. All were in favor. Motion carried.

Planning Board: Planning Board Chair Rudy Cartier said they would like to put the \$10,000 warrant article in the operating budget. The stuff they got for this year is coming along well, it will be money well spent. They are going to look into workforce housing.

Planning Board Chair Rudy Cartier explained they want to evaluate the minimum acreage. They have 3-acre minimum and they don't have justification for that. They do some work on this with Stantec and SNHPC to see if they have a good solid reason and justification for having 3-acre minimum building lots. Chair Young thought if the townspeople said it was going to be three then it will be three. Selectman Brock said they could be in a case where this is snob zoning. Selectman Chivers said anything less than soils-based zoning is an arbitrary number. Planning Board Chair Rudy Cartier said that is also one of the things we will be looking at. This is one of the things they need to justify their zoning.

Chair Young asked where the Agricultural Committee or Conservation Commission come in on this. How does everyone work together to compromise? Planning Board Chair Rudy Cartier said they will be bringing them in to do this. They will be using the Open Space report. They've worked with the Agricultural Commission on a few items already. The Transportation Plan will be coming into play as well.

Planning Board Chair Rudy Cartier said basically what they are doing is codify everything, so they are up to date with what they have. Chair Young asked if all of this will go to the legislative body. Planning Board Chair Rudy Cartier replied yes and what the Planning Board will do is develop all this information and make the recommendations. It is up to the legislative body to approve or disapprove what we propose.

Planning Board Chair Rudy Cartier said they will also be working on the impact fee development. He has a process in place for offsite improvements. They don't have anything in the regulations, but they would like to have something in place for the justification.

Planning Board Chair Rudy Cartier said they would also like to increase the line for "Conferences/Seminars". They would like to invite Atty. Stephen Buckley back.

Planning Board member Mark Chalbeck noted that if a developer challenged our 3-acre minimum we might not win that in court. Planning Board Chair Rudy Cartier said they would go forward with the master plan the way Candia citizens want Candia to be but have it so anything they do has justification for a legal standing.

Selectman Chivers moved to approve the 2020 Planning Board budget as presented. Seconded by Selectman Brock. All were in favor. Motion carried.

Property Appraisal: Selectman Chivers moved to approve the 2020 Property Appraisal budget as presented. Seconded by Selectman Brock. All were in favor. Motion carried.

ZBA: Selectman Chivers moved to approve the 2020 ZBA budget as presented. Seconded by Selectman Brock. All were in favor. Motion carried.

Board to authorize payment of payroll and accounts payable: Deferred to the next meeting.

Calendar

- Selectman meeting September 9th, 2019 @ 7:00 p.m.
- Budget request due September 11th, 2019

Public Comment

Fire Chief Young wanted to echo the Chair's comments about Old Home Day. He thought it was awesome. Hannah, Elizabeth, and Dennis put a lot of work into it. It was great to come down the hill and see all the people waiting for the parade. Road Agents Lewis said it went well and people stayed all day. Chair Young said maybe next year they can get a softball game together. Fire Chief Young added the Pinkerton band was great. Planning Board Chair Rudy Cartier added that the Fitts Museum had a number of people. They had over 35 people that went through the museum. Chair Young said the Fitts Museum Trustees put something on social media and it was effective.

Selectman Chivers moved to adjourn at 8:11pm. Seconded by Selectman Brock. All were in favor. Motion carried.

Respectfully submitted,
Andria Hansen, Recording Secretary