

~~Unapproved~~**APPROVED**
Candia's Selectmen's Public Meeting Minutes
September 9th, 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 meeting minutes of August 26th, 2019. Selectman Chivers moved to approve the Selectmen's August 26th Public meeting minutes as presented. Seconded by Selectman Brock. Chair Young, Selectman Brock, Selectman Chivers were in favor and Selectman Robie and Selectman Dann abstained. Motion carried on a vote of 3 to 2. (3-0-2)

Public Comment: No public comment.

Department Reports: Highway; Police; Fire; Building; Planning; Solid Waste; Budget; Other

Highway: Road Agent Lewis read from the attached report. He's been finishing up some work at the school, so he hasn't finished up the Adams Road project. Road Agent Lewis asked Chair Young if she wanted the section in front of the skateboard park paved. They can do it when they finish the cemetery. Chair Young said they have money for it and go ahead and pave it. Road Agent Lewis said it would be done late this week, but probably the beginning of next week.

Chair Young asked Road Agent Lewis if he would have time to cut back the trees on some of these roads. Road Agent Lewis answered they have been all summer. They are working their way through them. They try to do three miles per year, but they have more in the budget this year. They've already done their three miles, so the next section to do will be Critchett Road and Island Road. They'll trim the canopy and the brush back.

Road Agent Lewis said he would like to spend the Moore Highway Fund money on Flint Road this year if it is alright with the Board. He would go to the Trustees and explain to them what the project would involve. They've had mud and dead tree issues up there. It's going to cost roughly \$13,000. Selectman Robie said to do the project and submit the bill, he didn't need to go to the Trustees. Road Agent Lewis explained sometimes there is questions from them, and he would like to explain them ahead of time.

Police: Chief McGillen said they have been pretty steady for past month. There seems to be an uptick in mental health issues that the officers have been dealing with. Officer Mike Bever is in the full-time academy, he started last week. He'll be graduating sometime in December. Officer Shane Pellerin has been working out well and they will be putting him in the academy in January.

Chief McGillen said he had heard something about putting cameras in Moore Park and a trail camera being involved. Chair Young said there seems to be some problems at the basketball court. She is not sure it is Candia residents, but there seems to be some problems with people hanging off the basketball net. It might be able to be taken care of with a sign. Also, it appears that people are using the dumpster for their personal garbage. She just went out there today and it is almost filled again. She didn't know if cameras were the way to go. She noted that one of the Board members thought we should leave it to the police department for enforcement. She asked Chief McGillen if he had any suggestions. Chief McGillen said the thing with the trail cameras is every little twig that moves takes up the memory on the cards in the cameras and there done in hours. With all the activity at the park it is not going to work, it will get filled up quick. He thought maybe a sign at the park.

Selectman Dann asked if the basketball hoops are all the way up. Chair Young explained the kids lower them, so they can slam dunk. They hang on them which they are not made to do. Chief McGillen said he

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would bring it up the officers to keep an eye out. Chair Young thought Steve was going to put a lock on the dumpster so that should alleviate that issue.

Chief McGillen asked if they could get a part time hire on board. This person is certified in New Hampshire and there is a time requirement when you leave one agency and go to another agency. He has an officer that he would like to get temporarily hired, so they could complete the rest of the requirements. Officer Langlois has done the background and it is looking pretty good, but there are a couple of tests that need to be completed. Her name is Serena Shutter. He wants to give her until October 15th to meet the requirements and if she meets the requirements then she can be on the department as a part time officer. Due to the academy requirements he would like to have her appointed tonight. If they don't meet those requirements for the certification then he'll to go to the police standards. He would like to have this conditional hire approved. He's not talking pay or anything, he just wants to show the academy that this person was technically hired. Selectman Robie moved to temporarily hire Serena Shutter until October 15th, 2019 and once background investigation is complete, they will put her on as a part time officer. Seconded by Selectman Chivers. All were in favor. Motion carried.

Chief McGillen noted they received several reports from the town residents who weren't happy with the debris on Brown Road. It looks like a paving company did a job somewhere. He went through a couple of bags of trash to see if he could find any receipts. Chief McGillen said the Road Agent Lewis was gracious enough to pick the stuff up. Road Agent Lewis said that someone picked it up before he got there. He was with Chief McGillen looking through it and when he went back, it was all gone. Chair Young thought it was a community member that picked up the trash. She suggested putting a camera up on that section of Brown Road.

Fire: Selectman Dann read from the attached report.

Building: Building Inspector Murray read from the attached report.

Planning Board: Selectman Brock explained they are moving forward with the CIP and the Master Plan. We did complete the signing of three sets of mylars of projects that were held up for various reasons. We also held another work session. The Planning Board is continuing to stay busy.

Solid Waste: Selectman Dann said he would have a report for the next meeting. He wanted to address a question that Selectman Chivers had on last month's report. The number 102 was on the report, but it didn't specify what it was for. It was 102 tires. Household Hazardous Waste day is on September 21st. We are passing out flyers at the Recycling Center. We'll put a sign out on Route 27. Chair Young said they can put it on the sign out front as well. It was noted that it is on the Moore School sign.

Budget Committee: Chair Young said the Budget Committee is meeting on Wednesday, September 11th. Also, the department budgets are due on September 11th.

Old Business: No old business to address.

New Business

Candia Garden Club: Garden Club member Linda Thomas was present. She explained the reason she came tonight was because there have been a lot of problems maintaining the gardens here in town. Some of this has raised hackles and she thought it was time to put an end to that. She wrote up a history of where they've been (see attached). A couple of things have happened in the past few years. They had things well organized and they had work parties that went at various times to various gardens. They've had a number of changes in members and officers. Some of the structure that they had before sort of fell through the cracks. Attempts were made to get it back up again which weren't successful. The other part of it is our membership is aging. So,

people can't put as much time to do this. She was asked if the Garden Club needed money and they don't need money. They do well with their plant sale and their wreath sale, so they can buy mulch and seed.

Garden Club member Linda Thomas explained what the Garden Club is proposing is they drop two of the gardens they have been responsible for. They are both small, but they are cumbersome because they don't have water. One is the welcome sign and the other is the monument. The Sterling's have been good about letting them use their hose and water in the past. If someone is going to take that over, they could talk with the Sterling's. At the welcome sign you have to truck in the water. The Garden Club members are very attached to the butterfly garden and the planting around town hall, because they did most of them. They would like to retain those two. The troughs are small, and they have people who live near them or willing to go by and take care of them. The Girl Scouts agreed to take over one of them this summer, but they disappeared after they planted it. One of the troughs has been replanted, so they all should be looking pretty good now. They will be doing some work this fall to clean things up.

Selectman Robie said he was directed to get someone to take care of the town hall garden. Someone has already been here doing some weeding and clipping. The Board needs some clarification. He read the last paragraph of Gail's letter "It would be best, going forward, if communication could be handled by just one person on the Select Board". He noted the Select Board asked him to handle that. Chair Young said they originally thought that Dick Weeks was doing it and they found out that he wasn't. Selectman Robie said that's because there's no communication. Selectman Robie said they maintain the town hall garden, but the Selectmen can withdraw that and turn it back over to the Garden Club. He'll get in touch with the person who was going to quote the job for the season.

Garden Club member Linda Thomas explained we will get the beds ready for the winter this fall. Then they will open them up in spring and maintain them through the summer. She thought it would be appropriate for someone from the Garden Club to come back to the Board and talk about what we want to do moving forward. If it becomes too cumbersome it will be that we have to give up some of the larger gardens.

Garden Club member Lorraine Briand said she spoke with Caleb Harris last year and he said the golf course was going to take the welcome sign over. She's not sure if they've taken care of it or not. Chair Young asked Selectman Robie if the person he was talking with would want to take care of the welcome sign. Selectman Robie said if that is what the Board wants. There was some discussion about various gardens around town. Selectman Robie clarified the Garden Club will take care of the town hall garden and butterfly garden at the school and the town will take care of the monument, welcome sign, and the three troughs.

Selectman Dann said he will talk with Caleb Harris about the welcome sign. Selectman Robie noted he hasn't taken care it all year, there has been little attention given to the welcome sign.

Garden Club member Lorrain Briand explained that some of their membership that used to work in the gardens aren't members anymore. This is another reason the gardens weren't taken care of. She asked the Board who mowed around the welcome sign. She thought Steve Abelson was doing it. Chair Young didn't believe he was mowing around the sign. Garden Club member Lorraine Briand said that he has mowed it in the past for the Garden Club, but she didn't know if it was his responsibility.

Garden Club member Linda Thomas said she would be in touch with Selectman Robie regarding any garden issues.

Richard Duhaime – beaver concerns: Resident Dick Duhaime was present. He explained he has a water problem and it is backing up on to his land. He talked with Bear Paw and they told him a beaver deceiver should be installed. The water has ruined his fence line twice now. The water is two feet over the road. Chair Young asked if the water was still high and could equipment get through there. Mr. Duhaime said he went down there the other day and it is still over the road.

Conservation Commission Chair Susan Wilderman was present. She explained this was brought to the Conservation Commission's attention. She has communicated with Katrina at Bear Paw whose given some information to Conservation Commission about some options. The best option would be a pond level solution. Trapping in this area is a short-term situation. The population is high right now and they can see that in

different areas. The potential cost is \$2,000 - \$3,000 for a longer-term solution. The town owns the land where the dam is located. Before they move forward, they wanted to come to the Selectmen just so they are all on the same page. It would make sense that any cost to manage this would come out of the forest management plan which they do have some money in. They do need the water to come down, but there are people that can help with it. They have been researching and this is the cost associated with helping solve this.

Resident Dick Duhaime said some members on the Conservation Commission and Bear Paw looked at it. Conservation Commission Chair Susan Wilderman explained because the town owns the land it is us that needs to fix this. It's not something the holder of the easement would do. From the commission's perspective they would like to move forward and spend some funds out of the forest management plan to help mitigate this situation.

Selectman Chivers asked what she meant by a pond level solution. Conservation Commission Chair Susan Wilderman explained instead of removing a dam, when there is flowing water and the beavers hear it, they will go back and rebuild it. With this approach they will go in and leave the dam and at a certain level down they'll put in pipe essentially a culvert underneath the dam. Then it deceives them, instead of hearing the water running it lowers the level, but the dam maintains. It better in an area where the population is high.

Chair Young asked if there was money in the forest management plan. Conservation Commission Chair Susan Wilderman confirmed there was money in the forest management plan. The work will need to be done by someone certified. What would help expedite this is if the commission could have permission from the Board to move forward. We may have some timing challenges of when they want to do it. At least if they could get the ball moving it would help with Mr. Duhaime's road and fence challenge.

Resident Dick Duhaime noted the lady from Bear Paw knows a couple of people that do that as a profession. Chair Young asked Mr. Duhaime if he was ok with the Conservation Commission and Bear Paw handling this. Resident Dick Duhaime said that he was, because he couldn't do it. Chair Young said it was our responsibility.

Selectman Brock asked what the time frame was on this. Conservation Commission Chair Susan Wilderman said as soon as we get permission, she'll make some phone calls. Selectman Brock said if it can't happen fast enough to alleviate Dick's problem is there a short-term solution to go with this. Conservation Commission Chair Susan Wilderman said she can ask when she talks to these folks.

Chair Young asked for a motion. *Selectman Chivers moved the Board authorize the Conservation Commission to spend funds to install a beaver deceiver on town property to relieve Mr. Duhaime's flooding problem and spend money from the forest management plan for this project. Seconded by Selectman Brock for discussion.* Selectman Brock wanted to make sure if this is going to be a lengthy process they work on an immediate solution even if it is temporary. Chair Young called for a vote. *All were in favor. Motion carried.*

Resident Dick Duhaime noted he has a registered deed and when they went up there and surveyed the conservation piece, they came 10 – 12 feet on to his property and put up their stakes. There wasn't a deed to the piece they surveyed. He noted the guy who surveyed it is not around anymore.

Selectman Robie asked Mr. Duhaime if property has been surveyed. Mr. Duhaime said that was surveyed by what is on his deed. Selectman Robie explained that is probably what was surveyed on the deed that the town owned. Mr. Duhaime didn't think there was a deed for the piece the town owned. Selectman Robie said we have a piece of land with no deed or dimension on it, well they should be going over his boundary then. Look at your deed and the deed on the other side, the town land is the piece in the middle. Mr. Duhaime questioned where they got the boundaries for the piece in the middle. He questioned why the surveyor came on to his property. Selectman Robie explained to get what his deed said. Mr. Duhaime didn't think there was a deed for that.

Selectman Robie explained when a lot hasn't been surveyed up against a lot that hasn't been surveyed, if this lot needs two feet, they'll take it. Because that is what their deed says. Mr. Duhaime didn't know where this guy got his measurements. Selectman Robie said this happens all the time. The only way to try to come to a resolve is to have your property surveyed and see where you line is. Chair Young said in all honesty he

will spend thousands to debate that strip. Mr. Duhaime asked what was there before, it was surveyed years ago what changed. There was some further discussion about the boundaries on Mr. Duhaime's land.

Chair Young asked the Board who handles this. Selectman Brock said we are the landowner so we would have to work with Mr. Duhaime to square this away. Mr. Duhaime said he was going to talk to Surveyor Jim Franklin about surveying his boundary. Selectman Brock thought if he just surveyed that one line it might not be that expensive. He had Jim do something similar for him and it wasn't that expensive. Chair Young told Mr. Duhaime to come back to the Board if he didn't get any resolve.

Currier Road – BOS thoughts: Selectman Brock explained the Planning Board is currently working on a subdivision on Currier Road on the Podunk end. Candia owns a short section about a half of mile. Engineer Jason Lopez was present. Selectman Brock explained Jason is doing the work for the owners. He drew up all the plans and he brought the question up, because the Planning Board has discussed this case a few times. Some of the discussion revolved around the fact that this road is very narrow even in the summertime let alone the winter. And to add five more lots that would impact that section because that's the closest to Podunk Road. The impact for five more lots on that road would be huge.

Selectman Brock explained the question came up whether it was appropriate for the Planning Board to approve something like this knowing the impact on a road and that its substandard even though it is a class five road. Jason had asked at the last Planning Board meeting if this is a deal breaker he would like to know now. They don't want to spend anymore money. Selectman Brock said the Selectmen hadn't discussed this nor has the Planning Board and they don't have a decision on it at this point. He told Planning Board he would bring it up at the Selectmen's meeting and see if the other members had any thoughts or possible direction for the Planning Board to continue looking at this. He drove the road again today and it is the best it is ever going to be right now. Road Agent Lewis said there's one section that is very narrow and it drops off. It would be incredibly expensive to widen that.

Road Agent Lewis explained it isn't too bad, but the area that is 12 feet wide there is a drop of 10-12 feet off each side. It's an old stone culvert and it's been there well over 100 years and to replace that with a wide one, he would have to take all of that out 10 or 12 feet and put in a concrete box culvert. It is a huge expense. Once you get beyond that one house that is very close to the road you would have to shift the road to the other side to widen it. It's a huge expense for the town to upgrade that to a two-lane road.

Chair Young asked if this is why we have impact fees. Road Agent Lewis said an impact fee won't do it. It would have to be an offsite improvement and it is a very expensive one for five lots. Selectman Brock explained the thought that the Planning Board had was we would have to figure out a percentage. A percentage of their impact to the road. You can't arbitrarily charge them for fixing the whole road up. It has to be a percentage of what the impact is to that road to be fair to them.

Road Agent Lewis explained it is only a half a mile in Candia and then it goes into Deerfield. One whole side is Bear Brook State Park, so there isn't a lot of benefit to the Town of Candia for paving Currier Road. It was noted that only one of the lots is in Candia and the rest are in Deerfield. Selectman Brock said that Jason has met with Deerfield.

Engineer Jason Lopez said he had a site walk with a few of the Deerfield Planning Board members yesterday. What they are looking for in the Deerfield section is to get an easement 20 feet off into our property. So, in the future if they ever do any road work, they'll have a permanent easement there for shoulder work, expansion of the gravel and so forth. This is what Deerfield is requesting. The Candia/Deerfield line runs down Currier Road. The roadway is in Deerfield, the right of way line is the town line. As you take the corner you get back into Candia.

Selectman Brock said the Planning Boards concern is the impact on our road. Even though the houses will be in Candia it's on the Deerfield road that their driveways will be exiting to except for one lot. Engineer Jason Lopez clarified that all five lots are in Candia, but four of them access the roadway in Deerfield. Chair Young confirmed that the frontage is in Deerfield. Engineer Jason Lopez said that was correct. Chair Young asked who would be getting the taxes. It was noted that Candia will be getting the taxes for these lots.

Selectman Chivers said the issue before this Board is the inadequacy of this section of Currier Road. He asked how wide this section of road was. Road Agent Lewis said its 12 feet at its narrowest to where you're over the stone culvert and you go up past St. Martin's.

Selectman Robie suggested to Engineer Jason Lopez that he go to his client and see how much they want to spend on offsite improvements and get an idea from a road builder. Bring that back to the Planning Board and say his clients are willing to do a certain amount off site improvement.

Engineer Jason Lopez explained typically what happens in other communities is they'll have a Capital Improvement Plan. If it's in the CIP that the work necessary to bring the road up to the standard that the town is looking for, the number is in the CIP. Then there is a provision in the RSA's for a fair share portion. So, there are five criteria to look at. Some of its traffic volume, frontage in the right of way, the number of lots, etc. We look at all five of the criteria and you'll end up getting an average. An average of what a fair share portion of that work would be. Typically, what would happen is the client would pay to the town their fair share portion. The town would take that money and put it with the money they've earmarked for the CIP and do the work. If that work wasn't done in a certain period of time, then the money is refunded to the landowner if it is not used.

Selectman Robie said his suggestion is you need to figure out how much those lots are worth and how much of an improvement you could make on that road and if it would be acceptable within those means.

Engineer Jason Lopez said he was trying to get some numbers from the Johnston subdivision that was done. There was some fee that he paid per lot. So, they are interested in seeing what the number was and present that to his client. Chair Young said that number was pulled out of the air, she was at that meeting.

Selectman Brock asked if that piece was in the current CIP. Road Agent Lewis answered yes, it is at the tail end of our gravel road upgrades. We've only done one so far because no one seems to want to upgrade. It was noted that the completion year on that was 2021. Road Agent Lewis said it is more of a safety issue on this end than an issue of the road surface. The other end of Currier Road is plenty wide enough, it is a surface issue going on there. On the Podunk end it is narrow and if you add a guard rail to it, you are going to have a 9-foot-wide travel land. Plus, the applicant has another lot for sale there's a sixth lot. Engineer Jason Lopez said there was a 3-acre lot on that stretch. Road Agent Lewis said there was a lot of frontage on our side of Currier Road, it is a stand along lot. They have a potential there for six lots total, not just the five you are looking at.

Road Agent Lewis said if it was a surface issue it would be a much easier upgrade, but they have the culvert issue which is an expensive. There is a tremendous amount of water that passes through culvert. It's not just putting in a nice ground culvert, it needs a box culvert.

Selectman Brock clarified what Jason is saying is currently in our CIP. This part is covered. Road Agent Lewis explained in the CIP it's a regular \$150,000 per year rate, whether it took us two years to upgrade or five this is how they fund those things.

Chair Young said if Engineer Jason Lopez gets the price of a box culvert and figures out what this is going to take, isn't that the fair way to do it, instead of numbers that were given five or six years ago. Selectman Robie said he is going to pay a percentage of that. It is our responsibility to make a safe road. Selectman Brock said the town is responsible to have a safe class 5 road. It's in our CIP and it's been documented because we have other issues. Are we at some level liable or obligated to upgrade this road to some degree? Chair Young explained we asked the community, they voted on it and they said no. So, they keep grading it and do whatever we need to do to make it passable. It was in the CIP to be done four years ago. Road Agent Lewis clarified it was the other end. Chair Young said it was put on the warrant and it didn't pass, no means no so the Road Agent keeps doing the upkeep. As far as being responsible for it, we can try but we can't make the legislative body approve improvements to a road.

Road Agent Lewis explained we've had no issues up there. We've never had anyone go off the road. We've never had any issues so far; this is why it hasn't been a real priority for us and the way the road has been it's been adequate. But if you put five or six more homes up there, then it becomes an issue and we have to address it in a hurry.

Selectman Brock said based on where we are with this project there are no outstanding issues other than possible impact on that road. It's nothing that can't be completed. Engineer Jason Lopez said he already has

someone working on all of the Stantec items. Selectman Brock said in fairness to Jason, he's looking to see if the Board has any thoughts on this and we have expressed quite a few.

Selectman Dann asked if buses traveled that portion of Currier Road now. Road Agent Lewis replied Candia and Deerfield. Chair Young asked if the Deerfield buses go through. Road Agent Lewis said it depended on the winter and the it depends on the driver and the winter. They stop in the center section, but most of the time they run through.

Chair Young asked Selectman Brock what he wanted the Board to do. Selectman Brock didn't think there was any decision the Board could make. He was just trying to get some thoughts on this, so Jason had a little more information to work with. Chair Young asked if the Planning Board could figure out what they think is going to be adequate or maybe Stantec.

Selectman Robie explained on Crowley Road they know they need an upgrade on the road. The developers engineer has been over there to look at what they proposed for upgrades to make that road acceptable for what they are proposing. It is the same situation with Currier Road and how much are you willing to spend to upgrade that road. The upgrade might cost \$120,000, are you willing to spend whatever the number might be. How much are you interested in putting into that road to make it suitable for your subdivision. Chair Young said if she was the customer she would say as little as possible. Selectman Robie said it has to be acceptable to the Planning Board.

Selectman Brock asked Engineer Jason Lopez if this was something that he was interested in finding out. Engineer Jason Lopez said he could have a talk with his clients and see. At the end of the day it is not a full payment, it is a fair share portion. Typically, that is developed at the town level and what they want to see is adequate.

Selectman Robie explained we've done that with Road Agent Lewis and the developers on Crowley Road numerous times now. How many times have they met? Road Agent Lewis answered half a dozen times now. Selectman Chivers asked if should start with an estimate of what it would cost to bring the road to a standard adequate to the towns needs. Then it is up to the client to commit himself to what percentage of that cost they are willing to support. Engineer Jason Lopez said that is the direction that the RSA's send you.

Selectman Robie asked how many dollars have they spent on engineering in figuring out what would make that road adequate on the other end of town. Road Agent Lewis said the town hasn't spent anything. Selectman Chivers didn't think they should ask this man for a contribution to town based on a guess to bring that road up to an adequate standard. He thought they had to base their request to them on some facts.

Chair Young said applicant is the one who wants to put the development in, he needs to figure out the cost. Selectman Robie said have the engineer do some measurements and put it on a piece of paper and bring it to a Planning Board meeting. The Planning Board and the Road Agent can look at it and say whether or not it will work. Start the process and figure out how much your clients are willing to spend. Engineer Jason Lopez said he will present this to his clients.

Selectman Dann mentioned the 15 feet on the right of way on the lots. Engineer Jason Lopez explained that Deerfield was looking for 15-20 feet so they could do future roadway improvements and not have to go to each individual landowner to seek easements. Selectman Dann asked about the sixth piece and when they take easements on that will there still be a lot. Engineer Jason Lopez said it was an existing lot of record which his clients are trying to sell now. The most honest answer is he didn't think the town would get the easement, they would have to purchase it. The town doesn't have anything to hold over the landowner. Even though it happens to be the same applicant you don't have anything to hold over them like a Planning Board permit or anything like that to get him to voluntarily give up that easement. It would be a negotiation between the landowner and the applicant. Now if the town is doing a bunch of work there and it is improving the value of that lot, it makes it easier for him to sell if the town is looking for an easement to do the expansion. He would tell the client to give the town the easement because it is going to increase the value of his lot.

Chair Young asked Engineer Jason Lopez if he had some direction now. Engineer Jason Lopez said he would bring it to his client and see how he wants to proceed.

Budget Review: Town Clerk, Conservation Commission, Building Inspector, Health

Town Clerk: Chair Young said it looked like the budget was down from last year. Selectman Chivers moved to approve the Town Clerk's proposed 2020 budget request in the amount of \$84,829. Seconded by Selectman Dann. All were in favor. Motion carried.

Conservation Commission: Chair Young noted this budget is level funded. Selectman Chivers moved to approve the Conservation Commission's 2020 budget request in the amount of \$2,693. Seconded by Selectman Brock. All were in favor. Motion carried.

Building Inspector: Selectman Chivers explained we've left a line off, because we wanted to discuss it with the Board. We would like to add a line to fund the services of a "Land Use Project Coordinator". He submitted a memo in support of this request (see attached). They've gone over the activity of the department since 2012 just to follow a trend. If you look at what they are doing in 2019, they don't have enough time to do what is required of them. As a result, they would like to hire someone to come in on a part time basis. This person would review the plans to determine if the applicant has met all of the submission requirements. So, when the Planning Board gets it, they won't have to review the plan once again. He knows they have a Technical Review Committee, but this person would work with that Technical Review Committee to determine any problems that these plans could possibly have. They can shorten the cycle for approving these projects that come before the Planning Board.

Chair Young thought this was the wrong department to do that with. Selectman Chivers said this person can help us with code enforcement issues, he hopefully has enough experience in that department. If you consider how much of a value this person could have to both the Planning Board and Building Department. We are asking for \$20,000.

Building Inspector Dave Murray said they could think of it as they won't have as many phone calls to Bart. We've done some research of surrounding towns and they all have someone that does it. This is a step forward for Candia and it is something they need. Someone to take over some of the responsibility, so the rest of us can do our job. The Planning Board are volunteers and they just don't have the time to do all of this work. This is why this is going to be a part time job, 8 hours per week. This person will attend two meetings per month. They can probably cut down to one meeting a month. If things change or slow down, they can eliminate the position. He noted this has been a burden on the Building/Land Use/Fire Department Assistant. About 98% of her time has been with the Planning Board, back and forth with the engineers and the applicants.

Selectman Robie clarified that 98% of the Administrative Assistants time is spent on this. So, this means they need a full-time planner. Building Inspector Murray didn't think they needed a full-time planner. If they just focused on the planning, they could get it done a lot quicker. Selectman Robie noted this person would have to participate at a high level. They would have to attend the Planning Board meetings and put his reasoning on why that plan is acceptable to approve as an application. He didn't think that \$20,000 was going to get them much today. Building Inspector Murray said he did some research and Deerfield has a part time project coordinator for \$15,000.

Chair Young asked what the Administrative Assistant would be doing with this person in place. Building Inspector Murray said she can go back to doing Building Department, Fire Department and ZBA. Chair Young said the Fire Department is a small percentage of time.

Selectman Brock has mixed feelings on this. He thought the Planning Board could handle it. He agreed that the present Board, himself included, are not up to speed. We are getting better, but it's slow. It is not fair to the town or the applicant. It seems like you are hiring someone because the Board in place isn't competent. Building Inspector Murray said it is what it is, you're all volunteers. Selectman Brock understood, but why have a Planning Board, just hire a full-time planner. Chair Young said that could go to the legislative body, just get rid of the Planning Board. There was further discussion about a part time planner. There was discussion about the engineers bringing their plans to Rockingham County of Deeds for review. This is a function that the

engineer can do presently. Building Inspector Murray said that is the final set of plans, it is a long road before that.

Selectman Dann said they are talking about the budget for next year. They can put this amount in the budget, if the Planning Board is up to speed, they just don't hire that position at that point. Chair Young said that's an idea.

Selectman Robie said the Building Inspector is suggesting this, because that office is overloaded and cannot handle the task. Selectman Dann asked where this person would be located. They could get interrupted in the office and there isn't any room. Building Inspector Murray said they could work in the meeting room.

Selectman Dann said they could put the line item in the budget and have a discussion. Once they look at the overall budget, they could say no we can't do this. They can put the line item in there and maybe they won't need it next year.

Building Inspector Murray said he met with someone today and he said Candia is one of the last town's in southern New Hampshire that doesn't have a person like this. Selectman Dann asked if there are lot of people out there doing this part time for towns. Building Inspector Murray confirmed there was.

Chair Young said they can put it in or wait on this budget they don't have to approve it this evening. She didn't know anything about this and it's not in the budget. Selectman Chivers said she didn't know because this is the first time we are presenting it. Chair Young said she wanted a little more time to process this.

Selectman Robie thought they needed more than \$20,000 to find a person to do that kind of job to work and operate and be efficient. Selectman Chivers wanted to take baby steps and see how this would work. At the end of the year if they are satisfied with this and they find that it works then maybe they can approve it and it will go up. Let's get it started and see how it works out.

Selectman Dann asked if they've done research on setting the figure. Building Inspector Murray said that he had. Chair Young asked if there was a job description. Selectman Chivers said they do. They have one from Deerfield and Brentwood. Building Inspector Murray said that Deerfield has a contract not to go over \$15,000. Chair Young asked if they could get the job description to the Board.

Selectman Robie asked if they ever considered paying Stantec to do the reviews. Building Inspector Murray didn't think they ever presented it to Stantec like we are presenting this. Selectman Robie said maybe it shouldn't be Stantec, but another engineering firm. Maybe put an engineering firm on retainer like we do with our legal and if something comes in the engineer can review that plan and say if the application is complete or not. Building Inspector Murray said he could get some numbers, but he thought it would be higher. Selectman Robie said if they use them, but they might be very efficient also. Building Inspector Murray said that is what they want, efficiency.

Selectman Chivers thought they should fund the line for contract assistance. Then we will contact an engineering firm and explore that option and then we can decide. At least we have some money allocated for that. It was decided to call the line "Land Use Project Coordinator". Selectman Robie said if they go with an outside firm, we can alleviate setting that person up in payroll and anything that goes along with that. After some discussion the Board decided to call the line "Land Use Project Management". Chair Young asked if Deerfield is \$15,000 why do we think we need \$20,000 for 4,000 people. Building Inspector Murray thought we have a lot more going on in our town. Selectman Chivers moved to add a line to the Building Inspection budget called "Land Use Project Management" funded in the amount of \$20,000 and approve the 2020 proposed budget in the amount of \$124,689. Seconded by Selectman Dann. Selectman Robie, Selectman Brock, Selectman Chivers, Selectman Dann were in favor and Chair Young was opposed. Motion carried on a vote of 4 to 1 (4-1-0).

Health: Selectman Robie moved to approve the 2020 proposed Health budget in the amount of \$1,000. Seconded by Selectman Chivers. All were in favor. Motion carried.

Other Business

Candia Selectmen's Public Meeting Minutes of 9/9/2019

Legal notice – Cemeteries: Selectman Robie said he read the minutes from August 26th and he saw that the Selectmen voted to take \$550 from the Cemetery budget to pay for legal expenses and deed prep for the three cemeteries that we acquired. He read from the November 26th, 2018 Cemetery Trustee minutes "*Selectman Chivers moved to commence the process to acquire the title to any abandoned cemeteries currently maintained by the Town of Candia as prescribed by RSA 289:18. Seconded by Selectman Robie.*" The cemeteries are Candia's not the Cemetery Trustees. The Cemetery Trustees put forth a budget to maintain the cemeteries to the best of their abilities. He was surprised, because a year ago the Selectmen voted to commence the process to acquire the title to the abandoned cemeteries. The legal (noticing) fees should have come out of the town budget not the Cemetery Trustees budget. When they sell a lot in the cemetery that money goes to the town. The town owns the cemeteries not the Cemetery Trustees.

Chair Young said we know the town owns the cemeteries. Selectman Chivers said maybe it was a misunderstanding on our part. Chair Young said it was a cemetery expense. Selectman Robie clarified that the Selectmen wanted to do it. Chair Young asked him what he would like to do. Selectman Robie didn't believe the Cemetery Trustees were going to overspend their budget. It's a bottom-line budget so it's going to come from somewhere.

Chair Young said when that road is paved, she believed she saw it under a cemetery expense. Selectman Robie explained it is under the direction of the Cemetery Trustees. The Cemetery Trustees came to the Selectmen and asked them to take care of the abandoned cemeteries. There was discussion about the abandoned cemetery process. Selectman Chivers thought the Selectmen should have paid for the notices. Selectman Chivers moved the Selectmen reverse the debit to the Cemetery Trustee account for that local notice and charge the advertising line. Seconded by Selectman Brock. Selectman Robie, Selectman Brock, Selectman Chivers, Selectman Dann were in favor and Chair Young was opposed. Motion carried on a vote of 4 to 1 (4-1-0).

Board to authorize payment of payroll and accounts payable: Selectman Chivers announced the grand total for accounts payable and payroll checks for August 22nd, August 29th, September 5th, and September 12th was \$1,059,266.99. Selectman Dann moved to approve the accounts payable and payroll checks for August 22nd, August 29th, September 5th, and September 12th in the amount of \$1,059,266.99. Seconded by Selectman Chivers. All were in favor. Motion carried.

Next Selectmen's Meeting: September 23rd, 2019 @ 6:00 pm.

Selectman Dann moved to adjourn at 8:46 pm. Seconded by Selectman Chivers. All were in favor. Motion carried.

Respectfully submitted,
Andria Hansen, Recording Secretary