

~~Unapproved~~ **APPROVED**  
**Candia's Selectmen's Public Meeting Minutes**  
**October 28<sup>th</sup>, 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 October 14<sup>th</sup>, 2019.** Selectman Brock moved to approve the public meeting minutes of October 14<sup>th</sup>, 2019 as presented. Seconded by Selectman Dann. All were in favor. Motion carried.

**Public Comment:** No public comment.

**Old Business**

**Budget Update:** Chair Young noted that in their packets there is some information that the Accounting and Payroll Specialist Donna Becker gave the Board. It tells you how to figure out how to get an estimate for town taxes. She took all of the different departments, plus warrant articles and she put the tax impact per thousand. Chair Young was hoping they could put this on the website, because there has been a lot of discussion on the assessments. A lot people don't understand how this works, and this might help the residents how to understand.

Chair Young noted that the last two pages (see attached) will help educate the public when they are voting for different warrant articles, they'll see exactly what it is per thousand. She really appreciated that Accounting and Payroll Specialist Donna Becker did this.

**Direct Assistance:** Chair Young said there was discussion at the Budget Committee to lower this to \$10,000. At the last Selectmen's meeting the Board decided to keep this at \$15,000.

**Highway:** Chair Young asked if Currier Road would be going in the budget or will it be a warrant article. Is this something we can decide on tonight?

Selectman Brock said he was the only Board member that wanted to put it in the budget, but he is fine with a warrant article. Road Agent Lewis thought it should be a warrant article. Selectman Brock said that seemed to be the consensus at the last meeting. Road Agent Lewis said this is his feeling all along for any road project.

Selectman Dann asked if we were putting in a warrant article for 50% or 100%? Chair Young said we can discuss this when we decide on non-petition warrant articles.

Chair Young announced the total for the 2020 Highway budget is \$644,934.

**Insurances:** Selectman Robie said he looked at the plans and our current plan is the plan on the first page. It's the Silver Best Buy HMO LP 3000 (4811). Everything stayed the same and there's a 3.87% increase from \$95,400 to \$99,100. *Selectman Robie moved to support the Silver Best Buy HMO LP 3000 (4811) plan. Seconded by Selectman Brock. All were in favor. Motion carried.* Accounting and Payroll Specialist Donna Becker noted this is a comparable plan to what we have now. The budgeted number for the group health insurance is \$123,993.

**Legal Expenses:** Chair Young said the number is higher and are we expecting to see it stay at that level. Selectman Chivers said he didn't anticipate it to stay at that level, but it is what we have been paying on a monthly basis. Selectman Chivers asked if the retainer has gone up. Chair Young said it has stayed the same, it's just the hourly rate. Selectman Chivers asked if Chair Young wanted to bring it back down to \$26,000.

Chair Young said she understood why the number was increased. Accounting and Payroll Specialist Donna Becker explained it was because we have gone way over this year. She took what we had and divided it by the number of bills we had and multiplied it by 12. There is some legal stuff still pending that probably won't be finished up before the end of the year. She felt they needed to raise the budget some but didn't know how much. She didn't think it should be less than \$35,000.

Selectman Robie said Donna has given us an estimate to the best of her knowledge. She's the one that sees the numbers and the bills. We have a couple of legal cases that are still pending that are going to be expensive. He thought they should budget at least what they have spent this year. If we don't spend it then all the better.

Selectman Dann thought this was a realistic number and he agreed with Selectman Robie. Selectman Brock said a budget is a plan and this is good information for the plan. He agreed with Donna. Chair Young didn't see it going that high if they stick with their policy. She felt it was still a little loose. Selectman Robie felt that the increase didn't have anything to do with following the policy. Its things that have arisen in the community through different decisions and different things that have happened that have nothing to do with this Board. Selectman Dann moved to budget \$43,000 for the 2020 Legal Expense line. Seconded by Selectman Robie. 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)

**Planning Board:** Chair Young noted that SNHPC dues went up to \$3,000. Planning Board Chair Rudy Cartier said it was based on the population of the town. *Selectman Robie moved to put \$3,000 in the budget for SNHPC for the Town of Candia. Seconded by Selectman Dann. All were in favor. Motion carried.*

Chair Young mentioned the conference seminars went from \$150 to \$1,000. Planning Board Chair Rudy Cartier explained we had Atty. Stephen Buckley from NHMA come and speak with the Board. He gave an excellent seminar to the Planning Board members on our legal responsibilities and how we are supposed to be conducting business to stay out of trouble. This was a \$500 seminar. We would like to continue this, because there were many things open. This has helped us a lot. He also budgeted for our members go to the annual seminar.

Selectman Brock said he was at that seminar and it was well worthwhile. Many of the topics that Atty. Buckley talked about were things the Planning Board was working on or going to be working on.

Selectman Chivers moved to approve the Planning Boards 2020 budget request in the amount of \$14,976. Seconded by Selectman Dann. All were in favor. Motion carried.

**Police:** Nothing has changed on the Police Department budget.

**Property Appraisal:** This budget has been approved.

**Solid Waste:** Selectman Dann noted the line item for propane should be a separate line item. Accounting and Payroll Specialist Donna Becker said she would create a line called Swap Shop propane.

Selectman Robie didn't realize we were supplying propane to the swap shop. Selectman Dann explained it's for a heater that is going to be put in. Chair Young said there isn't any heat in there now. Selectman Dann said there is heat this will improve the situation. Chair Young clarified this is for 2020.

Selectman Dann moved to add \$500 to the 2020 Solid Waste budget for Swap Shop propane. Seconded by Selectman Brock. Chair Young, Selectman Brock, Selectman Chivers, Selectman Dann were in favor and Selectman Robie was opposed. Motion carried on a vote of 4 to 1. (4-1-0)

**Street Lighting:** This budget has been approved.

**Town Building Expenses:** This budget has been approved.

**Town Officer's Expense:** Accounting and Payroll Specialist Donna Becker said we are waiting for the number from NHMA. Chair Young asked if they could do what we did with the SNHPC dues. Accounting and Payroll Specialist Donna Becker said we could because she increased it by 3% which is what they typically go up.

Selectman Robie clarified they have been paying SNHPC \$2,650 for the last five years. The Chair of the Planning Board said he thought the increase was going to be up to \$3,000. Whether it increases or not, \$350 isn't that much. Chair Young said we don't have an invoice for it, we are estimating what we think it is going to be. She thought we could do the same with this one.

Chair Young thought we could put the Dues, Subscriptions, & Seminars line at \$4,000. Accounting and Payroll Specialist Donna Becker thought that \$4,000 was cutting it short. Chair Young asked if everyone was comfortable approving that line. It was the consensus of the Board to approve that line at \$4,230.

Chair Young mentioned there is a new line for a Human Resource Consultant. Accounting and Payroll Specialist Donna Becker explained we have been talking a lot in the office and there is an extra workload now with the addition of credit cards. Human Resources can get very tricky and there is a lot of legalities that she has never been officially trained for. So, she talked with Sue and we would like to get someone in once a month to make sure everything is being done correctly. We will probably have someone start a little more often in the beginning to go through the employee files to make sure they are up to snuff with Department of Labor. Also, go through the personnel plan and see if things need to be changed due to new laws. Then just help us with the human resource work.

Chair Young said she has seen the hours and knows how much the ladies in the office work and she knows how long they work, and the hours aren't always put in. She sees how much there is to do, and they are out straight. With the insurances and other human resource stuff they need more than a file person. Her thought was similar to the Land Use Project Manager. It might not be that amount its very expensive per hour. Selectman Dann asked if this was going to be a contractor or an employee. Chair Young said it would be a contractor. She didn't know what else to give for information.

Accounting and Payroll Specialist Donna Becker said she contacted Carol Granfield from Municipal Resources. There are a lot of companies out there that will do consulting work, but they need to get someone in the office to do more hands-on work. There are not a lot of places out there that will do that.

Selectman Chivers said to justify the Land Use Project Manager we came up with a job description. Chair Young asked if the Board wanted something like that and would that make them feel comfortable. Selectman Chivers said that Accounting and Payroll Specialist Donna Becker has pretty well roughed it out for them. We want to support Donna because this sounds like a legitimate request and we are going to support the Land Use office because that sounds like a legitimate request. Between the two of them its \$40,000 a year. We're talking about another full-time employee.

Selectman Robie asked if we were talking about Human Resource Officer or a Human Resource employee. Chair Young said they would be a consultant. Selectman Robie asked if they would deal with Human Resource issues. Accounting and Payroll Specialist Donna Becker explained they would deal with any human resource issues and go through the files. It would probably be more work in the beginning to make sure everything is up to snuff. Selectman Brock clarified then it would be on an as needed basis. Chair Young said that was correct.

Selectman Chivers asked if they could start off with a little less than \$20,000 just to see how this concept would work. Chair Young said we can do whatever the Board wants we are just getting this out there. The residents will decide in the end and that's as it should be.

Selectman Brock thought the Land Use Project Manager was based on 8 hours per week. He suspects the Human Resource consultant would do that for the first quarter they are here. Accounting and Payroll Specialist Donna Becker thought it would be once a week or once every other week to start with and then it would be once a month or as needed. Selectman Brock thought we could bring it down to \$15,000 to start with.

Chair Young asked if the Board would feel more comfortable with a job description. She thought Donna has gotten in touch with Municipal Resources to get a price per hour. Would the Board feel more comfortable with more information?

Selectman Chivers said he felt comfortable with the whole concept. Chair Young asked if he would like to lower it. Selectman Chivers thought we could bring it down to \$15,000 or \$10,000 this would be his recommendation. If we need more next year then we can up the budget.

Chair Young said Andria and Donna have been cross training and they should be commended for that, but it is getting to be a lot in that office.

Selectman Robie thought if we we're going to fund something, we ought to fund it enough to get someone trained and have enough money to pay them, because they are going to ask for a lot. Where are we going to put that person? It was noted that there is an extra desk and computer in the office.

Selectman Dann said if we aren't doing some of this stuff properly, we could be paying for it in legal fees or fines. This all comes back to making sure we have things proper.

Selectman Chivers moved to approve the department request in the amount of \$249,001 and reduce the line for the Human Resource consultant to \$10,000. The motion failed due to a lack of a second. Selectman Chivers moved to approve the department request in the amount of \$254,001 and allocate \$15,000 for a Human Resources consultant. Seconded by Selectman Brock. All were in favor. Motion carried.

### **New Business**

#### **Non-Petition Warrant Articles:**

##### **ARTICLE 1.**

To see if the Town will vote to raise and appropriate the sum of Six Thousand Eight Hundred and Seven Dollars (**\$6,807**) in support of the **Rockingham County Community Action**. (Recommended by the Board of Selectmen by a vote of to ) (Recommended by the Budget Committee by a vote of to )

##### **ARTICLE 2.**

To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars (**\$4,000**) in continuation of its support of the **Visiting Nurse Association of Manchester and Southern New Hampshire**. (Recommended by the Board of Selectmen by a vote of to ) (Recommended by the Budget Committee by a vote of to )

##### **ARTICLE 3.**

To see if the Town will vote to raise and appropriate the sum of Three Thousand Two Hundred and Fifty Dollars (**\$3,250**) in continuation of its support of the **American Red Cross**. (Recommended by the Board of Selectmen by a vote of to ) (Recommended by the Budget Committee by a vote of to )

##### **ARTICLE 4.**

To see if the town will vote to raise and appropriate the sum of One Thousand Eight Hundred and Fifty-Four Dollars (**\$1,854**) in continuation of its support of the **Lamprey Health Care**. (Recommended by the Board of Selectmen by a vote of to ) (Recommended by the Budget Committee by a vote of to )

**ARTICLE 5.**

To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (**\$1,000**) in continuation of its support of **Big Brother/Big Sister**. (Recommended by the Board of Selectmen by a vote of to ) (Recommended by the Budget Committee by a vote of to )

**ARTICLE 6.**

To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (**\$1,000**) in support of the **Home Health and Hospice Care**. (Recommended by the Board of Selectmen by a vote of to ) (Recommended by the Budget Committee by a vote of to )

**ARTICLE 7.**

To see if the Town will vote to raise and appropriate the sum of One Thousand Two Hundred Fifty Dollars (**\$1,250**) in continuation of its support of **Waypoint (formally Child and Family Services)**. (Recommended by the Board of Selectmen by a vote of to ) (Recommended by the Budget Committee by a vote of to )

**ARTICLE 8.**

To see if the Town will vote to raise and appropriate the sum of One Thousand One Hundred Seven Dollars (**\$1,107**) in continuation of its support of the **Rockingham County Nutrition and Meals on Wheels Program**. (Recommended by the Board of Selectmen by a vote of to ) (Recommended by the Budget Committee by a vote of to )

**ARTICLE 9.**

To see if the Town will vote to raise and appropriate the sum of Seven Hundred Dollars (**\$700**) in continuation of its support of the **Aids Response Seacoast**. (Recommended by the Board of Selectmen by a vote of to ) (Recommended by the Budget Committee by a vote of to )

**ARTICLE 10.**

To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (**\$1,000**) in continuation of its support of the **CASA** (Court Appointed Special Advocates for Children). (Recommended by the Board of Selectmen by a vote of to ) (Recommended by the Budget Committee by a vote of to )

**ARTICLE 11.**

To see if the Town will vote to raise and appropriate the sum of Two Hundred Twenty-Five Dollars (**\$225**) in continuation of its support of the **Retired and Senior Volunteer Program**. (Recommended by the Board of Selectmen by a vote of to ) (Recommended by the Budget Committee by a vote of to )

*Selectman Robie moved to recommend the first eleven warrant articles as a block as presented. Seconded by Selectman Chivers. All were in favor. Motion carried.*

**ARTICLE 12.**

To see if the town will vote to raise and appropriate the sum of Three Thousand Five Hundred Dollars (**\$3,500**) to be placed in the existing **Smyth Memorial Building Fund**. Said funds to be expended under the direction of

the Board of Selectmen. (Recommended by the Board of Selectmen by a vote of to ) (Recommended by the Budget Committee by a vote of to )

*Selectman Robie moved to approve warrant article twelve for the Smyth Memorial Building in the amount of \$3,500. Seconded by Selectman Brock. Chair Young, Selectman Robie, Selectman Brock were in favor and Selectman Chivers and Selectman Dann were opposed. Motion carried on a vote of 3 to 2. (3-2-0)*

### ARTICLE 13.

To see if the town will vote to raise and appropriate the sum of Two Thousand Five Hundred Dollars (**\$2,500**) to be placed in the existing **Town Office Building Maintenance Fund**. Said funds to be expended under the direction of the Board of Selectmen. (Recommended by the Board of Selectmen by a vote of to ) (Recommended by the Budget Committee by a vote of to )

*Selectman Robie moved to approve warrant article thirteen for Town Building Maintenance Fund in the amount of \$2,500. Seconded by Selectman Chivers. All were in favor. Motion carried.*

### ARTICLE 14.

To see if the Town will vote, pursuant to RSA 154:1, to *amend* the following organizational structure for the Candia Volunteer Fire Department:

- a. Within 60 days a nominee recommended by the vote of the active firefighters and EMS personnel of the Candia Volunteer Fire Department, vote to accept or reject that individual to serve as the Town of Candia Fire Chief. The Fire Chief shall be appointed indefinitely until s/he resigns, retires, or is removed for just cause, in accordance with RSA 154.

*Selectman Robie moved to approve warrant article fourteen. Seconded for discussion. Chair Young said it wasn't quite the way it was worded when it went to the Fire Department. This is a rough draft.*

*Chair Young explained the reason this is being done is because normally every three years the Fire Chief has to run again if he or she would like too. The Fire Department comes up with a candidate they would like to recommend or put most of their support too. Then it goes to the Board of Selectmen who makes the final decision one way or the other. It is basically staying the same. The difference being that until the Fire Chief retires, resigns, or breaks the rules they remain in office. This is the intent of the warrant article. She thought they should wait on this until they have the correct wording.*

*Fire Department member Rudy Cartier explained when that original warrant article came through there was a lot of concern with the members of the Fire Association on how the Chief was going to be appointed. One of the things was they were afraid that the Selectmen were going to put someone in there that they liked but the Firefighters didn't. There was some further discussion about the procedure.*

*Chair Young thought the Board should table this warrant article until it can be better explained.*

### ARTICLE 15.

To see if the Town will vote to establish a **revolving fund** pursuant to RSA 31:35-h for the purpose of **Fire Department Special Details**. All of the revenue received from fees, charges, or other income derived from the Fire Department providing firefighting assistance and / or public safety services outside the ordinary duties of the Candia Fire Department will be placed in the fund and shall not be considered part of the Town's general surplus. The Town Treasurer shall have custody of all moneys in the fund and shall pay out the same for expenses associated with special details only upon order of the governing body and Fire Chief and no further approval is required by the legislative body to expend.

Selectman Brock asked if the fees and charges are based on state rates. Fire Chief Young said not necessarily. If we ever get any money out of the gas company, it will be the rate they agree on the rate. We went down as mutual aid and they agreed to pay everyone in the end.

Selectman Brock said if they did a detail in Candia, would the rates be based on the state rates.

Chair Young asked what they did with the Deerfield Fair. Fire Department member Rudy Cartier explained the Deerfield Fair Association pays the EMT's to come over on a set basis for the last seven years. The rates they pay the EMT's basics and advanced paramedics are based on the same rate that the Deerfield Fire Department pays. Those rates are set across the board. They are negotiated rates between the town and Deerfield's Fire Department. Fire Chief Young didn't know if there would be a state rate for a firefighter wage.

Selectman Robie questioned the Fair Association and the EMT's that go over there is who receives the check. Fire Department member Rudy Cartier said not right now. The Fair Association has been paying Candia EMS. The Fair Association doesn't have a non-transport EMS license. So, they aren't supposed to be hiring EMT's without a transport EMS license. Everyone that goes over is covered by the proper insurance to make a smooth transition with no problems.

Selectman Robie asked if the firefighters that go over there get a check from the Fair Associations. Now we are talking about setting up a fund, so when they check comes that money will go in the fund to be spent. Selectman Brock clarified to pay the firefighters. Selectman Robie said they already have a deal set up with the volunteers on how we pay them.

Fire Chief Young said this is over and above that. The stipend pays for calls and training but not details. Selectman Robie questioned if we ever paid for details because they never had to. Fire Chief Young said we never had a chance to get any money. We want to set this up so we could get some money. Selectman Robie said this creates another whole round of checks.

Selectman Dann asked if they would get FICA off of this too. Accounting and Payroll Specialist Donna Becker asked if she would be needing to invoice them going forward. Fire Chief Young asked what she did with the Police. Accounting and Payroll Specialist Donna Becker explained that Police Administrative Assistant Karen Merchant handles that. Chief McGillen said that Karen invoices the utilities.

Fire Department member Rudy Cartier explained what the Fair Association has done in the past is sent one check to the town. The Deerfield Fire Department gives us a contract ever year. It states who is going to be there and what their hours are. The total of the contract is based on the hourly and taxes. There was some further discussion about detail.

Accounting and Payroll Specialist Donna Becker spoke with the DRA and the Auditors and they did suggest a revolving fund opposed to working it in and out of the operating budget.

Selectman Robie said it sounds like a good idea, but the structure must be in place. How much these firefighters are going to be paid on these calls. The gas company may pay \$55 per hour and the Deerfield Fair Association may pay \$14 an hour on the same weekend, where is everyone going to want to go. They aren't going to want to go to the Deerfield Fair.

Chair Young thought the intent was to establish the revolving fund. Selectman Dann said he likes the idea, but like Selectman Robie said we need to have the structure in place.

Fire Chief Young said he didn't know if there is going to be any set amount. For example, when the transformer went through Candia, they didn't insist on a Fire Department detail, but Deerfield did. They got paid from the time it entered the town. We didn't ask for that. It may be a different amount then we get at Deerfield Fair.

Fire Chief Young said the thing he will say about bookkeeping is that it costs money to write checks. His guys have been ordering from Amazon and his guys are constantly buying stuff approved by him. They are buying it with their own credit cards. It comes to the town and the town reimburses them. We need to get into

*the new era and get a credit card. Selectman Robie thought that was a good idea and brought it up at the last meeting when they discussed the petty cash policy.*

*Chair Young said we will send this to get the correct wording.*

### **Old Business continued**

**CIP Update:** Chair Young said her only concern was that everyone knows what the rest of the Board is intending to do. The other thing is these request forms need to have numbers filled in. They can't be "To Be Determined". Also, they can't all be 2020. Brian Ruoff from Stantec is available if anyone has a question with these items you are planning on submitting. She thought they should make sure that everything is in by Friday, November 15<sup>th</sup>. The Planning Board still needs to have a public hearing.

Planning Board Chair Rudy Cartier mentioned several months ago when they had an informational meeting there weren't that many people that came to the meeting. It started off slow and they got a few request in. He wanted to make two basic points. This is a process where you can ask for everything, because once everything is in, the Planning Board is going weed things out. Even if there are competing projects, it could be started here but result in something else. At this point we aren't looking to have discussions on what is priority one and priority two. We are trying to get the data out there. He would like each one of the Selectmen to talk with their liaison's and departments. He noted that Brian has offered his services to give a ballpark figure.

Planning Board Chair Rudy Cartier mentioned that the Fire Department wants to replace one of their engines. What we need is the total cost and how is it going to be funded. You are talking about \$600,000. Yes, they have \$300,000 in a capital reserve fund, but where is the other \$350,000 going to come from. If it is going to be lease what is the lease time frame going to be. What we are trying to do with the CIP project is to make it, so we know what the money is going to cost for the next six to ten years. Its critical we get everybody's ideas of what is coming in.

Planning Board Chair Rudy Cartier said we've talked about the addition to the Town Hall, a Police Station, and Safety Complex. Those are the things we need to have in there. He asked the Selectmen to make sure they have something, or they aren't going to do something for the next six to ten years. We are trying to get this done, so we can have a public hearing sometime at the end of November. There will be discussion with the Select Board before they have the public hearing.

Planning Board Chair Rudy Cartier noted that the School has a lot of projects that they are looking at. It's about seven million dollars they are looking at over the years. It is going to be very important from a planning standpoint. The reason it is such a shock for everybody is that these projects haven't been looked at in six years. They are supposed to be looked at every year and that hasn't happened and is going to change. The most important part of this is we can't do impact fees until we have a Master Plan and a full CIP program in place.

Selectman Chivers asked if the department heads submit their proposals directly to the Planning Board or is a department of the town required to submit it to the Board of Selectmen for their approval before it goes to the Planning Board. Planning Board Chair Rudy Cartier said from what he has read there is no cut and dry stand on that. The way he reads it is the Board of Selectmen aren't supposed to be involved in the process until the Planning Board gets done. He wants this to be a collaborative process, but right now we just need the information from the department heads.

Selectman Robie clarified if a department head goes to their liaison for advice and thoughts on a proposal, that would be fine. A department head has all the right in the world to talk with their Selectmen's Representative. Planning Board Chair Rudy Cartier reiterated the Planning Board wants this to be a collaborative process.

Chair Young noted the Budget Committee is also supposed to be reviewing the CIP yearly.



Selectman Chivers asked if the Planning Board has received all the CIP proposals from all the departments under the Board of Selectmen. Planning Board Chair Rudy Cartier said he couldn't answer that. He thought we had all of them we should be getting. The Road Agent is just finishing up on his. There was further discussion about CIP submissions.

Planning Board Chair Rudy Cartier explained the whole reason to have a CIP is that in 2025 you're going to have \$500,000 in items coming up and we'll have a plan to pay for it. Selectman Chivers said he is looking at the CIP up through 2020 and this year we are supposed to allocate \$350,000 to replace engine one. There is a \$150,000 warrant article for the reconstruction of Healy Road. We are sort of working with our CIP.

Selectman Robie said if the Road Agent or department head didn't forward that to the Selectmen it wouldn't have gotten completed. The department head needs to follow through with the CIP.

Chair Young said in all fairness you have to keep in mind the economy. When the economy is down people aren't as apt to approve as much or the Board won't ask for as much. Selectman Dann said this is a plan and it is not set in granite. But we have to bring it forward or we might not remember it.

Planning Board Chair Rudy Cartier suggested coming up with a plan of \$250,000 a year for the next ten years. It would be 2.5 million to get all of these projects done. This way the tax rate should stabilize. It will give us a chance to work with the Board and the voters too.

Selectman Dann said he was talking about a bond and it would keep it level over several years. If they could do that, we are helping the taxpayer.

Chair Young wanted to get the Board's opinion on an addition. She would assume that the cost of that wouldn't cost much more than \$280,000 or \$300,000. The intent was to try and fund it in two years. She doesn't want to pursue this if we are trying to pursue a police station somewhere else. She would like the Board to be honest and she doesn't want to pursue something that isn't going to happen.

Selectman Dann asked how much land do we have here to add on too. He has heard this land was donated and what can we do. There is a lot thought that needs to be put into this.

Chair Young thought the Board knew how she felt about keeping the police here and keeping people here since we already have most of the structure. She was thinking they could build it out 16 x 36, two stories. She also wanted to see if it was logical to do a full basement. If that could be done for \$300,000. She didn't think we could get a piece of land for a police department for \$300,000. If the Board doesn't think this is going to happen, she is not going to spend her precious time doing it.

Selectman Brock noted she already said that she was not putting it in for this year. Chair Young answered her intent was to get it on the ballot for March, because the interest rates are low and finance it over two years. She would even go for three. Selectman Brock said she could still put it in the CIP. Chair Young said she didn't want to be bucking if they plan on putting in a new police department. Selectman Brock said his point was anything that goes into the CIP can be changed at a later date. Chair Young said she doesn't want to spend the time to do it if it is not going to happen.

Selectman Dann thought it requires a lot of time and when you are starting a second floor right now it is not adequate for the police department. If they bring a prisoner in where do they put them. Chair Young said they would be extending the first floor too. Selectman Dann felt this was going to take a lot of thought and not just to get another desk in the office. What are the needs that we have put into this building? Maybe we should build a police department. This is just a band aid. Chair Young said she didn't have any plans or architectural drawings. It seems like if they could move some people and reconfigure for \$200,000 or \$300,000 its a lot more cost effective than a whole separate building. This is her opinion and she didn't know how the rest of them felt, but she didn't want to buck them. She doesn't have the time or energy to do that.

Selectman Robie said we didn't have any trouble when they moved the library to the new building. We didn't have any trouble we moved the Recycling Center. They know their police department is non-compatible for police work today. We've talked about that and all you have to do is look around. He knows that our office and hallway is very congested when the Town Clerk is open and the distractions in this building are enormous.

He understood why certain tasks can't be completed in that office, because of the distractions that go on constantly. We need to consider moving our community forward with a police station off site and maybe a future expansion of a safety complex. Someday it is going to come, and it is our due diligence to prepare our community for that time. This is the direction we need to go.

Fire Chief Young thought we tried to do this a few years ago and the town voted to not buy the land next Moore Park. There is no guarantee that anyone is going to buy land now either. We have this land; we own this property here. We tried to get that land. He and Selectman Robie wanted that land worse than anything, it's the best piece of property in the Town of Candia. The taxpayers wouldn't buy it. He didn't know if the taxpayers would buy a piece of land.

Selectman Robie thought that a lot of people that didn't go along with that might say "Those guys were on to something". He does know where there is a piece of property that would make a very nice facility. It could be bought by the town and it would improve our infrastructure very nicely and be very doable. He is an advocate for the Moore Park and when they put this building here, he was not in favor of it and he is not in favor of taking any more land and parking then we already seem to be. He thought it was time that the police department has a place to be police. Over at the fire station would be nice but they just don't have the space or property to add on.

Fire Chief Young disagreed this is why they are putting money away every year to add on to it. He felt it would last them for a long time into the future. Selectman Robie said maybe for the fire department, but not with the police department there also.

Selectman Brock brought up a facility for the highway department. It is another piece that Selectman Robie has brought up before. Chair Young said she is more concerned with costs and having it work. She and Dean were very involved with this building and it has stood well for the past 30 years. She doesn't see the population going through the roof and she is more interested in keeping the taxes doable then adding another structure.

Selectman Robie said the population hasn't gone through the roof at all, but in 30 years society has changed and the needs of society have changed considerably in the way people do business. Everyone does business completely different than they have 30 years ago. The police department may have met those needs, but today not so much.

Chair Young agreed with Selectman Robie and thought the addition could address everything he just mentioned.

Chief McGillen said there are other things and he knows she wants to expand for the office staff and the police department. You have to look at the evidence room and the ventilation. We are bringing prisoners in the front door where the civilians are. We had a tour for the children the other day and we had prisoners, so we had to tell the parents to put the children back in the cars. There are a lot of little things. Like Selectman Dann said it is going to be a band aid approach. It is a complete rehab of the building. If we put a sally port on, they will have people going through Karen's office. Chair Young said we can reconfigure spaces.

Chair Young didn't think we would get the voters support on this, but they can give it a whirl. She thought an addition would help us for the next ten years. She thought this could be incorporated, it wouldn't be a huge safety complex. She thought it could accommodate what the police departments needs were. Plus, the office staff. It was going to accommodate different things and she didn't think it was going to cost that much money. Maybe in the future we will need more than that.

Planning Board Chair Rudy Cartier said the Planning Board is going to look at this, but he also thought they should put in for a police station at some point in time. He is hearing two different conversations. One is you need more space just for the town employees never mind just for the police. Eventually the town is going to have more stuff going on. He would suggest making it a safety complex by adding the fire department to that. At this point in time they should do the wish list.

Chair Young said she didn't want to shock the taxpayers when the whole thing comes out.

**New Business continued**

**Boy Scout donation container:** Selectman Chivers said they already have two of these donation containers in town. What do we need another one for? Chair Young agreed and she went by Ron's and there were mattress's there and all sorts of things.

Selectman Robie asked if we want that stuff in the park? Chair Young said that was her thoughts. Selectman Dann said we have enough, there are some down by the Recycling Center too. Chair Young said we can send a letter to nicely decline.

**Non-Petition Warrant Article discussion continued:** Chair Young said we haven't discussed Currier Road. Selectman Chivers thought they should put in \$210,000 to do the first half of Currier Road. This is the amount that Road Agent Lewis came up with over a two-year period and make it a warrant article. Road Agent Lewis reminded the Board about Healy Road as well. The amount on this warrant article is \$150,000.

Road Agent Lewis said if it is going to be engineered the Board will have to modify their numbers on the warrant article. Selectman Robie clarified after the discussion two weeks ago they discussed the Currier Road warrant article in depth. They discussed an amount and there was some discrepancy in the amount of how much it would cost to do that project. Then he thought Dennis was going to Stantec to get them an estimate for that job. Road Agent Lewis said he did. Selectman Robie said all Stantec did was estimate how much it would cost to draw us some preliminary and final designs, easements, and building and construction phase services. They did this for three jobs Healy Road and part one and two of Currier Road.

Selectman Robie explained the Board still has the question about the construction cost of 3,700 feet of Currier Road is still the same question we had a couple of weeks ago. Road Agent Lewis agreed, and he took Rene to the three projects and showed him what we wanted and asked him for this information plus cost estimates for the projects. He didn't want any other input other than showing the projects. He got this estimate tonight just like the Board did. As far as he is concerned there is one sheet missing. Selectman Robie said Rene can't estimate that job until what he does what is on this attachment Currier Road Part 1 (see attached).

Road Agent Lewis said what he told Rene was a ballpark estimate based on the information that he gave him. He will call him tomorrow and tell him we need the ballpark estimate.

Chair Young said the management fees for Currier Road Part 1 is \$114,612. This is for engineering fees. It doesn't include the road construction if it is chosen to be paved. She thought tonight they were going to try and vote on that warrant article and get some input from people. She asked if Healy Road is a warrant article and is that written up. Selectman Chivers said not yet. Chair Young asked what the amount was. Road Agent Lewis said it is going to be done in two phases, so \$150,000 for each phase.

Road Agent Lewis was under that assumption that they didn't need to have warrant articles done tonight. This is information to figure out the warrant articles. Chair Young said we can do that because they aren't due until December 4<sup>th</sup>. She explained the reason she put it on the agenda is sometimes if something is due just like the CIP request, it doesn't always happen on December 4<sup>th</sup>. She is trying to get a jump on things and go over these warrant articles. Discuss if we are going to do Currier Road in the budget or as a warrant article. Get that straightened out for sure.

Road Agent Lewis thought they were going to work on this over the next couple of meetings before we came to a number on it and this was the start. He had Rene give a ballpark estimate on what he thought it was going to cost. Chair Young said we have two more meetings, and did he think he would have it done by the next one. Road Agent Lewis said he would call Stantec tomorrow, he thought it was going to be included in this estimate. Without the engineering he isn't going to have a firm number. Selectman Robie said without the engineering, Rene isn't going to build the road. He can put a number on it like we all can.

Selectman Chivers asked why do we have more confidence in Rene's number than we do in Dennis's. Road Agent Lewis asked what he meant; we don't have an estimate. Selectman Chivers said he gave us a price of \$105 per foot for 4,000 feet of road. What makes us think that is inaccurate.

Road Agent Lewis explained they need Rene's estimate to compare it to. Selectman Brock said it is going to be his best guestimate. Road Agent Lewis said he has looked at the road and he has some knowledge of the road. He just asked him for a ballpark figure, because he knew we were going to be working on this over the next couple of meetings.

Selectman Chivers asked if he was going to ask him for an estimate on Healy Road too. Road Agent Lewis said he would. Chair Young said her reasoning on Currier was she didn't know if it was going to be paved or could it be addressed by being ditched and things like that. She didn't know what has been decided.

Selectman Robie answered what was decided was a complete rebuild like we do on all of our other roads. This is what Dennis is advocating for in the amount of \$410,000-\$415,000. Chair Young asked if they were paving it. Selectman Robie replied we would pave it.

Chair Young said the reason she wanted firm numbers is that it started out at \$300,000 and then it was several different prices. Selectman Robie clarified it was pretty close to what Dennis said it started out at \$375,000 and then it went to \$410,000. There was some discussion about the cost.

Selectman Brock thought we should take Healy Road out of the picture. Healy Road is road reconstruction and its business as usual. This has worked great for 30 years. Because of Currier Roads inherent issues, we weren't sure, and we were asking Dennis if we could get some numbers that might reflect what needs to happen up there. Opposed to the way we've done reconstruction on some of our other projects. There are issues that exist on Currier Road that don't exist on other roads.

Chair Young asked when this goes to the citizens will it be "raise and appropriate "x" amount of dollars for phase one of Currier Road". If the citizens vote no, it doesn't get paved. Road Agent Lewis thought the goal was to pave it. We would all love to see it stay dirt, but there are those two weeks a year that it's going to get soft on the top. It's like what happened on Crowley Road, we had to pave it because we wouldn't be able to maintain it.

Chair Young thought they were doing a warrant article to give the residents a choice. Road Agent Lewis said we are and if they choose not to then it stays the way it is, and they learn to live with the mud for the two weeks. Selectman Brock said the reason we are even having this conversation is we felt there was an urgency and we didn't want to keep patching that road for two more springs. He is not in favor of splitting up the project, if we are going to do it we should do it in one year.

Selectman Robie mentioned that it would be tight to do Healy Road for \$150,000. At some point Currier Road is on the extended end of Candia. Healy Road is somewhat of a thoroughfare for all that traffic that comes out of all those extended roads. We should probably spend more money and built a little better road on Healy Road. Road Agent Lewis said you'll get a perfectly fine road on Healy Road. He could make it 24 feet if they want to make it wider. Selectman Robie thought we may be able to pacify both parties. It's just a thought.

Chair Young asked if we could make it our goal to have the road warrant articles at the next meeting. Road Agent Lewis explained what the Board needs to do is decide at the next meeting to write the warrant article. So, they would have the warrant article for the following meeting.

Selectman Robie said he didn't agree with that process. Chair Young asked what he would like to do. Selectman Robie said maybe we could get some help in this field. How much road do we need on Healy Road with a traffic count and how much road do we need on Currier Road with a traffic count and what is going to make the most sense.

Road Agent Lewis said a few years ago when he did the first warrant article, and no one wanted to see it paved he did say the following year, maybe we should try doing a full rebuild. Do everything we would

normally do just don't pave it and see how it lasts. Leave it as dirt and if it doesn't work out all we would have to do is add the asphalt.

Chair Young wondered if that was an option. It is going to be a couple of weeks a year no matter what that road is. It's going to be muddy on top because the water gets trapped. Selectman Robie said if the Road Agent rebuilds it to a gravel road standard it won't get muddy like it does now. Road Agent Lewis said it won't get as muddy, but you're going to track into it five or six inches no matter what.

Melony Gray of Currier Road said when they sand Currier Road are we just using sand or is it a sand/salt mix. Road Agent Lewis said you can't use a sand/salt mix you'll take the frost right out. Its just pure sand.

Jim Gray of Currier Road didn't think anyone who lives on Currier Road doesn't realize that the road needs to be addressed. This is going to be done in two phases. Why can't we do everything we wanted to do underdrains, culverts, and take it to gravel. See how it holds up and if we don't to pave it then we won't.

Road Agent Lewis said the best way to approach that is in the warrant article, say the first year is going to be the work and the second year he would finish it and see how the first year held up. Then decide if we are going to pave it the second year.

Resident Jim Gray mentioned the guardrail on the corner, because when that road is paved, they'll be pulling cars out of trees. Road Agent Lewis explained every road they have rebuilt has the same issue.

Resident Paul Frazier of Currier Road asked if there have been any culverts changed on Currier Road. Road Agent Lewis said before he took over there were. The problem is there is no consistency in this upgrade. The road has been widened over the years. When we dig down their still find trees and the water gets trapped in that and it doesn't go anywhere.

Resident Paul Frazier thought the warrant article should say what Mr. Gray said. Ditch it, put new culverts in, and prep it for paving. We all know that mother nature rules the roast. If you get 6 inches or 6 feet of snow, frost will go down. There needs to be drainage and there are certain areas where you can't get the water to drain. There was discussion about rebuilding the road.

Resident Paul Frazier thought this idea would appease both sides. Let's say there are 100 people down there 20 of them want it paved and the rest don't. Road Agent Lewis said he had not problem at all doing it this way. See how it works and if it doesn't, we gave it our best shot. It will work better than what is there.

Road Agent Lewis said he would get Stantec's approximate cost on what it would cost if they are managing the project, putting it out to bid and doing it. There was some further discussion about reconstructing the road and gravel.

Selectman Brock said he wasn't concerned about the bidding service in this estimate. In all of their other discussions Dennis was going to do the project. There was discussion about the estimate and getting some clarification on it.

**Policy review – Fund Balance Policy:** Selectman Robie explained the last time we updated the fund balance policy was in 2016. The policy is well written. We are maintaining 11.5% in our unreserved fund balance. We will be setting the tax rate shortly and we'll have some excess funds left over from the budget. We are going to have some funds coming in from the sale of town owned properties. He thought we could increase their fund balance recommended amount from 11.5% to 15%, to have that money in a savings account for our community. Then if they need to fund a Capital Improvement Plan with this unreserved fund balance at some point in the future, we maybe be able to use that money. If we don't increase the fund balance and we can come into some cash, we will have to put it in the general fund, and it will be used at tax setting time to offset the taxes. Then when we want to fund the CIP, we will have to ask to people to appropriate the money.

Selectman Robie explained we will be selling the property in the next few weeks and we should invest that money back into Candia. This is his thought, and this would be a good place to keep it for a year without having to go into the general fund.

Chair Young asked why they don't put it in a capital improvement fund. Selectman Robie said the people would have to vote on that. This is a decision we can make when we go to set our tax rate. When the check comes in if we have a place to put that money, it will give us a year. When that check does come instead of going to the general fund, we can specify that we will put it in the unreserved fund balance with another 3.5%. This will give us 1.2 million on our 11-million-dollar budget. A savings account is always a good idea. *Selectman Robie moved to increase the fund balance from 11.5% to 15%. Seconded by Chair Young for discussion.*

Chair Young asked if the revenue from the sale of the property would be \$375,000. All it does if it goes to the general fund is offset taxes. If we put it in the unreserved fund balance, we can keep it in there indefinitely until the Board decides to spend it on something.

Selectman Robie said we would ask the people if they wanted to spend their savings on something. We can spend that down to a minimum of 5%. This is where it was when we started, 5-6% is what is owed to us on delinquent taxes.

Selectman Chivers asked if we were trying to fool people into thinking this isn't going to cost them anything. This year they are entitled to a reduction in their property taxes and were getting that \$375,000. Selectman Robie explained they have already sacrificed all of the years we let that land sit there and we didn't put it back on the tax rolls. Selectman Chivers said look at it now. He didn't think we should manipulate that fund balance policy to suit some other objective. That fund balance policy is our savings account to cover contingencies we're not aware of now. This is not a contingency we are not aware of.

Selectman Robie said we didn't plan on selling exit 3, if we had we may have already asked the people if they wanted to reinvest that money in the community or do you want the \$10 reduction in your taxes one time. Or do they want to save that money. Selectman Chivers thought they wanted to unload surplus property and get it back in our tax relief. He didn't think we had to trade that asset for another. Selectman Robie disagreed with that. We need invest that money back into the community. There was some further discussion about what to do with the money from the sale.

Selectman Brock thought Boyd's concern was that people want to see that relief in their taxes this year. What Carleton is saying is time is of the essence. Do we want a warrant article that says, "Do we want to take \$375,000 for a project or would you rather have it to offset your taxes?" We are giving the voters the opportunity to make that decision. Selectman Chivers said it has to be explained in the warrant article.

Planning Board Chair Rudy Cartier noted the problem with putting that money in taxes is it's artificial. If you take \$200,000 of this year, you have to make up an extra \$200,000 the next year. He felt that Carleton was on the right track here and this is done all of the time.

Resident Paul Frazier said if you take \$375,000 and divide it between the taxpayers, what are you really saving. He felt Carleton was on the right track and when it comes time and we need a police station the money will be there. Chair Young said as long as we are transparent.

Fire Chief Young said if its in a warrant article that says do you want a piece of property or offset your taxes, he'll bet they'll vote to offset their taxes.

Road Agent Lewis asked if they could put a warrant article on the ballot to establish a capital improvement fund for town properties or whatever and then move that money into the fund. Then everyone will know where the money is going. Selectman Robie said it doesn't matter how much money is in the unreserved fund balance, because there are a whole lot of people that don't understand or really care. There was further discussion about establishing a warrant article and the transparency.

There was further discussion about the fund balance policy. Chair Young called for a vote. Seconded by Chair Young. All were in favor. Motion carried.

**Request funds from the Fire Suppression Capital Reserve Fund and Future Reval Capital Reserve Fund:** Selectman Chivers moved the Selectmen approve the request for funds from the Fire Suppression Water Supply

Capital Reserve Fund and reimburse the Fire Department in the amount of \$1,225.52. Seconded by Selectman Dann. All were in favor. Motion carried. Selectman Chivers moved the Selectmen approve the request for funds from the Future Revaluation Capital Reserve Fund in the amount of \$2,900. Seconded by Selectman Dann. All were in favor. Motion carried.

**Board to authorize the payments of payroll and payable:** Selectman Chivers announced the grand total for accounts payable and payroll checks for October 24<sup>th</sup> and October 31<sup>st</sup> was \$83,080.47. Selectman Dann moved to approve the accounts payable and payroll checks for October 24<sup>th</sup> and October 31<sup>st</sup> in the amount of \$83,080.47. Seconded by Selectman Chivers. All were in favor. Motion carried.

**Tax rate setting:** Selectman Chivers asked when will the Board be setting the tax rate. Administrative Assistant Hansen explained that Accounting and Payroll Specialist Donna Becker is waiting for the worksheet from the DRA. We will be scheduling the meeting when we are ready to set the tax rate.

**Unanticipated Funds from the State:** Selectman Brock said the town has received some money and there are no restrictions on what it can be spent on. Selectman Robie said this is why we need to increase the unreserved fund balance. We have a place to put it until we decide what to do with the money. There was some discussion about what it can be spent on.

#### **Calendar:**

The Boy Scouts Food Drive is Saturday, November 9<sup>th</sup>.

The next Selectmen's meeting will be Tuesday, November 12<sup>th</sup>. The Town Offices are closed for Veterans Day.

The Budget Committee will be meeting November 13<sup>th</sup> and reviewing the Town Budget. Planning Board Chair Rudy Cartier said he would like to attend and is that acceptable. What is the protocol? Chair Young said anyone that is willing to come can. The Budget committee will usually refer to the department head if they are in attendance.

Chief McGillen said we've received a lot of calls about a rain date for Trick or Treat. It was the consensus of the Board to keep Trick or Treat on October 31<sup>st</sup>.

Selectman Dann moved to adjourn at 9:38 pm. Seconded by Selectman Chivers. All were in favor. Motion carried.