

~~Unapproved~~ **APPROVED**  
**Candia's Virtual Selectmen's Public Session Minutes**  
**November 23rd, 2020 at 7:00 pm**

Note: Individual roll call has been taken after each motion.

**Attendance:** Vice-Chair Brien Brock, Selectman Russ Dann, Selectman Boyd Chivers, Selectman Patrick Moran and Administrative Assistant Linda Chandonnet

**Excused:** Chair Susan Young

Pledge of Allegiance

**Approval of Minutes: Public Session Minutes for November 9th, 2020.**

No corrections noted.

Selectman Chivers made a motion to accept the November 9<sup>th</sup>, 2020 Selectmen's Public Session Minutes. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 4-0-0.

**Non-Public Session Minutes for November 9th, 2020.**

No corrections noted.

Selectman Chivers made a motion to accept the November 9<sup>th</sup>, 2020 Selectmen's Non-Public Session Minutes. Seconded by Selectman Dann. Opened for discussion by Selectman Brock who added an amendment that he had made a suggestion in the meeting to Administrative Assistant Linda Chandonnet of how the Board depends greatly on whom ever is in that position as Selectmen's Assistant and encourages her to get as much information and educated herself the best that she can. He had indicated that he felt that because of Covid-19 and how everything was closed down that she would have had a greater opportunity to do that, but in listening to some of the staff members it has actually been tougher and a busier year for them than if it was opened to the public. It is not easy to get educational support as it used to, but the Board is in favor of any opportunity that they can do to help her in her position and strongly encourages that. End of discussion. All in favor. Motion carried by a vote of 4-0-0.

**Approval of Minutes: Public Session Minutes for November 16<sup>th</sup>, 2020.**

No corrections noted.

Selectman Chivers made a motion to accept the November 16<sup>th</sup>, 2020 Selectmen's Public Session Minutes. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 4-0-0.

**NEW BUSINESS**

**New Tax Rate:** The new 2020 tax rate was set and approved at \$20.04 per thousand. The previous 2019 tax rate was \$18.60 per thousand.

**Building Permit Fees:** Selectman Chivers explained that Building Inspector Kevin Gagne and Lisa Galicia surveyed five other surrounding towns and created a spreadsheet to compare and came up with a new Fee Schedule for recommendation and asks for the Boards approval. In comparison to the other towns we are reasonable and fair. The Planning Department will also be working on updating the Mechanical Permits in the near future. The Board thanked the Planning Department for all their work.

Selectman Chivers made a motion to accept Candia's Building Department Fee Schedule as proposed. Seconded by Selectman Dann. Selectman Dann opened for discussion. It should state when this becomes effective. Selectman Moran added it should read on the first line \$70.00 and add wording minimum. End of discussion.

Selectman Chivers made a motion to accept as amended Candia's Building Department Fee Schedule effective December 1<sup>st</sup>, 2020 and add the word minimum on the first line before \$70.00 for a single-family home. All in favor. Motion carried by a vote of 4-0-0.

### **OLD BUSINESS**

#### **Warrant Articles:**

The Board noted the only Warrant Article that was not received yet was for the Mosquito's of approximately \$17,000 that we receive each year to spray for Mosquitos. This is usually submitted by the Health Officer in the Building Department. The Board all agreed this could be submitted by petition and it would not be initiated by the Board at this time.

Selectman Chivers made a motion to accept and to see if the Town will vote to raise and appropriate the sum of One Hundred Thirty-Six Thousand Nine Hundred Ninety dollars (**\$136,990**) for the operating expenses of the **Smyth Public Library**. Funds are to be expended under the direction of the Smyth Public Library Association. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 4-0-0.

Selectman Chivers made a motion to accept and 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**. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 4-0-0.

Selectman Chivers made a motion to accept and to see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (**\$50,000**) to be deposited in the **Fire Apparatus Capital Reserve Fund**, established under RSA 35:1 at the March 1991 Town Meeting, for the future purchase of the fire apparatus and equipment with the Selectmen appointed as agents. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 4-0-0.

Selectman Chivers made a motion to accept and to see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (**\$50,000**) to be deposited in the **Fire Station Infrastructure and Grounds Capital Reserve Fund** under the provisions of RSA 35:1 at the March 2017 Town Meeting, for the purpose of providing for major capital investments in the fire station building infrastructure and grounds to keep the building and property sound, functional and safe well into the future with the Selectmen appointed as agents. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 4-0-0.

Selectman Chivers made a motion to accept and 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**. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 4-0-0.

Selectman Chivers made a motion to accept and to see if the Town will vote to raise and appropriate the sum of One Thousand Eight Hundred Fifty-Four Dollars (**\$1,854**) in support of the

**Rockingham County Nutrition and Meals on Wheels Program** for transportation (Formally offered by **Lamprey Health Care**). Seconded by Selectman Moran. All in favor. Motion carried by a vote of 4-0-0.

Selectman Chivers made a motion to accept and to see if the Town will vote to raise and appropriate the sum of Three Thousand Two Hundred Fifty Dollars (**\$3,250**) in continuation of its support of the **American Red Cross**. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 4-0-0.

Selectman Chivers questioned why they would want this warrant article if it is already in the Master Plan and it would take them to year 2027, and why would our Town want to update it this year if it is working out just fine.

Selectman Chivers requested to withhold their motion to see if the Town will vote to raise and appropriate the sum of Eighteen Thousand Six Hundred Dollars (**\$18,600**) for the 10-year update of the **Natural Resource Inventory (NRI)**. This document, in conjunction with the Master Plan, will reflect the town's need to meet current standards for best management practices and land use planning. Said funds to be expended under the direction of the Conservation Commission. Seconded by Selectman Dann. Opened for discussion. Selectman Dann questioned who submitted the Warrant Article and was told Conservation Commission. Road Agent Lewis added there is some redundancy because Stantec is doing some mapping for the Planning Board. All not in favor in recommending this warrant article. Motion not carried by a vote of 4-4-0.

**Credit Card:** Administrative Assistant Linda Chandonnet confirmed that the Town's Auditors reviewed and approved the new credit card information. The Town Office will need the Boards permission to move forward, then the company will send out an application to be completed. Selectman Brock added that it would need to follow the Town's Purchasing Policy and they need to recognize who has the authority to use the card.

Selectman Chivers made a motion to approve the town credit card provided it is used for purchases in accordance with the Town's Purchasing Policy. All in favor. Motion carried by a vote of 4-0-0.

### **Other Business**

**Employee Health Insurance Coverage for 2021:** The Board reviewed the different Insurance coverage plans for the Town Employees year 2021 and made the decision to keep the same plan that is currently in effect now.

Selectman Chivers made a motion to renew the annual policy with Harvard Pilgrim Health Care that is in effect right now. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 4-0-0.

**Deliberative Session:** Selectman Brock has concerns and questions with Covid-19 and what the restrictions are for the Deliberative Session scheduled on January 30<sup>th</sup>, 2021 of how it would work and comply with the Governor's Orders. He recommends Town Moderator Clark Thyng to attend the next Selectman's Meeting. Selectman Moran will get in touch with the tech people at the school. Administrative Assistant Chandonnet will contact Town Moderator Thyng and Candia's School Board Chairman Matthew Woodrow to see if they can attend the next Selectmen's Meeting for their guidance.

**Meeting Guidelines During the Covid-19 Pandemic:** Selectman Brock asked the Board to review Candia's Select Board's Guidelines on Public Meetings during the Covid-19 Pandemic that Town Council Mike Courtney proposed. The Board Members stated that the Town purchased the equipment needed to have teleconferencing and strongly recommend have it read as follows, each Board and Committee is required to use the Zoom meeting and teleconference technology at the Town Office to ensure we are following RSA 91-A. It will be sent to all Boards and Committees for acknowledgment of receipt.

Selectman Dann made a motion to have the Meeting Guidelines sent to all Boards and Committees in Town. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 4-0-0.

Selectman Chivers stated that some of the Selectmen attended the Budget Committee Meeting on November 19<sup>th</sup>, 2020 and announced the Town's Budget narrowly passed. In the future if any of the Selectmen cannot attend the meeting to try to have someone delegated to replace them, as it can affect the voting.

**Board to authorize the payments of payroll and payables.** Selectman Chivers announced the payroll for week ending November 19<sup>th</sup> was \$19,102.90 and November 25<sup>th</sup> was \$18,003.61 for Accounts Payable for week ending November 19<sup>th</sup> was \$41,297.43 and for week ending November 25<sup>th</sup> was \$31,661.69 for a 2-week grand total of \$110,065.63.

Selectman Chivers made a motion to approve the accounts payable and payroll checks for the 2-week period in the amount of \$110,065.63. Seconded by Selectman Moran. All were in favor. Motion carried by a vote of 4-0-0.

**Calendar:**

- The Town Offices will be closed on November 26<sup>th</sup> & 27<sup>th</sup> for the Thanksgiving Holiday
- The next Board of Selectmen's Meeting is scheduled for Monday, December 14<sup>th</sup>, 2020

**Public Input:** None noted.

**7:54 pm** Selectman Brock made a motion to suspend the Public Meeting. Seconded by Selectmen Dann. All in Favor. Motion carried by a vote of 4-0-0.

**8:15 pm** Selectman Chivers made a motion to move from the Non-Public Session and enter into a Public Session. Seconded by Selectmen Moran. All in Favor. Motion carried by a vote of 4-0-0.

Selectman Chivers made a motion to seal the November 23<sup>rd</sup>, 2020 Non-Public Meeting Minutes. Seconded by Selectmen Dann. All in Favor. Motion carried by a vote of 4-0-0.

**8:16 pm** Selectman Dann moved to adjourn the Public Meeting. Seconded by Selectmen Chivers. All in Favor. Motion carried by a vote of 4-0-0.

Respectfully submitted,  
Linda Chandonnet, Recording Secretary