

~~Unapproved~~ **APPROVED**
Candia's Virtual Selectmen's Public Session Minutes
December 28th, 2020 at 7:00 pm

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

Pledge of Allegiance

Attendance: Chair Sue Young, Selectman Brien Brock, Selectman Boyd Chivers, Selectman Patrick Moran, Accounting and Payroll Specialist Donna Becker and Administrative Assistant Linda Chandonnet

Approval of Minutes: Public Session Minutes for December 7th, 2020.

Corrections noted: Line 11 to take off via Zoon after Town Moderator Clark Thyng. Line 109 to correct Finance Becker to Accounting and Payroll Specialist Becker. Line 126 correct time from 8:31 to 8:36am and Selectman Brock change to Chair Young made a motion to suspend the Public Meeting and enter a Non-Public Session. Line 128 to add Selectman Moran made a motion to seal the Non-Public Minutes. Seconded by Selectman Brock. All were in favor. Motion carried by a vote of 5-0-0. Line 129 to correct the time of 8:31 to 9:26am. Line 133 to correct the time from 8:55 to 9:27am Selectman Moran made a motion to adjourn the Public Meeting. Seconded by Selectman Dann. Selectman Dann entered the meeting as Chair Young read the paragraph beginning from Line 53, then noted that this was an incorrect statement, because on 11/9/2020 our operating budget was \$3,100,000 and there was a motion by Selectman Chivers and seconded by Selectman Moran and was carried by a vote of 5-0-0. It was not increased again until 11/16/2020. Selectman Chivers made a motion to accept the December 7th, 2020 Selectmen's Public Session Minutes. Seconded by Selectman Brock. All in favor. Motion carried by a vote of 5-0-0.

Non-Public Session Minutes for December 7th, 2020.

Chair Young added her opinion that the minutes could be more specific when it is noted that the Board said something or who is directing it to happen.

Chair Young brought up the subject regarding Building Inspector Gagne's pay increase, how they did not find minutes pointing to that information and then asked if the other Board Members had found it. Selectman Brock replied that they did not find it, but it is what they had agreed on.

Selectman Chivers made a motion to accept the December 7th, 2020 Selectmen's Non-Public Session Minutes. Seconded by Selectman Brock. All in favor. Motion carried by a vote of 5-0-0.

Public Input: Rick Lizotte (resident) asked what the last day is when Warrant Articles can be submitted? He was told January 12th, 2021. He is not in favor of having a Town Administrator and may have a Warrant Article to stop it from happening. It is part of the budget and it should be voted on by the taxpayers of the Town and not done unilaterally by the Board.

OLD BUSINESS

The Board to clarify the responsibility of its representative to the Municipal Budget Committee and to consider a replacement: Selectman Chivers stated that his intention for putting this on the agenda is not to discuss the merits of the budget, but to look at the history of how our budget is now \$268,000 which is less than the amount they originally agreed upon at their

meeting and then presented it to the Budget Committee and lowered it to \$139,000 and when the Budget Committee had met with the Public for input, the budget was reduced another \$139,000 and the question he would like to have answered is what is the responsibility of our representative to the Municipal Budget Committee? Is that Representative obligated to represent the views of the Board or to express their own views and vote accordingly? He said he is asking this because Chair Young is our representative to the Board for the Budget Committee and her vote was decisive at the Public Hearing on November 12, 2020. Selectman Chivers noted that he and Selectman Brock went to the Budget Hearing and explained the details of actions that occurred and the direction of how they came to the reduced budget amount and gave some of the details concerning Chair Young's responses. He feels the Representative to the Municipal Budget Committee has a duty to represent the views of the Board and it should not be for their own personal views. He asked the question if the Board is satisfied with their representation at the Municipal Budget Committee and if they would like to consider replacing their representative? A Supplemental Hearing for the 2021 operating budget is scheduled on January 13th, 2021 in which this Board could appeal a level funded budget. If they do not successfully appeal it, there could be several things in the budget that will be cut or eliminated.

Selectman Brock agreed with Selectman Chivers of what occurred at the Budget Meeting, then to have their Representative undermine them when her role was to represent the Board and to let the Budget Committee make the final decision.

Chair Young noted that there were things stated that were not accurate. She explained more details and that she was out on hiatus but came back on December 7th. She was not in agreement with them and did not think it was right that they went back to the budget committee and increased it. Her interest is what is best for the residents in Candia.

Selectman Dann explained his views on how the Candia is growing and how much a Town Administrator is needed. It would be a step forward and as well as the best interest for the Town. Selectman Moran added that this is in the entire budget and does not have a separate line item so someone cannot vote on it and are not given the option.

Chair Young stated how she had suggested it to be a Warrant Article and let the voters decide. Selectman Brock disagreed and the reason they put it in the budget as a line item opposed to a warrant article is because if it passed it would always be. It was not to take away power from the voters.

Selectman Chivers made a motion to replace the Budget Committee's Representative, Chair Young with another member of the Select Board. Seconded by Selectman Brock. There was further discussion among the Board members regarding the Town Administrator and several factors they still had questions on. It was also stated that they were not sure if some of the current full time Town Office Employees hours would be cut/changed if this position was added. A vote was made, and all were not in favor. Motion not carried by a vote of 2-2-1. Selectman Chivers-Yes, Selectman Brock-Yes, Selectman Dann-No, Selectman Moran-No, Chair Young-abstained. Selectman Chivers withdrew his motion.

Chair young added that January 13th, 2021, is the last day the Budget Committee is going to pass the budget to the town's people. She asked the Board what they want her to put in for an amount to submit and it was concluded that it would be best for it to be level funded.

The Board to clarify its responsibility to the Town of Candia and review some basic policies and laws that govern individual Selectmen's behavior: Chair Young explained that one or two

Board members cannot make the decision if an employee is going to get paid. All business should be conducted according to RSA's and within the public. Chair Young asked the Board members to review the policy and follow it.

Selectman Chivers ask why someone had permission to call Town Council? Chair Young answered it was because they had asked beforehand. Chair Young stated that going forward any requests that come in will need to go to the Liaison first. The Board can always change that policy (except the Police Department) so that it would be required to go before the full Board first.

Warrant Articles: The Town Office received the yearly request from Rockingham Community Action on August 3rd, 2020. The request was not placed where it should have been, therefore it was given late to the Board. In that meeting it was decided that because it was late it would not be approved. A request was made for the Board to make a fair decision and consider voting on it, so it can go to the Budget Committee.

Selectman Moran made a motion to reconsider adding the Warrant Article for the level funded \$6,807 of Rockingham Community Action. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.

Smyth Memorial Building Progress: Carla Penfield described the handouts that would be sent out prior to the election in March to the residents concerning the Warrant Article for the Smyth Memorial Building and its history. She will be submitting estimates of what it would cost the town to do all the work at the building regarding the leasing. Selectman Dann added that the building is owned by the Town of Candia and has concerns that will need to be addressed of where the liability is. Building Inspector Gagne added that there are some building codes which need to be addressed including egress and he will continue corresponding with Jeff Philbrick concerning them.

Boy Scout packets: Ms. Penfield noted the Boy Scouts will be sending out the handouts asked if they could sign it from the Board of Selectmen and the Smyth Memorial Building Trustees and requested the Board to look at it first and decide. The Board agreed they would review it when it is completed. It was concluded that the handouts would not be printed at the Town Office and the Trustees will have it done elsewhere.

Covid-19 Policy: Safety Officer Gagne presented the Board with two attachments following the Governor's State Guidelines regarding Covid-19 and it will provide them with a policy in place. It will first be reviewed by the Safety Committee, then he will need a final vote from the Board. There were many questions regarding Covid-19 and if employees need to use sick time or not due to Covid-19 illness or testing. Police Chief McGillen stated he will look into this and find out more information.

New Business:

Encumbrances: Chair Young stated to take out the line on the Encumbrances attachment referencing the Police Cruiser.

Selectman Chivers made a motion to approve \$108,568.60 on the Encumbrances for the 2021 Budget. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

Moore Highway - Trustees: Chair Young made a motion to request funds from the Henry Moore Highway Trust Fund in the amount of \$16,875.60 to reimburse the Town for the work done on

Flint Road. Seconded by Selectman Brock. Further discussion was on working out the detailed plans for the estimated numbers needed on the Road Agents budget line. A plan was established so going forward it would make things easier for Road Agent Lewis. He will ask the Trustees of the Trust Fund at the beginning of the year about how much money the fund could accumulate for interest so that he would know the amount he could work with. The Trustees would provide him the estimated amount, then Road Agent could do his project. The Trustees will write the check at the end of the year once interest has accumulated. It was confirmed that they will move/add \$1 from the Road Agents budget line. All were in favor. Motion carried by a vote of 5-0-0.

Donations: Chair Young announced the Town received several Donations and thanked all the people who generously donated: Aaron Morton, Michael Ryan & Robin Steiner, Doris & Kenneth Kwajewski, Vernon Boulet, Lucas Frazer, Cogswell Benevolent Trust, Alan & Janet Maillett, Raymond Lions Club, Raymond Area Rotary Club, Robertn Despathy Jr., D & M Auto Repair, Granite State Credit Union, Thomas Cavanaugh & Tamara Pike, American Legion Post 91, Dawn Clancy & Elizabeth Kruse in honor of her friend Evelyn Schroeder, George & Eileen Denoncourt, Timothy & Dorothy D'Arcy, Steven & Sandra Schubert, Dennis & Debra Blanchard and Atty. Daniel Lustenberger.

Chair Young made a motion to accept the total Donations amounting to \$16,099.00. Seconded by Selectman Dann. All were in favor. Motion carried by a vote of 5-0-0.

Grants: Chair Young made a motion to accept the total Grants all from N.H. amounting to \$202,815.92. Seconded by Selectman Chivers. All were in favor. Motion carried by a vote of 5-0-0.

Dean Young added the Fire Department received donations for their LifePak Monitor from Granite State Credit Union and Elliot Hospital. The Fire Department and Selectmen's Office will send thank you notes.

Chair Young made a motion to reimburse the Town's Operating Budget with Grant monies received for Covid relief. Seconded by Selectman Chivers. All were in favor. Motion carried by a vote of 5-0-0.

Town Administrator - Job description: This was tabled.

NH Retirement System: Finance and Payroll Specialist Becker explained the letter she received from NH Retirement System. See attached.

Selectman Moran made a motion for the Town to pay the Employees portion of retirement contributions due to NH Retirement System as a result of the 2020 audit. Seconded by Chair Young. All were in favor. Motion carried by a vote of 5-0-0.

Other Business:

Town Report Dedication: Chair Young stated there are two names for the Town Report Dedication which is Charles Bowman and Arthur Sanborn. Selectman Chivers will draft a letter.

Recycling Center Employees – Christmas/New Year's: Chair Young indicated the Recycle Center never leave early for Christmas/New Year's Eve. It would only be fair if they get

compensated for working when other Town Employees leave early and are paid. The Board agreed to allow 3 hours of comp time for the Recycle Center Employees for Christmas/ New Year's Eve.

Conservation Commission Alternate - 3 year term ending 2023: Chair Young stated there is someone who would like to be an Alternate on the Conservation Commission. Her name is Lindsay White, and the Conservation Commission Chair Lindsey recommended the appointment as an Alternate for a 3 year term ending in 2023.

Selectman Chivers made a motion to endorse the recommendation and appoint Lindsay White as an alternate for a 3 year term. Seconded by Selectmen Moran. All in Favor. Motion carried by a vote of 5-0-0.

Selectman Dann added that the Tractor Trailers at the Recycle Center cannot have snow on the top of them when they pulled out and it takes extra time to get done.

Board to authorize the payments of payroll and payables. Selectman Chivers announced the grand total for payroll for week ending December 17th was \$19,584.20. For week ending December 24th was \$15,270.20. For week ending December 31st was \$20,534.08. Accounts payables for the week ending December 17th was \$26,708.89. For week ending December 24th was \$81,479.94. For week ending December 31st was \$43,705.35 for a grand total of \$207,282.66. Seconded by Selectman Moran. All were in favor. Motion carried by a vote of 5-0-0.

Calendar:

- The Town Offices will be closed on Friday, January 1st 2021- New Year's Day
- The next Board of Selectmen's Meeting is scheduled for Monday, January 14th, 2021

Selectman Moran made a motion for the Town Employees to leave at noon on New Year's Eve. Seconded by Selectmen Chivers. All in Favor. Motion carried by a vote of 5-0-0.

Police Chief McGillen announced his department had training regarding the Governor's Mandates on choking restraints. Officer Phil McPherson will begin the Academy next Monday for 6-8 weeks. Officer Langlois met a sales representative for information regarding bodycams for the Officers.

Public Input: None noted.

9:41 pm Selectman Chivers made a motion to suspend the Public Meeting and enter into a Non-Public Session RSA 91-A:3 II(a). Seconded by Chair Young. All in Favor. Motion carried by a vote of 5-0-0.

10:25 pm Selectman Chivers made a motion to move from the Non-Public Session **RSA 91-A:3 II (a)**, and resume to the Public Session. Seconded by Selectmen Brock. All in Favor. Motion carried by a vote of 5-0-0.

Selectman Moran made a motion to seal the Non-Public Session. Seconded by Selectman Chivers. All in Favor. Motion carried by a vote of 5-0-0.

10:25 pm Selectman Dann moved to adjourn the Public Meeting. Seconded by Selectmen Chivers. All in Favor. Motion carried by a vote of 5-0-0.

Respectfully submitted,
Linda Chandonnet, Recording Secretary