

~~Unapproved~~ **APPROVED**
Candia's Virtual Selectmen's Public Session Minutes
January 25th, 2021 at 7:00 pm

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

Pledge of Allegiance

Attendance: Chair Susan Young, Selectman Russ Dann, Selectman Boyd Chivers, Selectman Brien Brock, Selectman Patrick Moran and Administrative Assistant Linda Chandonnet

Approval of Minutes: Public Session Minutes for January 15th, 2021.

Corrections noted: Line 65 correction, to take out the word School to read: The Town Budget is on the Website. Line 123 correction, to take out the word enforce and replace with create and implement.

Selectman Brock made a motion to accept the January 15th, 2021 Selectmen's Public Session Minutes as amended. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.

Approval of Minutes: Non-Public Session Minutes for January 15th, 2021.

To be addressed in the Non-Public Session.

Old Business

Smyth Memorial Building: Selectman Dann invited the Headmaster of Jesse Remington High School, Jeff Philbrick to come before the Board to summarize their past discussions and find out where their plans stand for all the work that will be done to lease and utilize the Smyth Memorial Building. Smith Memorial Building Trustee Chairman, Carla Penfield reminded the Board that first they will need to have a Warrant Article that would allow the Town to approve and write a lease. They cannot work on this project until after the Town approves the Selectmen to write the lease. The work they have done so far has not been discussed with the Smyth Memorial Building Trustees in a meeting therefore only general information should be discussed.

Headmaster Philbrick stated that he has talked with Building Inspector Gagne and gave a brief summary of the broad work that needs to be done on both floors and they will start after the Deliberative Session and Town Elections in March. He is looking to organize everything for a possible completion date of September 1, 2021. If everyone supports it, then it can easily be funded, and he asked the Board if they will continue to support it. Chair Young replied the Board supported the Warrant Article. Selectman Dann added that in their first meeting of discussion the Board Members were in favor of it.

Town Administrator Information/Discussion: Selectman Brock stated some of the Board members are working on gathering information for a Town Administrator, even though it was a topic of reduction in the budget that they will be presenting. The Board believes a conversation should continue so everyone is aware of the need for this position. He knows that some of the concerns people are having with the current Town Office Staff of hiring a Town Administrator and it would definitely change some of their duties and possibly reduce their hours. Selectman Chivers, Selectmen Brock and Selectman Dann explained that they went to other nearby towns

with a Town Administrator to discuss and collect information about the pay rate and the responsibilities. Selectman Dann remarked how they have piled a lot of work on their Town Office Staff, and maybe some work items have been put off because they take more time to complete and for the reason that they do not have the time. With a Town Administrator they would have a better chance to complete their work. The Board will continue to explore this further and they may or may not need to cut back.

New Business

Town Clerk Update: Chair Young read a letter received from Town Clerk Christine Dupere for her resignation.

Selectman Dann made a motion to accept the letter of resignation from Christine Dupere with deep regret and recognition for her all her years of services to the Town of Candia. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.

Chair Young read a letter she received from New Hampshire Department of Motor Vehicles and Licensing, authorizing Donna Hetzel as the acting Town Clerk and Municipal Agent for the Town of Candia as of January 19th, 2021.

Fitts Museum Trustees: Tabled.

Part-Time Building Inspector/Health Officer: Selectman Chivers confirmed Dave Murray has agreed to work as a part-time and permanent back up for the Building Inspector/Health Officer as needed for the hourly pay rate of \$29.72.

Selectman Chivers made a motion to appoint Dave Murray as a back-up Building Inspector/Health Officer, part-time as needed, W2 employee effective January 13th, 2021 for \$29.72 per hour. Seconded by Selectman Brock. All in favor. Motion carried by a vote of 5-0-0.

Part-Time Office Assistant: Chair Young stated Office Assistant Jessica Tanguay reached her 90-day review on December 1st, 2020 and has done a great job. She asked the Board to change her from step 4 of \$18.64 to step 8 of \$20.17.

Chair Young made a motion for Part-Time Office Assistant Jessica Tanguay to change from step 4 of \$18.64 to step 8 of \$20.17 hour. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.

Recycle Center Signage: Selectman Dann stated Resident Cody Wood inquired about advertising on a trailer at the Recycle Center. He will be attending the Recycle & Energy Meeting and come back to the Board with more information.

Selectman Brock thanked Mark Young and Jeff Wuebbolt for salting the roads. Jeff Wuebbolt agreed to be a contact person for (SAU) School Administrative Units. He will take their phone calls for questioning the road conditions and it will help determine if they need to delay or cancel school.

Other Business

Budget Work Session: Selectman Dann questioned the Budget and a possibility of having a small increase in the budget. Chair Young explained that at this point it is the Budget Committee's

budget and the Select Board will not be voting on it again. What was discussed at the Budget Committee Meeting is what will be presented at the Deliberative Session.

Selectman Chivers explained Administrative Assistant Lisa Galica's job description and responsibilities. He asked the Board to have her job title changed to Administrator of the Land Use Office as she performs admirably above and beyond her responsibilities. The Planning Board and Zoning Board both were supportive and complimentary of the way she performs. She has legal background and assist both Boards within a legal standpoint and it has been very helpful. Correspondence attached.

Selectman Chivers made a motion to change Lisa Galica's job title to Administrator of the Land Use Office. Seconded by Selectman Brock. Opened for discussion. Selectman Brock asked if there is a standard job description for that title which includes a certain amount of education in the event they may need to hire someone else if she leaves. Selectman Chivers replied that she has an MBA in Finance. All were not in favor. Motion carried by a vote of 4-1-0. Chair Young-No, Selectman Brock-Yes, Selectman Chivers-Yes, Selectman Dann-Yes, Selectman Moran-Yes.

Police Chief McGillen stated the information received from Primex - Legal and Human Resource Bulletin and the Families First Coronavirus Response Act (FFCRA) which is for Town Employees who are affected by Covid-19 and is optional, for up to 80 hours of pay for full time workers. It would allow employees to be paid for all Covid-19 related time out of work and they would not have to use their sick time. The Board made the decision that to use the FFCRA option for the Employees up to the date of December 31st, 2020. The Board all agreed in fairness to reimburse the 7 sick days that Administrative Assistant Linda Chandonnet had to use when she was out sick with Covid-19 in December. Chair Young stated they will continue use the FFCRA option and the paid up to 80 hours for full time employees with Covid-19 related time off until the March cutoff date. Selectman Brock stated this is a consensus and not a motion.

Board to authorize the payments of payroll and payables. Selectman Chivers announced the payroll for the week ending January 21st was \$17,601.87 and for week ending January 28th was \$18,026.78. Payables for the week ending January 21st was \$30,254.31. For week ending January 28th was \$61,731.57 for a combined total of \$127,614.53.

Selectman Chivers made a motion to approve the accounts payable and payroll checks for the total amount of \$127,614.53. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.

Calendar:

- The Deliberative Session will be at the CYAA on January 30th, 2021 @ 10:00am.
- The next Board of Selectmen's Meeting is scheduled for Monday, February 8th, 2021.
- The Town Offices will be closed on Monday, February 15th, 2021 for Presidents Day.

OLD BUSINESS

Public Input: Dick Snow via Zoom revealed that he is working on a project that includes two pieces of town owned property in Candia on New Boston Road and Deerfield Road that he would like to combine and name it The Ronnie and Mary Gerard and Dennis Lewis Memorial Town Forest.

Police Chief McGillen gave an update of a recent accident and incident that occurred in Town.

Resident Rick Lazott stated Dennis Lewis deserves his own Town Forest and deserves that recognition.

Resident Carla Penfield mentioned that there should be information on the Website relating to the Deliberative Session indicating that people can only view and not vote or speak on Live Streaming. C.Y.A.A. President, Rob Jones via Zoom confirmed all the information has been posted and in several locations.

8:33 pm Selectman Chivers made a motion to suspend the Public Session and go to a Non-Public Session under RSA 91A: 3 II a. Seconded by Selectmen Moran. All in Favor. Motion carried by a vote of 5-0-0.

8:33 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 5-0-0.

Selectman Dann made a motion to seal the Non-Public Minutes because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board. Seconded by Selectman Chivers. All were in favor. Motion carried by a vote of 5-0-0.

8:44 pm Selectman Chivers made a motion to adjourn the Public Meeting. Seconded by Selectmen Brock. All in Favor. Motion carried by a vote of 5-0-0.

Respectfully submitted,
Linda Chandonnet, Recording Secretary