

January 15, 2021 *Agenda*

To the Candia Board of Selectmen,

I am hereby submitting my resignation as Candia Town Clerk. For several months, I have been physically unable to perform many of my duties. I have been so fortunate to have Donna Hetzel, my Deputy, step in for me. She has done an outstanding job! It is with deepest gratitude to the citizens of Candia, that I say Thank You for Thirty-Seven years, serving as Town Clerk. I will assist Donna any way I can.

Sincerely,

*Christine Dupre*



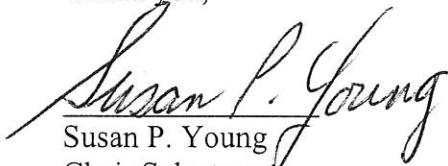
Town of Candia  
OFFICE OF THE SELECTMEN  
74 High Street  
Candia, New Hampshire 03034  
(603) 483-8101


January 22, 2021

Division of Motor Vehicles and Licensing,

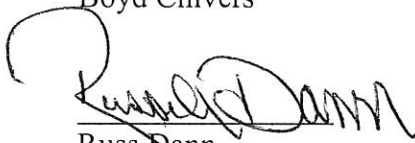
Please accept this letter as confirmation that authorizes Donna Hetzel as the Acting Town Clerk and Municipal Agent for the Town of Candia as of January 19<sup>th</sup>, 2021.

Thank you,

  
Susan P. Young  
Chair Selectman

  
Brien Brock  
Vice Chair

  
Boyd Chivers

  
Russ Dann

  
Patrick Moran

Land Use Administrator

Dear members of the Select Board;

I am writing this letter as a request for consideration to change the job title of the Administrative Assistant of the Land Use Office to the Administrator of the Land Use Office.

As you all know Lisa Galicia is currently in this position and doing a tremendous job for us. Lisa came to us from the City of Manchester with a legal background in municipality procedures and applies this knowledge each and every day. The world has changed from doing business on a handshake to a legal battle over nothing. It seems to me that everyone now has their attorney on speed dial and is ready to go to court for anything and everything. Lisa takes the initiative to prepare the Zoning and Planning boards with all the legal information that is required for them to succeed in doing what is correct from a legal standpoint. She does not wait to assist them by request. If Lisa did not prepare the members prior to the public meeting without all the RSA's and local regulations being listed pertaining to each case costly mistakes would undoubtedly be made. I have seen this happen again and again prior to Lisa's professional knowledge for procedure being applied. I could go on and on but I am trying to keep this brief. Lisa is certainly our rising star here in Candia and deserves to be recognized for all that she does for the Town of Candia. I would very much appreciate the board considering this simple request of changing Lisa's job title to reflect her efforts. Feel free to contact me for any additional information.

Thank you,  
Dan R. Murphy  
105 Deerfield Rd.

## Linda Chandonnet

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**From:** allyoungs@comcast.net  
**Sent:** Tuesday, January 26, 2021 10:49 PM  
**To:** boydchivers@gmail.com  
**Cc:** Linda Chandonnet; allyoungs@comcast.net  
**Subject:** Re: Lisa Galica

I'm not seeing Dave's letter that you read.

Sent from Xfinity Connect Application

-----Original Message-----

From: boydchivers@gmail.com  
To: lchandonnet@townofcandia.org  
Cc: allyoungs@comcast.net  
Sent: 2021-01-26 1:20:15 PM  
Subject: Fwd: Lisa Galica

Linda:  
As requested by Sue.  
Boyd

----- Forwarded message -----

From: **Bob Petrin** <[bobp21@comcast.net](mailto:bobp21@comcast.net)>  
Date: Sat, Jan 23, 2021 at 4:50 PM  
Subject: Re: Lisa Galica  
To: Rudy Bass <[2racbs@comcast.net](mailto:2racbs@comcast.net)>  
Cc: Boyd Chivers <[boydchivers@gmail.com](mailto:boydchivers@gmail.com)>, Kevin Gagne <[kgagne@townofcandia.org](mailto:kgagne@townofcandia.org)>

Rudy makes a good point and I could support that direction as well.

Sent from my iPhone

On Jan 23, 2021, at 2:55 PM, Rudy Bass <[2racbs@comcast.net](mailto:2racbs@comcast.net)> wrote:

Hi.

While I agree that Lisa does an excellent job in the Land Use Office and has been excellent in keeping the Planning Board moving along, I don't think it is appropriate to change her title to "Administrator". For one thing, this would have a detrimental effect on the others in the office who would see it as her being above them. In addition, the term "administrator" is a hot button item in discussions around town and we should not subject Lisa to that discussion.



I am more in favor of re-evaluating her pay scale and providing tangible benefits for her level work and dedication. Or, if a new title is, for some reason, needed, something more in the line of Land Use Coordinator might be more appropriate.

My thoughts.

Thanks!

Rudy

On 01/23/2021 11:02 AM Boyd Chivers <[boydchivers@gmail.com](mailto:boydchivers@gmail.com)> wrote:

Bob, Rudy, Kevin:

Because of Kevin's relatively brief tenure as Lisa's supervisor, I was obligated to write her annual performance evaluation. It concluded with the following:  
" Summary: Lisa's formal title, administrative assistant, implies she assists with administrative functions. While that is correct, it is an inaccurate and incomplete description of her duties as they have evolved and been embraced by her. Lisa now performs in a capacity well beyond that which is expected of an assistant. Lisa now performs admirably as the administrator of the Land Use Office. This evaluation concludes with a recommendation that her title be changed accordingly and forthwith."

If you are in agreement with this summary and that Lisa's performance merits a change in her title, please submit a statement in support of that position to me. Please include specific instances where her initiative and experience has risen above that which is expected from an assistant. Please direct your statements to me and if there is sufficient support and documentation, I'll present the proposal to the Board of Selectmen. Please give this as much thought and effort that we have come to expect from Lisa.

Boyd Chivers

Weekly Payroll and Accounts Payable Manifest Totals					
Check	Payroll	Total		Payroll	
<u>Date</u>	<u>Manifest</u>	<u>Amount</u>		<u>Subtotal</u>	
01/21/21	1140-04	17,601.87		17,601.87	
01/28/21	1141-02	18,026.78		35,628.65	
Check	Accts Pay	Total		Accts Pay	
<u>Date</u>	<u>Manifest</u>	<u>Amount</u>		<u>Subtotal</u>	
01/21/21	202103	30,254.31		30,254.31	
01/28/21	202104	61,731.57		91,985.88	
Grand Total Payroll and Accts Pay				127,614.53	