

**Approved**  
**Candia's Virtual Selectmen's Public Session Minutes**  
**July 12th, 2021 at 7:00 pm**

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

Chair Brock opened the Public Session Meeting followed by the Pledge of Allegiance.

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

**Financial Assistant:** Chair Brock stated Town Office Employee Jessica Tanguay who works part-time in the Selectmen's office has resigned due to medical reasons. It is unknown if she will be able to return to work, however the Board will certainly welcome her back if it becomes possible. In the meantime, he had an interview with a candidate, but they have declined the position due to the salary. Janet Lewis has offered to help out the department working part-time and indicated that she does not want a permanent position. Chair Brock asked the Board if it would be acceptable to them to let Ms. Lewis know that they would welcome her to work temporarily up to 20 hours per week and paying \$18.46 hr.

Selectman Chivers made a motion to accept Janet Lewis as a temporary, part time employee in the Town Office up to 20 hours per week at \$18.46 hr. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.

**American Rescue Plan:** Selectman Chivers explained the American Rescue Plan (ARP) is a State Grant the Town had applied for. He was recently notified that the application was accepted and added that it did not question them for the details of how the Town plans to allocate the money requested. He was informed that as soon as the Town receives the funds is when they notify the State on how it was spent, and that it must meet their specific parameters in order to be granted. Selectmen Chivers stated he has read the Treasury Regulations which stipulates how the money needs to be spent and suggested forming a committee. It would be comprised of three people who will solicit recommendations from Town Department Leaders for what they would consider spending the money on. This Committee would do the research that follows within the laws and determines if the funds are eligible under the American Rescue Plan Act. After the researching is completed, the Committee submits a recommendation to the Board of Selectman, who will be the final authority to determine how the money is to be spent and will be the accountable party.

Fire Chief Young stated they are currently having an urgent problem with their Ambulance Service called AMR (American Medical Response) in which Candia's Fire Department is contracted with. AMR is only responding to approximately 60% of Candia's calls. One of the biggest challenges AMR is having is due to staffing and the fact that they are extremely busy. Fire Chief Young added that they would like to use Hooksett's Ambulance Service, however it would cost Candia's Taxpayers additional money, but it would give them a chance to save additional money until they can work out something with their present building. Currently Candia's Fire Department relies also on Hooksett, Deerfield and Raymond to assist them for emergency calls they receive. Candia's Fire Department does not have enough resources in their budget right now to cover ambulance service and discussed having a place to keep an ambulance in and to hire a company that would

be willing to go to Candia or the possibility of adding on to the present building for their own ambulance service in the future.

Fire Chief Young stated that one of the reasons why the Firemen all came to the meeting is because they would like the Fire Department to receive a portion of the funds from ARP. He reassured the Board that he will continue to work on finding a solution regarding the Ambulance situation and will be having a conversation with Hooksett's Fire Department.

Selectman Chivers made a motion to form a three-member Committee comprised of the Budget Committee, Planning Board and Board of Selectmen to solicit proposals from various town departments on how to spend the American Rescue Act proceeds, and to make a recommendation to the Board of Selectmen accordingly. Seconded by Selectman Dann. Open for discussion. Selectman Chivers stated that he has asked Bob Stout on the Safety Committee & Budget Committee, and Mark Chalbeck Vice-Chair of the Planning Board, Safety Committee and School Board to be on the new Committee. Selectman Young added that she would like someone from the Fire Department on the Committee, so that they would have five people on the Board and they would never have a tie situation when voting. Chair Brock stated that he wants to keep it at three people because it is a recommendation to the Board of Selectmen, and they are the ones who have the final decision. Selectman Dann added that the committee will be the ones contacting all of them, that this is going to be an important part of it. Chair Brock confirmed this will not be cancelling them out. Selectman Young added, as long as the Fire Department has a voice in this matter. Chair Brock confirmed that that he had already reassured Fire Chief Young he would not exclude the Fire Department of their input. Closed for discussion. All in favor. Motion carried by a vote of 5-0-0.

**Approval of Minutes: Public Session Minutes for June 28th, 2021.** Correction, under attendance; Selectman Young via Zoom.

Selectman Dann made a motion to accept the June 28th, 2021 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 June 28th, 2021.** No corrections noted. Selectman Chivers made a motion to accept the June 28th, 2021 Non-Public Session Minutes as amended. Seconded by Chair Brock. All in favor. Motion carried by a vote of 5-0-0.

**Department Reports: Highway; Police; Fire; Building; Solid Waste; Budget; Other.**

**Highway:** Road Agent Jeff Wuebbolt read the attached report. He stated that the Highway Department will not be needing any of the Grant monies they were discussing and to inform the future Committee.

Paul Fleming (resident) via zoom complimented Road Agent Wuebbolt for all his good work. He added that Palmer Road is in terrible condition and does not understand why the fully loaded ten-wheeler trucks use this road and that they have ripped it up. He questioned if they could use another route. Road Agent Wuebbolt clarified that it is the fastest way from their working area. If the trucks take another route, they will have very tight corners, and it creates a safety concern. He assured Mr. Fleming that he will call him for the details of when the repair work will be resolved.

**Police:** See attached reports. Chief McGillen gave an update of recent incidents that occurred in Town.

Run for the Fallen Race will be held on August 20-22, 2021. See attached for details.

A Production Company from Massachusetts has contacted the Town, and is looking to film videos on July 24<sup>th</sup>, 2021 for 3-5 hours of different scenes at locations in Candia. The Production Company will be contacting the property owners for permission.

Chief McGillen stated he is applying for body cameras intended for his department through the Federal Government. The application is due in August, and he will keep the Board updated.

Selectman Young questioned Chief McGillen if they could place an Officer in a cruiser on Rte 43 for speeding vehicles. Chief McGillen stated his Officers have been active giving tickets on different roads within Town.

**Fire:** See attached reports.

**Building:** See attached reports.

**Solid Waste:** See attached reports.

**Budget:** Selectman Young stated the Budget Committee did not have a meeting this month. She suggested scheduling the Town Budget Hearing date and the Board agreed to September 17<sup>th</sup> at 4:00pm.

### **OLD BUSINESS**

Chair Brock updated the Board of the approval letter from the Planning Board was received regarding the land swap between the Town and Ron Severino. They are currently waiting for Conservation Commission's letter of recommendation.

**Staff Emails:** Selectman Moran stated they will need Town Counsel to draft a letter to be sent out to all Town Employees that will give them a two week notice for the designated employees to have backup for read-only email access. Chair Young recommended adding it to the new hire handbook.

**Garden Club:** Selectman Young thanked the Garden Club for the garden work they did at the Town Office garden. Steve Abelson has removed the dead shrubs located at the Moore Park sign and indicated that he did a wonderful job.

Selectman Young indicated they have wooden office furniture in the concession stand located at Moore Park and she does not know what the Board wants to do with it and as she would like to move the furniture out. She will check to see if there is water in the concession stand building and if the furniture is getting damaged. She will talk to Road Agent Wuebbolt find out if a drain can be put in to alleviate it. The Garden Club is looking for storage area and will be using the storage shed.

**Town Funding Opportunities:** Selectman Chivers confirmed that the Congressionally Designated Appropriation Request which they applied for through Senator Jeanne Shaheen has accepted the application that was submitted and will notify the Town in January.

**Trustees of the Trust Fund:** Albert Hall stated that Dennis Hebert asked if he would be an Alternate for the Trustees of the Trust Fund, and he agreed.

Selectman Young made a motion to appoint Albert Hall as Alternate for the Trustees of the Trust Funds. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

**Town Office Building - Boiler Repairs:** Selectman Moran stated that the Town Office boiler needs service and repairs done and they have received quotes to have the work completed.

The UPS towers in the basement of the Town Office building have been alarming Block 5 that there is an electrical overload. It is unclear what is causing it and that it may be something that is in a plug outlet that is ran by the UPS and causing it to overload. It was determined that they will reach out to the electrician Mr. Pelletier who is familiar with the building's wiring to look at it.

**OTHER BUSINESS:**

Selectman Chivers revealed that a year ago MRI (Municipal Resources Inc.) gave a review of Town Office software. The Town had allocated over \$125,000 to integrate the Town Office departments for software support and license fees. He asked the Board if they intended to go forward with it, as they are waiting for someone to contact the company. Selectman Moran confirmed that he will contact them.

Selectman Chivers stated there is an abatement request in the Selectmen's Office resulting from a bill the Assessor suggested the Board to abate for a land use change tax assessment and it was sent to the wrong person. Selectman Young had placed a note on the request which stated that she thought it should be discussed in a public meeting. Selectman Chivers stated that he does not feel that it needs to be addressed in a public meeting. Selectman Young added she did not know the abatement rules and thought all abatements needed to be done in a public meeting. Chair Brock confirmed that it is only a clerical error, and it does not need to be addressed to the public.

Selectman Chivers made a motion to approve the abatement request for 608NH LLC on Maplewood Drive in the amount of \$17,000 initiated by Town Assessor Steve Hamilton. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.

Chair Brock stated he has reviewed all the information regarding a Town Administrator in Candia and the different job descriptions they received from other towns. He added that he particularly likes the one from Chester. He encourages the Board to look them over and that he would like to add a Town Administrator into the next Budget.

**Board to authorize the payments of payroll and payables.** Selectman Chivers announced the payroll for the week ending July 8th was \$18,838.95, for week ending July 15th was \$18,004.07. Payables for week ending July 8th was \$31,886.55 for week ending July 15th was \$32,623.26 for a combined total of \$101,352.83.

Selectman Chivers made a motion to approve the accounts payable and payroll checks for the total amount of \$101,352.83. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.

- The next Board of Selectmen's Meeting is scheduled for Monday, July 26<sup>th</sup>, 2021.

**Public Input:** None noted.

Selectman Young announced that First Stoppe in Candia at Exit 3 will be having Cruise Night on Thursday, July 15<sup>th</sup> from 5pm-8pm and the funds donated will be in honor of Honor Flight. They will also be having fireworks that evening beginning at dusk.

There will be a Town Office Employee BBQ on Friday, July 30<sup>th</sup> and the Town Office will be closing at 1:00pm.

**8:41 pm** Selectman Dann made a motion to suspend the Public Session and go to a Non-Public Session under RSA 91A: 3, II (1). Seconded by Selectmen Young. All in Favor. Motion carried by a vote of 5-0-0.

**8:57 pm** Selectman Dann made a motion to move from the Non-Public Session and enter into a Public Session. Seconded by Selectmen Chivers. All in Favor. Motion carried by a vote of 5-0-0.

Selectman Chivers 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 Dann. Motion carried by a vote of 4-1-0.

**8:57 pm** Selectman Dann made a motion 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