

APPROVED
Candia's Virtual Selectmen's Public Session Minutes
November 8th, 2021 at 7:00 pm

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

7:00 pm Chair Brock opened the Public Session Meeting followed by the Pledge of Allegiance.

Chair Brock announced Andria Hansen as Candia's Town Administrator.

Attendance: Chair Brien Brock, Selectman Patrick Moran, Selectman Russ Dann, Selectman Boyd Chivers, Selectman Sue Young, Town Administrator Andria Hansen, Accounting & Payroll Specialist Donna Becker and Administrative Assistant Linda Chandonnet.

Approval of Minutes: Public Session and Non-public Session Minutes for October 25th, 2021.
None noted.

Selectman Dann made a motion to accept the October 25th, 2021, Public Session and Non-Public Minutes as presented. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.

Approval of Minutes: Public Session Minutes for October 29th, 2021. Correction noted on line 36 to read 3-0-0.

Selectman Chivers made a motion to accept the October 29th, 2021, Public Session Minutes as amended. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 3-0-2.

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

Highway: Road Agent Jeff Wuebbolt gave an update and read the attached report. Selectman Dann asked what could be done for the road at the circle by the Recycle Center in which people cut the corner. Road Agent Wuebbolt stated that he will add gravel there. Selectman Young asked about repairing the road holes on South Road. Road Agent Wuebbolt stated it was due to the wet weather, and in order to repair it he would need to cold patch it.

Police: Chief Mike McGillen gave an update and read the attached report. He confirmed that the Town does not receive any revenue from giving out speeding tickets or from serving papers to the public. The only time they receive money is from Town Ordinances.

Al Hall (Resident) stated that he appreciates the Police Department information booklet that was made to educate the community for the need on modernizing the Police Station.

Fire: See attached reports. The Candia Police and Fire Department were all recognized for their presence on roads, highways and overpasses for NH State Police Staff Sergeant Jesse Sherrill who passed away. On Nov. 3rd, 2021 a procession was led by State Police as they made the journey home from Concord to Dover.

Building Department: Building Inspector Kevin Gagne gave an update and read the attached report. Selectman Dann thanked him and acknowledged how he is handling the code violations in Town and building relationships with the individuals, as well as taking care of what needs to be done.

Solid Waste: See attached report and information. The burn pit at the Recycle Center has cement blocks that are disintegrating because they are over thirteen years old. This will need to be taken care of possibly after next year and he received a rough cost estimate. The question is, if this would be in a warrant article in order to take a portion of it next year and to let people know that this will need to be done. If they stop the brush fire pit, a lot of residents would be upset.

Budget: Selectman Young stated the Budget Committee will be having a meeting on Wednesday, November 10th, 2021, at 7pm.

WARRANT ARTICLES

ARTICLE A

To see if the town will vote to raise and appropriate the sum of One Hundred Fifty Thousand Dollars (**\$150,000**) for **Excess Winter Road Maintenance**, these funds will not be used unless the operating winter maintenance funds are exhausted. This will be non-transferable appropriation. Said funds to be expended under the direction of the Board of Selectmen.

Selectman Chivers moved to accept the Excess Winter Road Maintenance warrant article as written. Seconded by Selectman Moran. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE B

To see if the town will vote to raise and appropriate the sum of Two Hundred Fifty Thousand Dollars (**\$250,000**) for the Northern portion of **Tower Hill Road**. Said funds to be expended under the direction of the Board of Selectmen.

Selectman Chivers moved to accept the Tower Hill Road warrant article as written. Seconded by Selectman Dann. Discussion opened. Chair Brock asked the Road Agent to consider reducing the amount. Road Agent Wuebbolt explained that he wants to keep it at the same amount as rebuilding all the ledge on Tower Hill Road will be very costly as it included pounding. Chair Brock mentioned there will be another warrant article of approximately \$100,000. Selectman Young stated in the past the public has been very supportive of keeping to this schedule. Road Agent stated that if it would not pass, what they could do instead of doing Adams and Healey Road, he could just put in for Adams Road. Selectman Young asked how many years they had two separate warrant articles. Accounting & Payroll Specialist Becker confirmed it was in the last few years that it was in. Selectman Dann asked if the pounding would affect the wells. Road Agent reassured him that it would not be blasting and that hammering would be a lot less intrusive and they would not need to worry about that. Discussion ended.

ARTICLE C

To see if the town will raise and appropriate the sum of One Hundred Thousand Dollars (**\$100,000**) for the wear course application to **Adams Road and Healey Road**. Said funds to be expended under the direction of the Board of Selectmen.

Selectman Chivers moved to accept Articles B & C warrant article as written. Seconded by Selectman Young. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE D

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.

Selectman Chivers moved to accept the Fire Apparatus Capital Reserve Fund warrant article as written. Seconded by Chair Brock. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE E

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.

Selectman Chivers moved to accept the Fire Station Infrastructure and Grounds Capital Reserve Fund warrant article as written. Seconded by Selectman Dann. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE F

To see if the Town will vote to establish a **revolving fund** pursuant to RSA 31:95-h for the purpose of the **Candia Fire Department** providing ambulance services. All of the revenue received from fees, charges and other income derived from the Candia Fire Department providing ambulance services will be placed in the fund. The money in the fund shall be allowed to accumulate from year-to-year and the money will not be considered part of the Town's general surplus. The Town Treasurer shall have custody of all of the money in the fund. Upon request of the Fire Chief and by order of the governing body, The Town Treasurer shall pay out money from the fund for expenses associated with purchasing, operating and equipping ambulances and with providing ambulance services. No further approval by the legislative body is required to pay money from the fund.

Selectman Moran moved to accept an established revolving fund for the purpose of the Candia Fire Department providing ambulance services warrant article as written. Seconded by Selectman Chivers. Discussion opened. Selectman Dann asked who the governing body is? He was told the Board of Selectmen. Discussion closed. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE G

To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (**\$20,000**) to be placed in the existing **Revaluation Capital Reserve** fund for the Future Revaluation of the municipality. Said funds to be expended under the direction of the Board of Selectmen.

Selectman Moran moved to accept the existing Revaluation Capital Reserve fund for the Future Revaluation of the municipality warrant article as written. Seconded by Selectman Chivers. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE H

To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars (**\$4,000**) for the operation and maintenance of the **Fitts Museum**. Said funds to be expended under the direction of the Trustees of the Fitts Museum. (By request of the Trustees of the Fitts Museum). Selectman Moran moved to accept the operation and maintenance of the Fitts Museum warrant article as written. Seconded by Selectman Chivers. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE I

To see if the town will vote to raise and appropriate the sum of Two Thousand Five Hundred Dollars (**\$2,500**) to be placed in the existing **Town Office Building Maintenance Fund**. Said funds to be expended under the direction of the Board of Selectmen. Selectman Chivers moved to accept the existing Town Office Building Maintenance Fund warrant article as written. Seconded by Selectman Moran. Discussion opened. Selectman Young asked if that would be enough money for the amount of work that needs to be done for the Town Hall with covid? She thought it was in the budget that was cut back or limited. Selectman Moran stated it was by \$5,000 and does not know when that happened. Selectman Young does not see how they will do what is needed. She will bring this up also when they do the budget. When they were talking about how they have 21 employees that work in the building and that they need a new Police Department, and when are they going to fix the Town Hall building. Selectman Moran brought up the subject that the Town Hall building is getting to a point that things are going to fail. It's getting at that age that one thing right after another are happening. Selectman Young thinks they can use covid money for that because it is a new requirement. Selectman Chivers added that it was in their plans before the Ambulance came up. Building Inspector Gagne stated what they have spent on updating and repairing the heating and generator and that the infrastructure is in good shape right now. Exterior is where they would have to focus on more of the interior. For covid compliances, he hopes they are near the end and another pandemic should not happen. They do not have a drinking fountain, everyone is keeping social distancing and the State of NH indicated that the numbers here are low. Selectman Chivers asked if it matters on how much is in the fund now and do we know? Accounting & Payroll Specialist Becker stated the end of last year it was \$40,000. Selectman Young stated as you all know I am all for going to the Trust Funds. Selectman Chivers asked if they wanted to leave it at \$2,500. Selectman Young asked how about leaving it the way it is for now. Discussion ended. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE J

To see if the Town will vote to raise and appropriate the sum of Seven Thousand Five Hundred Dollars (**\$7,500**) for the purpose of review and update of the current **Hazard Mitigation Plan Update** as required by FEMA. These funds are expected to be reimbursed through federal grant funding.

Selectman Moran moved to accept the current Hazard Mitigation Plan Update warrant article as written. Seconded by Selectman Dann. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE K

To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars (**\$4,000.00**) for the purpose of review and update of the current **Emergency Operations Plan Update** as required by FEMA. These funds are expected to be reimbursed through federal grant funding. Selectman Chivers moved to accept the current Emergency Operations Plan Update warrant article as written. Seconded by Selectman Young. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE L

To see if the Town will vote to raise and appropriate the sum of Twenty-Eight Thousand Eight Hundred Dollars (**\$28,800**) for the implementation of a **Mosquito Control Program** designed to reduce the risk of exposure to mosquito-borne diseases such as Zika, EEE, West Nile Virus and the Jamestown Canyon Virus.

Selectman Young moved to accept the implementation of a **Mosquito Control Program** warrant article as written. Seconded by Selectman Dann. Discussion opened. Building Inspector confirmed that is the full amount needed for testing and spraying. Selectman Young asked if he needed certification as the previous Building Inspector did and asked if he had it in the health budget. Building Inspector replied, it did not mention certification and it was strictly the quote for 3rd party testing. The application and everything is inclusive. Selectman Moran stated that that was reduced from \$38,000. Not all in favor. Motion carried by a vote of 3-2-0.

ARTICLE M

To see if the town will vote to raise and appropriate the sum of Three Thousand Five Hundred Dollars (**\$3,500**) to be placed in the existing **Smyth Memorial Building Fund**. Said funds to be expended under the direction of the Board of Selectmen.

Selectman Chivers moved to table the existing **Smyth Memorial Building Fund** warrant article as written and will ask Carla Penfield to come in to tell them why they need it. Seconded by Selectman Young. Not all in favor. Motion carried by a vote of 4-1-0.

ARTICLE N

To see if the Town will vote to raise and appropriate the sum of Six Thousand Eight Hundred Seven Dollars (**\$6,807**) in support of the **Rockingham County Community Action**.

Selectman Moran moved to accept the **Rockingham County Community Action** warrant article as written. Seconded by Selectman Dann. Discussion opened. The Board had a discussion on which program it was under. Accounting & Payroll Specialist Becker confirmed Southern NH Services. Discussion ended. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE O

To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars (**\$4,000**) in continuation of its support of the **Visiting Nurse Association of Manchester and Southern New Hampshire**.

Selectman Chivers moved to accept the **Visiting Nurse Association of Manchester and Southern New Hampshire** warrant article as written. Seconded by Selectman Young. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE P

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**.

Selectman Chivers moved to accept the **American Red Cross** warrant article as written. Seconded by Selectman Moran. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE Q

To see if the Town will vote to raise and appropriate the sum of Two Thousand One Hundred Seven Dollars (**\$2,107**) in continuation of its support of the **Rockingham County Nutrition and Meals on Wheels Program**.

Selectman Chivers moved to accept the **Rockingham County Nutrition and Meals on Wheels Program** warrant article as written. Seconded by Chair Brock. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE R

To see if the Town will vote to raise and appropriate the sum of One Thousand Two Hundred Fifty Dollars (**\$1,250**) in continuation of its support of the **Child Advocacy Center**.

Selectman Chivers moved to accept the **Child Advocacy Center** warrant article as written. Seconded by Selectman Moran. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE S

To see if the Town will vote to raise and appropriate the sum of One Thousand Two Hundred Fifty Dollars (**\$1,250**) in continuation of its support of **Waypoint (formally Child and Family Services)**.

Selectman Chivers moved to accept the **Waypoint (formally Child and Family Services)** warrant article as written. Seconded by Selectman Young. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE T

To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (**\$1,000**) in continuation of its support of the **CASA** (Court Appointed Special Advocates for Children).

Selectman Young moved to accept the **CASA** warrant article as written. Seconded by Selectman Dann. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE U

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**.

Selectman Chivers moved to accept the **Home Health and Hospice Care** warrant article as written. Seconded by Selectman Moran. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE V

To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (**\$1,000**) in continuation of its support of **Big Brother/Big Sister**.

Selectman Dann moved to accept the **Big Brother/Big Sister** warrant article as written. Seconded by Selectman Young. Opened for discussion. Selectman Young asked how many people they service, and that she doesn't know of anyone utilizing them. Selectman Moran stated he does not know if their information mentions how many they service. Discussion ended. All were in favor. Motion carried by a vote of 5-0-0

ARTICLE W

To see if the Town will vote to raise and appropriate the sum of Seven Hundred Dollars (\$700) in continuation of its support of the **Aids Response Seacoast**.

Selectman Chivers moved to accept the **Aids Response Seacoast** warrant article as written. Seconded by Selectman Moran. All were in favor. Motion carried by a vote of 5-0-0.

ARTICLE X

To see if the Town will vote to raise and appropriate the sum of Two Hundred Twenty-Five Dollars (\$225) in continuation of its support of the **Retired and Senior Volunteer Program**.

Selectman Chivers moved to accept the **Retired and Senior Volunteer Program** warrant article as written. Seconded by Selectman Young. All were in favor. Motion carried by a vote of 5-0-0.

Budget Review: Selectman Young stated that she wanted to call for a vote, as the last meeting they voted and approved it was when they first heard all the departments presentation, and they were up with the budget by 8% (without the ambulance) there have been some changes since, and they had asked the department heads to try to have their budgets at a 2% or 3% increase from their 2021 budget. She has heard the Fire Department said they would make it work and asked if that was accurate. Accounting & Payroll Specialist Becker stated that she did not add the new changes of information she received for the Recycle Center.

There was a discussion on how they had asked all departments to try to have their budgets at a 2% or 3% increase from the 2021 budget, however, inflation has affected everyone, and it has caused department increases as well as the wage increases of the Town Employees.

Selectman Chivers made a motion to endorse the budget that is already presented to the Budget Committee at 5.4% (without the Recycle Center updates, Health Insurance or Staffing changes) showing an amount of \$3,164,458.

Selectman Chivers made a motion and to present the Budget Committee through the Boards representative Selectman Young in the amount of \$3,164,458 subject to revision after they receive Health Insurance numbers. Seconded by Selectman Dann. Not all were in favor. Motion carried by a vote of 4-1-0. Selectman Young stated that she is not in favor but will represent the Board as they voted.

Candia Crossing: Chair Brock stated the Selectmen will need to vote in order to have the surety Bond released for the Candia Crossing project. This Bond is not a typical one that they have on development, it is a reclamation Bond. If the project failed there was money there to loom and seed the land to what it was before the ground was broken. He made a recommendation to release the Bond as there are no inspections required by the Building Inspector, Road Agent or Stantec. Chair Brock made a motion and recommended releasing the surety Bond for the Candia Crossing project. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.

Safety Facility Committee - Update: Chair Brock stated they may submit a separate warrant article to purchase only the land for the Police Department. The Committee feels it is important to have the property first. They should have the actual numbers for the building of the Police Department in their upcoming meeting scheduled on November 22nd. He clarified that the numbers that they receive for the cost of the Police Department will not include the remodeling of the Town Hall.

OTHER BUSINESS

Board to authorize the payments of payroll and payables. Selectman Moran announced the payroll for the week ending November 4th was \$18,592.53, for week ending November 10th was \$41,252.57 for ARPA – COVID Payroll, for week ending November 10th was \$19,778.09. Payables for week ending November 4th was \$730,656.06 of which the school received \$700,000.00. For week ending November 10th was \$42,367.03 for a combined total of \$852,646.28.

Selectman Dann made a motion to approve accounts payable and payroll checks for a total of \$852,646.28. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.

- The next Board of Selectmen's meeting is scheduled for November 22, 2021 @ 7:00pm.

The Board agreed to giving gift cards to the individual that helped the Fire Department receive Grants for over \$165,000 and for Jake Labbe who assists with all the flags in Town.

Selectman Young made a motion to give a \$75 gift cards for the individual who help the Fire Department receive Grant money and for Jake Labbe. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.

Accounting & Payroll Specialist Becker gave an update that the new software for accounts payable, cash receipts and accounting will launch next Monday. They are not fully trained yet however, they were told that an individual will be at the Town Hall or online to assist with any questions. They have not received notification of when Building Department or Tax Office will be going live but they are hoping it will be before the end of the year. She also stated that the cloud would probably be a good idea for them.

Selectman Moran announced Candia's Women's Club will be doing their food drive on Saturday Morning, November 13th at the Town Hall building for the Food Pantry.

Candia's Women's Club would like permission for a Christmas Giving Tree at the Town Hall and to put Christmas Lights on the tree.

The Board members thanks Candia's Women's Club for all their work at Exit 3.

8:28pm Selectman Chivers made a motion to suspend the Public Session and enter into a Non-Public Session under RSA 91A: 3, II (c). Seconded by Chair Brock. All in Favor. Motion carried by a vote of 5-0-0.

8:40 pm Selectman Dann made a motion to leave the Non-Public Session and return to the Public Session. Seconded by Selectmen Young. All in Favor. Motion carried by a vote of 5-0-0.

Public Input: None noted.

8:40 pm Selectman Chivers made a motion to adjourn the Public Meeting. Seconded by Selectmen Dann. All in Favor. Motion carried by a vote of 5-0-0.

Respectfully submitted,
Linda Chandonnet, Recording Secretary