

APPROVED  
**Candia's Virtual Selectmen's Public Session Minutes  
December 27th, 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.

**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 December 13th, 2021.**

**MOTION: Selectman Dann made a motion to accept the December 13th, 2021, Public Session minutes and Non-Public Session Minutes as presented. Seconded by Selectman Moran.** Opened for discussion. Selectman Young stated on the public minutes to add on to line 70 at the end of sentence, by the Budget Committee. Non-Public Minutes, no corrections noted. Discussion ended. **All in favor. Motion carried by a vote of 4-0-1. Chair Brock abstained.**

**Fire Department – Recommendation:** Selectman Chivers announced Fire Chief Young's recommendation of appointment for Stephen Coppin as a member of Candia's Volunteer Fire Department.

**MOTION: Selectman Chivers made a motion to accept Fire Chief Young's recommendation for appointment of Stephen Coppin as a member of Candia's Volunteer Fire Department effective 12.27.2021. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.**

**Conservation Commission - Recommendation:** Chair Brock stated Conservation Commission, Chair Judi Lindsey submitted recommendations of renewals for Leon Austin and Dick Snow

**MOTION: Selectman Young made a motion to accept the recommendation renewals of appointment from Conservation Commission Chair Judi Lindsey for Leon Austin and Dick Snow as of 12.27.2021. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.**

**ENCUMBERANCES:**

Chair Carla Penfield of the Smyth Memorial Building Trustees gave invoices regarding yardwork and partial roof work that will need to be done at the Smyth Memorial Building as well as a contract for next year's roof work that will need to be completed. What is not spent this year and any amount left in their budget, they will encumber it to pay for the two invoices that are not completed, and if there is anything left from that, to hold it over for next year.

**MOTION: Selectman Chivers made a motion to encumber the funds left over after the payables cycle for the Smyth Memorial Building Trustees of the Smyth Memorial Building after the end of this payable cycle. Seconded by Selectman Moran. All were in favor. Motion carried by a vote of 5-0-0.**

Town Administrator Andria Hansen confirmed that in the last Selectmen's Meeting, the Police Department were approved for Body Camera's. The amount is to come out of their budget, and they would like to encumber this amount including the Block 5's support fees totaling \$21,205.

**MOTION: Selectman Dann made a motion to encumber \$21,205 for the Police Department's Body Camera's and the support fees for Block 5. Seconded by Selectman Chivers. All were in favor. Motion carried by a vote of 5-0-0.**

Chair Brock stated the Police Department would like to encumber for a new Police Cruiser. Accounting & Payroll Specialist Becker gave an update of the budget numbers and stated there may be enough money left over to cover this, but if it goes over they may need to absorb it out of their escrow account.

**MOTION: Selectman Dann made a motion to encumber a Police Cruiser for \$35,831.35 is subject to balances at the end of year, and the difference of amount may be taken from their escrow account. Seconded by Selectman Chivers. All were in favor. Motion carried by a vote of 5-0-0.**

Chair Beth Chalbeck of the Cemetery Trustees stated there needs to be some paving done in the cemetery and they are looking to encumber any money left over into their account. The cost is \$16,800 for the cemetery paving.

**MOTION: Selectman Chivers made a motion to encumber the balance in the Cemetery Trustees account to go towards the paving. Seconded by Chair Brock. All were in favor. Motion carried by a vote of 5-0-0.**

Road Agent Jeff Wuebbolt stated he would like to encumber \$100,000 towards the asphalt maintenance budget line until next year, and they can use the money they missed out on due to scheduling and use it next year. Most of it will be used for shim and overlay.

**MOTION: Selectman Chivers made a motion to encumber \$100,000 for the asphalt maintenance budget line to satisfy the contract with Bourassa Construction, LLC. Seconded by Chair Brock.** Discussion opened with Chair Brock asking the roads involved. Road Agent Wuebbolt gave the details of the locations on Old Manchester Road, South Road and North Road. Discussion ended. **All were in favor. Motion carried by a vote of 5-0-0.**

Selectman Chivers added that Road Agent Jeff Wuebbolt would like to encumber \$18,000 to pay Severino Trucking Co. for the sitework they did at the Town Pit. Road Agent Wuebbolt explained that it is only for the sand excavation and to stockpile it. They have been trying to save money for this project and he should have \$18,000 in this year's budget to do this.

**MOTION: Selectman Chivers made a motion to encumber \$18,000 to pay Severino Trucking Co. for the sitework they did at the Town Pit. Seconded by Selectman Dann. All were in favor. Motion carried by a vote of 5-0-0.**

Selectman Young discussed encumbrances for the Parks & Recreation's Budget and the work to be done will include playground mulch, painting the gazebo, doors and locks and tree trimming at the park.

**MOTION: Selectman Young made a motion to encumber the Parks & Recreation's Budget Line for the balance and remainder amount left as of the end of year for work to be done at of playground mulch, painting the gazebo, doors and locks and tree trimming at Moore Park. Seconded by Selectman Dann. All were in favor. Motion carried by a vote of 5-0-0.**

Fire Chief Dean Young explained that he has information to purchase personal CO Detectors for his Medical Employees. He would also like to encumber \$2,000, as the State is requiring them to put lettering on the Ambulance and will provide a slip for it. There will be \$20,000 left in his

budget and that is from the dispatch line that he is not spending because they did not go with Londonderry, therefore this money is available if the Board needs it to go towards something else. **MOTION: Selectman Chivers made a motion to encumber \$1,885 to pay for Fire Departments Medical Supplies of CO Detectors, \$2,000 for the lettering of the Ambulance and \$12,150 for Bergeron Protective Clothing and Gear. Seconded by Selectman Dann. All were in favor. Motion carried by a vote of 5-0-0.**

**BUDGET:**

Chair Brock apologized to the Board Members that were at the last Budget Committee Meeting as he was not present to explain the increase in the budget and it was a discussion that was to go before Select Board first for a review and should not have gone to the Budget Committee.

Chair Brock explained that when Andria Hansen first came to work as Town Administrator, that one of her missions was to evaluate and advise the Board on what she felt was needed for a part-time or full-time Administrative Assistant. After her evaluation it was determined that the Office would need that position to continue as full-time. As of January 1<sup>st</sup>, 2022, that position would be full-time consisting of 32.5 hours per week. The Administrative Assistant will take meeting minutes from a recording and will not attend the BOS meetings in order to cut additional hours that way. He confirmed the Office Assistant will be working approximately 8-12 hours per week. Chair Brock asked the Board Members if they wanted to change the bottom line for the Office help budget bottom line for 2022 before it would go the Budget Committee's last review or if the Board wanted to wait to make that change at the Deliberative Session.

Selectman Chivers stated, he believes they need to go to the Budget Committee first and to take their argument there to explain it and to see if they will support it. Right now, the budget is at \$77,000 and is showing that it is going up by \$20,000.

Selectman Young stated that one of the pushbacks from the Budget Committee is not just the wages of the position, but also the benefits which brings it above the amount if they are more than part-time. She stated when Chair Brock had told them in the past that Town Administrator Hansen was being hired that the way they were going to pay for it was to put the Administrative Assistant position down to a part-time position and there would be two part-time positions and one full-time position. She thought the Board is probably going to get pushback from the Budget Committee on it. It doesn't matter who it is, if the finance goes back to part-time, as Town Administrator Hansen would be taking some of the work off Accounting & Payroll Specialist and the Office Assistant. This is how Chair Brock had justified the Town Administrator. If one of these two full-time positions goes back to part-time positions, then it alleviates the benefits and that would bring it down to the amount of what he had proposed.

D. Becker confirmed that the Office Assistant will not be working more than 12 hours per week and explained the work they perform. Town Administration Hansen is handling HR issues as they arise, and that has helped her workload. Chair Brock agreed and stated that they are trying to work with the 25 hours for the Administrative Assistant that they had initially put into the budget and to see what the Office Assistant works or is willing to work. The balance would be put towards the Administrative Assistant position. Selectman Young stated it is not the number of hours, it is the benefits. D. Becker said the budget shows the benefits was still added in, and the retirement was not, sick days and wage amount is still the same. Selectman Young thought that the benefits were more. Selectman Chivers stated that it is around \$25,000 a year. Chair Brock stated that D. Becker confirmed that she had included it into the budget. Selectman Young responded that they would need to get to the bottom line at the Budget. She stated they added a Town Administrator which was sold to her and the Board that it would be one person full-time and two part-time positions. Chair Brock stated originally it was their hope, but since then they have given the Town

Administrator a directive when she came onboard to assess the position based on her recommendation. Selectman Young stated that she did not know that he had told the Budget Committee and that they were going to give the Town Administrator a directive. Chair Brock stated that it does not matter, as it is not the Budget Committee's job. If the Selectmen cannot defend their decision, then shame on them.

Selectman Chivers believes that the first stop is with the Budget Committee, make a presentation and ask them to increase the budget by \$20,000. Chair Brock stated, if they disagree is the Board willing to go to the Deliberative Session and increase the budget. Chair Brock added that he is looking for the Boards support and asked if they would move forward with this.

**MOTION: Selectman Chivers made a motion to make a presentation at the Budget Hearing and ask the Budget Committee for their Budget of \$20,000 to reflect the Administrative Assistant's position of 32.5 hours a week. Seconded by Selectmen Dann.** Discussion opened. Chair Brock asked Selectman Young why she voted no. Selectman Young stated that she thinks it would be better in a non-public meeting. Discussion ended. **All not in Favor. Motion carried by a vote of 4-1-0.**

Selectman Young asked the Board if they read the budget items that the Budget Committee recently cut of \$27,000. Selectman Chivers stated that the changes that Selectman Young had would need to go to a meeting in January. Selectman Young stated it is not the changes that she wanted to make, it was if the Board wanted to go back and defend the \$27,000 that the Budget Committee cut out. She thinks one of them was \$7,000, and totals \$27,000 that was cut out, plus the ambulance which was \$200,000 something. She will make a blanket statement in hopes that the Board will get this money put back in that they cut out before adding more. Chair Brock asked D. Becker if she had this information and she confirmed she received an email from Budget Committee Chair Lynn Chivers had sent her. She believes it showed the Budget Committee had put the money back into the Smyth Memorial Building and the Fire Department and that there were some things they had been taken out.

Chair Beth Chalbeck of the Cemetery Committee explained to Selectman Young that she is not okay with the way their budget is. They will need trees cut at Hill Cemetery, and they cannot take money out of the Perpetual Care Fund. The Hill Cemetery does not have Perpetual Care Funds, only Holbrook Cemetery has it. \$10,000 is what it will cost to take down four trees along the road, and they cannot accomplish that with the budget they have, and they will need that extra money. The \$10,500 that they are asking for of the Perpetual Care Fund is for paving. They only have about \$500 left in this year's account to encumber. They have approximately \$11,000 for paving on a \$16,800 invoice. Chair Chalbeck stated they are asking to be reimbursed from the Perpetual Care Fund for 420 lots at \$25 per lot, adding up to \$10,500. With the amount Martin McFarland spent to take care of the lots was \$16,000, therefore she is well under what she is allowed. Their Budget is now at \$62,000 and is looking for a \$71,000-\$72,000. Trustees of the Trust Fund Penfield confirmed the Trustees approved the Cemetery Committee request and they may have the \$10,500 of the Perpetual Care money and she will provide D. Becker the approved note. Selectman Young stated that they are still looking to put back from the \$62,648 that is in there now back to the \$72,648 that they had requested because \$4,450 was taken out of Facility Improvement maintenance in order to get it back up. She explained that it would be adding to the bottom line and that the budget report she was looking at did not provide all the updated amounts. D. Becker stated that she will provide them an updated budget spreadsheets for the next Budget Committee Meeting.

Trustees of the Trust Fund Penfield and Cemetery Committee Chair Chalbeck gave clarification and information on how the Cemetery Perpetual Care Funds works.

**Warrant Article:** Chair Brock gave an update for the Safety Facility Committee in that they will not be presenting a Warrant Article for the building this year, as it was decided that it would be too much money. He asked for the Selectmen's support to have a Warrant Article reflecting the purchase of the land and any architectural rendering they will need to get to a building number. The total is \$644,580 of which \$300,000 they would like to access out of the Capital Reserve Fund. Town Administrator Hansen has presented the Warrant Article to Town Council, and they approved it. See attached.

**MOTION: Selectman Dann made a motion to see if the Town will vote to raise and appropriate the sum of \$644,580 for the purpose of purchasing two parcels of property located on Raymond Road, identified in the Town of Candia tax records as Map 409 Lot 096 and Map 409 Lot 097. Using \$300,000 from the Future Capital Improvement Trust Fund created for that purpose, and the balance \$344,580 to come from the general taxation. Seconded by Selectman Moran.** Discussion opened. Selectman Chivers read a letter he wrote. See attached. He explained his concerns for the upcoming budget and the price to build the Police Facility and that it would be too much for the Taxpayers. He does not believe that they should be going forward with the design and engineering until they assess the voter's interest first. He cannot support this Warrant Article, if it jeopardizes their operating budget in which the Town Administrator is going to get paid. If they go into a default budget, they are instantly shortening \$150,000 which is \$75,000 for the Town Administrator and \$75,000 for the Employees Cost of Living Increase that they just authorized. He also gave his other concerns in the budget. Selectman Young agreed, gave her concerns and would like for them to purchase only the land for now. Selectman Dann explained they have done a lot of work so far and that he does not want to sacrifice what they have done and that having a Town Administrator is an asset. Chair Brock gave his reasons to building the facility and that he did not have a problem to changing the warrant article to only purchasing the land. Discussion ended.

**Selectman Chivers amended the article to see if the Town will vote to raise and appropriate the sum of \$400,000 for the purpose of purchasing two parcels of property located on Raymond Road, identified in the Town of Candia tax records as Map 409 Lot 096, and Map 409 Lot 097. Using \$250,000 from the Future Capital Improvement Trust Fund created for that purpose, and the balance of \$150,000 to come from the general taxation. Seconded by Selectman Young.** Discussion opened. Selectman Young stated that if they were to keep some of the money in the account that the taxpayers will agree to do that. Discussion ended. **All in favor. Motion carried by a vote of 5-0-0.**

Fire Chief Dean Young asked the Board if they will be giving the Police Facility numbers to the public for the cost to build it. Chair Brock stated all the information is available.

#### **OTHER BUSINESS**

Town Administrator Hansen stated they received the Petition for the CYAA.

**MOTION: Selectman Chivers made a motion to approve the Petition for the CYAA (Candia Youth Athletic Association) in the amount of \$20,000. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.**

**Holiday Schedule:** Chair Brock asked if they had the Holiday Schedule resolved. Administrative Assistant Chandonnet mentioned to add the word only for the Police for January 1st and December

25<sup>th</sup>. Becker stated that she could add to the schedule New Years is December 31<sup>st</sup> and could add (Not Police Officers) and the same with Christmas (Not Police Officers).

**MOTION: Selectman Chivers made a motion to approve and adopt the 2022 Employees Holiday Schedule dated December 28th, 2021. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

Administrative Hansen presented the Board with a Current Use Abatement in order for the Tax Collector to clear her books. See attached.

**Selectman Chivers made a motion to approve the Abatement for the Robert L. Johnson Trust for Map 402 Lot 079-2 and Map 402 Lot 070-1 to be approved based on a recommendation from Candia's Assessor. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

### **OTHER BUSINESS**

**Board to authorize the payments of payroll and payables.** Selectman Chivers announced the payroll for the week ending December 23rd was \$24,104.46, for week ending December 30th was \$22,042.47, Payables for week ending December 23rd was \$64,098. For week ending December 30th was \$91,586.22 for a combined total of \$201,831.65.

**MOTION: Selectman Chivers made a motion to approve accounts payable and payroll checks for a total of \$201,831.65. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.**

### **Calendar:**

- The Town Offices will be closed on New Year's Eve - Friday, December 31st, 2021
- The next Board of Selectmen's meeting - Monday, January 10th, 2022 @ 7:00pm.
- The Town Offices will be closed on Martin Luther King Day - Monday, January 17th, 2022

**Public Input:** None noted.

Selectman Dann read a letter the Police Department received from the Brady Family regarding Police Lieutenant Richard Langlois who had responded to an emergency call. See attached. There was discussion on posting it at different locations for the public to read.

**8:46pm MOTION: Chair Brock made a motion to adjourn the Public Meeting. Seconded by Selectmen Moran. All in Favor. Motion carried by a vote of 5-0-0.**

Respectfully submitted,  
Linda Chandonnet, Recording Secretary