

**Candia Board of Selectmen**  
**Agenda**

April 25th, 2022 @ 7:00 pm

**Pledge of Allegiance**

**Roll Call**

**Approval of Minutes:** Public & Non-Public Minutes for April 11th, 2022

**Public Hearing: Accept Quarterly Grants & Donations**

**New Business:**

- Bob Stout – Cemetery Groundskeeper

**Old Business:**

- Consider Well Monitoring at Town Hall

**Other Business:**

**Calendar:**

- Next Board of Selectman's Meeting on Monday, May 9th, 2022 @ 7:00pm

**Public Input**

This public body may enter into one or more nonpublic sessions as permitted under RSA 91-A:3, II(c).

**Adjourn**

**Payroll and Accounts Payable**

Check Date	Payroll Manifest	Total Amount	Payroll Subtotal
04/14/22	1205	21,953.66	21,953.66
04/21/22	1206	24,223.98	46,177.64
Check Date	Accts Pay Manifest	Total Amount	Accts Pay Subtotal
04/14/22	202215	20,667.00	20,667.00
04/21/22	202216	50,485.98	71,152.98
Grand Total Payroll and Accts Pay			117,330.62

**Join Zoom Meeting**

<https://us02web.zoom.us/j/6034838101>

Meeting ID: 603 483 8101 Password: 8101

Dial In +1 646 558 8656 US

UNAPPROVED  
**Candia's Virtual Selectmen's Public Session Minutes**  
**April 11th, 2022. at 7:00 pm**

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

**7:10 pm** Chair Brock opened the Public Session Meeting followed by the Pledge of Allegiance.

**Attendance:** Chair Brien Brock, Selectmen Patrick Moran, Selectman Russ Dann, Selectman Boyd Chivers, Selectman Sue Young and Town Administrator Andria Hansen.

**Approval of Minutes: Public Session Minutes for March 28th, 2022.**

**MOTION: Selectman Dann made a motion to accept the March 28th, 2022, Public Session minutes as amended. Seconded for discussion by Selectman Young.** Discussion Opened, Selectman Young corrected line 23 to, limits it to a single dwelling. Line 147 to replace, "Many people said they disagree" to "Two male Selectmen disagreed". There was a conversation on whether or not to add the zoom chat comments to the minutes. No decision was made to include chat comments into the minutes. The subject was brought up if the minutes should be brief or more detailed. No decision was made. Discussion ended.

**MOTION: Selectman Chivers made a motion to accept the March 28th, 2022, Public Session minutes as presented.** Discussion Opened, Selectman Chivers stated the changes on line 23 to Selectman Young suggested. Selectman Young disagreed and wanted to strike out line 147 and to make it accurate and read "Two male Selectmen disagreed". Selectman Chivers moved to include line 147 with the amendment to the minutes. Discussion ended. **Seconded by Selectman Moran. 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 and gave an update. Chair Brock reminded the Road Agent to repair the two radiuses at the Town Hall parking lot and the shoulders on Chester Turnpike.

**Police:** Chief Mike McGillen read the attached report and gave an update. Drug Take Back will be held on April 30<sup>th</sup> from 10am-2pm at Candia's Fire Station. The new police cruiser might be in later this week, it will need to have equipment installed and it could possibly be ready to operate in a few weeks.

**Fire:** Selectman Chivers read the attached reports. Fire Chief Young gave an update about the quick response time with Candia's ambulance and the hiring of additional staffing, and that it is all working out well. He will be adding the number of response calls to his reports. He mentioned that they are working on selling one of their Fire Engine Trucks through a Broker.

**Building Department:** Building Inspector Gagne read the attached report and gave an update on some of the properties that have code violations. He updated the Board on the computer software company Muni-Smart that they are currently using for their data on inspections and permits and that it was not updated in January, as they were expecting to be using MRI (Municipal Resources



Candia Selectmen's Public Session Minutes of 04/11/2022

Inc.) by now. The Town Administrator Hansen and the Land Use Office will be having a conversation with MRI, as they are not providing the service that was offered. Building Inspector Gagne confirmed he will provide an updated violation list of code enforcements monthly to keep the Board informed. Brenda Coughlin (resident) asked for the status of the code violations on Langford Road, and she was updated.

**Solid Waste:** Selectman Dann read the attached report and gave an update.

**Budget:** The next Budget Committee Meeting is scheduled for Wednesday, April 13<sup>th</sup> at 7:00pm.

**NEW BUSINESS**

**Town of Chester – 300<sup>th</sup> Year Anniversary:** The Town of Chester has invited the Town of Candia to attend their celebration in honor of the Tricentennial of the Town's incorporation in 1722. The event will be held at Stevens Memorial Hall on 1 Chester St., at the intersection of State Routes 102 and 121 on May 7<sup>th</sup>. 2022 at 10:00am. See attached. Selectman Dann and Selectman Moran agreed to represent Candia for the celebration.

**Bob Panit – LEOP (Local Emergency Operating Plan) Grant:** Emergency Management Director Bob Panit presented the Board with a Grant Agreement of \$4,000 to sign and will submit a copy to the State. See attached.

**MOTION:** Selectman Young made a motion to enter it into the minutes. Selectman Moran said, the Selectboard and a majority vote will accept the terms of the Emergency Management Performance Grant as presented in the amount of \$4,000 to update the communities LEOP. Furthermore, the Board acknowledges the total cost of this project will be \$8,000 in which the Town will be responsible for a 50% match of \$4,000. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.

**OLD BUSINESS**

**Eagle Scout Project:** Eagle Scout Candidate Nathan Hall from Candia Troup #120 gave an update regarding his bike repair project. He asked the board if they would confirm to be the beneficiary of his project that would be located on private property near the rail trail, and they agree to work with him to have an easement completed.

**MOTION:** Selectman Chivers made a motion that with the towns support, the Board will accept the easement when it has been drafted and recorded. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.

**Al Couch – LED Conversion:** Recycle & Energy Member Al Couch presented additional information on the LED conversion for the Town Office building and the outside surrounding area. They received a proposal from Affinity to convert the lights to LED which would give the town large savings. They have funding options from Eversource or Municipal Leasing Consultants which may be chosen by the Board when they decide to. See attached.

**OTHER BUSINESS**

**Selectmen's Minutes.** It was noted that Zoom was not working properly during the meeting and. Selectman Moran stated he will look into it.

Candia Selectmen's Public Session Minutes of 04/11/2022

- 93     **Payments of payroll and payables.** Selectman Chivers confirmed the grand total for payroll and  
94     payables for the week ending 4/07/2022 was \$585,458.35.  
95
- 96     **Calendar:**
- 97         •   The next Board of Selectmen's meeting is scheduled on Monday, April 25<sup>th</sup> @ 7:00 pm.
- 98     **Public Input:** Kevin Coughlin (resident) had questions for the Board regarding the roles of the  
99     Selectmen and the hiring of the Town Administrator and their responsibilities.
- 100    Brenda Coughlin (resident) requested information to be added on the website regarding policies,  
101    procedures and a mission statement for the public.
- 102    Mr. Labbe (resident) asked how many people work under the Town Administrator, and received  
103    the information.
- 104    Dick Snow (resident) praised Town Administrator Hansen returning to work for the Town of  
105    Candia.
- 106    **8:48pm Selectman Dann made a motion to suspend the Public Session and enter into a Non-**  
107    **Public Session under RSA 91A: 3 II (a).**  
108
- 109    **9:27pm MOTION: Selectman Chivers made a motion to adjourn the Public Meeting.**  
110    **Seconded by Selectmen Dann. All in Favor. Motion carried by a vote of 5-0-0.**  
111
- 112    Respectfully submitted,  
113    Linda Chandonnet, Recording Secretary



Grants Sept 2021 thru March 2022			DOES THIS NEED TO BE NOTICED?		RSA 31:95-BIII(a)
Check Date	From	Check Number	Check Amount	Grant	Account Number
09/28/21	FM Global Foundation	22921050	3,000.00	Fire Dept - 2 laptops	01-3319-09-000
10/27/21	State of New Hampshire	3287440	33,265.97	Highway Block Grant BLK FY22 QTR2	01-3353-00-000
12/23/21	Samsung Galaxy Smartphone	ACH Dep	23,667.92	Firehouse Sub Grant	01-3359-24-000
01/01/22	State of New Hampshire	3319624	22,177.31	Highway Block Grant BLK FY22 QTR3	01-3353-00-000
02/14/22	State of New Hampshire	3326655	5,543.99	Fed FEMA COVID reimbursement 2020	01-3319-09-003

<b>DONATIONS - 2021 4th - 2022 1st QTRS</b>						
<b>Date</b>	<b>Donated From</b>	<b>Check Number</b>	<b>Donation Amount</b>	<b>Food Pantry</b>	<b>Welfare</b>	<b>Police Dept</b>
09/30/21	Hannaford - Fight Hunger bags	15220	29.00	29.00		
10/01/21	Barbara & Laurence Kelly	4131	1,000.00	1,000.00		
11/02/21	Michael Ryan & Robin Steiner	8437	50.00	50.00		
11/17/21	Michael Ryan & Robin Steiner	8440	50.00	50.00		
11/22/21	Anonymous donation	cash	20.00	20.00		
11/22/21	American Legion	527	200.00	200.00		
11/23/21	Raymond Lions Club	1163	300.00		300.00	
11/24/21	Raymond Rotary Club	3743	400.00	400.00		
12/01/21	Dawn Clancy & Elizabeth Kruse	2380	30.00	30.00		
12/01/21	Anonymous - gift card to Market Basket	gift card	100.00	100.00		
12/02/21	Betty Sabean	7929	50.00	50.00		
12/06/21	Robert Ratten	cash	50.00			50.00
12/07/21	Steven & Sandra Schubert	1103	1,000.00	1,000.00		
12/08/21	Cogswell Benevolent Trust	2424	2,500.00	2,500.00		
12/10/21	Michael Ryan & Robin Steiner	8450	50.00	50.00		
01/03/22	Pine Ridge Lights	cash	300.00		300.00	
01/16/22	Woodnotch Farms - memory of E Schroeder	35069	50.00	50.00		
02/03/22	Michael Ryan & Robin Steiner	8461	50.00	50.00		
02/03/22	Granite State Credit Union	154967	250.00	250.00		
03/16/22	Michael Ryan & Robin Steiner	8473	50.00	50.00		
	<i>memory of E Schroeder</i>					
	Donald and Judith Seward	Many years of Town Reports dating back to 1878				
	<b>Totals</b>		<b>6,529.00</b>	<b>5,879.00</b>	<b>600.00</b>	<b>50.00</b>

**MOVE TO ACCEPT THE ABOVE MENTIONED DONATIONS TOTALING \$2,390.80**



## Grant Reimbursement to General Fund

① **“I Move to reimburse the Fire Department’s operating budget with Grant monies received from FM Global Foundation in the amount of \$3,000.00”**

② **“I Move to reimburse the Fire Department’s operating budget with Grant monies received from Samsung Galaxy Smartphone in the amount of \$23,667.92”**

**TOWN OF CANDIA**  
**Selectmen's Office**

# Memo

**To:** Donna Becker, Accounting and Payroll Specialist

**From:** Andria Hansen, Town Administrator

**cc:** Bob Stout – Cemetery Groundskeeper

**Date:** April 13, 2022

**Re:** New hire

---

This memo is to authorize Robert Stout to work in the town cemeteries pending the authorization of his hire on April 25<sup>th</sup>, 2022 at the Selectmen's meeting. Mr. Stout will be working as a groundskeeper for the town cemeteries. His start date will be April 13<sup>th</sup>, 2022 and his hourly wage is \$29.00 per hour. Mr. Stout will work under the direction of the Cemetery Trustees and the Sexton, Martin McFarland.

  
Brien Brock, Chairman

  
Patrick Moran, Vice-Chair

  
Susan Young

  
Russel Dann

  
Boyd Chivers