

# Candia Board of Selectmen

## Agenda

June 27th, 2022 @ 7:00 pm

**6:30pm Non-Public Session according to RSA 91-A:3, II(a)**

**Call to Order**

**Pledge of Allegiance**

**Roll Call**

**Approval of Minutes:** Public Minutes for June 13th, 2022

**New Business:**

- Smyth Memorial Building – Accept Appointment
- Cemetery Trustees – Accept Resignation
- Safety Facility Committee – Public Hearing Request

**Old Business:**

- Diesel Fuel Rate Adjustment
- 2021 Abatement Recommendation - Map 406 Lot 103

**Other Business:**

**Calendar:**

- The Town Offices will be closing at 12:30pm on Friday, July 1<sup>st</sup>, 2022 for the Town Office Employees Summer BBQ.
- The Town Offices will be closed on Monday, July 4<sup>th</sup>, 2022 in observance of Independence Day.
- Next Board of Selectman's Meeting on Monday, July 11<sup>th</sup>, 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:**

### 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  
June 13th, 2022, 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, Selectmen Patrick Moran, Selectman Russ Dann, Selectman Boyd Chivers, Selectman Sue Young and Town Administrator Andria Hansen.

**Approval of Minutes: Public Session Minutes for May 23rd, 2022.** None noted.

**MOTION: Selectman Dann made a motion to accept the May 23rd, 2022, Public Session minutes as presented. Seconded for discussion 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. He received a call from a resident who lives on Kayla Drive asking if it would be possible to post a speed limit sign for 25 on that road. He agrees that it would be a good idea as well as for all the development roads.

**MOTION: Selectman Chivers made a motion to post speed limit signs for 25 miles an hour on Kayla Drive and development roads for all current and future. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

Selectman Dann stated that the cul-de-sac where it meets dump road needs road repair. Selectman Chivers added that 73 Langford Road property has hazardous waste items and truck tires and asked Chief McGillen if he could find out if they have camera footage of who left the waste items there, and to look into disposing of it. Selectman Young reminded the Road Agent about the repairs to be done on Donovan Road. She added that the Cemetery Roads that he recently paved look great. Road Agent Wuebbolt stated that Chester Turnpike will be done in the fall. Selectman Chivers stated the town has paid an invoice to CWS Fence & Guardrail Company for the replacement of guardrails on both sides of Patten Hill Road for a cost of \$10,487. Selectman Chivers stated the town has received money from the insurance company and he would like to reimburse the monies into the Highway Department’s account.

**MOTION: Selectman Chivers made a motion to authorize transferring the \$10,487 that was received from the insurance company and to credit the Highway Department account that the invoice was paid from. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.**

**Police:** Chief Mike McGillen read the attached report and gave an update. They have implemented the new body worn camera’s, everyone in the department has had training and he reported that the camera’s are working out well.

Officer Serena Shutter has resigned from her position on the Police Department, and they wish her well in her new career.



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NE Run for the Fallen Soldiers will be having a Road Race this year and the organizers wanted to know if anyone had issues from the race they had last year. This is a small group of runners that will be stopping at a few places in Candia, to have a small service at the markers of fallen soldiers from the area.

Chief McGillen stated the Police Department had used bicycles that were brought to the State Auction to be sold. He believes it would be a good idea for any amount that is received to be given back to the bicycle program or to the Fire Department and will be directed for the children.

**MOTION: Selectman Dann made a motion to accept the resignation of Officer Serena Shutter. Seconded by Selectman Young.** Discussion opened. Selectman Dann stated the Board would like to thank her for her services. Selectman Young added, it is with regret. Discussion ended. **All in favor. Motion carried by a vote of 5-0-0.**

**Fire:** Selectman Chivers did not have a report available. He indicated that Fire Chief Young went to the recent Budget Committee meeting and explained the billing procedure for the ambulance service and how it will work.

**Building Department:** Building Inspector Gagne read the attached report and gave several updates on the Violation List Summary that was presented to the Board.

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

**Budget:** Selectman Dann stated the Budget Committee had a question in their last meeting of what this Board is thinking about doing on the decrease of revenue in some of the departments. He indicated that the Budget Committee would like to see a report at their next meeting. Chair Brock confirmed this year's budget is on the Boards minds, and that they will be keeping the Budget Committee informed. At this point it is very early in the year to make any determination, and the Committee will need to wait until the Board has more facts.

**NEW BUSINESS**

**Bike Repair Station – License Agreement:** Selectman Chivers stated the Bike Repair Station has been completed by Eagle Scout Nathan Hall. The owner of the property has agreed that it will be allowed to stay there for the next twelve months. This would give enough time to negotiate with the State of NH in order to receive permission to relocate it in the parking lot on Depot Road. See attached License Agreement.

**MOTION: Selectman Chivers made a motion to approve the License Agreement, to have it signed by the Board and release it to the owner of the property Mrs. Lecat. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.**

**Zoning Board Resignation - Approval:** Selectman Chivers stated member Bob Petrin of the Zoning Board of Adjustment has given his resignation effective June 15<sup>th</sup>, 2022. See attached.

**MOTION: Selectman Young made a motion to approve member Bob Petrin's letter of resignation from the Zoning Board of Adjustment effective June 15, 2022 with deep regret. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

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**Request for Re-Appointment:** Selectman Chivers stated the Board received a letter of consideration for Anthony Steinmetz to become a member of the Zoning Board of Adjustment.

**MOTION: Selectman Chivers made a motion to appoint Anthony Steinmetz to fill the remainder of Bob Petrin's term as member of the Zoning Board of Adjustment. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**Resignation:** Selectman Moran stated Land Use ~~Administrative Assistant~~ <sup>Coordinator</sup> Lisa Galica gave her letter of resignation on Friday, June 10, 2022.

**MOTION: Selectman Moran made a motion to accept ~~Land Use Administrative Assistant~~ <sup>Coordinator</sup> Lisa Galica's resignation. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.**

The Board had a discussion on the open ~~Administrative Assistant~~ <sup>Coordinator</sup> position in the Land Use Department to determine if it should be part-time or full-time. The Board all agreed to a full-time position.

**MOTION: Selectman Dann made a motion to advertise the ~~Land Use Administrative Assistant~~ <sup>Coordinator</sup> position as a full-time position. Seconded by Selectman Moran All in favor. Motion carried by a vote of 5-0-0.**

Town Administrator Hansen mentioned that she has been interviewing applicants for the open Accounting & Payroll Specialist position.

**Holiday:** Selectman Dann announced that June 13<sup>th</sup> is a National Holiday. Town Administrator Hansen stated she is part of the NH Municipal Managers Group and indicated that 80% of towns do not recognize this as paid holiday. She also confirmed that the State does not give employees the day off. If the Board wanted to recognize this holiday, they would need to make that decision for next year's schedule. They will table this until December for next year's schedule.

**OLD BUSINESS**

**Dog Licenses:** The Town Clerk presented the Board with a Dog License Warrant Agreement for them to sign.

**License Agreement for Fire Department:** The Town received a license agreement for the repeater with NH Public Broadcasting and the Candia's Volunteer Fire Department which requires a Board member's signature.

**MOTION: Selectman Chivers made a motion to authorize Chairman Brock to sign the agreement between Candia's Volunteer Fire Department and NH Public Broadcasting. Seconded by Selectman Moran All in favor. Motion carried by a vote of 5-0-0.**

**OTHER BUSINESS**

**Highway Department:** Selectman Chivers stated that he has had conversations with Road Agent Wuebbolt on compensating the contractors for their price of diesel fuel. He mentioned the State of NH currently uses a formula that they are using to adjust the hourly rate for their contract drivers based on the price of diesel fuel. He would like to use the State's policy and incorporate it for the Town of Candia. It will be a quarterly adjustment, and they will be working out a formula and present it to the Board for their approval. Road Agent Wuebbolt added that they will also want to



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139 implement this for their equipment and trucks. In conclusion it was agreed to be a formal policy  
140 that the Town adopts which will list all the criteria's and will be done quarterly. Chair Brock stated  
141 the adjustment should be retroactive from April.

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143 **Calendar:**

- 144       • The next Board of Selectmen's meeting is scheduled on Monday, June 27th @ 7:00 pm.

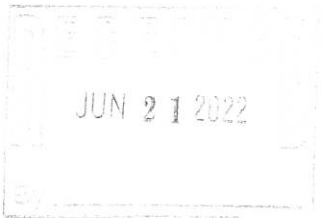
145 **Payments of payroll and payables.** Selectman Chivers confirmed the grand total for payroll and  
146 payables for the weeks ending 5/26/22, 6/02/22 & 6/09/2022 Totaled \$734,218.24, of which the  
147 school received \$485,101.

148 **Public Input:** None noted.

149 **8:04pm MOTION: Selectman Chivers made a motion to adjourn the Public Meeting.**  
150 **Seconded by Selectmen Dann. All in Favor. Motion carried by a vote of 5-0-0.**

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152 Respectfully submitted,  
153 Linda Chandonnet, Recording Secretary




June 19, 2022  
Candia Board of Selectmen  
High Street  
Candia, NH 03034

Dear Select Board,

I would like to be appointed to the Smyth Memorial Building board of trustees.

Sincerely yours,

A handwritten signature in cursive script that reads "Susan Hayden". The signature is fluid and elegant, with the first and last names clearly distinguishable.

Susan Hayden  
33 Hemlock Drive  
Candia, NH 03034

\* next Bos mtg  
6/27/22

Miriam Wilcox  
773 High St  
Candia, NH 03034

June 10<sup>th</sup>, 2022

Dear Beth,

It has given me great satisfaction to do my part as an alternate for the Cemetery trustees of the town of Candia. I hope my contributions have benefitted the town in some small way. I love this community and was honored to serve. I regret to inform you that I will be resigning from my role as of June 17<sup>th</sup>, 2022 as I will be moving out of state.

Thank you for the opportunity. I know the team will continue to work effectively and accomplish many tasks.

Thank you kindly,

Miriam Wilcox  
[mbarsalou@gmail.com](mailto:mbarsalou@gmail.com)  
(603) 731-7466

**Town of Candia  
Board of Selectmen  
Tel: 603-483-8101  
Fax: 603-483-0252**

# Memo

To: Board of Selectmen  
Through: Town Administrator  
From: Boyd Chivers  
Date: June 16, 2022  
RE: Cost Impact of Diesel Fuel Adjustment Policy

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The Board has recently approved for adoption a policy to retroactively indemnify contractors for the Highway Department for the unanticipated increase in the cost of diesel fuel they have sustained since their contract rates were established in September, 2021. The rate increase is calculated using March 31, 2022 as the end point since that is when the winter maintenance terminated. The rate increase is determined as follows:

- 1. Average cost of diesel fuel as of September 30, 2021 when the latest contract rate was approved and a benchmark was established: \$3.03.
- 2. Average cost of diesel fuel as of March 31, 2022: \$5.10.
- 3. Difference: \$2.07
- 4. Hourly consumption (NH DOT standard) 5 GPH
- 5. Gross rate increase (\$2.07 X 5)      \$10.35
- 6. Less 15% downtime                      1.55
- 7. Net hourly rate adjustment            \$8.80



Board of Selectmen

June 20, 2022

Page Two

The following analysis will illustrate the immediate cost of a retroactive allowance of a diesel fuel adjustment policy as it is applied to the contractors performing winter maintenance between January 1, 2022 and March 31, 2022 when their winter work substantially ended:

Contractor	Hourly Rate	Hours Worked	Rate Adjustment	Amount Due
D. Crowley	\$84.75	198	8.80	\$1742.40
E. Heald	72.03	198	8.80	1742.40
J. Cooper	94.10	199	8.80	1751.20
J. Mitchell	72.03	176	8.80	1548.80
J. Young	94.10	199	8.80	1751.20
J. Wuebbolt	84.75	334	8.80	2939.20
Kanon Const.	68.88	295	8.80	2596.00
M. Young	94.10	328	8.80	2886.40
S. Arthur	72.56	198	8.80	1742.40
W. Cooper	72.56	12	8.80	105.60
TOTAL				<u>\$18805.60</u>

**TOWN OF CANDIA**

**POLICY NUMBER:**

**SUBJECT: DIESEL FUEL ADJUSTMENT FOR HIGHWAY DEPARTMENT CONTRACTORS**

**ADOPTION DATE:**

**REVISION DATE:**

**EFFECTIVE DATE: April 1, 2022**

**SUPERSEDES:**

**SECTION 1. PURPOSE**

The purpose of this policy is to indemnify contractors performing work for the Highway Department for any increases in the cost of diesel fuel used in the equipment contracted by the Town subsequent to the date the latest hourly rate for that equipment was established and approved by the board of selectmen.

**SECTION 2. ELIGIBILITY**

Eligible contractors include those performing both summer and winter maintenance with either or both construction equipment and highway motor vehicles.

**SECTION 3. ADJUSTMENT CALCULATION**

The AAA Average price for Diesel Fuel for the month the hourly rate was originally established will constitute the benchmark against which eligibility for a rate adjustment is determined and calculated. The contractor will be entitled to a corresponding increase in the hourly rate equal to the difference between the benchmark amount and the AAA average price for diesel fuel on the last day of the months of March, June, September, and December of each subsequent year adjusted by the following assumptions:

- A. The subject equipment consumes 5 gallons of diesel fuel per every hour for which it is contracted; and
- B. The subject equipment is idle 15% of the contracted period and not eligible for a rate adjustment during that period.

**SECTION 5. APPLICABILITY**

**This procedure applies only to the Highway Department of the Town of Candia. The diesel fuel adjustment will not be applied to the hourly rate paid under the Minimum Payment Policy adopted by the board of selectmen.**

**Adopted by vote of the Board of Selectmen on this the \_\_\_\_ day of \_\_\_\_\_, 2022..**

\_\_\_\_\_  
**Brien Brock, Chairman**

\_\_\_\_\_  
**Patrick Moran, Vice Chairman**

\_\_\_\_\_  
**Russ Dann**

\_\_\_\_\_  
**Susan Price Young**

\_\_\_\_\_  
**Boyd Chivers**



