

APPROVED  
**Candia's Virtual Selectmen's Public Session Minutes  
September 16th, 2022, 2:30 pm**

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

**2:30 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 and Town Administrator Andria Hansen.

**Audit Report:** Chair Brock stated they will be going over their Audit Report to see the deficiencies they need to get on and which were completed. Town Administrator Hansen mentioned the Auditors Report will be in soon. The Board agreed they should also review the Purchasing Policy.

Selectman Moran questioned the \$11,274 Maintenance item under MS-9. Town Administrator Hansen said she will talk to the Auditors about it.

Selectman Chivers mentioned the Library Fund General Ledger will have the Library Trustees integrate their accounting with the Boards.

Selectman Dann stated the Transfer Station Deposits that was on the audit report has been corrected.

**Letter of Resignation:** Chair Brock stated the Board received a letter of resignation from Accounts Payable Specialist Jessica Tanguay effective October 14<sup>th</sup>, 2022. Selectman Moran stated he does not accept her resignation without receiving a reason and to see if it is something they can try to fix.

**MOTION: Selectman Dann made a motion to accept Jessica Tanguay's resignation with deep regret. Seconded by Selectman Chivers. Not all in favor. Motion carried by a vote of 3-0-2.**

**The Board rescinded their Motion.** Discussion tabled.

**2:14pm Selectman Dann made a motion to suspend the Public Session and enter into a Non-Public Session under RSA 91A: 3 II (a). Seconded by Selectmen Young. All in Favor. Motion carried by a vote of 5-0-0.**

**3:05pm Chair Brock reopened the Public Session Meeting**

**Proposed 2023 Budget Review**

**Ambulance:** Selectman Chivers questioned Captain EMS Mike Kelley's proposal. In the first 8 months of 2022 they spent \$180,750 on payroll which amounts to \$13,600 a month. Would you compare that to your 2023 budget, your payroll just went to \$22,750 a month, which is a a 67% increase? He asked him to explain. Captain Kelley indicated they still have days without any ambulance coverage. They only had one provider on and that on Sundays they had no providers on, so it was left to any personnel available in Town to respond. The numbers are based on having 2 paramedics during the day, 7 days a week for 10 hours and a night stipend to people to respond from home for 12 hours of 6am to 6pm. Selectman Chivers asked if it was going to fix his staffing problem by putting another \$100,000 on it. Captain Kelley replied that the night staffing only increased \$70,000, the daytime coverage is reflected is what is reflected in there of over \$200,000 and that is for 7 days a week, 10 hours a day. They just implemented a new structure for the nightly stipend this week because starting October 1<sup>st</sup>, they need to have 2 EMT's on the ambulance

in order to be within the law. As of right now they are allowed to have 1 EMT on and a driver, but this will go away on October 1<sup>st</sup>, 2022. He revealed they pay people competitively in order to keep their employees. Ideally they would have full time, 24-hour coverage but this is not feasible right now. January through April they had a number of weeks where they did not have anyone working, and that is why their year to date spent in wages is lower than it should be. They have since now hired a number of people during the day so that it is a better reflection. There are still a few days a week they do not have coverage. That is why he has hired 2 people at the highest level. Discussion ensued. Their receivables are currently at \$7,200 however they have \$100,000 out in billing and expressed that it is very challenging for them. He was told by their Insurance Company that they should receive roughly 25-30% less in revenue. Selectman Chivers said he supports this subject and how they need to present it as a budget item. He has called NHMA for some guidance on whether the net or gross costs goes into the budget. He suggested placing the \$318,885 into the budget and allocate it into the different lines. Discussion ensued.

**MOTION: Selectman Chivers made a motion to fund the ambulance service in the amount of \$318,885. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.**

**Fire Department/Forestry:** Fire Chief Young read some of the large increases his department had. He mentioned they need to pay rent for the towers at Saddleback and Cunningham. He explained that he took the 2 lines that were in Fire for EMS equipment maintenance and gave it to the Ambulance.

He explained they received 2 Grants and the beginning of the year that have not been paid back into his budget yet, and they will need to be paid for before they would get reimbursed. Accounting & Payroll Specialist Tanguay explained the GOEFFR funds were received and noted it should be received in as a State Grant, but they are not supposed to put it back into his budget line. It should stay negative for the auditors, or they would see it as State Grants as revenue and that is for all Grants received. Fire Chief Young stated in the future they need to find a place to keep somewhere so they can pay for Grants because they need to pay them upfront. They discussed adding separate lines going forward for Grants.

**MOTION: Selectman Chivers made a motion to approve \$216,561 on the Fire Department's 2023 Budget request and to add \$1 Grant line for potential Grants. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.**

**MOTION: Selectman Chivers made a motion to approve \$318,886 on the Ambulance 2023 Budget request and to add \$1 Grant line for potential Grants. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.**

**Animal Control:** Police Chief McGillen gave the updates. This wage line went up because their pay was increased, and it does not show a cost-of-living increase.

**MOTION: Selectman Moran made a motion to accept the Animal Control Budget Line of \$7,205. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.**

**Police Department:** Police Chief McGillen recommended to take the new cruiser out of the 2023 Budget and place \$1 on that line. He believes they are in good shape with the 5 vehicles they have right now. He indicated they need laptops, portable radios, tasers and will be applying for Grants.

**MOTION: Selectman Dann made a motion to accept the Police Department's Budget Line of \$864462 and to add \$1 Grant line for potential Grants. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.**

**Auditing Services:** The Auditing Services has spent \$14,250 and they want to go up to \$21,850. Town Administrator will reach out to them for more information. The Board will leave it at \$18,000, and this will be tabled for now.

**Budget Committee:**

**MOTION: Selectman Chivers made a motion to accept the Budget Committee's 2023 Budget Line of \$1,428. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**Building Department:** Town Administrator Hansen noted the wages line has gone down. The Software Support line has gone down and she changed the line to \$1 and moved it into her budget. She has left the rest to be level funded. The wages line is shown without the Cola.

**MOTION: Selectman Chivers made a motion to accept the Building Department's 2023 Budget Line of \$119,524. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.**

**Cemetery:** Bookkeeper Beth Chalbeck of the Cemetery Trustees stated they kept everything the same except the wages line. If the wages line goes up for Cola, the Trustees are to receive up to a 3% increase.

**MOTION: Selectman Moran made a motion to accept the Cemetery 2023 Budget Line of \$74,510. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**Conservation Commission:** Selectman Chivers stated the Conservation Commission is level funded.

**MOTION: Selectman Chivers made a motion to approve the Cemetery 2023 Budget Line of \$2,802. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.**

**Direct Assistance:** Welfare Officer Donna DelRosso would like to keep the same amount, if she happens to receive 2 families in need, all of the money could be used. She would rather have the money available in the event it is needed. The Board determined they would like the line at \$15,000.

**MOTION: Selectman Dann made a motion to approve the Direct Assistance 2023 Budget Line of \$15,000. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**Election & Voter Registration:** There will only be one election this year. Selectman Moran stated there will be an adjustment/reduction in employee hours worked and less wages to pay. The Board tabled this.

**Election Administration:** The Board agreed to the amount of \$10,000 and tabled this for now.

**MOTION: Selectman Dann made a motion to approve the Election Administration 2023 Budget Line of \$10,000. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**Emergency Management:** Selectman Chivers stated this is level funded in the amount of \$3,000.

**MOTION: Selectman Chivers made a motion to approve the Emergency Management 2023 Budget Line of \$3,000. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**Health Officer:** Town Administrator Hansen stated protective clothing was not used and reduced the line to \$100.

**MOTION: Selectman Young made a motion to approve the Health Officer 2023 Budget Line of \$501. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.**

**Heritage Commission:** Chair Brock stated the Heritage Commission has not met in 3 years. This line was changed to \$1, until it is clarified.

**MOTION: Chair Brock made a motion to approve the Heritage Commission 2023 Budget Line of \$1. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**Highway Department:** Road Agent Wuebbolt reported that he has 4 increases in his budget. 1) Tree removal. 2) Asphalt Maintenance, as asphalt prices are up by 10%. 3) Winter Payroll which is a 10% increase and to plow one new road. Purchase a Pickup Truck for snowplowing parking lots. He would also like to add \$1 Grant line for potential Grants. 4) Salt, as there was increase this year of 8%.

**MOTION: Selectman Chivers made a motion to approve the Highway Department 2023 Budget Line of \$712,388 and to add \$1 Grant line for potential Grants. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.**

**Insurance:** Tabled for discussion.

**Legal Expenses:** Tabled for discussion.

**Other Culture & Rec: Summer Rec/Ski Program:** Selectman Chivers made a motion.

**MOTION: Selectman Chivers made a motion to approve the Other Culture & Rec: Summer Rec/Ski Program 2023 Budget Line of \$3. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.**

**Parks & Rec: Moore Park:** Selectman Young stated she has put in \$2,000 for Playground equipment purchase. There is enough money in their account to replace the slide that Candia Fire & Rescue will be replacing. She is looking to replace the garbage containers with covers, and a tarp for the infield as well as the tree and shrub on whatever they can do for fire hazard. She mentioned there is enough money to do treatment for the poison ivy. If they need to lower the budgets bottom line she can ask for the playground equipment to go into a warrant article.

**MOTION: Selectman Young made a motion to approve Parks & Rec: Moore Park 2023 Budget Line of \$20,753 and to add a Grant line for potential Grants. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.**

**Planning Board:** Chair Cartier of the Planning Board clarified the legal notices line is for notices of decision that are to be sent out by registered mail. He added in another \$100 into Southern New Hampshire Planning. He reduced the Master Planning budget because they can do a lot of work with the \$8,500. He feels they can delete Microfilming and Special Projects. At the next Board of Selectmen's meeting, he would like to talk the GIS system. The plan this year is to upgrade the Master Plan and they are looking to do the proposal to do the Impact Fees. He explained the rewards of using the GIS System.

**MOTION: Chair Brock made a motion to approve the Planning Boards 2023 Budget Line of \$14,570 and to add a Grant line for potential Grants. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**Property Appraisal:** Town Administrator Hansen stated our Town Assessor Stephan Hamilton of Whitney Consulting Group is up for renewal. Mr. Hamilton gave a quote of \$33,000 which is a 10% increase due to the number of inspections, however he will try to keep it at the current \$30,000.

**MOTION: Selectman Young made a motion to approve the Property Appraisal 2023 Budget Line of \$33,000. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.**

**Solid Waste:** Facility Operator Chuck Whitcher of the Recycle Center stated the electronics line has its own line now. Selectman Dann mentioned that they are trying to get an electronic sign to be placed at the Recycle Center to keep residents updated. If it is under \$10,000 they would not need to get bids. It is not included in the budget.

**MOTION: Selectman Dann made a motion to approve the Solid Waste 2023 Budget Line of \$448,475 and to add a Grant line for potential Grants. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**Street Lighting:** The Board made a motion.

**MOTION: Selectman Chivers made a motion to approve the Street Lighting 2023 Budget Line of \$3,500. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**Tax Collector:** Tabled for discussion.

**Town Building Expenses (includes Smyth Memorial Building):** Selectmen Moran stated one of the increases is the Town Offices needed to replace the tiled flooring with planking. Many of the tiles are lifting and cracking and falling apart.

Selectman Moran noticed there was an increase in the Smyth Memorial Building maintenance line from \$11,460 to \$18,500. Chair Trustee Carla Penfield of the Smyth Memorial Building stated that is the amount they are asking for. She explained the work on the gutters and downspouts and would like to do other half side next year and increased it to \$14,000. They would like to refinish the inside wooden stairs going up to the top floor and has an estimate of \$3,000. She explained the \$7,000 left in the balance she plans on keeping in for items. This would bring her funds down to \$11,000. Discussion ensued.

**MOTION: Selectman Chivers made a motion to approve the Town Building Expenses (including Smyth Memorial Building maintenance) 2023 Budget Line of \$67,977 and to add a Grant line for potential Grants. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**Town Clerk:** Town Administrator Hansen read some of the line items the Town Clerk had given. It was questioned how the Town Clerk was storing their documents. Chair Carla Penfield of the Smyth Memorial Building Trustees revealed they may have room in the Smyth Memorial Building to store some of the Town Clerks files. Chair Brock will ask the Town Clerk how much space she will need. The Board had some questions on the Town Clerks budget lines. Tabled for discussion.

**Town Officer's Expenses (includes Trustees of the Trust Fund & Website):** Finance Specialist Tanguay stated BMSI has a payroll upgrade that needs to be done so we can submit information to NH Retirement. Block 5 has updates that they suggest us doing next year. Block 5's total is \$50,136.00. They also discussed desktop & laptop computers with software that is needed. Tabled for discussion.

**Treasurer:** The Board made a motion.

**Selectman Chivers made a motion to approve the for the Treasurer's 2023 Budget Line amount of \$13,271. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**Welfare:** Selectman Chivers stated the Welfare Officer's stipend is up by 75%. Welfare Officer Donna DelRosso expressed that her line needs to be looked at, in order to be in balance with others that receive stipends and increased hourly pay. The only time she received an increase is when there was a Cola increase, and they were not given one every year. She mentioned the Treasurer and Tax Collectors offices received increases over the last few years. She explained all the services and resources that she provides for the public and her phone is always on for them. She started the CYAA's Meet & Greet and is also involved with the Seniors Lunches and lien repayments have increased. Selectman Dann stated the warrant articles that people say that the Board should not approve, are the programs that the Welfare Officer directs them to. He also noted that other departments in Town use many of these available resources. He stated there is a lot of work behind the scenes that gets done and the hours that Welfare Officer DelRosso puts in does make a difference. Selectman Chivers asked the Welfare Officer to keep track of how many hours she works. Selectman Young asked to table this discussion for now and asked her to keep a record of how many hours she works and to come back to the Board with her information.

**Zoning Board:** The Board made motion.

**Selectman Chivers made a motion to approve the for the Zoning Boards 2023 Budget Line amount of \$1,391. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

Public Comments: Chair Brock asked if anyone had questions. None noted

**5:27pm MOTION: Selectman Chivers made a motion to adjourn the Public Meeting. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

Respectfully submitted,  
Linda Chandonnet, Recording Secretary