

APPROVED
**Candia's Virtual Selectmen's Public Session Minutes
September 26th, 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, Selectman Patrick Moran, Selectman Russ Dann, Selectman Boyd Chivers, Selectman Sue Young and Town Administrator Andria Hansen.

Approval of Minutes: Public Minutes for September 12, 2022. Line 142 correction: Monthly to daily.
MOTION: Selectman Chivers made a motion to accept the minutes as amended. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

BUDGET UPDATE

Town Clerk- Election Administration: The Town Clerk's Election Administration for the number of elections for the Town are going up. Town Clerk Hetzel stated LHS Assoc. has a program disk to read the ballots and is expecting their costs to increase.

MOTION: Selectman Young made a motion to approve the Town Clerks - Election Administration 2023 Budget line for a total of \$15,829. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

Town Clerk-Supplies & Restoration of Official Documents:

Town Clerk Hetzel said with what is budgeted now is only half the amount of the costs to store documents. She is trying to encumber and receive a number for this year and add it to next years, so that next year she can pull the documents out and use that money to bind the documents into a book. There is no more room left in her file cabinets for records that need to be kept permanently. Chair Brock mentioned having a fire protection file cabinet and asked how much space she needs to store them. Town Clerk Hetzel said she will measure what is needed. Town Administrator Hansen will reach out to Chair Penfield of the Smyth Memorial Building Trustees about storing it at the Smyth Memorial Building.

MOTION: Selectman Chivers made a motion to accept the Town Clerk's 2023 Budget line request for \$91,356. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.

Welfare: Tabled for discussion.

Auditing Services: Town Administrator Hansen stated the Auditing Services for this year is \$19,000. This amount increased to \$21,500 and this is for the week the Auditors come to the Town Office to do their written report.

Selectman Young expressed her concerns on the proposed budget that is showing a 15% increase and would like this year's tax rate done before they finalize the 2023 proposed budget. Town Administrator Hansen stated they need to wait for the MS-1. Town Assessor Hamilton is not able to finish it without the utility values from DRA, and that is what they are waiting for. If the utility values are not received by October 1, 2022, then the Town Assessor will need to file an extension. Selectman Young said she is very worried about the budget and recommends receiving this information very soon so it will move along.

The Board discussed their concerns for the 2023 proposed budget and made the decision to first meet with the Tax Collector and Welfare Officer, and then look at the whole budget for a total.

Selectman Chivers stated that he has looked at the recent income report and if the Town continues to spend money the way they are, they will be short \$72,033 at the end of the year. There is enough money in the ARPA account to cover the ambulance shortfalls, but they should tell their department heads to try and restrain from spending too much for the rest of the year. Chair Brock mentioned they need to take into account that there are some expenditures that do not come up every year. Selectman Young said that the Town has a commitment on certain items. She is worried that people will be struggling this year.

Deerfield Fair: Selectman Chivers stated the Deerfield Fair Association sent a letter to the Board requesting their signatures to confirm Candia will provide Ambulance Service and a Crew during the Fair. Chair Cartier of the Planning Board explained the process. The Board signed the document.

NHMA Training: Selectman Chivers has been in touch with Catherine Heck of NHMA about spending the ARPA Funds regarding the Ambulance Service. If NHMA could come to Candia and provide training for 2 hours, and costs \$475. Candia is running an Ambulance Service and a small business, and requires proper loss statements and separate insurance, as certain accounting standards need to be met. Everyone should be invited, in order to find out what the rules are. Town Administrator Hansen will reach out to Ms. Heck to schedule a date and will let the Board know.

MOTION: Selectman Chivers made a motion to authorize Town Administrator Hansen to contact Catherine Heck at NHMA to provide on-demand training. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

CAP Agreement: The CAP Agreement is for property liability at a rate of 9%, and the workman's compensation at a rate of 10%.

MOTION: Selectman Chivers made a motion to authorize Town Administrator Hansen to enroll the Town into the CAP program with Primex for 2023. Seconded by Chair Brock. All in favor. Motion carried by a vote of 5-0-0.

Request Funds – Smyth Memorial Building Fund: Carla Penfield of the Smyth Memorial Building Trustees is requesting \$5,947.31 from the Smyth Memorial Building Fund to pay for an invoice and using \$3,000 out of their budget.

MOTION: Selectman Young made a motion to approve taking \$5,947.31 out of the Smyth Building Memorial Fund. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

Planning Board Update: Chair Rudy Cartier of the Planning Board said there were questions about the GIS System on where it will be appropriate. The Planning Board has started using the GIS System and noted that it has been very helpful to them as well as the Land Use Office. They did the initial project in thinking they were going to continue adding things as they went along, however when they started to look at things that would be useful for the Town, not all are under the Planning Review Board, but could because they need it when looking at different things. He noted they received a proposal from Stantec to do more of the work for this year and next year. There is a line item in the Land Use Office Budget for special projects and he wanted the Board to look at what is in there in order to add some things. He did not know if it would be better for it to come out of the Land Use Office's line item. The cost is around \$1,500 a year to do the upgrade for the maintenance of the system, licensing fees and other things. When he put his budget together, he had put that in as one of his line items. He read other items that they could

have done by the end of the year. He wants to update the CIP (Capital Improvements Plan) this year before Town Meeting and to use the money they have left over in their budget to get this done. It cost approximately \$5,700 to do the CIP update and it would be very detailed. If they have this done Southern NH Planning will give them a proposal to do the Impact Fees and he will know what they can and cannot do. He read the Town Departments that it would assist. The cost is approximately \$4,000.

Selectman Young asked what would they need to do to start receiving Impact Fees? Mr. Cartier explained they need a very strong CIP Plan. They paid Stantec, however there were problems with it. It was not taken seriously. The Board has been very encouraging to have the impact fees done, however he imagines if they were more forceful on the department heads. It would have been helpful if they had added the Ambulance Service into the CIP. They have worked on estimates to get the Safety Complex done, but it will need more refining. It would have been very helpful to receive Grant Funding. In looking at the RSA's there is a hierarchy of what you would need to do, and you cannot do impact fees unless you have a solid CIP. Discussion ensued. Selectman Young asked if they could table this discussion.

Beth Chalbeck asked how much it would cost to have the Cemetery added to the CIP? Mr. Cartier said \$2,845. Mrs. Chalbeck offered the amount needed to come out of the Cemetery's budget. Mr. Cartier said there is also \$5,000 in the Land Use Budget, so in theory they might be able to get all the work done. Selectman Young asked if they could let him know at their next board meeting and Mr. Cartier agreed.

Village Cemetery Lot Line Adjustment: Mrs. Chalbeck informed the Board a Resident in Town is donating 2.5 acres of land to the Village Cemetery. The Resident does not want to be responsible paying for any fees. The Town would be the owner of the land and required to pay all fees.

MOTION: Selectman Chivers made a motion for the Town of Candia to waive any fees on anything regarding the Lot Line Adjustment for the Village Cemetery and the person who wants to donate 2.5 acres of land. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.

Town Administrator Hansen requested a motion from the Board for a previously paid invoice for Eckman Construction of \$5,000 and to move out of the Trust Fund. Chair Brock confirmed this amount was previously approved by the Board as a total amount that included this invoice. No motion needed.

Calendar:

- The next Board of Selectmen's meeting is scheduled for Monday, October 10th @ 7:00 pm.

Public Input: None noted.

Payments of payroll and payables. Selectman Chivers confirmed the grand total for payroll and payables for the weeks ending 9/15/22 - 9/22/2022 totaled \$173,802.36, of which \$54,602.22 went to Tower Hill Rd. Reconstruction WA #8.

8:01pm MOTION: Selectman Chivers made a motion to adjourn the Public Meeting. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.

Respectfully submitted,
Linda Chandonnet, Recording Secretary