

APPROVED  
**Candia's Virtual Selectmen's Public Session Minutes  
October 10th, 2022, 7:00 pm**

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

**7:00 pm** Chair Brien 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 Session Minutes for September 16th, 2022.** Delete lines 21-16.

**MOTION: Selectman Chivers made a motion to accept the September 16th, 2022, Public Session minutes as amended. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**Approval of Minutes: Public Session Minutes for September 26th, 2022.** Line 41, \$15 correct to 15%.

**MOTION: Selectman Dann made a motion to accept the September 26th, 2022, Public Session minutes as amended. Seconded by Selectman Chivers. 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.

**Police:** Chief Mike McGillen read the attached report and gave an update. They are in the process of hiring a part time candidate. Great Bay will be doing a test on November 5, 2022, and they will be sending him the results. Drug Take Back Day is scheduled on October 29<sup>th</sup>, 2022, from 10am to 2pm at the Candia Fire Station. The old police cruiser was transferred for the Building Inspector to use.

**Fire:** Selectman Chivers read the attached report and gave updates.

**Building Department:** Building Inspector Donovan read the attached report and gave updates.

**Solid Waste:** Selectman Dann read the attached report and gave updates. Hazardous Waste Day was successful, although it went over budget by \$3,600.

**Budget:** No updates to report. The next Budget Committee Meeting is scheduled for October 12, 2022.

**Other:** None noted

**NEW BUSINESS:**

**Approve Highway Safety Grant:** Town Administrator Hansen indicated she received a call from the NH Department of Safety, which was audited and they will need some pieces of information from the Town such as Certificate of Insurance. They are also requesting a letter that the Board officially approved the

Highway Safety Grant. Police Chief McGillen explained it is for the Police Department's speed enforcement patrols on the town roads for years 2022 & 2023.

**MOTION: Selectman Chivers made a motion to approve Police Chief McGillen to apply for the Highway Safety Grant years 2022 and 2023. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.**

**Mileage Increase:** Town Administrator Hansen stated the mileage rate has increased to \$62.5.

**MOTION: Selectman Chivers made a motion to approve the reimbursement rate for using personal vehicles to \$62.5 per mile. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

### **OLD BUSINESS:**

#### **Budget Review**

**Tax Collector:** This did not change, and it is level funded. There was a conversation with Tax Collector Stamatelos about the liens and the Board agreed to keep it the same. The Software line is all consolidated and Town Administrator Hansen said she will move it into her budget, they will leave \$1 in this line. This will show it is almost level funded. The miscellaneous line changed to \$100. Town Administrator Hansen said the Supervisors of the Checklist would be able to receive new computers in 2023.

**MOTION: Selectman Chivers made a motion to adjust the Tax Collectors 2023 budget in the amount of \$34,375. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.**

**Voter Registration:** The Board made a motion.

**MOTION: Selectman Young made a motion to accept the Voter Registration 2023 budget in the amount of \$7,010. Seconded by Chair Brock. All in favor. Motion carried by a vote of 5-0-0.**

Selectman Young said she does not know how the residents will be able to handle the budget increase. Chair Brock agreed. Town Administrator Hansen stated she will send an email out to department heads asking them to try lowering their budget lines. She is still waiting to hear on information regarding the insurance. The Board will table the budget until they receive more information back from the department heads. They Board chose November 7<sup>th</sup>, 2022, as a possible date to meet with Katherine Heck, on how the accounting works for the Ambulance Service.

**Welfare:** The Board is waiting to receive information back from the Welfare Officer.

### **OTHER BUSINESS:**

**Regulated Updates:** Planning Board Chair Cartier briefed the Board on some new laws that went into effect August 2022. Notification from NHMA (New Hampshire Municipal Association) that the Town is required to post all their fees for ZBA, Planning Board, Building Inspector at the Town Offices. He will work with the Land Use Office for all information to post at the Town Office and on the Website.

Mr. Cartier explained workforce housing and said he will have a discussion with the Planning Board, in asking if they want to add in a zoning ordinance change or amendment, or if they want wait.

Mr. Cartier stated when Boards/Committees gives an approval or disapproval, it is required to have a written finding of fact to support the decision that is made by that Board/Committee. If it is not done

especially if it is disapproved, there is grounds for an automatic reversal by the Superior Court upon appeal.

The Planning Board's timetable is changing. It continues to be 65 days, but the Planning Board cannot go to the Selectmen and ask for a 90 day extension. The only way they may have an extension is if the applicant agrees to it. If the Planning Board does not make a decision in 65 days, and if the applicant does not agree with the extension, then it will automatically be approved. Discussion ensued. See attached.

**GIS System:** Mr. Cartier said when they contracted to do the CIP (Capital Improvements Plan) for this year's budget, he received a budget proposal sheet showing the master plan implementation was a much less than what the budget showed. He is still trying to find out what happened and will reach out to Stantec about the invoices. He mentioned that they are also trying to do the impact fees next year.

Mr. Cartier said he does not know how the Board wants to continue with the GIS System, and if they want to take some of the funding that is in the Land Use Special Projects. There is money in the Cemetery Budget that was offered to him. There was further discussion about whether the GIS System should come from the Land Use Budget instead of the Planning Board's budget to do the updates on it. Chair Brock said he agrees that it should be from Land Use because multiple departments will be able to use it and it was a line item for special projects, and it certainly fits that. Chair Brock said the Board was talking earlier on whether they could encumber that as opposed to spending it right now? Mr. Cartier said he does not think that Stantec would have a problem with delaying the contract. He will have Stantec develop a contract for the Selectmen to sign and in delaying it to make it work that way. Discussion ensued.

**CIP Update:** Selectman Chivers asked why it costs \$5,700 to fill out an excel sheet? Mr. Cartier said it is not a spreadsheet. It has historical capital expenditures, which is proposed for 10 years out and is very detailed. With the current CIP they are guessing on many things and should not be. Selectman Chivers asked why don't they do the guess work themselves? Mr. Cartier said that he has tried to, however it did not work. For them to justify their impact fees, it must have a solid CIP. He has asked SNHP (Southern New Hampshire Planning) to assist him to do the impact fees. The whole point of when it went to the CIP is because they want to keep the capital expenditures as flat as possible over the next ten years. It is a great tool, and he believes it will help them every year at budget time. He will give the information to them at their next BOS meeting. Discussion ensued.

**Trick or Treat:** Trick or Treat will be held on Monday, October 31<sup>st</sup>, 2022, from 5-8pm.

**MOTION: Selectman Chivers made a motion and approved Trick or Treat on October 31<sup>st</sup>, 2022, from 5-8pm. Seconded by Chair Young. Chair Brock was opposed. Motion carried by a vote of 4-1-0.**

**Calendar:**

- The next Board of Selectmen's meeting is scheduled for Monday, October 26th @ 7:00 pm.

**Lot Line Adjustment:** Land Surveyor Jim Franklin came before the Board with a set of plans for the Village Cemetery Lot Line Adjustment. Mr. Franklin explained the expansion of the Village Cemetery and the Cemetery Trustees have gone through the necessary steps to obtain the property. He received a copy of the VA's standard guidelines, in which they recommend the plots to be 6x11 ft. and the aisles to be 3 ft. wide in between each plot. He noted that he is using this information as a guide.

They have come up with over 400 plots in that location. Mr. Franklin has talked to the property owner about deeding some of the land to the Town of Candia for an expansion. The owner will send Mr. Franklin a letter of authorization for him to act on their behalf, before the planning Board meeting on the Lot Line

Adjustment. He had submitted the information to the property owner and the Town, however he has not received any of the signatures and does not know if that will cause a problem. He requested all the information to be added to the minutes so the public will know how the cemetery Lot Line Adjustment was able to get to where it is. Some of the questions they have are: Is the land suitable? Mr. Franklin suggested to have a backhoe dig a test pit to find out where the ledge is. Where is the flood zone (elevation wise)? How will they get in there to cut the trees? He explained the different options.

At this point the notices have been mailed out to the abutters for the Lot Line Adjustment and scheduled to go before the Planning Board on October 19<sup>th</sup>, 2022. The current owner had questions about the current use fees and would like a letter confirming the fees are waived. Town Administration Hansen will draft a letter for the property owner to have in writing.

The property owner had a question about the Turner Mill site and the roadway that goes through Old Deerfield Road and properties on tax maps 406 lot 171 and 170. When the properties were created there was a deed in granting a layout of a road to the mill. The map shows dashes consisting of parrel lines that are roads. The property owner is concerned about who has a right to use the road. Mr. Franklin suggested the property owner contact a land use attorney for their own protection.

The property owner has talked to their family about deeding their property to the Town between the cemetery and the river which consist of 12 acres. They cannot access that part of their property without crossing the river or utilizing their access at the northerly end of parcel A. There is a break in the wall and that is the deeded access through the cemetery property into their land. Mr. Franklin believes all of these questions will work out once they go forward with the Planning Board on the Lot Line adjustment. The Owner has requested plots for her family.

**Public Input:** Mr. Cartier asked the Board when the tax rate is set, what does the state use for numbers to develop the tax rate? Selectman Young explained they use the one they are in now of 2023 with the school. They have a town assessment amount and then divide what money they are going to need for the town and the school and that will be the tax rate. Discussion ensued.

**Payments of payroll and payables.** Selectman Chivers confirmed the grand total for payroll and payables for the weeks ending 9/29/22 - 10/06/2022 Totaled \$895,183.46, that includes a school payment \$800,000.

**8:27pm MOTION: Selectman Young made a motion to suspend the Public Session and enter into a Non-Public Session under RSA 91A: 3 II (a) & RSA 91A: 3 II (c).**

**9:10pm Chair Brock reopened the Public Session Meeting.**

**9:10pm MOTION: Selectman Young made a motion to adjourn the Public Meeting. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.**

Respectfully submitted,  
Linda Chandonnet, Recording Secretary