

Candia Board of Selectmen
Agenda
October 24th, 2022 @ 7:00 pm

Call to Order

Roll Call

Approval of Minutes: Public Minutes for October 10th, 2022

New Business:

- Conservation Commission – Accept Resignation

Old Business:

- Budget
- Moore Park/Playground

Other Business:

- BOS December 26th Meeting - Reschedule

Calendar:

- Candia Meet & Greet @ CYAA on Wednesday, October 26th, 2022 from 6-8pm.
- Town Offices will be closed on Veteran's Day - Friday, November 11th, 2022
- Next Board of Selectman's Meeting on Monday, November 14th, 2022 @ 7:00pm

Public Input:

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

Adjourn

Payroll and Accounts Payable

Check Date	Payroll Manifest	Total Amount	Payroll Subtotal	
10/13/22	1234-04	34,076.71	34,076.71	<i>Paid Candia EMS workers who worked the Deerfield Fair -will be getting reimbursed \$5188.39</i>
10/20/22	1232-01	23,492.70	57,569.41	
Check Date	Accts Pay Manifest	Total Amount	Accts Pay Subtotal	
10/13/22	202241	109,250.98	109,250.98	<i>Paving-Healey Rd. 67385.32</i>
10/20/22	202242	30,819.20	140,070.18	
Grand Total Payroll and Accts Pay			\$197,639.59	

Join Zoom Meeting

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

Meeting ID: 603 483 8101 Password: 8101

Dial In +1 646 558 8656 US

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 29th, 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

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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 7th, 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

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

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

97
98 **GIS System:** Mr. Cartier said when they contracted to do the CIP (Capital Improvements Plan) for this
99 year's budget, he received a budget proposal sheet showing the master plan implementation was a much
100 less than what the budget showed. He is still trying to find out what happened and will reach out to Stantec
101 about the invoices. He mentioned that they are also trying to do the impact fees next year.

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

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

118 It is a great tool, and he believes it will help them every year at budget time. He will give the information
119 to them at their next BOS meeting. Discussion ensued.

120
121 **Trick or Treat:** Trick or Treat will be held on Monday, October 31st, 2022, from 5-8pm.

122 **MOTION: Selectman Chivers made a motion and approved Trick or Treat on October 31st, 2022,**
123 **from 5-8pm. Seconded by Chair Young. Chair Brock was opposed. Motion carried by a vote of 4-**
124 **1-0.**

125
126 **Calendar:**

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

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

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

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

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

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

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

157
158 **Public Input:** Mr. Cartier asked the Board when the tax rate is set, what does the state use for numbers to
159 develop the tax rate? Selectman Young explained they use the one they are in now of 2023 with the school.
160 They have a town assessment amount and then divide what money they are going to need for the town
161 and the school and that will be the tax rate. Discussion ensued.

162
163 **Payments of payroll and payables.** Selectman Chivers confirmed the grand total for payroll and payables
164 for the weeks ending 9/29/22 - 10/06/2022 Totaled \$895,183.46, that includes a school payment \$800,000.

165 **8:27pm MOTION: Selectman Young made a motion to suspend the Public Session and enter into a**
166 **Non-Public Session under RSA 91A: 3 II (a) & RSA 91A: 3 II (c).**

167
168 **9:10pm Chair Brock reopened the Public Session Meeting.**

169
170 **9:10pm MOTION: Selectman Young made a motion to adjourn the Public Meeting. Seconded by**
171 **Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.**

172
173 Respectfully submitted,
174 Linda Chandonnet, Recording Secretary

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

Memo

To: Andria Hansen
Town Administrator
From: Boyd Chivers
Date: October 13, 2022
RE: 2023 Operating Budget

The following recommendations are an attempt at reducing the 2023 operating budget to an amount consistent with the 2022 budget. The goal is to present the voters with a budget that includes the ambulance service and to avoid a default budget.

1. **Land Use.** Reduce Project Management by \$5,000.
2. **Direct Assistance.** Level fund and reduce by \$5,000.
3. **Highway.** Reduce Tree Canopy Trimming by \$10,500.
4. **Parks and Recreation.** Reduce Infield Tarp by \$8,500.
5. **Police.** Reduce Full Time Officers line by \$53,498 and not fill the current vacancy.
6. **Planning Board.** Reduce Master Plan by \$10,000.
7. **Town Officers.** Reduce RSA line by \$400.
8. **Insurance.** Reduce projected premium to reflect one less FTE by \$20,000.

These recommendations, if adopted and approved, will reduce the 2023 operating budget by \$112,898 resulting in a budget total of \$3,307,845 which is a modest 3.8% increase over the 2022 operating budget of \$3,186,090 approved by the voters. The only unresolved issues will be insurance and a COLA for the employees and stipend recipients.

Why communicate maintenance jump to \$15,500 - \$2,000

Questions for the Selectmen

2023 Budget

General

1. Will there be a COLA? If there will, how much will it be and who will be included?

Building Inspection

2. What will the \$5000 in Land Use Project Management be used for? The building department did not use it this year.

Cemetery

3. Why are the cemetery wages so high? \$42,160 was budgeted last year, we have spent \$21,193 as of the end of August and they are requesting \$43,425 for next year.
4. Facility Improve / Maint / Contract Serv line – What will the \$15,000 be used for?

Direct Assistance

5. Why are we increasing this line when we have spent little or nothing in the last several years?

Fire / Forestry

6. Forest Fire FICA and Medicare – What is the \$7500 for? – *yearly stipend*

Highway General Fund

7. The mowing, ditching and plant spraying lines have not been used. Will they be used before the end of the year?

Parks and Recreation

8. There is a line item for Park / Playground Equipment for \$2000. Will there also be a warrant article and for how much? If there is a warrant article, what will we use the \$2000 for?

Planning Board

MEMORANDUM

To: Board of Selectmen
From: Chief Mike McGillen
Subject: Part-Time Officer Candidate Joshua McAllister
Date: October 24, 2022
CC: file

This letter is to inform the Board of Selectmen that I recommend hiring Joshua McAllister as a Part-Time Officer, effective October 31st, 2022. He would be at Grade 5 Step 10, \$24.78hr. The recommendation is pending the completion of the background investigation and any relevant testing.

Andria Hansen

From: Elizabeth P. Kruse <poods@comcast.net>
Sent: Tuesday, October 11, 2022 2:56 PM
To: Andria Hansen
Subject: Re: My resignation

Thanks, Andria.

So to make it a little more formal... cut/paste as you see fit.

To: Candia Board of Selectmen
From: Betsy Kruse
Re: Resignation from Candia Conservation Commission
Date: October 11, 2022

After considerable deliberation, I have determined that I need to submit my resignation from the Conservation Commission. Other issues requiring more of my attention are preventing me from participating in its activities.

Thank you for allowing me to serve the Town as a member of this Commission.

Sincerely,

Betsy Kruse

🌻🌻🌻🌻 2021 (Sent from my iPad)

On Oct 10, 2022, at 9:49 AM, Andria Hansen <ahansen@townofcandia.org> wrote:

Good morning Betsy,

Yes, an email will suffice. I'm sorry to hear you are resigning 😞. I appreciate your many years of dedication to the Conservation Commission and the town.

Regards,
Andria

From: Elizabeth P. Kruse <poods@comcast.net>
Sent: Sunday, October 9, 2022 10:00 AM
To: Andria Hansen <ahansen@townofcandia.org>
Cc: Judi Lindsey <judilindsey@comcast.net>; Leon Austin <Leon.Austin@trimech.com>
Subject: My resignation

Hi Andria -