

APPROVED  
**Candia's Virtual Selectmen's Public Session Minutes**  
**December 12<sup>th</sup>, 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 of November 28, 2022. None noted.

**Motion:** Selectmen Dann made a motion to accept the November 28, 2022, Public Session Minutes as presented. Selectmen Chivers seconded. All in favor. Motion carried by a vote of (5-0-0).

**Department Reports: Highway; Police; Fire; Building; Solid Waste; Budget; Other**

**Road Agent:** Jeff Wuebbolt reported the trucks were called out for their first snow plowing, and it all went smoothly, with no problems. The Island Road flooding problem has been resolved with funds from the Moore Highway Fund. A beaver deceiver has been installed and is keeping the water level down. Patching was done on South Rd., Chester Tpke. and others as needed. The Senior Engineer from DOT contacted the Road Agent about work that is going to be done on the Patten Hill Road bridge. This will be to repair the expansion joint. This is a long awaited repair and is needed to protect the bridges' integrity. The bridge itself is structurally sound. One lane will be closed at a time. Any snow removal will be taken care of by the DOT in the work area.

**Police Report:** Police Chief Michael McGillen reported on events. The numbers are up from last year at this time. Also, there are two police positions open that have not been filled yet. Chief McGillen is having a changing room installed in the Town Hall basement for the officers at a small cost. He is also looking into a storage container for equipment that is currently sitting in the weather, such as tires for the police cars and the four-wheeler could be stored there.

Selectmen Dann asked about the safety officer concerns at Moore School. Chief McGillen said that the Moore School Board has approved funds to pay for an officer to work 25 hours per week and suggested a retired officer to fill the position. The school will pay for any training and for the service. The officer will report incidents to the Candia Police Dept.

Chief McGillen has met with a DOT engineer to discuss the traffic safety hazard at the Exit 3 intersection. Cars coming from the west do not always see the stop sign and do not know that cars coming from the east going onto the Exit 3 on-ramp have a right of way and are not required to stop. Chief McGillen will meet with the DOT Traffic Division Representative and discuss what can be done.

**Fire Department:** The report was read by Selectmen Chivers.

**Building Department:** Selectmen Moran read the building inspectors report.

**Solid Waste Department:** Selectmen Dann read the report for the Solid Waste Department. It was noted that the Recycling Center has been in operation for 15 years and has generated a very large amount of revenue over the years.

**New Business:**

**Town Report – Dedication:** Selectman Chivers made a motion to have the town report dedication given to Linda Maxwell. Selectman Brock seconded. All in favor. Motion carried. (5-0-0)

**Employee of the Year: Selectman Chivers made a motion to nominate Lieutenant Richard Langlois to be designated as employee of the year. Selectman Brock seconded. All were in favor. Motion carried. (5-0-0)**

**Police Department Grant - Moveable Radar Sign:** Chief McGillen reported that the funds for the town's matching portion of the Highway Safety Grant are in the department's budget. Another grant is pending, and the funds are available for that also if it is approved before January.

**MOTION: Selectman Dann moved to accept the Candia Highway Safety Grant (23-029) in the amount of \$5,391.25 with the town matching \$663.75. Seconded by Selectman Moran. All were in favor. Motion carried (5-0-0).**

**Accept Ann Nerney's Resignation:** Selectman Moran read the resignation letter from Ann Nerney. She stated that she desires to continue her teaching career and is resigning from the Deputy Town Clerk position. This would be effective immediately. **Selectman Moran made a motion to accept Ann Nerney's resignation as deputy Town Clerk immediately with regret to have to do so. Selectman Young seconded. Motion carried. All in favor. (5-0-0)**

**Approve funds from the Moore Highway Fund:** Discussion about the amounts being designated for each item. **MOTION: Selectman Chivers moved to approve payments from the Moore Highway Fund for Bestway Wildlife Control in the amounts of \$4,810.56 and \$2,560.30; Pike Industries in the amount of \$1,539.84; and work invoices for JTW Land & Tree Co. in the amounts of \$1,128.42, \$1,778.54, \$934.10, and \$447.96. Seconded by Selectman Moran. All were in favor. Motion carried (5-0-0).**

#### **Encumbrances:**

Chief McGillen requested to encumber \$350 to purchase a 24-Ah Li-lol Battery.

**MOTION: Selectman Dann made a motion to encumber \$350. for purchasing a battery. Selectman Chivers seconded. All in Favor. Motion carried. (5-0-0).**

Planning Board Chairman, Rudy Cartier read the Planning Board and Building Department encumbrances as follows:

- 1.) Existing Planning Board funds in the amount of \$5,760 be encumbered for Professional Services (Update the Town of Candia Capital Improvement Program) in agreement with the Southern New Hampshire Planning Commission.
- 2.) Existing Building Department funds in the amount of \$2,030 be encumbered for Professional Services (Additional GIS Mapping Scope, Task #8) in a Proposal with Stantec Consulting Services, Inc.
- 3.) Existing Building Department funds in the amount of \$2,366 be encumbered for Professional Services (Additional GIS Mapping Scope, Task #10) in a Proposal with Stantec Consulting Services, Inc.

**MOTION: Selectman Young made a motion to encumber funds on the three requests for the Planning Board and Building Department. Selectman Dann seconded. All in favor. Motion carried. (5-0-0).**

Selectman Young read the Cemetery Trustees request. 1.) To encumber \$2,840 existing funds in the Cemetery Department for cemetery Map and Asset Data Entry as outlined as 2022 task #9 in a proposal from Stantec Consulting Services. 2.) Encumber existing funds in the Cemetery Department in the amount of \$9,500 for trees to be removed in the Holbrook and Depot Road Cemeteries as stated in a proposal from Emanouil Inc.

**MOTION: Selectman Young made a motion to encumber existing funds in the Cemetery Department for the two requests. Selectman Moran seconded. All were in favor. Motion carried. (5-0-0)**

There was a conversation for a transcription to be made on one of the Planning Boards minutes which was 2.5 hours long to be completed by an outside company costing \$1,100 and is under the budget's Legal line.

Chair Carla Penfield of the Smyth Memorial Building Trustees is looking to purchase two trees and plant them on the grounds at the Smyth Memorial Building next year.

**MOTION: Selectman Young made a motion to encumber \$1,366 to purchase two trees and plant on the grounds at the Smyth Memorial Building. Selectman Chivers seconded. Motion carried. Chair Brock - Yes, Selectman Dann-No, Selectman Young-Yes, Selectman Chivers -Yes, Selectman Moran-Yes. (4-1-0).**

To encumber \$730 (plus freight) to order additional Dump Stickers for the Recycle Center.

**MOTION: Selectman Dann made a motion to approve the request to encumber \$730 (plus freight) to order Dump Stickers for the Recycle Center. Selectman Moran seconded. All were in favor. Motion carried. (5-0-0)**

Chief McGillen asked the Board for his department to order Stop Sticks in the event of a vehicle pursuit.

**MOTION: Selectman Dann made a motion to approve the request to encumber \$1,505 to order Stop Sticks for the Police Department. Selectman Moran seconded. All were in favor. Motion carried. (5-0-0)**

Selectman Young received an estimate to paint the Moore Park pavilion and picnic tables. They will also need to be repaired, power washed and sanded, for a total cost of \$5,000. She mentioned that she has the funds needed to order the steel doors for the Moore Park bathrooms.

**MOTION: Selectman Young made a motion to approve to encumber money for the maintenance and repair work for the pavilion and picnic tables at Moore Park. Selectman Moran seconded. All were in favor. Motion carried. (5-0-0).**

Fire Chief Young submitted an invoice to order two sets of Burn Gear for the Fire Department.

**MOTION: Selectman Dann made a motion to approve the request to encumber an invoice of \$7,000 and to allow the purchase two sets of Burn Gear for the Fire Department. Selectman Moran seconded. All were in favor. Motion carried. (5-0-0).**

#### **Old Business:**

**Warrant Articles:** Selectman Young stated she would like to move the additional \$300,000 into the Capital Improvement Fund.

**MOTION: Selectman Young made a motion to move the \$300,000 into the Capital Improvement Fund. Chair Brock seconded. Motion carried. All in favor. (5-0-0).**

#### **Other Business:**

**Impact Fees:** Selectman Chivers explained that he has looked into the Impact Fees and currently there is over \$82,183 on deposit that they have collected from Impact Fees. \$38,000 comes from Solid Waste and the rest is from the four zones of the Traffic Impact Fees. As they are still trying to reduce the budget and reduce the spread between the default budget and their 2023 operating budget. He suggested taking the \$6,000 from Solid Waste impact fees. It would be easy to take \$6,000 out of the balance of their Impact Fees. It would still leave them with \$32,000. He feels \$6,000 would be a qualified expense because it is a special project. There was also a discussion about the Highway Asphalt Maintenance Fund.

There were conversations regarding the budget possibly going into default. Selectman Young mentioned that she is worried for the employees if the budget goes to default. Town Administrator Hansen said if they go default and are looking to cut town employees, that they are spread thin employee wise, and she does not know if they can make cuts there. She asked if there is an option of trimming the Ambulance. Chair Brock said, he does not think there is. Mr. Cartier of the Planning Board clarified the regulations to taking the \$6,000 from Solid Waste Impact Fees and the Highway Asphalt Maintenance Fund that it would need to be in relation to the growth of the

Town. Chair Brock commended Selectman Chivers for trying to lower the budget by \$6,000, but he does not think that amount of money will change anything.

**MOTION: Selectman Chivers made a motion to reduce \$6,000 from Solid Waste Impact Fees for Special Projects. Selectman Young seconded. Motion failed. Chair Brock-No, Selectman Dann-No, Selectman Young-Yes, Selectman Chivers -Yes, Selectman Moran-No. (2-3-0). Selectman Chivers said he is rescinding his other two recommendations.**

**Calendar:**

- Town Offices will be closed on Monday, December 26th, 2022, for Christmas
- There will not be a Board of Selectman's Meeting on Monday, December 26th, 2022
- Town Offices will be closed on Monday, January 2nd, 2023 for New Year's
- Next Board of Selectman's Meeting on Monday, January 9th, 2023 @ 7:00pm

**Other Business:**

**Welfare Department** – Selectmen Dann read Welfare Officer DelRosso estimated amount hours of their services that was provided to residents of \$7,500. The Selectmen stated this information was not provided in the time frame when it was needed. Selectman Young said, maybe this is something they can work on as the year goes by.

**Public Comment** – Mr. Cartier of the Planning Board gave an update that the Planning Board will be applying for Housing Opportunities Grants and noted there is no match from the Town, it is all money that will come from the State on the money that has been allocated. There is also Housing Academy that goes along with it and informed them that he and Town Administrator Hansen will be involved with it. He gave details on how it works, and the steps involved for affordable housing. Southern NH Planning Commission has agreed to be their consultant. Discussion ensued.

**Safety Mirror** – Selectman Chivers stated a resident has asked to place a traffic safety mirror up on Main Street. Explaining when the traffic coming out of Chester Road goes to the west they cannot see people coming over the hill. Chair Brock confirmed that a few years ago they did try to add a safety mirror on an abandoned pole that was given from DOT at this location, however when they tried it, it did not work out due to the angle of the area. The only place it worked was on another resident's lawn, however a resident did not want this. Selectman Chivers said he has been working with Consolidated to try and have a safety mirror added but they said no. He noted that he will call the resident who requested the safety mirror installed and inform him that it cannot be done. Mr. Cartier pointed out that he has seen a sensor used and it was located at an intersection so that when a car goes by it would flash to inform vehicles that there is incoming traffic, and it works very well. He will find out more information and let the Board know.

**Payments of payroll and payables.** Selectman Chivers confirmed the grand total for payroll and payables for the weeks ending 12/01/2022 (including Stipend Checks)– 12/08/2022 Totaling \$1,328,486.34 (including Candia School District \$700,000. & Rockingham County Treasurer \$458,828 County Tax Payment).

**8:43 pm MOTION: Selectman Chivers made a motion to adjourn the Public Meeting. Seconded by Selectman Moran All in favor. Motion carried by a vote of 5-0-0.**

Respectfully submitted,  
Janet Lewis,  
Linda Chandonnet, Recording Secretary