

APPROVED
Candia's Virtual Selectmen's Public Session Minutes
March 13th, 2023, 6:30 pm

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

6:30 pm Chair Brien Brock opened the Public Session Meeting followed by the Pledge of Allegiance.

Attendance: Chair Brien Brock, Selectman Russ Dann, Selectman Boyd Chivers, Selectman Sue Young and Town Administrator Andria Hansen. **Absent:** Selectman Patrick Moran.

Approval of Minutes: Public session minutes of February 27th, 2023. None noted.

Motion: Selectmen Chivers made a motion to accept the February 27th, 2023, Public Session Minutes as presented. Selectman Dann seconded. All in favor. Motion carried by a vote of (4-0-0).

Approval of Minutes: Non-Public session minutes of February 27th, 2023.

Motion: Selectmen Dann made a motion to accept the February 27th, 2023, Non-Public Session Minutes as amended. Selectman Chivers seconded. All in favor. Motion carried by a vote of (4-0-0).

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

Road Agent: Selectman Chivers read the report and gave an update.

Police Report: Chief McGillen read his report and gave an update. He reported there were some mailboxes that have been vandalized in Town.

The Academy Council met on February 28th, 2023. Officer Camacho will need to complete a physical agility test in April and a medical examination. Once he meets these two criteria's, he will be certified as a full time officer.

Officer McGillen thanked Lucas Frasier who runs the 603 4 x 4 Club, for the generous donation to the Police Department and commented that they appreciate it very much.

Drug Take Back Day has been scheduled for April 22nd, 2023, at the Candia Fire Station from 10am-2pm. The Candia Police Department also has a deposit box located in their lobby area for residents to dispose their prescriptions into at any time.

Fire Department: Selectmen Chivers read the report and gave an update.

Selectman Young stated Candia and Deerfield Fire Departments has received a \$690,000 grant in which they will need to split between them. Jeff Labrie is the person who applied for the grant, and she remarked that he has helped the Town of Candia receive a total of \$1,000,000 in grants for our Fire Department. She would like him to be recognized for all his efforts.

Building Department: Building Inspector Donovan read his report and gave an update.

Solid Waste Department: Selectmen Dann read the report and gave an update.

Budget: No updates to report.

Planning: Chair Brock mentioned the Planning Board will be having a Work Session on Wednesday, March 15th, 2023, at 7:00pm. Atty. Steve Buckley of NHMA will be the conductor.

NEW BUSINESS

Fire Department Appointment: The Board received a new Fire Department recommendation for Kathy McGrady.

MOTION: Selectman Chivers made a motion to accept Fire Chief Young's recommendation for Kathy McGrady to be appointed to the Candia Volunteer Fire Department. Selectman Dann seconded. All were in favor. Motion carried. (4-0-0)

Work Week Schedule: Town Administrator Hansen explained there are some employees that have worked for other Towns and worked a four day work week to have Friday's off. She asked the Board for their thoughts on it. She gave examples of advantages/disadvantages of it. Accounting & Payroll Specialist Hughes stated she was one of the employees who had a four day work week and noted how it helps with work and life balance, and it worked out well for them. It would only be for the Town Office employees, starting April 3rd. Chief McGillen will talk to Town Administrator Hansen in regard to the Police Department Administrative Assistant's hours. The Town Clerk and Tax Collectors hours will remain the same.

MOTION: Selectman Chivers made a motion to grant approval for the Town Office Employees to work a four day work week and the new schedule will begin April 3rd, 2023. Selectman Young seconded with the understanding that they will work out a solution for any of the employees that are not able to have a four day work week. All were in favor. Motion carried. (4-0-0)

6:55pm Selectman Moran entered the meeting.

Bi-Weekly Payroll/Billing: Town Administrator Hansen pointed out that other Towns that have bi-weekly payroll and billing and believes it would be easier for this Board to go from weekly to bi-weekly. Accounting & Payroll Specialist Hughes mentioned it is easier to process mostly for the bills. She stated she would not want to put anyone on the payroll in a hardship position by changing it to bi-weekly.

MOTION: Selectman Chivers made a motion to approve the bi-weekly payroll starting the second week in April and payables would be effective March 27th. Selectman Young seconded. Discussion opened. Selectman Young asked if this would be enough time for the employees and if they were agreeable? Town Administrator Hansen stated they were given a heads up and that they were agreeable. Selectmen Moran asked Chief McGillen what some of the guys on the Police Department felt about that. Officer McGillen replied that he had one of his officers stated that he had heard they might change to bi-weekly pay. Administrative Assistant Chandonnet stated it can be tough getting paid bi-weekly. Town Administrator Hansen said, there is another employee that was not in favor of it. Accounting & Payroll Specialist Hughes said, they certainly don't want to create any hardship for any employees. Selectman Young said how they do not want to have to process two payroll checks every week and the remaining on bi-weekly. Chair Brock asked if it was an issue to do the billing bi-weekly and payroll weekly. Selectman Young stated there are some communities that pay once a month. Accounting & Payroll Specialist Hughes gave examples of other communities. Selectman Young stated she believes there is a way to address that. Chair Brock said if it becomes an issue they can always look at this again. Selectmen Young said even individuals they can look at. Discussion ended. **All were in favor. Motion carried. (5-0-0)**

Bridge Repair Grant: Selectman Chivers stated they received an announcement from NH DOT that Candia has been approved for an allocation of money to repair one of Candia's red listed bridges. They have estimated that it will cost \$873,600 to repair the bridge on Old Deerfield Road. Candia is on a 10 year plan, and if it all goes well, they will allocate this amount to the Town of Candia and will approve the project for construction in the year 2030. \$873,600 is how much the state estimates it will cost to rebuild the bridge. The State would pay 80% and the Town would be required to pay remaining 20%. This would mean the Town would receive \$174,720 returned back upon completion of the bridge. Selectmen Chivers has contacted the engineer in charge of this project and was able to have a few things clarified. The Town will need to come up with the money upfront. When they sign the contract to design the bridge and construct it, the Town will need to have enough money to finish the job. Then we would need to wait for the State of NH to approve the project and the State will send back the \$174,720 to the Town. The memo he sent to the Board urges them to use a capital improvement plan starting next year where they allocate enough money to cover the entire cost of the bridge. Nothing would be required this year except authorization from the Board to sign the agreement with the State of NH and that they are interested.

The main purpose of this memo is that Candia needs to begin setting money aside \$124,800 (or more to cover inflation) by next year in order to cover the amount needed for this bridge seven years down the road. The business that is before the Board at this meeting is to determine if they want to participate in this program and to enroll in the cost sharing program with the State of NH. He stated the Road Agent was in support of it and noted he would like to keep the bridge looking the same way. Discussion ensued. **MOTION: Selectman Chivers made a motion to authorize Chair Brock to sign the document and return it to NH DOT indicating that Candia is interested in applying for Bridge Aide Funding on Bridge #151 123 located on Old Deerfield Road. Selectman Moran seconded.** Discussion opened. Selectman Young said the Board should make sure they all read the last paragraph on the agreement that they will be sending back to the state. Although we cannot be guaranteed that the money will be available. Selectman Moran said, either way the bridge work has to be done, and if we don't go through this agreement, then we would be responsible for the whole amount. At least with this, we could get money back. Chair Brock said that he approves it because our Road Agent agrees with it. **All were in favor. Motion carried. (5-0-0)**

OLD BUSINESS

Donovan Road: Chair Brock stated this is in regard to the Donovan Road agreement to allow Mr. Brassard to cross Town owned property and to have access to his property. It was determined by the Board that they would not use the document that was produced by Town Counsel, and they would use a composed letter. Mr. Brassard stated the main reason he would like to have authority to access Town owned property is because he would like to use his excavator/truck for forestry purposes in order for him to cross to get to his other property. Selectman Chivers gave the following motion.

MOTION: Selectman Chivers made a motion for the Board to give Mr. Brassard a letter of authorization to have access to his property so that he can conduct forestry on his property provided that he does not do any additional damage to the town owned property. The Board of Selectmen may also revoke his permission at any time if he violates the terms. Seconded by Selectman Moran. All were in favor. Motion carried. (5-0-0)

Closing Offices due to Inclement Weather: The Board made the decision to close the Town Offices due to the predicted snowstorm on Tuesday March 4th, 2023.

Calendar:

- **Town Elections held on Tuesday, March 14th, 2023, at the CYAA from 6am-7pm**
- **Next Board of Selectman's Meeting on Monday, March 27th, 2023 @ 6:30pm**

Public Comment: Mark Chalbeck asked the Board to consider coming up with a social media policy/code of conduct. He noted things have been getting out of hand with members posting their comments/conflicts on it. At the last Planning Board meeting, it was advised by legal counsel that all members on Boards/Committees should not post anything or make comments on social media. He has concerns that it could possibly lead to the Town being sued and he would rather use the residents tax dollars for necessary items that are needed in Town instead. Discussion ensued.

Selectman Chivers stated he will reach out to NHMA (New Hampshire Municipal Association) to find out some of the guidelines and what the best resolution would be to go about this subject.

7:47pm MOTION: Selectman Dann made a motion to enter into a Non-Public Meeting of RSA 91 A:3 II (a).

7:50pm MOTION: Selectman Dann 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**