

APPROVED
Candia's Virtual Selectmen's Public Session Minutes
March 27th, 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 Patrick Moran, Selectman Russ Dann, Selectman Boyd Chivers, Selectman Sue Young and Town Administrator Andria Hansen.

Approval of Minutes: Public session minutes of March 13th, 2023. None noted.

Motion: Selectmen Dann made a motion to accept the March 13th, 2023, Public Session Minutes as presented. Selectman Chivers seconded. All in favor. Motion carried by a vote of (5-0-0).

Approval of Minutes: Non-Public session minutes of March 13th, 2023. None noted.

Motion: Selectmen Moran made a motion to accept the March 13th, 2023, Non-Public Session Minutes as presented. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

NEW BUSINESS

Department to Oversee:

Chairman: Brien Brock

Motion: Selectmen Chivers made a motion to elect Brien Brock as Chairman. Selectman Moran seconded. Motion carried by a vote of (3-1-1).

Motion: Selectmen Young made a motion to elect Boyd Chivers as Chairman. Selectman Chivers seconded. (2-3-0)

Vice Chair: Selectman Moran

Motion: Selectmen Young made a motion to elect Patrick Moran as Vice Chairman. Selectman Chivers seconded. All in favor. Motion carried by a vote of (5-0-0).

Budget Committee - Selectmen's Representative: Selectman Young

Motion: Chair Brock made a motion to elect Selectman Young as the Selectmen's representative for the Budget Committee. Selectman Chivers seconded. All in favor. Motion carried by a vote of (5-0-0).

Budget Committee - Selectmen's Alternate Representative: Selectman Moran

Motion: Chair Brock made a motion to elect Selectman Moran as representative for the Budget Committee. Selectman Chivers seconded. All in favor. Motion carried by a vote of (5-0-0).

Building Department – Health Department: Selectman Moran

Motion: Chair Brock made a motion to elect Selectman Moran as representative for the Building Department – Health Department. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

Elections: Selectman Young

Motion: Selectman Moran made a motion to elect Selectman Young as Representative for Elections. Chair Brock seconded. All in favor. Motion carried by a vote of (5-0-0).

Secondary Representative for Elections: Selectman Moran

Motion: Selectman Chivers made a motion to elect Selectman Moran as secondary representative for Elections. Selectman Young seconded. All in favor. Motion carried by a vote of (5-0-0).

Emergency Management, Fire Department & Forestry: Selectman Chivers

Motion: Selectman Young made a motion to elect Selectman Chivers as representative for Emergency Management, Fire Department & Forestry. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

Highway Department: Selectman Chivers

Motion: Selectman Young made a motion to elect Selectman Chivers as representative for the Highway Department. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

Parks & Rec (includes Pond Park): Selectman Young

Motion: Selectman Chivers made a motion to elect Selectman Young as representative for Parks & Rec. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

Planning Board Representative: Chair Brock

Planning Board Secondary Representative: Selectman Moran

Motion: Selectman Moran made a motion to elect Chair Brock as representative and Selectman Moran as secondary representative for the Planning Board. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

Police Department/Animal Control: Selectman Dann

Motion: Selectman Chivers made a motion to elect Selectman Dann as the representative for the Police Department/Animal Control. Selectman Young seconded. All in favor. Motion carried by a vote of (5-0-0).

Solid Waste: Selectman Dann

Motion: Selectman Chivers made a motion to elect Selectman Dann as the representative for Solid Waste. Selectman Young seconded. All in favor. Motion carried by a vote of (5-0-0).

Town Office: Chair Brock

Secondary Town Office: Selectman Chivers

Motion: Selectman Chivers made a motion to elect Chair Brock as the Town Office representative and Selectman Chivers as the secondary Town Office representative. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

Town Office Building: Selectman Moran

Motion: Selectman Chivers made a motion to elect Selectman Moran as the representative for the Town Office Building. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

Safety Committee Selectman: Selectman Chivers

Motion: Selectman Young made a motion to elect Selectman Chivers as the Selectman representative for the Safety Committee. Chair Brock seconded. All in favor. Motion carried by a vote of (5-0-0).

Town Website: Selectman Moran

Motion: Chair Brock made a motion to elect Selectman Moran as the representative for the Town Website. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

Welfare: Selectman Chivers

Motion: Selectman Dann made a motion to elect Selectman Chivers as the representative for Welfare. Chair Brock seconded. All in favor. Motion carried by a vote of (5-0-0).

Chair Brock reminded the Selectmen to contact to the Department Liaison for any questions they may have, before going directly to the Town Administrator.

PUBLIC HEARING NOTICE

The Candia Board of Selectmen will hold a public hearing at their regular scheduled meeting on Monday, March 27th at 6:30pm to take input to accept and expend a one-time reimbursement payment in the amount of \$11,046.06 by the State of NH according to HB 1221. This amount equals 7.5% of the NHRA employer contribution costs for Group 1 teachers and Group II police and firefighters in FY2023.

Town Administrator Hansen explained this Public Hearing is for money we received back from NHRA (NH Retirement Systems) as a reimbursement in the amount of \$11,046.06 by the State of NH according to House Bill 1221. The amount equals 7.5% of the NHRA employer contribution costs for Group 1 teachers and Group II police and firefighters in FY2023. These funds will be reported as revenue on the Town's MS 434 as part of the tax rate certification process. Funds will remain in the General Fund.

6:41pm Public Hearing Opened:

Chair Brock opened the Public Hearing: Town Administrator Hansen stated they received the check in January that is intended for the Police Department. It was clarified that the teachers are not involved in it. Discussion ensued.

Public Input: None

Motion: Selectman Chivers made a motion to accept the Grant in the amount of \$11,046.06 from NHRS (New Hampshire Retirement System). Selectman Moran seconded. All in favor. Motion carried by a vote of (5-0-0).

6:45pm Public Hearing Closed:

Bi-weekly payroll/payables: Chair Brock brought up that he has had some feedback regarding the bi-weekly payroll/payables in which the Selectmen discussed in their last meeting. He has been told it could be difficult for some of their contractors in town to be paid bi-weekly. Discussion ensued. Selectman Dann stated the Board has already made their decision to change to bi-weekly and will keep it this way. He explained this is to benefit the town office in how they can improve their system, and in order to be more efficient in operating business. He is glad that the employees have expressed their thoughts, as it does give the Board opportunities to analyze it.

Employee Rich Archambault of the Recycle Center asked the Board why his department was not involved in having a meeting for all employees to discuss this? At this point he has not been informed of this information. He expressed his thoughts to the Town Office employees having Friday's off and indicated that he did not want bi-weekly paychecks as well as some of the other employees. Selectman

Young pointed out that in a previous meeting she had stated that she would like the other departments to be compensated by having time off also, in order to be fair to everyone.

Town Administrator confirmed that previous memos were sent out to notify all department heads one month beforehand. Selectmen Dann said they could have done more on informing the employees of the updates. He stated that something big like this has never happened before, and they can change this going forward. Selectman Young said some of the decisions are for the Board to make, and maybe it could have been done a little better, however it was not intended to punish anyone. Selectmen Moran stated in regard to biweekly payroll/payables it will help to reduce errors and cut on the amount of hours to process the work. This will give the employees in the finance department more time to do other municipal accounting that is required to do. The Board made the decision to go forward with the prior changes of biweekly payroll/payables and Town Hall Office Employees to have Friday's off and we will see how it goes and possibly revisit it in the future. Chief McGillen stated his employees would rather receive weekly paycheck. Selectman Moran stated he will make a working schedule for the Recycle Center employees to have additional time off. There was additional discussion on the four day workweek.

Chair Beth Chalbeck of the Cemetery Committee stated she would like a memo sent to her stating the Cemetery Trustees will be paid biweekly so that she can address it to the committee members. She informed the Board that Bob Pike will be returning as the town's cemetery worker.

ZBA Reappointment - Boyd Chivers: Town Administrator Hansen announced they will be voting on it tomorrow and reappointing him in their next meeting. His appointment will be valid until he is reappointed.

OTHER BUSINESS

Fire Department Recommendation: Selectman Chivers read Fire Chief Young's recommendation for Jeffrey Labrie to be appointed to Candia's Volunteer Fire Department.

MOTION: Selectman Chivers made a motion to accept Fire Chief Young's recommendation for Jeffrey Labrie to be appointed to the Candia Volunteer Fire Department. Selectman Dann seconded. All in favor. Motion carried. (5-0-0)

Fire Chief Young revealed that Jeffrey Labrie is Candia's Volunteer Fire Department's Grant Writer, and that he has assisted the Town in receiving a total of over \$1,000,000 in grant money. He explained they received a FEMA Recruitment and Retention Grant for the Candia and Deerfield Fire Departments in the amount of \$690,000. The Federal Government understands there is a large problem nowadays with finding volunteers and that all departments are struggling to fill in their ranks. He noted this is strictly for new Volunteer Firemen and it is separate from the stipend people. This Grant is in effect for three years and is enough money to recruit 12 firefighters in Candia as well as 12 in Deerfield. Included is a \$80,000 double sided digital road sign board with generator, that they will be able to advertise for new firefighter volunteers. The money pays for their training and also pays them hourly to be trained. Once training has been completed, each volunteer will receive a full set of fireman gear worth over \$4,000. Discussion ensued. See attached documents.

Payment from Revolving Fund: Town Administrator Hansen explained this is for the Police Department laptops in which they received a grant for and on how they will make the payments. Chief McGillen is looking to take some money out of the Detailed Revolving Fund. The Warrant Article states the governing body and Police will need to approve the amount of \$11,049.49. They would like an approval and a motion to accept the payment. See attached.

MOTION: Selectman Young made a motion to accept and approve the payment for the invoice as presented. Selectman Moran seconded. All in favor. Motion carried. (5-0-0)

Cola: Town Administrator Hansen asked the Board if they wanted to pay the Town Employees approved cola, retroactive from January 2023 or from April 1, 2023? Selectman Chivers noted that they will need to stay within the calendar year, therefore it should start January 1st, 2023. Town Administrator Hansen asked the Board to add information regarding the Cost of Living Adjustment to the Employees Personnel Policy. See attached.

OTHER BUSINESS

Social Media: Selectman Chivers mentioned that in their last meeting, they discussed having a social media policy. He has contacted NHMA (New Hampshire Municipality Association) and received a response back in stating the Board does have authority to enact on incidents that occur and to enforce it with restricting their ability to do so. The question before the Board now is if this is something they want to do? He remarked that it can be very complicated, and he does not think they can write a policy to enforce it. The Board made the decision for the Town Office to send out a memo to all committee members in reminding them not to make any comments/input on town business. Discussion ensued.

Chief McGillen said he is considering in having the Board or the Police Department issue a no-trespassing order for an individual who has been harassing the Town, and they might be released out of jail soon. He has concerns because this person is a threat to the town employees, and they could be dangerous. Currently there is no court order that states they cannot come into the Town of Candia. Chief McGillen would like a letter written from the town in stating the individual is prohibited from coming into Town. Discussion ensued.

Calendar:

- **Next Board of Selectman's Meeting on Monday, April 10, 2023 @ 6:30pm**

Public Comment: None

7:47pm 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**