

Candia Board of Selectmen

Agenda

March 27th, 2023, at 6:30pm

Call to Order

Roll Call

Approval of Minutes: Public Minutes and Non-Public for March 13th, 2023

New Business:

- Selectmen – Chairman, Vice Chairman, & Departments to Oversee
- PUBLIC HEARING – NHRS reimbursement
- Bi-weekly payroll/payables
- ZBA reappointment – Boyd Chivers

Old Business:

- Payment from revolving fund
- COLA

Other Business:

-

Calendar:

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

Public Input:

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

Adjourn

Join Zoom Meeting

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

Meeting ID: 603 483 8101 Password: 8101

Dial In +1 646 558 8656 US

3/27/23

PUBLIC NOTICE

The Candia Board of Selectmen will hold a public hearing at their regular scheduled meeting on Monday, March 27th, 2023, at 6:30 p.m. to take public 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 NH Retirement System employer contribution costs for Group 1 teachers and Group II police and firefighters in FY2023.

Andria Hansen

From: Mike McGillen
Sent: Wednesday, March 22, 2023 12:33 PM
To: Andria Hansen
Subject: FW: Glacier Computer invoice

From: Kim Hughes <khughes@TownOfCandia.org>
Sent: Wednesday, March 22, 2023 8:22 AM
To: Mike McGillen <MMcGillen@TownofCandia.org>
Cc: Karen Merchant <KMerchant@TownofCandia.org>
Subject: Glacier Computer invoice

Good morning Chief,

I would like to confirm that re: payment of the Glacier Computer invoices, you would like to use:

- 1. The remaining funds from the DEA drug forfeiture account: \$2,149.93,
- 2. \$11,049.49 from the Police Special Detail revolving fund,
- 3. And the balance of \$11,162.00 due from the State of NH as their portion.

The total due to Glacier Computer is: \$24,361.42. Did I capture how you wish to allocate payments?

Also, am I understanding the grant correctly with respect to State vs Town % payment responsibility?

Thank you!

Kim

Kimberly K. Hughes
Payroll & Accounting Specialist
Town of Candia
74 High Street
Candia, NH 03034
(603) 483-8101 x201
Office hours M – F 8:00am – 3:00pm

ARTICLE 21.

Are you in favor of Article 21 as follows:

To see if the Town will vote to raise and appropriate the sum of Fifty-Five Thousand Dollars **(\$55,000)** to cover the reimbursable costs associated with Police activities, including but not limited to **Police Special Details** and grant programs. Said funds to be expended under the direction of the Board of Selectmen. (Recommended by the Board of Selectmen by a vote of 5 to 0). (Recommended by the Budget Committee by a vote of 9 to 0)

YES 778

NO 304

ARTICLE 22.

Are you in favor of Article 22 as follows:

To see if the Town will vote to establish a **revolving fund** pursuant to RSA 31:95-h for the purpose of **Police Special Details**. All of the revenue received from fees, charges, or other income derived from the Police Department providing public safety services outside of the ordinary detail of police officers including but not limited to public safety concerns in connection with special events, highway construction and other construction projects shall be placed in the fund and the money in the fund shall be allowed to accumulate from year-to-year, and shall not be considered part of the Town's general surplus. The town treasurer shall have custody of all moneys in the fund and shall pay out the same only upon order of the governing body and Police Chief and no further approval is required by the legislative body to expend. Any surplus remaining in the fund, after the payment of the expenses associated with special details shall be used for the purchase of police vehicles and equipment. If this article is adopted, Article 21 would be reduced to \$5,000.00 (Five Thousand Dollars and no cents) (Recommended by the Board of Selectmen by a vote of 4 to 1)

YES 685

NO 382

ARTICLE 23.

Are you in favor of Article 23 as follows:

To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars **(\$50,000)** to be deposited in the **Fire Apparatus Capital Reserve Fund**, established under RSA 35:1 at the March 1991 Town Meeting, for the future purchase of fire apparatus and equipment with the Selectmen appointed as agents. (Recommended by the Board of Selectmen by a vote of 5 to 0). (Recommended by the Budget Committee by a vote of 6 to 3)

YES 800

NO 277



Candia Volunteer Fire Department

11 Deerfield Road
Candia, New Hampshire 03034
(603) 483-2202 (603) 483-2311 (fax)
www.CandiaVFD.org



March 27, 2023

Mr. Brien Brock
Chairman, Board of Selectmen
Town of Candia
74 High Street Candia, NH 03034

Re: Recommendation for Appointment to the Candia Volunteer Fire Department

Dear Chairman,

It is my pleasure as Chief of the Town of Candia Volunteer Fire Department to provide you with the name of an individual who I recommend for appointment to the Department. This individual has demonstrated a strong commitment to providing professional level grant writing services to the Town of Candia and I offer this recommendation without reservation.

I would request this appointment be made effective March 27, 2023.

Jeffrey C. Labrie
33 Yarmouth Drive
Nashua, NH 03062

Again, I am pleased to recommend this individual for appointment. If you have any questions, please feel free to contact me at 603-703-7155 (cell).

Sincerely,

A handwritten signature in black ink that reads "Dean M. Young".

Dean Young, Chief
cc: Personnel file

Andria Hansen

From: Kim Hughes
Sent: Tuesday, March 7, 2023 11:14 AM
To: Andria Hansen
Cc: Linda Chandonnet
Subject: RE: Monies received from State of NH
Attachments: HB 1221 monies.PDF

Hi Andria,

I did a bit more digging and reached out to Katherine Heck re: the reimbursement of NH Retirement monies to the Town.

My question to Katherine: Candia has adopted RSA 31:95-b and wouldn't the Town still have to hold a public hearing to accept this unanticipated money since it meets the threshold?

Katherine's reply: Yes, Kim, you are correct, the town would be required to hold a public hearing and follow the provisions of 31:95-b. For unanticipated money in the amount of \$10,000 or more, RSA 31:95-b requires the governing body to hold a public hearing on the action to be taken, with notice of the time, place and subject of the hearing published at least seven days before the hearing is held.

Katherine also said that NHMA recommends that municipalities report these funds as revenue on the MS 434 to be recorded as part of the tax rate certification process to follow the intent of the legislation.

So, it seems as though a public hearing is needed and some suggested verbiage for the PH notice, if helpful, is *To take public 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 NH Retirement System 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.*

Let me know if you need anything further.

Thank you,

Kim

Kimberly K. Hughes

Finance Office

Town of Candia

74 High Street

Candia, NH 03034

(603) 483-8101 x201

Office hours M – F 8:00am – 3:00pm

From: Andria Hansen <ahansen@townofcandia.org>
Sent: Friday, March 3, 2023 11:27 AM
To: Kim Hughes <khughes@TownOfCandia.org>
Cc: Linda Chandonnet <LChandonnet@townofcandia.org>
Subject: RE: Monies received from State of NH

JAN 1st

COST OF LIVING ADJUSTMENT (COLA) INCREASES

Cost of Living Adjustment (COLA) increases, when given, will be approved by the Board of Selectmen and given to all employees on January 1st. The annual COLA shall be determined using the Consumer Price Index (CPI) for the Northeast as a guide. COLA increases shall only be issued on a system-wide basis and not a department to department basis. In order to maintain the Town of Candia Grade and Step system in as current a state as possible, it shall be the responsibility of the Payroll & Accounting Specialist to adjust the Town of Candia Wage Schedule whenever a COLA increase is provided for Town employees.

-OR-

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In the event that the average between the Consumer Price Index (CPI) for the Northeast and the Social Security COLA results in a negative number, there shall be no COLA issued for that year. Nor will there be a corresponding decrease in wages based on the negative number.

APR 1st

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Employees should bring their pay-related questions or concerns to the attention of their immediate supervisors, who are responsible for the full administration of departmental pay practices. The Town Administrator is also available to answer specific questions about the salary administration program.

213 Compensation

Effective Date: 9/27/2004

Employees of every category, including Regular Full-Time, Regular Part-Time, Part-Time, Call, Temporary/Seasonal, Per Diem and Elected (with the exception of members of the Board of Selectmen) are eligible and entitled to a Cost of Living Adjustment (COLA) if a COLA is included in the budget placed on the ballot and that budget is supported by the voters for the next fiscal year.

301 Employee Benefits

Effective Date: 9/27/2004

Eligible employees at the Town of Amherst are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

Note: Employees who are covered by Union contract have their benefits described in the Collective Bargaining Agreements which supersede the policies contained in this Personnel Manual.

The following benefit programs are available to eligible employees:

- * Auto Mileage
- * Bereavement Leave
- * Deferred Compensation Plan (457 Plan)
- * Dental Insurance
- * Educational Financial Assistance
- * Employee Assistance Program
- * Family Leave
- * Health Insurance
- * Holidays
- * Jury Duty Leave
- * Life Insurance
- * Long-Term Disability
- * Meal Allowances
- * Medical Leave
- * Military Leave
- * NH Group II Retirement (For Eligible Employees)
- * Personal Leave
- * Short-Term Disability
- * Sick Leave Benefits
- * Uniform and Uniform Maintenance
- * Vacation Benefits

Some benefit programs require contributions from employees, but most are fully paid by the Town of Amherst. The benefit package for regular full-time employees represents an additional cost to the Town