

APPROVED  
**Candia's Virtual Selectmen's Public Session Minutes  
September 25th, 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 Boyd Chivers, Selectman Russ Dann, Selectman Patrick Moran, Selectman Susan Young and Town Administrator Andria Hansen.

**Approval of Minutes:** Public Session minutes of September 11<sup>th</sup> and September 15<sup>th</sup>, 2023. None noted.  
**Motion: Selectmen Moran made a motion to approve the September 11<sup>th</sup> & 15<sup>th</sup>, 2023, Public Session Minutes as presented. Selectman Chivers seconded. All in favor. Motion carried by a vote of (5-0-0).**

**NEW BUSINESS**

**Ambulance Update:** Town Administrator Hansen stated Captain/Paramedic Michael Kelley of the Ambulance Department has found a new ambulance they would like to purchase. They would pay for it by taking \$100,000 out of the Ambulance Revolving Fund and money out of the Future Capital Reserve Fund. In March 2024 they will be able to take the \$135,000 and replenish the Future Capital Reserve Fund because it will always be generating money. The cost of the new ambulance is \$400,000 and they could receive it within a month. A check deposit of \$5,000 was given to the company to secure the purchase. He mentioned that the radio is not included and they would need to install one.

**Motion: Chair Brock made a motion to approve the purchase of a new Ambulance. Selectman Moran seconded. All in favor. Motion carried by a vote of (5-0-0).**

**OLD BUSINESS**

**Budget Update:** Chair Brock said there were 2 stipend requests under department increases in the 2024 Proposed Budget with no descriptions of why. The Board was reluctant to approve one department and not the other in their last meeting and it was decided not to approve either one. Treasurer Katie Philbrick came before the Board to explain the reason why she is requesting an increase. She said that over the last few years her job has become more time consuming to manage it all, as it involves more paperwork, releasing funds from DMV 2 times weekly and going to the bank to make additional bank deposits. In addition, there is much more tracking that is done to ensure everything is secure. In general, the credit cards have been a lot more work for her. She is looking to change her line amount from \$11,107 to \$12,000. Selectman Chivers acknowledged all the work she does and reported that she is accountable for the Town's finances and supports her request.

**Motion: Selectman Chivers made a motion to approve the Treasurer's stipend in the amount of \$12,000. Selectman Young seconded. All in favor. Motion carried by a vote of (5-0-0).**

**Town Building** – Town Administrator Hansen said she recently talked to Chair Carla Penfield of the Smyth Memorial Building Trustees received an estimate for the Smyth Memorial Building roof repairs and their 2024 Proposed Budget line went down by \$10,000.

**Software:** Town Administrator Hansen stated the Board had approved a new software company in 2021 with MTS. The company only converted the Finance Department and now they would like to change to their payroll to MTS as well, however, MTS are understaffed and would not be able to change it until 2025,

therefore, they will need to stay with BMSI (our Financial Management Software Company). She would like to change the assessing, building and tax software to Avitar Associates. The total conversion would cost \$34,205, and the yearly fee would be \$9,842. She confirmed that MTS had never fulfilled the tax and building software. They kept calling the company and were told that we would need to do the work to get it converted. She confirmed it was never a signed contract and therefore it was not paid for. She stated that Avitar is user friendly and mentioned some of the employees have previously worked with this program. She pointed out that in using Avitar all the programs will work together to make merging easy. She would like to make the switch this year for a cost of \$34,000. She will call Avitar to find out how much money they will need up front and will let the Board know more information in their next meeting.

**MOTION: Selectman Chivers made a motion to proceed with Avitar Associates for the tax, building and assessing software. Selectman Young seconded. All were in favor. Motion carried. (5-0-0).**

**Open Sealed Bids:** Chair Brock opened the sealed bids envelope for the Town owned property located on Raymond Road Map 409 Lot 107-1 consisting of .46 acres. The Board received one bid in the amount \$12,400 along with a check of \$2,500 for a deposit. The Board made a formal vote for the acceptance of the bid.

**MOTION: Selectman Chivers made a motion to accept the bid received for the Town owned property located on Raymond Road Map 409 Lot 107-1 in the amount of \$12,400, with a deposit check of \$2,500. Selectman Young seconded. The Board discussed having the person who purchased the land to pay the remaining balance within 30 days. All were in favor. Motion carried. (5-0-0).**

**Policy Review:** Town Administrator Hansen said there are no changes, it only needs the Board to reaffirm the policy. These were items the Auditors had corrected them on.

**MOTION: Selectman Chivers made a motion to reaffirm the approval on the Policy #2011-004 and Investment Records, Internal Control Master Policy. Selectman Young seconded. All were in favor. Motion carried. (5-0-0).**

**MOTION: Selectman Chivers made a motion to reaffirm the approval on the Investment Policy #2011-004 and records of our Investment Policy. Selectman Dann seconded. All were in favor. Motion carried. (5-0-0).**

## **OTHER BUSINESS**

**Deliberative Session Date:** They Board agreed to schedule the Deliberative Session on Saturday, February 3<sup>rd</sup> at 9am at Moore School. The snow date will be Thursday, February 8<sup>th</sup> @ 5pm. Zoom will be available for viewers to watch and hear, however they will not be able to communicate.

**Cemetery Trustees:** Town Administrator Hansen stated the Cemetery Trustees had encumbered \$9,500 from a company called Emanuel Inc. in order to have some trees removed at the cemetery. The Cemetery Trustees never heard back from the company and received a quote from Northern Tree Service for additional trees to be taken down for \$12,000.

**MOTION: Selectman Young made a motion to approve the Tree Removal quote from Northern Tree Service in the amount of \$12,000. Selectman Dann seconded. All were in favor. Motion carried. (5-0-0).**

**Facebook:** Selectman Dann said Scott Spencer on Douglas Drive praised the Nick Broadwater and all the Recycle Center Employees for all their assistance.

**Hazardous Waste Day:** Selectman Dann commented that Household Hazardous Waste Day went very well.

**Flint Road:** Selectman Young pointed out that they received a letter from a resident who lives on Pine Ridge Road stating Flint Road was repaired.

**Public Comment:** None

**7:03pm 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.

Linda Chandonnet  
Recording Secretary