

APPROVED
**Candia's Virtual Selectmen's Public Session Minutes
November 27th, 2023, 6:30 pm**

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

6:34 pm Chair Brien Brock opened the Public Session Meeting followed by the Pledge of Allegiance.

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

Chair Brock announced there would not be a Public Hearing regarding the Class VI Road, as the owners have withdrawn their request.

House Renovation: Tom Severino (resident) stated he is building an additional structure on his property that will be a home office, gym and garage. He will also be renovating his house and would like to live in the structure while he renovates the home. The issue came up regarding an additional dwelling unit. He does not want to live in the house while renovating it and not be able to live in the structure for a year. He understands that is the way the rules are written under the Zoning Ordinance section 15:04, for a detached structure that is over 750 sq. ft. He is not sure what he needs to do and that is why he attended this meeting to ask about it. Selectman Chivers stated when he built his house many years ago, there was an old house they had demo'd. They placed a house trailer on the property and asked the Selectmen for permission for an additional dwelling on that property. He was given 1 year to complete the house and at the end of the year they moved out of the house trailer and moved into their new home. The Board stated Mr. Severino would not be required to go to the ZBA and the Board would give him an authorization letter.

Motion: Selectmen Chivers made a motion to authorize Mr. Severino to live in a temporary dwelling for a period not to exceed 1 year, while he renovates his home. Selectman Moran seconded. All in favor. Motion carried by a vote of (5-0-0).

Ryan Young (resident) said he will be in a similar situation as Mr. Severino. Eventually he will be tearing down the current house he is living in and building a new one. He will start with building a detached garage with an in law apartment sometime this year. He is looking to make sure it meets the requirements needed for when he moves forward with the house. He is basically building a separate dwelling and tearing down the old house. Chair Brock said that they could work something out.

Recycle Center Contract Rates: Facility Operator Chuck Whitcher came before the board to answer any questions they had for him about the Recycle Center contract rates with Waste Management Inc. He explained some of the changes. Many of the landfills in NH are closing and there will only be one left operating in the state. Their last contract was written in 2018 and costs have significantly increased since then. Their old contract ends in February 2024 and they have the new contract for the next 5 years at 28% more. He was told that Candia has been a customer with Waste Management Inc, for over 15 years, therefore the town is receiving a discount. Waste Management Inc. understands it has increased, however, if we were a new customer the rates would be significantly more. Town Administrator said the increase is \$42,560 and it will need to be added to the bottom line of the budget.

Motion: Selectmen Chivers made a motion to authorize the Board of Selectmen to sign the agreement with Waste Management Inc. as described in the 14 page document, for a 5 year contract on the transportation and disposal of municipal waste. Selectman Young seconded. All in favor. Motion carried by a vote of (5-0-0).

Accept Land donation-Crowley Road: Town Administration Hansen explained that Candia resident Mr. Harry O'Brien passed away and has donated his land of over 100 acres to the Town of Candia. No development is permitted to be built on the land. Everyone may use the land to walk or hike on it. Town Administrator Hansen has been in contact with Town Counsel. A public hearing will not be required, all they will need is a vote to accept the property donation.

Motion: Selectmen Young made a motion to accept the land donation from the Harry W. O'Brien Estate on Crowley Road. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

Public session minutes of November 13, 2023. None noted

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

Public session minutes of November 15, 2023 to set the tax rate. None noted

Motion: Selectmen Chivers made a motion to approve the November 15, 2023, Public Session Minutes as presented. Selectman Young seconded. All in favor. Motion carried by a vote of (5-0-0).

Holiday Schedule: The Board was presented with the 2024 Town Office Holiday Schedule.

Motion: Selectmen Young made a motion to approve the 2024 Town Office Holiday Schedule. Selectman Chivers seconded. All in favor. Motion carried by a vote of (5-0-0).

2024 WARRANT ARTICLES

ARTICLE 16.

Chair Brock pointed out that Article 16 is for the proposed Police Department building, in which the Safety Facility Committee calculated \$2,998,000 is the amount that is needed to add to the warrant. He indicated it will be for a 15 year bond. The Board had conversations about what the amount of the interest rate could be for the bond to figure out how much it would cost for the residents. Chair Brock stated they will only know the amount of the interest rate, at the time the bond is issued. Discussion ensued.

To see if the Town will vote to raise and appropriate the sum of Two Million Nine Hundred and Ninety-Eight Thousand Dollars (\$2,998,000) for the construction of a new Police Department Facility, and to authorize the issuance of not more than Two Million Nine Hundred and Ninety-Eight Thousand Dollars (\$2,998,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon and the maturity and other terms thereof and to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to take such other actions or to pass any other votes relative thereto as shall be in the best interest of the Town of Candia. (Recommendations required) (3/5 ballot vote required).

Selectman Chivers said he has a proposal to replace the Warrant Article that was just presented. If they would make this a two-step process. This year they could go to the Board and the Town with the Warrant Article written as follows: To see if the Town will vote to authorize the selectmen to negotiate, in accordance with the provisions of the Municipal Finance Act (RSA33), the terms of a bond or note in the amount of \$2,978,000 for the construction of a new Police Department facility. Such terms, including interest rate and annual payments, are conditioned on ratification and final approval by the Town at a subsequent meeting held for such purpose. Chair Brock said he was told the bond bank will not talk to you, unless you pass the Warrant Article first. Selectman Chivers said we are asking residents to commit to either a 10 or 15 year contract and they don't know how much it is going to be. Chair Brock reminded him that it is the same

process as the 10 year bond they did for the Recycle Center except for the numbers. He said around the month of March, is when they will have a better idea of what the bond banks interest rate will be. Discussion ensued. **Motion: Selectmen Dann made a motion to approve Warrant Article 16 to be added to the warrant. Selectman Moran seconded. Motion carried by a vote of (3-2-0). Selectman Dann-yes, Selectman Young-no, Selectman Chivers-no, Chair Brock-yes, Selectman Moran-Yes.**

ARTICLE 2.

To see if the Town will vote to raise and appropriate as an Operating Budget, this operating budget warrant article does not include appropriations by special warrant articles and other appropriations vote separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$3,990,675. Should this article be defeated, the default budget shall be \$4,033,235 which is the same as last year, with certain adjustments required by previous action of the Town of Candia or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.
(Recommended by the Board of Selectmen by a vote of)

ARTICLE 3.

To see if the Town will vote to raise and appropriate the sum of One Hundred Sixty Thousand dollars (\$160,000) for the operating expenses of the Smyth Public Library. Funds are to be expended under the direction of the Smyth Public Library Association.
(Recommended by the Board of Selectmen by a vote of 5-0-0)

Motion: Selectmen Chivers made a motion to approve Article 3 as written. Selectman Young seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 4.

To see if the town will vote to raise and appropriate the sum of \$20,000.00 to the Candia Youth Athletic Association for the specific expenses of providing youth recreation programs to the children of Candia. Said expenses to be expended under the direction of the Candia Youth Athletic Association Board of Directors in accordance with the approved budgets. (Submitted by petition)
(Recommended by the Board of Selectmen by a vote of 5-0-0)

Motion: Selectmen Chivers made a motion to approve Article 4 as written. Selectman Young seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 5.

To see if the Town will vote to raise and appropriate the sum of Thirty Thousand Dollars (\$30,000) to be deposited into the existing Recycle Center Equipment and Capital Improvement Capital Reserve Fund under the provisions of RSA 35:1 adopted at the March 2017 Town Meeting, for the purpose of funding major capital improvements in the Recycling Center and the replacement of equipment used at the Center with the Selectmen appointed as agents.
(Recommended by the Board of Selectmen by a vote of 5-0-0)

Motion: Selectmen Chivers made a motion to approve Article 5 as written. Selectman Young seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 6.

To see if the town will vote to raise and appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000) for Excess Winter Road Maintenance, these funds will not be used unless the operating winter maintenance funds are exhausted. This will be a non-transferable appropriation. Said funds to be expended under the direction of the Board of Selectmen.

(Recommended by the Board of Selectmen by a vote of 5-0-0)

Motion: Selectmen Chivers made a motion to approve Article 6 as written. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 7.

To see if the town will vote to raise and appropriate the sum of Two Hundred Thousand Dollars (\$200,000) for the reconstruction of the Northern portion of Tower Hill Road. Said funds to be expended under the direction of the Board of Selectmen.

(Recommended by the Board of Selectmen by a vote of 5-0-0)

Motion: Selectmen Chivers made a motion to approve Article 7 as written. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 8.

To see if the town will raise and appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000) for resurfacing of the southern portion of South Road. Said funds to be expended under the direction of the Board of Selectmen.

(Recommended by the Board of Selectmen by a vote of 5-0-0)

Motion: Selectmen Chivers made a motion to approve Article 8 as written. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 9.

To see if the Town will vote to establish a Revolving Fund pursuant to RSA 31:95-h for the purpose of funding Highway Department projects. All monies received from the Highway Block Grant will be deposited into this 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 the order of the governing body and no further approval is required by the legislative body to expend. Such funds may be expended only for the purpose for this the fund was created. **This article would result in no increase in the amount to be raised by taxes.**

The Board has a discussion and decided they will table this Article.

Motion: Selectmen Chivers made a motion to table Article 9. Selectman Young seconded. Motion carried by a vote of (4-1-0). Selectman Dann-no, Selectman Young-yes, Selectman Chivers-yes, Chair Brock-yes, Selectman Moran-Yes.

ARTICLE 10.

To see if the Town will vote to raise and appropriate the sum of Seventy-Five Thousand Dollars (\$75,000) 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 the fire apparatus and equipment with the Selectmen appointed as agents.

(Recommended by the Board of Selectmen by a vote of 5-0-0)

Motion: Selectmen Chivers made a motion to approve Article 10 as written. Selectman Moran seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 11.

To see if the Town will vote to raise and appropriate the sum of Seventy-Five Thousand Dollars (\$75,000) to be deposited in the **Fire Station Infrastructure and Grounds Capital Reserve Fund** under the provisions of RSA 35:1 at the March 2017 Town Meeting, for the purpose of providing for major capital investments in the fire station building infrastructure and grounds to keep the building and property sound, functional and safe well into the future with the Selectmen appointed as agents.

(Recommended by the Board of Selectmen by a vote of 5-0-0)

Motion: Selectmen Chivers made a motion to approve Article 11 as written. Selectman Moran seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 12.

To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (**\$20,000**) to be placed in the existing **Revaluation Capital Reserve Fund** for the Future Revaluation of the municipality. Said funds to be expended under the direction of the Board of Selectmen.

(Recommended by the Board of Selectmen by a vote of 5-0-0)

Motion: Selectmen Chivers made a motion to approve Article 12 as written. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 13.

To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars (**\$4,000**) for the operation and maintenance of the **Fitts Museum**. Said funds to be expended under the direction of the Trustees of the Fitts Museum. (By request of the Trustees of the Fitts Museum).

(Recommended by the Board of Selectmen by a vote of 5-0-0)

Motion: Selectmen Young made a motion to approve Article 13 as written. Selectman Dann seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 14.

To see if the town will vote to raise and appropriate the sum of Two Thousand Five Hundred Dollars (**\$2,500**) to be placed in the existing **Town Office Building Maintenance Fund**. Said funds to be expended under the direction of the Board of Selectmen.

(Recommended by the Board of Selectmen by a vote of 5-0-0)

Motion: Selectmen Chivers made a motion to approve Article 14 as written. Selectman Moran seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 15.

To see if the town will vote to raise and appropriate the sum of Four Thousand Five Hundred Dollars (**\$4,500**) to be placed in the existing **Smyth Memorial Building Fund**. Said funds to be expended under the direction of the Board of Selectmen.

(Recommended by the Board of Selectmen by a vote of 5-0-0)

Motion: Selectmen Young made a motion to approve Article 15 as written. Chair Brock seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 17.

To see if the town will vote to rescind Warrant Article 27 of March 27th, 1993, Town Meeting in the sum of Four Thousand Dollars (**\$4,000**) and will remain in the undesignated fund balance.

Motion: Selectmen Chivers made a motion to rescind Article 17. Selectman Young seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 18.

To see if the town will vote to dissolve the expendable trust fund established in 2008 known as the **"Incinerator Decommissioning and Site Closure Expendable Trust Fund"**. Said funds in the amount of **\$1,137**, plus accumulated interest to date of withdrawal, shall lapse to the Town's undesignated fund balance. The Board agreed to put the funds back into the Recycle Center Revolving Fund.

Motion: Selectmen Chivers made a motion to approve Article 18 and for funds to go into the Recycle Center Revolving Fund. Selectman Young seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 19.

To see if the Town will vote to raise and appropriate the sum of One Hundred Thirty-Five Thousand Dollars (**\$135,000**) to be added to the **Future Capital Improvements Capital Reserve Fund** previously established. This sum to come from undesignated fund balance. No amount to be raised from taxation.

(Recommended by the Board of Selectmen by a vote of 5-0-0)

This money was from the sale of the Fire Department's Rescue Truck.

Motion: Selectmen Chivers made a motion to approve Article 19 as written. Motion: Selectman Moran seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE 20

To see if the Town will vote to raise and appropriate the sum of \$200,000 to be added to the Future Capital Improvements Capital Reserve Fund previously established. This sum to come from the undesignated balance. No amount to be raised from taxation.

(Recommended by the Board of Selectmen by a vote of)

ARTICLE

To see if the Town will vote to raise and appropriate the sum of Six Thousand Eight Hundred Seven Dollars (**\$6,807**) in support of the **Rockingham County Community Action.**

(Recommended by the Board of Selectmen by a vote of 5-0-0)

ARTICLE

To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars (**\$4,000**) in continuation of its support of the **Visiting Nurse Association of Manchester and Southern New Hampshire.**

(Recommended by the Board of Selectmen by a vote of 5-0-0)

ARTICLE

To see if the Town will vote to raise and appropriate the sum of Two Thousand One Hundred Dollars (**\$2,100**) in continuation of its support of the **Rockingham County Nutrition and Meals on Wheels Program.**

(Recommended by the Board of Selectmen by a vote of 5-0-0)

ARTICLE

To see if the Town will vote to raise and appropriate the sum of One Thousand Four Hundred Dollars (**\$1,400**) in continuation of its support of **Waypoint (formally Child and Family Services).**

(Recommended by the Board of Selectmen by a vote of 5-0-0)

ARTICLE

To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (**\$1,000**) in continuation of its support of the **CASA (Court Appointed Special Advocates for Children).**

(Recommended by the Board of Selectmen by a vote of 5-0-0)

ARTICLE

To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (**\$1,000**) in support of the **Home Health and Hospice Care.**

(Recommended by the Board of Selectmen by a vote of 5-0-0)

ARTICLE

To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (\$1,000) in continuation of its support of **Big Brother/Big Sister**.

(Recommended by the Board of Selectmen by a vote of 5-0-0)

ARTICLE

To see if the Town will vote to raise and appropriate the sum of Two Hundred Twenty-Five Dollars (\$225) in continuation of its support of the **Retired and Senior Volunteer Program**.

(Recommended by the Board of Selectmen by a vote of 5-0-0)

Motion: Selectmen Chivers made a motion to approve Articles 21-28 as written. Selectman Young seconded. All in favor. Motion carried by a vote of (5-0-0).

ARTICLE X

To see if the Town will vote to authorize the Selectmen to formally transfer the management and responsibility for the following town-owned properties to the Candia Conservation Commission, to be held forever in trust for the benefit and enjoyment of the citizens: 1. High Street (Map 404, Lot 118) 10.30 acres off Donovan Road. 2. High Street (Map 405, Lot 042-1) 2.38 acres off Donovan Road. 3. High Street (Map 405, Lot 042-2) 5.10 acres off Donovan Road. 4. High Street (Map 411, Lot 038) 35 acres off Donovan Road. Further, to designate these properties, in accordance with RSA 31:110 as a part of the Candia Town Forest System.

(Recommended by the Board of Selectmen by a vote of 2-3-0)

Motion: Selectmen Young made a motion to support Article X as written. Selectman Dann seconded.

Discussion opened: Selectman Dann said if someone looks at this and says well I don't want #3 to go or whatever it is, so they will vote no on it, because they are voting on a whole group. Town Administrator Hansen said it looks like they want to take over the smaller pieces. It looks like the Conservation Commission already manages the one of 35 acres. Chair Brock said it looks like they want to clarify that. Selectman Dann asked if the Conservation land is adjacent to this right now? Selectman Young said they already control some of this I think. Town Administrator said the information shows CCC manages it, and she does not know why he has it under. Chair Brock said he thinks they just want to lump them together to clarify. Selectman Chivers said if this is such a good idea then why we don't do it for all our Town Policies. Chair Brock said because he does not think it is a good idea. Selectman Young said she asked the Conservation to do exactly what you are talking about. But it doesn't give us any lead way to sell it. Discussion ended. **Motion failed by a vote of (2-3-0). Selectman Dann-no, Selectman Young-yes, Selectman Chivers-yes, Chair Brock-no, Selectman Moran-no.**

ARTICLE XX

To see if the Town will vote to allow the Candia Conservation Commission to expand the existing Dennis Lewis Town Forest and permanently protect it by combining the Town Properties currently under the management and responsibility of the Conservation Commission in the New Boston Road area and putting a Conservation Easement on them at no additional expense to the Town. Said properties are shown on the 2022 Schedule of Town Property as Map/Lots 406-081-1, 406-082, 406-083, 406-100-1 and 406-103-1, an area consisting of 78.6 +/- Acres.

(Recommended by the Board of Selectmen by a vote of 5-0-0)

Motion: Selectmen Young made a motion to support Article XX as written Selectman Chivers seconded. Selectman Dann said the question he has is you put this out and you want Town people to know they are talking about, then there should be a map showing this property. Selectman Young said it's the same with this other thing, and they should have a map. Selectman Dann said what he is saying, you are talking

about these lots, who knows where they are. Selectman Young said she agrees. Chair Brock said that it should go to the Boy Scouts for an insert and the warrant article to be numbered on there. Discussion ensued. **Motion approved by a vote of (4-1-0). Selectman Dann-no, Selectman Young-yes, Selectman Chivers-yes, Chair Brock-yes, Selectman Moran-yes.**

Motion: Selectmen Chivers made a motion to support Article XX as written and recommends the Conservation Commission to publish maps/information available on the Dennis Lewis Town Forest Memorial to encourage the public's support on this warrant article for the Boy Scouts handout with Article number. Selectman Young seconded. All in favor. Motion carried by a vote of (5-0-0).

OLD BUSINESS

Policy Updates: Selectman Chivers affirmed their support for the changes made to the following Policy changes.

MOTION: Selectman Chivers made a motion to affirm their support for the changes made to policy number 2011-001-5 the transfer of funds for the Handling Bad Checks Policy and changes were recommended by the Town Administrator on the recommendation of Accounting & Payroll Specialist Kim Hughes. Selectman Young seconded. All were in favor. Motion carried. (5-0-0)

MOTION: Selectman Chivers made a motion to affirm their support for the changes made to policy number 2019-001 the transfer of funds for the Office Supplies Policy and changes were recommended by the Town Administrator on the recommendation of Accounting & Payroll Specialist Kim Hughes. Selectman Dann seconded. Selectman Young asked if the Selectmen's office will handle all the ordering as some things go over. Town Administrator Hansen said they try to get Mike Kelley on board. Obviously there are some things that Mike buys that they didn't know. Selectman Young said, so that will all go through your office. Town Administrator said that's how it's supposed to be set up. **All were in favor. Motion carried. (5-0-0).**

MOTION: Selectman Chivers made a motion affirm their support for the changes made to policy number 2021-001-1 the transfer of funds for the Credit Cards Policy and changes will recommended by the Town Administrator on the recommendation of Accounting & Payroll Specialist Kim Hughes. Selectman Moran seconded. All were in favor. Motion carried. (5-0-0).

OTHER BUSINESS

NHMA Advocacy letter: Selectman Chivers said he called Government Finance Advisor Catherine Heck from NHMA, for information on the town's finances She encouraged him to ask for the Boards support for the NHMA's efforts to lobby on behalf of the town's state legislature. She provided him with a letter for the chairman to sign for the boards support indicating the town of Candia benefits from NHMA's advocacy on our behalf. There is a bill before the legislature to abolish any lobbyist that are advocating on behalf of municipalities. He indicated that you are not going to have a voice in Concord if it passes. The purpose of this letter is to ask the Board to sign it and it will show our support for their efforts.

MOTION: Selectman Chivers made a motion to authorize the Board to sign the letter from NHMA. Selectman Dann seconded. All were in favor. Motion carried. (5-0-0).

CALENDER:

- The next Board of Selectmen's meeting is Monday, December 11th, 2023 at 6:30pm.

Public Input: Bill Saffie (resident) asked why they would need to do a municipal bond if they are not taking a mortgage for building the Police Station. Town Administrator said they could go to a bank to get a loan. Mr. Saffie explained taking a loan would cost less than a bond. There were concerns on how much the interest rate would be on a Bond at the time it is taken out. Discussion ensued.

8:01pm MOTION: Selectman Dann made a motion to adjourn the Public Meeting. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

Linda Chandonnet
Recording Secretary