

APPROVED
Candia's Virtual Selectmen's Public Session Minutes
September 13th, 2024, 8:00 am

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

8:00am Chair 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.

Proposed 2025 Budget Review

Election Administration: Town Clerk D. Hetzel went over some of her items that were increased for office supplies. Under Elections, she has over \$7,000 for the purchase of new ballot machines that she did not encumber and indicated that she would like to buy Poll Pads. Selectman Young asked if it is for one election or two. Town Clerk D. Hetzel said it is for two elections. Selectman Dann asked about the 2 chairs for handicap and Town Clerk D. Hetzel said she hopes that they were brought back from their last election. Selectman Dann said he believes the handicap chairs are very beneficial.

MOTION: Selectman Young made a motion to accept the Election Administration as presented for \$18,100. Seconded by Chair Brock. All in favor. Motion carried by a vote of 5-0-0.

Town Clerk: The Board reviewed the Town Clerk's Budget.

MOTION: Selectman Young made a motion to accept the Town Clerks Budget as presented for \$95,180. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.

Town Building Expenses - Smyth Memorial Building: Chair C. Penfield of the Smyth Memorial Building said the biggest increase is for the last section of the roof renovation. This year they are at \$21,000. They have hopes of adding in a new walkway this year, but they will use the interest from the Ingrid Byrd Fund. They were letting the interest accumulate and believe they have enough now to do the project. With all the new roof repairs, new downspouts and gutters completed it should last 75 years. They will have ongoing repairs to make, when they lose an occasional roof slate, they spend approximately \$400 fixing the slates. The Property Maintenance Line – is for the large hedge that grows poison ivy and needs to be taken care of every year, as well as trimming the trees.

Fire Department/Forestry: Fire Chief Young said the Forestry line is the same. It looks like they are overspent, and that is because they received a Grant. When they match a Grant, it cannot be put back into the budget according to the laws. Unfortunately, they ended up overspending that line amount and this is why the expenditure is \$4,200 and why they have only \$2,100 left. They tend to receive a Grant each year from the State, and they will continue to keep doing that. He shows an increase in N.H. Hazmat, which is their increase this year that they already voted to do at their meeting. His Communication Maintenance line is also up, as that is for the tower rental that they rent space for on Saddleback. Ed Cunningham's Tower is located on Tower Hill, and said it is increasing. He had underbudgeted for this line last year and now it is showing up on his expenditures this year.

The other large item this year is for Fireman's Compensation. After the first 3 months of the year, they had to change the way they paid their employees and indicated that was by law that they were forced to change that. Captain/Paramedic M. Kelley and Safety Officer G. May of the Fire Department attended a

meeting in order to learn more about the pay business side and found out that employees must be paid the same way and the stipend had to stop. Chief Young explained the payroll process and that every person has a payrate assigned to them based on rank, and their level of expertise. They were also told all employees are to be paid biweekly and that does not include the Ambulance employees, only the Fire Department's compensation budget. Discussion ensued regarding the way the Fire Department employees are being compensated.

Chief Young said by the end of the year, it looks like they will be over \$15,000. He has talked to Accounting & Payroll Specialist K. Hughes and found out what they are paying for monthly pay. He took the first 4 months and averaged the amount they were spending and multiplied this by 12. He added in 2 trainings consisting of 20 people, with 9 hours of pay is over \$4,000. With training at \$5,000 each, he has added in \$10,000 for training in the pay line, and that is why his budget is up 21%.

Ambulance: Captain/Paramedic M. Kelley of the Ambulance Department said the only increase is for the wages line with an anticipated cost of living adjustment. The Vehicle Maintenance line is over due to the spare ambulance that they have owned for over 2 ½ years and it was not able to go out for maintenance therefore it had a major overhaul. Some of the that was for insurance work and regular maintenance costing about \$15,000 between the two, and that is what the overage is for. The minor Equipment line is over also from the purchase of the new ambulance in buying the minor equipment needed to get it running. He had to increase the oxygen supplies, as they are using more than initially anticipated. Selectman Chivers questioned the Cola increase, and said normally the Board agrees on what the Cola increase will be for all the Town Employees, therefore it is a uniform increase. Selectman Chivers said it shows Captain/Paramedic M. Kelley has added in 4%, and that it should be taken out. When the Board makes their last adjustment is when they will make the adjustment to the budget according to the CPI. Captain/Paramedic M. Kelley said there are a few employees that have received increased certifications, therefore that was added in as well. Discussion ensued.

MOTION: Selectman Moran made a motion to approve the Ambulance Budget as adjusted and the Fire Department Budget as presented. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.

Planning Board: Chairman D'Arcy of the Planning Board said their budget did not change much. Their Budget carries the annual GIS licensing fee that the town utilizes costing \$1,700. The bill he received for this year is only \$1,200, so they may be a little over budgeted. The SNHPC dues had \$8,500 in it last year for Master Implementation and Planning as that will be spent on doing Impact Fees for the School and Solid Waste. They have already completed Roads and Emergency Services. He has decreased it to \$5,000 for next year, and he is hoping they do not have to use that money, and they have received another HOP (Housing Opportunity Planning) Grant from the State. He will try to put as much of the work they need to do in terms of water supply and in justifying their zoning into the HOP Grant and they will need some funds to cover it. They have spent their Law Budget line amount by attending Law Lectures and have money in the Seminars line again. On the Books and Documentation line, they have used every year for their RSA Books. The last 2 lines are for Mileage and Legal Notices that he continues to keep in, in the event they would need it. Selectman Dann said the last 2 items have not spent in years and when the Budget Committee looks at other departments and will say that you have not spent that money for years, therefore why are you asking for it again? Selectman Young said they are down 20% and she doubts that there will be much of a conversation on it.

MOTION: Selectman Chivers made a motion to approve the Planning Boards requested budget in the amount of \$11,475. Seconded by Chair Brock. All in favor. Motion carried by a vote of 5-0-0.

Animal Control: M. McGillen said he and Animal Control Officer Martel have lowered a few of their lines, but it is up by \$150. Kennel cost have increased, as in one case they had used a lot of their money up and that is why they increased it by \$100. He said our new Police Chief Shevlin has some ideas on lowering that cost in the future. Chief Shevlin said historically where he comes from, they do not pay kennel costs. Usually when they pick up a dog, they try to find a way to keep them at the PD. The Officers will feed, water and take the dog out when needed and will do everything to find the owner. He will reach out to the SCPA to find out if a dog is abandoned on what route they would take, as they would not be able to keep the dog at the PD. This is why he is asking them to keep this amount in their budget until they receive that information.

MOTION: Selectman Chivers made a motion to approve the Animal Control Budget in the amount of \$7,852. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

Auditing Services: Town Administrator Hansen said she has not heard back from the Auditing Service with their total, and she will keep this line at \$21,850 unless they come back, or the Board could come back to revisit it. She said they need to add a number in for the bottom line and the Board all verbally agreed on the amount.

MOTION: Selectman Chivers made a motion to approve Auditing Services line in the amount of \$21,850. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.

Budget Committee:

MOTION: Selectman Chivers made a motion to approve the Budget Committee's budget line in the amount of \$1,562 . Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.

Building Inspector: The Building Inspector was not present, and the Board decided to table. Selectman Young questioned Land Use Project Management. They have spent some money from this line, and she does not know what it is for. The Board did not have an answer.

MOTION: Selectman Chivers made a motion to accept the Building Inspectors request for \$24,593. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.

Cemetery: Town Administrator Hansen said they only show a 2% increase. The Board reviewed all the items that went up. Selectman Young asked if there would be any more paving that needs to be done. Road Agent Wuebbolt said there will be no additional paving in the cemetery that he is aware of.

MOTION: Selectman Young made a motion to approve the Cemetery's budget line amount of \$70,570. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.

Conservation Commission:

MOTION: Selectman Chivers made a motion to approve the Conservation Commissions budget line for the amount requested of \$4,230. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

Cemetery: Town Administrator Hansen said this is level funded and it is what they requested last year.

MOTION: Selectman Chivers made a motion to approve the Cemetery 2024 budget line of \$73,149. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.

Direct Assistance: Selectman Chivers said this budget amount has not changed in years.

MOTION: Selectman Chivers made a motion to approve the Direct Assistance budget line of \$10,000. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

Election & Voter Registration: Tax Collector Stamatelos said 2025 will be a slower year for them.

MOTION: Selectman Dann made a motion to approve the Election & Voter Registration budget line for \$7,568. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.

Emergency Management:

MOTION: Selectman Moran made a motion to approve the Emergency Management budget line of \$3,000. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.

Health Officer:

MOTION: Selectman Moran made a motion to approve the Health Officers budget line of \$501. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.

Heritage:

MOTION: Selectman Young made a motion to approve the Heritage budget line of \$1. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.

Highway: Road Agent Wuebbolt said most of the increases he made were in line with what he is expecting for increases in material pricing. Patching was brought up from \$11,375 to \$13,000. Cold patch prices went up from \$125 per ton to \$132, that is a 6.8% increase. He has added closer to 14% as he would like to start conducting more patching around Town. This year they have overspent by over \$2,000. Patching really needs to be done all the time, depending on the type of winter we have. The last few winters were exceptionally bad because the ground never freezes, it stays wet, and the potholes keep coming back. His goal is to make increases to get closer to where they need to be, but at the same time keep it at a low number.

The next big increase is Tree Removal for \$10,000-\$18,000, and at this point they can see they have spent a little over \$18,000 on tree removal. They have Ash trees dying all around town and have a lot of unhealthy trees dying no matter what species they are. Last year he tried to raise it to \$18,000 and is looking to do that again. For some reason a lot of their roadside trees are dying. He has added a few notes into his budget for Tree Canopy, Brush Cutting and Mowing as these items have not been spent yet, however they are planning to be conducted in the November/December timeframe and will do the Mowing in the fall.

The Asphalt Maintenance & Rehabilitation number comes straight out of what the increase of materials will be next year. He has spoken to both companies Brox and Pike, and they do not give their prices until spring, however we could figure on a 5% increase. He believes a 5% increase is good. There was a conversation about using Continental, but he feels the companies they are using now are treating us very good, stick to their prices and he wants to stay with them.

The next increase of \$8,000-\$10,000 is for Culverts consisting of price and the installation. To add to this, he would like to have one day a year that he can obtain a back truck in Town and to clean out catch basins. Most of them are full of silt and some of the pipes are also getting filled with it, and he believes he could get a lot done in one day. Selectman Young asked if residents on town roads are responsible for their own culverts on their driveways. The Road Agent said that is correct, landowners are responsible for their own culverts. November is when they will begin taking Landing Way over for Winter Maintenance. This will add about 1.5% to their total lane miles for the Town. What he has done is add 1.5% to the

Winter Payroll to cover the 1.5% additional time that it would take. He did the same with Winter Salt, by adding in 1.5%. He received his quote from Epsom a few months ago and their price did not go up this year. The last increase was for Sand and that was 1.5% and also added some in from Plourde, however they are having to truck sand in from Loudon and will be adding in a little more to their price for the trucking that it hauls it from Loudon to Hooksett. That amounted to 6% or 7%. His total budget increase was for 4.76%. Selectman Chivers asked if had put back in the \$10,000 for Wildlife Management. Road Agent Wuebbolt said, yes he did.

MOTION: Selectman Chivers made a motion to approve the requested Highway budget line for \$861,444. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.

Insurance: Town Administrator Hansen said she has roughly added in for the Health, Disability, Dental and Life Insurance. Under Property, Liability and Workman's Compensation Insurance she used the percentage from last year and applied that amount, however it may change.

MOTION: Selectman Young made a motion to approve Insurance budget line for \$217,461. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.

Legal Expenses: Level Funded.

MOTION: Selectman Chivers made a motion to approve Legal Expense budget line for \$55,000. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

Other Culture & Recreation:

MOTION: Selectman Young made a motion to approve Other Culture & Recreation budget line of \$3. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.

Parks & Recreation: Selectman Young said this is level funded. She thinks they may have enough money left over this year to finish the park bathrooms to buy new toilets and sinks. She would also like to add drainage around that building and will find out how much that will cost to dig a drainage ditch or whatever they would need to do there.

MOTION: Selectman Dann made a motion to approve the Parks & Recreation budget line of \$28,102. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

Police: M. McGillen stated the major increases are the Salary and Retirement lines that goes with the full-time salaries. They will be hiring 6 Officers with competitive rates starting at around \$28 hr. for a new hire that are uncertified. 3 of those Officers will be at around \$31 hr. if they are certified. They will need to hire 1 Lieutenant at the former Lieutenant's payrate. Other smaller costs would include their Training. Chief Shevlin said the Academy requirements for any Training have been increasing and it has changed from 8 to 12 hours and that it will continue to go up. Each Officer is required every year to do 3x2's, (Police Standards) and the 6 hours does count as training, and it can be completed online. Discussion ensued on Officer Training. Chief Shevlin said the Ammunition line did go up. Training at the Police Academy has an indoor shooting range, and they are required to use frangible ammunition, however that has a very high cost. He believes the polygraph is important for new hires to go through costing around \$350 on each. Selectman Chivers asked why the full-time Officer Wage line went up \$86,838, and if that represents a raise for the existing force or is that what he anticipates in having to fill the vacancies? Chief Shevlin said it is for both, and it is factoring in the raise for the current full-time Officers to bring them where they need to be with their part-time Officers and to keep it current to what Officers are making here. There was an additional conversation about being competitive in pay with other nearby communities.

Selectman Young asked about the Prosecutor line. She was told that was a price increase. M. McGillen said the Salary line includes the sign-on bonuses. Chief Shevlin said they have removed the diffuser this year to help offset the budget. There is an increase in the Equipment line for Ballistic Vests that are over \$900 each, as the vests are fitted specifically for each Officer. The Dues and Subscriptions lines were left the same and it will help to offset their Training costs. They increased the line of \$150 for blood draws for DUI's and accidents. This charge can be recovered if they try to get restitution. The Psychological Testing line has an increase, and the Police Academy fully reimburses the Town once we send them an invoice. There is a Grant through Rockingham Sheriff's Department, and they will be transitioning to a new software program that may happen in the spring. The amount that is paid is within the same company, it is just using a different name. He said they would give us the credit in the following year and that it would not increase.

MOTION: Selectman Dann made a motion to approve the Police Departments budget line of \$951,494,690. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

Property Appraisal: There was a discussion about the amount. Selectman Young said when they are looking at expenses this is something they may want to look at. Town Administrator Hansen said she will look at the contract.

MOTION: Selectman Dann made a motion to approve the Property Appraisal budget line of \$33,000. Seconded by Selectman Chivers. Selectman Young said she approves with reservations. All in favor. Motion carried by a vote of 5-0-0.

Solid Waste: Facility Operator C. Whitcher of the Recycle Center stated there was an error on a line showing they have a 3% decrease that is not accurate. For Facility O & M the request was \$31,000 for the current year and is listed at \$3,100. The biggest increase is for the Land Fill Disposal which is contracted through Waste Management and every year, and it will increase, unfortunately he has no control over that cost. The Sweeper that they are using all the time to keep the driveway clean is worn out, therefore he will be looking to replace it with a cost of around \$4,000. He has tried to keep everything level funded. Selectman Moran said he noticed the Testing went down from \$6,900 to \$500. C. Whitcher said they still test for the water wells at the old facilities and in 2025 they will not be testing them. Selectman Young said if it was \$3,100 instead of \$31,000 if they add the \$31,000 total to his line? Town Administrator Hansen said they need to add the difference, and the new number is a 2.46% increase (line total \$523,515).

MOTION: Selectman Dann made a motion to approve the Solid Waste budget line of \$523,515. Seconded by Selectman Young All in favor. Motion carried by a vote of 5-0-0.

Street Lighting:

MOTION: Selectman Young made a motion to approve the Street Lighting budget line of \$2,900. Seconded by Selectman Moran All in favor. Motion carried by a vote of 5-0-0.

Tax Collector: Tax Collector Stamatelos said they added in their PDF ability Software. They are expecting a postage increase and it affects mailing out the tax bills. The company they use does everything necessary for stuffing the envelopes all except for postage costs. Selectman Young questioned the Stipend. Tax Collector said she put in 3%. Selectman Young said they will need to tell all the Departments not to add the Cola in. It was determined the amount the Tax Collector added in of 3% is for her increase and not the Cola.

MOTION: Selectman Dann made a motion to approve the Tax Collectors budget line of \$37,663. Seconded by Selectman Chivers All in favor. Motion carried by a vote of 5-0-0.

Town Building Expenses: The Board agreed the main entrance doorway to the Town Hall needs to be replaced and costs around \$7,000 and there are other areas of the building that needs work. They agreed to add in \$16,250 to their Building Maintenance line, totaling \$84,545.

Selectman Young made a motion to approve the for the Town Offices budget line amount of \$84,545. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

Town Office Expenses: Town Administrator Hansen said she is still waiting for an annual number from Block 5, therefore she had added in the number from last year. The amount was lowered because they did a conversion with the computer systems.

Selectman Young made a motion to approve the for the Town Offices budget line amount of \$370,011. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.

Treasurer: Town Administrator Hansen explained the Treasurer received an increase last year that they had corrected.

Selectman Chivers made a motion to approve the Treasurer's budget line amount of \$15,024. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.

Welfare: Town Administrator Hansen said she has added in an amount for this line. Our Welfare Officer does her job and if people come to us, they outsource them and how she supports this amount. Selectman Young said the Board has asked her in the past to show them documentation of activity. Selectman Chivers said they are budgeting \$7,717 to administer a \$10,000 appropriation. Chair Brock said a lot of that work does not reflect direct assistance. Selectman Young said she would like to see things written down and that it would help to solve a lot of problems for everyone.

Zoning Board Of Adjustment:

Selectman Chivers made a motion to approve the for the Zoning Boards budget line amount of \$1,391. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.

Town Administrator Hansen said the total is for \$4,201,603 showing a 5.9% increase. This amount does not include Health Insurance or the Cost of Living increase for Employees.

9:36pm MOTION: Selectman Dann made a motion to adjourn the Public Meeting. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.

Respectfully submitted,
Linda Chandonnet, Recording Secretary