

APPROVED  
**Candia's Virtual Selectmen's Public Session Minutes**  
**September 6th, 2025, 9:00 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 Stephanie Helmig, Selectman Boyd Chivers, Selectman Sue Young and Town Administrator Amy Spencer.

**Absent:** Selectman Patrick Moran.

**PROPOSED 2026 BUDGET REVIEW**

**Ambulance Department:** Captain/Paramedic M. Kelley of the Ambulance Department began by going over the wages for the department. Last year they were using an average wage of \$26 per hr. for the entire staff. He said it is not easy to produce the right wage line when everyone is per diem. He feels the wage of \$30 per hr. is on the high end. He explained why they will be over with their wages line. He indicated they do not account for late calls or overtime. Chair Brock commented that it makes sense to base it on a higher amount M. Kelley said, eventually he would like to move some positions into a part time, non-benefited position.

**Administrative/Compliance Officer:** M. Kelley said last year he requested an increase on this line for assistance with additional hours, however that did not occur. That is why the increase is \$17.50, giving him the ability of 10 hours a week of administrative time. Currently working on their budget it is approximately 8 hours, but there is more than that occurring.

**Field Training/Special Detail:** M. Kelley said this would encompass items such as the Deerfield Fair. They pay for this out of a specific line and are then reimbursed. The Deerfield Fair alone creates an invoice for the town of about \$3,000-\$5,000 depending on how many people they have working there, and he needs to pull that money out from somewhere and that it must have a specific line.

**Supplies/Maintenance:** M. Kelley said they added in their software costs that was not added in previously. Their medical supplies costs are going up and that is why he increased this line. He has an option for the Medical Equipment Maintenance if necessary to reduce it. He explained how the annual contract for maintenance services with Stryker and ZOLL our medical companies and how typically municipalities incorporate the plans into the initial purchase cost, but this did not occur with all of their equipment, due to how it they were funded. Currently \$8,600 will be needed for the maintenance on Stryker and ZOLL. He did speak with Stryker on the potential of a one-time purchase for the next 3 years giving them a discounted rate. If the operating budget needs to be reduced that would be the place and he recommends that they purchase directly from the Ambulance Revenue as that line in theory could be lowered to \$1,000, and they could have it as incidental maintenance for the durable equipment. Selectman Helmig questioned if they would do the 3 year coming out of the Revolving Fund? M. Kelley said that is what he was thinking of doing.

Selectman Young asked if they know how much money is in the Revolving Fund? M. Kelley said around \$178,000 to \$180,000 and pointed out they are always about 6 months behind of what it

should be. Selectman Helmig confirmed the amount is \$184,813. M. Kelley said he has a list of items that will need to be replaced in the next 5 to 10 years totaling \$120,000. He has spoken to Chief Young and they feel it was not appropriate to ask for a Capital Reserve Fund when they have the Revenue Accounts to assist for these purchase. He is willing to do it any way the Board of Selectmen wants, as long as they understand that if these items are put to a vote, such as a cardiac monitor and it does not pass, the end result would be in them not having a cardiac monitor for a patient. Discussion ensued.

**Fire Department/Forestry:** Chief Young said they decided not to go to Londonderry for a new dispatch. Rockingham has improved their system and this is where they will stay. In a perfect world he could take the \$30,000 off their budget and now he has decided to put it into other areas that they need money. One is for protective clothing, which has been increased due to the requirements from the Department of Labor's items of improvements, which is the firemen's gear that needs to be replaced after 10 years, regardless of its usage or condition. This means they will need to replace 4 sets of gear every year, so they will not have to replace them all in one year and why he has added more money into this line. Some of their portable radios will need to be replaced, therefore he has put the remaining money into their Communications Equipment.

**Smith Memorial Building:** Chair Carla Penfield of the Smyth Memorial Building Trustees said the roof on the Smith Memorial Building has been completed. Now they are looking to add a small awning roof over the lower door as that is the main entrance way. It consistently builds up with snow in the winter and sometimes they are not able to open the door. The awning will cost approximately \$16,000 and there is also some electrical work that needs to be completed near that area. Everything else should remain the same, and noted their budget is just under \$29,000.

**Animal Control:** Chief C. Shevlin said they will be fine without an ACO (Animal Control Officer) and he dropped that line to \$13,500, because they do not have to worry about maintenance and gas of an ACO vehicle. He would like to continue sharing the computer software program along with the Town Clerks Office. He questioned the Rabies Prevention line and does not know if this was added in by a previous ACO. If an officer is bit or hurt by an animal, Primex would cover this expense, therefore this line may be lowered.

**Police:** Chief Chad Shevlin stated they made a proposal to add a new line for the Sign-On Bonuses for the Officers. A new Officer coming to work in Candia will receive \$3,000 for 5 years, and an Officer that has experience and are certified will receive \$5,000 for 3 years. He pointed out that this is not part of their salary, it is a stipend to inspire people to want to work here and is what the \$17,000 line is for. The Special Police wages line is for the part-time Officers and was brought down \$5,000. The part-time Officers have been a very intricate key to helping to keep and run the department by not having the Sherriff's Department and other surrounding towns run Candia's detail calls. The Overtime line in the past has been \$40,000 and he is looking to bring it down to \$30,000. The State will be sending them Speed Grants and it will allow them to place more enforcement on the roads.

Selectman Young commented that she is impressed that his budget went down even with a full staff. Chief C. Shevlin said he was able to bring down the Uniform line. He mentioned their vests will need to be replaced every 5 years. The anticipated Cost Of Living increase has been added at

the highest amount possible of 2.7% that is being predicted. On the Training Expenses line, All Officers will need 24 hours of additional training to help them better the Officers and it does not include firearms, first aid and defensive tactics and he increased this line by \$500. The Telephone line remained the same. Computers Expenses line, has been dropped by \$1,000 as they are changing to a new company called Pro Suite. The Prosecution Services line remains the same. The subject of Town Ordinance for Speed on town roads was talked about. It is something he would like to explore. If this is approved the speeding ticket amounts would go to the Town and not to the State. Testing and Hiring line, he has at a higher rate and has left \$1,000 in that line. Dues and Subscriptions line has gone up to \$3,000. The Office Supplies line was overspent and with prices increasing that line has gone up. The Equipment Maintenance line was left the same. The Gasoline line was dropped by \$3,000.

He confirmed his department will be leasing a new copier along with the Selectmen's Office for a cost of \$157 for both. The Tires line was increased for their vehicles. He has not received any information on the amount they will receive for the Child Advocacy Center line. The Police Equipment line was kept the same. They are in the process of changing their firearms from a .357 cal. guns to 9 mm guns which will help offset the cost of ammunition. The Equipment line also includes their uniforms. In the Cruiser line he did not put any amount into it and would like to use the Detail Fund to fund a new cruiser each year. When he has enough money built up, he will use it to purchase a new cruiser each year. There may be enough money accumulated a new vehicle by March or April in 2026. The Special Detail wages line for voting was increased a little. He confirmed that his department is now fully staffed with Officers.

**Audit Services:** Town Administrator Spencer said she did not carry this line over, but it is the quote that was given to them for the new amount of \$22,750.

**Budget Committee:** Selectman Young said AI software for transposing minutes should have been added in at \$168 per year and asked for it to be added in.

**Elections:** Town Clerk, Donna Hetzel stated everything has gone up in price therefore the Elections line will increase. A new ballot machine was purchased for \$7,000 and the State paid \$7,000 for the second one we will be receiving. The Voter Pads were ordered and will be delivered soon. She also has an Elections line in her Town Clerk budget for the ballots that the town pays for the Town Elections (State pays for State Election Ballots) printing and shipping. The Town will also need to pay for their Voting Tent and Voter Pad costing \$800. Under the Deputy Town Clerk line the employee has a raise coming up that has not come out yet. She indicated they also had to purchase a new printer. The Training line will have many trainings coming up as the election laws change.

**Tax Collector:** Tax Collector Candice Stamatelos said the funding for printing their bills and mailing them out was under budgeted last year.

**Supervisor of the Trust Fund:** Tax Collector C. Stamatelos said this budget usually stay the same.

**Election & Voter Registration:** Tax Collector C. Stamatelos said 2025 will be a slower election year.

**Highway:** Road Agent Jeff Wuebbolt said overall his budget a is 3.7% increase. The Patching line went up due to the price of cold patch. He increased the Brush Cutting line by \$2,000, so that he can do more than they have in the past. The Asphalt line he increased by 6.85% this year. The Ditching line is for shoulder work and ditching projects needed to be done and was increased. The Salt line had to be increased due to the price of salt that was increased by 4% from last year and that he was not expecting the price to go as much as it did. In all his budget went up by over \$32,000. He confirmed that tree canopy cutting will be done in the fall.

The Road Agent said he will pitch for the Moore Highway Funds and the Highway Block Grant money on Monday. He will begin working on Crowley Road in the middle of September using Highway Block Money, Impact Fees, and Off Site Improvement Money they received. They will also use some Highway Funds Money on Old Manchester Road for a culvert that failed. As far as Donovan Road and Fieldstone Road he did the apron last year and this year he has spread gravel from where the tar ends to the park and for now that is as far as he will go and will not pave anymore right now. Discussion ensued about the conditions on some of the roads.

**Solid Waste:** Facility Operator C. Whitcher of the Recycle Center said one of the largest lines in his budget is for the landfill disposal. They are in contract with Waste Management and every year their per ton rates increase to about \$5 and their hauling charges increase by \$20. He explained how he calculates the numbers by looking back at past years. He believes by using \$5.75 per ton they could lower this line by \$7,000. He is figuring that this most likely will have an amount of \$83,000 at the end of the year, and they have \$85,000 left in this account. He is not exactly sure what the amount will be, but he has used a higher number to be safer. Chair Brock said they will put a question mark on this line and look at it again later.

There was a conversation about Water Testing for 5 wells. Town Administrator Spencer said she contacted Stantec to find out the amount and she received a bill for \$6,900 and said they are the ones doing the testing. Chair Brock said they will need to question this.

C. Whitcher said there were a few items in his budget that he was able to lower. They are sending out their metal pile in a container vs. having a gravel truck come in. The new company is not charging for hauling, whereas the gravel truck they were using was charging them a high amount and this is saving them a lot of money. This line has been lowered by \$3,000. They are receiving a good deal for the electronics, and he dropped this line down by \$2,000. Electronic are items such as microwaves, tv's and stereos and not computers.

Selectman Chivers explained the increase in the wages line. Some of it is attributed to the 2.7% cost of living raise that C. Whitcher built into the existing payroll, and some of it can be explained by the raises that he has recommended for C. Whitcher and the Recycle Center. C. Whitcher said everyone his department is now in an appropriate wage category. Selectman Chivers stated the Board all agreed with these raises but now the Board will need to officially vote on it in their next meeting. He said we are in a competitive job labor market and we need to take care of our people.

**Cemetery:** Town Administrator Spencer said she did not receive their information. They did use the \$1,000 in the Software and Equipment and \$1,000 in Computer Tech Services and only had to replace their laptops. Chair Brock said they will leave their budget as it was last year for now.

**Conservation Commission:** Ryan Young said they are about the same as last year. It did drop a little and noted they have cut out some of their Professional Memberships. Otherwise, everything is the same and most of their expenses come out towards the end of the year.

**Building Inspector:** The Board discussed the wages line, cost of living adjustment and NHRS (New Hampshire Retirement Services). Town Administrator Spencer said Selectman Moran the Department's liaison did go over this budget and said that he was comfortable with it.

**Direct Assistance:** Selectman Helmig said over the years they have budgeted \$10,000 per year.

**Emergency Services:** Town Administrator Spencer stated that M. Kelley would like to have a conversation with the Fire Chief about this, because \$1,000 was taken out last year and he feels that it would be cutting it very short in the event something would go wrong. Emergency Management Bob Panit would like it to go back to the original amount of \$3,000. Chair Brock said they will question this again later.

**Health Department:** Chair Brock asked if the Board had any questions. Selectman Young said they show \$100 was added and she does not know why. Chair Brock said it may have to do with training.

**Insurance:** Town Administrator Spencer said they will not have the numbers for them until October.

**Legal Expenses:** Town Administrator Spencer said she calculated the line amount based on the Attorney's anticipated increase from his hourly rate. This line has been changed from \$55,000 to \$59,800 based on the same number of hours he worked. Selectman Young asked why there is a remaining amount of \$40,000 in September? Town Administrator Spencer said there could be a bill that has not been paid yet. Chair Brock said they can flag it and it can be looked at again when the bills come in.

**Parks & Rec:** Selectman Young said she needs additional equipment of 2 more trash cans and liners. They were quoted \$4,000 for 2 handicap sinks and toilets and that would finish the park bathrooms. When we called to see if the quote was still good, we were told to add 25%. She said they may call around to receive another quote, because there was some previous work that the company did at the park and we were charged an outrageous amount. Currently there is still money left over in her budget from insurance money from a flood that occurred. She would like to continue cutting the brush next to the pond. There is a new handicap swing and new chains for all the swings at the park, however the person who used to help her has moved. She will try to reach him, but if not, she may need to pay to have them installed. The fieldhouse currently has a water situation, and they may need to do some type of foundation drain.

**Planning Board:** Selectman Helmig remarked that their budget is down by \$275 from last year. Chair Brock said there is more work needed with the GIS.

**Property Appraisal:** Town Administrator Spencer said they do not have the quote for this.

**Street Lighting:** Town Administrator Spencer said they do not have the information for this.

**Town Building Expenses:** There was a conversation about needing work to be done on the Town Hall Building. C. Whitcher said he knows of someone they have used before, and he may still be available. Mr. Walker. Town Administrator Spencer said Chief Shevlin can have some supervised inmates complete some outdoor work at the Town Hall building and Park and would be compensated by buying lunch for them. She stated Selectman Moran has asked the Administrator Assistant to get quotes for mini splits for the Town Hall building.

**Treasurer:** Town Administrator Spencer said to add a 2.7% increase and nothing else changed.

**Trustees of the Trust Fund:** Town Administrator Spencer said it was kept the same.

**Welfare:** Selectman Helmig said she has been working with the Welfare Officer, and they went over last year's information and has come up with an average of 7.5 hours per week that she works. It calculates her earning at approximately \$16 hr. therefore she would like to increase this stipend by \$1,288. Chair Brock said this would be a total stipend of \$7,322. Selectman Helmig said this new amount will bring her up to \$18 hr.

**Trustees of the Trust Fund:** Selectman Chivers said they did incorporate a 7.2% increase into the Clerical line. Last year it was \$3,000 and this year they requested \$3,000 again. Selectman Young said therefore it stayed the same, and you are saying it is without the 2.7% increase. Selectman Chivers said that is right. Town Administrator Spencer said it is also in the Selectmens Budget, it is redundant. Selectman Young suggested putting 2.7% included/not included on the budget lines.

**Zoning Board:** Chair Brock said this looks like it stayed the same except for a few line items.

**Selectmen:** Town Administrator Spencer said the lines in green in the budget are definitive numbers, and the lines in black means they are still waiting. Selectman Young asked, the Office Retirement is for and how many are full-time? Town Administrator Spencer said for three. The total cost for the town employee's retirement is \$64,421.68 assuming everyone signs up for it. The old retirement plan will be going away.

Selectman Helmig said under the Software Support line, she talked to Block 5 (IT company that manages the Town Office computers) and was told their rates will go up 3% to 5% every year.

The Board conversed about the Town Report costing \$7,000 and the distribution by the Boy Scouts costing \$500.

Selectman Young asked what the increase amount is for the Selectman items. Selectman Chivers came up with a 13.3% increase. Selectman Young said that does not include the 5% for other items. Discussion ensued.

**Set Deliberative Session Date:** The Board agreed to set the date of Saturday, January 31st, 2026, with a snow date of Tuesday, February 3<sup>rd</sup>, 2025.

Selectman Chivers requested a spreadsheet including all departments in alphabetical order. Selectman Young said she liked the way it was printed out.

**Public Comment:** C. Whitcher said what has worked for him over the years is that he prepares for worst case scenario and in listening to the town's bottom line increase that he wants to make sure he knows what would happen if a default budget was voted in? He knows some of his rates with contractors will go up next year, so if they go to a default budget, contractual obligations can. Selectman Chivers confirmed they have to honor their contractual obligations, and it is the wages of the previous year with the contractual obligations. Chair Brock said there is still a bottom line, and they need to look at the entire picture even if it is a default budget. Selectman Young said in her opinion it is going to get to a point where they push the taxpayers too far, and they are going to default like they did to the school. That is why she would like to keep it reasonable, so they keep passing the budget.

Selectman Helmig said last year the Budget Committee took out \$30,000 from the Ambulance line and wanted that money to come from the Revolving Fund. However, the bottom line budget is not over, so will they request those funds or leave those funds for upcoming \$30,000 stretcher needs etc.? And a \$60,000 cardiac machine? She understands that it can be done, but it does not need to be done, and it would have to be requested but show as an expense. Who decides if that money comes from the Revolving Fund? Selectman Chivers said you cannot decide because the Town has already allocated all the proceeds from the Ambulance Service to go to the Revolving Fund and they have no control over it. Selectman Helmig said but they can request money from the Revolving Fund to the General Fund through the Fire Department. Chair Brock said he does not know if that is right, because that is not how the funds were set up. Discussion ensued.

- Next Board of Selectman Meeting is scheduled for Monday, September 8<sup>th</sup>, 2025 @ 5:45 for non-public and 6:30pm for public.

**11:45pm MOTION: Selectman Chivers made a motion to adjourn the Public Meeting. Seconded by Selectman Young. All in favor. Motion carried by a vote of 4-0-0.**

Respectfully submitted,  
Linda Chandonnet, Recording Secretary