

UNAPPROVED  
**Candia's Virtual Selectmen's Public Session Minutes**  
**November 10, 2025, 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 Patrick Moran, Selectman Boyd Chivers, Selectman Stephanie Helmig, Selectman Susan Young via Zoom and Town Administrator Amy Spencer.

**Approval of Minutes:** Public session minutes of October 27th, 2025.

**Motion: Selectman Moran made a motion to approve the October 27th, 2025, Public Session Minutes as presented. Selectman Chivers seconded. Motion carried by a vote of (4-0-0).**

### **DEPARTMENT REPORTS**

**Highway:** Road Agent Wuebbolt read the report and gave updates.

**Police:** Chief Shevlin read the report and gave updates. They are currently looking to hire one part time Officer. As of November 9<sup>th</sup>, 2025, the Candia Police Department will be running 24 hours a day. There will always be a Candia Police vehicle responding to a call for service and he explained the pitman schedule the Officers will work.

The Police Department will be changing to a phone tree system, as there has been a lot of confusion with the two phone numbers they have now and which one they should call. He explained how it will work. By pressing option 1, to speak with an officer the caller will go directly to Rockingham Dispatch. Pressing option 2, will connect them to Records. Option 3, will connect them to Admin. Options 4 and 5, will reach the Police Chief and Lieutenants voice mails. This will make it easier to call the Police going forward.

The Police Department will now be working 24 hours a day, and they will be opening the lobby area. Chief Shevlin will be reaching out to Pelmac in order to change the alarm from the outer door to the inner door. People will now be able to come into the lobby area 24 hours a day to pick up/drop off any paperwork. If the Admin is in the office, the person can speak through a window, if not they can call to have an Officer assist.

The vehicle inspection sticker requirements will be going away on January 31<sup>st</sup>, 2025, however it does not give permission to drive a vehicle with bald tires or other items that can be unsafe. If an Officer sees something, they will be able to address it when the vehicle is stopped. All emergency vehicles will continue to be inspected as they have been.

Chief Shevlin confirmed that he will be attending the NH DOT Public Informational Meeting regarding the intersections of NH Route 27 and NH Route 43. The meeting will be held on 11/18/2025 at the Moore School @ 6:30pm.

Chief Shevlin said he was planning to sell the ACO's vehicle to the company Global for the lights, however it did not go through, and he will need to find a different option. He mentioned GovDeals, which is a website that will sell a vehicle to the highest bidder.

Toys for Tots is having "Christmas with the Cops" with the Candia Police Department. The pre-event toy drop off will be at the Candia Town Hall from November 1<sup>st</sup> to December 5<sup>th</sup>. The Toy Drive will be

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held on Friday, December 12, 2025, from 4-7pm at the Candia Police Department. If anyone wants to donate, they are more than welcome to come over and the Police Department will be there for people to drop off their toys.

**Fire Department:** Selectman Helmig read the report.

**Building Department:** Building Inspector Lavoie read the report. Chair Brock said that he has been hearing good things about Building Inspector Lavoie, and that he is pleased with him.

**Solid Waste:** Selectman Chivers read the report.

**Budget Committee:** No updates.

**Planning Board:** Chair Brock said their last Planning Board meeting was informational. The Planning Board is working with Southern New Hampshire Planning Commission and they are continuing to work on some of the zoning changes that will be on the ballot this year.

Selectman Young asked the Police Chief if they have been collecting money through speeding tickets on our town roads. Chief Shevlin said that would happen if it was a Town Ordinance. Selectman Young asked what they would need to do in order to carry this out. Chief Shevlin said he is still currently working on this, and it requires changing speed limits in certain areas in Town and as well as the Selectman taking a vote. It would be a Town Ordinance instead of an RSA and it will need to go to a Town Meeting. This would be for specific roads and he gave details on how it would work. Selectman Young asked if they could acquire it for this year or not. Chief Shevlin said he is not sure, but he will try. Selectman Young asked the Board what their thoughts were of it. Chair Brock said no. Selectman Moran said personally with the amount of work that the Chief has on his plate, it would be putting pressure on him, and it is a too much to ask with such short notice. Chief Shevlin said that it would be better if he could look into it first and possibly have it as a project for next year, if that is okay. Selectman Young said yes, that is fine. She was curious because she has brought this up before, and it was not clear if they were doing something about it.

### **NEW BUSINESS:**

**Emergency Management Director Retirement:** The Board received a letter from Emergency Management Director Bob Panit stating he will be retiring effective December 1st, 2025. Chair Brock expressed his appreciation on everything he has done and for his services over the many years. Selectman Chivers said he had a conversation with Mr. Panit about having an exit interview. He asked if they could all have a meeting together and to provide some information as to how they can do things better in the future for this town. Mr. Panit asked if they could possibly have the meeting before Thanksgiving.

**Motion:** Selectman Moran made a motion to accept with regret Emergency Management Director Bob Panit's retirement as of December 1<sup>st</sup>, 2025. Selectman Chivers seconded. Motion carried by a vote of (5-0-0).

At this point they will be looking for a replacement, and they are hoping Mr. Panit will make some recommendations. Selectman Moran noted that it may need to be a team of two people that will need to be recruited for this position.

**Fire Department Request – Revolving Fund :** M. Kelley stated this is something Fire Chief Young had requested in the amount of \$30,000 based on the Ambulance budget lines that were put into one line. Chair Brock explained that it will need to go into the General Fund.

**Motion: Selectman Helmig made a motion to authorize the transfer of \$30,000 from the Ambulance Revolving Fund to the General Fund. Selectman Chivers seconded. Motion carried by a vote of (5-0-0).**

Selectman Helmig said the Fire Department is looking to do the same thing next year of transferring the money for the Ambulance budget and asked if that is agreeable. She will also mention that this fund is used for replacement equipment and to know how much they will have these next five to ten years. They will need to keep \$130,000 in there now and save \$60,000 to \$65,000 every year. Chair Brock said yes, in the way the Revolving Fund is set up, they will just need to request it again next year. Selectman Helmig asked who they would need to talk to in Finance if these lines are zero or \$1, because she will still be putting in it as an expense, and it will look like they are short, but they are not. The Budget Committee wants to remove it from the budget to lower the overall budget. Chair Brock said the trouble with that is that they cannot guarantee that it is going to be granted next year. Selectman Moran said there will be enough funds to approve it. Chair Brock said eventually they may want to change the Revolving Fund. Discussion ensued. In conclusion, Captain Kelley agreed to work with Town Administrator Spencer to write a Warrant Article.

**Non-Petitioned Warrant Article Deadline:** Chair Brock said typically the Non-Petitioned Warrant Articles has a later date than the Petitioned Warrant Articles. The Board has set the date for Non-Petitioned Warrant Articles to Thursday, December 4<sup>th</sup>, 2025. Selectman Young pointed out that this is a very late date and the Budget Committee wanted to have the Non-Petitioned Warrant Articles prior to voting on the Town Budget. She said it does not matter, and to do what works.

**Warrant Articles:** Selectman Helmig said the Budget Committee's information confirms Petition Warrant Articles are due January 13<sup>th</sup>, 2026.

**Elderly Exemption:** Selectman Chivers stated in the last meeting the Board approved increasing the Elderly Exemption eligibility threshold from \$50,000 to \$70,000. He said this would open up a much larger number of people who would qualify for the exemption. \$70,000 would be ranked the highest amount in the state. The Assessor has given their recommendation of not increasing the income threshold, but to increase the bracket amounts. Instead of giving a \$5,000 exemption, why not make the exemption proportionate to the increase in the value of their property as a result of the revaluation. See his attached memo. If they make the Threshold \$60,000 there will be fewer people who will be eligible, but the exemption will be more valuable to the ones receiving it already. Selectman Chivers recommends they follow the Assessor's advice. The calculated cost impact is approximately \$4.00 per \$1,000 for the Tax Rate. He is asking the Board to change it to \$60,000 to satisfy our Assessor's concern and to increase the exemption amounts.

**Motion: Selectman Chivers made a motion to reverse the previous motion that was made and change the Eligibility threshold to \$60,000 to satisfy the Assessors concern, and to also increase the amounts. Selectman Moran seconded. Motion carried by a vote of (5-0-0).**

Selectman Chivers suggested to round up the Proposed Exemption amounts for ages 65-74 to \$99,500, for ages 75-79 to \$155,500 and age 80 and above to \$180,500.

**Motion: Selectman Chivers amended his motion to make the proposed exemptions for ages 65-74 to \$99,500, for ages 75-79 to \$155,500 and age 80 and above to \$180,500. Chair Brock seconded. Motion carried by a vote of (5-0-0).**

**Policy Review:** Town Administrator Spencer said there are two policies on this for the Board to review. The Department of Labor has asked Captain Michael Kelley to write a Confined Space Entry Policy. The Department of Labor received the new policy, and stated they are good with it, and now we will need the Board to vote on it. Captain Kelley pointed out that this is a town wide policy and currently the only confined space they have is located at the Fire Station in the basement area that people would be entering. It is a Policy that they are educating people on prior to entering a confined space to be sure they have the proper equipment to rescue them if they have an issue, and the procedures they need to follow prior to entering a confined space. He confirmed that he has most of the equipment needed and will be training his crew. He indicated this will need to be a town wide policy.

**Motion: Selectman Chivers made a motion to approve the Confined Space Entry Policy, drafted by Captain Kelley and to make it part of the town's regulations. Selectman Helmig seconded. Motion carried by a vote of (5-0-0).**

Town Administrator Spencer said Selectman Chivers made some changes on the Contacting Town Council Policy that was originally adopted in 2024. It was determined the questions and answers need to be in writing, and if it was a phone call Town Council would follow up with a writing. Selectman Helmig asked if someone in the Fire Department asked her if they could call Town Council for an issue and she tells them yes, that is an approval correct? Or does it need to be in writing? Selectman Young said sometimes it is confidential and you cannot get the details. Chair Brock clarified by saying it needs to be followed up on in writing.

**Motion: Selectman Chivers made a motion to adopt the Revised Policy 2011-009 in dealing with Town Council Contact Policy effective November 10<sup>th</sup>, 2025, and the Town Administrator will enforce it. Selectman Young seconded. Motion carried by a vote of (5-0-0).** Town Administrator Spencer will send the updated Policy out to all Departments.

**Ambulance Rate Change:** Captain Kelley said the Board received a memo requesting a recommendation to change the Ambulance Transport Fee, in meaning the amount they bill based on the service that they provide. They set the rates back in 2022, and it has not been changed since then. Starting on January 1<sup>st</sup>, 2026, the NH Senate Bill 245 which is a new law that is in place to protect patients from their insurance company and also making sure the ambulances services are paid for. This law is in place for only 2 years to see how it works, afterwards they will most likely make adjustments or discontinue it. Beginning January 1<sup>st</sup>, 2026, the State of NH now requires the insurance company to pay directly to the ambulance service 325% of the Medicare Rate or whatever the local governing board decides or which one is lesser. A lot of ambulance services in the area have increased their rates to meet this, so that it is paid appropriately. They bill out 100% of the ambulance transports

they have, however they only collect about 40%. Many times the insurance company will send the check to the patient and not to the fire department. This will protect the patients from having to pay out of pocket and checks will be sent directly to the Fire Department and not the patient. In theory the purpose of this is to make certain ambulances are getting paid what they should be in order to operate. See attached with new rates. On the back page he has his recommendation of what their new rates should be. Most of the rates are about double of what they had set, but the billing company said they did not increase them for the last few years, therefore this will get in line with other services. In moving forward, he believes they need to readjust the rates every year, depending on what the Medicare rate is. Selectman Chivers asked how Candia is in comparison to other ambulance services. Captain Kelley said after receiving some numbers, Candia was low. For the new rate Candia is at the same as many other towns.

**Motion: Selectman Helmig made a motion to increase the new ambulance rate to the amounts provided by Captain Kelley. For BLM Emergency \$1,400. ALS1 Emergency \$1,750. ALS2 Emergency \$2,500. For Mileage - per mile is \$30. Selectman Chivers seconded. Motion carried by a vote of (5-0-0).**

**250<sup>th</sup> Anniversary:** Town Administrator Spencer explained to the Selectmen that they would like to have a brochure printed for this event and the sponsors that will donate money may have a space in it for their advertisement. The Board verbally agreed for donations of over \$250 sponsors will receive a half page, donations of \$500 a full page and donations of over \$75 a business card size advertisement. To have a 24 page booklet printed by the Department of Corrections it will cost around \$1.50 each.

Selectman Young pointed out that Administrative Assistant Linda Chandonnet has done an excellent job in gathering information at different events with vendors, committees and several people to participate in the 250<sup>th</sup> Anniversary. Town Administrator Spencer also mentioned all the efforts Administrative Assistant Chandonnet did with organizing and preparing the labor work that was completed by the Department of Corrections at the Town Hall and Moore Park.

#### **OTHER BUSINESS:**

**Next Selectboard Meeting:** Chair Brock stated there will not be a Board meeting on November 24<sup>th</sup>, 2025, and made a decision to have the next one on December 8<sup>th</sup>, 2025. The Board verbally agreed.

- The Town Hall Offices will be closed on Tuesday, November 11<sup>th</sup>, 2025, for Veterans Day.
- The Town Hall Offices and Recycling Center will be closing at noon on Thursday, November 20<sup>th</sup>, 2025, for the Town employees Holiday Party. The Tax Collector and Town Clerk will remain open.

**7:49 -pm – Selectman Helmig made a motion to adjourn the meeting. Seconded Chivers by Selectman. All in favor. Motion carried by a vote of (5-0-0).**

Linda Chandonnet  
Recording Secretary