

UNAPPROVED  
**Candia's Virtual Selectmen's Public Session Minutes**  
**January 12th, 2026, 6:30 pm**

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

**6:30 pm** Selectman Patrick Moran opened the Public Session Meeting followed by the Pledge of Allegiance.

**Attendance:** Selectman Patrick Moran, Selectman Boyd Chivers, Selectman Stephanie Helmig, Selectman Susan Young and Town Administrator Amy Spencer.

**Absent:** Chair Brien Brock.

**Fire Chief Appointment:**

Selectman Moran formally swore in Michael Kelley as the new Fire Chief of the Candia Fire Department. Everyone applauded and congratulated him.

**Approval of Minutes:** Public session minutes of December 15, 2025. None noted.

**Motion: Selectman Chivers made a motion to approve the December 15, 2025, Public Session Minutes as presented. Selectman Young seconded. Selectman Helmig abstained. Motion carried by a vote of (3-0-1).**

**DEPARTMENT REPORTS**

**Highway:** Road Agent Wuebbolt read the report and gave updates. Selectman Young asked the Road Agent why they are not using the beaver deceivers. The Road Agent explained that one reason is because they are expensive. Around 4 or 5 years ago they had installed two of them, but with the cost to install them, they could have done a years' worth of trapping. He could also cover more area in town with trapping than with the deceivers. If he was to install beaver deceivers everywhere that they have trapped, the cost would be much higher than for trapping. The beaver deceivers are great, however they do come with maintenance and what usually happens is when the beavers realize that they cannot stop one area they will go to another one, and that is why he has stepped away from using beaver deceivers.

Selectman Young asked what is done with the beavers when they are caught. The Road Agent said every single beaver that is trapped always goes to a beneficial use. All beavers that are caught are not recklessly disposed of as they go to people who will eat them and take their pellets. Our trapper has contacts throughout the town who will want them, and he facilitates it so they are made of good use.

The Road Agent said over the last 4-5 years the trapping and culvert maintenance in the wet seasons has gone from spending one day a week of cleaning culverts and grates, to not having to do it anymore. The culvert line in the budget is now going to the actual culvert repairs instead of maintaining them. He feels the funds are being used in a better and effective way now than they ever have.

**Fire Department:** Fire Chief Kelley read the report and gave updates. Earlier in the year they were credentialed with RSI (Residential Services Inc.) which is a medical procedure that only a few Fire Departments have in the State of N.H. and it was used recently in a car accident that occurred.

Chief Kelley said he is having a heating company looking at the Fire Departments heating system that has not been functioning properly. He asked the Board for their thoughts on fixing it, as there are a few options. If the boiler needs to be replaced it could cost \$20,000 and is that something they want to be looking at in knowing they might be re-investigating in building a Safety Complex sometime in the near future. Selectman Moran said he believes they might be there a few more winters at the current fire station and hopefully afterwards the building will continue to be used for something useful, therefore it is not throwing money away for the heating system. He feels that in repairing it would be a waste of money. Chief Kelley said he was looking for the Boards approval to be able to fix some of those repairs. When the company 2K Earth, Heat & Water LLC has completed their estimate, he would like the Board to approve it. Selectman Moran mentioned that if the amount is over \$10,000, they will need to provide additional quotes. Chief Kelley said they need to maintain a certain temperature on the first floor of the firehouse due to the medications located in the ambulance which is a protocol according to the State, therefore they have been using space heaters in the back of the ambulance to keep the temperature warm during the frigid winter months.

**Building Department:** Building Inspector Lavoie read the report and gave updates.

**Solid Waste:** Selectman Chivers read the report and gave updates.

**Budget Committee:** Selectman Young said there will be a School and Town Public Hearing with the Budget Committee on Wednesday, January 14<sup>th</sup>, 2026, at the Town Hall.

**Planning Board:** Selectman Moran confirmed the Planning Board had a meeting.

**Ron Laverdure - SNHPC - Candia Conservation:** Conservation Commission member Ron Laverdure came to speak before the Board to introduce the idea of having Candia's Old Dump Site tested. The US EPA (Environmental Protection Agency) has given SNHPC (Southern New Hampshire Planning Commission) money for the Brownfield Projects. This is why he decided to ask the Board if they were interested in talking with SNHPC and to consider having our old dump tested. They will pay for all of the testing and possibly cover the cost of planning the mitigation. He is curious on the condition of the soil the old dump holds or does not hold with the river being nearby. If there is something in the soil, it could be carrying it to other properties. He is asking the Board to consider having an informal meeting with SNHPC to receive additional information from them about the Brownfield Projects of how it would all play out, and to find out if they are interested in having it tested. He noted there is one requirement, that once the land has been recovered it must be repurposed. He is proposing that if it is mitigated, that the will Board turn this land into conservation land.

Selectman Chivers asked what there is to mitigate if it has been tested each year, and they are using the land for conservation, therefore we have accomplished all of these goals. Stantec Project Manager David Alwine said he the person who is responsible for the environmental monitoring that has taken place at the land fill for the last 10-15 years. Approximately 10 years ago he was approached by the town regarding the ash fill there and it has led into a process that eventually included testing the land fill. It was then agreed upon by the NHDES (NH Department of Environmental Services) that the ash would be capped. The ash was regrated to a better topo and capped with a low perbability soil cap. Since then the site has been monitored under a ground water management permit issued by NHDES. Originally it was sampled every year, but the Board of Selectmen at the time was able to convince

NHDES to change that from each year to every other year. He believes the last year it was sampled was in 2024 and they may be sampling again in 2026. Sampling is being completed according to the solid waste rules, and for all closed land fills they are requiring a minimum of 30 years of monitoring. However if contaminants continue to be found on or after the 30 year period, the monitoring must continue. There are ground water impacts that they have found consisting of arsenic, manganese and PFAS in some wells, but these are very common NH land fill contaminants that are found. They also collect surface water samples from the river and the Sarra residence that has not shown anything significant. SNHPC received the assessment grant, and it will be able to pay for assessment activities on properties which have been determined to be eligible. One of the requirements for the person wanting to do the assessment generally cannot have contributed to the contamination at the site. He said they may want to have a conversation with SNHPC and NHDES in the case of the land fill as the likely hood of contamination is due to this landfill that was operated by the town for many years, and the town itself would not be eligible to receive funds to do an assessment. The same thing would apply for the Brownfield Cleanup Grants. He recommends they speak with SNHPC and NHDES.

R. Laverdure asked the Board if it was funded, would they be interested in pursuing identifying further our remediation plan? Selectman Chivers said no, that he would not recommend this. The Board thanked Mr. Laverdure and Mr. Alwine for coming to the meeting, and in sharing their information and input.

**Police:** Chief Shevlin read the report and gave updates. He gave highlights on the "Blue for Bucks" that Candia's Officers joined this year. Administrative Assistant Christina McCarthy was the Team Captain of the Candia Officers and they raised \$1,600. This is an annual fundraiser event for the CAC (Child Advocacy Centers) which is flexible funding to help support and provide 100% free services to local child victims of abuse. If Candia receives cases for children under the age of 18, they will have forensic interviewers that will help to interview victims that will not re-traumatize them. Chief Shevlin said he will be writing a letter of merit to the Officers for their participation in this program.

Chief Shevlin gave a safety reminder in regards to Jessica's Law and to always clear snow/ice off your vehicles, or it could be a costly \$310 fine.

The old ACO vehicle has over 140,000 miles and the company Turn Key Auto Sales has offered them \$800 for it. There is nothing on the vehicle that is salvageable to use, therefore with the Boards permission he would like to sell it to Turn Key this week.

**Motion: Selectman Chivers made a motion to approve disposing of the ACO vehicle. Selectman Young seconded. All in favor. Motion carried by a vote of (4-0-0).**

Chief Shevlin said his department is a part of the 287 (9g) Benefits Program and they became operational last November in meaning the Officers have had their training to help process and arrest, it makes them operational. A stipend was available up until October 31, 2025, and that is when he and Administrative Assistant Christina McCarthy applied for it. They were notified that they were awarded the grant for total amount of \$115,015. It will give them \$100,000 for a transportation vehicle and the security equipment that accompanies that vehicle. The remaining \$15,000 is for equipment. The funds will be wired in before February. The Board congratulated him for the grant.

**Motion: Selectman Young made a motion to accept the following funds of \$100,000 for the purchase of a police vehicle, \$15,000 for police equipment and a \$15 wiring fee which total in all \$115,015. Selectman Chivers seconded. All in favor. Motion carried by a vote of (4-0-0).**

Chief Shevlin said he needs authorization to spend the funds for the vehicle, safety equipment and the encumbered vehicle from last years budget. For another Chevy Tahoe It will be an additional \$54,997 for the safety equipment that will go on to that vehicle that totals \$18,286.20, and it will need a new radio in it. He was able to get that amount lowered to \$4,851.30. This is so that he does not have to touch the detailed fund for the encumbered vehicle, so he will take the police equipment from this and let it that fund build and they can continue to pull police cruisers and their full equipment out of the detailed fund. That vehicles outfit will cost \$21,145. And the work will be done by the company Global. The total award of the stipend is \$99,279.50.

**Motion: Selectman Young made a motion to use the awarded stipend funds and authorize the use of a 2025 Chevy Tahoe in the amount of \$54,997, police equipment for \$18,286.20 and APX 6500 Mobile Radio for \$4,851.30 and police safety equipment for an already encumbered vehicle in the amount of \$21,145 with a total of \$99,279.50. Selectman Chivers seconded. All in favor. Motion carried by a vote of (4-0-0).**

There was a conversation regarding the Police Department giving the Fire Department one of their older vehicles to have as a command vehicle. Chief Kelley said they already have the computer system for an emergency vehicle at the fire station that is currently not being used. The Board decided to table this discussion until Chair Brock is back at their next meeting.

**Emergency Management:** Chief Kelley said Emergency Management Director Bob Panit retired in December 2025, therefore he has been having conversations with Chief Shevlin and Town Administrator Spencer about how the Emergency Management will look like going forward. They would like to propose that he and Chief Shevlin will be sharing duties of the Emergency Management position. Normally the Fire Chief would manage the Emergency Management Director position, and the Police Chief would be the Emergency Management Deputy, however since they have a chain of command on both organizations, and in the event that one of them was not there, they could fill the role. The stipend is for \$2,000 and FEMA will pay for it if they utilize it for an incident. They already have several people at the Fire Department utilizing FEMA functions by applying for grants and completing paper work. His thought is to split the stipend in half between both departments, as it will be easier for tracking purposes with FEMA when they are wanting to reimburse for admin hours. It was questioned if B. Panit was receiving a stipend. Discussion ensued.

Selectman Moran said both the Fire Chief and Police Chief are well qualified for the position and in sharing the responsibilities.

**Motion: Selectman Chivers made a motion to appoint Chief Kelley as the Emergency Management Director and Chief Shevlin as Emergency Management Deputy effective immediately. Selectman Helmig seconded. All in favor. Motion carried by a vote of (4-0-0).**

**Mileage Reimbursement:** Selectman Moran stated the IRS mileage reimbursement rate is now at 70 cents per mile and has increased to 72.5 cents per mile. See attached.

**Motion: Selectman Chivers made a motion to increase the mileage reimbursement rate to 72.5 cents starting in 2026. Selectman Helmig seconded. All in favor. Motion carried by a vote of (4-0-0).**

**Senior Dog Licenses:** The Town Clerk submitted a notification from the State indicating they increasing the registration cost of dog licenses for Senior Citizens by .25 cents. The current price is

\$2.00 for registering Seniors first dog, and it will be increasing to \$2.25. All other dogs in the household will be at the regular rate amount. See attached. Selectman Young said she would like to make a motion not to increase the fee.

**Motion: Selectman Young made a motion for the Town to pay the additional cost of the Dog Registration fee for Senior Citizens. Selectman Chivers seconded. All in favor. Motion carried by a vote of (4-0-0).**

**COLA:** Selectman Chivers stated that the Board had granted a 2.8% Cola increase for the Town Employees and stipend recipients, however the question is when do they want to start paying for it. You could be cautious and not pay it until after the town budget is approved and begins in April, but that will deprive our employees a cost of living raise at the start of the year, and for every year. The other alternative is to automatically apply the cost of living raise to the payroll regardless of what the first pay period is in January, and to stand by that in the event they have a default budget. They would make a commitment to the employees every year that they will honor their agreement to pay the Cola, and if they cannot convince the town to support their operating budget, they will find it somewhere else. Currently the employees receive their raise after the Town vote, and are paid retroactively. He recommends they start paying on the first pay period in January every year. Discussion ensued. Selectman Young said before she can decide, she has a question with an accounting error that was found in the amount of \$13,500 and she would prefer to wait. The Board verbally agreed to table this item on the agenda for their next meeting when Chair Brock will be present.

**Warrant Articles:** Selectman Chivers said based on an accounting error on his part, he felt they had \$726,000 in addition to what they were required to maintain in their Unassigned Fund Balance. He then proposed that they transfer the \$726,000 surplus to the to the Capital Reserve account to help fund the Police Station they plan on building in the future. It was entered as warrant article #3 and the Board has passed it. He explained that he noticed there was something wrong with it, and that is when he talked to NHMA about it, and they were able to help calculate the correct amount in the Unassigned Fund Balance. The error had arose when he forgot to debit that account for the \$500,000 they used to lower the property taxes back in November 2025. Therefore, this is what occurred for the large discrepancy. The remainder was a result of his failure to take in account some of the expenses that were obligated to pay the County. He apologized for his error and recommended that they revise this warrant article amount to \$113,468. They will make the changes before it goes on the ballot. Town Council has reviewed it and has approved the changes.

**Motion: Selectman Chivers made a motion for the towns approval and to amend Warrant Article #3 "To see if the Town will raise and appropriate the sum of One Hundred Thirteen Thousand Four Hundred and Sixty-Eight Dollars (\$113,468) to be added to the Future Capital Improvements Capital Reserve Fund previously established. The sum to come from the Unassigned Fund Balance. No amount to be raised from taxation: Seconded by Selectman Helmig. All in favor. Motion carried by a vote of (4-0-0).**

Town Administrator Spencer said Warrant Article #13 was added in today, it was before their copy was written at the last possible minute, and today was the last possible minute. Therefore, on Article #13 the Revolving Fund balance is \$216, 692.32.

**Motion: Selectman Helmig made a motion to amend Warrant Article #13 to read the correct dollar amount of \$216,692.32. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of (4-0-0).**

Town Administrator Spencer said Warrant Article #22 was added after the last budget, as they wanted to talk to Council about adding a Cemetery Warrant Article, and it is new to this document.

**Motion: Selectman Helmig made a motion to include Warrant Article #22 "To see if the Town will vote to establish a Cemetery Expendable Trust Fund pursuant to RSA 31:19-a and RSA 290 2-a, allowing all future proceeds received from the sale of cemetery lots in Town of Candia cemeteries and any interest gained thereon, for the maintenance of cemeteries and, further to name the Cemetery Trustees as agents to expend from this fund". Seconded by Selectman Chivers. All in favor. Motion carried by a vote of (4-0-0).**

Town Administrator Spencer said the Town Clerk received a particular type of Citizens Petition that only requires 10 signatures, where the Town Clerk has drafted a Warrant Article to change the designation of a regular road to a scenic road. This is the last day for the Board to review and vote on it before Wednesday, and it needs to go on the ballot for the deliberative packet.

Selectman Young asked the board to have a discussion, as she has not heard from any residents on this matter. The Supervisors of the Check List has the warrant and is currently reviewing it. Chief Kelley said one of Candia's residents on Currier Road went around to all their abutters indicating they would like to make it a Scenic Road.

**Motion: Selectman Young made a motion to vote for Currier Road to be classified as a Scenic Road. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of (4-0-0).**

The Board received two Petition Warrant Articles for them to look over for the operation of games of chance within the town.

**Minutes:** Town Administrator Spencer stated she has contacted Town Counsel and NHMA, and both stated we are no longer required to keep hard copies of past minutes available at the Town Hall Offices. She wanted the Board to have an opportunity to view both emails. It will be one way they can save money on paper and ink going forward, and we do not have the room to store them all. Selectman Moran said they can table this for when Chair Brock is back for their next meeting,

**Cola:** Town Administrator Spencer said they can revisit this subject with the actual numbers included, and the Board verbally agreed to table this for the next meeting.

#### **OTHER BUSINESS:**

**Right to Know Policies:** The documents were not available at the time and the Board decided to table this discussion for the next meeting.

#### **Calendar:**

- The Town Hall Offices will be closed on Monday, January 19<sup>th</sup>, 2026, in observance of Martin Luther King Day.
- The next Board of Selectmen's Meeting is scheduled for Monday, January 26<sup>th</sup>, 2026.

**Public Comment:** None noted.

Selectman Young said she had a question. Someone who works in Candia who had asked her about taking down trees at the Public Library. She had explained to them that she wanted to make sure with her budget and that she wanted to get the park bathrooms done and some other things, and then all of a sudden, she thought she had enough money, so she had asked Steve Ableson to do it. Then all of a sudden, he was told not to, and someone else was hired. She had told the person who works for the Farmers Market that it probably will not get done before the last farmers market, and that next year she would make sure it gets done, but it probably will not get done before that. She does not know who went ahead and did it anyways? Town Administrator Spencer said the Board voted on it at a prior meeting. Selectman Helmig said because it was low lying brush and little things. Selectman Young said no, she is talking about taking big trees down. Town Administrator Spencer said it was not the big work that was just done, there was a smaller portion. Selectman Young asked if money was found in the budget to get it done, and why did they do that? Town Administrator Spencer said that the Board had voted on it at the meeting prior to her making that decision. Selectman Young said she thinks that the Town Administrator has it wrong. Steve Ableson was asked to do it and he set up somebody else like that, but she does not know why it changed from him as he was going to get it done by Friday of the farmer's market. She gave an example of hiring someone to do something. She does not know who is in charge of the work being done. Town Administrator Spencer and Selectman Helmig said they voted on it as a Board. She asked if they could bring it up, that would be great, but she does not think they are talking about the same thing. Selectman Helmig said she remembers it was all discussed about at the last farmer's market, and it would have been a September meeting. Selectman Moran said Steve Ableson was going to get it done a week before the farmer's market. Selectman Young said no, he was going to get it done by Friday, and he already had the guy with a lift crane, and everything was already reserved and she does not know how he found out he was not doing it. Town Administrator Spencer said she thought that Selectman Young had told him he was not doing it. Selectman Young said it could not be done before the Farmers' Market and it probably was not going to be done, and an employee did not like that, and it was done anyway, and so I guess I do not like that, but you must have known about it. Selectman Moran said he knows the employee was told it was going to get done before the last Farmers' Market and he does not know who told the employee this. Selectman Young said she has written communication and it says the opposite. Selectman Helmig said they can review the minutes. Selectman Young said it seemed like somebody or more than one person has overstepped their bounds.

**8:12 pm - Selectman Chivers made a motion to adjourn the meeting. Seconded by Selectman Helmig. All in favor. Motion carried by a vote of (4-0-0).**

Linda Chandonnet  
Recording Secretary