

APPROVED  
**Candia's Virtual Selectmen's Public Session Minutes  
February 9th, 2026, 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 and Town Administrator Amy Spencer.

**Approval of Minutes:** Public session minutes of January 26th, 2026. None noted.

**Motion: Selectman Moran made a motion to approve the January 26th, 2026, Public Session Minutes as presented. Selectman Chivers seconded. Motion carried by a vote of (5-0-0).**

**DEPARTMENT REPORTS**

**Police:** Chief Shevlin read the report and gave updates.

**Road Agent:** Road Agent Wuebbolt read the report and said with all the snow we received, he would like to remind residents that they are not allowed to plow across the road according to RSA 236:20 which states that you are not allowed to create any obstructions on the road, as it can become a hazard. There is also no snow blowing or shoveling snow into the roads, because he would need to plow the area again otherwise it will freeze into hard ice.

The Road Agent confirmed there is no parking on public roads during snowfall. He understands some residents have steep driveways, therefore he recommends parking their vehicle in their driveway as far as they can, and to move it when the plowing is finished. Chair Brock recommended posting the information for our residents.

**Fire Department:** Chief Kelley read the report and gave updates. Numerous individuals have inquired about Fire Permits. If there is full snow coverage on the ground, Fire Permits are not necessary. However, if the ground becomes bare, a permit is required, and state regulations dictate that burning is only permitted between the hours of 5 PM and 9 AM. (Burning is not allowed from 9 AM to 5 PM) Permits can be obtained at Candia's Fire Station any day of the week from 8 AM to 6 PM or online.

**Building Department:** Building Inspector Lavoie gave updates.

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

**Budget Committee:** Selectman Young said the Town's Deliberative Session went through the way it was presented. The School's Deliberative Session went up for their total amount. The teachers segment went through with no problems. The School's warrant article changed, and instead of a 3% cap, it was moved to a 15% cap.

**Planning Board:** Chair Brock stated that the committee is actively engaged in the development of certain zoning amendments. They are collaborating with the SNHPC (Southern New Hampshire Planning Commission) to conduct a regulatory audit. They have conducted informational sessions

regarding certain developments. The High Street Development, designated for individuals aged 55 and older, has received approval. A meeting concerning the Crowley Road Development is scheduled to take place in March.

**NEW BUSINESS:**

**Ambulance Write Offs:** Fire Chief Kelley said one of the questions he received at the Town's Deliberative Session was, what are the Ambulance Service write offs? What he believes they are questioning is the bad debt that people have from using Candia's Ambulance Service. Year 2024 are the last completed numbers and the 2025 numbers will be out in June-July. In 2024 the total amount they billed out was for \$236,932, and of that amount they received 57.7%. They lost over 34% due to government fee scheduling from Medicare and Medicaid, and they will need to write off the remainder amount. He said 5% of their patients had debt where they did not pay their balance after their insurance paid, and 3% of the uninsured patients did not pay their bill, with a total of \$18,896 that was unpaid.

Chief Kelley mentioned that they had previously discussed if they will write it off the debt or send it to collections. An official policy has never been set up, and he is inquiring with the Board if they wish to continue in that direction, as he does not want to change the current practices of the billing company. After six months of billing the patient, if no payment is received, the account is classified as bad debt. He has received a recommendation to allow it to be written off in their reports. They do have some bad debt on their books from when they first started the Ambulance Service, and he would like to know what direction the Board would like to take, so he can inform the billing company and they can remove it off their reports to prevent it from being billed annually. If this is the direction they plan to follow, he would like a solid policy in place for the Ambulance billing. If an individual has a hardship, he recommends a simple process for them to apply for a write off. The Board had a discussion with some questions and asked him to find out what other towns are doing. Chief Kelley mentioned that in some towns people can apply for a hardship, while some other towns may choose to send their billing to collections and some others do not.

Chief Kelley said they originally had said they did not want any billing to go to collections, because they want people to call the Ambulance Service when they are in need of help, without the worry of having to pay their bill. He confirmed that he will reach out to other towns with the same population amount, to learn about their process, plan to develop a town policy and then they can have another conversation in a future meeting.

**NHDES Grant:** Fire Chief Kelley said the NHDES (NH Department of Environmental Services) Grant is a Clean Diesel Fleet Replacement Grant which are funds from Volkswagen. Volkswagen was sued and each state received a fair amount of money to replace diesel fire engines. Candia was awarded the grant, however not as much money as he had asked for, therefore he does not think they can do this, but he still wanted to present it to the Board so they can advise him on what they would like him to do. The grant was for up to \$500,000, and that is the amount he requested, however Candia did not meet the qualifications for the full grant amount, because their fire engine does not meet the amount of miles or hours that NHDES is requiring. With help of the Rockingham Grant Writer they were intrigued that the 31 year old fire engine was still operating. Candia was offered \$317,614 and he was told this was the remainder of money that was left over. This grant is a reimbursement, therefore the Town would need to give all the funds ahead of time. He feels it was not entirely explained to him when they first started talking about it. In order to receive the grant, we would need for the engine to come in, be

in an active working service, sell the old engine, and have it all completed before September 2027, before they would sending the funds.

Chief Kelley said they have been doing some research for the best option. He mentioned that fire engine 2 which was replaced a few years ago was a custom engine, however, to do that today it has almost doubled in cost and a 2 year waiting period before it would be completed. Therefore it would take Candia out of the qualifications.

Chief Kelley said there is another option that is called dealer stock in meaning the engine is there. The other option is a dealer select, in meaning the dealer has already purchased the engine and it will allow a little flexibility to customizing it to what the town's needs are. It is a little more expensive than the straight up stock unit. He indicated there is a fair amount of work for a fire engine build, because it is specific to what it is being used for and the equipment that needs to be installed on it. These fire engines cost between \$750,000 to \$950,000. They currently have \$310,000 in available funds, and he is hoping to receive \$125,000 at Town Voting in March, which would be a total amount of \$435,000. Unfortunately, that is only half of the amount they will need for a new fire engine, and the Town would need to come up with the remaining half up front in order to receive the \$317,000 from the State.

Chief Kelley stated it is more of a long shot at this time based on the timeline and their lack of additional funding that is needed. If they would have gotten to them sooner and they could have switched it on the ballot, then maybe they would have been in a better position. He asked for the Boards take on it, so that he could inform the State either way. Discussion ensued.

Chief Kelley said he will ask the State how long they can hold the grant money for them and he will take it from there. Chair Brock asked if the Chief would talk to the Truck Committee to receive their feedback and what way they could go if it was not money driven. Chief Kelley said Rockingham County did reach out to him as they have a grant writer and that was when he told them about Candia needing a new fire engine.

**Minutes:** Town Administrator Spencer said that Chair Brock was absent in a prior meeting in which the Board had a discussion about stopping to keep paper copies of the minutes. The Board members had asked to table the subject until Chair Brock was back. Town Administrator Spencer disclosed letters from both Town Counsel and NHMA in stating we are not required to keep copies of paper minutes. She asked the Board if they would like to move forward to approve eliminating paper copies of minutes. When minutes are approved, the electronic copies will continue to be saved on the website for easy access.

**Selectman Chivers made a motion to approve eliminating paper copies of minutes once they are approved and electronic copies will continue to be available on the website. Seconded by Selectman Young. All in favor. Motion carried by a vote of (5-0-0).**

**Assessors:** Chair Brock said Candia's Town Assessors have completed their work for the abatement with Nomad Holding LLC. vs. the Town of Candia. All parties have come to an agreement and Chair Brock asked the Board if they would authorize Town Administrator Spencer to sign it. Selectman Chivers explained the abatement was to reduce the assessed value by \$155,000 on a large property that the Assessors had recommended.

**Selectman Chivers made a motion to authorize Town Administrator Spencer or Chair Brock to sign the abatement agreement presented. Seconded by Selectman Young. All in favor. Motion carried by a vote of (5-0-0).**

**Calendar:**

- The Town Offices will be closed on Monday, February 16<sup>th</sup>, 2026, for Presidents Day.
- The next Board of Selectmen's Meeting is scheduled for Monday, February 23rd, 2026 @ 6:30pm.

**Input:**

**America's 250<sup>th</sup> Anniversary:** Administrative Assistant Linda Chandonnet stated the Committee will be having their first meeting on Wednesday, February 11<sup>th</sup>, 2026 @ 11:00am.

**7:31 pm - Selectman Chivers made a motion to adjourn the meeting. Seconded Moran by Selectman. All in favor. Motion carried by a vote of (5-0-0).**

Linda Chandonnet  
Recording Secretary