

APPROVED
**Candia's Virtual Selectmen's Public Session Minutes
December 11th, 2023, 6:30 pm**

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

6:32 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 Susan Young and Town Administrator Andria Hansen. **Absent:** Selectman Russ Dann

Approval of Minutes:

Public session minutes of November 27, 2023. Line #19 correct RSA to the Zoning Ordinance section 15:04.

Motion: Selectmen Moran made a motion to approve the November 27, 2023, Public Session Minutes as amended. Selectman Young seconded. All in favor. Motion carried by a vote of (4-0-0).

Non-Public session minutes of November 27, 2023. None noted

Motion: Selectmen Chivers made a motion to approve the November 27, 2023, Non-Public Session Minutes as presented. Selectman Moran seconded. All in favor. Motion carried by a vote of (4-0-0).

Department Reports: Highway; Police; Fire; Building; Solid Waste; Budget; Other

Road Agent: Road Agent J. Wuebbolt read the report and gave updates. He is still looking for one winter plowing subcontractor to hire as he lost many drivers this year.

Fire Department: Selectman Chivers read the reports and gave an update.

Building: Building Inspector Donovan via Zoom read the report and gave updates.

Solid Waste Department: Chair Brock said some of their information is not available, however the report given shows their revenues did well compared to last year.

Budget: Selectman Young mentioned the Budget Committee had asked the department heads where they can cut their budgets. Most departments in attendance responded that they would not be able to cut their budgets.

Other: Chair Brock stated the Planning Board is working on the Zoning Amendments. They do not have any major site plans going on right now. They are wrapping up the CIP and are working with Bryan Ruoff from Stantec. He confirmed they are working on clarifying the Impact Fees for the Roads and Police.

NEW BUSINESS

Encumbrances:

- Clothing for the Fire Department for \$3,792.35.
- Police Department Cruiser for \$48,006.55
- Police Department – Global Public Safety is to equip the new Cruiser for \$17,393.30.
- Smyth Memorial Building Trustees – Refinish stairs needs an additional \$1,000.00.
- Planning Board - Encumber \$4,000 for the Master Plan Implementation and Planning. For the development of public safety for Police and Fire impact fees under an improved agreement with SNHRPC (Southern New Hampshire Regional Planning Commission) to encumber \$3,200. The

Master Implementation Planning line for the development of road impact fees under an improved agreement with SNHRPC.

Selectman Young said she needs addition money for the park swings. She has a volunteer that helps her with the swing sets, and the costs is over \$2,000. It is unclear of how the volunteer broke down the prices. That would leave her with \$200 in her budget for the lights.

Town Report dedication: Selectman Chivers suggested Henry Freidrich for the Town Report.

MOTION: Selectman Chivers said Henry Freidrich passed away at the age of 93. He was Candia's former Fire Chief for 4 years and lived off of Critchett Road for 62 years. He was an Air Force Veteran and when he retired in FL and volunteered with Habitat for Humanity. Selectman Chivers said he cannot think of a better candidate to honor than Henry Freidrich in Candia's Town Report. Selectman Young seconded. All in favor. Motion carried by a vote of (4-0-0).

OLD BUSINESS:

Warrant Articles: Town Administrator Hansen brought up the topic of the Revolving Fund for the Highway Block Grants. Selectman Chivers said in their last meeting he had asked to table Article #9. He indicated that he has spoken with NHMA and Accounting & Payroll Specialist Kim Hughes of the preferred way to do this. NHMA states the recommended practice is to open a separate revenue account, however if we do that we are required to do a public hearing every time you want to take money out. Accounting & Payroll Specialist Kim Hughes recommends to use the same revolving fund method as the Road Agent. It conforms to the law, and the only change he would make to this warrant article, is to retitle it to allow all of the deposits from NH DOT to be credited to that account. As of right now, it is restricted to the Highway Block Grants, but they have just received a letter from NH DOT that states Candia will be receiving \$19,000. Town Administrator Hansen stated they already have \$33,000 of funds called the Unanticipated Special Block Grant. Selectman Chivers suggested retitling it as follows; To see if the Town will vote to establish a revolving fund pursuant to RSA 31:95 h, for the purpose of funding the Highway Department's projects. All monies received from NH DOT Grants would include the Block Grant and the Bridge Grant that will be deposited into this fund. Then we would abide by the terms of the Bridge Grant and spend it specifically on bridges and documenting it, but at least we will know and can look at this Highway Revolving Fund at any one time and say this is how much money is in it. We could let it accumulate and possibly use it towards items such as the box culvert that needs replacing.

MOTION: Selectman Chivers made a motion to accept Warrant Article #9 as follows; to see if the Town will vote to establish a revolving fund pursuant to RSA 31:95 h, for the purpose of funding highway department projects. All monies received from NH DOT Grants will be deposited into said fund for use by the Highway Department. Selectman Young seconded. All in favor. Motion carried by a vote of (4-0-0).

Articles #19 & #20: Town Administrator Hansen suggested adding Articles #19 and #20 together on the Warrant for a combined total of \$335,000.

MOTION: Selectman Young made a motion to combine Warrant Articles #19 and #20 totaling \$335,000. Selectman Chivers seconded. All in favor. Motion carried by a vote of (4-0-0).

Numbered order of the Warrant Articles: Selectman Young asked the Board if they would want to change the order of the Warrant Articles. One in particular is the Police Department Building, and she asked if it would need to go in front of the others because it is a bond. Selectman Chivers suggested moving Article #16 to Article #3. Selectman Young mentioned if the budget goes into default, they will need to decide what is more important the roads or library, as they would need these in order of importance. Town Administrator

Hansen said she followed last years, and If we are not in the 10% rule then we are safe. Chair Brock said he is only concerned about moving Article #16 to #3 and is not worried about the others.

Police Chief McGillen said he had an encumbrance to add for a computer/printer system for the cruiser he is driving because it is not working. They would buy it from the company they purchased their other 3 cruisers and the cost is \$8,173.14.

Police Chief McGillen said he has talked Lee Baronas who is the new State Traffic Engineer at NH DOT and indicated that he has replaced Bill Lamberts position. Mr. Baronas will have his department look to see what they can do to adjust the stop signs at the Exit 3 location that has had several complaints. He will also look into having more uniform speed limits from starting from Old Candia Road to Raymond Road.

Police Department: Chief McGillen read his reports and gave updates. Selectman Young mentioned that Officer McPherson, Officer Terilli and Selectman Moran were very helpful at the Town Hall when it was discovered there was water in the basement over the weekend. The company Serve-Pro came to treat the area and the basement has dried completely.

Police Chief indicated that he still has an open Police Officer Position.

OTHER BUSINESS:

Donovan Road – Right to Pass: Chair Brock explained they added this item to the agenda because the Brassard's at 266 Donovan Rd. have a Right to Pass that was issued to them, and now the house is up for sale. Town Administrator Hansen said the Brassard's realtor called her and asked about the Right to Pass, and she informed them that it does not go with the sale of the house. Chair Brock confirmed that when their house is sold, the Right to Pass goes away. He said when the sale of the house is completed is when they can take action to revoke the Right to Pass agreement.

Letter of Resignation: Town Administrator Hansen stated Finance Assistant Jessica Tanguay has given her resignation. Her last day of work will be December 19, 2023.

8:06pm MOTION: Selectman Young made a motion to accept Jessice Tanguay's resignation with regret. Seconded by Chair Brock. All in favor. Motion carried by a vote of 4-0-0.

Town Administrator Hansen stated they have an interested individual for the Part-time Finance Assistant position. She asked the Board if they would agree to allow them to start as a temporary hire because they will need to post this position. She made a suggestion for the position to be a Grade 5, Step 1 at a pay rate of \$21.65 for 12 hours every 2 weeks. Chair Brock said to post the job position to the public for 2 weeks.

MOTION: Selectman Chivers moved to hire a temporary part-time Finance Assistant and post the position for 2 weeks. Seconded by Chair Brock. All in favor. Motion carried by a vote of 4-0-0.

Chief McGillen stated they received over 50 application for the Police Department Assistant's job position.

Calendar:

- Presidential Primary – January 23, 2024
- Next Board of Selectman's Meeting on Monday, January 8th, 2024 @ 6:30pm

7:32pm 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.

Linda Chandonnet
Recording Secretary