

**CANDIA PLANNING BOARD
MEETING MINUTES OF March 20th, 2024
APPROVED MINUTES**

PB Members Present: Rudy Cartier, Chair; Mark Chalbeck, V-Chair; Brien Brock, BOS Representative; Judi Lindsey; Kevin Coughlin; Tim D’Arcy; Scott Komisarek

Linda Carroll, Alt. (via Zoom)

PB Members Absent:

Mike Guay, Alt. (excused)

M. Santa, Alt.

* R. Cartier, Chair; called the PB meeting to order at approximately 6:30PM, followed immediately by the Pledge of Allegiance

New Business:

- Choose a Chair and Vice-Chair for the coming year.

R. Cartier: We need to choose a Chair and Vice-Chair for the coming year, starting April 1st.

J. Lindsey: I would like to nominate Rudy Cartier for Chair again. K. Coughlin: Second.

Rudy Cartier – Yes

Mark Chalbeck – No

Brien Brock – No

Judi Lindsey – Yes

Scott Komisarek – No

Tim D’Arcy – Abstain

Kevin Coughlin – No

R. Cartier: Four noes would mean the nomination didn’t pass. Open it up to another nomination.

M. Chalbeck: I would like to nominate Tim D’Arcy as Planning Boar Chair. B. Brock: Second.

Rudy Cartier – Yes

Mark Chalbeck – Yes

Brien Brock – Yes

Judi Lindsey – Abstain

Scott Komisarek – Yes

Tim D’Arcy – Abstain

Kevin Coughlin – Yes

R. Cartier: We have five, so Tim you are going to be the new Chair as of April 1st.

R. Cartier: We will go to Vice-Chair. Nominations for Vice-Chair.

B. Brock: I nominate M. Chalbeck. S. Komisarek: Second.

Rudy Cartier: Abstain

Mark Chalbeck – Abstain

Brien Brock – Yes

Judi Lindsey – Yes

Scott Komisarek – Yes

Tim D’Arcy – Yes

Kevin Coughlin - Yes

R. Cartier: Okay, so you have a new Chair and you’ll have the same Vice-Chair as last year.

Public Hearing: Final review and adoption of The Capital Improvement Plan. The full document is available for inspection on the town website as well as in the Land Use Office.

- Nate Miller – SNHPC – CIP

N. Miller: Presents the CIP via PowerPoint and Zoom. (Please see attached)

The CIP is an advisory document prepared under the provisions of RSA 674 to achieve the following:

- 1. Provide the Town of Candia with a guide to be used by the Budget Committee, Board of Selectmen, and School Board to **inform the annual budgeting process;***
- 2. Provide the Town of Candia with a planning tool for the creation of a **stable property tax rate;***
- 3. Aid the Town of Candia’s elected officials, appointed committees, and department heads in the **prioritization, coordination, and sequencing of necessary municipal and school improvements;***
- 4. **Inform residents, business owners and developers of needed and planned improvements; and***

5. *Provide a necessary legal basis for the development and proper administration of the Town's impact fee system.*

The Town of Candia defines a capital improvement project as having the following characteristics:

1. *A cost of at least \$5,000;*
2. *A useful life of at least 5 years;*
3. *A non-operating and non-recurring expense (e.g. not a personnel or regular maintenance expense); and*

Any project requiring bond financing.

How does the Town of Candia classify Capital Improvement Projects?

Classification	Description	CIP Inclusion
Committed (C)	A project that is required under a contractual agreement, regulation, or other legal mandate.	Yes
Urgent (U)	A project needed immediately to maintain public health or safety.	Yes
Necessary (N)	A project needed within the six-year timeframe of the CIP to maintain or improve the existing level and quality of community services.	Yes
Deferrable (D)	A project with merit but not needed in the six-year timeframe of the CIP, or a project that requires further research/planning before CIP inclusion.	No
Inconsistent (I)	A project that does not merit inclusion in the CIP due to conflicts with community development goals or preferred alternative solutions.	No

How does the Town of Candia evaluate Capital Improvement Projects?

The Town of Candia uses a series of seven criteria to evaluate proposed capital improvement projects.

Criterion	Description
Departmental Priority	Is the proposed project a high priority for the sponsoring Town Department?
Urgency	Would the project address an emergency or an urgent need to maintain or improve public health or safety?
Correction of Deficiency	Does the project correct a deficiency in a Town facility or service that would result in operational efficiencies or improved capacity?
Cost Savings	Would the project result in a long-term cost savings to the Town relative to the status quo?
Alternative Solutions	Have reasonable alternatives (e.g. design alternatives, etc.) been considered to determine that the proposed project is the best approach?
Planning Justification	Is the project consistent with the goals and strategies identified in the Town of Candia Master Plan, Transportation Plan, or other local plan?
Leveraged Funding	Would the project leverage State, Federal, or private sector funding to supplement (or supplant) local property tax revenue?

How did the Town of Candia solicit Capital Improvement Projects?

The Town of Candia Planning Board solicited capital improvement project needs from all town departments and partner agencies, including:

- *Ambulance*
- *Animal Control*
- *Building Inspector*
- *Emergency Mgmt.*
- *Fire Department*
- *Health Department*
- *Parks and Recreation*
- *Police Department*
- *Recycling Center*
- *Road Agent*
- *Tax Collector*
- *Town Administrator*
- *Town Clerk*
- *Treasurer*
- *Welfare Department*
- *Agricultural Commission*
- *Board of Selectmen*
- *Budget Committee*
- *Cemetery Trustees*
- *Conservation Commission*
- *Heritage Commission*
- *Zoning Board*
- *School Board*

How did the Town of Candia solicit Capital Improvement Projects?

A new fillable PDF Project Request Form was developed to simplify the CIP project submission process from Town Departments.

The completed forms provided the necessary information for the Planning Board to evaluate and prioritize CIP requests.

CIP Projects by Department:

Ambulance

The following projects are included in the draft 2024 CIP from the Ambulance Department:

- ***Replacement Ambulance with Ventilator***
 - *Existing ambulance is ten years old and reaching the end of its useful life.*
 - *Estimated cost of \$450,000.*
 - *Funding would be drawn from existing capital reserves (Ambulance Revolving Fund and Future Needs Capital Reserve).*

- ***Replacement Defibrillators (2)***
 - *Current defibrillators were purchased in 2020 and 2022 and have a seven-year useful life.*
 - *Estimated cost of \$40,000 each (in today's dollars, inflated at 3% per year) programmed for 2027 and 2029 respectively.*

Cemetery

The following projects are included in the draft 2024 CIP from the Cemetery Department:

- ***Tree Removal (for Future Cemetery Expansion)***
 - *Project is necessary to facilitate the future expansion of the Village Cemetery.*
 - *Estimated cost of \$20,000.*

- ***Mower with Trailer***
 - *Estimated cost of \$10,000 (in today's dollars, inflated at 3% per year) programmed for 2026.*

Fire

The following projects are included in the draft 2024 CIP from the Fire Department:

- ***Fire Engine Replacement***
 - *Fire Engine #1 is 27 years old, and beyond its useful life.*

- *Estimated cost of \$900,000, assumed to be purchased with a 10-year bond with a 3% interest rate.*
- **Fire Station Addition**
 - *The Candia Fire Station has significant deficiencies, including lack of adequate heating and ventilation, and insufficient workspace.*
 - *Estimated cost of \$850,000 (in today's dollars, inflated at 3% per year) programmed for 2025.*
 - *Funding would be drawn, in part, from Fire Station Capital Reserve.*
 -

General Administration

The following projects are included in the draft 2024 CIP for General Administration purposes:

- **Voting Machine Replacements (2)**
 - *Estimated cost of Voting Machine #1 is \$7,000 in 2024.*
 - *Estimated cost of Voting Machine #2 is \$5,000 (in today's dollars, inflated at 3% per year) programmed for 2025.*

The following projects are included in the draft 2024 CIP from the Police Department:

- **New Police Station**
 - *The Candia Police Station has significant deficiencies, including inadequate prisoner processing and evidence storage space.*
 - *Estimated cost of \$2,500,000, assumed to be purchased with a 10-year bond with a 3% interest rate.*
- **Police Cruiser Annual Replacement**
 - *Estimated annual cost of \$61,229, partially funded through Police Detail Account revenues.*
- **Police Body Camera Replacement**
 - *Body cameras deployed in 2022 will have a six-year useful life.*
 - *Estimated cost of \$35,000 (in today's dollars, inflated at 3% per year) programmed for 2028.*

Solid Waste

The following projects are included in the draft 2024 CIP from the Solid Waste Department:

- **Telehandler Replacement**

- The Solid Waste department owns two telehandlers (telescopic forklifts). The telehandler purchased in 2005 is approaching the end of its useful life.
- Estimated cost of \$85,000 (in today's dollars, inflated at 3% per year) programmed for 2026.
- Funding would be drawn from Recycling Center Equipment Capital Reserve.

Highways and Streets

The following projects are included in the draft 2024 CIP from the Highway Department:

- ***Short-term (2024-2025) Projects***

- *Reconstruction of Tower Hill Road Phase 3 (from top of hill approximately 1,500 LF to the Auburn town line);*
- *Replacement of Box Culvert on North Road;*
- *Resurfacing of South Road (from Adams Road to High Street);*
- *Reconstruction of North Road Phase 1 (from NH Route 43 to approximately 0.25 miles west);*
- *Reconstruction of North Road Phase 2 (from the end of the Phase 1 project to approximately 0.25 miles west); and*
Reconstruction of Jane Drive (entire length).

- ***Medium-term (2026-2027) Projects***

- *Reconstruction of North Road Phase 3 (from the end of the Phase 2 project to approximately 0.25 miles west);*
- *Resurfacing of Merrill Road (entire length);*
- *Reconstruction of Depot Road (approximately 0.25 miles between Patten Hill Road and the bridge);*
- *Resurfacing and Drainage Improvements on New Boston Road East End (from NH 43 to bridge);*
- *Resurfacing and Drainage Improvements on Fieldstone Lane (entire length); and*
- *Resurfacing and Drainage Improvements on Podunk Road (entire length).*

- ***Long-term (2028-2029) Projects***

- *Reconstruction of Currier Road (north end of road - limits to be determined based on conditions at the time of the project);*

- *Reconstruction of New Boston Road (west end of road - limits to be determined based on conditions at the time of the project);*
- *Resurfacing of Patten Hill Road (beginning at the intersection of Depot Road);*
- *Resurfacing of Brown Road (entire length); and*
- *Resurfacing of Stump Street (entire length).*

The following bridge project is included in the draft 2024 CIP from the Highway Department:

- ***Old Deerfield Road Bridge***

- *This bridge is included on the NHDOT municipal “Red List” due to structural deficiency.*
- *The bridge is included in the State Aid Bridge Program, which will cover 80% of the cost of the project.*
- *Currently scheduled to begin construction in FY 2028.*
- *The CIP accounts for the Town of Candia’s share (20%) of this project.*

N. Miller: The town and the road agent have a very good plan that’s laid out that keeps the annual expenditures level by phasing the reconstruction and rehabilitation of different sections of road over time. When we talk about a stable tax rate that scoping, phased projects, year after year, to complete a road over a series of years is how Candia has done things for some time now and this CIP proposes to continue that. So when we are talking about phase one, phase two, that’s because the beginning of a project may happen in one year of the CIP and the second phase may happen in the next, and the third phase may happen after that. Part of that is just how far can a project get with the amount of funding that’s appropriate to it. That may vary year by year based on construction costs and materials costs but that’s the approach that’s laid out in the CIP.

Capital Improvements Program - Financial Summary

Projects have been programmed (to the extent possible) in the CIP to minimize annual peaks and valleys as necessary to maintain a stable tax rate.

Additionally, the CIP maximizes the use of capital reserve funds and special revenue accounts to partially offset the need for bonding and special warrant article funding.

Total Capital Improvement Projects (By Funding Source)	2024	2025	2026	2027	2028	2029
Bonding	\$ 398,584	\$ 398,584	\$ 398,584	\$ 398,584	\$ 398,584	\$ 398,584
Operating Budget	\$ 283,229	\$ 207,266	\$ 208,179	\$ 214,425	\$ 220,857	\$ 320,225
Warrant Articles	\$ 390,000	\$ 886,000	\$ 381,924	\$ 426,164	\$ 393,928	\$ 425,467
Future Needs Capital Reserve	\$ 300,000	\$ -	\$ -	\$ -	\$ -	\$ -
Ambulance Revolving Fund	\$ 150,000	\$ -	\$ -	\$ -	\$ -	\$ -
Fire Station Capital Reserve	\$ -	\$ 350,000	\$ -	\$ -	\$ -	\$ -
Police Detail Account	\$ 15,000	\$ 15,450	\$ 15,914	\$ 16,391	\$ 16,883	\$ 17,389
Police Body Camera Capital Reserve	\$ -	\$ -	\$ -	\$ -	\$ 39,393	\$ -
Recycling Center Equipment Capital Reserve	\$ -	\$ -	\$ 90,177	\$ -	\$ -	\$ -
Henry W. Moore Highway Trust Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 23,185
	\$1,536,813	\$1,857,300	\$1,094,777	\$1,055,563	\$1,069,645	\$1,184,851

N. Miller: Lastly, I would just note because you spent a lot of time, we all did, over a series of meetings, really strategizing, and I think this is one of the benefits of the way that the town has approached the CIP. To work to program the projects over this six-year period in a way that meets the town's needs but also tries to minimize peaks and valleys of expenditures year over year. Tries to maintain some level of consistency as best as possible for what the annual expenditures across all departments would be. With some of these bigger ticket items, it's harder to do that but overall, the Board really worked hard to level out the expenditures and minimize peaks and valleys to the extent possible and that is what helps to contribute to a stable tax rate. Where you are not having major spikes in any single year.

B. Brock: Great job Nate.

R. Cartier: There are actually three things that I have for you. The first one is the voting machines, that's going to get put off for two years because when they did the Beta Testing on the voting machines in this election, they failed miserably, so they are back to square one and they are going to move that up two years. The second one, on the PD, it didn't pass this year but they will keep trying, so push everything out a year on that one. And then we have a new one that just came up when the fire department took a look at all of the AEDs. That one is going to be in the 2024. The source of funding for \$13,000 is going to be the ambulance revolving fund and \$3,000 from donations.

R. Cartier: Officially opened the Public Hearing at 6:47.

No comments.

R. Cartier: Officially closed the Public hearing at 6:48.

Some discussion about the updates and changes.

T. D'Arcy: You have made us look good and we appreciate that. Can we approve this now with edits we just made?

T. D'Arcy: **Motion** to accept the amendments to the plan as presented tonight. **Second:** J. Lindsey

All were in favor. **Motion passed.**

T. D'Arcy: **Motion** to accept the CIP as amended in our previous Motion. **Second:** K. Coughlin.

All were in favor. **Motion passed.**

M. Chalbeck: How do we get this to go into the Impact Fees?

N. Miller: Well, that's going to be next. Now, I was waiting to start the impact fees because we have to draw upon the CIP in order to do that so, we will get started right away.

Old Business:

- **Case #24-001: Applicant:** Applicant/Owner – Bob & Claudia Carr -- 17 Vassar Street, Manchester, NH 03104. Property Location: 669 High Street, Candia, NH 03034 Map 405, Lot 48 **Intent: MAJOR Site Plan consisting of three duplexes and a barn.**

R. Cartier: They have requested an extension. That will stay on the agenda until the next meeting. April 3rd.

Other Business:

- Town Planning

R. Cartier: The 2023 Impact Fees need to be worked on. The 2024 Impact Fees have been funded under the new budget, so they need to be worked on. Bob Donovan called me today and made a suggestion. A question and a suggestion on ADUs. The way that it is written right now, ADUs are not included in Impact Fees and he suggested that ADUs be added to that because they do impact just the same way as any house. That will be something that will need to be added to all of the impact fees.

B. Brock: Especially if we modify the zoning.

R. Cartier: I am going to say right now that the legislature is going to pass and that ADU's are going to be allowed by right and two of them per property. There is just too much support in Concord.

Some discussion about ADU Legislation in Concord and how it will ultimately affect Candia and our current regulations.

T. D'Arcy: We should all thank Kathleen Tierney for her letter in the Boy Scout Packet and her posts on Facebook.

M. Chalbeck: And she stood out at the polls.

B. Brock: The whole time.

- Southern NH Planning Commission - InvestNH HOP Updates – Steering Committee

For Phase Two. It appears that we are going to get the grant because we were preapproved for it. We should be able to proceed with that.

- Approval of Minutes, 3.6.24

T. D'Arcy: **Motion** to approve the minutes as amended. **Second:** K. Coughlin. All were in favor. **Motion passed.**

Public Comments:

B. Brock: I want to publicly thank Rudy for his many years of expertise and leadership and commitment to the Planning Board. Thank you for being the Chair for as many years as you have been.

Motion to Adjourn: J. Lindsey. D'Arcy. **Second:** T. D'Arcy. All were in favor. **Motion passed.**

Respectfully submitted,

Amy M. Spencer

Land Use Coordinator

cc: file