

Approved
Candia Selectmen's Public Meeting
Monday, May 22, 2006

Attendance: Chairman Clark Thyng, Vice Chair Fred Kelley, Selectman James Brennan, Selectman Tom Giffen, Selectman Rick Lazott, Assistant Carolyn Emerson and Secretary Dawn Chabot.

7:12 p.m. Chairman Thyng called the Public Meeting to order and immediately followed with the Pledge of Allegiance.

The Board will have a discussion on the procedures associated with SB2: Chairman Thyng stated he was glad to see additional members from the Budget Committee for the general discussion on SB2 procedures. Chairman Thyng stated the main reason for the discussion was to make sure everyone involved in the SB2 procedures have the same schedule in mind for what is due and when. The Board members reviewed the SB2 Budgeting Procedure Sheet and the Town Report and Budget Timeline (both attached) provided by Assistant Emerson at the request of Chairman Thyng. It was noted that Budget Committee Vice Chair Penfield was given copies for distribution to the Budget Committee members. Assistant Emerson advised that the final budget hearing could not be later than January 16th. Vice Chair Penfield advised that the Budget Committee was waiting for this meeting to be held prior to setting any official dates. It was noted that the Deliberative Session would need to be held between February 3rd-10th and that the Board was in favor of holding the Session on a Saturday. The Board indicated they were interested in having it on either 2/3/2007 or 2/10/2007. Town Clerk Dupere stated she needed as much time as possible to get out absentee ballots to the voters and was requesting the Board to set the Deliberative Session for 2/3/2007. After some discussion, Chairman Thyng motioned to set the Deliberative Session for 9:00 a.m., Saturday, February 3, 2007. Seconded by Selectman Giffen. All in favor. Motion carried. Ingrid Byrd of Depot Road asked about a snow date. It was noted that typically the Moderator would open the meeting and then continue the meeting for another day. Chairman Thyng advised he would check with the former Moderator and also check with the newly elected Moderator on their procedures. The Board discussed when they could have budgets available for the Budget Committee. The Board noted with SB2 in place everything appeared to be moved up by about 30-days. The Board members thought they should request budgets from Department Heads for the beginning of October in order to ship the budget over to the Budget Committee for November 1st. Vice Chair Penfield stated the Budget Committee was talking about setting a request to receive budgets for November 1, 2006. The Board generally discussed other time lines. Chairman Thyng encouraged the Budget Committee members to think about their deadline for warrant articles. Assistant Emerson noted that the Budget Committee would hold the Warrant Article Hearings and that typically (last budget season) the articles would go through the departments and the Board of Selectmen first and then to the Budget Committee. Assistant Emerson noted that the Board would make their recommendations to the articles prior to the Deliberative Session however they still could make changes on their recommendations after if they choose. Chairman Thyng requested that both the Board of Selectmen and the Budget Committee be more fluid with the process this year and asked if the Budget Committee finds they need more time to let the Board know. The Board discussed that they liked the idea of providing a mailing to the citizens prior to the vote much

like the Town of Deerfield does in effort to inform the voters. Assistant Emerson asked if the Board wanted to hold another meeting once they are ready to finalize more dates. Selectman Brennan stated he would like to and noted as the Budget Committee's Selectmen's Representative he planned on bringing back official dates once they are set by the Committee.

The Board will discuss a memo from Planning Board Chair Mary Girard regarding the Land Use Office hours and also discuss a memo from Secretary Dawn Anne Higgins-Currie regarding night meetings: The Board members reviewed both memo's which also contained input at the bottom from Zoning Board Chair Bill Stevens. Chairman Thyng asked Planning Board Chair to discuss her attached memo dated May 1, 2006. Chair Girard stated a few years ago former Selectman Sieminski held a hiring process for a full-time Land Use Coordinator position which they did not go forward with. Chair Girard stated she finds the work load has increased greatly and that the Secretary has taken on additional responsibilities. Chair Girard informed she knew the Board would state the position was not in the budget but she felt at this point that the Town was in need of a planner. Chair Girard felt the position was important because as an elected Board member things have become more complicated and more demanding. Selectman Giffen stated given the fact the position was not budgeted he would not be comfortable moving forward at this time. Selectman Lazott stated as a former Planning Board member he could sympathize with Chair Girard especially considering there are more commercial proposals coming forward which can be overwhelming to the Planning Board. Selectman Lazott thought a Planner would at some point need to be in Candia's future. Selectman Kelley advised that he thought Land Use Secretary Politis does a fantastic job on all the Committees she works for, knew there was talk of the need for a Planner but noted there simply was no money budgeted. Chair Girard commented there seems to be money in the budget when the Board wants it. Chairman Thyng commented that the Fire Department's secretarial work had been sporadic and thought perhaps they could consider building that work into a future position. Chair Girard stated Secretary Politis does a lot of work, a good job and she as Planning Board Chair wanted to make sure they are able to retain her. Chairman Thyng stated to Chair Girard the next memo to address was from Secretary Higgins-Currie regarding night meetings which involved the Planning Board as well. Chair Girard stated she did not agree with the three hour minimum request because most of their meetings did not last three hours and typically they would have two hour meetings. Selectman Lazott stated he was not agreeing with the three hour minimum. The Board members noted that if a Secretary had to pay for a baby sitter for a short half hour meeting, half of the hourly rate would not cover the expense. Selectman Giffen stated he was not adverse to a one hour minimum. Chair Girard noted if a Secretary wants the job then the meetings are part of it. Mary Girard felt a one hour minimum would be more appropriate if the Board was to consider a minimum rate. Zoning Board (ZBA) member Ingrid Byrd stated their meetings averaged two hours and thought maybe the shorter meetings were held by the Zoning Sub-committees. Selectman Giffen felt the average Conservation Commission Meetings were two hours. Chairman Thyng suggested if a Committee intends on having a short meeting perhaps the minutes could be taken by a Board Member. Chairman Thyng asked Selectman Lazott to check with Secretary Higgins-Currie to see if the short meetings were unusual or if there was a reoccurring issue. Selectman Lazott suggested the Subcommittees anticipating short meetings record the meetings with the tape recorder and then give it to a Secretary the next day for transcription. Chairman Thyng stated

perhaps more awareness would come from the discussion and possibly the Committees that are anticipating short meetings could take the minutes themselves.

The Board will discuss the Land Use Secretary's survey results on surrounding Town's Subdivision Regulations rate and discuss recently adjusted Zoning Ordinance rate:

Chairman Thyng reviewed the attached survey obtained by Land Use Secretary Politis containing surrounding Communities rates for Zoning Ordinances and Subdivision regulations. Chairman Thyng noted some people have issues with the newly established rate of \$25.00 for the Zoning Ordinances. Secretary Chabot informed the Board since the new rate had been established she had witnessed individuals requesting sporadic pages be copied by Secretary Politis instead of paying for the entire document. Citizen Carla Penfield felt Secretary Politis's time was valuable and thought the Board should not allow the copying of sporadic pages, noting it should be all or nothing. Citizen Kim Byrd suggested having the information available at the Library and also suggested sending individuals there for copies. Citizens Ingrid Byrd suggested offering the regulations at a higher rate in order to deter developers. Assistant Emerson stated the employees have to copy requested pages at the established Town Meeting copy rate and noted if they did not they would violate the Right to Know Law. Selectman Lazott thought it would be nice to have the information available on line in the near future. Chairman Thyng suggested burning the information to a disc for a rate of \$10.00 per disc. Assistant Emerson noted the Town could only charge the amount it costs to make any document. A few attendees stressed the importance of keeping the documents at a high cost. After some further discussion Chairman Thyng stated he would have Assistant Emerson contact the Local Government Center to get a legal opinion on what the Town could or could not do in the matter.

Chairman Thyng to discuss the current status on the BAN loan: Chairman Thyng noted that the Town received the \$800,000 BAN loan on Tues, 5/16/06. The Board reviewed the attached memo dated 5/21/06 from Treasurer Philbrick. Chairman Thyng stated Treasurer Philbrick is on top of the situation and at the recommendation of the TD Banknorth has placed the funds into a separate one year CD Savings Account which can be drawn off as needed with no restrictions. Chairman Thyng asked SWC Chair McHugh what he thought of the plan to temporarily invest the funds. SWC Chair thought it was a good idea to invest the funds because it would be at least four weeks before they obtain a purchase and sales agreement. SWC Chair stated it may take some time and the plan is a great way to offset the interest on the BAN loan. Chairman Thyng noted that that the Board will meet with Representatives from two Banks at the meeting on June 12, 2007, for presentations on how the Town can temporarily invest the BAN funds. Chairman Thyng advised Assistant Emerson to inform Treasurer Philbrick that the Board could meet with the Representatives earlier than 7:00 p.m. if need be.

Selectman Lazott will present favorable reviews for Building Inspector Hallock and Building Department Secretary Higgins-Currie and the Board will consider a possible increase for Secretary Higgins-Currie: Selectman Lazott stated reviews were done on both employees noting Building Inspector Hallock's review was a 90-day review and Secretary Higgins-Currie's review was a yearly review. Selectman Lazott stated William Hallock is doing an outstanding job. Selectman Lazott noted he did not propose an increase for William Hallock at the 90-day review period because he felt he was hired at the high end of the scale maybe close to the top 5%. Selectman Lazott stated the Board feels William Hallock is doing an outstanding

job. Selectman Lazott noted he was in favor of establishing a matrix. Selectman Lazott informed he completed a yearly evaluation on Building Department Secretary Dawn Anne Higgins-Currie and that she is doing extremely well with an outstanding review. Selectman Lazott motioned to provide Mrs. Higgins-Currie with an 18-cent hourly increase which represents 1.5% increase, present hourly rate \$11.69, new rate to be \$11.87, effective on her anniversary date of May, 3, 2007. Seconded by Selectman Giffen. All in favor. Motion carried.

The Board will discuss with Tax Collector Sanders an upcoming Tax Collector's workshop and also discuss her proposal regarding identifying mortgages: The Board reviewed the attached memo dated May 19, 2006 from Tax Collector Jane Sanders. Tax Collector Sanders advised she was looking into a Tax Collector's Workshop being held August 14th through the 18th. Tax Collector Sanders stated the registration fee for the week was \$245.00 however there was also a daily rate of \$40.00 with a \$50.00 mandatory registration fee. Tax Collector Sanders stated she was unsure at this time what portion of the training she wanted to attend and that she would notify the Board once she obtains more information. Tax Collector Sanders advised the other part of her memo was regarding identifying mortgagees. Tax Collector Sanders stated the prior Tax Collector had sent out notices with a lien date of May 15, 2006. Tax Collector Sanders stated the next step is dictated by RSA and the only way to change the lien date is by a majority vote of the Board which would only allow for a three day extension. Tax Collector Sanders stated 77 properties were going to lien with 65 property owners possibly holding mortgages. Tax Collector Sanders stated they would need to notify any mortgage holders or mortgagees within 45 days of the May 15, 2006. Tax Collector Sanders informed she contacted Goulet Computer Consultants on their proposal (attached) and also informed them on the budget amount of \$700.00 to discuss the possibility of decreasing their rates in line with the budget. Tax Collector Sanders stated Goulet was not willing to come down on their proposal. Tax Collector Sanders commented that Goulet had bargain basement rates and typically the going rate is \$35.00 per lien search with Goulet at \$13.00. Tax Collector Sanders stated with 77 parcels at \$13.00 per search they would go over budget. Assistant Emerson noted the prior Collector budgeted \$1,000.00 however it was reduced by the Budget Committee to \$700.00. Tax Collector Sanders stated she is a certified abstractor and is willing to do the lien searches for the budgeted amount of \$700.00. Chairman Thyng noted the errors and omissions coverage on Goulet's contract and asked Tax Collector Sanders if she had the coverage. Tax Collector Sanders stated she did not have the coverage. The Board discussed the two offers and the importance of the errors and omissions coverage. Selectman Lazott questioned how the process worked. Assistant Emerson briefed on the process and advised she was aware of a situation in the past when a search company (not Goulet) did miss a Mortgagee. Selectman Giffen felt there was too much to risk by not having the errors and omissions coverage. Selectman Lazott motioned to accept the proposal from Goulet Computer Consultants, Inc. in the amount of \$1,163.00. Seconded by Chairman Thyng for discussion. Chairman Thyng asked Selectman Lazott to amend his motion to reflect the per parcel amounts listed in the proposal. Selectman Lazott amended his motion to reflect proposal amounts of \$13.00 per parcel for lien search and \$18.00 per parcel for deed search. Chairman Thyng amended his seconded. All in favor. Motion carried. The Board extended a thank you to Tax Collector Sanders for her offer.

The Board will consider appointing Diane Philbrick as a full member to the Heritage Commission due to the recent resignation of Ed Fowler: Chairman Thyng stated he was

aware of a verbal resignation from Heritage Commission member Ed Fowler. Chairman Thyng stated the Heritage Commission is in favor of recommending Diane Philbrick as a full member. Chairman Thyng motioned to appoint Diane Philbrick as a member to the Heritage Commission effective 5/22/06 with a term to expire on 5/22/09. Seconded by Selectman Kelley. Chairman Thyng, Selectman Kelley, Selectman Brennan and Selectman Giffen all in favor. Selectman Lazott opposed noting she was not in attendance of the meeting. Secretary Chabot advised that Diane Philbrick was not informed on the meeting and that typically the requests come in from the Committees with letters of interest from the requesting parties. Motion carried.

The Board will consider authorizing the withdrawal of funds from Incinerator Maintenance Fund to offset the expense from RJ Plehn Contracting Services: The Board reviewed the attached invoice from RJ Plehn Contracting Services in the amount of \$1,732.25. Selectman Kelley advised there was a need for a recent incinerator repair which was made by Plehn and he would like to be authorized to take the amount out of the incinerator maintenance fund. Selectman Kelley motioned to pay the RJ Plehn invoice amount of \$1,732.25 out of the incinerator maintenance fund. Seconded by Selectman Lazott. All in favor. Motion carried.

Selectman Brennan to discuss the bathrooms located in Moore Park: The Board reviewed the attached report provided by Selectman Brennan regarding the costs associated with the Moore Park Doucette Field House Bathrooms verses port-a-potties. Selectman Brennan stated port-a-potties came in less but he personally did not want to see them in the park because of aesthetics, odors and generally safety due to the lack of proper hand washing necessities. Selectman Brennan stated CYAA President Al Desjardins is willing to commit to 30% coverage in the event anything goes wrong with the bathrooms and would also be willing to commit to a 5-year agreement. Selectman Brennan stated CYAA would still pay 50% of all pumping charges. Selectman Brennan stated CYAA is willing to work with the Town. Selectman Brennan stated the Summer Recreation Program has about 100 children sign up and that he would not be in favor of having them utilize port-a-potties while in the program. Selectman Brennan also stated that he suspected they would receive complaints from parents if that were to be the case. Selectman Lazott advised he had a problem with the arrangement because the Town was paying for the cleaning and the supplies for the bathrooms and felt it was a one way street that CYAA was benefiting from. Selectman Lazott stated CYAA was using the bathrooms from April to October and the Town is paying to maintain them. Ingrid Byrd of Depot Road asked about the locking fees. It was noted that in order to prevent vandalism the Board pays to have the bathrooms locked and opened. Carla Penfield of High Street asked about the fees for the Summer Recreation Program and wondered if the fees could be increased to offset the costs associated with the bathrooms. Selectman Brennan gave the history behind the Summer Recreation Program's established fees and noted that it would not be fair to expect the Program to offset the costs associated with the bathrooms considering other groups using them as well. Secretary Chabot noted Moore School uses the fields for soft ball season and Jesse Remington High School uses the fields during soccer season. Kristine Pouliot of Chester Road stated the Park is used by everyone and as a mother she thought the issue was simple, you need bathrooms and you don't need port-a-potties. Kristine Pouliot stated the bathrooms are for the Community not just CYAA. Dick Snow of Depot Road noted Candia kids are using the bathrooms because CYAA is a program for Candia children. Chairman Thyng motioned to continue using the bathrooms at the Moore Park Doucette Field House and to empower Selectman Brennan to work

out an agreement with CYAA. Seconded by Selectman Kelley. Chairman Thyng, Selectman Kelley, Selectman Brennan and Selectman Giffen in favor. Selectman Lazott opposed. Motion carried.

The Board will review the NH Fish & Game OHRV Grant contract and consider giving Chief McGillen signing authority: The Board reviewed a letter dated May 9, 2006 from New Hampshire Fish and Game and also reviewed the OHRV Wheeler Vehicle Enforcement Grant Contract involving a Grant Program. Chairman Thyng noted the grant amount was \$3,375.00. Chairman Thyng motioned to empower Chief Michael McGillen signing authority on behalf of the Town of Candia for the purpose of entering into a contract with New Hampshire Fish and Game for the OHRV Wheeled Vehicle Enforcement Contract. Seconded by Selectman Lazott. All in favor. Motion carried. Selectman Lazott noted that the Town was currently getting a good deal because of where the OHRV is being stored, the employee is charging the battery on the vehicle and not charging the Town.

Approval of Previous Minutes: Selectman Kelley motioned to approve the Public Minutes of 5/8/06 as presented. Seconded by Selectman Giffen. All in favor. Motion carried.

Any New Business

No Copies Available Concern: Ingrid Byrd of Depot Road advised at a Planning Board Public Hearing last week there were no copies of the materials being discussed in regards to the CIP because it was stated money had to be saved. Ingrid Byrd stated she contacted the Attorney General's Office and they laughed at her and told her of course you have to provide copies. Ingrid Byrd stated the way it was explained was that it was the Selectmen's fault. The Board stated they were unaware of the situation however they were not surprised that they were being blamed for something. Selectman Kelley agreed with Ingrid Byrd noting copies were not made available. Ingrid Byrd stated she would be attending an upcoming Planning Board hearing for the updating of the Regulations due to NFIP and she hoped proper copies would be available. The Board stated they did not know why copies would not be made available.

Electronics Situation: SWC Chair McHugh updated the Board on recent concerns regarding electronics disposal. SWC Chair asked the Board if they had received the information from Facility Operator Whitcher on an electronics disposal proposal. It was noted that the document was in the sign folder for the Board's review. SWC Chair McHugh explained the financial benefits of switching from NRRA to the new proposed hauler due to recent unavoidable changes with the existing program. The Board determined they were in favor of moving forward with Facility Operator Whitcher's proposal. After some discussion Chairman Thyng motioned to empower Selectman Kelley or Selectman Giffen to sign a contract with the mentioned company for disposal of electronics in the event it is necessary to sign a contract. Seconded by Selectman Lazott. All in favor. Motion carried.

Harassment Avoidance Training: Chairman Thyng read the attached memo on the upcoming Harassment Avoidance Training to be held on Wed. June 12, 2006, 7:00 p.m. at the Candia Fire Station. Chairman Thyng stated to the Board members if you have not attended the training you will want to go because it is very important.

Next Meeting Date: The next regularly scheduled meeting will be held on the 2nd Monday of the Month, June 12, 2006, at 7:00 p.m. with the possibility of commencing the Public Meeting earlier due to a possible Bank presentation.

9:01 p.m. Chairman Thyng motioned to close the Public Meeting and enter into a Non-Public Meeting in accordance with RSA 91-A:3 II (e). Seconded by Selectman Kelley. Roll call vote taken. All Selectmen indicated they were in favor. Motion carried.