

Approved
Candia Selectmen's Public Meeting Minutes
Monday, April 25, 2011

Attendance: Chairman Fred Kelley, Vice-Chair Carleton Robie, Selectman Joe Duarte, Selectman Amanda Soares, Selectman Richard Snow, and Selectmen's Assistant Cheryl Eastman.

7:00 p.m. Chairman Kelley called the Public Meeting to order and immediately followed with the Pledge of Allegiance.

Board to hold a public hearing to accept the generator grant in accordance with RSA 31:95-b, III (a). Chairman Kelley opened the hearing to accept the \$99,000 generator grant for the emergency shelter at the school and asked for any questions/comments. There were none. *Selectman Robie made a motion to accept the grant for the generator. Selectman Soares seconded.* Selectman Snow felt there should be a written agreement between the school district and the town regarding this generator. Selectman Robie informed Selectman Snow that Bob Panit, Emergency Management Director, will be working that out with the School Board. *All voted in favor. Motion carried.*

PSNH to present a donation of \$250 for the Town of Candia's Semiquincentennial event.

Chairman Kelley introduced Elizabeth LaRocca from PSNH. Ms. LaRocca explained that PSNH has been around for 85 years and very much appreciates the State of NH history and appreciates those that appreciate its history. She presented the Town with a check for \$250 to help with the Semiquincentennial celebration. Ron Thomas accepted the check on behalf of the Board of Selectmen and the Semi-Q Committee and thanked PSNH.

Board to discuss six abatement requests received. Selectman Robie asked if all the abatement requests before the Board have been approved by our Assessor, Tammy Jameson, and everything is in order with the applications. Selectmen's Assistant Eastman reported that Tammy had approved them all. Selectmen Robie read the applications from:

Justin Rinfret, 99 Tower Hill Road, map/lot 411-10. The current assessment is \$257,100; the requested assessment is \$98,500; the recommended new assessment is \$252,800; the assessed value to be abated is \$4,300; the potential dollar amount of the abatement is \$85.57. *Selectman Robie made a motion to accept the recommendation of Tammy Jameson on abatement of \$4,300. Selectman Duarte seconded. All voted in favor. Motion carried.*

Stephen & Kirsta Deschamps, 104 Tower Hill Road, map/lot 411-84. The current assessment is \$359,700; the requested assessment is \$352,200; the recommended new assessment is \$352,200; the assessed value to be abated is \$7,500; the dollar amount of the abatement is \$149.25. *Selectman Robie made a motion to accept the recommendation of Tammy Jameson to abate \$7,500. Selectman Snow seconded. All voted in favor. Motion carried.*

James & Tracy Pafford, 44 Tower Hill Road, map/lot 411-79-2. The current assessment is \$432,600; the requested assessment is \$395,000; the recommended new assessment is \$425,400; the assessed value to be abated is \$7,200; the dollar amount of the abatement is \$143.28. *Selectman Robie made a motion to accept the recommendation of Tammy Jameson. Selectman Kelley seconded. All voted in favor. Motion carried.*

Larry & Karen Crocker, 195 Chester Road, map/lot 414-47. The current assessment is \$196,700; the requested assessment is \$170,000; the recommended new assessment is \$187,300; the assessed value to be abated is \$9,400; the dollar amount of the abatement is \$187.06. *Selectman Robie made a motion to accept the recommendation of Tammy Jameson to abate \$9,400. Selectman Snow seconded. All voted in favor. Motion carried.*

Boyd & Lynn Chivers, 165 Depot Road, map/lot 414-135. Selectman Robie explained that this was abatement on a yield tax, not a property tax. The current assessment is \$152.08; the requested assessment is \$114.02; the new assessment is \$114.02; the assessed value to be abated is \$38.06; the dollar amount of the abatement is \$38.06. *Selectman Robie made a motion to abate \$38.06. Selectman Snow seconded. All voted in favor. Motion carried.*

Estate of Paul Cardin, Jr., 843 High Street #14B, map/lot 404-88-14B. The current assessment is \$20,800; the recommended new assessment is \$4,800; the assessed value to be abated is \$16,000; the dollar amount of the abatement is \$318.40. Selectman Snow asked if this was one of the trailers that the Board declined the opportunity to take a lien on. Selectman's Assistant Eastman was fairly sure it was, but didn't have that information at the moment. Snow felt that if the Board had taken the trailer in the lien, then when this event came up, the Town could have the trailer hauled out and saved the Town and these people some money. Selectman Robie felt that it would cost the Town a lot more than \$318 to have it hauled off. He added that this way the owner can deal with this property and dispose of it and the Town won't have to do it. Selectman Snow agreed, but thought that in the future it is something the Board should look at when we review requests for abatements or requests not to take a lien. Chairman Kelley clarified that Selectman Snow is talking about the cost to remove a trailer vs the cost of the abatement. *Selectman Robie made a motion to accept the recommendation of Tammy Jameson and abate the amount of \$318.40. Selectman Snow seconded. All voted in favor. Motion carried.*

Selectman Robie announced that the total dollar amount of the abatements granted is \$921.62.

Board to consider Conservation Commission appointments. Chairman Kelley read a recommendation from the Conservation Commission to appoint Bill Nichols as an alternate member, to re-appoint Dennis Lewis and Susan Wilderman as full members, and to appoint alternate David Ickes as a full member to replace Joe Miele, who resigned. Selectman Snow clarified that Joe Miele's term had run out – he did not resign - and he declined the opportunity to get re-appointed. *Chairman Kelley made a motion to accept these members as read. Seconded by Selectman Soares. All voted in favor. Motion carried.* Appointment slips were signed by all Board members.

Board to discuss final draft of the closure plan for the old recycling center. Selectman Soares reported that the Board had in the sign folder the response and comments received from Doug Kemp at DES regarding some changes to be made to the draft of the closure plan. They are simple changes for the most part. It does need to be determined if the tank is a septic tank or propane. Selectman Soares believes it is a septic tank, and if so, it needs to be pumped out and filled in. She also reported that for the closure costs estimates, the Board needs to determine the individuals to do the work. The Board will need to create RFP's and post them. She plans on having a draft of the RFP's done by Friday so the Board can review them. Selectman Snow said he had a lot of questions and corrections and a lot of things that need to be updated in the plan. He brought up the following issues:

- In the first paragraph it states the acreage of the property is sixty seven acres. Selectman Soares corrected Selectman Snow that it reads eight point six-seven acres.
- Also in the first paragraph the date that the landfill was covered, the draft plan says early 1980's. Selectman Snow feels that we should have the information somewhere of a specific date of when it was actually covered. Selectman Soares reported that she cannot find any record of it.
- Also in the first paragraph, the draft plan says the burn ash pit was collected in an eight yard metal container. Selectman Snow feels the reference to "eight yard" doesn't belong in there. He would like it to say that we collected the ash and got rid of it. Where it states that it was hauled off periodically by Casella – He would like it to say that it was hauled off by a waste hauler. Selectman Soares reported that according to Doug Kemp at DES, everything has to be in there as far as who hauled it and what you stored it in.
- Also in the first paragraph, the draft plan says that the site was the main area for recycling and trash collection for the Town of Candia. Selectman Snow asked where else was any recycling done? Selectman Soares reported there was no other place in town that recycling was done.
- For the last sentence in the first paragraph, Selectman Snow would like to see something like "the facility and collections ceased active operations in October, 2008 when we moved to a new location and facility." He would also make the last sentence say "the site is no longer being used as a solid waste facility."
- Under the Closure Schedule, Fall, 2010, the draft plan says "will perform..." and "will be tested". Selectman Snow feels it should be re-worded because we have already done all that. Selectman Soares confirmed that it has already been done, and that is how that section now reads.
- Under Fall, 2009 to Spring, 2011 - the draft plan says clean up of residual waste will be removed. Selectman Snow feels that sentence doesn't make sense. He would like it to say "We are going to clean it up and take it to the present recycling center or haul off for disposal." Selectman Snow has a problem with where the draft plan says "any material found to be categorized as hazardous material will be disposed of properly at the town's hazardous waste day". He feels that since the town only has a certain amount of money allocated for hazardous waste day, if there was anything of any significant amount from the old recycling center, it would eat up all the money that we have. Selectman Snow would like it to say "it will be taken care of" and the expenses would be covered under the capital reserve fund for closing the incinerator. We should hire the hazardous waste company separately to come down and get rid of that, not during the town's hazardous waste day. Selectman Soares stated that Doug asked that a plan be included in the draft plan in case we had any hazardous material, but there is no hazardous material at that site. Everything that was hazardous material is already gone. Selectman Snow felt that in the unlikely event that we should find some more, while we are attempting to close it, he feels that we should not put in the plan that we will be taking it to the hazardous waste day. We should just say that we will take care of it properly, if any shows up.
- The draft plan, under both Spring, 2011 and under the Closure Requirements, says that "the Board of Selectmen will approve to accept bids for disassembly and removal of the accessory building, formerly known as the old swap shop, and will be placed in the Holbrook cemetery for the future use by the Cemetery department under the supervision of the Superintendent of Cemeteries." Selectman Snow feels that we have no money in the budget to take the old building off the site and put it in the cemetery. Also, if we are going to remove the buildings, we still have the two hearings under RSA 41:14a to finish going through. He feels that would be the point to get Doug Kemp here

for the public hearing to have the opportunity for the public to have input into what they think should be done with those buildings.

- Under Winter, 2010 into Summer, 2011 – the draft plan says “...the remaining electoral components...” Selectman Snow thought that must be a typo. Selectman Soares will correct that.
- Under Spring, 2011 into Summer, 2011 – the draft plan says “the parcel will be restored as close to original condition as possible for wildlife habitats.” Selectman Snow asked if the berms are going to be taken down. Selectman Soares, Chairman Kelley, and Selectman Robie all replied that they would be removed. Selectman Snow feels that is not a good idea because he is not sure of what is in them. If the intent is to end up with an impervious surface and direct the run-off away from the wetlands, then we should be thinking about leaving the berms where they are and it should be clearly defined in the plan that we are going to leave the berms. Also, original condition would imply that it is put back to a swamp like it was before people started dumping and burning in there many years ago.
- Under “Closure Requirements” #3, the plan says the incinerator stack will be disassembled by a volunteer in the Town of Candia and will be placed at the new facility for recycling of the metal. Selectman Snow feels that since the Board made a decision to not have volunteers working in our metal pile, he does not agree with having a volunteer take down the stack. He feels that the Closure Requirements and the Closure Schedule should be put together and consistent. Selectman Soares said on page 2, under Winter, 2010 and Summer, 2011, the draft plan says “the incinerator stack will be disassembled and taken down for recycling of the metal and the incinerator refractory will be taken apart and dismantled for disposal or recycling.” Selectman Snow feels that all the details should be pulled out of the schedule and just say “our schedule for accomplishing the tasks are ...” and put the details in the Closure Requirements. Selectman Soares restated that it has to be put together in this manner. Doug Kemp wants a defined schedule of everything, and separately the requirements of the Town – that’s how it has to be done. Selectman Snow suggested listing tasks in the closure and then refer to the schedule to say numbers 1,2,3,4...are the things that are going to be done at the closure. Selectman Soares has worked this all out with Doug Kemp. Doug said to put everything in the schedule and we are not required to have what they call Closure Requirements, but Selectman Soares wanted to have them included in the plan. Doug told her that we can have closure requirements and if so, that is a list of what you want done, what steps you are going to take. For example, the refractory is coming down, the stacks are coming down, seeding and loaming. Selectman Soares is aware these items are in the schedule, but they are also listed under the requirements. Selectman Snow read Doug's comments from page 3, saying “This information should be relocated under the section called “Closure Requirements”. Selectman Soares agreed. She restated that she has made all the changes Doug has recommended. Selectman Snow would rather have the plan say in the Closure Requirements that you have tasks to accomplish and then you just refer to that in the schedule and say we are going to accomplish tasks 1,2,3,4... Selectman Soares will ask Doug Kemp if that is acceptable.
- On page 4, number 6, the draft plan states “Loaming and seeding of the site per required regulations by DES will be performed and perpetual maintenance of the site; such as weekly mowing and monitoring of the wells on site, will be conducted by the Town of Candia through the Cemetery department under the supervision of the Superintendent of the Cemeteries.” Selectman Snow feels that this cannot be conducted through the Cemetery department. Selectman Soares asked who else

would be doing the mowing? Selectman Snow stated that if the Board of Selectmen want to hire somebody who is also working in the cemetery to do the mowing, that's OK, but he feels it doesn't belong in the plan.

- There are several sections that Doug crossed out and Selectman Snow feels they aren't needed. Selectman Soares again stated that it is already taken out.
- Under Other Permits, the draft plan talks about groundwater permits and it says that the wells on or around the New Boston Road site will be monitored for the life of the property. Selectman Snow doesn't think we should commit ourselves to the life of the property. He feels it should read "...until such time that DES no longer considers it necessary." Selectman Soares said we have to say for the life of the property until we start seeing that the results are stable for about 2 or 3 years. Then we can ask DES to amend the groundwater permits to remove the testing requirements. The permits will be amended and it will be noted and attached to the closure plan. But as of now, Doug Kemp said, we have to monitor the wells. Selectman Snow would rather have the plan worded so that it doesn't say "for the life of the property." Selectman Duarte thought it was a good point and he would like to know about the testing up front, so that we don't have to come back and do the plan again. Selectman Snow said that Doug questioned whether we had been issued a closure letter and has that been figured out yet? Selectman Soares reported that all our permits have run out and we don't have to close them out. Doug Kemp is aware of this and he said to just note it in this paragraph under Other Permits. Selectman Snow clarified that the answer to Doug is that DES has said that we don't need a closure letter? Selectman Soares agreed.
- Under the work done and cost – it says the town is to be paid for removal of the swap shop and main building. Selectman Snow thinks we are not going to get paid to get something removed.

That concluded Selectman Snow's suggestions for the closure plan. He reminded again that RSA 41:14a means we have to hold public hearings. He feels we should get the final, final draft of the plan and invite Doug Kemp down and review it with the public at that point. Selectmen Robie asked Selectman Soares to take the plan and make the changes that are suggested by Doug Kemp and clean it up. He also asked her to get some of the closure cost estimates in place because he feels there are too many "to be determined" right now. Selectman Robie also asked for a statement of how much money we have to get this completed. Selectman Soares said she has the information from the Trustees of the Trust Funds regarding how much money is left in the incinerator closure fund. Selectman Soares said she is going over plans for site work and trying to work out the most cost effective method of doing the site work. She reported that we only need to do 4" of loam, and not over the whole site, according to Doug. Selectman Robie felt that the Board should hire someone to remove the incinerator stack. Selectman Snow asked if we have a plot plan for the property. Selectman Soares reported that there is a site plan from 1998 that is more than acceptable to Doug Kemp.

Chairman Kelley asked for questions from the public. Citizen Al Couch of the Solid Waste Committee asked if copies of the draft plan are available to the public. Chairman Kelley said that once it is finalized, they will be available in the office. Selectman Soares said she hopes to have it done by the end of April. Mr. Couch also said that the Board should hold public hearings regarding closure for ideas and input from citizens. Citizen Cinny Griswold asked if "life of the property" means forever. Selectman Soares told her yes, the town is responsible for that property as long as that property exists. We are responsible for what is underneath the dirt and what is on top of it. Ms. Griswold asked if the property could eventually be sold. Selectman Soares said that no one would buy it because of the liability. Ms. Griswold asked where the 4" of cover will go. Selectman Soares said only where the burn piles, ash piles, compost pile, metal pile, where the roll-offs for the mixed paper, and the metal and tin cans were. Doug Kemp

says it doesn't need to go everywhere. Ms. Griswold asked if the water is tested in the stream, and if so, how far down. Selectman Soares replied yes, before and after the bridge in several spots, by Eastern Analytical. Selectman Soares reported that they are very thorough in the testing because of where the landfill is in relation to the river. Chairman Kelley added that they also test wells on the property and the neighbor's property, and the area will be loamed, seeded, and mowed. Ms. Griswold asked if the town was responsible for the mowing of the grass that will be planted. Selectman Soares confirmed that we are. Ms. Griswold asked if they find contamination in the water, will they test further down the river? Selectman Soares reported that if levels are high, they will do additional tests. Selectman Duarte said that once the hearings are scheduled, we should have DES come down and answer questions. Citizen Rudy Cartier asked if the town has reviewed the water tests over the last 10 years to see what the stabilizing factors may be, or whether they have stabilized. Selectman Soares said they have not stabilized, but there are no significant findings to worry about. But we still have to test until DES says not to. Mr. Cartier thought that several years ago DES had said the levels had stabilized. Selectman Soares confirmed that DES had lessened the testing to once per year. Mr. Cartier asked if the levels stabilize, how often would we then have to test. Soares replied that if they stabilize, we probably wouldn't have to test at all, if DES feels it is not necessary. Mr. Cartier feels that given that information, it should be taken out of the closure plan. Selectman Soares said it has to stay in the closure plan, but can be amended later. Mr. Cartier feels we should therefore not commit to testing for the life of the property. He feels there should be a caveat in there. Selectman Robie asked about the new groundwater management permit #003. Soares explained that DES combined permit #001 and #002 into # 003. Selectman Robie went on to say that permit #003 is for one year. The draft plan says that the permits will not be closed out once the incinerator landfill is closed and those permits are for testing around the New Boston Road site and will be monitored for the life of the property. Selectman Robie suggests taking out "life of property" and just leave it at "will be monitored". Mr. Cartier suggested adding "pending DES requirements". Selectman Snow asked where the samples were taken for the recently received water test results. Selectman Soares informed him they were from the old recycling center and that is the only location we test. Mr. Cartier asked the Board to look at what is required and what are wish list items. He recommends doing whatever the minimum requirements are, such as the stacks and incinerator being taken care of, cover the ash pile, and mow the grass. As far as moving buildings, he thinks the Board should wait on that because there is no hurry. And if the berms are left, they will need to be loamed and seeded as well. Selectman Snow added that the actual costs of the work could affect what we do. We may have to make choices based on the price. He asked how many inches of top soil will be required. Selectman Soares again said 4". Mr. Cartier asked if the cap was referred to as an impervious surface, because that is not the case. Selectman Soares said no, she has not referred to any impervious surface. Selectman Snow thought that a cap has to be impervious. Selectman Robie said not necessarily. Mr. Cartier feels that it depends on what regulations were in effect when we did something. He feels the water table is too high there for an impervious surface to make any difference. And it is an unlined landfill. Selectman Snow added that clay is considered relatively impervious. Selectman Robie suggested letting Selectman Soares finish up the work she has been doing on the plan, having listened to the comments and recommendations, and bring it back to the Board. Mr. Cartier feels this plan should have been available to the public for review at tonight's meeting. Selectman Robie said it is the Board's responsibility to get it closed, we have had an open forum this evening, and Selectman Soares can take everybody's thoughts and move forward. Mr. Cartier commented that no one in the audience has seen the draft of the plan that has been talked about all night. He feels that people cannot make intelligent suggestions without all the information. He stressed the need for transparency in government and that the Board should not keep things from the public. Selectman Soares assured that before a public hearing copies will be available. Mr. Cartier

feels the Board is being secretive. Selectman Robie said we are elected to do the job and the voters have put their trust in us to do the job. Mr. Cartier quoted President Reagan as saying "Trust, but verify." Selectman Duarte feels this plan could be given out to the public. Selectman Robie feels that if every draft goes out to the public, people will be misinterpreting things. He feels it should go out as a final draft. Selectman Duarte stated that we have had an open meeting and there are no secrets. Chairman Kelley added that the draft plan has been in the office for public view for two weeks. Selectman Robie asked to move on. He feels that Selectman Soares has worked to the best of her ability to get it done and get the information out, and to get something approved. Citizen Steve Bradley asked if the draft plan is going to be referred to in the minutes as an "attachment". Chairman Kelley said no, but it is available in the office. When Selectman Soares gets the final draft done, it will go to Doug Kemp and then it will come back, and we will have two public hearings. The plan will be available to everyone at that meeting to look them over before any final decisions are made. Mr. Bradley asked again if the draft of the closure plan that was talked about tonight will be in the minutes as an attachment. Chairman Kelley replied no, not as an attachment. Citizen Bob Dabrowski asked if changes or suggestions from the floor at the public hearing can be implemented into the final draft? Selectman Soares said yes, the Board will listen and then decide to apply any suggestions or not. The Board has to approve the final draft and then it goes to DES for final approval. It is not final until the Board of Selectmen vote to approve it. Mr. Dabrowski asked about clarification of the term "final plan". Selectman Soares clarified that it is actually a "final draft" and can be changed, up until the point when the Board votes to approve it. Citizen Betsy Kruse asked if the final plan can go on the website. Selectman Soares said it will go on the website so that the public has a chance to review it before the hearings. Mr. Cartier recommended to the Board that they adopt a policy of electronic scanning instead of copying on paper. It would be more eco-friendly and cheaper for the town. It would also help to have the process not appear to be done behind closed doors.

Board to address policy in regards to contacting Town Counsel. Chairman Kelley wanted to go over the draft of a revised policy regarding contact with Town Counsel. A copy of the draft was not in all the information folders. Selectmen's Assistant Eastman left the meeting to get the draft copy.

Approval of Previous Minutes. *Selectman Soares made a motion to approve the non-public meeting minutes from Monday, April 11, 2011 and to seal them. Chairman Kelley seconded. All voted in favor. Motion carried.*

Board to address policy in regards to contacting Town Counsel. There is no copy of the draft policy available to view. Selectman Duarte questioned whether it had been in the sign folder for review. Chairman Kelley informed him that it had been in the folder for about two weeks. Selectman Duarte said he has not seen it. Selectman Duarte requested a copy to review.

Approval of Previous Minutes. *Selectman Robie made a motion to accept the public minutes of April 11, 2011 as written. Seconded by Selectman Soares. All voted in favor. Motion carried.*

Board to address policy in regards to contacting Town Counsel. Selectman Snow commented that he would like to see a written policy regarding what goes on the website, a policy on how to get items on the agenda, and to talk about policies and procedures in general. Selectman Snow said he has concerns about the draft town counsel policy and he is not prepared to vote on it tonight. He also has concerns with agenda items. He submitted an

request to discuss policies in general and it is not on the agenda. Chairman Kelley said he wanted to talk about the draft of contact with Town Counsel policy first. Selectman Duarte has not seen the draft of the town counsel policy. Selectman Snow feels the Board needs to define what is a policy, a procedure, and an ordinance, and how they will be implemented. As an example, he said the solid waste ordinance has been approved by the Board and says that there will be no soliciting at the recycling center, yet he saw in the sign folder a thank you from someone for the chance to be at the recycling center soliciting. Selectman Snow had a handout for the Board and insisted that the Board needs to get policies organized into a form that people can understand, with an index that shows what is in there, when was it done, and when do we need to do it again. He feels that he is not bound by anything that he hasn't seen on a piece of paper, and that has been approved by the current Board. He feels that what one Board did is not binding on another board. Every policy should go before the Board for review every year. As an example, he has an index from 1998 from Tom McPherson's policies and procedures of the Police Department. They should get reviewed on a regular basis to make sure they are still relevant. He also mentioned RSA 31:105 and 106 (Liability for Damages...). RSA 31:105 expired on January 1, 2011. RSA 31:106 is the amended version and it does mention the Welfare Director and the Health Officer specifically. He feels the Board needs to look at those and determine if we are adequately covered by our insurance. As far as the town counsel policy, Selectman Snow likes that the draft has a format, but would like to see a little better structure, like what department does it fall under and who is it applicable to. He believes that the Board of Selectman cannot tell the other boards what to do (i.e. do not contact town counsel). The purpose of the new draft of the policy is to try to save money. And the draft says that only the Chair of the Board of Selectmen, Planning Board, Zoning Board of Adjustment, and Police Chief can contact Town Counsel. Why not the Fire Chief? What about Department Heads? Our town counsel gets a retainer, so we can give him things to do up until that point. If each department had a legal line in their budgets, they could contact town counsel whenever they want and the costs would come out of their budgets. If they go over their budget, then they should be coming back to the Chair. Anybody that goes to town counsel should be notifying the Chair of the Board of Selectmen. The Chair of the Board of Selectmen should be monitoring what the expenditures are. The Board of Selectmen should review any legal actions or anything having legal implications on a regular basis. Selectman Duarte and Selectman Snow feel that this should be tabled until the next meeting so that Selectman Duarte has a chance to review the draft document. Chairman Kelley said that's why the document was put into the sign folder so that everyone could see it and be ready to discuss it tonight. Everyone was supposed to come in to look at it and read it. Selectman Robie agreed that Selectman Duarte should have a two week period to review it, since he hadn't been in the office to see it. Selectman Robie also said that Selectman Snow brings up some good points on policies and procedures, but if the Board reviews the policies every year, they will be changing them on a regular basis. It might be prudent to wait and see what comes forth before we shake everything up. Selectman Snow feels they should be reviewed on a regular basis. He feels we don't have as many policies and procedures as we should have. Selectman Duarte feels that the problem is that a previous Board cannot force us to do something, but you can't change every policy every time it comes up. Every March they should be reviewed and updated. Selectman Duarte feels the department heads should send us their updated policies and procedures and the Board can fine tune them and approve them. The Board will discuss the draft of the town counsel policy in two weeks. Ms. Griswold said it was good to review all the policies, but suggested that it is done every couple of years. Chairman Kelley stated that the Board potentially changes every year. Mr. Cartier added that the Board only changes by two people per year, maximum, and the Board should review and re-adopt the policies every year. Selectman Robie stated that the office has been working on revising policies for at least 6 months now and it takes some time. Mr. Cartier suggested asking legal counsel if all the old policies are still legal and current. If a

policy is still legal, you have to go by it. Selectman's Assistant Eastman added that the Personnel Plan had been revised in January, 2011. Selectman Robie restated that it is being worked on and just because Selectmen Snow doesn't want to follow an old policy doesn't mean we have to change it. Chairman Kelley said the issue was brought up by him because of a comment from town counsel just last week about being contacted by town officials. Selectman Snow clarified that if a policy exists, he will go by it.

Board to authorize on-site training with BMSI. Selectman's Assistant Eastman explained that there have been on-going issues with the software that have not been resolved completely. She recommended having someone from BMSI come to Candia and train with everyone that is involved in using the program and getting the final issues worked out. The estimated cost would be under \$1,000 for one day of training and there are funds in the Town Officials budget to cover the expense. *Selectman Snow made a motion to authorize the one-time charge that was put forward by Cheryl for in-house training with BMSI. Seconded by Selectman Robie. All voted in favor. Motion carried.*

The Board to authorize payment of payroll and accounts payable checks. *Selectman Snow made a motion to approve payment of a manual check in the amount of \$50.00, dated 3/9/11. Seconded by Selectman Soares. All voted in favor. Motion carried. Selectman Snow made a motion to approve payment of payroll checks dated 4/28/11 with a total gross payroll amount of \$13,872.70. Seconded by Selectman Robie. All voted in favor. Motion carried. Selectman Snow made a motion to approve accounts payable checks dated 4/28/11 with a total amount of \$12,994.48. Seconded by Selectman Soares. All voted in favor. Motion carried. Selectman Snow made a motion to approve payroll checks dated 4/21/11 with a total gross payroll amount of \$14,598.61. Seconded by Selectman Soares. All voted in favor. Motion carried. Selectman Snow made a motion to approve accounts payable checks dated 4/21/11 with a total amount of \$23,836.90. Seconded by Selectman Soares. All voted in favor. Motion carried.*

8:45 p.m. *Selectman Kelley made a motion to adjourn. Seconded by Selectman Robie. All voted in favor. Motion carried.*

Minutes respectfully submitted by
Cheryl Eastman