

~~Unapproved~~Approved
Candia Selectmen's Public Meeting Minutes
Monday April 23, 2012

Attendance: Chairman Joe Duarte, Vice-Chair Richard Snow, Selectman Fred Kelley, Selectman Amanda Soares, Selectman David DePuy, Selectmen's Assistant Cheryl Eastman, and Administrative Assistant Andria Hansen.

7:00 p.m. Chairman Duarte called the Public Meeting to order.

Selectman Snow introduced Eagle Scout Mark Hebsch. He said he was an extraordinary young man who has done an extraordinary job at providing the Town with a sign. The sign will be located out in front of the Town Hall. They will finish putting it in next week. He brought this to the Board of Selectmen in September and it was approved. The sign will have some lettering on the bottom of it. Eagle Scout Mark Hebsch proceeded to lead the Pledge of Allegiance. Chairman Duarte thanked Mark and felt they were fortunate in Candia to have some very special youngsters.

The Board to discuss the 2012 budget. Selectman Snow explained last meeting they had a lengthy discussion about the budget. They need to get the budget passed. They presented a budget that was equivalent to last year's budget plus the default that bottomed out to what it should. He mentioned that he and Selectmen's Assistant Eastman worked through it to try to find another way of doing it. They talked about it with Chairman Duarte and they went back to where they were before. He explained what you have is every department, except two that have their 2011 budget which was called for in the warrant article or their default budget. The only exception to that is the Treasurer who received more money that had been voted by the Board prior to the vote. He decreased the Parks and Rec's budget with things that were logical. We need to get the budget now so the department heads can manage their expenditures by knowing what the budgets are. He is looking for a motion to approve the 2012 draft budget which is dated 4/4/2012 at 3:56 p.m. Selectman Soares didn't understand why they couldn't go with what the Selectmen proposed for the 2012 budget before the Deliberative Session. Before the changes we proposed a budget that would work with all of the departments. She liked the fact they have extra money in which they could hold off and put aside for a cruiser. The people like the fact that they aren't adding a cruiser to the budget line. She would like to have the extra money if they need to encumber it at the end of the year. She felt they could work with what they came up with for the proposed 2012 budget. *Selectman Kelley motioned to accept the Selectmen's 2012 proposed budget and take the extra \$16,105 and put it towards a cruiser. Seconded by Selectman Soares.* Selectman DePuy would like to hear more about the pending changes that were made. Chairman Duarte said they have the default budget and it's going to be moved around as needed. Selectman DePuy asked if this draft budget has addressed new information.

The past couple of months he wasn't here at all, so he really doesn't know if there is good reason for making these changes or not. He's read through it all and the math comes out right. There was discussion about which budget they were looking at. Selectman Snow explained they came up with more things that were problems then if they used the original default budget. They tried to work this budget through which was a compromise that had been suggested by the Budget Committee to give them something different. The result just didn't work out right. They had departments that were getting more or less than what they should get. We believe that the one that was presented at the last meeting accurately reflects what the warrant article was which is last year's budget plus the default correctly put where they were off the default budget. The bottom line is where it should be. Selectman Soares asked why the direct assistance line was increased and what the rationale behind it is. The direct assistance line was put back to \$49,615 and it was at \$35,000. Chairman Duarte said we could go around and around on this, but what it amounts to is we went with the default budget where ever we could. The fact that we did have an increase on the Treasurer because of the mileage they had to up the line. Basically these were the same numbers that were approved at the last meeting. If they have to move money around later they can. He didn't have a problem with this budget. Selectmen's Assistant Eastman clarified the budget we are looking to vote on is the draft budget proposed at the last meeting. Selectman Soares asked if they were proposing the draft budget in the amount of \$2,329,966. Chairman Duarte said the default budget should be the same thing the Town voted on. They turned down the original budget. The default budget is what we have here. The difference here is that we have to move some money to the Treasurer. He questioned if Selectman Kelley and Selectman Soares are asking them to change the default budget. Selectman Soares replied yes. Citizen Carleton Robie clarified that Selectman Kelley made a motion that the Board uses the proposed Selectmen's budget that was proposed to the Budget Committee on September 19th. The people voted approximately \$12,000 more than what the Selectmen proposed at the default budget. He would like to use the proposed Selectmen's budget as which both the Selectmen and the Budget Committee agreed to. Then he would like to put the \$12,000 on the police cruiser line and not spend it. The only thing that needs to be addressed in that budget is the Treasurers \$2,000 increase. Selectman Snow said if what Mr. Robie says is correct, it is totally different from the interim one or what was presented before. This means we would have to go back and review each individual line because we took the interim budget and we sat down and said let's put some here and some there and we came up with a bottom line number. We don't have anything available to us which Selectman Kelley is recommending. The only thing he is aware of is an interim budget that Selectmen's Assistant Eastman and he had done. *Chairman Duarte called for a vote on Selectman Kelley's previous motion. Selectman Kelley and Selectman Soares were in favor and Selectman DePuy, Selectman Snow, and Chairman Duarte were not in favor. Motion failed on a vote of 3 to 2. Selectman Snow motioned to approve the 2012 draft budget document dated 4/4/2012 at 3:56 p.m. Seconded by Selectman DePuy. Chairman Duarte, Selectman Snow, and Selectman DePuy were in favor and Selectman Kelley and Selectman Soares were opposed. Motion carried on a vote of 3 to 2.*

Selectman Snow to give incinerator site closure status. Chairman Duarte asked if Selectman Soares and Selectman Snow had a chance to work on the RFP. Selectman Soares replied she wasn't asked. Selectman Snow replied that he asked Selectman Soares for it and he didn't receive it. Selectman Kelley stated two weeks ago at the Selectmen's meeting people in the audience and the Board told Selectman Snow to get with Selectman Soares to get the RFP's ready to go out. This was supposed to be done for this meeting. He guessed that they're not listening to what the voters said because they have already had the two public hearings. The closure plan has been accepted by the state. He questioned what else they have to do besides get bids to tear down the buildings to reclaim the property. Selectman Snow replied what Selectman Kelley said is somewhat incorrect. He asked Selectman Soares twice to provide him with a copy of the RFP so they could see how it compared to what we were working on. It was not provided to him so he didn't have a chance to look at it. Selectman Kelley asked who was working on it. You and Selectman Soares should be working on it and nobody else. Chairman Duarte asked where they were at this point. Selectman Snow replied we are at the point where we have a professional engineer who would like to give the status of where we are, where we are going, how we are going to get there, and what it is going to cost. After we have had this then we can have discussions about how we are going to manage that. Chairman Duarte's understanding was we were going to take the approved closure plan that is now in place and at this point we just want an update and where we are at in the process of finishing it up. Selectman Snow replied that was correct. Selectman Soares said she wasn't asked she was sent an email that said put closure plan in my bin. They are peers and you are not above me and I'm not a child. She felt being told to put it in Selectman Snow's bin was not asking it was telling. It doesn't work that way. These RFPs have been done since before you put your petition in and she has been waiting patiently to put these in, but she has been asked to wait because we had the petition. These are all set to go and these include the specs. They are ready to go in the paper. It clearly states the building specs and what needs to be taken care of which are the measurements of the building and the incinerator stack. It clearly states that each person that is bidding has to provide their own proof of insurance and they have to provide their own equipment. All miscellaneous trash needs to go to the recycling center. The Board of Selectmen has the option to choose based on the interested parties. They have to choose how long they are going to give the interested parties in which to submit their letter of interest. It's a simple RFP that's already completed. Selectman Kelley said Selectman Snow put in the petition to stop this and it failed and the RFPs were supposed to go out after the next meeting. Selectman Snow explained he has been working with some individuals and groups to develop the process priorities and the cost of removing it. This evening they have a registered profession engineer, Mr. Rudy Cartier, who is going to present us with a presentation of where we are, where we are going, and how we are going to get there. Selectman Soares said she had a problem with this. Chairman Duarte replied if we have someone who is a citizen of the Town who happens to be an engineer and wants to give us an update and a report he couldn't see how they could stop. Citizen Ingrid Byrd said some people

in the room have a hand out but not everyone. She felt everyone should have the opportunity to look at it but there were not enough copies to go around. The Selectmen gave their copies to the audience. Selectman Kelley understood that Mr. Cartier was an engineer, but Mr. Cartier is a citizen that doesn't want this place closed down. He stated that all of the people that are on this committee also didn't want it closed down. He questioned how fair that is to the people of this Town and the people spoke. They don't have to be going through all of this it's already done. Chairman Duarte said they are trying to get an update and they weren't going to take any more questions before they make a decision. He felt they should listen to what Mr. Cartier has to say. He didn't believe they were changing anything and it's his understanding that they are going with the closure plan that is in place. Citizen Ingrid Byrd asked who the author of the handout was, because they didn't put their name on it. Mr. Cartier replied that he was and he just had them printed off this evening and he was going to try to do a power point presentation but the projector wasn't available. He explained that he wasn't against tearing the buildings down he was against the process to do it. They have tried to work with the Board in the past and 12 to 16 people had contacted him to be updated on what was going on. He volunteered his time and this is not his plan, it's a hybrid of everything. He noted Selectman Soares did the closure plan that was approved by the State and it's a done deal. The concern is to do this properly which will protect the Town. Just doing some of the background information the cost has changed a lot. Basically to get rid of all of those buildings, all of the concrete, the fence on New Boston Road and part of the fence bordering the Sarra's property would be under \$5,000. This is an estimate so they are looking at things like this to keep the cost down. He proceeded to review the packet (see attached). He has taken a lot of peoples input and suggestions. They want to make sure the town is going to be protected. They've had projects that have gone on in this Town where its costs us a look more money than they thought it was going to. They just want to make sure the Town is properly covered. There are three phases to this project. The first phase is the closure and that is already done. The phase they are in now is to demolish and remove existing structures including the slabs and foundations that are below grade. This includes incinerator building, swap shop, glass storage bins, the fence on New Boston Road and partial removal along the west property line. They will clear the site of any residual solid waste including some of the berm pile waste. They need to test the berms to see if there is ash. They would like to re-grade those berms. Then they will loom and seed the entire site with suitable ground cover. This is another thing where people had some good ideas. Someone brought up the point that maybe they shouldn't have grass because it would have to be mowed. Another suggested was using a low slow growing grass that doesn't need a lot of water or mowing. After the site is cleaned up there would be a second phase. It would be what the Towns people want to do with the site. He's heard anything from Dog Park to an ATV park. This is the decision of the citizens of the Town, so they would be seeking public input. He mentioned the Scouts have done a lot of things that could be added to this type of thing. They would implement the plan with having someone responsible for implementation and develop a time frame of when you want to do it. Some of the things that are currently being addressed are obtaining any site results pertaining to the

incinerator building. There has been clearance testing done in the building from what he understands. He has not seen any of the results and what they look like. Doug Kemp of the DES said they are acceptable for what is in there. They need to do some test pits on the berms around the former burn pile to determine any ash remaining in the area. If there is ash in there it needs to be disposed of as solid waste under the current regulations. They just can't leave it there. There was a question that did come up on this and if its wood ash does it need to be hauled off as solid waste. He would need to get an answer on that, but wood ash in New Hampshire is considered to be a fertilizer. If so they can use it on the site. There is no additional testing that needs to be done because the building is going to be demolished and recycled. There is one caveat for that. They do need to have an asbestos survey done on it. He spoke with former Selectman Gary York and he said they did asbestos removal in 1992. There shouldn't be any in there but they will need to do a survey before they demolish it. The other was that the building doesn't have to be cleaned. They started working on a draft invitation to bid. He would like to present it to the Selectmen. Some of the things they still need to do are determine the square footage of area to be loomed and seeded. Someone is going to need that information to bid on. There was a suggestion of possibly putting a little more clay on the top of it for two reasons. One is to fill it in and the other thing is if they have clay on there it would help retain the water so you wouldn't have to water it in the summer. They will need to determine the type of groundcover i.e. grass, clover, etc. They need to determine a method of vehicular access to the site, at least until the groundcover is well established. This could take a couple of years. There was a suggestion for a small well house for the site, because how would they make sure the groundcover was going to stay solid. They would like to get public input for the invitation to bid. This basically summarizes where they are. He has an email list of 20 people who wanted to give input as to what to do with it. This is not his plan he's just trying to put it all together for the wishes of the Towns folks. His suggestion for a schedule is very aggressive and he would like to see the site done by the second week in June. This leaves roughly about 6 weeks to get it done. Selectman Snow asked Mr. Cartier what the next step was. Mr. Cartier replied if the Board so desires he could give them more information. He told the audience if they give him their emails he would forward all of the information he had. They have a draft invitation to bid which basically has a lot of things to make sure the Town is covered. He reiterated the Town has had some projects where things have been missed. He would like to cover these issues and make sure that Atty. Mayer reviews the invitation to bid because there are issues when the contractors come in and they need to have insurance. This is a very common engineering and construction approach to doing a project like this. Selectman Snow asked if he was looking for some further public input. Chairman Duarte mentioned that they may save some time because Selectman Soares might have some of the information for you already. He would check with her to see if she has already done this, because she has spent quite a bit of time on it. Selectman Soares said it was already done. Mr. Cartier said he would be more than happy to work with Selectman Soares on this. Chairman Duarte noted it would save a lot of time if the information has already been retrieved. It would be a good approach to get

everyone involved. Selectman Soares said she has a problem with Rudy overseeing this. There have been instances in the past. Chairman Duarte replied Rudy is not overseeing this Selectman Snow is overseeing it. Selectman Soares understood that Selectman Snow is overseeing this, it sounds like Rudy is overseeing this. She mentioned in his past endeavors in work he has run into some serious problems. He may have left on good terms and if I were the employer I would want that person to leave to if they made substantial errors that cost millions of dollars. She doesn't want the Town to come into a financial problem knowing the past history of this individual. They have run into this problem before. Chairman Duarte said this is not the proper place to be talking about people's character. Selectman Soares apologized, but he is talking about our Town stuff. She doesn't want the Town to be put in a bad situation. Chairman Duarte agreed but he didn't think they needed to be discussing this here. Citizen Carla Penfield of High Street was confused because for two years Selectman Soares has worked on this project and now on a whim the Board has turned this project over to Selectman Snow. He had no background, experience, and hasn't worked with Selectman Soares on this project. Chairman Duarte asked what her point was. Citizen Carla Penfield asked if Selectman Snow was turning this project over to Mr. Cartier. Chairman Duarte replied that is not what Selectman Snow said. Citizen Carla Penfield replied it appears that way to many of us sitting here and is that what is happening. She asked if Selectman Snow is overseeing Mr. Cartier and the twenty or so people and are they a new committee. Chairman Duarte replied as far as he knows Selectman Snow is running the project and if he has information from anybody in the community that is willing to give it to us and they are qualified we are going to be happy to take it rather than paying for it. Citizen Carleton Robie pointed out that Selectman Snow just asked Mr. Cartier what's next. He noted that Selectman Soares has been working on this for two years. She has an RFP ready to be mailed out. If the Selectmen approve what she drafted you should send it out. She said the insurance certificate had to be correct and he thought that Atty. Mayer has already looked at it. He didn't understand what the Board was doing. Citizen Judy Szot said she was here two weeks ago and at that time she left here with the impression that at this meeting Selectman Snow and Selectman Soares were going to work on this and the RFP's were going to be presented. This thing has been worked on for two years and the Town has voted twice that this closure is going to take place. She noted the RFP's were supposed to be presented at this meeting and they were going to be sent out. Now they have to give Mr. Cartier their address and he will send them the information. All of this stuff was supposed to be done and she is confused. It doesn't make sense that someone that has run this project for two years has been taken off of it. Chairman Duarte asked if Selectman Soares had the RFP's completed. Selectman Soares replied they are completed and copies are in the Selectmen's folders. Chairman Duarte asked Selectman Snow if this was the first time he had a chance to look at the RFP's. Selectman Snow said he has seen them but he would be happy to make those two RFP's available and let the public see them. Selectman Snow was given a thirteen page RFP from Mr. Cartier. They can compare that to whatever Selectman Soares has given him and let Town Counsel decide which one is the best. Chairman Duarte thought they were backing up because it's already been done. Let's try to

move forward with this so we can get it closed. This is all he is concerned about right now. Selectman Kelley said all Selectman Snow wants is to have this committee and no one has authorized this committee. Selectman Snow has formed this committee. He doesn't know how many times he has to repeat this but this has been settled the RFP is done and needs to go out. They don't need Selectman Snow's RFP. There is an RFP done that has been approved by the Board of Selectmen. They need to stop playing games and send the RFP out. Chairman Duarte asked if there was a committee that he didn't know about. Selectman Snow said Selectman Kelley is incorrect the Board never approved the RFP and it was never brought before the Board. There is no committee they are volunteers, it doesn't cost us anything and Selectman Kelley is incorrect. Selectman Soares explained an RFP doesn't have to be thirteen pages. When you are asking for people to show their interest to bid on something, it's a simple little paragraph. A spec page can be one page to three hundred pages. She thought Rudy did a spec sheet which can be discussed when you are talking to bidders. An RFP asking for bidders is a simple paragraph. Citizen Becky Sarra of New Boston Road said she is part of the group they are talking about and it's not a committee that she knows of. There have not been any tasks assigned to anybody. People are doing this because they want to. She felt this was the first time in the whole process that somebody stepped forward and asked if we would like to be part of anything and give our opinion. She felt very distressed over all of this. Chairman Duarte said he would like to put the RFP's in the Selectmen's folder and have all the Selectmen look at it before the next meeting. He didn't have a problem with anyone in Town that wants to help out. They will bring the RFP's to the next meeting and they will vote on it. Selectman Snow asked if he wanted to do this as a public hearing. Chairman Duarte felt they didn't need a public hearing they can address it at the next Selectmen's meeting. Citizen Rudy Cartier clarified there is a difference what Selectman Soares is doing and the document he put together. He noted she was correct in that an RFP can go out and be two paragraphs long. The problem is the Town is liable for a lot of stuff. There are no specifications in it and you are at the whims of someone coming in and saying I can take care of the whole thing for \$2,000. He put together a request for bids and what this does is it lets all the contractors know what the minimum specifications and requirements the Town is looking for. He said from the Town's standpoint he doesn't care what the contractors say he wants to make sure what the Town has in writing is what the Town is going to get. It should say the minimum level of insurance the contract will need to have. The draft that is in the folder is not ready to be voted on. He reiterated that he isn't heading this up he is volunteering his time. He isn't working for the Town or a representative of the Town. He is working as a citizen of the Town and using his professional experience and registration and his experience from DES which he has received awards for. He is open to any citizens input and comments. If the Board desires he doesn't mind coming back to the next meeting with any updates and possible changes that the Board would make to the RFP. This is a good solid document that is protecting the Town. He noted this can be done in less than eight weeks. Chairman Duarte would like the Board to review the document and hear comments from each Board member i.e. what they like and don't like. Selectman Soares said she was going through the files and there is a folder missing for the

incinerator out of the file cabinet. She asked Selectman Snow if he took the information out of the file cabinet. Selectman Snow replied he hasn't taken anything out of the office. Selectman Soares said she was wondering because the completion slip and the purchase slip for the Kelly incinerator is missing. Selectman Snow suggested they sit down after the meeting and they could figure out how she can convey to him the information she has that he has never heard or seen before. They can then see if they can come up with a solution for the Town that will properly close the site at minimal cost and protect the tax payers. Selectman Soares replied that she will meet with him during the week.

The Board to review tax liens unredeemed/deed waivers. Chairman Duarte informed the Board the office is going to send letters out to people who have made tax agreements already, but haven't been keeping up with their agreements.

The Board to authorize Food Pantry flyer and discuss Food Pantry policy. Chairman Duarte mentioned the Woman's Club is doing a terrific job over at the Food Pantry. He felt the flyer that was drafted was well done. He would like to hear from the Board. Selectman DePuy thought it looked great. Selectman Soares thought they did a good job with it. The only change was to take out the phone number. Selectman Soares motioned to allow the Women's Club to mail out the Food Pantry flyer and it will be paid for out of the Food Pantry fund. Seconded by Selectman Kelley. All were in favor. Motion carried. Chairman Duarte thanked the Woman's Club and appreciates what they do. He mentioned the co-mingling of funds between the Welfare department and Food Pantry. They are two separate entities.

The Board to discuss Town Hall sign. Selectman Kelley said he was surprised when he saw the holes in the ground. He understands now what type of sign it is going to be. It's going to be a great sign like the one next store. He thanked Eagle Scout Mark Hebsch for working on it. He understood that Frank Sarra did the sign. Chairman Duarte personally thanked Eagle Scout Mark Hebsch. Eagle Scout Mark Hebsch presented the Board with a small scale model of the Town sign. Selectman Snow wanted the public to be aware that this sign didn't cost the Town anything. He saw an article in the Union Leader that a sign was built for Auburn and they spent \$28,000. He would suggest that they are getting some very good benefits from the volunteers that are available to the Town of Candia to provide us with assistance. Selectman Soares thanked everyone that was volunteering.

Food Pantry policy continued. Chairman Duarte mentioned the Food Pantry policy was going to be in the folder so everyone can look at it. Selectmen's Assistant Eastman noted all of the Selectmen have signed off on it. Selectman Snow said he has seen it but he hasn't reviewed it. He didn't believe it was appropriate to do something at the first meeting. Selectman Kelley pointed out that Selectman Snow signed it. Chairman Duarte said it's been in there for a while. Selectman Snow reiterated he looked at it but has not reviewed it. He is not ready to discuss it.

Selectman Kelley said you're not supposed to sign it unless you're done with it. Chairman Duarte asked if Selectman DePuy was ready to vote on this. Selectman DePuy replied he read it and is ready to vote on it. Selectman Kelley motioned to accept the Food Pantry policy as written. Seconded by Selectman Soares. All were in favor. Motion carried.

The Board to accept DVR donation for the Police Department from Pelmac. Selectman Kelley motioned to accept the donation of a DVR from Pelmac for the Police Department. Seconded by Chairman Duarte. All were in favor. Motion carried. Selectman Kelley asked that a thank you letter be sent to Pelmac.

Selectman Kelley to give Planning Board update. Selectman Kelley mentioned that Planning Board Member Al Hall agreed to be the representative for the Broadband Mapping Committee. Selectman Kelley mentioned the Planning Board would like to get a map rack. They would like to hang all of the maps in the closet. He told the Planning Board they need a price and what kind of money do they want to spend. They thought it would cost \$200 to \$300. They can get a wall rack or a rolling rack. He would like to get some pricing on the racks. Selectman Snow noted that the Conservation Commission is also interested in this. Selectman Kelley asked what they would prefer a rolling rack or a wall rack. Selectman Snow replied they wanted to know what the Selectman felt was an appropriate one to use in the Town Offices and where to put it. Selectman Kelley noted the Planning Board and the Conservation Commission would use them the most. Selectman Snow said the reason they are looking for a map rack is because they are not available. He questioned if they would like them permanently attached somewhere they can get at it or would they like a rolling one. If it's a rolling one where can they store it? He noted where the map rack goes is a function of the Board of Selectmen. Selectman Kelley replied they need to find out how much it is going to cost first. Selectman Soares said she definitely didn't want to attach any maps to the wall. They don't have that much room as it is. It would be better to have something mobile. Selectman Snow asked Selectman Kelley to bring that message back to the Planning Board. Chairman Duarte asked what they were doing now. Selectman Kelley replied they are piled in the closet and they are unorganized. Chairman Duarte felt this was a legitimate cost. Selectman Snow said he would bring the message back to the Conservation Commission. Selectman Kelley mentioned to the Planning Board purchasing the piece of land across from Goff's. They weren't interested and they felt there are other projects in this Town they would like to see finished first. Selectman Snow suggested from the economic development perspective they have a master plan which talks about the four corners. He didn't see why they couldn't look at the possibility and have some people bring things to us. His question would be what they are going to use it for. Selectman Kelley noted the other question was if it was attached to this land they would be willing to purchase it right away, but it's not. Citizen Fletcher Perkins asked if it would be possible to put a P&S agreement on that land contingent upon research. The Town could put a refundable deposit just to hold it. The price of that property is pretty desirable. Chairman Duarte said he wouldn't be in favor of that but didn't

know how the rest of the Board felt. Selectman Kelley said if the Board would like him to he would go to the real estate company to see if they are willing to do that. Chairman Duarte felt they need to make a decision if they wanted to do it. Chairman Duarte told Selectman Kelley he could do the research but they are not in a position to be buying anything. Selectman Soares thought the land had possibility and it would be nice to do something for downtown. She's not opposed to it even though we don't have the financial means right now but she is open to possibilities. Selectman Kelley said the house would need to be fixed up which he didn't have an estimate on. They would need to get a contractor to give an estimate. Chairman Duarte said he didn't know how involved they wanted to get into that right now. Citizen Bob Martel asked what was the property zoned and what is the tax revenue we could get from it right now. Selectman Kelley replied that it was mixed use or light industrial. He didn't know what that tax revenue would be, but they can find out for him. Selectman Snow asked about the SNHPC grant Granite State Future and did the Planning Board make a decision on it. He asked if they recommended to the Board that they sign it. Selectman Kelley said they were supposed to sign it weeks ago. Selectman Snow reiterated did they recommend that the Board of Selectmen sign the memo. Chairman Duarte said he didn't know enough about it to sign anything, but if it's something the Planning Board would like bring it forward. He would like to discuss it first. Selectman Snow asked if they could put some information in the folder and bring it back to the next meeting. Selectman Kelley said he would discuss it to the next Planning Board meeting on May 2nd.

The Board to address recent citizen's complaint. Chairman Duarte said they received a complaint and the person would like to see the minutes of the Boards and Committees up the next day. All of the information that is processed through the office follows the RSA's set by the State. Selectmen's Assistant Eastman noted the minutes of meetings are posted 5 business days after the meeting. Chairman Duarte proceeded to read the letter in response to the citizen's complaint (see attached). Selectman Snow motioned to authorize Chairman Duarte to sign the communications. Seconded by Selectman Kelley. All were in favor. Motion carried.

Selectman Snow to give update on Critchett Road easements. Selectman Snow told the Board of Selectmen that he would have P & S agreements at this meeting. They have not incorporated the reserve right requests of the grantees, so it will take a while longer. He will be bringing it to the May 21st Selectmen's Meeting. Hopefully with the easement document and incorporate it all together so it's more complete. They are moving right along and doing the surveys. Selectman Soares asked if a copy of the easement could be given to the Board before hand so there won't be any miscommunication of what is in it. Selectman Snow said the RCCD easement has been in the folder for about six months now. He noted the one that he brings will not be final, but it will be pretty close. The negotiations with RCCD and the Grantees will take place after the P&S agreement is signed. Once it's signed it will ensure that they are locked in and we won't lose the money that we are paying to have all the rest of it take place. Selectman

Soares understood but the common problem they have is they get easements and not everyone reads it and people aren't always happy. She would make sure that copies of the easement are placed in everyone's box through the entire process. Selectman Snow replied that has happened and it will continue to happen. Chairman Duarte thought it was a good policy to get it before hand.

The Board to authorize payment to the Boy Scouts for Town Report distribution.

Selectman Snow recused himself from the discussion and vote. Selectman Kelley motioned to authorize the payment of \$300 to the Boy Scouts for the distribution of the Town Report. Seconded by Selectman Soares. Chairman Duarte, Selectman DePuy, Selectman Soares, and Selectman Kelley were in favor. Selectman Snow recused himself. Motioned carried on a vote of 4 to 40.

Other Business

Tax Relief Agreements. Selectman Snow said there are things that need to be done. He has been working very closely with the office and department heads. He noted right now the Chairman didn't want to make any changes to policy or procedures until it was discussed with the department head and voted on by the Board of Selectmen. Everything should be going through the Board. They need to get the approval from the Board to do the quarterly report that was presented earlier for property tax abatement relief. It was developed by the office staff and himself to provide management information to them on a quarterly basis. It provides the status of all the tax relief agreements. He would like the Board to approve this. Selectman Kelley said he hasn't seen this yet. Chairman Duarte said in the past they have had the people come in every six months. He thought they should send a reminder out. He would like to see a copy of what Selectman Snow has put it in the folder and they will discuss it next meeting.

Accounting/ Payroll Manifest. Selectman Snow said the Chair requested that instead of doing every individual manifest, do a spread sheet and make one motion that approves all of those. The manifest will be made available to the public as well as the spreadsheet. This will cover us for authorizing the payments on the manifest. He noted not the payroll just the accounting manifest. Selectmen's Assistant Eastman explained how they are currently doing it, but Selectman Snow would like them all on one spreadsheet and make a motion to approve the total dollar amount. Chairman Duarte thought this would make it easier.

Daily updates. Selectman Snow mentioned that Selectmen's Assistant Eastman thought it would be a good idea to communicate to the Board of Selectman about what is going on daily. He thought this was a wonderful idea however this is a change to policies and procedures. He has started a management action item list that would allow the Board to communicate with the staff. He would like continue this but he needs the approval of the Board. Chairman Duarte said

he hasn't even seen that and Selectman Snow can put it in the folder so everyone can see it. He thought what Selectmen's Assistant Eastman is doing has been working out well. Chairman Duarte commended Selectmen's Assistant Eastman and thought it was a great idea. It really has kept us all in the loop. Selectman Soares asked what the management action item list was. Chairman Duarte said they aren't talking about that, they are talking about what Selectmen's Assistant Eastman is sending out daily and he likes it. They can take a look at what Selectman Snow is talking about and then discuss it. Selectman Snow explained what the management action item list is an attempt to communicate to the staff those things that we have that need to be done and everyone knows the action items are being taken care of. She tells us what the problems are and we tell her our suggestions on solutions. This is just a concept.

LGC Seminar. Selectman Snow and Selectman DePuy went to LGC's Knowing the Territory seminar and they learned a lot. One of the things mentioned was selecting the rules for Boards of Selectmen. We don't have a policy or procedure for how to do things at the Board. He felt this was a deficit and he would suggest one of the Selectmen come up with suggested rules for how we do things. Chairman Duarte said if you want to come up with some rules, he thought everyone would look at it. If they like it we'll put it in, if not we'll trash it. Selectman DePuy said the one thing they mentioned is that they give free legal advice for anyone on the Board or from any department. They are very knowledgeable. Selectman Kelley mentioned they pay dues to LGC and this is one of the services.

Salary and wage study. Selectman Snow said they as a Board are trying to find the means within the existing budget of showing our concern for the cost increases that have taken place for the people who are working for the Town. They discussed it and brought it to Town Meeting. The voters didn't give us the money for it. He would like to come up with something, because it would be of significant benefit to the Town. One of the ways of doing this is doing a wage and salaries survey. This costs money and they don't have any money to spend. The administration and finance department is going to start this as an in house project to attempt to determine what the job descriptions are for everybody and how does this compare to other Towns. They will do an organization chart so we know what we have and what people are doing. They will determine what they do, how they do it, this is what you are paid for what you do, and then they can make a determination. Selectman Soares asked why don't we work amongst ourselves and come up with a number for an overall increase for all of the employees instead of wasting all of our efforts. Selectman Snow said they are already working on the budget. They've had one meeting with the Budget Committee and he has already told them that the Selectmen are going to try to work with them to stay within our budget. They are trying to do everything they can to ensure that they provide the services that the Townspeople need at a cost that is less than or equal to what they have done so far. The way they do that is you find out what do you do, how do it, what does it cost, how can you do it better, how can you do it faster, and how can you do it less expensively. This is the job of the Board for the next five months. Chairman Duarte thought the

liaisons for the departments should be checking with the department heads and come back to the Board with the information. Selectman Kelley said this is why they have a meeting to bring in the department budgets. Chairman Duarte thought it was less conflicting if you have one Selectman dealing with one department rather than dealing with one. Selectman Snow agreed it should be the liaison should be the one dealing with the departments and bring that information back. He thought the department heads should be involved too. Chairman Duarte thought they should take a look at their budget and take a look at surrounding town. They can look at the pay scale/grade of other communities. When they get a better prospective they can put together a worksheet so everyone can look at it. He felt this was a good starting point. He felt this community was very special and anybody who has been here for awhile will tell you that they will bend over backwards to help anybody. When it comes to getting things done all you have to do is just ask and they'll be there for you.

Budget reports. Selectman Snow suggested at the Budget Committee meeting that they may be able to more effectively present them with reports that will allow them to do their job. Also, these are the kind of reports that they would be using for management reports for us. He felt they could come up with some things that will allow the Town to be more efficient.

Old Home Day liaison. Selectman Snow said they never assigned a liaison for Old Home Day. They have a fund in which they have a fiduciary responsibility. He asked who was taking care of Old Home Day this year. Selectman Kelley replied that he is already working on it. The same committee as last year and they already are having meetings. It will be much bigger than last year and they are talking about making it two days. Selectman Soares stated you have been told for two years that Old Home Day is a group of volunteers and all of the money is raised and used for the event. It's out of the Selectmen's hands. She asked Selectman Snow to stay out of it. Selectman Snow said you should understand that this is money on the Town books and the Selectmen have a fiduciary responsibility to monitor those funds. If those funds aren't properly handled it's on us. Chairman Duarte asked if Selectman Kelley could give the Board updates as they move forward.

Approval of Previous Minutes: Public and Non-Public Meeting Minutes of 4/9/12. Selectman Kelley motioned to approve the Selectmen's Public meeting minutes of April 9, 2012 as written. Seconded by Selectman DePuy. Selectman Snow would like to discuss the minutes. He addressed page 4 of 10. He wanted to let Selectman Kelley know that everyone that was on that list was an officer, an official, and employee of the Town or something associated with the Town. Selectman Soares mentioned that Citizen Sharon DeWitt was on her email list. Selectman Snow said he didn't send it Sharon DeWitt. Selectman Kelley asked why it was sent to Ellie Davidson and what does she have to do with the budget. Selectman Snow replied that she is a member of the Conservation Commission and they have a budget. Selectman Soares pointed out the Selectman Snow is the Treasurer of the Conservation Commission so he does the

budget. Selectman Snow asked what this has to do with informing all of the members of the infrastructure of the Town what the budget was going to be so they know. Selectman Soares asked who Bill Nichols was. Selectman Snow replied he is Alternate member of the Conservation Commission and the State Botanist. Selectman Snow suggested putting an agenda folder on the table. They have no way of conveying to the staff that they would like to put something on the agenda. This is something that he suggests the Board looks at. Selectman Soares asked if this was a correction or is he just talking. Selectman Snow said this is an addition. Selectman Kelley said he just asks Chairman Duarte if something can be on the agenda and he approves it or not. He added there are two folders on the table now that half the stuff doesn't get signed. Chairman Duarte understood where Selectman Snow was coming from but it would be easier if they just called him. Selectman Snow asked who he is supposed to ask if he wants something on the agenda. Chairman Duarte replied to any of the ladies in the office. Selectman Kelley motioned to accept the April 9th, 2012 Selectmen's meeting minutes as amended. Seconded by Selectman DePuy. All were in favor. Motion carried. Selectman Kelley motioned to approve and seal the non public Selectmen's meeting minutes of April 9th, 2012 as presented. Seconded by Selectman Soares. All were in favor. Motion carried.

Announce Next Regularly Scheduled Meeting Date. Chairman Duarte mentioned that one of the Selectmen's meetings in May falls on Memorial Day. He would change the dates to May 7th and May 21st. It was the consensus of the Board to change the dates in May.

Selectman Kelley motioned to adjourn at 8:37 p.m. Seconded by Selectman Soares. All were in favor. Motion carried.

Respectfully submitted,
Andria Hansen
Recording Secretary