

~~Unapproved~~Approved  
**Candia Selectmen's Public Meeting Minutes**  
**Monday October 8, 2012**

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

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

**Departmental Reports: Highway, Police, Fire, Building, Solid Waste & any other depts.**

**Highway:** Road Agent Lewis read from the attached report. The month of September was a quiet month. He mentioned that he was taking down the Christmas tree at the Soldier's monument. The Junior Women's Club planted it years ago and they would like to put in another one so they can maintain it to a smaller size. He's not sure when it's going to be, but it will be in the near future. He noted the town still owns two salt and sand spreaders. They are about 20 to 25 years old and he stores them at his house. One of them we haven't used in about 8 or 9 years and the other one he keeps for a spare in case someone breaks down. He asked the Board how they felt about getting rid of one of them. We don't use them at all. The town used to provide equipment for the hired trucks. They pay \$5.00 to \$6.00 more for a truck with a sander, so it's not worth it for the town to own the equipment and maintain it. He would like to get an appraisal on one of the spreaders and sell it if the Board is ok with this. Selectman Snow asked if he would like to sell it for scrap. Road Agent Lewis noted they both need some repairs, but can be fixed. Selectman Snow asked if he was going to sell it on consignment. Road Agent Lewis would like to send it to the dealer and they can sell it. He thought it would be worth \$2,000 - \$3,000. It was the consensus of the Board to sell one of the Highway Departments salt and sand spreaders.

**Police:** Chief McGillen mentioned there were no burglaries for the month of September. They've been able to follow up on some of the earlier burglaries and thefts that occurred in the summer and spring. They didn't have any issues with the Deerfield Fair traffic which was probably related to the weather. He mentioned that Semi Q Committee member Linda Thomas approached him and asked if the parade could start at the old BP Station and go down Main Street. At some point the committee is going to approach him with a permit and he'll need to sign off on it. Selectman Snow asked if this is an Old Home Day Parade or would it be at a different time. Chief McGillen said he hasn't gotten all of the details from the committee yet, she just asked if he could bring it to the Board. Chairman Duarte said he didn't have a problem with the request. Chairman Duarte motioned to allow Chief McGillen to pursue this. Seconded by Selectman DePuy. All were in favor. Motion carried. Selectman Snow asked if Chief McGillen had any concerns about having the parade on Main Street. Chief McGillen noted that he didn't have any concerns and he'll work with the residents.

**Chief McGillen to announce trick or treat hours.** Chief McGillen suggested doing trick or treat on Halloween from 5:00 p.m. to 8:00 pm. Selectman Soares motioned to have trick or treat hours on October 31<sup>st</sup> from 5:00 p.m. to 8:00 p.m. as suggested by Chief McGillen. Seconded by Chairman Duarte. All were in favor. Motion carried.

**The Board to reappoint part-time Officer Ken McCarron.** Chief McGillen noted that he would also like to reappoint part-time Officer John Minichiello this evening. Selectman Soares motioned to reappoint part-time Officers Ken McCarron and John Minichiello. Seconded by Chairman Duarte. All were in favor. Motion carried.

**Fire:** Selectman Soares read from the attached report. The department has done training for State certified ATV/UTV operators. She noted that 15 certifications have been done so far. Chief McGillen mentioned two of his officers were also certified for the ATV. Selectman Snow said he has asked the Fire Department to get us preliminary information on the compensation plan. Its October now and there's only three months left. Selectmen's Assistant Eastman noted that she is working on this with town counsel and they should know soon.

**Building:** Selectman Soares read from the attached report.

**Solid Waste:** Facility Operator Chuck Witcher mentioned there was a big pile of metal at the recycling center and he was waiting for a company out of Maine that pays a lot more than anyone else. They got \$60 more a ton and they took the whole metal pile. The prices aren't as good as they used to be, but it was well worth holding off. They hauled some non-ferrous metals on Friday and they made about \$1,300 on that. They are down from last year, but last year they had record prices for recyclables. Selectman DePuy asked about the aluminum. Facility Operator Witcher noted they will be going out in the next couple of weeks. The prices aren't what they used to be, but they have to get rid of them. Selectman Snow noted that he and Road Agent Lewis will be moving some of the blocks out of the old dump to the new recycling center. He noted that some hazardous materials that were at the old dump were taken care of on Household Hazardous Waste Day.

**Parks/Rec:** Selectman Snow noted that someone donated a bunch of chips to the park. He found a person through Chief McGillen to spread the chips. They are planting trees so eventually they will have a grove of trees in the park.

**Perambulation:** Selectman Snow said he is working with one of the Selectman from the Town of Auburn right now and they did some of the perambulation on the Auburn/Candia line. They found five of the existing 23 rocks and they are in the process of getting the rest of them. He'll do Auburn first, then Chester, Hooksett, Deerfield, and Raymond. It won't be finished this year, but they are making progress.

**Administration:** Selectman Snow announced the Selectmen were holding their budget meeting this Saturday. He's provided the Board and Department Heads with a schedule.

**Budget Committee request:** Selectman Snow mentioned the Budget Committee asked him if they could send out of a copy of the budget process (see attached). The Budget Committee thought this would be useful for the people in town, because they don't believe the people understand the budget process. He thought the flyer looked pretty good, but they will have to go beyond their bottom line in order to mail this out to everyone in town. The cost would be \$250 - \$300. He asked the Board if they would like to allow the Budget Committee to send out this flyer and do they want to pay for it. He felt it would be a worthy service to the Town of Candia. Selectman Soares asked what the Budget Committee had left in their budget. It was noted the Budget Committee's budget is \$1,500. They have spent \$744 and the rest of their funding is for the secretarial wages. They don't have the extra money in the budget to allow them to do the mailing. Selectman Snow motioned to allow the Budget Committee to expend the funds necessary to print and mail a copy of the budget process to everyone in town. Seconded by Selectman Soares. Selectman DePuy asked how much is this going to cost. Selectman Snow said no more the \$200 to print them and the cost to mail them is \$250 - \$300. Chairman Duarte thought they should put a cap on it how much they have to spend. It was decided that the cost to print and mail the flyer would not exceed \$300. Chairman Duarte called for a vote. All were in favor. Motion carried.

**Exit 3:** Chief McGillen mentioned that Selectman Snow has been dealing with the DOT and he's had some residents ask about Exit 3. Selectman Snow explained the bid is going to be in on October 11<sup>th</sup>. They have the prints that will explain what they are going to do. They are going to take out the right turning lane, so you have only two lanes and put up a much larger stop sign. The estimated cost was \$100,000 and he didn't have any idea of how much the bids are. On October 11<sup>th</sup> they'll see when this is going to get done. It will hopefully get done this year. A road safety audit has been done. They have a request in to do road safety audits on Route 27 at the church and cemetery and the other spot is where High Street and Route 27 meet. He noted without a road safety audit nothing will happen.

**Step 4 Matrix increase for Officer Kevin Cashman.** Chief McGillen noted that Officer Kevin Cashman received a good employee review and he is due for his step 4 matrix increase. It's an increase of \$1.50 and it would be effective as of September 17<sup>th</sup>. Selectman Snow moved to increase Officer Cashman's pay by \$1.50 per hour effective September 17, 2012. Seconded by Selectman DePuy. All were in favor. Motion carried. Selectman Snow motioned to seal the minutes of the October 8, 2012 non public meeting. Seconded by Selectman Soares. All were in favor. Motion carried.

**Chief McGillen to discuss an updated matrix for the Police Department.** Officer Dan Dan Gray was present. He explained the department brought the matrix to the Board about 2 years ago. They haven't adjusted it since then and the numbers are the same. He He noted it was shelved at the time and they are presenting it to the Board again. The original report was submitted by Sgt. Gallagher and he did the majority of the work on it. Officer Gray explained that he got the information in 2009 from data collected by the LGC. He gathered information from 12 towns that are similar in size (Auburn, Epping, Litchfield, Sandown, Chester, Deerfield, Brookline, Fremont, Greenland,

Moultonborough, Northwood, and Nottingham). He noted not all of these agencies have as many years experience that the Candia officer's have. They have been fortunate because they have not lost a lot of guys (to other departments) and have a longevity that runs pretty deep. The current matrix ends at 7 years. They have 3 employees that have topped out on this matrix and haven't received any kind of merit raise for 6 to 7 years. The matrix was difficult to analyze since some of these agencies are union and their contracts are based on a percentage increase each year. Some towns have a certain amount of money given on certain anniversary dates and some don't have pay matrix increases. The department is looking for a 10 year matrix with 5 steps which would be after an officer taps out on the first matrix. The steps would be after the 10<sup>th</sup> year a .55¢ increase, the 12<sup>th</sup> year a .65¢ increase, the 14<sup>th</sup> year a .75¢ increase, the 16<sup>th</sup> year an 85¢ increase, and after year 18 it would be .95¢. They are ideally looking for the officer to spend his career in Candia. The current cost to the town would only be 3 officers. The 3 officers would have currently have reached step 1 which would be the 10 year .55¢ step and step 2 which is the 12 year .65¢ increase. This would add up to be \$1.20 per hour per officer times three. It boils down to \$144 a week split by 3 employees and works out to be \$7,488 per year. The department is aware of the current economic climate and they believe the steps they are asking for certainly reflect that. They felt this recommendation could be implemented with little cost to the town and possibly implemented into the current budget. Their intention is to retain qualified and experienced officers and compensate them as such. For example if the town had to hire a new officer they would have to do field training for 8 weeks, send them to the academy for 14 weeks (approx. \$9,000), outfit them with uniforms (\$2,100). This is 22 weeks where we are paying and training someone, but we're not getting real work out of them. He also noted this doesn't include the hiring process and it takes months. They had a hiring process a few years ago and they had approximately 20 candidates and they washed everyone, because they weren't to the quality of our liking. The hiring process involves taking employees off the road and investigations so they can conduct oral boards. They also conduct pt tests and background investigations. He's a trained background investigator for new hires and when he is assigned a new hire packet he could spread the work out for 4 weeks. He's not saying its 4 weeks at 40 hours, but its very time consuming. He noted that it was hard losing Officer Kevin Bowen to another agency. Kevin was the department's fire arms instructor and now they are scrambling trying to get those qualifications done with other agencies. They try to be consistent with the small town feel that Candia has. Kevin was a highly trained officer and it makes a dent in the department. Our new hire Jake is turning into a great cop, but you can't compare the two yet. The intention (of the matrix) is the officer can forecast what he'll be making and then make a determination to commit to this town and spend his whole career here. Chief McGillen mentioned that he came here in 2000 and the matrix was already in place. He noted prior to that he worked in a neighboring town and Candia was losing guys left and right. The Selectmen got together with the Chief and implemented the first matrix to retain guys. The pay rates compared to other towns was so low they weren't retaining anybody. They would like to get this matrix on Board and retain what they have. The officers do an excellent service and they know people in town. He felt it was important to adopt this matrix. They have a good track record and he has young guys that may look at other departments that have additional opportunities

and benefits. The increases would be based on a good review and if someone gets a bad review there won't be an increase. They have held back matrix increases in the past, it's not a given. Officer Gray commented they are a very close knit department for a small group of guys and they talk often. The proposed matrix reflects something they think is reasonable for the town. None of the officers are expecting to make Bedford, Manchester or Salem money. This is why they came up with the numbers they did. Chairman Duarte thought the request was commendable and asked to see the information so the Board can review it for the next Selectmen's meeting. He felt this was something that would retain our employees and he would recommend it. He would like to get feedback from the rest of the Board. Selectman Soares asked how many towns on the list had an extended matrix. Officer Gray replied he didn't have the answer, but some of the agencies are union and some are on a long term matrix. Selectman Soares asked if he he could find out which departments are on a matrix. She would like to see how they compare to other towns. Selectman Snow asked Chief McGillen if he updated the matrix. Chief McGillen replied that he has not done it yet. Selectman Snow said he would like it for October 13<sup>th</sup> budget meeting. He felt all of the employees should be fairly compensated. He would like to do an employee wage survey and the police department would be part of that. Chairman Duarte reiterated that he would like the Board to review the information and it will be discussed at the October 22<sup>nd</sup> meeting.

**The Board to discuss meeting dates for November and December.** Chairman Duarte noted the Selectmen's meeting dates for November are the 12<sup>th</sup> and the 26<sup>th</sup>. Selectman's Assistant Eastman informed the Board that November 12<sup>th</sup> is Veteran's Day and the office is closed. Selectman Snow suggested the dates be changed to the 5<sup>th</sup> and the 19<sup>th</sup> of November. Selectman Soares motioned to move the Selectmen's meeting dates from November 12<sup>th</sup> and 26<sup>th</sup> to November 5<sup>th</sup> and 19<sup>th</sup>. Seconded by Selectman Snow. All were in favor. Motion carried. The December meetings were moved to the 3<sup>rd</sup> and the 17<sup>th</sup>. Selectman Snow said they may need to meet on the 31<sup>st</sup> if they need to make any changes to expenditures i.e. if they have a big snow storm. Selectmen's Assistant Eastman noted if something comes up they can meet on December 27<sup>th</sup> or 28<sup>th</sup>. Selectman Snow asked when the Board wants to do a hearing on their budget. He questioned if the Board wanted to have a hearing for the public so they can present to them what our budget is going to be. Chairman Duarte thought they would be doing this at the Deliberative Session. Selectman Snow replied the Budget Committee presents their budget at the Deliberative Session. He would like to get input from the public on our budget and this is a reasonable thing to do. Selectman Snow motioned that the meeting on December 17<sup>th</sup> contain a public hearing on the Board of Selectmen's budget. Seconded by Selectman DePuy. All were in favor. Motion carried.

**Selectmen's budget meeting:** Chairman Duarte announced the Selectmen would be meeting with the Department Heads and Town Officials to discuss the 2013 budget on October 13, 2012 at 9:00 a.m.

**The Board to authorize payment of payroll checks and accounts payable checks.** Chairman Duarte announced the grand total of payroll and accounts payable checks for October 4<sup>th</sup> and October 11<sup>th</sup> is \$568,027.00. Selectman Snow motioned to accept the

total payroll and accounts payable checks in the amount of \$568,027.00 for October 4<sup>th</sup> and October 11<sup>th</sup>. Seconded by Selectman Soares. All were in favor. Motion carried.

**Approval of Previous Minutes: Public meeting minutes of 9/24/12.** Selectman Snow mentioned that most of the discussion on pages 3 and 4 of the minutes is about easements and their effect on town properties. The information that a particular citizen spoke about was accurate but it wasn't relevant to any properties or conservation easements that have been done in the Town of Candia. This wasn't a revision to the September 24<sup>th</sup> minutes, but he wanted it in these minutes for the record. He appreciated what she said and would love to discuss it with her at a different time. For the record all of the things she said are not relevant to anything that is taking place in the Town of Candia. Selectman Snow moved to approve the September 24<sup>th</sup> Selectmen's meeting minutes as amended. Seconded by Chairman Duarte. All were in favor. Motion carried.

Selectman Snow moved to adjourn at 7:54 p.m. Seconded by Selectman DePuy. All were in favor. Motion carried.

Respectfully submitted,  
Andria Hansen, Recording Secretary