

~~Unapproved~~**APPROVED**
Candia Selectmen's Public Meeting Minutes
Monday November 5, 2012

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

The Board to consider the appointment of Tyler Bless as a Candia Volunteer Firefighter based on Fire Chief Young's recommendation. Fire Chief Young introduced Tyler Bless from Lane Road. He would like to recommend Tyler as a firefighter to the department. Selectman Kelley motioned to appoint Tyler Bliss as a firefighter to the Candia Volunteer Fire Department based on Fire Chief Young's recommendation. Seconded by Selectman Soares. All were in favor. Motion carried.

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

Highway: Road Agent Lewis read from the attached report. He explained they did culvert cleaning town wide in anticipation of the heavy rain from the last storm.

Police: Chief McGillen commented that Road Agent Lewis did a great job last Monday night. He and the officers were calling Road Agent Lewis all night and he did a good job keeping the roads open. Chief McGillen noted there was an attempted break in at the golf course and they are currently working on that case. It hasn't made the papers yet, but they have made an arrest in the Mobile break in. The person has been formally charged. They have a warrant out on a person for a burglary on New Boston Road; his friend was arrested but they haven't been able to find him. There are other towns that are looking for him as well. He's on New Hampshire's Most Wanted list. There are some fraud cases going on for bad checks. They found the runaway girl and it was a happy ending. There were a lot of hours worked on that case by various officers.

Fire: Selectman Kelley read from the attached report. He mentioned there was training done on new air bags at the junk yard. Chairman Duarte said he saw something in the paper. Chief McGillen explained they were talking about two different things. He mentioned they got a call because a wood stove fell on a guy and they used the new air bags on that call. He wanted to give the Fire Department some praise as well because they were out during the storm also. Chairman Duarte asked if they are working out the pay per call thing. Selectmen's Assistant Eastman said they were in the middle of working it out. Chairman Duarte asked if they would have something for the next meeting. Selectmen's Assistant Eastman said they should have something soon.

Building: Selectman Soares read from the attached report. She noted the water tank was installed and fully functional. The old tanks were brought to the recycling center. Chairman Duarte commented that Building Inspector Murray has worked out well for the town and he does a good job.

Solid Waste: Selectman DePuy read from the attached report. Selectman Kelley asked if the aluminum can price had gone down. Facility Operator Chuck Whitcher said everything has gone down. Selectman Soares asked if there was an estimate total for revenues. She asked if it was around \$40,000. Facility Operator Whitcher said he'll get a report next month and it should be real close to that.

The Board to discuss hauling proposals. Selectman DePuy recused himself for the discussion and vote regarding the haulers. Chairman Duarte asked Facility Operator Whitcher to give a brief overview on his recommendation. Facility Operator Whitcher recommended Waste Management because it's a lower rate

than what they are paying now. There are no rental fees and there are no increases for the first 24 months. If they sign the three year deal there will be a 2% increase in the third year and with one of the other bidders that was an unknown variable. They know what they are getting with Waste Management. The few issues they had in the last three years have been resolved quickly and satisfactorily. He felt this would be the best route. Chairman Duarte said it looked like they were the lowest. Facility Operator Witcher replied there was one a little lower, but when you added the rental fees and other things it didn't work out in the long run. Selectman Soares said she would like to sit down with Roy Boyer of Waste Management and try to get the price a little lower. She felt he would be able to do that and he wants to renew the contract with us. They have an option with a company that gave us a lower estimate, but they will charge rental fees. She felt they could lower the cost more with Waste Management. She noted that Mr. Boyer wouldn't have a problem meeting our needs. Chairman Duarte thought the price was right and they should put it to bed this evening. Selectman Kelley agreed with Chairman Duarte. He was impressed with Waste Management and they were up front and did what they asked. They make calls on the weekends. He thought they were the best choice. Selectman Snow asked how much Selectman Soares expected to get Mr. Boyer down. She thought she could get them down to what Pinard quoted us. It's a competitive price. He asked if it was worth the time to negotiate to save a couple of \$1,000. Selectman Soares clarified she was talking about the tonnage per charge. She thought the glass was a little high and they don't make a lot of money on the glass. She didn't see the need for the increase. She has been through this process before and met with all of these companies. They give you their proposal and you can haggle with them. Their ultimate goal is to give you what you want. They'll change their numbers. Selectman Snow asked if they are still making money on glass. He thought it was just a haul charge and the stuff went for free. Selectman Soares replied they weren't making money, but \$215 per haul is more than what they are paying now. Selectman Snow said if it's just a haul charge you would expect to see the increase because it's costing them more to haul. Selectman Soares said there is no reason to charge that much because they are just taking it to Goffstown opposed to taking it to Rochester and they're charging us more then what they are charging us now. Selectman Kelley asked Facility Operator Witcher if there was an explanation for that. Facility Operator Witcher said he did mention this once to Mr. Boyer and he said he would be more than willing to drop it back down to what it is right now which is \$195. He told him if it was going to be a sticking point he would honor the \$195. Selectman Soares said she would rather he concede to the \$195. Facility Operator Witcher said he would make a phone call to him. Chairman Duarte motioned to approve the hauling contract with Waste Management contingent upon the price to haul glass be dropped to \$195. Seconded by Selectman Kelley. ~~All were in favor.~~ Chairman Duarte, Selectman Snow, Selectman Soares, Selectman Kelley were in favor and Selectman DePuy abstained. Motion carried on a vote of 4 to 0 with 1 abstention.

Selectman Snow said the court keeps giving Chief McGillen volunteers and they are having somewhat of a problem tracking the hours. He has been talking to Karen and Mike and they will be coming up with a means by which we can ensure that they actually served their hours and they get recorded. Chief McGillen said Karen sent him a memo a about it and they are working on it.

The Board to discuss proposed warrant articles. Chairman Duarte said he just wanted a brief overview and just give the time frames and what needs to be done. Selectman Snow explained they had two things to do. One is they have to formalize the bottom line on the operating budget. They have a new number and the Board has to agree that the bottom line number that is going to be sent to the Budget Committee as the Selectmen's request is \$2,358,907. There are contingencies in there. Selectmen's Assistant Eastman said the insurance numbers are the only thing they are waiting on. He mentioned there is an informal joint meeting of the Budget Committee, the Selectmen, and all of the department heads. This is

to go over any questions or any new input they may have. Selectman Kelley asked why the bottom line changed. Selectmen's Assistant Eastman explained the \$2,358,906 is what we had voted as the bottom line budget, but they made a motion to put in \$175,000 in the insurance line because we didn't know what the prices were. Unfortunately she had a formula error in her spreadsheet and those two numbers can't possibly be in there, so one of them had to change. The \$1.00 difference is because Selectman Snow added the Employee Merit Wage and Benefit Pool line. Selectman Kelley asked if they had voted on this. Selectmen's Assistant Eastman replied no. Selectman Snow said he put the line in there, so they could have the opportunity to be able to discuss the possibility of giving the town's employees a raise next year. The concept he heard is if the department has funds that would be available and felt there are people within their department that need to get an individual increase they would be able to do that. He told the department heads when they were putting together their requests not to put any money in the budget for individual increases. They've had a request from the police department about a new matrix and that would have an impact on it. The \$1.00 line item is just a place holder so we could have the discussion and be able to do what he thought was a value or competence increase. It could be an increase in wages or they could send an employee to a class and the town will reimburse the cost. This is a form of compensation. Selectman Soares said you can't assume that town has all of this money. She didn't know where he thought we were getting all of this money, because the tax payers are very limited. They can't keep taking money from the taxpayers. They don't have a balanced budget. A balanced budget is the same amount out as you have coming in and they don't have that. She noted you want a wage pool and reimbursement for school and she didn't know where he was coming up with this money. It doesn't make any sense. He is pulling money out of thin air and we don't have it in the budget. She felt this was a very poor idea and the taxpayers won't be happy when you take their money. Chairman Duarte asked Selectman Snow if he was increasing the budget. Selectman Snow replied no. Selectman Snow said for the last two years we have under spent the budget which means we are properly managing the numbers. The bottom line increase requested number is 1.24%. This is not a significant increase. They have held the line for 4 years now. It went down last year because the school gave us back \$500,000. He is not spending money like a drunken sailor. Selectman Soares noted the money has to come from somewhere. The expenditures have been below budget and the revenues are up. The assessed valuation of the town has gone up by 1%. Selectman Soares said you're not calculating in all of the money of people who are not paying their taxes. This is a substantial amount of money that we are owed and are not getting in as revenue. This is not balancing our budget. We should be getting that money because that equals what we are spending. You can say our revenues are up and we're only increasing a little bit but we are not balancing our budget because we are owed a significant amount of money from people who are not paying their taxes. Selectman Kelley thought they had more money owed to us then we do in the fund balance. Selectman Snow said it was a management issue. Selectman Soares said that is our job. Selectman Snow said he understood but that has nothing to do with appropriating the amount of money necessary to run the town in a fiscally responsible manner. Selectman Soares said you work with what you have not what you want. This is the problem with government today. Selectman Kelley asked who authorized putting a dollar in that line he didn't remember having this conversation. Selectman Snow said it was sitting at the bottom of the budget and the Board didn't get a chance to discuss it at the October 13th meeting. He forgot to mention it. Chairman Duarte said it was in the budget the last time they discussed it. Selectman Snow said he sent it out in an email so the Board could see it and they are discussing it this evening. If they didn't have a line they wouldn't be able to do anything. They said they were going to address the police department's matrix. They had requests from the department heads to put money in there for merit raises. He didn't want the lines to be in there for individual people. This should be a part of our personnel policy. Chairman Duarte said it's just a dollar and they should leave it in the budget. *Selectman Snow moved that the bottom line budget be sent to the Budget Committee based on the*

Selectmen's recommendation in the amount \$2,358,907. Seconded by Chairman Duarte. Selectman Kelley reiterated he didn't remember discussing the merit line, but it is only a dollar. He felt they needed to try and collect the unpaid taxes owed to the town. If they did they wouldn't have a problem with this stuff, but when they don't have half of what is owed to us it's tough. Chairman Duarte said he agreed with him, but didn't see where the dollar is going to make a difference. He felt leaving a dollar in there will give us an option of giving merits, but if we don't have the money we won't. Selectman Kelley said they would have to take a vote if they were going to give raises. Selectman DePuy said he had no objections to a dollar being in there. *Chairman Duarte called for a vote. Chairman Duarte, Selectman Snow, Selectman Kelley, Selectman DePuy were in favor and Selectman Soares was opposed. Motion carried on a vote of 4 to 1.* Selectman Snow mentioned he was attempting to get a generalized bottom line on the warrant articles. He went over the possible revolving fund warrant article with Selectman Kelley and Chief McGillen. This would allow them to eliminate the \$55,000 that's in there for special details. They have a letter from the town attorney. If the Board is in concurrence with this they can send it back to him for his review. It will allow them to reduce their appropriations by \$55,000 and have the taxpayers vote over time on whether they want to buy cruisers and other stuff. It would be the equivalent of a capital reserve fund. It solves the arguments over special details and gives us the opportunity to be able to fund on a regular basis the purchase of police cruisers. It doesn't need to happen every year. Selectman Soares said it still needs to be voted on by the people. Selectman Snow said he needs to know a bottom line on the warrant articles, because they need to know how much money they'll be asking for totally. He asked about the \$39,000 for spraying. Selectman Soares replied they are taking it out. She also corrected him on the amount for the Smyth Memorial Building restoration, it should be \$130,000 not \$200,000. Selectman Snow noted that could possibly be a bond. Selectman Soares said there is enough in the Town Office Maintenance fund so they don't need to put in a warrant article. Selectman Kelley said there is \$33,000 in that fund they don't need to add to it. Selectman Snow asked Road Agent Lewis for a number for the Currier Road project. Road Agent Lewis replied \$183,000 for the section of New Boston Road to the Deerfield line. He noted \$125,000 of this is asphalt. He explained half the residents want it paved and half don't want it paved. He wanted to be careful on how they word this warrant article, because he wants the voters to be sure that he is proposing two reconstruction warrant articles. He wants to word it so they don't think they have to pick and choose. Selectman Snow told Chief McGillen the Child Advocacy Center will have a warrant article for \$1,250. Selectman Kelley felt that CYAA should submit their own petition warrant article we shouldn't have to put one in for them. He doesn't want to put the Selectmen's name on it saying they all agreed to it. Selectman Snow said the Board needs to decide on that now, because he needs to let the CYAA know. Chairman Duarte felt the CYAA can put a petition warrant article in. Selectman Kelley said their petition warrant article didn't go in last year, because they didn't get enough signatures. Selectman Soares was sure they would have enough signatures this year. Chairman Duarte said he didn't have an opinion one way or another, but if the community wants to assist the CYAA in this they should be allowed to. Selectmen's Assistant Eastman asked about the amount on the future reval of the town. She felt it should be at least \$20,000. It was the consensus of the Board to increase the amount from \$15,000 to \$20,000. Selectman Soares said she was not in favor of any non profit warrant articles. People have approached her and they would rather see the money stay in town than go out to some of these agencies. Selectman Kelley replied he knows people who have used these agencies and is in favor of them. Chairman Duarte said if the community doesn't want it they can shoot it down. It's their town and their tax dollars. Selectman Snow said he will clean it up and pass it along to the Budget Committee. He mentioned they will be meeting with the Selectmen and Department Heads on November 15th.

The Board to consider adopting fund balance policy. Selectman Snow said there are two versions of

the policy. The only difference is that he would like to take the tables out of the policy. People don't need the tables they can just multiply the budget by 10%. Selectman Soares asked what was wrong with tables. Selectman Snow replied it creates the impression that we are planning for an 11 million dollar budget at some point in time in the future. Selectman Soares said look at how high the school budget is it may get to 11 million. Selectman Snow reiterated all they have to do is multiply the budget by 10%. Selectman DePuy asked if the recommendation was 5%. Selectman Snow said the numbers in there are adequate to cover whatever we need and Selectman Kelley has expressed the opinion it is a million dollars. Selectman Kelley stated they worked hard to get it up to that amount and he didn't want to go below it. Selectman DePuy noted that range is 5% is the minimum and 8% is the target. Selectman Snow replied it depends if you listen to the Department of Revenue Administration (DRA) or Government Finance Officers Association (GFOA). The unreserved fund balance they really need in there is for cash flow. You don't want to get to the point where they don't have enough money to pay the bills. Selectman DePuy asked if 5% of that number was a million dollars. Selectmen's Assistant Eastman explained whatever appropriations are for your town, the DRA recommends that fund balance amount should be 5% to 10% of that. She further explained what the policy is saying is that the Board of Selectmen will stay within the guidelines of the DRA or GFOA. They are well within our guidelines. Selectman Snow asked if they approve the fund balance policy based on the recommendation of our auditing firm and Selectmen's Assistant Eastman. Selectman Soares asked which draft policy was he talking about. Selectman DePuy said 5% looks like it's under a million dollars. Selectmen's Assistant Eastman explained the DRA recommends for every town that they have between 5 - 10 % of what that towns operating budget is. This particular Board has decided they wanted to keep 1 million which is a little more than the 5 - 10%. This policy is just stating that we will go by the guidelines of the DRA or GFOA in maintaining an amount of fund balance that falls between 5% or upwards of 17% of our expenditures each year. Selectman Kelley said when he first became a Selectman it was under \$500,000 and they have progressively got it over a million. Selectmen's Assistant Eastman explained what the auditors want to see is that they have a plan in place that says we are looking at the fund balance, we are keeping enough in there to be healthy, and we're paying attention to how much it is. Selectman DePuy thought for the target to be a million wouldn't it be 12%. Selectman Soares said they need to have a policy in place that they use as a guideline. This is a basic guideline. Selectman Snow said it's basically the town's savings account. The target numbers are for when you set the tax rate and they say what you should or shouldn't do. He noted without a fund balance available you run into having to do tax anticipation notes. They have not had to do those for years in Candia. Selectman DePuy said it looks to him that their real goal here is higher than what we're saying it is. Selectman Soares said yes these are just our guidelines. Chairman Duarte would like to send this to our town attorney to make sure there aren't any red flags. Citizen Becky Sarra asked why the Board doesn't change the policy to say 12%. Chairman Duarte replied it's not a fixed amount it's more of a target. Selectman DePuy thought it should say sample and then towns can change the numbers to what they actually are. Selectmen's Assistant Eastman said a lot of the wording she took from other policies. If the Board wanted the policy to say they want to keep the policy at 12% of the budget they could do that too. Selectman DePuy thought the target should be 12%. There was further discussion about the target percentage. Chairman Duarte thought they should send it to Atty. Mayer and asked ask him if the policy looks acceptable.

The Selectmen to approve repair of Soldier Monument. Chief McGillen said the gun on the monument was found on the ground. It was broken where it was fixed the last time. It looks like someone tried to climb the monument and broke the gun. Selectman Soares said they didn't have an estimate on the cost. She didn't think it would be a lot. Selectman Kelley motioned to fix the Soldier's Monument. Seconded by Selectman Soares. All were in favor. Motion carried.

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 November 1st and November 8th is \$1,177,358.20. Selectman Snow motioned to accept the total payroll and accounts payable checks in the amount of \$1,177,358.20 for November 1st and November 8th. Seconded by Selectman Kelley. All were in favor. Motion carried.

Approval of Previous Minutes: Public meeting minutes of 10/13/12 and 10/22/12. Selectman Soares approved the October 13th Selectmen's meeting minutes as presented. Seconded by Selectman DePuy. All were favor. Motion carried. Selectman Soares motioned to approve the November 1st Selectman meeting minutes as written. Seconded by Selectman Kelley. All were in favor. Motion carried. Selectman Soares motioned to approve October 22nd Selectmen's meeting minutes as written. Seconded by Selectman Kelley. All were in favor. Motion carried.

Other Business

Tax rate break down: Chairman Duarte said they did really well setting the tax rate. He thought they were in good shape. Selectman Kelley asked if the tax rate was official. Selectmen's Assistant Eastman replied that it was.

Chairman Duarte said there are two constitutional amendments on the ballot tomorrow. They voted on this at the state house. One would ban any new taxes on personal income. It would prohibit the legislation from putting a state income tax on us. The other amendment would provide legislative oversight on court rules. Some of these courts have made some horrible decisions and effected families very seriously. He mentioned the voter id bill passed and unfortunately the courts stopped the registration part of it. They are going to make sure they get that in next year. They are also requiring welfare applicants to have their identity and financial information verified before they receive any payments. The other bill is blocking the Conservation Commissions from entering private land without permission. Parental approval for a minor to have an abortion is required now. They eliminated the auto registration surcharge. He noted this is just a highlight of some of the legislation they're putting through.

Selectman Kelley mentioned the policy for Child In Need Of Services (CHINS) needs to be put back in. Chief McGillen said the state saved 7 million by getting rid of the program. He noted they have truancy issues with the kids and they don't obey the commands of their parents and the parents turn to the police. It's a repeat occurrence. Chairman Duarte asked Chief McGillen to give him something in writing. He said when you start cutting the budget you eliminate a program like that. Selectman Kelley thought it was a good program.

Selectman Kelley motioned to adjourn at 8:14 p.m. Seconded by Chairman Duarte. All were in favor. Motion carried.

Respectfully submitted,
Andria Hansen, Recording Secretary