

~~Unapproved~~**APPROVED**
Candia's Selectmen's Public Meeting Minutes
March 24, 2014

Attendance: Chairman Carleton Robie, Vice-Chair David DePuy, Selectman Dick Snow, Selectman Amanda Soares, Selectman Boyd Chivers, and Administrative Assistant Andria Hansen.

7:00 p.m. Selectman Robie called the Public Meeting to order and immediately followed with the Pledge of Allegiance. He welcomed Boyd Chivers to the Board.

Selectman DePuy thanked former Selectman Fred Kelley for his 9 years of service on the Board.

The Board will discuss assignments of departments and address Chairmanship. Chairman: Selectman DePuy motioned to nominate Selectman Robie to be Chairman of the Board. Seconded by Selectman Chivers. Selectman Robie said he would accept this nomination with honor. Selectman DePuy, Selectman Chivers, Selectman Robie, were in favor and Selectman Snow and Selectman Soares were opposed. Motion carried on a vote of 3 to 2. **Vice Chair:** Chairman Robie motioned to appoint Selectman DePuy as Vice Chairman. Selectman DePuy thought they might want to nominate Selectman Chivers and thought he might be good in that position. He felt this position requires knowledge of the numbers and the office. He is willing to do what the Board wants. Selectman Chivers said he is new and he felt that he couldn't fulfill the duties of the office until he has a little more experience on the Board. He would like a little more time to prove himself and understand what goes into it. Selectman Robie would appreciate it if Selectman DePuy accepted the nomination. Chairman Robie called for a vote. Seconded by Selectman Chivers. All were in favor. Motion carried. **Budget Committee Rep:** Selectman Robie. **Budget Committee's Alternate Rep:** Selectman Soares **Building/Health Department:** Selectman Soares. **Cemeteries:** Chairman Robie would recommend that Selectman DePuy stay on as the liaison. Selectman DePuy said he would unless Selectman Snow would like to do it. Selectman Snow said they are in a transition year between the Board being the Trustees of the Cemetery and the elected ones, so it makes no difference to him. Selectman Soares felt that Superintendent of Cemeteries Becker and Selectman DePuy have worked well together. She felt the work environment has eased and things should stay the way they are. Chairman Robie agreed and he asked Selectman Snow to work on putting together a ballot to elect some trustees. Selectman Snow said he was going to work on it and would look for some volunteers. He'll have the organizational meeting for the trustees after the next Selectmen's meeting. Chairman Robie said they need to vote on that next town meeting. Selectman Snow explained three of the trustees will be elected and two would be appointed by the Selectmen. He'll come to the Board in December with possible candidates and the Board will nominate two candidates. It was decided that Selectman DePuy will oversee Cemeteries. **Conservation Commission:** Selectman Snow. **Elections:** Selectman Snow **Secondary Rep:** Selectman DePuy. **Emergency Management/Fire/Forestry:** Selectman Chivers. **Heritage Commission:** Selectman Robie. **Highway:** Selectman Snow. **Parks/Rec:** Selectman Snow said he would do parks and recreation provided that the pond park is included. The parks should include all of the parks. Chairman Robie said he would concede to that. Selectman Soares asked him to mow the parks, so they don't receive complaints about them this year. Selectman Snow said he can't guarantee that they won't get complaints, but he will make sure they are its mowed. **Planning Board Rep:** Selectman Soares. **Secondary Rep:** Selectman Chivers. **Police/Animal Control:** Chairman Robie would like to recommend that Selectman Chivers do this. Selectman Soares felt Chairman Robie

should do it since he has been very vocal about the department. He should put his money where his mouth is. Chairman Robie said that's why he thought they should put someone neutral in that position. It was decided that Selectman Chivers would oversee the police department. **Solid Waste/Recycling Center:** Selectman DePuy. **Old Recycling Center/ Incinerator Closure:** Selectman Soares. **Town Office:** Chairman Robie. **Safety Committee:** Selectman Chivers. **Town Website:** Selectman Snow. **Vacant Old Library Building:** Chairman Robie. **Economic Development:** Selectman Snow. **Welfare:** Selectman Chivers.

Selectman Soares' leave of absence: Selectman Soares announced she will be leaving from May 17th to August 31st for an internship. She explained that her internship is in London and she will be attending the meetings via Skype. She will still be participating and getting all of the information she just won't physically be here. She has to do this internship for school it's required. She is going to set up everything with Administrative Assistant Hansen before she leaves. Selectman Chivers asked if she would be able to hear everyone in the audience. Selectman Soares replied yes and everyone should be able to hear her. She will give Administrative Assistant Hansen an extra speaker so everyone can hear her. Selectman Soares noted that she has checked with Atty. Mayer and he said it was ok to do this. They changed the RSA for the right to know laws and if you can't physically be at the meeting than Skype is acceptable. She apologized to the Board for the inconvenience, but she has to do this for school.

Discuss soliciting letters of interest for the Smyth Library Trustees. Chairman Robie said the citizen voted to institute a Board of Trustees for the Old Smyth Library to be appointed by the Selectmen. Selectman Snow said for the record they should call it the Smyth Memorial Building. Chairman Robie said he would have Administrative Assistant Hansen post something in the paper, on the website, and forwarded to all of the boards and committees. They are going to come up with bylaws for the committee to follow. Selectman Soares asked what the time frame was for getting responses back. Chairman Robie thought they should give it until the end of April and see what they get. Selectman Snow said the warrant article only had the number of people, what terms are they going to serve. Chairman Robie said they can serve as long as they want to just like the Fitts Museum Trustees. Selectman Snow said they ought to put that in writing. He questioned who is going to do the bylaws. Before they put out the notices they should know how long the term is going to be for. They only have a warrant article saying there was going to be five trustees. He noted that trustees are a special word in statute and how did this fit in with the state trustee stuff. They are going to be a subdivision of the town. This means the Selectmen will be responsible for them as a department. He's not sure he likes something that lasts forever, but if that is the way it is they can discuss it. He asked if the trustees would come up with the bylaws. Chairman Robie said no the Selectmen are going to come up with the bylaws which they would like trustees to follow. As long as they are doing that the Selectmen should be able to step back and not interfere. He noted as they are soliciting candidates for trustees, they can be working on the bylaws. They can do both at the same time.

Discuss the Trustees of the Trust Funds denying the request for perpetual care funds. Accounting/Payroll Clerk Becker explained she recently went to the Trustees of the Trust Funds meeting. They told her because of the state's most recent laws they couldn't write out a check for the interest. They are looking for some type of reasonable estimate or percentage of the cemeteries that are being cared for under perpetual care. Once they have a percentage they can ask for that percentage of expenses to come back to the town. She knows that they have a list of perpetual care. The

Superintendent is coming up with some type of square footage. Any kind of reasonable estimate would be fine. They also told her they could go back a couple of years. Chairman Robie said they can work towards that and they will ask them again for the funds. Accounting/Payroll Clerk Becker said as soon as they have some reasonable numbers and backup they would be willing to give us the money. Selectman Chivers said that's what the money is for. They interest that is earned is supposed to go back to the cemetery to take care of it. We haven't been doing that, we've been paying for it out of the town operating budget. It seems reasonable to take it out. Selectman Snow said there are two methods they can use, one is by area and the other is by dollars. They can discuss this at the next Cemetery Trustee meeting.

The Board to announce Employee of the Year. Chairman Robie announced Donna Becker as the Employee of the Year. He would like to thank her for her support and hard work.

The Board to sign and update the investment policy. It was noted that there were no changes to the investment policy. Chairman Robie explained it is the investment policy for the Treasurer. She's the one who deposits the money into the accounts and savings accounts. This is a guideline to go by. It is something they should review once a year. Selectman Snow moved to accept the investment policy dated March 24th, 2014. Seconded by Selectman Chivers. All were in favor. Motion carried.

Road Agent Lewis to discuss putting materials for the upcoming projects out to bid. Road Agent Lewis said they started this policy mid-year. He would rather they rebid those things this every year. He asked if the Board assumed the bids were good until July or August or until January 1st. Chairman Robie thought they got them late last year. Road Agent Lewis said he would rather get us on a schedule where it's the calendar year. The only item that would apply would be salt. This bid comes in July. He said he would bring a list of what he needs to bid to the next meeting. It will only be good until December 31st. Chairman Robie said they are going to bid the asphalt. Road Agent Lewis said he would make a list and the Board can decide on the items they want to bid out. Chairman Robie said this would be for the reconstruction project. Road Agent Lewis said it would be for everything. He has Stantec sizing the box culvert now, so when they put it out to bid they'll know what size. Selectman Soares asked if Stantec would be doing the specs again. Road Agent Lewis said they've done the specs so it's a matter of plugging in the new numbers. Selectman Soares asked if they could do it themselves and save the money. Road Agent Lewis said it will be up to the Board on how they want to proceed with those projects. It's not as straight forward as last year, its bits and pieces. Chairman Robie said last year it was \$150,000 paving project which was basic. They should try to keep it simple. Selectman Snow said he could get some help from the UNH Storm Management Center to do some work on that culvert. This is a bad draining culvert. Chairman Robie said that would be good if he could work on this with the Road Agent. Selectman Snow said he wouldn't spend any money on it. Selectman Chivers asked if Stantec would do the wetlands permits for this. Road Agent Lewis replied yes they'll size the culvert and do the permitting.

The Board to authorize payment to the Boy Scouts for Town Report distribution. Selectman Soares motioned to pay the Boy Scouts \$300 for the distribution of the town report. Seconded by Selectman Chivers. Selectman Snow abstained and Chairman Robie, Selectman DePuy, Selectman Soares, Selectman Chivers were in favor. Motion carried on a vote of 4 to 1. (4-0-1)

The Board to appoint Matt Richter as a firefighter to the Candia Volunteer Fire Department. Chairman Robie motioned to appoint Matt Richter as a firefighter to the Candia Volunteer Fire Department based on Fire Chief Young's recommendation. Seconded by Selectman Soares. Fire Chief Young said he called Matt and they met and had a nice discussion. Matt agreed to come back. He is an outstanding EMT and Firefighter. He'll be a real asset to the department. Chairman Robie called for a vote. All were in favor. Motion carried.

The Board to authorize payment of payroll checks and accounts payable checks. Chairman Robie announced the grand total of payroll and accounts payable checks for March 20th and March 27th was \$88,856.82. Selectman Snow motioned to accept the accounts payable and payroll checks for March 20th and March 27th in the amount of \$88,856.82. Seconded by Selectman Soares. All were in favor. Motion carried.

Approval of Previous Minutes: Public meeting minutes of 3/10/2014. Selectman DePuy moved to approve the March 10th, 2014 public meeting minutes as written. Seconded by Selectman Soares. Chairman Robie, Selectman DePuy, Selectman Soares, Selectman Snow were in favor and Selectman Chivers abstained. Motion carried on a vote of 4 to 1. (4-0-1)

Other Business

Selectman Snow announced he would like the backup before he signs the "Equalization Municipal Assessment Date Certificate". He thought it should be approved by the Board. He is trying to find out what was used to generate the equalization data. Administrative Assistant Hansen explained Assessor Tammy Jameson entered the information on line and she will work with Tammy to generate a report for the Board.

Selectman Chivers would like the Board to present former Selectman Fred Kelley with a written acknowledgement of his service and summarize his accomplishments over those years. Perhaps they could come up with something by the next meeting.

Former Selectman Fred Kelley asked what was happening with the fire department car. Chairman Robie said it's been taken care of they have received the title.

Citizen Ingrid Byrd said Boyd has been Chairman of the ZBA and has done a great job. Now that he is a Selectman does this mean the ZBA loses him? Chairman Robie said he could stay on the ZBA, because it's not an elected position.

The next regularly scheduled meeting is April 14th, 2014 at 7:00 p.m.

Chairman Robie motioned to adjourn at 7:47 pm. Seconded by Selectman DePuy. All were in favor. Motion carried.