

APPROVED
**Candia's Virtual Selectmen's Public Session Minutes
September 23rd, 2024, 6:30 pm**

Note: Individual roll call has been taken after each motion.

6:30 pm Chair Brien Brock opened the Public Session Meeting followed by the Pledge of Allegiance.

Attendance: Chair Brien Brock, Selectman Patrick Moran, Selectman Boyd Chivers, Selectman Russ Dann, Selectman Susan Young and Town Administrator Andria Hansen.

Approval of Minutes: Public session minutes of September 9th, 2024. Line 157 correction to read: good condition and not to be in disarray.

Motion: Selectmen Moran made a motion to approve the September 9th, 2024, Public Session Minutes as amended. Selectman Chivers seconded. Motion carried by a vote of (5-0-0).

Approval of Minutes: Public Budget minutes of September 13th, 2024. Line 258 correction: Take out Town Offices. Correction to: Town Building Expenses.

Motion: Selectmen Chivers made a motion to approve the September 13th, 2024, Public Session Minutes as amended. Selectman Moran seconded. Motion carried by a vote of (5-0-0).

NEW BUSINESS

Dave Depuy – State Representative candidate: Will be available for their next meeting.

Voting Machine approval: Town Clerk Hetzel said they have a contract with LHS for two voting machines. These machines will not be ready to ship until December, and they can encumber the funds for them. The contract is for \$14,000, however the State will pay \$7,000, and LHS will take care of billing the State for them, and they would only need to pay \$7,000.

Motion: Selectmen Young made a motion to purchase the two Voting Machines as presented and to encumber the funds. Selectman Chivers seconded. Motion carried by a vote of (5-0-0).

NHDOT Resurfacing Project: Town Administrator Hansen said NHDOT has notified us about a detour for to the resurfacing of both ramps at Exit 2, and it will take place in the springtime for approximately one week. See attached map with the detour routes that would affect Exit 3.

OLD BUSINESS

Budget Review: Town Administrator Hansen said the Budget Committee will be meeting before the Selectmen have their next meeting and asked if they wanted to go over any items on the 2025 Proposed Budget. Selectman Young asked if the Welfare Officer wanted to come in to discuss their stipend with them. Town Administrator Hansen said they are out of the country on vacation at this time.

Town Administrator Hansen said she is still waiting for Insurance numbers and Block 5's numbers. Chair Brock said they are still waiting for documentation from the Welfare Officer, and they will need to take out the increase they had added in at their last meeting and will need to amend their page. Selectman Young said the Budget Committee has said the Selectman will be talking with them in their next meeting on October 9, 2024, to review their information for the 2025 Proposed Budget.

Selectman Moran revealed the printing company that is used for the Town Reports has closed. Town Administrator Hansen said we do not use them, and she has a company they use that is reliable.

The Board said they had no additional changes or updates for the 2025 Proposed Budget, until they hear back from Budget Committee. The only item they had tabled in their last meeting was from the Welfare

Office for their stipend. Selectman Chivers recommended adjusting this line to reflect what it was approved for in 2024 with an amount of \$5,887. Total for the 2025 Proposed Budget to date is \$4,199,990. It does not include Employees Cola or Insurance.

OLD BUSINESS

Policy Review - Investment Policy & Internal Control Master Policy Town Administrator Hansen said this is to reaffirm the Investment Policy and there are no changes.

Motion: Selectmen Chivers made a motion to reaffirm the Investment Policy # 2011-004, Review date 3/3/2022 and Investment Records-Internal Control Master Policy 2011-001-4, Review date 10/24/2011. Selectman Dann seconded. Motion carried by a vote of (5-0-0).

Policy Review- Town Counsel Contact Policy: Town Administrator Hansen said if a Town Employee or Selectman has a question on anything legal for Town Council, they need to ask the Town Administrator or Chairman for permission to contact them. Selectman Young asked if we keep a log of who contacts Town Council. Town Administrator Hansen said they do not keep a log, because they receive a monthly bill in detail with a breakdown from Town Council. Chair Brock said if you are going to have a conversation with Town Council it should be followed up with letter or email. Selectman Chivers said if you are going to communicate on your interpretation of what was said by verbal conversation, that would be wrong. They agreed to have all questions in writing and for Town Council to relay their answers in writing and to amend the policy. Town Administrator Hansen will make the necessary changes to bring to their next meeting for review.

OTHER BUSINESS

Deliberative Session: The Board agreed for the Deliberative Session to be held on February 1st, 2025, at Moore School @ 9:00am. The snow date will be on Tuesday, February 4th, 2025, at Moore School @ 6:00pm.

Letter of Resignation: The Board received Police Department's Administrative Assistant Karen Merchants' letter of resignation, with her ending date of October 31st, 2024.

Motion: Selectmen Chivers made a motion to accept Karen Merchant's letter of resignation with deep regret. Selectman Dann seconded. Motion carried by a vote of (5-0-0).

Halloween: The Board verbally agreed for Trick or Treat to be held on Thursday, October 31st, 2024, 5-8pm.

Garden Club: The Garden Club would like to receive a letter from the Board, agreeing to the new shed they requested in the last meeting on 9/09/2024.

Public Input: None

7:10 pm - Selectman Chivers moved to enter into a non-public meeting under RSA 91-A:3, II (a) & (c). Seconded by Selectman Dann. All were in favor. Motion carried by a vote of (5-0-0).

7:17 pm - Selectman Moran moved to re-enter the public meeting. Seconded by Chair Brock. All were in favor. Motion carried by a vote of (5-0-0).

7:17 pm - Selectman Moran made a motion to adjourn the Public Meeting. Seconded by Selectman Dann. All in favor. Motion carried by a vote of (5-0-0).

Linda Chandonnet, Recording Secretary