

UNAPPROVED  
**Candia's Virtual Selectmen's Public Session Minutes  
January 13th, 2025, 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 Russ Dann, Selectman Susan Young and Town Administrator Andria Hansen.

**Absent:** Selectman Boyd Chivers.

**Approval of Minutes:** Public session minutes of December 16th, 2025. None noted

**Motion: Selectmen Moran made a motion to approve the December 16th, 2025, Public Session Minutes as presented. Selectman Dann seconded. Motion carried by a vote of (4-0-0).**

Non-Public session minutes of December 16th, 2025. None noted.

**Motion: Selectmen Moran made a motion to approve the December 16th, 2025, Non-Public Session Minutes as presented. Selectman Dann seconded. Motion carried by a vote of (4-0-0).**

**DEPARTMENT REPORTS**

**Highway:** Road Agent Wuebbolt read the report and gave updates. Selectman Young thanked the Road Agent for the shoulder work he completed on Donovan Road.

**Police:** Chief Shevlin read the report, yearly stats and gave updates. They were not able to get one of the new Officers into the Academy this time and missed it by two spots. In May 2025 a few of the new Officers will be going to the Academy.

**Fire Department:** Captain Michael Kelley gave end of the year stats for 2024. They were able to sponsor seven people to go through EMT Training this year and four people to the Fire Academy to become Certified.

Captain Kelley said there was an incident that occurred on January 6<sup>th</sup>, 2025. Ambulance #2 (newest one) was returning back from the hospital, when it was involved in an accident due to the driver having a medical event. The passenger was able to maneuver the vehicle as best as they could, ultimately the ambulance did go off the road into a ditch and was damaged. Autotronics LLC, which is the vendor that it was purchased from, has been great by dropping off a spare ambulance for Candia to use and took ambulance #2 back to the shop, where it will need a full evaluation, and will be out of service for several months. If the ambulance needs to be replaced, it will not occur until next February. Our insurance company Primex will be paying for the loaner Ambulance that they will be using. If they find out the frame is bent on Ambulance #2, he was informed that Autotronics LLC does have a brand new chassis on site and will be able to take the box off and just replace it. Even though the Ambulance was damaged, the box portion did not take the hit, it was mostly the front end of the vehicle that took the impact and had damage. Both of the people involved in the accident went to the hospital with one of them being released that evening and the other person spent 2 nights in the hospital and is doing well. Captain Kelley said there was no indication that the driver was ill beforehand or that there was distracted driving involved. He is hoping Autotronics LLC will have an answer for him by the end of January. He gave an update on the status of their spare Ambulance that needed some repairs done.

Chair Brock said he was hoping the Fire Chief was going to attend this meeting to give an update on the deficiencies received from the Department of Labor regarding the Fire Station. He asked Captain Kelly if they have been working on it. Captain Kelley said they just received the letter today. Chair Brock said his reason for asking is because there is a time limit on it for any repairs/updates.

**Building Department:** Building Inspector Donovan read the report and gave updates.

**Solid Waste:** Selectman Dann read the report and gave updates.

**Budget Committee:** Selectman Young said the final Public Hearing for the School and the Town will be held on January 22<sup>nd</sup>, 2025, at the Town Hall, and will be accessible with Zoom.

**Planning Board:** Chair Brock said he had nothing to report.

### **NEW BUSINESS:**

**Memorial-Reggie Henshaw:** Town Administrator Hansen asked to have this deferred to their next meeting.

**Appointments-Fire Department:** The Board received three recommendations from the Fire Chief to appoint Richard Layne, Taylor Holzshu and Hannah Barton to the Candia Volunteer Fire Department.

**Motion: Selectmen Dann made a motion to accept the recommendations from the Fire Chief for Richard Layne, Taylor Holzshu and Hannah Barton as Firemen to the Candia Volunteer Fire Department as of December 16th, 2024. Selectman Moran seconded. Motion carried by a vote of (4-0-0).**

**2025 Mileage rate:** The IRS has announced the reimbursement standard mileage rate for the use of a car, van, pickup and panel truck is now 70 cents per mile, effective as of 1/1/2025. These rates apply to electric, hybrid-electric automobiles as well as gasoline and diesel-powered vehicles. The new rate has increased from 3 cents in 2024 .

**Motion: Selectmen Moran made a motion to follow the new IRS standard mileage rate of 70 cents per mile. Selectman Dann seconded. Motion carried by a vote of (4-0-0).**

**Auto locks-office doors:** Town Administrator Hansen said they had to replace the PD door lock with a type that does not need a key, and it only requires a code to be entered in. They are thinking about replacing all the doors locks in order not to have keys. The current alarm system would still be required. The cost is \$99.85 each and if they purchase six locks for the Town Hall building, it adds up to approximately \$600. They could purchase door locks that could stay unlocked as an option for rooms such as the Selectman's Room closet door costing \$144.99. Chair Brock said he is not crazy about getting it for all the doors, but agrees to the two doors for the PD. The Board made a verbal consensus to replace the two PD doors with keyless locks. He would like one of the office staff in the Selectman's Office to have access, in the event it is ever needed.

**NH Retirement-Group 1:** Town Administrator Hansen said if the Town is interested in having NHRS (New Hampshire Retirement System) for their Town Employees, the entire process takes a few months to complete. First the Board would need to complete an enrollment form and vote to accept Group One of employees into NHRS. In the Board of Selectman public minutes, a motion must be attached to the NHRS document. This form is remitted to the audit team at NHRS, and their intern schedules the request to be reviewed by their Board of Trustees. The NHRS Board of Trustees meet every other month and requires a 60 day notice to be placed on the agenda. Once their decision is made, we will be notified. The employer contribution rate would be 13.53% of an employee's eligible earnings, compared to what the Town matches right now of 2.5% and the employees contributes a 7% earnings rate under the 557 Plan with Mission Square. The employees contribution rate is a straight 7%, however Mission Square is flexible with the amount of the employees request. She noted the PD has been enrolled into this program already, therefore this would be for only the Town Employees. It would not include any contracted employees such as the Truck Plow Drivers. Town

Administrator Hansen will find out from NHRS how much it would cost. If the Board of Selectmen choose to opt in with NHRS, each Town Employee is required to be enrolled.

**Assessor update:** Assessor Steve Hamilton of Whitney Consulting Group came before the Board to give an update on the completion of the revaluation. Candia came out at 98.3% of Market Value for the properties in the Town. Very accurate on the value, fairly low dispersion, so they were very closely clustered around that number. The COD (Coalition of Dispersion) is 8.8 which is very good. On the 1,925 taxable properties they have inspected 1,790 of them, and a 93% completion. Last time he had spoken to the Board, he had told them they were hoping to be caught up at the end of January, and he believes they will make that deadline. He said a lot of people refuse anyone to be on their property. If a property is posted no trespassing, they will respect the owners and will not go on the property.

Selectman Young asked how does he come up their town assessment if not all of the properties are assessed? S. Hamilton said they are doing the inspections to verify the records they have already. As part of the revaluation process, they are inspecting all of the properties this year. Many towns do it over a 5 year basis by looking at 20% per year. He explained that there is no reason to look at the property in order to value it, and law does not require it. He said they were backed up in this inspection protocol, because of the conversion from the old Vision computer system into the new Avitar computer system. They could not go out to check on the property records until they had it converted, but it is all coming together now. Selectman Young asked how they reached the total town assessment if they are not done yet? S. Hamilton said they are finished with the valuation portion, it is the inspections that are lagging a little. Selectman Young asked if a resident does not let him into their home, and they have added something such as a bathroom, that they will be let in? S. Hamilton said no, they need to take the residents word for it and do their best on what is there. They do not invent or imagine what might be there. If the resident chooses to challenge it, that is fine and there is an abatement process to do that, with trust and verify, but they cannot force their way into a home.

Selectman Young asked, if a resident receives a surprise amount in their tax bill or a tax bill they have never received before, and has not met with him, how does the person go about it? S. Hamilton said there is an abatement form and a process that they would fill out and to have him focus on their property value to see that it is correct. The first thing they should do is call into the office, Wednesdays are the best day to call in, as there is an Assessor there to assist them. Selectman Young said she thought it would be a meeting with the Selectmen, and not with the assessor? S. Hamilton said the request will go to him as the Assessor and he will make a recommendation to the Selectboard of what was put on the abatement form, and what they find out. There are many times the Assessor will want to go out to check the property first, to be sure they have the physical description correct. If a resident needs an abatement form, it may be mailed out to the owner. Once the form is completed, they may meet with the Assessor first and then with the Board of Selectmen. If a resident cannot pay their taxes the best thing to do is to talk to the Tax Collectors Office. In assessing the Assessors do not collect the taxes, but the tax collector can enter them into a payment plan to ensure the taxes get paid. If someone has a concern because they cannot pay their taxes and they are elderly, the Selectboard can differ their taxes by putting a lien on the property, and that differed property process is charged a 5% interest and not at the higher lien rate. He said the Resident does not need to differ all of their taxes and may differ the additional tax only. Selectman Young asked if a resident received a bill last year for \$72 and now it is \$2,300 with no improvement that something is wrong? S. Hamilton said no, not necessarily, because the amount of value growth within the entire community is worth approximately one billion dollars. Over the last 5 years the growth of the value has been increasing. The exemption amount did not change, therefore Residents could be receiving a larger tax bill. If they hear of anyone in that situation, is to have them call into the office on Wednesdays and ask to talk to the Assessor.

**Resignations:** Chair Brock said they received a resignation from Town Administrator Hansen on January 3<sup>rd</sup>, 2025 and her last day of working will be on January 16<sup>th</sup>, 2025. See attached.

**Selectman Moran made a motion to accept the resignation of Town Administrator Hansen. Seconded by Selectman Dann with regret. All in favor. Motion carried by a vote of (4-0-0). Chair Brock and Selectman Moran wished her well.**

Chair Brock said they received a resignation from Payroll & Accounting Specialist Kim Hughes on January 6<sup>th</sup>, 2025, and her last day of working will be on February 6<sup>th</sup>, 2025. See attached.

**Selectman Moran made a motion to accept the resignation of Payroll & Accounting Specialist Kim Hughes with regret. Seconded by Selectman Young and thanked her for giving a months' notice and to get someone else in the position. All in favor. Motion carried by a vote of (4-0-0). The Board thanked her.**

**Deliberative Session Packet:** Town Administrator Hansen said the last day to sign up for the elected office positions is Friday, January 31<sup>st</sup>, 2025. The Deliberative Session will be held on the following day of Saturday, February 1<sup>st</sup>, 2025, and the Moderator will need to keep a list of the individuals that sign up for the elected office positions, as they might not have time to make it on the Deliberative Packets. The Deliberative session packets will not be mailed to the residential homes but will be available at the Town Hall and Deliberative Session.

**Town Reports:** Selectman Young said the Boy Scouts have voiced their concern, that if the Town Reports were not included in their packets to the residents, many of them might be upset with the Boy Scouts. Chair Brock said he was not in agreement to doing away with printing the Town Reports because it is something they have always had. Selectman Young said she agrees with him. They decided to print the same amount of Town Reports as last year.

**Selectman Young made a motion to have the same amount of Town Reports printed for the Boy Scouts Packets as previously ordered. Seconded by Selectman Moran. All in favor. Motion carried by a vote of (4-0-0).**

### **OLD BUSINESS:**

**Selectman's procedures:** Town Administrator Hansen said with the new Selectmen that will be coming on in March and she has come up with some procedures. Selectman Young asked if the Board could have a discussion at their next Meeting in a No-Public Meeting and vote on it. Chair Brock agreed.

**Warrant Article change:** Town Administrator Hansen said she had received an amount from Ryan at CYAA for Warrant Article #44 of \$27,250. Then received a new message that the CYAA Board met, and the amount was changed to \$27,500. This new amount should be changed for Warrant Article #44 to \$27,500.

**Selectman Young made a motion to change Article #44 for the CYAA in the amount of \$27,500. Seconded by Selectman Moran. All in favor. Motion carried by a vote of (4-0-0).**

**Department of Labor-Inspection Report:** Town Administrator Hansen said she has mailed the Department of Labor Report to all the department heads. The Board discussed some of the confined spaces listed on the report.

**Fire Department-Gear:** Town Administrator Hansen said the FD has \$6,000 left over from 2024, and they would like to purchase some gear and to use the money from the SAFER Grant.

**Selectman Moran made a motion to accept the accept the FD encumbrance of \$6,000. Seconded by Selectman Dann. All in favor. Motion carried by a vote of (4-0-0).**

**Conservation easement-D. Snow:** Dick Snow (resident) said there was a Town Vote in 2023 to put land located by Kinnicum Pond. A resident of Chester Turnpike came to the Conservation Commission if they would like to buy the property that is in there as Map 411 Lot 044. There was a vote in August to do a Conservation Easement with the Resident. The Conservation Commission spent \$1,200 out of the Conservation Funds and received an estimate of what that would get the Resident when they put the Conservation Easement on it, and that was about \$31,000. That individual took and consolidated Map 411-Lot 44 & 43 through the Planning Board and now that is all one piece and would give the Town access to Chester Turnpike. He said he does not want big trucks going there. He indicated the map attached shows dotted lines that reveal swamp areas. The Conservation Easement would probably be written as "on foot" with permission. He asked the Board to vote if they support the action.

**Selectman Young made a motion to support the Conservation Commissions plans for access and to place a Conservation Easement on the property Map 411-Lots 43 & 44. Seconded by Selectman Moran. All in favor. Motion carried by a vote of (4-0-0).**

**Calendar:**

- **The Town Offices will be closed on Monday, January 20<sup>th</sup>, 2025 for Martin Luther King Day.**
- **The next Board of Selectmen's meeting is scheduled for Monday, January 27<sup>th</sup>, 2025.**

**Public Input:** None noted

**7:32 pm – Selectman Moran made a motion to adjourn the meeting. Seconded by Selectman Dann. All in favor. Motion carried by a vote of (4-0-0).**

Linda Chandonnet  
Recording Secretary