

UNAPPROVED  
**Candia's Virtual Selectmen's Public Session Minutes**  
**February 24, 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 Boyd Chivers, Selectman Russ Dann, Selectman Susan Young and Town Administrator Amy Spencer.

**Approval of Minutes:** Public session minutes of February 10th, 2025.

**Motion: Selectmen Dann made a motion to approve the February 10th, 2025, Public Session Minutes as presented. Selectman Moran seconded. Motion carried by a vote of (5-0-0).**

Non-Public session minutes of February 10th, 2025. None noted.

**Motion: Selectmen Moran made a motion to approve the February 10th, 2025, Non-Public Session Minutes as presented. Selectman Chivers seconded. Motion carried by a vote of (5-0-0).**

**NEW BUSINESS:**

**Non-Public Meeting:** Chair Brock revealed that their Board of Selectman Non-Public session on February 14th, 2025, was for the hiring of a position and the Board accepted the application and hiring the individual. A Public Notice was not posted in the required timeframe, and the reason why it is being announced at this time.

**Reappointment for Smyth Memorial Building:** The Board received a reappointment letter from Carla Penfield of the Smyth Memorial Building Committee.

**Motion: Selectmen Young made a motion to reappoint Carla Penfield as a member of the Smyth Memorial Building Committee. Selectman Moran seconded. Motion carried by a vote of (5-0-0).**

**New Building Inspector:** Chair Brock announced the Board has hired William Dinsmore for the Building Inspector position. He was able to come in last Wednesday, and did some inspections that needed to be done, and noted his first official working day is today.

**Open Job Positions:** The Town Office currently has two open positions. One is for the Land Use Coordinator and the second one is for an Accounting & Payroll Specialist. The Board discussed the date and time they would meet for an interview. Selectman Young asked if the Office checks the applicants credentials. Town Administrator Spencer said she has not. Selectman Moran said it is not easy, because you can only ask them yes or no questions. Chair Brock said employers are not going to elaborate even in a bad situation. Selectman Moran said unfortunately, employers legally cannot elaborate.

**Update from Executive Council – John Stephen:** Chair Brock said NH Executive Council John Stephen has replied back with an update on the Exit 3 Intersection, and said they did have a chance to talk together. J. Stephen revealed to Chair Brock that he had a conversation with NH DOT Commissioner William Cass about the Exit 3 Intersection. Commissioner Cass was able to look at the

signage in the area of concern and agreed there are some issues. J. Stephen told Chair Brock he believes they will install larger stop signs with flashing beacon lights. Chair Brock thanked J. Stephen for being so helpful to our Town and for bringing a resolution to the Exit 3 Intersection. Selectman Dann said he thinks it would be a good idea to let everyone know that things are being resolved, because there were a lot of people who were upset that nothing was being done with the concerns and accidents at that location.

**Fire Department Appointment:** The Board received a recommendation from the Fire Chief to appoint Joseph O'Keefe as a Fire Fighter to the Candia Volunteer Fire Department.

**Motion: Selectmen Dann made a motion to accept the recommendation from the Fire Chief for Joseph O'Keefe as a Firemen to the Candia Volunteer Fire Department as of February 24, 2025. Selectman Moran seconded. Motion carried by a vote of (5-0-0).**

Selectman Chivers asked Fire Chief Young how he is able to hire several Fire Fighters. Fire Chief Young said he advertises in several places and pointed out to the Board that they received a grant and with that it has helped him to recruit people to go to school and have it paid for, which is a real incentive.

Chair Brock mentioned that he had a conversation with NH Executive Council J. Stephen about the Town trying to build a Police Department and the main reason they put a hold on it was because there was no grant money they could find to assist the Town of Candia. J. Stephen said he will look into this and find the right people to get in contact with.

**Girl Scouts Project:** Girl Scout Troop Leader Theresa Baker via Zoom said the Girl Scouts are currently looking for ideas for their first and second grade girls. One of the projects they came up with is for a "Free Little Library" and they are books that are available for anyone to exchange. They are interested in having it located at Moore Park, by the Pavilion. They will make sure it is stocked weekly with books and for it to be well maintained from being damaged.

Selectman Chivers said he was not aware there was an idea already in place, therefore he came up with his own idea. He believes this is the appropriate age to familiarize these young girls with the Town of Candia and for her to make arrangements with the different departments to provide a tour of the facilities and for the girls to bring cookies in return. T Baker said they are currently working on setting up a tour for the Fire Station. Selectman Chivers said this is a good way for the girls to understand what goes on in our community. Selectman Dann said getting acquainted with the Police Officers is great.

**Motion: Selectmen Young made a motion to approve the Girls Scouts in adding a "Free Little Library" at Moore Park and for the Girl Scouts to take a tour of the different Town Departments in Candia. Selectman Chivers seconded. Motion carried by a vote of (5-0-0).**

### **OLD BUSINESS:**

**Smyth Memorial Building:** Carla Penfield of the Smyth Memorial Building Committee said she had submitted a contract to the Board two weeks ago regarding an increase in the price on the final roof repair of the Smyth Memorial Building. The total amount is for \$21,000, and she needs 1/3 of that amount for the down payment. Selectman Moran explained the reason they did not sign it at that time is because they did not understand what it was for and wanted to wait to speak with her first to clarify.

,She said she would appreciate it if they would approve it because they are behind in making the deposit. Chair Brock said they would approve it and sign it, however the contract was not available at this meeting and Chair Brock asked Town Administrator Spencer for it to be available in the Office for the Selectmen's signatures. The Selectmen agreed to signing it on the following day in the Office.

**Resignation:** Chair Brock read Building Inspector Bob Donovan's resignation letter. See attached.

**Motion: Selectmen Moran made a motion to approve Building Inspector Bob Donovan's resignation. Selectman Chivers seconded. Motion carried by a vote of (5-0-0).**

**Fire Department:** Fire Chief Young said when he was at the Deliberative Session, he communicated about some of the things they were going to do such as the appropriation of their Station Building Fund. They want to add ventilation in the Fire Station, and now he has an estimate and contract to present to the Board. The Board of Selectmen are the agents of the Capital Reserve Fund, and they will be the ones who need to approve the amount. The sooner they can do this it will be approximately four months before they can have the ventilation installed. It will be a ventilation unit for all four bays at the Firehouse that will take the exhaust and filter it out. The cost is \$37,000, and he does not want to begin unless the Board approves it first. Our employees are working there all the time now, and it is different than it was in the past. The units run automatically for a certain amount of time and are triggered by a motion eye on when the vehicles go in or out of the building. There is no service contract involved, and they will only need inexpensive filters changed monthly that cost around \$5 each and the other more expensive filters need to be changed once every two years, costing around \$500 each.

**Motion: Selectmen Chivers made a motion to approve Fire Chief Young's process of filtration at the Fire Station. Discussion began: Selectman Dann asked the Fire Chief if that was required after the Dept. of Labor's inspection. Fire Chief said no it was not, and he was shocked that it was not on the list. It is because you can do things with your protocols if you do not start the vehicles until the Fire station doors are up. Chair Brock said but it was strongly suggested by the Dept. of Labor. Fire Chief Young said yes, and it is the best thing to do. Discussion ended. Selectman Moran seconded. Motion carried by a vote of (5-0-0).** It was determined that Board would go to the Trustees of the Trust Fund for the check, and after it is made it would be reimbursed by the Trustees of the Trust Fund to make sure the work matches what the fund is for.

#### **CALENDAR:**

- Meet the Candidates Night is scheduled for Monday, March 3<sup>rd</sup>, 2025 @ 7:00pm at the Smyth Public Library.
- The next Board of Selectman Meeting is scheduled for Monday, March 10<sup>th</sup>, 2025 @ 6:30pm.
- Town Election will be held on Tuesday, March 11<sup>th</sup>, 2025 @ 6am-7pm, at the CYAA.

**7:05 pm - Selectman Chivers made a motion to adjourn the meeting. Second by Selectman Dann. All in favor. Motion carried by a vote of (5-0-0).**

Linda Chandonnet  
Recording Secretary