

October 8, 2012

**TOWN OF CANDIA**  
**ROAD AGENT'S REPORT**  
**Month of September 2012**

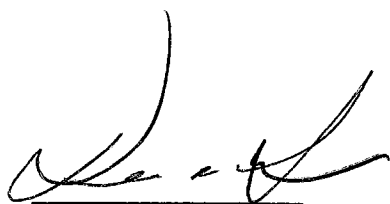
**Work Summary:**

Graded on Tower Hill Road

Replaced stolen stop sign on Brown Road

Repaired vandalized signs on New Boston Road

Tree clean-up from wind on various roads

A handwritten signature in black ink, appearing to read "Dennis Lewis", written over a horizontal line.

Dennis Lewis  
Road Agent

**Case Activity Statistics**

Total Offenses Committed: 42  
 Total Felonies: 1  
 Total Crime Related Incidents: 36  
 Total Non Crime Related Incidents: 181  
 Total Arrests (On View): 3  
 Total Arrests (Based on Incident/Warrants): 2  
 Total Summons Arrests: 0  
 Total Arrests (Unspecified Type): 0  
 Total Arrests: 5  
 Total P/C's: 0  
 Total Juvenile Arrests: 0  
 Total Juveniles Handled (Arrests): 0  
 Total Juveniles Referred (Arrests): 0  
 Total Hearings: 0  
 Total Summons: 0  
 Total Open Warrants: 3  
 Total Open Default Warrants: 0  
 Total Orders: 0

	Occurrence(s)	Percentage
Orders Involving Alchohol	0	0.0
Orders Involving Drugs	0	0.0
Orders Involving Illness	0	0.0
Orders Involving Children	0	0.0
Crime Incidents Involving Domestic Violence	0	0.0
Crime Incidents Involving Gang Activity	0	0.0
Crime Incidents Involving Alcohol	0	0.0
Crime Incidents Involving Drugs	0	0.0
Crime Incidents Involving Computers	0	0.0
Crime Incidents Involving Alcohol and Drugs	0	0.0
Arrests Involving Domestic Violence	0	0.0
Arrests Involving Gang Activity	0	0.0
Arrests Involving Alcohol	0	0.0
Arrests Involving Drugs	0	0.0
Arrests Involving Computers	0	0.0
Arrests Involving Alcohol and Drugs	0	0.0

**Candia Volunteer  
Fire Department  
11 Deerfield Road  
Candia, NH 03034  
603-483-8588  
603-483-0252 fax**

# Memo

Date: October 8, 2012  
To: Board of Selectmen  
Re: Monthly Report

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## SEPTEMBER 2012 HIGHLIGHTS

1. Regular Truck and Building Maintenance
2. Training on fold a tank operations
3. Training for State certified ATV/UTV operators

There have been 15 certifications so far.

## Candia Fire Rescue

## SHARONS REPORT FOR THE TOWN

Current Period: 9/1/2012 to 9/30/2012, Prior Period: 9/1/2011 to 9/30/2011

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, EMS Alarm Responses

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
<b>Fire Alarm Situations</b>				
Combustible/flammable spills & leaks	0	0.00	1	2.25
Cover assignment, standby at fire station,	0	0.00	1	2.32
Dispatched and cancelled en route	2	1.68	0	0.00
Electrical wiring/equipment problem	2	27.87	0	0.00
Emergency medical service (EMS) Incident	17	116.22	9	22.64
Outside rubbish fire	0	0.00	1	0.16
Rescue, emergency medical call (EMS),	2	3.73	1	0.80
Structure Fire	0	0.00	1	2.40
Unauthorized burning	1	2.00	0	0.00
Unintentional system/detector operation	1	1.05	0	0.00
Wrong location, no emergency found	1	2.97	1	1.40
	<u>26</u>	<u>155.52</u>	<u>15</u>	<u>31.97</u>

\* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

## September, 2012 Building Activity Report Summary

	September 2011	September 2012
Permits Issued	14	19
New Code Enforcement Cases	3	2
Open Code Enforcement Cases	6	5
Code Enforcement Cases Closed	2	0
Inspections Performed	53	49
CO's/CC's & Closed Permits	27	17
Renewed Permits	2	4
Revenue September, 2011 \$1,427.00 + \$ 279.84 = \$1,706.84		Revenue September, 2012 \$1732.00 + \$548.61 = \$2,280.61
Revenue YTD, 2011 \$ 7,518.26 + \$1,706.84 = \$9,225.10		Revenue YTD, 2012 \$8,586.58 + \$2,280.61 = \$10,867.19

Submitted by:

*Dave R. Murray 10/8/12* Date: 10/6/2012

**September 2012**

INSPECTION BREAKDOWN including cc's

Commercial, Mixed, L1, L2

- Building (BP)
- Electrical (EL)
- Gas Piping (GP)
- Plumbing (PL)
- Generator (GE)
- Demolition (DE)
- Oil Burner (OB)
- Gas Burner (GB)
- Foundation only (FO)
- Bed Bottom (SE)
- Sign (SI)

Residential

Building (BP)	14
Electrical (EL)	8
Gas Piping (GP)	3
Plumbing (PL)	
Generator (GE)	
Demolition (DE)	2
Oil Burner (OB)	1
Gas Burner (GB)	
Septic (SP)	1
POA (Place of Assembly)	1
Use	2
Finals	17

Violations (VI)

**Total Inspections: 49**

BREAKDOWN PERMITS ISSUED

Permit's issued Breakdown

Building (BP)	4
Electrical (EL)	6
Gas Piping (GP)	2
Plumbing (PL)	1
Generator (GE)	
Demolition (DE)	1
Oil Burner (OB)	1
Gas Burner (GB)	
Foundation only (FO)	
Septic system (SE)	1
Signs (SI)	2
Use/POA	1

**Total Permits: 19**

## August 2012

The Candia Recycling Center (CRC), Land-filled **54.83** tons of Municipal Solid Waste (MSW) during August of 2012, during August of 2011 the CRC land-filled **64.16** tons of MSW, during August 2010 the CRC land-filled **61.13** tons of MSW and in August 2009 the CRC land-filled **69.02** tons.

The CRC disposed of **56.15** tons of C&D debris during August 2012, while in August of 2011 the CRC disposed of **50.91** tons of C&D debris, in August of 2010 the CRC disposed of **49.07** tons of C&D debris and in August 2009 the CRC land-filled **68.98** tons of C&D debris.

## Recyclables

Mix Paper – 20 bales = 24,366 lbs. = 12.18 tons

Cardboard – 7 bales = 8003 lbs. = 4 tons

#1 - #7 plastics – 6 bales = 5665 lbs. = 2.83 tons

Tin cans – 5 bales = 4435 lbs. = 2.22 tons

Aluminum cans – 4 bales = 2611 lbs. = 1.31 tons

#2 natural plastic – 1 bale = 847 lbs. = .42 tons

Glass – 1 haul = 20,220 lbs. = 10.11 tons

Electronics – 1 haul = 4680 lbs. = 2.34 tons

During August of 2012 there **43** bales created which equaled **45,920** lbs. or **22.96** tons. There was one glass haul which equaled **20,220** lbs. or **10.11** tons and one electronic haul which equaled **4680** lbs. or **2.34** tons. There was a grand total of **70,820** lbs. or **35.41** tons recycled during August 2012.



**Date:** 8 October 2012  
**To:** Board of Selectmen  
**From:** R. H. Snow  
**Subject:** Administration & Finance Monthly Report

**Administration - Budget Season Preparation**

Working with the staff and department heads, a rough draft of the 2013 operating budget and warrant articles was made available at our last meeting. Their efforts are appreciated. There have been some changes to it since then. There may be other changes to it before we meet with the department heads and other town officials this weekend, Saturday, October, 13<sup>th</sup>, starting at 9:00 AM. There will, in all probability, be changes made during the meeting. The meeting notice and proposed schedule are included in your meeting folder tonight. The schedule was developed in rough order of the amount of dollars being requested. Those requesting smaller amounts, consistent with previous years, are at the beginning of the schedule, with a shorter time scheduled for discussion. Those that have larger budgets are later in the schedule, with more time for discussion. We will, hopefully, keep to the schedule and confine ourselves to the business at hand. The purpose of this meeting is to develop a proposed town operating budget and get some preliminary numbers for warrant articles that might be proposed later in the year. Those numbers will then go to the MBC for their review. Based on the possibility of unexpected events or better information between now and the end of the fiscal year, those requests may change. It is suggested that we schedule, towards the end of this fiscal year, a public hearing to allow the public to have input into whatever our final requests are. Again, Saturday we all should be looking at any non-essential expenses that we had this year that we can use to offset things that we needed to do, wanted to do, but that we couldn't afford to fund last year. Everything is on the table for discussion, with the goal of a stable tax rate.

**Administration – Monthly Financial Status**

Over the previous six months, the administration and the staff have made a concerted effort to provide our board, the MBC and the public with the management data and information necessary to allow anyone interested and willing to spend the time going thru the reports to have a better understanding of the current state of the town's financial condition. We have added some new reports and made additional data available to the public. I have been working closely with the Office Manager in this process and appreciate her efforts, as well as the cooperation of the staff and other town officials. Using the reports that are available to each of us, I've been monitoring the town's financial condition, discussing it with the MBC and responding to specific questions and concerns raised. It's important to note that the information being discussed is of a management nature and shouldn't be interpreted as financial accounting information, even though the information is derived from the financial accounting system. Management information is a distillation of the accounting data, allowing management and the public to more easily understand the important elements of town business.

**Based on the information currently available, the financial condition of the town appears to be in good shape.** Expenditures are running below last years, revenues are running above last years. Our unreserved fund balance (surplus/savings account) is now a healthy number. The equalized assessed value of the taxable property in Candia has increased to approximately \$404 million dollars from last year's \$400 million. The value of each taxpayer's property is a significant investment on





**Town of Candia – Interoffice Memorandum**

Page 2 of 2

their part. The assessed value of their property closely correlates to the amount that they would be able to sell it for. That sale price is directly related to the desirability of Candia as a place to move to. The tax rate is one of the measures used in moving into a town. Candia has maintained a reasonable stable tax rate over the past few years. Our task is to continue that trend. We have the tools available to do that.

Each of us reviews and approves, on a weekly basis, the expenditures. Copies of each accounts payable manifest and the bottom line numbers for both the accounts payable and the payroll manifests are publicly available on the website. Each Department Head and their liaison gets a monthly report of the detailed expenditures for their areas of responsibility. I review the report for all of the departments and check for any areas of concern, discuss them with the departments and the MBC, and bring them to the board for discussion, if necessary. Fuel costs and labor hours have been, and continue to be, areas of some concern. Those concerns that have been raised by the MBC and their resolution are shown in the MBC minutes. All issues should be addressed at our budget review meeting Saturday.

On a monthly basis, we each get additional reports on revenues and expenditures, assets and liabilities and cash flow. They allow us to compare both how we're doing this year compared to past years and how we're doing at a specific point in the budget cycle. **The town again appears to be in good shape, with reasonably consistent year-over-year numbers and the YTD spend rate.** October is the month when we should be setting the tax rate, if we want the tax bills to come out on time. This year's tax rate is based on last year's revenues and expenditures and this year's equalized assessed property valuations. Those numbers are known quantities. When we set the tax rate, I would hope that we would carefully balance the tax rate with the future needs of the town that will be reflected in this year's budgets. There are a number of areas that can potentially help us move forward as a community without significantly impacting the taxpayers.

If there are any additional concerns, questions or suggestions about the current reports or the information currently available from the reports, please do not hesitate to contact me. In the future, on a monthly basis, I'll be going thru the reports with the board, highlighting specific areas of concern and interest, relevant to the budget and tax rate.



**Town of Candia – Interoffice Memorandum**

Page 1 of 1

**Date:** 8 October 2012

**To:** Board of Selectmen

**From:** R. H. Snow

**Subject:** Parks, Other Culture & Recreation Monthly Report

**Moore Park / Playground / Skateboard Park / Basketball Court**

We've added more compost and mulch to the West side of the front of the park. We're planning to replant that side with young trees. Watch for them and see how fast they grow.

**Fall Recreation Program(s)**

The kids and their friends and families continue to use the park facilities, but not in an organized or supervised manner.

**Pond Park and Gazebo Area**

I'm still looking for a formal site plan that is referenced in the agreement between the library and the town, to more clearly define the areas of authority and responsibility. I've received a signed copy of the agreement between the school district and the town regarding the parking lot area adjacent to the school. The school district cleared out the area between the school fields and the parking lot. We need to work together to keep it cleared.

**Fitts Museum and Soldiers Monument**

A review of the department electric bills highlighted an issue of two separate PSNH meters feeding the Fitts Museum property. I'm working with PSNH and the Museum Trustees to see how we can go to a single feed point, eliminating the duplicate monthly meter charge for the second meter.

**Old Home Day Celebration**

There were no problems associated with Old Home Day this year.

**Riverside Park Picnic Area**

Concept under development. See me for details...

# The Candia Budget Process

Time Frame	Budget Cycle Details
Throughout the Year	The Budget Committee holds monthly meetings to review the expenditures and revenue of the Town and School. This is primarily to help in recommending a budget for the following year at deliberative session.
October/ November	The School Board and Select Board provide budget proposals to the Budget Committee for review. Typically, the School Board and the Select Board work with their department heads and staff and make adjustments as they see fit before providing the proposal.
November/ December	The Budget Committee reviews the budgets proposed by the School Board and Select Board, asks questions of them, their department heads, and administrative staff. As a result, the Budget Committee generates a budget proposal to present to the voters at public hearings.
January	<b>Public Hearings</b> – The Budget Committee holds two public hearings: one on the proposed school budget and related warrant articles and one on the proposed town budget and related warrant articles. This is an opportunity for the public to get informed and ask questions about the budgets and the warrant articles.
January (after Public Hearings)	<b>Finalize Recommendations</b> – Following the public hearings on the budgets and warrant articles, the Budget Committee (in a public meeting held immediately after the hearing or on another day) votes on what budget to recommend to the town for consideration at deliberative session and whether or not the Budget Committee recommends warrant articles with dollar amounts.
February	<b>Deliberative Sessions</b> – There are two deliberative sessions: one for the town budget and one for the school budget. The people who attend the deliberative session can vote to increase, decrease or accept the Budget Committee's recommended budget by a majority vote. Also, the people who attend make changes to warrant article wording and/or to the dollar amounts.
March	<b>Town Vote</b> – Town votes (by Ballot) on the budget and warrant articles as amended/accepted at deliberative session. If the town or school budget fails to pass by a majority vote, then the budget for that governing body becomes the Default Budget. The Default Budget is last year's operating budget, reduced and increased, by any debt service, contracts, and other obligations previously incurred or mandated by law, and reduced by one-time expenditures.

## ***Important Information for Voters to Know***

- The Budget Committee only recommends a budget for the voters to consider at Deliberative Session. The budget recommended may be changed (and is typically changed) by the voters (thru a majority vote) at the deliberative session. The amount decided at the deliberative session is the amount that all voters see on the ballot in March.

*For more information, please review NH RSA Chapter 32 (Municipal Budget Law) and 40:13 (Use of Official Ballot) Sections IX thru XI.*