



Candia Volunteer Fire Department



11 Deerfield Road
Candia, New Hampshire 03034
(603) 483-2202 (603) 483-2311 (fax)
www.CandiaVFD.org

October 29, 2012

NOV 02 2012

LUUN
PLEASE READ

Mr. Joe Duarte, Chairman
Board of Selectmen
Town of Candia
74 High Street
Candia, NH 03034

Re: Recommendation for Appointment to the Candia Volunteer Fire Department

Dear Chairman Duarte;

It is my pleasure as Chief of the Town of Candia Volunteer Fire Department to provide you with the name of one individual who I recommend for appointment to the Department. This individual has demonstrated a strong commitment to providing professional level emergency services to the Town of Candia and I offer this recommendation without reservation.

The person recommended has submitted background information attesting to his individual skill levels and have agreed to attain and maintain at least a minimum level of professional certification consistent with the needs of the Department. The applicant has also provided information as to his character and background and will have undergone a criminal background investigation conducted by the Candia Police Department and the State Police.

I would request this appointment be made effective November 5, 2012.

Tyler John Bless
33 Lane Road
Candia NH 03034
Fire Fighter

Again, I am pleased to recommend this individual for appointment. If you have any questions, please feel free to contact me at 603-703-7155 (cell).

Sincerely

Dean Young, Chief

Cc: Tyler John Bless, file

November 5, 2012

TOWN OF CANDIA
ROAD AGENT'S REPORT
Month of October 2012

Work Summary:

Culvert cleaning – town wide

Patching was done as needed

Roadside mowing was completed

Graded Bean Island Road

Clean- up from tropical storm Sandy



Dennis Lewis
Road Agent

Case Activity Statistics

Total Offenses Committed: 35
 Total Felonies: 6
 Total Crime Related Incidents: 25
 Total Non Crime Related Incidents: 207
 Total Arrests (On View): 4
 Total Arrests (Based on Incident/Warrants): 6
 Total Summons Arrests: 1
 Total Arrests (Unspecified Type): 0
 Total Arrests: 11
 Total P/C's: 0
 Total Juvenile Arrests: 1
 Total Juveniles Handled (Arrests): 0
 Total Juveniles Referred (Arrests): 1
 Total Hearings: 0
 Total Summons: 0
 Total Open Warrants: 0
 Total Open Default Warrants: 0
 Total Orders: 0

	Occurrence(s)	Percentage
Orders Involving Alcohol	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	2	8.0
Crime Incidents Involving Alcohol and Drugs	0	0.0
Arrests Involving Domestic Violence	1	9.1
Arrests Involving Gang Activity	0	0.0
Arrests Involving Alcohol	1	9.1
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: November 12, 2012
To: Board of Selectmen
Re: Monthly Report

*****JUN

OCTOBER 2012 HIGHLIGHTS

- 1. Regular Truck and Building Maintenance
- 2. Had crews standby for the storm with 6 or so small calls.
- 3. Training done on new air bags at junk yard.

Candia Fire Rescue

SHARONS REPORT FOR THE TOWN

Current Period: 10/1/2012 to 10/31/2012, Prior Period: 10/1/2011 to 10/31/2011

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, EMS Alarm Responses

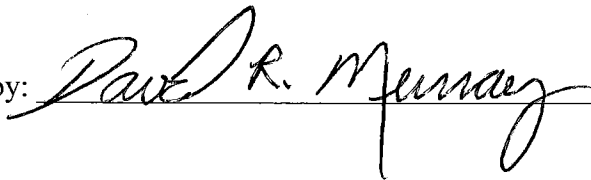
Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Fire Alarm Situations				
Controlled burning	1	1.60	0	0.00
Dispatched and cancelled en route	3	1.76	3	1.81
Electrical wiring/equipment problem	1	4.56	2	10.51
Emergency medical service (EMS) Incident	11	42.17	18	67.20
False alarm and false call, Other	1	0.46	0	0.00
Good intent call, Other	1	1.26	0	0.00
Medical assist	1	1.92	1	3.40
Mobile property (vehicle) fire	1	0.26	0	0.00
Public service assistance	0	0.00	1	3.04
Rescue, emergency medical call (EMS),	5	12.32	6	14.73
Service call, Other	0	0.00	1	3.64
Severe Weather & Natural Disaster	4	8.28	0	0.00
Steam, Other gas mistaken for smoke	0	0.00	2	2.54
Structure Fire	0	0.00	2	3.45
System or detector malfunction	1	0.60	3	10.16
Unauthorized burning	1	3.48	0	0.00
Unintentional system/detector operation	3	5.96	0	0.00
Wrong location, no emergency found	1	2.20	1	1.19
	<u>35</u>	<u>86.83</u>	<u>40</u>	<u>121.67</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.

OCTOBER, 2012 Building Activity Report Summary

	October 2011	October 2012
Permits Issued	27	27
New Code Enforcement Cases	0	0
Open Code Enforcement Cases	6	5
Code Enforcement Cases Closed	0	2
Inspections Performed	91	77
CO's/CC's & Closed Permits	32	25
Renewed Permits	7	1
Revenue October, 2011 \$1380.92 + \$806.71 = \$2187.63		Revenue October, 2012 \$1082.00 + \$ 227.00 = \$1309.00
Revenue YTD, 2011 \$ 9,225.10 + \$2187.63 = \$11,412.73		Revenue YTD, 2012 \$10,867.19 + \$1309.00 = \$12,176.19
<u>Violation Summary</u>		

Submitted by:



Date: 11/5/2012

October 2012

INSPECTION BREAKDOWN including cc's

<u>Commercial, Mixed, L1, L2</u>	
Building (BP)	3
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)	
<u>Residential</u>	
Building (BP)	18
Electrical (EL)	11
Gas Piping (GP)	3
Plumbing (PL)	1
Generator (GE)	
Demolition (DE)	
Oil Burner (OB)	
Gas Burner (GB)	
Septic (SP)	2
POA (Place of Assembly)	3
Use	2
Finals	25
Violations (VI)	

Total Inspections: 77

BREAKDOWN PERMITS ISSUED

<u>Permit's issued Breakdown</u>	
Building (BP)	11
Electrical (EL)	5
Gas Piping (GP)	4
Plumbing (PL)	1
Generator (GE)	
Demolition (DE)	1
Oil Burner (OB)	
Gas Burner (GB)	
Foundation only (FO)	
Septic system (SE)	2
Signs (SI)	1
Use/POA	2

Total Permits: 27

September 2012

The Candia Recycling Center has land-filled **52.09** tons of Municipal Solid Waste (MSW) during September 2012. During September 2011 the CRC had land-filled **65.55** tons of MSW and in September of 2010 the CRC had land-filled **61.27** tons of MSW while in September 2009 the CRC had land-filled **66.47** tons of MSW.

The CRC has disposed of **40.58** tons of C&D debris during September of 2012. During September of 2011 the CRC had disposed of **53.38** tons of C&D debris and in September 2010 the CRC had disposed of **52.47** tons of C&D debris while in September 2009 the CRC disposed of **58.13** tons of C&D debris.

The CRC has processed **92.67** tons of waste during September 2012. During September 2011 the CRC processed **118.93** tons of waste while during 2010 the CRC processed **113.74** tons of waste while in September of 2009 the CRC processed **124.54** tons of waste.

Recyclables

Mix paper – 17 bales = **22,889** lbs. = **11.44** tons

Cardboard – 9 bales = **10,695** lbs. = **5.35** tons

#1 -#7 plastics – 4 bales = **3682** lbs. = **1.84** tons

#2 natural plastic- 1 bale = **847** lbs. = **.45** tons

There were **31** bales created during September 2012 which weighed **38,163** lbs or **19.08** tons.

There was one glass haul which equaled **19,860** lbs. or **9.93** tons.

We also recycled **868** lbs. of old Aluminum and **769** lbs of extruded Aluminum or **.82** tons of non-ferrous metal.

There was also **18,040** lbs. or **9.02** tons of light Iron and **7,360** lbs. or **3.68** tons of #1 steel and cast iron recycled.

We had a grand total of **85,060 lbs.** or **42.53** tons of material recycled during September of 2012.

The **868** lbs. of old sheet aluminum generated **\$486.08** and **769** lbs. of extruded Aluminum generated **\$538.30** for a total **\$1024.38**.

The 9.02 tons of scrap metal generated **\$1,288.59** in revenue and the **3.68** tons of cast iron and #1steel generated **\$985.72** for a total of **\$2274.31**.

The metal recycling generated a grand total of **\$3298.69** in revenue during September 2012.

On 9/24 there was a load of paper and cardboard sent out: there was **19.41** tons of mix paper recycled which at **\$15** per ton generated **\$ 291.15** in revenue and the **4.80** tons of cardboard at **\$75** per ton generated **\$360** in revenue for a combined total of **\$651.15**.

Proposals
For Hauling & Disposal
Of
Waste
At
The Candia Recycling Center
2012

There were seven companies which responded to our waste hauling and disposal RFP. Those seven companies are ; Pinard Waste Systems, Waste Management, Charles George Companies Inc., The Northeast Resource Recovery Association (NRRRA), Zero Waste & Recycling Services, Best Way Disposal Services and Casella Waste Management. For the most part all the bids were fairly competitive. I have put together costs using 2011 tonnage totals with the pricing from all seven bids to see how they compared to one another. I used the total yearly 2011 tonnage as well as the total number of hauls for both C&D debris and MSW to come up with the comparison. I will give a brief overview of each proposal and an overall recommendation.

Charles George Companies Inc. –

The proposal from Charles George is **\$72** per ton to dispose both MSW and C&D and **\$130** per haul also on both MSW and C&D debris, with the glass haul of **\$185** per haul. The proposal for the Moore School- the cost for two 10-yard containers emptied once per week is **\$498** per month with each additional pick up costing \$80. They did not specify a container for recyclables nor a cost to empty it. There is also no mention of a contract, long term or short term. As well as how and if there would be any increases to the rates. Using this proposal with 2011 numbers it would have cost the Town **\$117,062.04**.

The Northeast Resource Recovery Association –

The proposal from the NRRRA is **\$70** per ton for both MSW and the C&D with a haul charge of **\$150** per haul, with a glass haul charge of **\$125** per haul. The proposal for the Moore School – for one 10 yard container the cost is **\$75** per pick up. The cost for one 10 – yard recyclable container is **\$5** per pick up. There is no mention of a contract long term or short term nor is there any mention of if there would be any increases. Using this proposal with our 2011 numbers it would have cost the Town **\$117,953.50**.

Zero Waste – the proposal from Zero waste is **\$75** per ton for both MSW and C&D debris with a haul charge of **\$150** per haul for both MSW and C&D, the charge per haul for the glass is **\$200**. The proposal for the Moore School is two 10

–yard containers emptied once a week at a cost of **\$650** per month. There is no mention of a recycling container or any of the costs which would be associated with it. The pricing is based on a contract with no increases. Using this proposal with our 2011 numbers it would have cost the Town **\$124,849**.

Best way Disposal –

The proposal from Best way is **\$70** per ton for MSW with a **\$145** per haul charge. The cost C&D is **\$68** per ton with a **\$125** per haul charge and **\$195** per haul for the glass. The rate for the Moore School is for two 10-yard containers emptied once per week with a cost of **\$490** per month. There is no mention of a recycling container in this proposal. Using the 2011 numbers this proposal would have cost the Town **\$114,247.24**.

Casella Waste Services –

The proposal from Casella is **\$80** per ton for both MSW and C&D debris and **\$140** per haul for both MSW and C&D. The haul rate for glass disposal would be **\$190** per haul. The Moore school is for two 10- yard containers to be emptied once per week for **\$337** per month, with a cost of **\$63** per each additional pick up. There is no mention of a recycling container in the proposal. Using 2011 numbers this proposal would have cost the Town **\$129,036.60**.

Pinard waste Services –

The proposal for Pinard Waste Services is for a 5 year contract with an annual increase using the P.P.I (Producer Price Index) for actual increase. The proposal for both MSW and C&D debris is **\$62** per ton with a charge of **\$145** per haul for both MSW and C&D. The haul rate for the glass is **\$145** per haul. There are also rental fees, which are as follows: 40 –yard enclosed container is **\$90** per container per month, we have two (**\$180**), 40 –yard open container is **\$80** per container per month, we have two (**\$160**), 30-yard open top container is **\$60** per container per month, we have two (**\$120**). That would equal **\$460** per month in rental fees or **\$5,520** per year. There was no submission for the Moore School. Using 2011 totals it would have cost the Town **\$112,578.84** through Pinard.

Waste Management -

The proposal from WM is **\$68** per ton for both MSW and C&D with a haul rate of **\$125** per haul for both MSW and C&D, the haul rate for the glass is **\$215** per haul. The Moore School would be for two 10 –yard containers emptied once per week at a cost of **\$350** per month and one 8 yard container for recyclables emptied every other week at a cost of **\$52** per visit. Using 2011 numbers this proposal would cost the Town **\$111,212.76**.

If the Town re-signs with WM the rates would go into effect the month we sign, we would not have to wait until February 2013, allowing the Town to start saving immediately. Wm would also hold their rates firm with no increases until 1/31/15. Then in years 3-5 the rates would increase 2% effective 2/1/15 and each February 1 each subsequent year on both disposal rates and haul rates. If the Town signs a three year deal the single increase after month 24 would be **\$1.36** to the tip fee which would then be **\$69.36** and the haul rate would go up **\$2.50** which would then be **\$127.50** per haul.

In 2011, there was **747.24** tons of MSW disposed and there was **500.08** tons of C&D debris disposed using **194** total haul charges and **11** glass hauls. By taking the total tonnage and multiplying it by the per ton charge and taking total hauls and multiplying it by the per haul charge, adding those figures together and then adding the total number of glass hauls by the per haul charge to that figure is how I came up the total cost would have been.

What we actually did spend was **\$119,464.48**.

- 1) **Waste Management** - **\$111,212.76**
- 2) **Pinard Waste** - **\$112,578**
- 3) **Best Way** - **\$114,247.24**
- 4) **Charles George** - **\$117,062.04**
- 5) **NRRA** - **\$117,953.50**
- 6) **Zero Waste** - **\$124,849.**
- 7) **Casella** - **\$129,035.60**

Five of the seven bids would help the Town to save money through the course of the year; two of them would have increased our costs. Of those five two stood out to me, Pinard Waste and WM.

Pinard had a competitive bid, they actually had a better per ton rate than WM, however Pinard has rental fees of **\$5,520** per year and there is an unknown (P.P.I.) increase every year. Pinard did not include any rates for the Moore school as we requested. I think bottom line WM has the best overall offer. We know they level of service they provide, they gave a great per ton rate and excellent haul rates, too. There will not be any increases for the first two years and in the third year there would be a 2% increase. As well as giving one of the best rates to the Moore school for their waste services. I believe that the best way to proceed would be to sign a three year deal with WM and in three years go through the process of seeking out RFP's again.

If there any questions about my recommendation or about the information presented, please feel free to contact me and I will do my best to answer any and all inquiries.

Chuck Whitcher

C.R.C. Facility Operator

Warrant Article Discussion - 2013	Amount Requested 2012	Amount Requested 2013	
As of 11/05/12			
Smyth Memorial Building Renovations	0.00	200,000.00	Possible Bond
Road Reconstruction-Patten Hill Rd	150,000.00	150,000.00	
Excess Winter Road Maintenance	75,000.00	75,000.00	
Road Reconstruction-Currier Rd	0.00		Town Decision
Smyth Public Library	125,955.00	125,955.00	
Fire Apparatus CRF	50,000.00	50,000.00	
Police Special Details/Grants	50,000.00	50,000.00	Revolving Fund
Police Special Details/grants taxes	5,000.00	5,000.00	
CRF for future Reval of the Town	20,000.00	15,000.00	
Household Hazardous Waste Day	15,000.00	15,000.00	
Fitts Museum - Operating	4,000.00	4,000.00	
Town Office Bldg Maint Fund	5,000.00	5,000.00	
Playground Maintenance Fund	1,000.00	1,500.00	Town Decision
Mosquito Spraying	0.00	39,000.00	Town Decision
CYAA	12,500.00	12,500.00	Town Decision
Incinerator Site Closure	0.00	100,000.00	Town Decision
Fire Department Compensation Plan	40,000.00	0.00	
Health Agencies:			
Rockingham County Comm. Action	6,807.00	6,807.00	
Lamprey Health Care	1,800.00	1,854.00	
American Red Cross	1,850.00	1,400.00	
Aids Response Seacoast	700.00	700.00	
CASA for Children	500.00	500.00	
Rock. Cty Nutrition/Meals on Wheels	669.00	669.00	
Visiting Nurse Association	4,000.00	4,000.00	
Area HomeCare & Family Services	1,400.00	1,400.00	
Retired & Senior Volunteers Program	225.00	225.00	
Child & Family Services	1,000.00	1,000.00	
Child Advocacy Center	0.00	1,250.00	
Home, Health, & Hospice	0.00	2,500.00	
Big Brother/Big Sister (NEW)	0.00	1,000.00	
TOTAL	572,406.00	871,260.00	

TOWN OF CANDIA

POLICY NUMBER: 2012-001
SUBJECT: FUND BALANCE POLICY
ADOPTION DATE:
REVISION DATE:
EFFECTIVE DATE:
SUPERSEDES:

SECTION 1. PURPOSE

The general purpose of this policy is to improve the Town of Candia's financial stability by protecting itself against and prepare for financial emergencies and economic downturns and contribute to the continuity of financial operations. This policy encompasses the minimum required fund balance reserves and the allowable uses of fund balance reserves.

SECTION 2. DEFINITIONS

Fund Balance:

The accumulated equity balance in a government fund resulting from operations over the years. This is the difference between fund assets and fund liabilities.

General Fund:

A fund used to account for basic governmental services supported mainly by tax revenue. Accounts for all financial resources not required to be accounted for in another fund.

Undesignated Fund Balance:

The fund balance, excluding all reserves and any other balances dedicated for another purpose.

SECTION 3. FUND BALANCE RESERVES

POLICY

Fund Balances recommended by the New Hampshire Department of Revenue Administration (DRA) and the Government Finance Officers Association (GFOA) are as follows:

If the Annual Budget is:	Undesignated Fund Balance		Undesignated Fund Balance	
	DRA Recommended:		GFOA Recommended:	
	5%	10%	8%	17%
8,500,000	425,000	850,000	680,000	1,445,000
9,000,000	450,000	900,000	720,000	1,530,000
9,500,000	475,000	950,000	760,000	1,615,000
10,000,000	500,000	1,000,000	800,000	1,700,000
10,500,000	525,000	1,050,000	840,000	1,785,000
11,000,000	550,000	1,100,000	880,000	1,870,000

Minimum Balance:

The Town shall achieve and maintain a minimum undesignated fund balance 5% of the general fund's annual budget, including Town, School, and County appropriations.

Target Balance:

The Town shall work toward maintaining an undesignated fund balance of at least 8% of the general fund's annual budget, including Town, School, and County appropriations.

If the Annual Budget is:	Minimum Balance:	Target Balance:
	5%	8%
8,500,000	425,000	680,000
9,000,000	450,000	720,000
9,500,000	475,000	760,000
10,000,000	500,000	800,000
10,500,000	525,000	840,000
11,000,000	550,000	880,000

Plan for Target Balances:

The undesignated fund balance target level shall be achieved by conservatively estimating revenues and limiting the usage of any portion of fund balance to reduce the tax rate.

Fund Balance Uses:

The Board of Selectmen may appropriate any amount of undesignated fund balance in excess of the designated percentage or use the excess to offset property taxes as part of the final adopted budget for a fiscal year. The Board may appropriate undesignated fund balances for emergency purposes, as deemed necessary, even if such uses decreases the fund balance below

the designated percentage, by the procedure outlined in RSA 32:11. Emergency purposes does not include the offsetting of property taxes or mis-management of funds.

Adopted by vote of the Board of Selectmen on this date, the _____ of _____, 2012.

Joe Duarte, Chairman

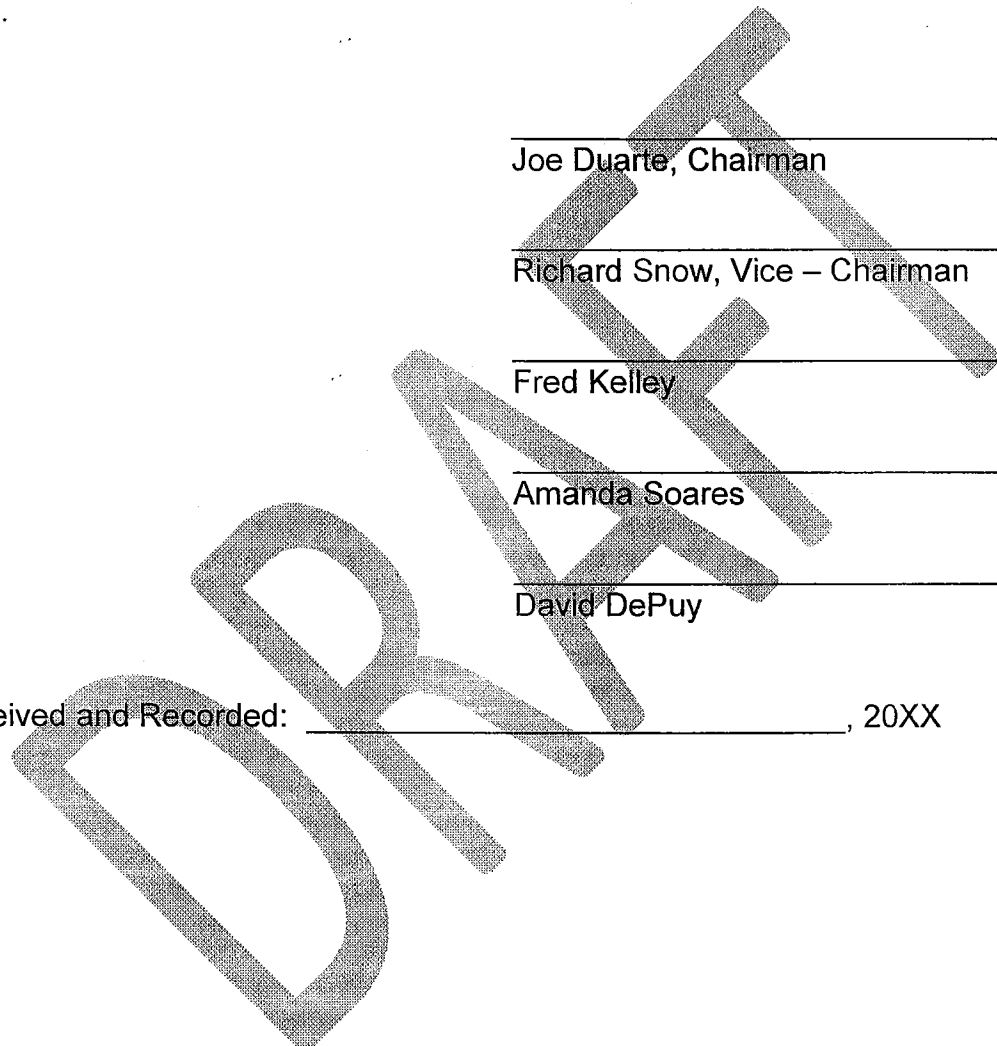
Richard Snow, Vice – Chairman

Fred Kelley

Amanda Soares

David DePuy

Received and Recorded: _____, 20XX



Dick's recommended
draft version.

TOWN OF CANDIA

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SUBJECT: FUND BALANCE POLICY
ADOPTION DATE:
REVISION DATE:
EFFECTIVE DATE:
SUPERSEDES:

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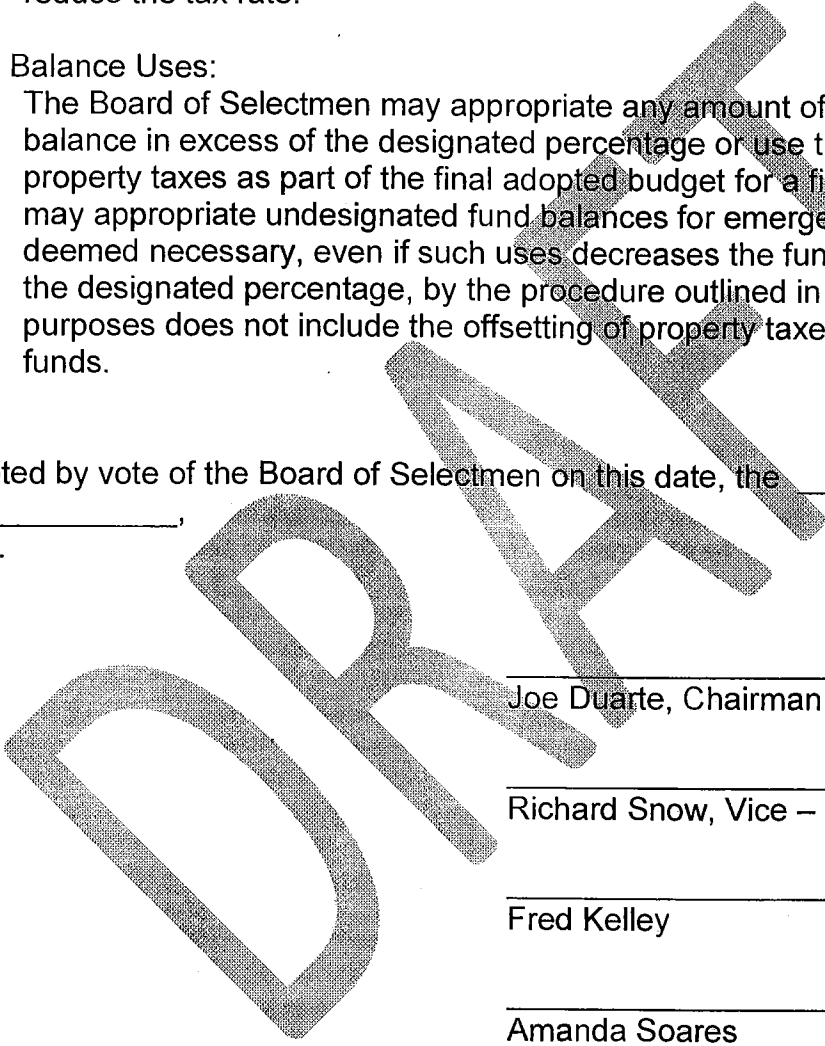
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Adopted by vote of the Board of Selectmen on this date, the _____ of _____, 2012.



Joe Duarte, Chairman

Richard Snow, Vice – Chairman

Fred Kelley

Amanda Soares

David DePuy

Received and Recorded: _____, 20XX

Explanation of Tax Rate Increase

The tax rate for the town of Candia for 2012 is \$19.97 per thousand of assessed value. This is an increase of \$0.59 per thousand, or 3.04%, over the 2011 tax rate.

The total tax rate is made up of four different portions; the town, the local school, the county, and the state education tax.

The largest portion of the tax rate is the local school tax. Between 2011 and 2012, the net appropriations (budget + warrant articles – revenue) for the local school tax rate increased by \$706,868. The corresponding tax rate increase was \$1.97 per thousand, or 17.41%.

The second largest portion of the total tax rate is the town portion. Between 2011 and 2012, the net appropriations for the town decreased by \$ 473,624. The corresponding tax rate decrease was \$1.19 per thousand, or 25.55%.

The County appropriation increased by \$53,734, which created an increase in the tax rate of \$0.12 per thousand, or 13%.

Unfortunately, the increases of the school and county rates totally offset the decrease in the town rate and resulted in an overall increase.

2011 Rates		2012 Rates	
Town	4.66	Town	3.47
Local School	11.29	Local School	13.26
County	.94	County	1.06
State School	2.49	State School	2.18
Total Rate	19.38	Total Rate	19.97

How your tax dollar is allocated

