

Candia Board of Selectmen

Agenda

December 12th, 2022 @ 7:00 pm

Call to Order

Roll Call

Approval of Minutes: Public Minutes for November 28<sup>th</sup>, 2022

Department Reports: Highway; Police; Fire; Building; Solid Waste; Budget; Other

New Business:

- Town Report – dedication
- Employee of the Year
- PD Grant for Moveable Radar Sign ✓
- Accept Ann Nerney's resignation
- Approve funds from the Moore Highway Fund ✓
- Encumbrances

Old Business:

- Warrant article – Future Capital Improvements CRF

Other Business:

Calendar:

- Town Offices will be closed on Monday, December 26<sup>th</sup>, 2022, for Christmas
- There will not be a Board of Selectman's Meeting on Monday, December 26<sup>th</sup>, 2022
- Town Offices will be closed on Monday, January 2<sup>nd</sup>, 2023 for New Year's
- Next Board of Selectman's Meeting on Monday, January 9<sup>th</sup>, 2023 @ 7:00pm

This public body may enter into one or more nonpublic sessions as permitted under RSA 91-A:3, II(a).

Adjourn

Payroll and Accounts Payable

Weekly Payroll and Accounts Payable Manifest Totals

Check	Payroll	Total	Payroll	
<u>Date</u>	<u>Manifest</u>	<u>Amount</u>	<u>Subtotal</u>	
12/01/22	001238-03	39,393.26	39,393.26	stipend checks
12/08/22	001239-01	24,007.24	63,400.50	
Check	Accts Pay	Total	Accts Pay	
<u>Date</u>	<u>Manifest</u>	<u>Amount</u>	<u>Subtotal</u>	
12/01/22	202248	1,216,804.16	1,216,804.16	Candia School District \$700,000.00 & Rockingham County Treasurer \$458828.00 (county tax payment)
12/08/22	202249	48,281.68	1,265,085.84	
Grand Total Payroll and Accts Pay			1,328,486.34	

Join Zoom Meeting

<https://us02web.zoom.us/j/6034838101>

Meeting ID: 603 483 8101 Password: 8101

Dial In +1 646 558 8656 US

UNAPPROVED  
**Candia's Virtual Selectmen's Public Session Minutes**  
**November 28th, 2022, 7:00 pm**

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

**7:05 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 Boyd Chivers, Selectman Sue Young and Town Administrator Andria Hansen.

**Approval of Minutes:**

**Public Session Minutes for November 14th, 2022.** Line 73 to read Exit 3. Line 181 to read Judi Lindsey of the Planning Board. Line 213 to add in what each Board member voted on, Chair Brock-yes, Selectman Moran-yes, Selectman Dann-yes, Selectman Chivers-no and Selectman Young-no. Line 52 to read Hazard Mitigation Plan. Line 93 to read 18 year old facility. Line 207 to read .3%.

**MOTION: Selectman Chivers made a motion to accept the November 14th, 2022, Public Session minutes as amended. Seconded by Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.**

**Budget Review:**

**Ambulance Service:** Selectman Chivers mentioned NHMA (New Hampshire Municipal Association) had recently sent a guest speaker to talk to them about having a Compliance Officer and in recommending this for the Town's best practices. He had a conversation with Fire Chief Dean Young and they determined they should invest in a Compliance Officer to help with their administration work at the Fire Department. Captain Mike Kelley is willing to do all the administrative duties that are associated in their department including the billing, training, scheduling and in managing. He asked to have a line added to the budget for the Compliance Officer and to fund it in the amount of \$12,000. Selectman Chivers urged the Board to support this when it goes to the Budget Committee on December 6, 2022. Captain Kelley recommended adding a line in the budget for the third party billing contractor and to fund it for \$1. Fire Chief Young explained how it would all work. In conclusion the Board agreed to change the Administrative Line/Compliance Officer from \$1,500 to \$12,000.

Selectman Young asked the Board for their thoughts about grant money, as they currently do not have any. She believes they should compensate the individuals that help to find Grants for the Town. Fire Chief Young informed the Board about the Grants that were received for the Fire Department. The Board agreed to add in a line of \$1 under the Town Office Expense line for a Grant Writing Consultant, in order to compensate individuals that assist in receiving Grants and are not town employees.

Selectman Young asked about a Warrant Article to take money out of the Unreserved Fund Balance and to place it back into the Capital Improvements Fund because it is currently low and would like to build this up. She asked if they would need to go to the legislative body to take that money out of the Unreserve Fund Balance or could they decide to do it as Selectmen? Town Administrator Hansen said she will call and ask DRA (Department of Revenue). There was a proposed warrant article to establish the Ambulance Capital Reserve Fund and to fund it with \$100,000 from the Unreserve Fund Balance. The Board declined moving this proposed article to the warrant.

Chair Brock asked the Board if they would like to add the \$13,000 back into the Planning Board? The Board replied, they had agreed to this amount in their last meeting.



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Selectman Young conveyed that she is very concerned about a default budget and thinks that if they cannot give their employees an increase on what she thinks they should, that this will be the biggest injustice and disservice the Board could do. Chair Brock said the Warrant Article is separate from the budget and there is nothing that says they could approve warrant articles and possibly go default on the budget. Selectman Chivers said the Board has been working on lowering this budget for the last month and he believes they have done their best. Town Administrator Hansen provided a new budget amount of \$3,768,137. Discussion ensued.

Selectman Moran suggested skipping Household Hazardous Waste Day for 2023. Selectman Young said they could add this as a Warrant Article and if the residents want it they may vote for it.

**MOTION: Selectman Moran made a motion for Household Hazardous Waste Day for the amount of \$17,000 not to be put into the budget and for it to be added as a Warrant Article. Leaving \$1 in the Household Hazardous Waste Day in the budget line. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

Selectman Moran asked the Board to reduce the Asphalt maintenance line from \$238,000 to \$229,000. **MOTION: Selectman Moran made a motion to reduce the Asphalt Maintenance line from \$238,000 to \$229,000 and equivalent to 2022. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

Selectman Young discussed the replacement of the floors at the Town Office that is in the current budget and asked to take it out of their Building Fund line and not the 2023 budget. She was told this line was reduced by the Budget Committee to \$1,000. They agreed to take the money out of the Building Trust Fund for the new flooring installed this year.

**MOTION: Selectman Chivers made a motion to keep the Carpet Cleaning/Tile Floor Line at \$1,000. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

Selectman Moran asked the Board to have another conversation about the Employee's Cola because he is not in favor of what they decided on, to receive a 6.4% quarterly bonus. He explained his point of view on how the cost of living is different than a yearly bonus. Social Security has determined the cost of living increase is 8.7% and he does not agree employees should receive this entire amount but did suggest giving them a 4% Cola as a pay increase. Discussion ensued.

**MOTION: Selectman Moran made a motion to change the Town Employees Cost of Living to 4% as a wage increase as opposed to the 6.4% quarterly stipend. Seconded by Chair Brock. Discussion opened. The Board discussed the amount they are voting on if it would be a stipend or whether it would be added to their wages. Discussion closed. Motion carried by a vote of 3-2-0. Selectman Dann-Yes, Selectman Young-No, Selectman Chivers-No, Chair Brock-Yes and Selectman Moran-Yes.** Selectman Young stated she appreciates Selectman Moran efforts in asking the Board to revisit the Town Employees Cola.

Town Administrator Hansen provided a new budget amount of \$3,736,137 in which 10% is for the Ambulance. The Board took a vote to accept the budget to present to the Budget Committee.

**MOTION: Selectman Chivers made a motion to accept the budget amount of \$3,736,137 to present to the Budget Committee as their last and best effort to amend it. Seconded by Selectman Moran. Motion carried by a vote of 4-1-0. Selectman Dann-Yes, Selectman Young-No, Selectman Chivers-Yes, Chair Brock-Yes and Selectman Moran-Yes.** Selectman Young said she voted no, and her reason



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is that she believes the percentage is too high for the taxpayers this year and she does not want it to go into default.

The Board discussed the request they received on adding an Article for the Warrant that contains two elements. One of them is to establish an Ambulance Reserve Fund and the second one is to move \$100,000 out of the Unreserved Fund Balance into a Capital Reserve Fund.

**MOTION: Selectman Chivers made a motion to deny the request received. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.**

**WARRANT ARTICLES:**

**ARTICLE 2.**

To see if the Town will vote to raise and appropriate as an Operating Budget, this operating budget warrant article does not include appropriations by special warrant articles and other appropriations vote separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$ \_\_\_\_\_. Should this article be defeated, the default budget shall be \$ \_\_\_\_\_, which is the same as last year, with certain adjustments required by previous action of the Town of Candia or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

(Recommended by the Board of Selectmen by a vote of \_\_\_\_\_)

(Recommended by the Budget Committee by a vote of \_\_\_\_\_)

**MOTION: Selectman Chivers made a motion to move ARTICLE 2 to the Warrant. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.**

**ARTICLE 3.**

To see if the Town will vote to raise and appropriate the sum of One Hundred Fifty-Three Thousand Four Hundred dollars (\$153,400) for the operating expenses of the Smyth Public Library. Funds are to be expended under the direction of the Smyth Public Library Association.

(Recommended by the Board of Selectmen by a vote of \_\_\_\_\_)

(Recommended by the Budget Committee by a vote of \_\_\_\_\_)

**MOTION: Selectman Chivers made a motion to move ARTICLE 3 to the Warrant. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.**

**ARTICLE 4.**

To see if the town will vote to raise and appropriate the sum of \$20,000.00 to the Candia Youth Athletic Association for the specific expenses of providing youth recreation programs to the children of Candia. Said expenses to be expended under the direction of the Candia Youth Athletic Association Board of Directors in accordance with the approved budgets. (Submitted by petition)

(Recommended by the Board of Selectmen by a vote of \_\_\_\_\_)

(Recommended by the Budget Committee by a vote of \_\_\_\_\_)

**MOTION: Selectman Young made a motion to move ARTICLE 4 to the Warrant. Seconded by Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.**

**ARTICLE 5.**

To see if the Town will vote to raise and appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000) to be deposited into the existing Recycle Center Equipment and Capital Improvement Capital



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138 Reserve Fund under the provisions of RSA 35:1 adopted at the March 2017 Town Meeting, for the purpose  
139 of funding major capital improvements in the Recycling Center and the replacement of equipment used at  
140 the Center with the Selectmen appointed as agents.

141 (Recommended by the Board of Selectmen by a vote of        )

142 (Recommended by the Budget Committee by a vote of        )

143 **MOTION: Selectman Dann made a motion to move ARTICLE 5 to the Warrant. Seconded by**  
144 **Selectman Chivers.** Discussion opened. The Board clarified what this warrant involved. Discussion  
145 closed. **All in favor. Motion carried by a vote of 5-0-0. Selectman Young stated if their budget does**  
146 **not get passed, and that she is doing this under stress. She will agree to it, but her priorities are in**  
147 **getting the budget passed.**

148 **ARTICLE 6.**

149 To see if the town will vote to raise and appropriate the sum of One Hundred Fifty Thousand Dollars  
150 (\$150,000) for Excess Winter Road Maintenance, these funds will not be used unless the operating winter  
151 maintenance funds are exhausted. This will be non-transferable appropriation. Said funds to be expended  
152 under the direction of the Board of Selectmen.

153 (Recommended by the Board of Selectmen by a vote of        )

154 (Recommended by the Budget Committee by a vote of        )

155 **MOTION: Selectman Chivers made a motion to move ARTICLE 6 to the Warrant. Seconded by**  
156 **Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.**

157

158 **ARTICLE 7.**

159 To see if the town will vote to raise and appropriate the sum of Two Hundred Thousand Dollars (\$200,000)  
160 for the reconstruction of the Northern portion of Tower Hill Road. Said funds to expended under the  
161 direction of the Board of Selectmen.

162 (Recommended by the Board of Selectmen by a vote of        )

163 (Recommended by the Budget Committee by a vote of        )

164 **MOTION: Selectman Dann made a motion to move ARTICLE 7 to the Warrant. Seconded by**  
165 **Selectman Chivers.** Discussion opened. The Board discussed about the voting for this Article. Discussion  
166 ended. **Motion carried by a vote of 4-1-0. Selectman Dann-Yes, Selectman Young-No, Selectman**  
167 **Chivers-Yes, Chair Brock-Yes and Selectman Moran-Yes.**

168

169 **ARTICLE 8.**

170 To see if the town will raise and appropriate the sum of One Hundred Fifty Thousand Dollars (\$150,000)  
171 for resurfacing of the southern portion of South Road. Said funds to be expended under the direction of  
172 the Board of Selectmen

173 (Recommended by the Board of Selectmen by a vote of        )

174 (Recommended by the Budget Committee by a vote of        )

175 **MOTION: Selectman Chivers made a motion to move ARTICLE 8 to the Warrant. Seconded by**  
176 **Selectman Moran. Motion carried by a vote of 4-1-0. Selectman Dann-Yes, Selectman Young-No,**  
177 **Selectman Chivers-Yes, Chair Brock-Yes and Selectman Moran-Yes.**

178 **ARTICLE 9.**

179 To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to be  
180 deposited in the Fire Apparatus Capital Reserve Fund, established under RSA 35:1 at the March 1991  
181 Town Meeting, for the future purchase of the fire apparatus and equipment with the Selectmen appointed  
182 as agents.

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183 (Recommended by the Board of Selectmen by a vote of )

184 (Recommended by the Budget Committee by a vote of )

185 **MOTION: Selectman Chivers made a motion to move ARTICLE 9 to the Warrant. Seconded by**  
186 **Selectman Moran. Motion carried by a vote of 4-0-1. Selectman Dann-Yes, Selectman Young-**  
187 **abstained, Selectman Chivers-Yes, Chair Brock-Yes and Selectman Moran-Yes.**

188

189 **ARTICLE 10.**

190 To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (\$50,000) to be  
191 deposited in the Fire Station Infrastructure and Grounds Capital Reserve Fund under the provisions of  
192 RSA 35:1 at the March 2017 Town Meeting, for the purpose of providing for major capital investments  
193 in the fire station building infrastructure and grounds to keep the building and property sound, functional  
194 and safe well into the future with the Selectmen appointed as agents.

195 (Recommended by the Board of Selectmen by a vote of )

196 (Recommended by the Budget Committee by a vote of )

197 **MOTION: Selectman Chivers made a motion to move ARTICLE 10 to the Warrant. Seconded by**  
198 **Selectman Dann. Motion carried by a vote of 4-0-1. Selectman Dann-Yes, Selectman Young-**  
199 **abstained, Selectman Chivers-Yes, Chair Brock-Yes and Selectman Moran-Yes.**

200

201 **ARTICLE 11.**

202 To see if the Town will vote to raise and appropriate the sum of Twenty Thousand Dollars (\$20,000) to  
203 be placed in the existing Revaluation Capital Reserve fund for the Future Revaluation of the municipality.  
204 Said funds to be expended under the direction of the Board of Selectmen.

205 (Recommended by the Board of Selectmen by a vote of )

206 (Recommended by the Budget Committee by a vote of )

207 **MOTION: Selectman Chivers made a motion to move ARTICLE 11 to the Warrant. Seconded by**  
208 **Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

209

210 **ARTICLE 12.**

211 To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars (\$4,000) for the  
212 operation and maintenance of the Fitts Museum. Said funds to be expended under the direction of the  
213 Trustees of the Fitts Museum. (By request of the Trustees of the Fitts Museum).

214 (Recommended by the Board of Selectmen by a vote of )

215 (Recommended by the Budget Committee by a vote of )

216 **MOTION: Selectman Chivers made a motion to move ARTICLE 12 to the Warrant. Seconded by**  
217 **Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

218

219 **ARTICLE 13.**

220 To see if the town will vote to raise and appropriate the sum of Two Thousand Five Hundred Dollars  
221 (\$2,500) to be placed in the existing Town Office Building Maintenance Fund. Said funds to be expended  
222 under the direction of the Board of Selectmen.

223 (Recommended by the Board of Selectmen by a vote of )

224 (Recommended by the Budget Committee by a vote of )

225 **MOTION: Selectman Moran made a motion to move ARTICLE 13 to the Warrant. Seconded by**  
226 **Selectman Dann. All in favor. Motion carried by a vote of 5-0-0.**

227

228



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**ARTICLE 14.**

To see if the Town will vote to raise and appropriate the sum of Twenty-Eight Thousand Eight Hundred Dollars (\$-----) for the implementation of a Mosquito Control Program designed to reduce the risk of exposure to mosquito-borne diseases such as Zika, EEE, West Nile Virus and the Jamestown Canyon Virus.

**MOTION: Selectman Chivers made a motion to remove ARTICLE 14 to the Warrant. Seconded by Selectman Dann. Motion carried by a vote of 3-2-0. Selectman Dann-Yes, Selectman Young- No, Selectman Chivers-Yes, Chair Brock-Yes and Selectman Moran-No.**

**ARTICLE 15.**

To see if the town will vote to raise and appropriate the sum of Four Thousand Five Hundred Dollars (\$4,500) to be placed in the existing Smyth Memorial Building Fund. Said funds to be expended under the direction of the Board of Selectmen.

(Recommended by the Board of Selectmen by a vote of )

(Recommended by the Budget Committee by a vote of )

**MOTION: Selectman Chivers made a motion to move ARTICLE 15 to the Warrant. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**ARTICLE 16.**

Shall the Town of Candia vote in accordance with RSA 72:27-a to readopt the provisions of RSA 72:28, II, previously adopted, for an Optional Veterans' Tax Credit at \$500.00 per year? If readopted, the All-Veteran Tax Credit, previously adopted, will also be \$500.00 per year, the same amount as the Optional Veteran Tax Credit. If readopted and approved, this article shall take effect for the 2023 property tax year. This warrant article is recommended by the Department of Revenue.

**MOTION: Selectman Chivers made a motion to move ARTICLE 16 as recommended by the DRA to the Warrant. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**ARTICLE 17.**

Shall the Candia voters authorize Candia Community Power Committee to proceed with a plan to enter a multi-year contract with a third-party energy supplier for the purpose of reduced electrical power rates. This program has no financial impact on town budget or individual taxes. There will be no individual contracts required and residents can opt out of the program at any time without penalty and resume service with their current provider.

**MOTION: Selectman Dann made a motion to remove ARTICLE 10 to the Warrant. Seconded by Selectman Dann. Motion carried by a vote of 3-2-0. Selectman Dann-Yes, Selectman Young- Yes, Selectman Chivers-No, Chair Brock-Yes and Selectman Moran-No.**

**ARTICLE 18.**

To see if the Town will vote to raise and appropriate the sum of Six Thousand Eight Hundred Seven Dollars (\$6,807) in support of the Rockingham County Community Action.

(Recommended by the Board of Selectmen by a vote of )

(Recommended by the Budget Committee by a vote of )

**MOTION: Selectman Chivers made a motion to move ARTICLE 18 to the Warrant. Seconded by Selectman Moran. All in favor. Motion carried by a vote of 5-0-0.**

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275 **ARTICLE 19.**

276 To see if the Town will vote to raise and appropriate the sum of Four Thousand Dollars (\$4,000) in  
277 continuation of its support of the Visiting Nurse Association of Manchester and Southern New Hampshire.  
278 (Recommended by the Board of Selectmen by a vote of        )  
279 (Recommended by the Budget Committee by a vote of        )

281 **ARTICLE 20.**

282 To see if the Town will vote to raise and appropriate the sum of Three Thousand Two Hundred Fifty  
283 Dollars (\$3,250) in continuation of its support of the American Red Cross.  
284 (Recommended by the Board of Selectmen by a vote of        )  
285 (Recommended by the Budget Committee by a vote of        )

287 **ARTICLE 21.**

288 To see if the Town will vote to raise and appropriate the sum of Two Thousand One Hundred Seven  
289 Dollars (\$2,107) in continuation of its support of the Rockingham County Nutrition and Meals on Wheels  
290 Program.  
291 (Recommended by the Board of Selectmen by a vote of        )  
292 (Recommended by the Budget Committee by a vote of        )

294 **ARTICLE 22.**

295 To see if the Town will vote to raise and appropriate the sum of One Thousand Two Hundred Fifty Dollars  
296 (\$1,250) in continuation of its support of the Child Advocacy Center.  
297 (Recommended by the Board of Selectmen by a vote of        )  
298 (Recommended by the Budget Committee by a vote of        )

300 **ARTICLE 23.**

301 To see if the Town will vote to raise and appropriate the sum of One Thousand Two Hundred Fifty Dollars  
302 (\$1,250) in continuation of its support of Waypoint (formally Child and Family Services).  
303 (Recommended by the Board of Selectmen by a vote of        )  
304 (Recommended by the Budget Committee by a vote of        )

306 **ARTICLE 24.**

307 To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (\$1,000) in  
308 continuation of its support of the CASA (Court Appointed Special Advocates for Children).  
309 (Recommended by the Board of Selectmen by a vote of        )  
310 (Recommended by the Budget Committee by a vote of        )

312 **ARTICLE 25.**

313 To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (\$1,000) in support  
314 of the Home Health and Hospice Care.  
315 (Recommended by the Board of Selectmen by a vote of        )  
316 (Recommended by the Budget Committee by a vote of        )

318 **ARTICLE 26.**

319 To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (\$1,000) in  
320 continuation of its support of Big Brother/Big Sister.



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(Recommended by the Board of Selectmen by a vote of )

(Recommended by the Budget Committee by a vote of )

**ARTICLE 27.**

To see if the Town will vote to raise and appropriate the sum of Two Hundred Twenty-Five Dollars (\$225) in continuation of its support of the Retired and Senior Volunteer Program.

(Recommended by the Board of Selectmen by a vote of )

(Recommended by the Budget Committee by a vote of )

**MOTION: Selectman Dann made a motion to move ARTICLES 19-27 to the Warrant. Seconded by Selectman Young. All in favor. Motion carried by a vote of 5-0-0.**

**ARTICLE 28.**

SHALL THE TOWN VOTE TO REPEAL THE FOLLOWING SECTION OF THE CANDIA ZONING ORDINANCE IN ITS ENTIRETY:

“Section 5.04 10 Waivers. Section 5.04 10 Waivers – Compliance with the individual provisions of this ordinance shall constitute the conditions required for the issuance of a Conditional Use Permit. Any provision of this ordinance may be waived, when, upon the application by the applicant to the Planning Board, the Board shall determine in its sole discretion 1) that requiring compliance with the particular provision for the granting of a Conditional Use Permit would create an unreasonable hardship and 2) that the application would be consistent with the spirit and intent of this ordinance. Requests for waivers must be written and the Planning Board must vote on each waiver request at properly noticed public hearing.”

(IF YOU VOTE YES FOR THIS WARRANT ARTICLE YOU WILL REMOVE THE PLANNING BOARD'S AUTHORITY TO GRANT WAIVERS). (Submitted by petition)

(Article 28 is a petition and does not need to be voted on)

Planning Board Chair Cartier stated he has a question that needs to go to NHMA (New Hampshire Municipal Association) because he believes it will need to go to the Planning Board for endorsement. He asked if the Land Use Department could reach out to NHMA to see where it should be.

**GIS Proposal:** Mr. Cartier asked Chair Brock to sign the proposal in order for them to do the work this year. He has the two items for the GIS updates and the Cemetery. What he would be proposing in the meeting is to encumber \$2,000 from the Land Use Department and \$2,840 from the Cemeteries budget. Selectman Moran asked Mr. Cartier if there was something they could do to use the \$5,000? Mr. Cartier stated he will check with Stantec and does believe he could get a contract with them.

He confirmed they could do the asset data collection for approximately \$2,400 and it would reduce the Land Use amount to \$2,700. Chair Brock mentioned that he should keep each one separately. Mr. Cartier confirmed they will be putting back \$8,500 into the Planning Board's Budget for the Master Plan Implementation and Planning and \$5,000 for the Land Use's Office for Special Projects. Discussion ensued.

**MOTION: Chair Brock made a motion to approve a total of \$11,000 of which \$2,500 would go into the Land Use Project Management line and \$8,500 into the Planning Board. Seconded by Selectman Dann. Motion carried by a vote of 3-2-0. Selectman Dann-Yes, Selectman Young-No, Selectman Chivers-No, Chair Brock-Yes and Selectman Moran-Yes.**

The new budget total is \$3,747,137.

Mr. Cartier gave an update on the Planning Board. He sent the Board a copy of the Appeal for Foster Farms. They received a legal appeal for the review they had done. They also have a denial for the legal

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367 appeal they did. They are getting pressured because the State Legislature has given severe changes that  
368 will be required in Candia for housing. The pressure is with the Zoning Regulations that they will be  
369 challenged with next year and will most likely be more legal involvements that they will be engaged with.  
370 The biggest item will be with the Workforce Housing changes with the State and remarked how the  
371 Planning Board is trying to be proactive with this. Discussion ensued.

372  
373 There was a brief discussion on the Twenty Three and Me hearing with Superior Court that is scheduled  
374 for December 6<sup>th</sup>, 2022.

375  
376 Mr. Cartier announced NH Housing Finance Authority will be having training on Monday, December  
377 5<sup>th</sup>, 2022, regarding Grant Funding.

378  
379 **Payments:** Town Administrator presented the Board with a recent bill from Patriot for work that was  
380 completed back in January 2022 to be paid from the Building Maintenance Fund.

381 **MOTION: Selectman Moran made a motion to accept a bill from Patriot and to be paid from the**  
382 **Building Maintenance Fund. Seconded by Selectman Dann. All in favor. Motion carried by a vote**  
383 **of 5-0-0.**

384  
385 **MOTION: Selectman Chivers made a motion to authorize the Trustees of the Trust Fund to debit**  
386 **the account of the Moore Highway Fund by \$492.96 to pay the invoice from the Road Agent to**  
387 **install a beaver deceiver on Island Road. Seconded by Selectman Young. All in favor. Motion**  
388 **carried by a vote of 5-0-0.**

389  
390 **Acknowledgements:** Selectman Young thanked Mr. Charles Dylun (known as Snap) who a resident of  
391 Candia who purchased two flags to be replaced at the Soldiers Monument on the Hill with his own money.  
392 She also thanked Dickie Weeks who had maintained and weeded the gardens around Soldiers Monument  
393 on the Hill.

394  
395 Chair Brock asked the Board if the Town Maintenance Employee Steve Abelson could cut the dead Ashe  
396 Trees by the Public Library. It was noted that the Board had agreed to this in a previous meeting.

397  
398 **Holiday Calendar:** The Board was presented with the Town Employees 2023 Holiday Schedule to  
399 approve. See attached.

400 **MOTION: Selectman Chivers made a motion to approve the Town Employees 2023 Holiday**  
401 **Schedule dated November 8<sup>th</sup>, 2022, from the Town Administrator. Seconded by Selectman Young.**  
402 **All in favor. Motion carried by a vote of 5-0-0.**

403  
404 **Payments of payroll and payables. Selectman Chivers confirmed the grand total for payroll and**  
405 **payables for the weeks ending 11/17/2022 - 11/23/2022 Totaling \$103,296.07.**

406  
407 **Calendar:**

- 408 • Next Board of Selectman's Meeting on Monday, December 12th, 2022 @ 7:00pm
- 409 • The Town Offices will be closed on Monday, December 26th for Christmas
- 410 • There will not be a Board of Selectman's Meeting on Monday, December 26th, 2022
- 411 • Encumbrances are due by Monday, December 12<sup>th</sup>, 2022



Candia Selectmen’s Public Session Minutes of 11/28/2022

412 **9:12 pm MOTION: Selectman Dann made a motion to adjourn the Public Meeting. Seconded by**  
413 **Selectman Chivers. All in favor. Motion carried by a vote of 5-0-0.**  
414  
415 Respectfully submitted,  
416 Linda Chandonnet, Recording Secretary

December 12, 2022

Town of Candia  
Road Agent's Report  
Month of November 2022

Summary of Work:

- Installed Pond Levelers on Podunk Road and Island Road(Moore Highway Funds)
- Completed work on Crittle Hill, Fieldstone and Crowley Road (Moore Highway Funds)
- Patching as needed

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Jeff Wuebbolt  
Road Agent



CANDIA POLICE DEPARTMENT  
74 HIGH STREET

Records Analysis Report  
01/01/2022 - 11/30/2022

12/07/2022

CANDIA NEW HAMPSHIRE 03034

## No Crime Incident Event Breakdown

Event	Description	Total	%
11	911 Hang Up	0	00.0
IM	Aided Motorist	0	00.0
L	Alarm	0	00.0
EA	Bureau Of Elderly & Adult Services Investigation	4	00.3
C	Citizen's Complaint	1	00.2
F	Dog License Civil Forfeiture	0	00.0
IN	Child In Need Of Services	1	00.2
IV	Civil Standby	0	00.0
OM	Community Outreach	0	00.0
P	Community Policing	1	00.2
CI	Doyle Investigation	15	02.9
EE	Put Down Injured Animal	0	00.0
OG	Dog At Large / Loose Dog	0	00.0
IN	Fingerprinting	5	01.0
PR	Found Property	24	04.7
A	Internal Affairs Investigation	0	00.0
EA	Involuntary Emergency Hospitalization	0	00.0
UV	Juvenile Complaint	3	00.6
D	K-9 Deployment	0	00.0
EB	Law Enforcement Background Investigation	0	00.0
ED	Medical Call	2	00.4
VC	Motor Vehicle Complaint	12	02.3
C	Noise Complaint	1	00.2
DT	National Drug Take Back	2	00.4
ED	Neighbor Dispute	3	01.6
O	Notification	1	00.2
TO	No Trespass Order	2	00.4
D	Drug Overdose	0	00.0
F	Fatal Overdose	0	00.0
HR	Ohrv Complaint	1	00.2
DB	Prescription Drug Box	0	00.0
U	Police Pursuit Report	1	00.2
AD	Radar Enforcement	0	00.0
H	Road Hazard	0	00.0
PO	Return Property To Owner	0	00.0
C	Shooting Complaint	3	00.6
CA	Scams/Phone&email	8	01.6
EC	Security Check	59	11.4
P	Serve Papers	57	11.0
PA	Suspicious Activity	47	09.1
PM	Suspicious Motor Vehicle	1	00.2
PP	Suspicious Person	2	00.4
SA	Safe Schools Act	7	01.4
JI	Suicide	2	00.4
K	Sex Offender Registration	24	04.7
E	Traffic Enforcement	0	00.0
H	Threats	3	00.6
RU	Truancy	0	00.0
VD	Tree / Wires Down	0	00.0
IN	Vin Verification	0	00.0
B	Well Being Check	10	01.9
P	Weapons Incident	0	00.0
--	Not Specified	2	00.4
IN	Police Information	74	14.3
DT	Sudden Death	5	01.0
DA	Assist Other Agency	29	05.6
ES	Disturbance	18	03.5

SC	Assist Citizen	56	10.9
CP	Animal Complaint	5	01.0
FE	Assist Fire/EMS	6	01.2
IP	Missing Person	2	00.4
PR	Lost Property	7	01.4
TH	Other	5	01.0
Grand Total: 516			



CANDIA POLICE DEPARTMENT  
74 HIGH STREET  
CANDIA, NEW HAMPSHIRE 03034

Offense Listing  
01/01/2022 - 11/30/2022

12/07/2022

## Offenses (State Law) By Month

	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>TOTALS</u>
FSA - Sexual Contact - Victim	1	0	0	0	0	0	0	0	0	0	0	1
2nd Degree Assault; SBI- Domes	0	0	1	0	0	0	0	0	0	0	0	1
Reckless Conduct - Deadly Weap	0	0	0	0	0	1	0	0	0	0	0	1
Simple Assault; Physical Conta	0	0	1	0	0	0	0	0	1	1	0	3
Simple Assault; BI	0	0	0	0	0	1	0	0	0	0	0	1
Simple Assault, Mutual Combat	0	0	0	0	0	0	0	0	2	0	0	2
DV; Simple Assault; Physical C	1	0	5	0	0	0	1	0	0	1	0	8
DV; Simple Assault - BI	0	0	1	0	0	0	0	0	0	0	0	1
Criminal Threatening - Conduct	0	0	0	0	0	0	0	0	0	0	0	1
Criminal Threatening - conduct	0	0	1	0	0	1	0	0	3	0	0	3
Stalking; DomViolence; Put Per	0	0	0	0	0	0	0	0	0	1	0	2
Theft by Extortion \$0-\$1000	0	0	0	0	1	0	0	0	0	0	0	1
Burglary - Night / Home / Weap	0	0	0	0	0	0	0	0	0	0	1	1
Theft by Unauthd Taking \$0-\$10	0	0	0	1	0	0	0	0	0	1	1	3
Recv Stolen Prop; \$0-\$1000	0	0	0	0	0	0	0	0	0	0	1	1
Theft by Unauthd Taking \$0-\$10	0	1	0	1	0	0	0	0	3	0	0	5
Theft Of Motor Vehicle Parts O	0	0	0	0	0	1	0	0	0	0	0	1
Theft by Unauthd Taking \$0-\$10	1	1	1	1	0	1	0	0	1	0	0	6
Forgery Govt Instrument, Check	0	0	0	0	1	0	0	0	0	1	0	2
Attempt To Commit	0	1	0	0	0	0	0	0	0	0	0	1
Financial Exploitation; \$1500+	0	0	1	0	0	0	0	0	0	0	0	1
Theft by Deception \$0-\$1000	1	0	0	0	0	0	1	0	0	0	0	2
Theft by Deception \$1501+	0	1	0	0	0	0	0	0	0	0	0	2
Credit Card Fraud, \$0-\$1000	0	4	1	0	0	0	1	0	0	0	0	6
Theft by Deception \$0-\$1000	0	0	0	1	0	0	0	0	0	0	0	1
Theft by Deception \$1501+	0	0	1	0	0	0	0	0	1	0	0	2
Identity Fraud; Pose to get In	0	0	0	1	0	0	0	0	0	0	0	1
Identity Fraud; Pose as Anothe	0	0	0	0	0	1	0	0	1	0	0	2
Identity Fraud; Obtain Info fo	0	0	0	0	0	0	1	0	0	2	1	4
Identity Fraud; Pose to get In	0	0	0	0	0	0	0	0	1	0	0	1
Identity Fraud; Obtain Persona	0	0	1	0	0	0	0	0	0	0	0	1
STOLEN PROPERTY OFFENSES	0	1	0	0	0	0	0	0	0	0	0	1
Recv Stolen Prop; \$1001-\$1500	0	0	0	0	0	1	0	0	0	0	0	1
Conduct After; Property Damage	0	0	0	0	0	0	1	0	0	0	0	1
Criminal Mischief	0	0	1	1	1	2	0	3	0	3	0	11
Criminal Mischief	0	0	0	1	0	0	0	0	0	0	0	1
Criminal Mischief	0	0	0	0	0	1	0	0	0	0	1	2
Possession of Controlled Drug	0	0	0	0	1	2	0	0	0	0	0	3
Cntrl Drug: Sched 1 - 4; Posse	0	0	0	1	0	0	0	0	0	0	0	1
Carrying or Selling Weapons	0	0	0	0	1	0	0	0	0	0	0	1

Felon in Possession of Dangerous	0	0	0	0	0	1	0	0	0	1	0	2
Reckless Conduct;Dom Violence;	0	0	1	0	0	0	0	0	0	0	0	1
Theft by Unauthd Taking \$1501+	0	0	0	0	0	0	0	0	0	1	0	1
Loitering or Prowling	0	0	0	1	0	0	0	0	0	0	1	2
DUI - impairment	0	0	1	0	1	0	0	0	0	1	0	3
DUI; Adult>.08; Minor>.02	0	0	1	0	0	0	0	0	0	0	0	1
DUI Aggrvtd 0.16+	0	0	1	0	1	0	0	0	0	0	0	2
PROTECTIVE CUSTODY OF INTOXICA	0	0	0	0	0	0	1	0	0	0	0	1
Protective Custody - Alcohol	0	0	0	1	0	0	1	0	0	0	1	3
Criminal Trespass	2	1	0	0	0	0	0	0	0	1	1	5
ARREST ON ANOTHER AGENCY'S WAR	0	0	0	0	0	0	1	0	1	1	0	3
False Personation	0	0	0	0	0	0	0	1	0	0	0	1
ILLEGAL DUMPING / LITTERING CO	0	0	0	1	0	0	0	0	0	0	1	2
Unlawful Activities; Litter Co	0	0	0	0	0	0	0	0	0	1	0	1
Violation of Protective Order	0	2	0	0	0	0	0	0	0	0	0	2
Littering; Penalty	0	0	0	0	0	0	1	0	0	0	0	1
Notification of Repossession	0	0	1	1	0	0	1	0	0	1	2	6
FAILURE TO REPORT INJURY TO DO	0	0	0	0	1	0	0	0	0	0	0	1
Littering; Penalty	0	0	0	0	0	0	1	0	0	0	0	1
ALCOHOL IGNITION INTERLOCK CIR	0	0	0	0	0	0	0	0	0	1	0	1
Conduct After; Property Damage	1	0	0	0	0	0	0	0	0	0	0	1
Health Certificates for Dogs,	0	0	0	0	0	0	0	0	0	1	0	1
Violation of Restraining Order	0	0	0	0	0	0	0	0	0	0	1	1
Procuring Dog License; Tag	0	0	0	0	0	1	1	0	1	1	0	4
Dog; Menace, Nuisance, Vicious	0	0	2	0	0	0	0	1	1	1	0	5
Barking Dog	0	0	0	0	1	0	0	0	0	0	0	1
Dogs at Large	0	1	1	0	1	0	0	0	1	0	0	4
BENCH WARRANT-ELECTRONIC	1	0	0	0	1	0	1	1	3	1	2	10
Breach of Bail Conditions	0	0	0	0	0	0	0	1	0	0	1	2
Reckless Conduct;Dom Violence;	0	0	1	0	0	0	0	0	0	0	0	1
Crim Threat - against person	0	0	0	0	0	0	0	0	0	0	1	1
Stalking - Notice of Order	0	0	0	0	0	0	0	1	0	0	0	1
Stalking; Domestic Violence; O	1	0	0	0	0	0	0	0	0	0	0	1
Criminal Trespass	0	0	0	0	0	0	0	0	2	0	0	2
Identity Fraud; Obtain Info fo	0	0	0	0	0	0	0	0	0	0	2	2
False Report to Law Enf; False	0	0	0	0	0	0	0	0	1	0	0	1
Resist Arrest/Detention	0	0	0	0	0	0	0	0	0	1	0	1
Harassment	2	2	1	2	3	0	0	3	3	2	2	20
Violation of Privacy/Use, Inst	0	0	0	0	0	0	1	0	0	0	0	1
DOG RUNNING AT LARGE-Candia T.	0	0	0	2	0	0	0	0	0	0	0	2
Suspension of Vehicle Registra	0	1	0	2	2	2	0	0	1	0	0	8
Unregistered Vehicle	0	0	0	0	0	0	2	0	0	0	0	2
Abandoning a Vehicle	0	0	0	0	0	1	0	0	0	0	0	1
OPERATING WITHOUT A VALID LICE	0	0	0	0	0	0	0	2	0	0	0	2



License Req'd; Op w/o Valid Lic	0	0	0	0	0	0	1	0	0	0	0	1
Improper Person Operating Vehi	0	0	0	0	0	0	0	0	1	1	0	2
Operate M/C w/o M/C License	0	0	0	0	0	0	1	0	0	0	0	1
Drive after Rev/Sus	0	1	0	1	0	1	0	0	0	0	1	4
Drive after Rev/Sus; DUI	0	0	0	0	0	0	0	1	0	1	0	2
Drive after Rev/Sus; Reckless	0	0	0	0	0	0	0	1	0	0	0	1
Drive after Rev/Sus - subsgt	0	0	1	0	1	0	0	0	1	1	0	4
Drive after Rev/Suspension	2	2	1	2	2	4	1	2	1	1	0	18
Conduct After Accident	0	1	0	1	1	0	2	0	0	0	0	5
Report of Injury to Dog or Cat	0	0	0	0	0	0	1	0	0	0	0	1
Child Restraints	0	0	0	1	0	0	0	0	0	0	0	1
Disobeying an Officer	0	0	0	0	0	0	1	1	1	0	0	3
Speeding 11-15 mph over limit	0	0	0	0	0	0	0	1	0	0	0	1
Reckless Operation	0	0	0	0	0	0	1	1	0	1	0	3
Negligent Driving	0	0	0	0	0	0	1	1	0	0	0	2
APPEAL OF ADMINISTRATIVE LICEN	0	0	0	0	1	0	0	0	0	0	0	1
DOG A MENACE	0	0	0	2	0	0	0	0	0	0	0	2
DOG A NUISANCE	0	0	0	1	0	0	0	0	0	0	0	1
R.O. BITES OR ATTACKS, ANIMAL	0	0	0	0	0	0	1	0	0	0	0	1
Arrest on Warrant	0	0	0	0	1	2	0	0	0	0	1	4
TOTALS	13	20	27	26	22	24	26	22	31	30	22	263

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

**Memo**

Date: December 12, 2022  
To: Board of Selectmen  
Re: Monthly Report

\*\*\*\*\*

November 2022 HIGHLIGHTS

- 1. Regular Truck and Building Maintenance
- 2. Gas Meters, CPR Recert & Ambulance Operations
- 3. EMS Training



**Candia Fire Rescue**

Candia, NH

This report was generated on 12/5/2022 9:57:44 AM

**Incident Statistics**

Zone(s): All Zones | Start Date: 11/01/2022 | End Date: 11/30/2022

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		29	
FIRE		9	
TOTAL		38	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$500.00		\$500.00	
CO CHECKS			
424 - Carbon monoxide incident		1	
TOTAL		1	
MUTUAL AID			
Aid Type		Total	
Aid Given		4	
Aid Received		3	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
2		5.26	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:08:32	0:09:52	
AVERAGE FOR ALL CALLS		0:08:54	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:04:13	0:05:18	
AVERAGE FOR ALL CALLS		0:04:22	
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Candia Fire Rescue		20:40	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.



emergencyreporting.com  
Doc Id: 1645  
Page # 1 of 1

# Candia Fire Rescue



Candia, NH

This report was generated on 12/5/2022 9:58:30 AM

**Incident Type Count per Station for Date Range**  
Start Date: 11/01/2022 | End Date: 11/30/2022

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - STATION 1</b>	
111 - Building fire	1
114 - Chimney or flue fire, confined to chimney or flue	1
131 - Passenger vehicle fire	1
142 - Brush or brush-and-grass mixture fire	1
321 - EMS call, excluding vehicle accident with injury	28
324 - Motor vehicle accident with no injuries.	1
424 - Carbon monoxide incident	1
511 - Lock-out	1
611 - Dispatched & cancelled en route	1
711 - Municipal alarm system, malicious false alarm	1
745 - Alarm system activation, no fire - unintentional	1
<b># Incidents for 1 - Station 1:</b>	<b>38</b>

Only REVIEWED incidents included.



Building Department -November 2022	
Permits Issued	
Barn	
Burner	2
Chimney	
Commercial	
Decks	2
Driveway	
Electrical	7
Gas Burner	2
Gas Piping	6
Generator	
Leach Bot	
Mechanical	2
New Home	
Oil Burner	1
Plumbing	3
Pool	
Propane Tank	6
Renewals	
Septic	
Solar Panel	1
Residential Addition	2
Residential Garage	3
Residential Remodel	1
Siding/Roof/Window	2
Tower Antenna	
Wood Burner	
TOTAL PERMITS	40
NOV. INSPECTIONS	47
Nov. Revenue	\$ 5,198.72
YTD Revenue	\$ 51,907.13

Code Enforcement Complaints - November 2022

DATE	ST #	ADDRESS	OWNER	COMPLAINANT	COMPLAINT	RESULT	FILE?	CLOSED?
10/10/2022	24	Raymond Rd.	Reynolds Properties	Boyd	Living in camper	Leaving soon, helping sick father	No	Yes
11/21/2022	175	Langford Rd.	Turf Detail	Boyd	Check on property use	In compliance and will add trees	No	Yes
11/23/2022	686	High St.	Nathan Demers	Dana Mazzairell	Messy commercial yard	Buliding garage, everything going in garage	No	Yes
11/30/2022	12	Deerfield Rd.	Candia Moore School	Boyd	Container in parking lot	For construction going on at school	No	Yes

Building Code Violations - November 2022

DATE	ST #	ADDRESS	OWNER/VIOLATOR	VIOLATION	COMPLAINANT	1ST ACTION	2ND ACTION	COMPLIANCE
11/8/2022	516	High St.	Don (contractor)	Siding	Building	Stopped in	Called	Pulled Permit
11/15/2022	39	Podunk	David Krafton	Deck	Building	Stopped in		Pulled Permit
11/18/2022	314	Critchett	Philip Small	Deck	Building	Stopped in		Pulled Permit
11/21/2022	343	Pattern Hill	Frazier Constr	Roof	Building	Stopped in		Pulled Permit



## November 2022

### Candia Recycling Center Monthly Report

	<u>November 2021</u>	<u>November 2022</u>
M.S.W. (Trash)	<b>68.91</b> tons	<b>62.67</b> tons
C&D Debris	<b>42.20</b> tons	<b>56.28</b> tons
Total waste	<b>111.11</b> tons	<b>118.55</b>

### Recyclables

	<u>November 2021</u>	<u>November 2022</u>
Mix Paper	<b>9</b> bales = <b>7.01</b> tons	<b>8</b> bales = <b>6.04</b> tons
Cardboard	<b>10</b> bales = <b>7.24</b> tons	<b>9</b> bales = <b>6.45</b> tons
#1 - #7 plastics	<b>4</b> bales = <b>2.34</b> tons	<b>4</b> bales = <b>2.40</b> tons
Tin cans -	<b>0</b>	<b>0</b>
Alum. Cans	<b>1</b> bale = <b>.44</b> tons	<b>1</b> bale = <b>.58</b> tons
#2 natural plastic	<b>0</b>	<b>1</b> bale = <b>.41</b> ton
Total bales	<b>24</b> bales <b>17.03</b> tons	<b>23</b> bales = <b>15.88</b> tons
Glass -	<b>1</b> load = <b>11.38</b> tons	<b>1</b> load = <b>9.99</b> tons
Total tons	<b>28.41</b> tons	<b>25.87</b> tons

**Revenue**

November 2021

**\$1935.19**

**Y.T.D – (N/A)**

November 2022

**\$1639.82\***

**\$91,093.64**

There was one load of light Iron recycled on 11/4 and another load recycled on 11/18, the **16.90** tons of material generated **\$1639.82** in revenue.

On 11/18 there was one load of High-Grade dirty Aluminum marketed, the totals have not yet been received.

On 11/30 there was approximately **21,000** lbs. of #1 -#7 plastics marketed, the revenue has not yet been received.

**\*Revenues received**

**Karen Merchant**

**From:** DOS: Highway Safety Mailbox <HWYSAFETY  
**Sent:** Monday, November 28, 2022 12:02 PM  
**To:** Mike McGillen; Karen Merchant  
**Cc:** Clegg, John  
**Subject:** CANDIA PD FFY23 Speed Equipment Grant A  
**Attachments:** Grant Agreement Signature requirements.pdf  
APPLICATION w edits and locked 111022.xlstr  
Grant Agreement Amendment 111022.pdf

**Importance:** High

*12/1 - Andrew  
for your review - then  
to Brian for initials -  
I asked Linda to put on  
next agenda for  
acceptance*

Greetings,

We are pleased to be sending out your Highway Safety Grant Agreement **Amendment** for FFY23 that you will find attached in PDF format.

Please note, at this time you are not required to have a Notary or Justice of the Peace sign off on the grant agreement amendment, but if one is available please have sign.

Also attached is the approved finalized Speed Equipment Application for your records.

Please review the grant agreement amendment in its entirety to verify all information is correct, sign and return it back to me for final approval by Commissioner Quinn and/or AG's Office. Once Commissioner Quinn and/or AG's Office has signed the grant agreement amendment, I will scan and email you the final approved grant agreement amendment with the effective date as to when you can begin the additional enforcement patrols and/or purchase the equipment.

You will need to execute each action item indicated below. Please note that all incomplete agreements will be returned to you. More importantly, **PLEASE DO NOT BEGIN YOUR PATROL ENFORCEMENTS OR PURCHASE ANY EQUIPMENT** until you have received your signed finalized approved grant agreement amendment.

Action items to be completed on your FFY2023 Highway Safety Grant Agreement Amendment;

1. First page review information and subrecipient signatures needed. An approved signatory signature is required and then the name and title of the Subrecipient, such as the Chairman of Selectmen, Town/City Manager, Mayor, County Commissioners, or whoever has legal authority to enter into a grant agreement. *Please see attached PDF document outlining as to whom is approved to sign the grant agreement. Seeing this is a grant agreement amendment, whomever signed the original grant agreement, should also be the same people who should sign this amendment.*
2. Review each Scope of Work page, related to each of your awarded projects. The authorized subrecipient is then required to initial and date at the bottom of each page where indicated.



3. The Certificate of Vote or copy of draft Town/City Meeting Minutes showing they voted with approval from the Board of Selectmen accepting this grant and showing the amount.

We do not require a hard copy to be mailed to our office. So once all the above-required action items are completed, please email your signed grant agreement amendments to [HWYSAFETYMAIL@DOS.NH.GOV](mailto:HWYSAFETYMAIL@DOS.NH.GOV)

If you have any questions regarding this or need assistance, please feel free to contact either one of us directly.

Thanks,

James & Stephen



#GetHomeSafely  
#CrashNotAccident

**James Gilbert**

**Highway Safety Field Rep**

New Hampshire Department of Safety  
33 Hazen Drive Room 208  
Concord, NH 03305  
Office: 603-271-2131  
Direct: 603-271-2021  
Email: [James.M.Gilbert@dos.nh.gov](mailto:James.M.Gilbert@dos.nh.gov)

**Stephen Fisher**

**Highway Safety Field Rep**

New Hampshire Department of Safety  
33 Hazen Drive Room 208  
Concord, NH 03305  
Office: 603-271-2131  
Direct: 603-271-6708  
Email: [Stephen.C.Fisher@dos.nh.gov](mailto:Stephen.C.Fisher@dos.nh.gov)

Highway Safety Media Toolbox: <https://www.trafficsafetymarketing.gov/>

This e-mail and any files transmitted with it are confidential and are intended solely for the use of the individual or entity to whom they are addressed. This communication may contain material protected by law. If you are not the intended recipient or the person responsible for delivering the e-mail to the intended recipient, be advised that you have received this e-mail in error and that any use, dissemination, forwarding, printing, or copying of this e-mail is strictly prohibited and may be subject to criminal prosecution. If you have received this e-mail in error, please immediately notify me by telephone at (603) 271-2131.

Scope of Work

Speed Enforcement Equipment

**NOTE:** All equipment that is \$5,000.00 or more individually must meet the "BUY AMERICA" requirement and receive prior written approval from the National Highway Traffic Safety Administration (NHTSA) before it can be purchased. The Office of Highway Safety shall be under no obligation to provide reimbursement to a grantee for equipment purchased outside of these requirements.

**Final written approval must be given prior to purchases of equipment.**

EQUIPMENT AWARDED IS INDICATED BY AN "X" NEXT TO THE PROJECT

- Speed enforcement equipment grants available to current speed enforcement grantees only.
- Funded enforcement grants must be conducted in order to obtain current speed enforcement equipment.

Speed Radar Display Trailer W/ Statistical Software and Costs of Initial Year – 1 maximum  
**X**Movable Radar Speed Display Sign – 3 maximum  
Hand Held LiDAR Unit – 5 maximum  
In Car Radar Unit– 5 maximum  
Traffic Data Recording Device – 3 maximum

- Speed Enforcement Equipment shall be reimbursed at 75%.

Other Important Requirements

- It is required that a speed enforcement efforts be conducted in problem areas identified by data produced by radar trailers and or radar display signs.
- Speed Radar Display Trailers and Movable Radar Speed display signs shall include data collection software so that data can be viewed to address problem areas. Grantees agree to maintain software license after initial equipment purchased. Data collected from equipment shall be submitted to the Office of Highway Safety as requested.
- At the request of the New Hampshire Office of Highway Safety, Speed Radar Display Trailers and display signs, will be utilized during national or state mobilization efforts for highway safety messaging. Please obtain a photo showing placement for a specific location.
- Speed display signs shall be movable and not permanently fixed (i.e. permanently secured to a pole, etc.) to help address problem areas occurring on roads traversing through the community.
- Speed radar trailers and signs shall be moved regularly within the community to address areas of highway safety concern.
- Hand held LiDAR and in car radar equipment must only be used by those officers trained and certified in the use of such equipment.
- Purchased equipment must be deployed within 30 days of receiving equipment.
- All equipment must be purchased prior to the end of the 3rd Quarter, June 30. Equipment Reimbursements must be submitted no later than July 15.

Grantee Initials: MA  
Date: 12/01/22

Grantee Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

Grantee Initials: \_\_\_\_\_  
Date: \_\_\_\_\_

Captain Christopher W. Vetter, Commander  
John A. Clegg, Program Manager



## Date \_\_\_\_\_



Dear Donna,

It is with a heavy heart that I write this letter. At this point I do need to focus on my teaching career and my potential doctoral program and therefore need to resign my position as deputy town clerk in Candia effective immediately.

Thank you for giving me the opportunity to work with you as well as serve the residents in town.

Sincerely,

Ann Nerney

LOOK  
PLEASE READ  
BEB  
RD  
Be

NOV 21 2022

BestWay Wildlife Control  
PO Box 82  
Sandown, NH 03873 US  
+1 6034254250  
Chuck@bestwaywildlife.com

Invoice

COPY



HUMANE ETHICAL DEPENDABLE  
24-Hour Service

Bill To:  
Jeff Candia Road agent  
74 High St  
Candia, NH 012345

Bill To:  
Jeff Candia Road agent  
74 High St  
Candia, NH 012345

INVOICE #	DATE	TOTAL DUE	DEBIT DATE	STATUS	ENCLOSURE
2098	11/30/2022	\$4,810.56	12/30/2022	Net 30	

INVOICE	DESCRIPTION	QTY	RATE	AMOUNT
Pond Leveler	install 10" pipe at Bear Brook	1	2,260.30	2,260.30
Culvert Fence	install Culvert Fence at Bear Brook	1	2,250.26	2,250.26
Maintenance Plan	Optional 2022 Maintenance Plan - Thru 12-31-22 the Culvert Fencing and Flexible Pond Leveler will be inspected and kept free of obstructing debris twice annually and as needed by BestWay Wildlife Control. Minor repairs are included in price. A comprehensive "Worry - Free Guarantee" is also included	1	300.00	300.00

BALANCE DUE **\$4,810.56**

OK  
Highway Dept

**NOV 14 2022**

**BestWay Wildlife Control**  
PO Box 82  
Sandown, NH 03873 US  
+1 6034254250  
Chuck@bestwaywildlife.com

**Invoice**



HUMANE. ETHICAL. DEPENDABLE.  
24-Hour Service

**BILL TO**  
Jeff Candia Road agent  
74 High St  
Candia, NH 012345

**SHIP TO**  
Jeff Candia Road agent  
74 High St  
Candia, NH 012345

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
2097	11/22/2022	\$2,560.30	12/22/2022	Net 30	

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
<b>Pond Leveler</b>	install pond leveler with 12" pipe on Island Road	1	2,260.30	2,260.30
<b>Maintenance Plan</b>	Optional 2023 Maintenance Plan - Thru 12-31-23 the Culvert Fencing and Flexible Pond Leveler will be inspected and kept free of obstructing debris twice annually and as needed by BestWay Wildlife Control. Minor repairs are included in price. A comprehensive "Worry - Free Guarantee" is also included Material increases will be passed on to client	1	300.00	300.00

**BALANCE DUE** **\$2,560.30**

HWY DEPT  
OK  
MOORE HIGHWAY FUNDS

A handwritten signature, possibly reading "JH", written in dark ink.





3 Eastgate Park Road  
Belmont, NH 03220-3603

Return Service Requested

Customer No: 8107  
Invoice No: 1216013  
Inv Date: 12/02/22  
Page: Page 1 of 1

Customer Job: NHSALE

8174000036 PRESORT PBPS001 <>  
TOWN OF CANDIA, NH  
MUNICIPAL BUILDING  
74 HIGH  
CANDIA NH 03034-2751

Pike Industries, Inc.  
P.O. Box 416812  
Boston, MA 02241-6812  
800-283-7453 x77011

Date	Ticket#	Product#	Description	QTY	UM	Unit Price	Haul QTY	Haul Rate	Matl Total	Haul Total	Tax	Total
Plant: 00607 Stone - Hooksett, NH												
MATERIAL: Cold Patch - High Performance												
11/28/22	60731250	904	Cold Patch - High Performance	4.07	TON	128.00	0.00	0.00	520.96	0.00	0.00	520.96
11/28/22	60731263	904	Cold Patch - High Performance	4.14	TON	128.00	0.00	0.00	529.92	0.00	0.00	529.92
11/28/22	60731281	904	Cold Patch - High Performance	3.82	TON	128.00	0.00	0.00	488.96	0.00	0.00	488.96
Total: Material Cold Patch - High Performance				12.03					1,539.84	0.00	0.00	1,539.84
Total Invoice:				12.03					1,539.84	0.00	0.00	1,539.84

212  
HEW DEPT  
MOORE HICHAUT # 01-1310-06-000  
*[Signature]*

Finance Charges will be applied to any late invoices at a rate of 1.5% per month per credit agreement or the State's Lawful Amount

Invoice Amount: 1,539.84

Amount Paid: \_\_\_\_\_

Customer Name: Town of Candia, NH  
Customer No: 8107  
Invoice #: 1216013  
Date: 12/2/22  
Customer Job: NHSALE  
  
Due Date: 01/01/23

If you have any questions about your invoice please call 800-283-7453 x 77011

Remit Payment To: Pike Industries, Inc.  
P.O. Box 416812  
Boston, MA 02241-6812

COPY

HIGHWAY DEPT  
WORKSHEET

DATE:12/02/22 Friday

Road	Work Done	Account
1. Crowley Rd	Road Work, Cut, patch	Moore Highway
2. South Road	Patching	01-4312-02-601

LABOR

Name	Start	Stop	Hours	Rate	Total	Job

EQUIPMENT

Name	Unit	Start	Stop	Hours	Rate	Total	Job
JTW Land & Tree	Dump Truck	7am	12pm	5	74.66	373.30	1
JTW Land & Tree	Excavator	7am	12pm	5	112.16	560.80	1
JTW Land & Tree	Backhoe	1pm	3pm	2	97.16	194.32	2
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	

MATERIAL

Name	Desc	Quan	Rate	Total

Total Labor	0.00
Total Equipment	1128.42
Total Material	0
Total	1128.42

HIGHWAY DEPT  
WORKSHEET

COPY

DATE:12/01/22 Thursday

Road	Work Done	Account
1. Crowley Rd	Road Work, Cut, patch	Moore Highway

LABOR

Name	Start	Stop	Hours	Rate	Total	Job

EQUIPMENT

Name	Unit	Start	Stop	Hours	Rate	Total	Job
JTW Land & Tree	Dump Truck	7am	4pm	9	74.66	671.94	1
JTW Land & Tree	Excavator	7am	4pm	9	112.16	1009.44	1
JTW Land & Tree	Backhoe	7am	8am	1	97.16	97.16	1
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	

MATERIAL

Name	Desc	Quan	Rate	Total

Total Labor	0.00
Total Equipment	1778.54
Total Material	0
Total	1778.54



HIGHWAY DEPT  
WORKSHEET

COPY

DATE: 11/30/22 Wednesday

Road	Work Done	Account
1. Crittle Hill	Drainage Work	Moore Highway

LABOR

Name	Start	Stop	Hours	Rate	Total	Job

EQUIPMENT

Name	Unit	Start	Stop	Hours	Rate	Total	Job
JTW Land & Tree	Dump Truck	7am	12pm	5	74.66	373.30	1
JTW Land & Tree	Excavator	7am	12pm	5	112.16	560.80	1
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	

MATERIAL

Name	Desc	Quan	Rate	Total

Total Labor	0.00
Total Equipment	934.10
Total Material	0
Total	934.10

HIGHWAY DEPT  
WORKSHEET

COPY

DATE: 11/28/22 Monday

Road	Work Done	Account
1. Crowley Rd	Materials Trucking for Road Work	Moore Highway

LABOR

Name	Start	Stop	Hours	Rate	Total	Job

EQUIPMENT

Name	Unit	Start	Stop	Hours	Rate	Total	Job
JTW Land & Tree	Dump Truck	7am	1pm	6	74.66	447.96	1
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	
						0.00	


MATERIAL

Name	Desc	Quan	Rate	Total

Total Labor	0.00
Total Equipment	447.96
Total Material	0
Total	447.96

# Memo

To: Andria Hansen, Town Administrator

From: Rudy Cartier, Planning Board Chair 

Date: December 9, 2022

Re: Encumbrances of 2022 Planning Board and Building Department Funds

---

The Planning Board and Building Department respectfully request the following encumbrances:

1. Existing Planning Board funds in the amount of \$5,760 be encumbered for Professional Services (Update the Town of Candia Capital Improvement Program) in an Agreement with the Southern New Hampshire Planning commission dated September 8th, 2022.

A copy of the proposal letter is attached to this memo

2. Existing Building Department funds in the amount of \$2,030 be encumbered for Professional Services (Additional GIS Mapping Scope, Task #8) in a Proposal with Stantec Consulting Engineers, Inc., dated November 13th, 2022.

A copy of the proposal letter is attached to this memo

3. Existing Building Department funds in the amount of \$2,366 be encumbered for Professional Services (Additional GIS Mapping Scope, Task #10) in a Proposal with Stantec Consulting Engineers, Inc., dated December 1, 2022.

A copy of the proposal letter is attached to this memo



**AGREEMENT FOR PROFESSIONAL PLANNING SERVICES  
BETWEEN THE SOUTHERN NEW HAMPSHIRE PLANNING COMMISSION  
AND THE TOWN OF CANDIA**

This AGREEMENT, dated this 8th day of SEPT., 2022, by and between the Southern New Hampshire Planning Commission (hereinafter known as the COMMISSION) with a place of business at 438 Dubuque Street, Manchester, New Hampshire 03102, and the Town of Candia, 74 High Street, Candia, New Hampshire 03034 hereinafter known as the TOWN).

WHEREAS, the TOWN desires to engage the services of the COMMISSION to prepare an update to the Town of Candia's Capital Improvement Program;

WHEREAS, the COMMISSION has agreed to provide such services by utilizing its staff and consultants where necessary;

NOW THEREFORE, for and in consideration of the mutual covenants, conditions and agreements herein contained and for other good and valuable consideration, the parties hereto do hereby agree as follows:

1. Scope of Work

The COMMISSION will complete the following tasks under this AGREEMENT:

- Meet with local officials as necessary to finalize the scope of work and parameters of the project.
- Update and assist with distributing CIP forms.
- Coordinate with the Planning Board and Town staff to update the project prioritization/ranking system.
- Update financial data in the CIP based on information provided by Town staff.
- Assist the Planning Board with reviewing and prioritizing proposed capital improvement projects.
- Prepare Schedule of Capital Improvements & Annual Costs and Revenues.
- Prepare draft CIP for Planning Board review.
- Meet with Planning Board to review/revise the draft CIP.
- Incorporate Planning Board revisions and finalize the CIP for adoption.

2. Project Period

This AGREEMENT shall commence on upon execution and shall end on June 30, 2023.

3. Compensation

The compensation allowed under this AGREEMENT shall not exceed Five Thousand Seven Hundred Sixty Dollars (\$5,760).

4. Method of Payment

The COMMISSION will submit invoices on a periodic basis, commensurate with the number of hours spent and work products provided to the Town of Candia. Payment will be made by the TOWN within 30 days after the receipt of the invoice.

- 5. Work Products  
All materials related to this AGREEMENT shall be the property of the TOWN.
  
- 6. Publications  
Articles, papers, bulletins, reports, maps, or other materials reporting the progress, analyses or results and findings of the project done under this AGREEMENT shall be the property of the TOWN. The COMMISSION shall be allowed to utilize such materials in the normal course of its business provided that no information that is reasonably expected to be confidential is published.
  
- 7. Termination  
This AGREEMENT may be terminated by either party with 15 days written notice, provided that the COMMISSION is paid for the work done and reimbursed for expenses up to that date.
  
- 8. Amendment  
This AGREEMENT may be amended or modified by a written amendment signed by the TOWN and the COMMISSION.
  
- 9. Entire Agreement  
This AGREEMENT constitutes the entire understanding between the parties and supersedes all prior agreements and understandings related hereto.

IN WITNESS WHEREOF the parties have hereunto set their hands on the day and year first above written.

WITNESS Angela Sparrow TOWN OF CANDIA

9/8/2022  
Date

BY: [Signature] 9/8/22  
Date

WITNESS SOUTHERN NEW HAMPSHIRE  
PLANNING COMMISSION

Nat M. M. 9/8/22  
Date

BY: [Signature] 9/8/22  
Sylvia von Bullock  
Executive Director Date



Stantec Consulting Services Inc.  
5 Dartmouth Drive Suite 200, Auburn NH 03032-3984

November 13, 2022  
File: 195113444

Attention: Mr. Rudy Cartier, Chairman  
Town of Candia Planning Board  
74 High Street,  
Candia, NH 03034

Dear Mr. Cartier,

**Reference: 2022 Additional GIS Mapping Scope and Fee**

We have updated our scope and associated fee to perform additional updates to the Town of Candia's GIS mapping system based on the feedback that we received from the Planning Board. Per the request of the Town of Candia Planning Board and as previously discussed Stantec has developed a scope and fee to continue the perform tasks relative to the Town of Candia's GIS mapping database.

Based on the feedback received from the Town and the needs of the Town Stantec has developed the following scope and fee:

**2022 Task#8: Additional GIS Updates Based on Planning Board Feedback**

- Review the assessor data and provide a memo summary of the assessor summary assets that are not assigned a specific Tax Map parcel.
- Update the Story Map to include a description of what is included for each map.
- Set up a new story map for Town assets, including roadways, bridges and culverts for FY23 entry.
- Review GranIT database for map overlays that can be added to the GIS map database.
- Update the summarized information for each Tax Map lot to include whether the lot contains wetlands, is in the flood zone, contains steep slopes, contains bodies of water, etc. as discussed that the Planning Board meeting review.
- Update the legend for the Zoning to indicate no hatching (white) as residential.
- Create a feature that outputs abutter information in a printable list for a selected Tax Map lot.
- Create a tutorial for online users to access the GIS database.

Stantec will complete these tasks within 8-weeks of a received NTP

**2022 Task#9: Cemetery Map and Asset Data Entry**

- Obtain all available cemetery data from the Town.
- Work with the Town to create an overhead map and associated information database for all Town maintained cemeteries.
- Create a new story map for the Town of Candia GIS database to pertain specifically to cemeteries and cemetery data information.
- Provide data entry of all compiled information.



November 13, 2022

Mr. Rudy Cartier, Chairman

Page 2 of 2

Reference: 2022 Additional GIS Mapping Scope and Fee

- Data entry fields to be determined by the Town.
- Assumes that the Town will provide all information and no research is required to be performed
- Assumes that the Town will perform the research for all currently unknown and/or undocumented fields of data entry for all cemeteries.
- Assumes no field inspections involved.

Based on the described scope of services, estimated hours to complete the scope of work and Stantec's standard billing rates, we propose the following time and materials scope and fee for the associated tasks described above:

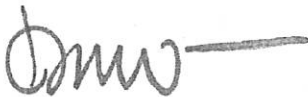
2022 Task#8 Additional GIS Updates Based on Planning Board Feedback	\$2,030
2022 Task#9 Cemetery Map and Asset Data Entry	\$2,840
<b>2022 Additional Services (Task 8 and 9)</b>	<b>\$4,870</b>

We have attached with this proposal a Notice to Proceed for the described scope of engineering services.

Should you have any questions or require any additional information please feel free to contact us.

Respectfully,

Stantec Consulting Services, Inc.



---

Bryan Ruoff PE  
Associate  
Phone: 603 854 9501  
Fax: 603 669 8672  
bryan.ruoff@stantec.com

Attachment: 2022 Additional GIS Updates NTP



Stantec

## NOTICE TO PROCEED

PROJECT NAME: 2022 Candia GIS Additional Updates  
PROJECT ADDRESS: Candia, NH  
STANTEC'S PROJECT NO.: 195113444

**"CLIENT"**

Name: TOWN OF CANDIA, NH  
Address: 74 High Street - Candia NH, NH 03034  
Phone: (603) 483-8588 Fax: (603) 483-8101  
Representative:

**"STANTEC"**

Name: STANTEC CONSULTING SERVICES INC.  
Address: 5 Dartmouth Drive Suite 101, Auburn NH 03032  
Phone: (603) 669-8672 Fax: (603) 669-7636  
Representative: Bryan Ruoff, Associate

**DESCRIPTION OF ASSIGNMENT AND SERVICES ("SERVICES"):**

Provide updates for the Town's GIS system in FY2023, including data entry of the current assessors information as outlined in Stantec proposed scope and fee letter, dated November 13, 2022

**FEE BASIS ("FEES"):** Agreement Amount: \$4,870. Invoice Basis: TM based on Stantec Rate Tables invoiced monthly

By this NOTICE TO PROCEED effective November 14, 2022 ("EFFECTIVE DATE"), CLIENT authorizes STANTEC to proceed with the SERVICES in accordance with the TERMS AND CONDITIONS of the Professional Services Agreement dated May 1, 2001, between TOWN OF CANDIA, NH and STANTEC CONSULTING SERVICES INC., CLIENT agrees to pay STANTEC's invoices for the FEES upon receipt.

TOWN OF CANDIA, NH

STANTEC CONSULTING SERVICES INC.

Brien Brock, Chairman, Board of Selectman

Print Name and Title

Per:

Brien E Brock

Selectman

Print Name and Title

Per:

Brien E Brock

Per:

Bryan Ruoff, Associate

Print Name and Title

Bru

Print Name and Title

Per:

**CONDITIONS:**

1. The total amount of all claims the CLIENT may have against STANTEC shall be strictly limited to the professional fees paid to Stantec for the SERVICES.
2. Fees for Services will be performed at STANTEC'S time basis rates unless noted otherwise above. An 8% flat rate disbursement recovery charge will be applied to all fees.



Stantec Consulting Services Inc.  
5 Dartmouth Drive Suite 200, Auburn NH 03032-3984

December 1, 2022  
File: 195113444

**Attention: Mr. Rudy Cartier, Chairman**  
Town of Candia Planning Board  
74 High Street,  
Candia, NH 03034

Dear Mr. Cartier,

**Reference: 2022 GIS Updates Scope and Fee**

We have updated our scope and associated fee to for the previously submitted 2023 Task#1 services to be performed in 2022 separately as its own task, Task#10 in lieu of being performed in 2023. As previously discussed, this task will include the following:

**2022 Task#10: Town Assets Data Collection**

- Coordinate with the Town Road Agent to obtain the list of all Roads, Bridges, and Culverts that are maintained by the Town.
- Perform a field visit (assumes one day) to confirm conditions of all existing Town assets with the Town Road agent.
- Compile information on the Road, Bridge and culvert information for the Town.
- Perform inspections with the Town Road Agent and gather information for the following:
  - Town Road Information:
    - Ownership (Town/NHDOT)
    - Maintained BY (Town/NHDOT)
    - Classification
    - Paved/Gravel
    - Pavement Thickness (in)
    - Width (ft)
    - Shoulder Width (ft)
    - Speed Limit (MPH)
    - Last Paved (Year)
    - Scheduled for Rehab. (Year)
    - Scheduled for Rebuild (Year)
    - Signs of Washout (Y/N)
  - Town Bridge Information:
    - Street
    - Length (ft)
    - Width (ft)
    - Load Rating (if any)
    - Built (Year)



December 1, 2022  
Mr. Rudy Cartier, Chairman  
Page 2 of 2

Reference: 2022 GIS Updates Scope and Fee

- Material of Construction
  - Width (ft)
  - Height (ft)
  - History of Erosion (Y/N)
  - History of Overtopping (Y/N)
  - Scheduled for Rehab. (Y/N)
- Town Culvert Information:
- Street
  - Length (ft)
  - Diameter (in)
  - Material
  - Year Installed
  - Existing End Treatment
  - History of Erosion (Y/N)
  - History of Overtopping (Y/N)
  - Scheduled for Replacement (Y/N)

Based on the described scope of services, estimated hours to complete the scope of work and Stantec's standard billing rates, we propose the following time and materials scope and fee for the associated tasks described above:

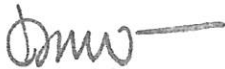
**2022 GIS Additional Services Task#10: Town Assets Data Collection: \$2,366**

We have attached with this proposal a Notice to Proceed for this task.

Should you have any questions or require any additional information please feel free to contact us.

Respectfully,

Stantec Consulting Services Inc.



---

Bryan Ruoff PE  
Associate  
Phone: 603 854 9501  
Fax: 603 669 8672  
bryan.ruoff@stantec.com

Attachment: 2022 GIS Additional Services Task#10



Stantec

## NOTICE TO PROCEED

PROJECT NAME: 2022 Candia GIS Additional Services Task#10  
PROJECT ADDRESS: Candia, NH  
STANTEC'S PROJECT NO.: 195113444  
"CLIENT"

Name: TOWN OF CANDIA, NH  
Address: 74 High Street - Candia NH, NH 03034  
Phone: (603) 483-8588 Fax: (603) 483-8101  
Representative:

"STANTEC"

Name: STANTEC CONSULTING SERVICES INC.  
Address: 5 Dartmouth Drive Suite 101, Auburn NH 03032  
Phone: (603) 669-8672 Fax: (603) 669-7636  
Representative: Bryan Ruoff, Associate

DESCRIPTION OF ASSIGNMENT AND SERVICES ("SERVICES"):

Provide updates for the Town's GIS system in 2022 under Task#10, including data entry of the current assessors information as outlined in Stantec proposed scope and fee letter, dated December 1, 2022

FEE BASIS ("FEES"): Agreement Amount: \$2,366. Invoice Basis: TM based on Stantec Rate Tables invoiced monthly

By this NOTICE TO PROCEED effective December 1, 2022 ("EFFECTIVE DATE"), CLIENT authorizes STANTEC to proceed with the SERVICES in accordance with the TERMS AND CONDITIONS of the Professional Services Agreement dated May 1, 2001, between TOWN OF CANDIA, NH and STANTEC CONSULTING SERVICES INC., CLIENT agrees to pay STANTEC's invoices for the FEES upon receipt.

TOWN OF CANDIA, NH

STANTEC CONSULTING SERVICES INC.

Brian Brock, Chairman, Board of Selectman  
Print Name and Title  
Per: Brian E Brock

Bryan Ruoff, Associate  
Print Name and Title  
Per: Bruoff

Print Name and Title  
Per: \_\_\_\_\_

Print Name and Title  
Per: \_\_\_\_\_

CONDITIONS:

1. The total amount of all claims the CLIENT may have against STANTEC shall be strictly limited to the professional fees paid to Stantec for the SERVICES.
2. Fees for Services will be performed at STANTEC'S time basis rates unless noted otherwise above. An 8% flat rate disbursement recovery charge will be applied to all fees.



Stantec Consulting Services Inc.  
5 Dartmouth Drive Suite 200, Auburn NH 03032-3984

November 13, 2022

File: 195113444

Attention: Mr. Rudy Cartier, Chairman  
Town of Candia Planning Board  
74 High Street,  
Candia, NH 03034

Dear Mr. Cartier,

**Reference: 2022 Additional GIS Mapping Scope and Fee**

We have updated our scope and associated fee to perform additional updates to the Town of Candia's GIS mapping system based on the feedback that we received from the Planning Board. Per the request of the Town of Candia Planning Board and as previously discussed Stantec has developed a scope and fee to continue the perform tasks relative to the Town of Candia's GIS mapping database.

Based on the feedback received from the Town and the needs of the Town Stantec has developed the following scope and fee:

**2022 Task#8: Additional GIS Updates Based on Planning Board Feedback**

- Review the assessor data and provide a memo summary of the assessor summary assets that are not assigned a specific Tax Map parcel.
- Update the Story Map to include a description of what is included for each map.
- Set up a new story map for Town assets, including roadways, bridges and culverts for FY23 entry.
- Review GranIT database for map overlays that can be added to the GIS map database.
- Update the summarized information for each Tax Map lot to include whether the lot contains wetlands, is in the flood zone, contains steep slopes, contains bodies of water, etc. as discussed that the Planning Board meeting review.
- Update the legend for the Zoning to indicate no hatching (white) as residential.
- Create a feature that outputs abutter information in a printable list for a selected Tax Map lot.
- Create a tutorial for online users to access the GIS database.

Stantec will complete these tasks within 8-weeks of a received NTP

**2022 Task#9: Cemetery Map and Asset Data Entry**

- Obtain all available cemetery data from the Town.
- Work with the Town to create an overhead map and associated information database for all Town maintained cemeteries.
- Create a new story map for the Town of Candia GIS database to pertain specifically to cemeteries and cemetery data information.
- Provide data entry of all compiled information.



November 13, 2022  
Mr. Rudy Cartier, Chairman  
Page 2 of 2

Reference: 2022 Additional GIS Mapping Scope and Fee

- Data entry fields to be determined by the Town.
- Assumes that the Town will provide all information and no research is required to be performed
- Assumes that the Town will perform the research for all currently unknown and/or undocumented fields of data entry for all cemeteries.
- Assumes no field inspections involved.

Based on the described scope of services, estimated hours to complete the scope of work and Stantec's standard billing rates, we propose the following time and materials scope and fee for the associated tasks described above:

2022 Task#8 Additional GIS Updates Based on Planning Board Feedback	\$2,030
2022 Task#9 Cemetary Map and Asset Data Entry	\$2,840
<b>2022 Additional Services (Task 8 and 9)</b>	<b>\$4,870</b>

We have attached with this proposal a Notice to Proceed for the described scope of engineering services.

Should you have any questions or require any additional information please feel free to contact us.

Respectfully,

**Stantec Consulting Services, Inc.**



---

**Bryan Ruoff** PE  
Associate  
Phone: 603 854 9501  
Fax: 603 669 8672  
bryan.ruoff@stantec.com

Attachment: 2022 Additional GIS Updates NTP



Stantec

## NOTICE TO PROCEED

PROJECT NAME: 2022 Candia GIS Additional Updates  
PROJECT ADDRESS: Candia, NH  
STANTEC'S PROJECT NO.: 195113444

### "CLIENT"

Name: TOWN OF CANDIA, NH  
Address: 74 High Street - Candia NH, NH 03034  
Phone: (603) 483-8588 Fax: (603) 483-8101  
Representative:

### "STANTEC"

Name: STANTEC CONSULTING SERVICES INC.  
Address: 5 Dartmouth Drive Suite 101, Auburn NH 03032  
Phone: (603) 669-8672 Fax: (603) 669-7636  
Representative: Bryan Ruoff, Associate

### DESCRIPTION OF ASSIGNMENT AND SERVICES ("SERVICES"):

Provide updates for the Town's GIS system in FY2023, including data entry of the current assessors information as outlined in Stantec proposed scope and fee letter, dated November 13, 2022

FEE BASIS ("FEES"): Agreement Amount: \$4,870. Invoice Basis: TM based on Stantec Rate Tables invoiced monthly

By this NOTICE TO PROCEED effective November 14, 2022 ("EFFECTIVE DATE"), CLIENT authorizes STANTEC to proceed with the SERVICES in accordance with the TERMS AND CONDITIONS of the Professional Services Agreement dated May 1, 2001, between TOWN OF CANDIA, NH and STANTEC CONSULTING SERVICES INC., CLIENT agrees to pay STANTEC's invoices for the FEES upon receipt.

TOWN OF CANDIA, NH

STANTEC CONSULTING SERVICES INC.

Brien Brock, Chairman, Board of Selectman

Print Name and Title

Per:

Brien E Brock

Selectman

Print Name and Title

Per:

Brien E Brock

Per:

Bryan Ruoff, Associate

Print Name and Title

Per: BMR

Print Name and Title

Per:

### CONDITIONS:

1. The total amount of all claims the CLIENT may have against STANTEC shall be strictly limited to the professional fees paid to Stantec for the SERVICES.
2. Fees for Services will be performed at STANTEC'S time basis rates unless noted otherwise above. An 8% flat rate disbursement recovery charge will be applied to all fees.

# **EMANOUIL** Inc. *Brothers* **LANDSCAPE CONTRACTORS**

*Chelmsford, Ma*

14 Kidder Rd. Chelmsford, MA 01824 Phone: (978) 256.6125

## **PROPOSAL**

October 21, 2022

Beth Chalbeck  
Candia Cemetery Trustee Chair

Attention Beth Chalbeck  
Email: hummingbird7305@yahoo.com

RE: Tree removal

EMANOUIL BROTHERS INC. is pleased to furnish you with our proposal for Holbrook and Depot St Cemetery. Below you will find a scope of work we will perform based on plans, addendums and discussion previous to proposal.

Cut and remove approx 7 ash trees 1 maple and 1 pine from both sites  
All logs and debris will be chipped and removed

**TOTAL** **\$9,500.00**

**NOTE: This price does not include stump grinding**

### **PROJECT NOTES:**

**Equipment to be used: 95 Ton Crane, Man lift, Chip truck with Chipper, Skid with Grapple and support truck**

**Emanouil Bothers Inc will not be held liable for soil compaction, Divots, ground impact, etc for trucks, machinery, fallen branches logs or crane**

**All permits by other**

**Payment Schedule:  
100% due day of completion**



## TERMS & CONDITIONS OF THE PROPOSAL

### *CONTRACT:*

The execution of this proposal by Owner creates a binding contract between Emanouil Brothers and Owner. Owner may cancel this contract only by written notice received by Emanouil Brothers within three business days of Owner's date of execution as shown below. This contract represents the entire agreement between Emanouil Brothers and Owner and supersedes all prior proposals, negotiations, agreements and representations, oral or written. All work will be performed in a good and workmanlike manner according to standard industry practices. Pricing on proposal is only good for 30 days.

*CHANGES:* Any change, alteration or deviation from the above scope of work or specifications requested by Owner involving additional costs or expenses will be performed only upon the execution of written, mutually acceptable "Change Order" between Emanouil Brothers and Owner setting forth the agreed scope and additional costs for such change, alteration or deviation. The Change Order amount will be added the contract sum and paid in accordance with the payment terms herein. If concealed, latent or unknown physical conditions are encountered at the site or at the Project the contract sum shall be equitably adjusted.

*PAYMENT:* Based upon periodic invoices submitted to Owner by Emanouil Brothers, Owner shall make progress payments on account of the contract sum. Owner shall pay Emanouil Brothers each invoice in full within 30 days of Owner's receipt of the invoice. Payments due and unpaid shall bear interest from the date payment is due at a rate of 1.5% per month; 18% per annum. Owner shall pay all costs of collection including, without limitation, reasonable attorneys' fees and expenses. Credit card and Venmo payments are accepted (American Express not accepted) and incur an added 3% processing fee to total.

*CLAUSE:* Emanouil Brothers, inc. reserves the right to a add cost escalation fee on materials for product increases from project bid to project completion.

*DELAYS:* Emanouil Brothers is not responsible for any delays, impacts, obstructions or hindrances occasioned or caused by Owner, weather events, Acts of God, labor disputes or strikes, shipment of materials, casualties, accidents, changes, alterations or deviations in the scope of work or specifications or causes beyond Emanouil Brothers' control. If Emanouil Brothers is delayed, impacted, obstructed or hindered in the performance of the work or works overtime, or in an accelerated or out of sequence manner, for reasons not caused by Emanouil Brothers, it shall be paid by Owner its increased costs of performance (including reasonable overhead and profit).

*INSURANCE:* Emanouil Brothers shall purchase and maintain the following insurance: A.) Workmen's Compensation/Statutory Employer's Liability: as required by law; B.) Commercial General Liability Occurrence Coverage: (i) \$1,000,000 each occurrence; (ii) \$2,000,000 annual aggregate; and (iii) \$2,000,000 per project; and C.) Comprehensive Automobile Liability: \$1,000,000 for Bodily Injury including Accidental Death and Property Damage Combined Single Limit. Owner shall purchase and maintain usual and customary liability insurance. Also, Owner shall purchase and maintain property insurance and "All Risk" builder's risk insurance covering Emanouil Brothers' work and interests. To the fullest extent permitted by law, Owner waives all claims and rights against Emanouil Brothers, and its subcontractors and suppliers of any tier, agents and employees, for damages and losses to the extent such damages or losses are covered by builder's risk insurance, property insurance or any other insurance maintained by Owner, or are required to be covered by insurance to be maintained by Owner, except such rights as Owner may have to the proceeds of such insurance. This waiver of subrogation shall be effective as to a person or entity even though that person or entity would

otherwise have a duty of indemnification, contractual or otherwise, did not pay the insurance premium directly or indirectly, and whether or not the person or entity had an insurable interest in the property damaged.

*CONSEQUENTIAL DAMAGES:* Owner waives all claims against Emanouil Brothers for consequential, indirect, special and/ or punitive damages arising out of or relating to this contractor the work including, without limitation, damages incurred for rental expenses, for losses of use, income, profit, financing, business and reputation, and for loss of management or employee productivity or of the services of such persons.

*INDEMNIFICATION:* To the fullest extent permitted by law, Owner shall indemnify, defend and hold harmless Emanouil Brothers from and against all claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from any act, omission, breach or default of the Owner, another contractor or subcontractor of the Owner, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. This obligation shall include, without limitation, all claims, damages, losses and expenses attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property. This indemnification, hold harmless and defense obligation shall not be limited by any limitation on the amount or type of damages, compensation or benefits payable by or for Owner under worker's compensation acts, disability benefit acts or other employee benefit act

*CLAIMS/DISPUTES:* Owner shall give Emanouil Brothers written notice of any claim within forty-eight (48) hours of the beginning of the event giving rise to the claim or the claim shall be deemed waived and released. In consideration of \$50.00 included in the contract sum, the receipt and sufficiency of which is hereby acknowledged, Owner agrees that all claims, disputes, controversies and other matters in question arising out of or relating to the work, this contract, Emanouil Brothers' s performance or the project shall be decided and adjudicated in litigation in a court of competent jurisdiction in the Commonwealth of Massachusetts unless Emanouil Brothers, in its sole discretion, elects arbitration. Should Emanouil Brothers elect arbitration, such arbitration shall be held in Boston, Massachusetts and be administered by the American Arbitration Association, in accordance with its Construction Industry Arbitration Rules then applicable. This contract, and the validity, interpretation and performance thereof, shall be governed by the laws of the Commonwealth of Massachusetts. Should Emanouil Brothers retain an attorney to enforce any of the terms of this contract, including without limitation the payment terms, Owner shall pay all reasonable attorneys' fees, costs and expenses incurred by Emanouil Brothers.

Sincerely,  
Emanouil Brothers Inc.

Seth Roosevelt  
Senior Sales Manager

-----  
Customer signature



# Memo

To: Jessica Tanguay and Andria Hansen  
From: Beth Chalbeck, Chair, Cemetery Trustees  
Date: December 11, 2022  
Re: Encumbrances of 2022 Cemetery Funds

---

The Cemetery Department respectfully request the following encumbrances:

1. Existing Cemetery Department funds in the amount of \$2,840 be encumbered for Cemetery Map and Asset Data Entry as outlined as 2022 Task #9. (Cemetery Map and Asset Data Entry) in a proposal letter from Stantec Consulting Services submitted on November 13, 2022.

A copy of the proposal letter is attached to this memo

2. Existing Cemetery Funds in the Amount of \$9,500 be encumbered for trees to be removed in Holbrook and Depot Rd Cemeteries, Please see attached Proposal from Emanouil inc.





**KUSTOM SIGNALS, INC.**  
9652 Loiret Blvd  
Lenexa, KS 66219-2406  
(913) 492-1400 fax (913) 492-1703

**COPY**

379599

Pre-type

**INVOICE**

**SOLD TO:**

Name CANDIA POLICE DEPT  
Address 74 HIGH STREET  
CANDIA NH 03034

Date 12/12/2022  
Customer No. 9162  
Order No 379599SO  
PO KAREN MERCHANT  
Terms N30

**SHIP TO:**

Name CANDIA POLICE DEPT  
Address 74 HIGH STREET  
CANDIA NH 03034

**Remit Electronic Payment to:**  
**Truist**  
Routing # 83900680  
Swift # BRBTUS33  
Kustom Signals Acct # 5189381508

ITEM	Description	PRICE	TOTAL
1	24Ah Li-Iol Battery PN210-0007-07	\$ 350.00	350.00

Additional Payment Options : Check  
KUSTOM SIGNALS INC.  
PO BOX 896869  
Charlotte, NC. 28289-6869

Subtotal \$ 350.00  
Tax \$ -  
Total \$ 350.00

ORIGINAL INVOICE



Quotation

Quote Number 2022-23022  
Terms Net 30 Days  
Date 12/08/2022  
Sales Person Cyndi Alley  
Valid Until 01/07/2023  
Shipping Fedex  
Contract Number  
Cooperative

Ship To	Bill To
Philip McPherson Candia Police Department 74 High Street Candia, NH 03034 United States 603-483-2318 pmcpherson@TownOfCandia.org	Philip McPherson Candia Police Department 74 High Street Candia, NH 03034 United States 603-483-2318 pmcpherson@TownOfCandia.org

#	Qty.	Product	Item Code	Unit Price	Ext. Price
1	3	9' Stop Stick Kit w/Storage Bag-Black	S3701K	\$ 485.00	\$ 1,455.00

Quotation Totals

Currency: US Dollar  
Subtotal: \$ 1,455.00  
Shipping Provider: Fedex  
Shipping and Handling: \$ 50.00  
Total: \$ 1,505.00

Quotation Accepted By

Quote Number 2022-23022

P.O. Number

Tax Exempt #

Print Name

Title

Signature

Date

Mike McGillen  
Chief of Police  
12/08/22



## QUOTE

Pricing Valid for 30 Days from Date of Quote

Date of Quote: 12/8/2022 8:24:37 AM

Customer Number:

To: Mr. Chuck Whitcher  
Town of Candia  
74 High Street  
Candia, NH 03034  
Phone: (603) 483-2892  
Fax:

From: Kelli Costa  
Rydin  
700 Phoenix Lake Avenue  
Streamwood, IL 60107  
Phone: (800) 448-1991 Extension: 463  
Fax: (630) 483-9281  
Email: [kcosta@rydin.com](mailto:kcosta@rydin.com)

**Please note Rydin's new remittance address and update your records:**

**Rydin**

**PO Box 7233**

**Carol Stream, IL 60197-7233**

Per our conversation, here are the details for your quote.

### **Job Specifications:**

**Please verify the billing and shipping addresses, and note any changes in your reply. Charges may apply if the package needs to be rerouted during transit.**

Bill to Address: Town of Candia  
74 High Street  
Candia, NH 03034  
ATTN:

Ship to Address: Town of Candia



74 High Street  
Candia, NH 03034  
ATTN: Chuck Whitcher

Address Type: Business  
Art Approval: Email Proof  
Art Approval Email: chuck.whitcher@hotmail.com

Product(s) Specifications:

Product Title:	Transfer Station Permits - Custom Inside Window
Quantity:	2000
Design:	Custom Decal Window
Product Size:	2" x 3.5"
Material:	Polyester - Clear w/Permanent adh. 90# white liner -
Colors:	TBD - background to bleed Black - print White - backup to bleed
Logo/Preflight:	TBD
Updates from Last Year:	n/a
# Sequence:	002001 - 004000
# Sequence Display:	sequential number (6 digits)
# Size:	3/8"
Color of Sequential #:	Black
Bar Code Details:	<u>n/a</u>
Hologram/Foil:	No
# of Distinct Hologram Images:	n/a
Hologram/Foil Details:	n/a
Notes on Order:	Layout: To Be Determined  Price Options: with Polybagging = \$ 730.00 no Polybagging = \$ 650.00
Product Pricing:	\$730.00

Total Price: \$730.00 Plus Freight\*

Shipping Method: UPS Ground

Special Shipping or Billing Instructions:

\*Pricing is in American Funds and does not include taxes, duties or any other applicable fees. Actual shipping charges are determined at the time of shipping and will be added to the invoice.

If you have any other questions - please do not hesitate to call (800) 448-1991 Ext.: 463. At Rydin, our team is grateful for the opportunity to do business with you.

If all the quote details meet your approval, please forward this quote back to me letting me know that you accept this quote. We will begin processing your order immediately.

If a purchase order is needed, please send back this quote with the purchase order or purchase order number to my email: [kcosta@rydin.com](mailto:kcosta@rydin.com).

CONFIDENTIAL



New Dominion Landscaping LLC  
P.O. Box 16535  
Hooksett, NH 03106 US  
(603) 670-8163  
ndlandscaping@gmail.com  
www.newdominionlandscaping.com

Estimate

ADDRESS  
Smyth Memorial Building  
194 High Street  
Candia, NH 03034

ESTIMATE #	DATE
2879	09/13/2022

DATE	ACTIVITY	QTY	RATE	AMOUNT
	<b>Plant</b> Winter King Hawthorn - 2-2.5 C	2	413.00	826.00
	<b>Planting</b> Install trees	1	540.00	540.00
TOTAL				<b>\$1,366.00</b>

Accepted By

Accepted Date

\* Oct/sooner

will



Taking from the unassigned fund balance and putting into a capital reserve fund requires Town Meeting approval. A proposed warrant article would look like: "To see if the Town will vote to raise and appropriate the sum of \$\_\_\_\_ to be added to the Future Capital Improvements CRF previously established. This sum to come from unassigned balance. No amount to be raised from taxation."

**Town of Candia  
Board of Selectmen  
Tel: 603-483-8101  
Fax: 603-483-0252**

# Memo

To: Andria Hansen, Town Administrator  
From: Boyd Chivers  
Date: December 9, 2022  
RE: 2023 Budget

---

A review of RSA 674:21 which governs impact fees and how they may be spent indicates they must be spent on capital improvement projects and not on operating expenses within 6 years of receipt. A further review of the 2023 budget indicates the following budgeted items may qualify as expenditures from the impact fee accounts maintained by the Highway and Solid Waste departments:

**SOLID WASTE**

Account	Amount available	Proposed cut	Balance Remaining
Special Projects	\$38,954.70	\$6,000.00	\$32,954.70
<b>HIGHWAY</b>			
Safety Improvements	43,228.63	3,300.00	39,928.63
Asphalt Maintenance	39,928.63	39,928.63	0
TOTAL		\$49,228.63	\$32,954.70

Use of the impact fee funds to reduce projected expenditures that can be considered capital expenses, ie useful life of more than 10 years such as asphalt maintenance, safety improvements, and special projects will enable us to reduce our 2023 operating budget by \$49,228.63. It will leave \$32,954.70 in the Solid Waste Impact Fee Account which will eliminate the need for a Recycling Center capital improvement warrant article. I recommend the board give serious consideration to this option.

**Town of Candia  
Board of Selectmen  
Tel: 603-483-8101  
Fax: 603-483-0252**

# Memo

To: Board of Selectmen  
Through: Town Administrator  
From: Boyd Chivers  
Date: December 8, 2022  
RE: 2023 Budget

---

A review of the balances currently available in the five impact fee accounts detailed in the 2021 Town Report indicates a possible source of funding that may assist in further reducing the 2023 operating budget. The accounts are as follows:

ACCOUNT	BALANCE AS OF 12/31/2021
Solid Waste Impact	\$38,954.70 <i>→ 6,000</i>
Traffic Impact Zone 1	6,976.00
Traffic Impact Zone 2	29,303.05
Traffic Impact Zone 3	3,214.34
Traffic Impact Zone 4	3,735.24
TOTAL	\$82,183.33

I recommend that the board take the availability of these funds into account when considering the 2023 budget and make appropriate adjustments to the budget that will conform with the restrictions under which impact fees may be expended.



Andria Hansen

---

**From:** Boyd Chivers <boydchivers@gmail.com>  
**Sent:** Saturday, December 10, 2022 4:59 AM  
**To:** Andria Hansen  
**Subject:** Re: Impact Fee Ordinance

Andria:  
I found both impact fee ordinances last night. No need to look for them.  
Boyd

On Fri, Dec 9, 2022 at 3:22 PM Boyd Chivers <[boydchivers@gmail.com](mailto:boydchivers@gmail.com)> wrote:  
Andria:  
RA 674:21requires an annual report of impact fees paid and disbursed:

l) No later than 60 days following the end of the fiscal year, any municipality having adopted an impact fee ordinance shall prepare a report listing all expenditures of impact fee revenue for the prior fiscal year, identifying the capital improvement project for which the fees were assessed and stating the dates upon which the fees were assessed and collected. The annual report shall enable the public to track the payment, expenditure, and status of the individually collected fees to determine whether said fees were expended, retained, or refunded.

Do we have an impact fee ordinance?

Boyd

**Section 16.03: Planning Board Review:**

**A. RSA Reference:**

In accordance with Chapters 674:43, 674:44 675:8, New Hampshire Revised Statutes Annotated, the Planning Board shall have the authority to review and approve site plans to the extent provided for in said chapters (NH RSA 674 & 675).

The planning board is authorized to review and approve or disapprove site plans involving change or expansion of use as now provided in RSA 674:43-1 as amended by the 1987 session of the New Hampshire General Court.

**B. Exemptions to site review procedures and requirements:**

1. The construction or enlargement of any single family or two-family dwelling or building accessory to such building.
2. Construction or alteration providing for not more than 200 square feet total area after construction.
3. Customary home occupations, home offices and home shops as defined in Article V, Section 5.03 A, B and C.

**C. Impact Fees:**

Purpose: This ordinance is enacted pursuant to RSA 674:21, and in order to:

- Promote the public health, safety, welfare and prosperity;
- Ensure that adequate and appropriate facilities are available to individuals who may come to be located in the Town of Candia;
- Prevent scattered or premature development of land as would involve danger or injury to health, safety, or prosperity by reason of the lack of water supply, drainage, transportation, schools, fire protection, or other public services, or necessitate the excessive expenditure of public funds for the supply of such services;
- Provide for the harmonious development of the municipality and its environs;
- Ensure the proper arrangement and coordination of streets; and
- Ensure streets of sufficient width to accommodate existing and prospective traffic.

**Definition of Impact Fee** -A fee or assessment imposed upon development, including subdivision, building construction or other land-use change, in order to help meet the needs occasioned by the development for the construction or improvement of capital facilities owned or operated by the municipality, including and limited to water treatment and distribution facilities; wastewater treatment and disposal facilities; sanitary sewers; storm water, drainage and flood control facilities; public road systems and rights-of-way; municipal office facilities; public school facilities; the municipality's proportional share of capital facilities of a cooperative or regional school district of which the municipality is a member; public safety facilities; solid waste collection, transfer, recycling, processing and disposal facilities; public libraries; and public recreation facilities, not including public open space.

**Authority to Assess Impact Fees:**

- The Planning Board is hereby authorized to assess impact fees, as herein defined, and in accordance with the standards herein set forth. The Planning Board shall have the authority to adopt regulations to implement the provisions of this ordinance.

**Assessment Methodology:**

- The amount of any impact fee shall be a proportional share of municipal capital improvement costs which is reasonably related to the capital needs created by the development, and to the benefits accruing to the development from the capital improvements financed by the fee.
- Upgrading of existing facilities and infrastructures, the need for which is not created by new development, shall not be paid for by impact fees.
- The amount of the impact fee shall be determined by an Impact Fee Schedule prepared in accordance with the methodology established in a report by the Planning Board entitled "Impact Fee: Town of Candia", and adopted by the Planning Board.



**Administration of Impact Fees:**

- In order for the Planning Board to adopt an impact fee schedule, the Town of Candia must have enacted a capital improvements program pursuant to RSA 674:5-7.
- Each impact fee shall be accounted for separately, shall be segregated from the Town's general fund and shall be exempt from all provisions of RSA 32, relative to limitation and expenditure of town monies, may be spent only upon written order of the governing body, and shall be used solely for the capital improvements for which it was collected, or to recoup the cost of capital improvements made in anticipation of the needs for which fees are collected to meet.
- The Town Treasurer shall record all fees paid, by date of payment and name of the fee payer and shall maintain an updated record of the current ownership, tax map and lot reference number of properties for which fees have been paid under this ordinance. At the end of each fiscal year, the Town Treasurer shall make a report to the governing body, giving a particular account of all impact fee transactions during the year.
- All impact fees imposed pursuant to this section shall be assessed at the time of Planning Board approval of a subdivision plat or site plan. When no Planning Board approval is required or has been made prior to the adoption or amendment of the impact fee ordinance, impact fees may be assessed prior to, or as a condition for, the issuance of a building permit or other appropriate permission to proceed with development.
- Between the date of assessment and collection, the Planning Board may require developers to post security, in the form of a cash bond, letter of credit or performance bond so as to guarantee future payment of assessed impact fees.
- Impact fees shall be collected as a condition for the issuance of a Certificate of Occupancy. If no Certificate of Occupancy is required, impact fees shall be collected when the development is ready for its intended use. In addition, projects where off-site improvements are to be constructed simultaneously with a project's development, and where the Town has appropriated the necessary funds to cover such portions of the work for which it will be responsible, the Town may advance the time of collection of the impact fee to the issuance of a building permit.
- No Certificate of Occupancy shall be issued for new development until the assessed impact fee has been paid, or until the fee payer has established a mutually acceptable bond guaranteeing such payment with the Planning Board.
- The Planning Board and the assessed party may establish an alternate, mutually acceptable schedule of payment of impact fees.

**Credits** -Land and/or public capital facility improvements may be offered by the impact fee payer as total or partial payment of the required impact fee. The offer must be determined to represent an identifiable dollar value computed in a manner acceptable to the governing body. The governing body may authorize the impact fee payer an impact fee credit in the amount of the amount of the contribution. Any claim for credit must be made no later than the time application for the building permit is made. Credits shall not be transferable from one project or development to another without written approval of the governing body.

**Additional Assessments** -Payment of the impact fees does not restrict the Town of Candia or the Planning Board in requiring other payments from the impact fee payer, including such payments relating to the cost of necessary highway, drainage, and sewer and water upgrades or other infrastructure and facilities specifically benefiting the development as required by the Town's Subdivision or Site Plan Review Regulations.

**Review** -The impact fee schedule shall be reviewed periodically by the Planning Board. Such reviews may result in recommended adjustments in one or more of the fees based on the most recent data as may be available from the US Census Bureau, local property assessment records, market data, reflecting interest and discount rates, current construction cost information for public capital facilities, etc. Adjustments shall be approved by the Planning Board. Schedule adjustments which would change the methodology shall be made by the Planning Board.

**Return of Impact Fee:**

If the full impact fee assessed under this ordinance is not encumbered or otherwise legally bound to be spent for the purpose for which it was collected within six (6) years, the fee shall be refunded to the assessed party, with any accrued interest.

- Whenever the calculation of the impact fee has been predicated upon some portion of capital improvement costs being borne by the Town, a refund shall be made upon the failure of the Town Meeting to appropriate the Town's share of the capital improvement costs within six (6) years from the date of payment thereof.

**Applicability** -This ordinance shall not be deemed to affect the existing authority of the Planning board over subdivisions and site plans, including, but not limited to the authority to declare a development to be premature or scattered in accordance with the regulations of the Board and in accordance with RSA 674:36, II(a).



Section 16.04: Violations and Penalties:

**A. Notification:**

If at any time the Building Inspector finds that any construction or use has been commenced in violation of this Ordinance, he shall immediately notify the owner, agent and/or occupant of the nature of the violation in writing and order the abatement of such violation.

**B. Penalties:**

Violations of this Ordinance, including conditions of any variance or special exception granted by the Board of Adjustment shall be punishable either:

1. By a civil fine of not more than one hundred dollars (\$100) for each day that such violation is found by a court to continue after the conviction date or after the date on which the violator receives written notice from the town that he is in violation of this ordinance whichever is earlier, or
2. As a misdemeanor, if committed by a natural person, or a felony, if committed by any other person.

In addition, the Town may take any appropriate legal action to enjoin or abate any such violation or proposed violation and may recover costs and attorney's fees as provided by statutes.

**C. Filing of Complaints:**

Wherever any violation of this Ordinance occurs, any person may file a complaint in regard thereto in writing to the Building Inspector. The Building Inspector shall investigate said complaint, and, finding a violation to exist, shall act according to paragraph 16.01A of this Ordinance. (2019)

**D. Appeal:**

Unless otherwise specified in this ordinance, any decision under an impact fee ordinance may be appealed in the same manner provided by the statute for appeals from the officer or board making the decision, as set forth in RSA 676:5, RSA 677:2-14; or RSA 677:15 respectively.

**E. Violations and Penalties:**

It shall be the duty of the Board of Selectmen, and they are hereby given the power and authority, to enforce the provisions of this ordinance. The Selectmen may appoint an agent to enforce this Ordinance. (2021)

Section 16.05: Amendments:

Amendments to regulations and District boundaries set forth in this Ordinance proposed by the Planning Board, Board of Selectmen or petition of voters shall be acted upon in accordance with the procedures set forth in Chapter 675:3 through 675:5 and 675:7, New Hampshire Revised Statutes Annotated.

Section 16.06: Validity:

Should any provision of the Ordinance be declared by the courts to be invalid, such decision shall not affect the validity of the Ordinance as a whole, or any other section or provision thereof.

Section 16.07: Conflict with Other Laws:

Whenever the requirements of this Ordinance conflict with the requirements of any other lawfully adopted rules, regulations, or ordinance, the most restrictive or higher standards shall apply.

Section 16.08: Repealed:

The Zoning Ordinance and Map adopted on March 9, 1965 together with all amendments thereto is hereby repealed.

Section 16.09: Effective Date:

This Ordinance shall become effective immediately upon its passage.

\*Original Ordinance Enacted:

March 8, 1960

Amended:

March 14, 1961; March 12, 1963

Repealed and Re-Enacted:

March 9, 1965

Amended:  
Attachment from Candia Selectmen's Meeting on 12/12/2022  
March 14, 1967; March 11, 1969; March 9, 1971

**Repealed and Adopted New Ordinance:**  
March 6, 1973

**Amended:**  
3/14/78; 3/13/79; 3/11/80; 3/10/81; 3/9/82; 3/13/84; 3/14/86; 3/10/87; 3/8/88; 3/14/89; 3/13/90; 3/12/91; 3/10/92; 3/9/93;  
3/8/94; 3/14/95; 3/12/96; 3/10/98; 3/9/99; 3/14/00; 3/13/01; 3/12/02; 3/11/03; 3/9/04; 3/8/05; 3/14/06; 3/13/07; 3/11/08;  
3/10/09; 3/9/10; 3/8/11; 3/13/12; 3/16/17; 3/12/19; 3/10/20; 3/9/21, 3/8/22