

Candia Board of Selectmen

Agenda

June 26th, 2023, at 6:30pm

Call to Order

Roll Call

Approval of Minutes: Public and Non-Public Minutes for June 12th, 2023

New Business:

- Cemetery Trustee resignation
- Grade & Step matrix

Old Business:

- Community Power Plan update

Other Business:

- Petty Cash Policy

Calendar:

- The Town Offices will be closed on Tuesday, July 4th, 2023 in observance of Independence Day
- Next Board of Selectman's Meeting on Monday, July 10th, 2023 @ 6:30pm

Public Input:

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

Adjourn

Join Zoom Meeting

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

Meeting ID: 603 483 8101 Password: 8101

Dial In +1 646 558 8656 US

To: Cemetery Trustees Committee
+
From: Marcia Marcotte
Date; 6/6/2023

LOOK
PLEASE READ

After careful consideration I have decided to submit my resignation from the Cemetery Trustees Committee.

I do not feel that I have the qualifications to support the committee as it needs.

I want to thank everyone who has taken the time to to answer all of my questions, I have learned so much from each and everyone of you.

Sincerely yours,

Marcia Marcotte

TOWN OF CANDIA

Policy Number: 2011-001-2
Subject: PETTY CASH
Sub-Policy of: INTERNAL CONTROL MASTER POLICY
Adoption Date:
Revision Date:
Effective Date: October 14, 2019
Supersedes: May 13, 2019

SECTION 1. PURPOSE

The Town of Candia deposits substantial sums of money each year carrying out the many functions and services that it provides. Taxpayers have a right to expect that the municipality's operations be carried out efficiently and expeditiously with adequate financial control and accountability.

The objective of this policy is to attempt to strike a balance between the need for department operating efficiency and flexibility, and the need for financial control and accountability. It is also the purpose of this policy to establish procedures for the handling, turnover, and timely deposit of Town monies collected by departments, boards, and commissions.

This policy shall be known as the "Town of Candia Petty Cash Policy" and may be cited as such and is a sub-policy of the "Town of Candia Internal Control Master Policy".

SECTION 2. DEFINITIONS

Petty Cash An amount of money assigned to a department to be used for small purchases and/or as a cash drawer for collection of moneys and making change for customers. The Petty Cash amount remains constant and is represented by cash, checks, coin, or receipts for purchases.

Receipt A three-part form (from a bound receipt book or other acceptable type) that acknowledges the conveyance of money and includes the following details:

- Date
- Received from
- Amount
- Payment Type (check, cash, etc.)
- Reason
- Received by

SECTION 3.

POLICY

Petty Cash is for official business only, specifically the making of change to a customer or reimbursement of small amounts for items purchased by employees for business. Authorized Petty Cash amounts for the Town of Candia are:

Town Clerk's Office	= \$300.00
Tax Collector's Office	= \$200.00
Board of Selectmen's Office	= \$300.00

PROCEDURE

- 3.1 **No** department is to establish a petty cash system without consent from the Board of Selectmen and start up instructions from the **Office Manager** and Treasurer.
- 3.2 Cash boxes or zippered bank bags will be used to store petty cash and must be secured at all times.
- 3.3 A receipt will be issued by the authorized personnel for each payment made out of petty cash. This receipt is to be signed by the authorized petty cash personnel and the employee receiving the petty cash.
- 3.4 Payments out of petty cash will be made when a valid receipt is presented. Should pre-payments out of petty cash be necessary, a receipt for the amount of petty cash to be prepaid, and an explanation of the purpose of the pre-payment must be signed by the authorized petty cash personnel and the employee receiving the petty cash and placed in the petty cash box/bag. When a valid receipt is presented and any change returned, the dollar amount on the petty cash receipt will be adjusted and the changes initialed by **all** signees.
- 3.5 **No** employee shall use Petty Cash for any personal business, even if the intent is to reimburse Petty Cash.
- 3.6 There shall be **no** cashing of personal, third party, or Candia payroll checks through Petty Cash.
- 3.7 At **all** times the total of receipts added to the cash remaining in the petty cash box must equal the predetermined petty cash base amount.
- 3.8 Under **no** circumstance will the authorized petty cash personnel or the employee use personal funds to compensate shortages. All shortages must be brought to the attention of the **Office Manager** and Treasurer immediately upon discovery.

- 3.9 Under **no** circumstances will any overages be held aside for future compensation of any shortages. All overages must be brought to the attention of the **Office Manager** and Treasurer immediately upon discovery.
- 3.10 The **Office Manager** and/or Treasurer may perform random audits of any department's petty cash at any time.
- 3.11 Any discrepancies found must be explained in writing and in detail to the Board of Selectmen and Treasurer.
- 3.12 **Employee reimbursements under \$10.00 will be paid out of the Selectmen's Office petty cash.**

SECTION 4. NON-COMPLIANCE

Violation of any portion of these policies may lead to disciplinary action, up to and including termination of employment.

Adopted by vote of the Board of Selectmen on this date the 14th of October, 2019.

Susan P Young, Chairman

Carleton Robie, Vice – Chairman

Russell Dann

Boyd Chivers

Brien Brock

Received and Recorded: _____, 2019

Christine Dupere, Town Clerk

Exhibit II - Education & Outreach Plan

The following describes the Town’s Education & Outreach plan to fully inform and educate potential participants about their opportunities, options and rights for participation in the Program. Note that changes to participants’ service, and in particular participants’ exit from the program, will be subject to reasonable notice to the distribution utility and may only occur after the next meter read, consistent with Puc 2204.05(g).

The costs and implementation of the Education/Outreach Plan will be handled by the Community Power Consultant, under the direction of the Select Board or their designee.

1. Program Launch

The Town has prepared a preliminary marketing plan and timeline that identifies the steps the Town may take to implement the broad-based public education efforts and send out the opt-out notification (“Customer Notification Letters”). The schedule is designed to work towards the estimated date when the Customer Notification Letters are scheduled to arrive in retail electric customer’s mailboxes. The dates may be adjusted to ensure compliance with the minimum written notification timelines for the date of commencement of service to the Public Utilities Commission, the Office of Consumer Advocate, and the Department of Energy per Puc 2204.04.

Action	From estimated date Customer Notification Documents arrive in customer mailboxes	
	Days before	Days after
A. Create or Update Webpage and shopping comparison websites	15	-
B. Work with local media resources	15	30
C. Active social media outreach	15	30
D. Initial person presentations	15	30
E. Distribute marketing materials	15	30
F. Customer help line	15	Ongoing
G. Mail postcard to all Eligible Customers	5	-
H. Customer Notification Letters arrive	0	0

1.A. Create or Update Webpage and shopping comparison websites

Timeframe: Shortly after signing the ESA (~15 days before the estimated date that the Customer Notification Letters arrive).

The Program will maintain an informational webpage with features that include Program details, an online savings calculator and enrollment, opt-up and opt-out forms for the convenience of participants. The Program page will be maintained on the Town's website. After executing an ESA, the Program will update the Program page with a description of the Program and its products, the implications to the Town, and the rights and responsibilities that the participants will have under the Program.

The shopping comparison website is maintained by the Department of Energy to enable consumers to shop for electricity supply products. The Program will post its product information for residential and small commercial customers on the shopping comparison website. Such information will be posted on the website in advance of mailing the Customer Notification Letters.

1.B. Press Release and Work with Local Media Resources

Timeframe: 15 days before to 30 days after the estimated date that the Customer Notification Letters arrive.

The Town will develop press releases to provide to local media resources, including newspapers and public access TV

- Area Newspapers: The Town will work with the area newspapers to disseminate accurate and timely information about the Program. Other newspaper outlets may include other local publications.
- Recordings and Local Public Access Television: The Town Select Board and Committee meetings are not broadcast. The Town may choose to record presentations about the program and PSAs for upcoming public meetings and community events.
- Municipal Staff Interviews: Develop Q&A Scripts and prepare municipal staff or volunteers for interviews.

1.C. Active Social Media Outreach

Timeframe: 15 days before to 30 days after the estimated date that the Customer Notification Letters arrives.

Boost all traditional media coverage on social media platforms, with the goal of driving traffic to the Program webpage. In concert with the communication leads of the Town, develop a campaign of planned tweets and Facebook posts, timed to coincide with important milestones in order to keep ratepayers informed, particularly those that may not interact with traditional media on a regular basis. Draft content and graphics to accompany the posts, to be

made by Town staff. These accounts may include: the official Town Facebook page, <https://www.facebook.com/profile.php?id=100069857462917>.

Monitor various channels such as Facebook and Instagram for relevant conversations and questions about the Program. Draft responses to comments and questions and utilize social media as a critical tool in engaging with members of the community. In addition to the Town's official Facebook page these accounts may include:

1.D. Public Presentation

Timeframe: 15 days before to 30 days after the estimated date that the Customer Notification Letters arrive. This will include, as required in RSA 53:E-7, a public information meeting within 15 days of the mailing of the Customer Notification Letters.

- Local Groups: Connect with local groups and associations to see if representatives of the Town can participate in an upcoming meeting or offer to host a dedicated event. Seek their assistance in identifying how to best connect with customers with limited-English capabilities or disabilities that may prevent them from accessing Program information. Some of the Community-based groups identified to date which the Town may choose to work with include: [add detail] [Inset local groups to connect with].

Reaching the business community will be important. Presenting to the Chamber of Commerce can start this dialogue and lead to additional outreach to and connection with businesses.

- Select Board Meetings: Present or provide materials for the Select Board meetings and any constituent meeting they may have.

1.E. Distribute marketing materials

Timeframe: 15 days before to 30 days after the estimated date that the Customer Notification Letters arrive.

Many groups may have a natural interest in promoting awareness about the Program and can be provided with electronic and hard-copy materials with reference information for the Program.

Distribute in key locations, such as Municipal Offices and Public Libraries.

1.F. Customer Help Line

Timeframe: At least 15 days before the estimated date that the Customer Notification Letters arrives and ongoing thereafter.

Establish customer helplines with the Competitive Supplier and Community Power Consultant to answer customer inquiries.

1.G. Mail Postcard to all Eligible Customers

Timeframe: 5 days before the estimated date that the Customer Notification Letters arrives.

A postcard with municipal branding establishes that there is a community-sponsored Program and increases the likelihood that recipient engages with the more detailed Customer Notification Letters.

1.H. Customer Notification Letters arrive

The Customer Notification Letters will be sent via standard mail to the billing address of each retail electric customer per **Section VI.b.ii** of the Plan. The Program will have two versions of this letter, one for Eligible Customers and one for other customers. The notification envelopes and letters will be designed to be official Town communications but may be mailed by the Competitive Supplier. The Competitive Supplier shall bear all expenses regarding the Customer Notification Letters.

1.H.i. Customer Notification Letter for Eligible Customers

Per **Section III.b** of the Plan, all retail electric customers receiving Default Service supply will be eligible for automatic enrollment in the Program (“Eligible Customers”). The notification envelope will be designed to appear as an official Town communication, and it will be clearly marked as containing time sensitive information related to the Program. The notification will contain a letter describing the Program.

The letter will inform Eligible Customers:

- a) about the Program, implications to the Town, and provide information regarding participation and participants’ responsibilities and rights.
- b) that they have the right to opt-out of the Program without penalty subject to reasonable notice to the distribution utility and may only occur after the next meter read.
- c) of all charges, prominently stated, with a comparison of price and primary terms of the Competitive Supplier and the current Default Service offering.
- d) that any savings under the Program compared to Default Service cannot be guaranteed because the Default Service rate is subject to changes
- e) about the opt-out process; and
- f) in languages other than English for appropriate customer groups (i.e. toll-free telephone number).

The letter will also contain an opt-out reply card with a simple check off and signature line for eligible customers who do not wish to participate. The envelope will be pre-stamped for return of the opt-out reply card in order to protect customer privacy.

Eligible customers will have 33 days from the date of the mailing to mail back the opt-out card in a pre-addressed postage-paid envelope and the customer notification shall identify the specific date by which the envelopes containing the opt-out card must be postmarked. Automatic enrollment of customers will not start until three days after the date specified for the postmark of the return envelopes to allow for receipt of the opt-out cards prior to the start of automatic enrollments. New Eligible Customers will be enrolled in the Program in

accordance with applicable Local Distributor Company rules. Upon initiation of service, these new Eligible Customers will receive the same customer information as all other Eligible Customers.

1.H.ii. Customer Notification Letter for Other Customers

The Customer Notification Letter for other customers will, at a minimum, contain a description of the Program, the implications to the Town, and instructions for how to enroll in any of the Program products if desired.

2. Ongoing Outreach and Education

The Town intends to continue outreach and education for customers after enrollment in the Program. The costs and implementation will be handled by the Community Power Consultant, under the direction of the Town. These efforts will include:

- **Program impact:** Key metrics relating to cost performance, renewable energy purchases and program enrollment. Particularly as the program accomplishments relate to progress towards the Town’s ambitious short- and long- term goals for renewable energy and greenhouse gas emission reduction. This will also include the Energy Source Disclosure labels for the electricity supply.
- **Opt up campaigns:** On-going campaigns to recruit participation into its optional product(s) that contain more renewable energy than required by law (“Opt up campaigns”). Increasing participation in these products will serve the Town’s goals to expand new renewable energy and reduce greenhouse gas emissions.
- **Customer awareness:** Rights, responsibilities and procedures for Program participants; contact information for customer inquiries, responses to frequently asked questions, and details regarding the Program’s electric supply and renewable attributes.
- **Public input:** As the program considers changes to further its progress toward a 100% renewable future and other goals, Town will manage outreach to solicit input and feedback from the community.
- **Program changes and evolution:** Any changes in offerings and prices, which will be posted on the Program website that is linked to the website of the Town.

The program will utilize similar mediums for on-going education and outreach as for the initial launch education and outreach, including but not limited to: social media, traditional media, in-person meetings and presentations, outreach to local groups, video, and mail.

Translation of all materials will be provided as necessary to reach communities with limited English proficiency.

3. Approach to Overall Education & Outreach

3.1 Outreach to Persons with Limited English Proficiency or Disabilities

The Program will be consistent with Town policies to provide access to Program materials for all Eligible Customers. Materials will be provided in English, and translation of materials will be provided as such needs are identified. Outreach efforts will be communicated in print and audio formats to provide access to both the hearing and visually impaired. The Program will also work with local organizations on accessibility issues as needed, see **Section 1.D**, above.

Sarah Levesque is an EMT and we are looking to bring her on to work per diem and some evening coverage for the ambulance. She resides outside of Candia but spends a lot of time at a close friends house in Candia. She has spent some time reviewing our procedures and demonstrates the qualities of someone we are looking for. She is a full time college student studying nursing.

Chris Acres is a firefighter/Advanced EMT who works full time for the City of Concord Fire Department. Chris works on Mike's shift and is an independent and motivated employee. Chris is calm under pressure and has many certifications which will benefit the department. Chris will be working per diem covering the day shifts.

Kate Warriner is a resident of Candia. She reached out about taking a medical responder course that is being developed for the department. She has a desire to help others and is looking to become trained and potentially begin a career in the fire service. She is a candidate for our SAFER recruiting and retention grant.

Evan Webster resides on Currier Road (on the Deerfield side but we won't tell them that). He is an electrician by trade and reached out to the department to join. He has a desire to help his community and is on a path to become a trained firefighter EMT so that he may begin a career in the fire service. Evan is a candidate for our SAFER recruiting and retention grant. Evan is an Army veteran.



Candia Volunteer Fire Department

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



June 26, 2023

Mr. Brien Brock
Chairman, Board of Selectmen
Town of Candia
74 High Street Candia, NH 03034

Re: Recommendation for Appointment to the Candia Volunteer Fire Department

Dear Chairman,

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

The person recommended has submitted background information attesting to their individual skill level and have agreed to attain and maintain at least a minimum level of professional certification consistent with the needs of the Department. This applicant has also provided information as to their character. Paperwork has been submitted to the State and is pending for motor vehicle reports, insurance coverage through NHSFA and a criminal background investigation conducted by the Candia Police Department and the State Police.

I would request this appointment be made effective June 26, 2023.

Sarah Levesque
12 Holt Road
Amherst, NH 03031

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

Sincerely,

A handwritten signature in cursive script that reads "Dean M. Young".

Dean Young, Chief
cc: Personnel file



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I would request this appointment be made effective June 26, 2023.

Kate Warriner
282 North Road
Candia, NH 03034

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

Sincerely,

A handwritten signature in cursive script that reads "Dean M. Young".

Dean Young, Chief
cc: Personnel file



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I would request this appointment be made effective June 26, 2023.

Christopher Acres
58 Branch Turnpike #45
Concord, NH 03301

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

Sincerely,

A handwritten signature in cursive script that reads "Dean M. Young".

Dean Young, Chief
cc: Personnel file



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I would request this appointment be made effective June 26, 2023.

Evan Webster
329 Currier Road
Candia, NH 03034

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

Sincerely,

A handwritten signature in cursive script that reads "Dean M. Young".

Dean Young, Chief
cc: Personnel file