

Candia Board of Selectmen
Agenda
September 23rd, 2024, at 6:30pm

Call to Order

Roll Call

Approval of Minutes: Public Minutes for September 9th, 2024 & the 2025 Proposed Budget Public Hearing Minutes for September 13th, 2024

New Business:

- Dave Depuy – State Representative candidate
- Voting machine approval
- NHDOT Resurfacing Project

Old Business:

- Budget review
- Policy review – Investment & Town Counsel contact

Other Business:

- Deliberative Session 2025

Calendar:

- Next Board of Selectman's Meeting on Monday, October 14th, 2024 @ 6:30pm

Public Input:

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

Adjourn

Join Zoom Meeting

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

Meeting ID: 603 483 8101 Password: 8101

Dial In +1 646 558 8656 US



Company Address 8A Industrial Way
Unit 100
Salem, NH 03079
US

Created Date 8/23/2024
Quote Number 00001818

Contact Information

Prepared By Jeffrey Silvestro
Title President/CEO
Email jeffs@lhsassociates.com

Customer Name Candia
Contact Name Donna Hetzel
Title Town Clerk
Email townclerk@townofcandia.org

Address Information

Bill To Name Candia
Bill To 74 High Street
Candia, NH 03034

Product Code	Product	Product Description	Sales Price	Quantity	Total Price
DVS-400NH	ImageCast Precinct 2 Bundle (1 Year Warranty)	Includes ICP Unit, ICP Ballot Box, ICP Carry Case, and 1-Year Hardware Warranty.	\$7,000.00	2.00	\$14,000.00
Subtotal			\$14,000.00		
Total Price			\$14,000.00		

Notes

The quote price includes delivery, acceptance testing and 90 minutes of training. Post warranty annual hardware maintenance will be \$350.00 per tabulator.

Signature

By signing below, you are acknowledging that the above pricing is accurate and within budget, and that you are ready to move forward with the official purchase and contract initiation:

Customer Signature: _____
Printed Name & Title: _____
Date: _____
Anticipated First Use Date: _____

* the town pays \$7,000
* the state pays \$7,000 to LHS

Tabulators from LHS - Each bundle includes:

- 1 precinct tabulator
- 1 ballot box with castor wheels and 3 separate compartments
- 1 carry/storage bag (for tabulator)
- 1 external power cord for charging and testing
- 1 year warranty on software and hardware
- 1 set of memory cards and keys
- 1 protective storage case for memory cards and keys
- Inside delivery
- Acceptance Testing of all hardware and software at time of delivery
- 90 minute training session
- A copy of our training PowerPoint presentation
- 1 tabulator guide (this can be customized if our template does not fit your methods)
- 1 year maintenance and customer support help desk
- An election day technician stationed regionally who can respond onsite within one hour if required
- No cost loaner equipment if any hardware needs off site repair.

Andria Hansen

From: Burns, Cassandra <Cassandra.L.Burns@dot.nh.gov>
Sent: Tuesday, September 10, 2024 3:22 PM
To: Andria Hansen
Subject: NHDOT Resurfacing Project - Town Detour
Attachments: 44750_Auburn-Candia Exit 2 EB Off Detour_UPDATED.pdf; 44750_Auburn-Candia Exit 2 WB On Detour_UPDATED.pdf

Good Afternoon,

The Department is progressing a Pavement Resurfacing project along NH 101 in Auburn-Candia beginning at a pavement joint 0.75 miles east of the Manchester/Auburn town line and proceeds east approximately 7.2 miles to a pavement joint 150 feet west of the Candia/Raymond town line. This project includes the ramps for both Exit 2 and Exit 3 and five emergency crossovers.

Due to the narrow width of these ramps, they will need to be closed for the duration of the ramp work and a detour will be in place.

We would like to utilize a Town road for part of this detour for the duration of the ramp work at the Exit 2 EB Off ramp as well as the Exit 2 WB On ramp. This detour will have traffic travel to Exit 3 EB Off, continue to Old Manchester Rd to turn back around and continue back to Exit 3 WB On to get back to NH 101. I have attached the Draft Detour Maps for your reference. The other two ramps at Exit 2 (EB On ramp and WB Off ramp) will utilize Exit 1 as the detour.

Please let me know your thoughts on the Detour routes utilizing Old Manchester Rd.

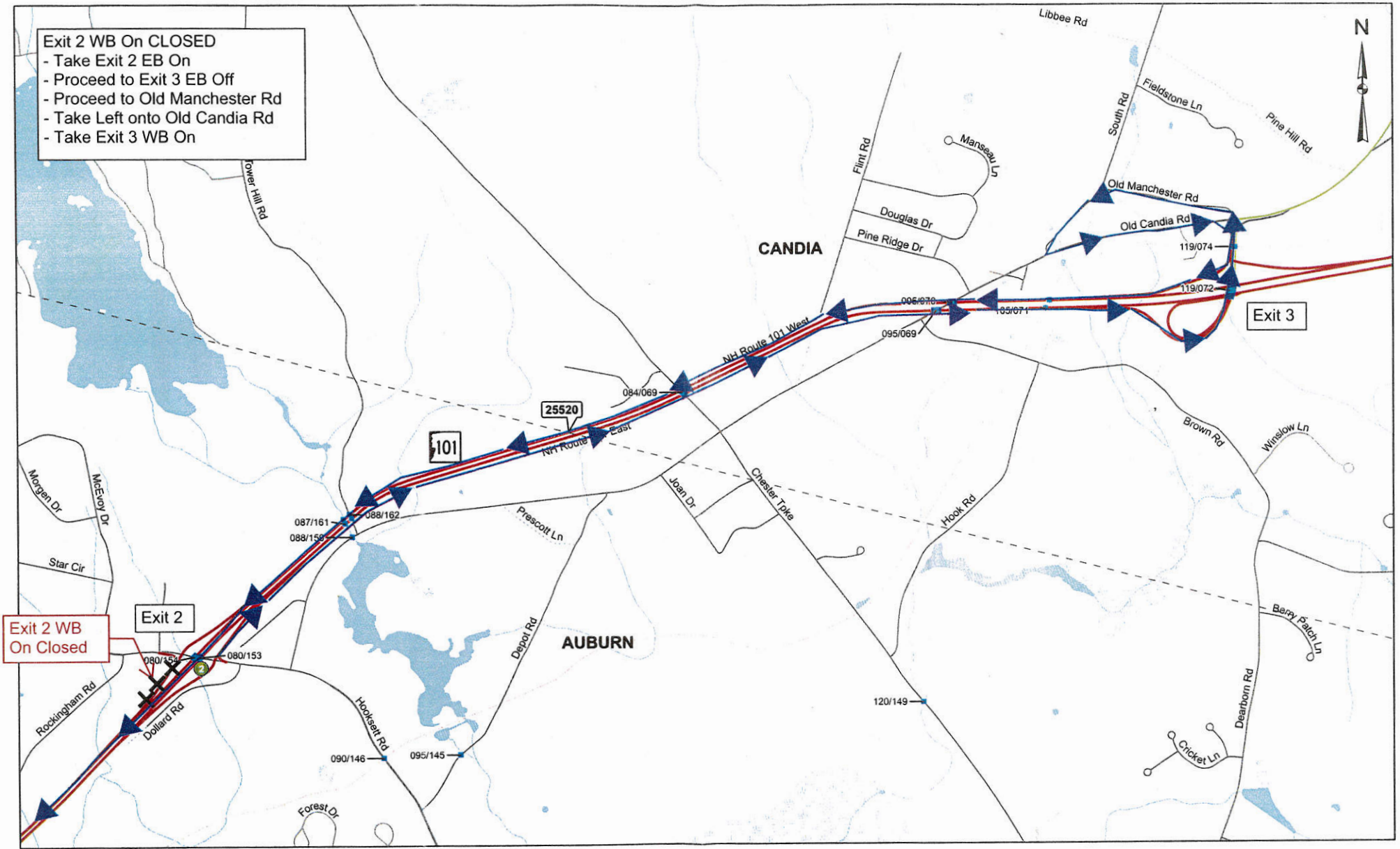
Thank you,

Cassandra Burns, P.E.

NH Department of Transportation
Bureau of Highway Design
Pavement Section Chief
P: 603-271-8260
E: Cassandra.L.Burns@dot.nh.gov

detour

AUBURN - CANDIA 44750 - EXIT 2 WB ON DETOUR



TOWN OF CANDIA

POLICY NUMBER: 2011-001-4
SUBJECT: INVESTMENT RECORDS
SUB-POLICY OF: INTERNAL CONTROL MASTER POLICY
ADOPTION DATE: October 24, 2011
REVIEW DATE: September 23, 2024
EFFECTIVE DATE: October 24, 2011
SUPERSEDES:

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 Investment Records Policy" and may be cited as such and is a sub-policy of the "Town of Candia Internal Control Master Policy".

SECTION 2.

POLICY

Only the Town Treasurer and Trustees of Trust Funds shall invest Town assets in certificates of deposit or other types of investment authorized by RSAs. The Investment Policy approved and provided by the Board of Selectmen in compliance with RSA 35:9 shall govern the Town Treasurer. (Please see Town of Candia Investment Policy, policy # 2011-004)

In either instance, these elected officials shall create and maintain an investment record documenting each investment, the respective amount of each fund, the place where kept, the rate of interest, the dates and other details of acquisition and disposition and the amounts received from the disposition of the investment.

SECTION 3. NON-COMPLIANCE

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

Reviewed by vote of the Board of Selectmen on this date the 23rd of September 2024.

Chairman

Vice – Chairman

Selectman

Selectman

Selectman

TOWN OF CANDIA

Policy Number: 2011-004
Subject: INVESTMENT POLICY
Adoption Date: March 24, 2014
Review Date: September 23, 2024
Effective Date: May 3, 2022

SECTION 1. PURPOSE

The investment policy establishes a framework for the safe and prudent investment of public funds. It also provides guidance and direction for elected officials and staff in the daily conduct of investing activity in addition to improving consistency, creating and defining accountability and in ensuring that laws are followed.

This policy shall be known as the "Town of Candia Investment Policy" and may be cited as such.

SECTION 2. SCOPE

The investment policy applies to all financial assets in the custody of the Town Treasurer of the Town of Candia, New Hampshire. These funds are accounted for in the Town's annual audited financial reports and include the following:

- General Fund
- Sub-accounting funds
- Special revenue funds
- Capital Project funds
- Any new funds created by the Town, at Town Meeting or by the Board of Selectmen, unless specifically exempted by the articles of its creation.

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

SECTION 3. OBJECTIVES

The investment policy objectives are stated below:

1. To ensure the preservation of capital and the protection of investment principal;
2. To maintain sufficient liquidity to meet operating requirements;
3. To satisfy all legal requirements;
4. To attain market-average rate of return on investments taking into account risk and legal constraints and cash flow considerations.

SECTION 4. GENERAL POLICY

All depository accounts of the Town must be held in the name of the Town. All income

payable to the Town and all revenue received by the Town shall be forwarded to the Town Treasurer.

In selecting depositories, the credit worthiness of institutions shall be considered and the treasurer shall conduct a comprehensive review of the prospective depositories' credit characteristics and financial history.

The investment policy delegation of authority is stated below:

1. In accordance with Chapter 41:29 of the Revised Statutes Annotated (RSA) (Appendix A), of the State of New Hampshire, the responsibility for conducting investment transactions resides with the Town Treasurer, with the approval of the Board of Selectmen. No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.
2. Whenever the town treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the town treasurer shall invest the same in obligation of the United States government, in the public deposit investment pool established pursuant to RSA 383:22. The Treasurer may also invest such funds in deposits of Interest Bearing Accounts of Federally Insured Banks chartered under the laws of New Hampshire, or chartered by the Federal Government with a branch within the state.
3. The investment policy will be conducted in accordance with the "prudent person" standard which requires that:
Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
4. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

SECTION 5. TOWN TREASURER DUTIES

The Town Treasurer shall have custody of all moneys belonging to the Town, and shall pay out the same only upon orders of the Selectmen, or, in the case of a conservation fund established pursuant to RSA 36-A:5, upon the order of the conservation commission or in the case of a heritage commission fund established pursuant to RSA 674:44-a upon the order of the local land use board or its designated agent, or in the case of a recreation revolving fund established pursuant to RSA 35-B:2, upon the order of the recreation or park commission, or other board or body designated by the town to expend such a fund.

The Town Treasurer shall keep in suitable books provided for the purpose of a fair and correct account of all sums received into and paid from the town treasury, and of all notes given by the town, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the town, giving a particular account of all financial transaction during the year. The Treasurer shall reconcile monthly all depository cash accounts and public fund accounts established pursuant to RSA 383:22, and submit the treasurer's books and vouchers to the Town and to the town auditors for examination, whenever so requested.

SECTION 6. REVIEW AND AMENDMENT:

This policy shall be reviewed at least annually by the Board of Selectmen, or its designee, with changes made as warranted, followed by re-adoption by the governing body.

The Board of Selectmen reserves the right to implement changes to this policy without prior notice if it is deemed in the Town's best interest.

This policy is available for public review and inspection. A copy may be obtained by contacting the Selectmen's Assistant/Office Manager.

A copy of this Policy shall be posted on the Town of Candia Website.

Reviewed by the Board of Selectmen on this date the 23rd of September 2024.

Chairman

Vice – Chairman

Selectman

Selectman

Selectman

TOWN OF CANDIA

POLICY NUMBER: 2011-001-4
SUBJECT: INVESTMENT RECORDS
SUB-POLICY OF: INTERNAL CONTROL MASTER POLICY
ADOPTION DATE: October 24, 2011
REVIEW DATE: September 23, 2024
EFFECTIVE DATE: October 24, 2011
SUPERSEDES:

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.

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SECTION 2.

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In either instance, these elected officials shall create and maintain an investment record documenting each investment, the respective amount of each fund, the place where kept, the rate of interest, the dates and other details of acquisition and disposition and the amounts received from the disposition of the investment.

SECTION 3. NON-COMPLIANCE

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

Reviewed by vote of the Board of Selectmen on this date the 23rd of September 2024.

Chairman

Vice – Chairman

Selectman

Selectman

Selectman

TOWN OF CANDIA

Policy Number: 2011-009
Subject: Town Counsel Contact Policy
Adoption Date: January 31, 1994
Revision Date: September 23, 2024
April 8, 2019

SECTION 1: PURPOSE

The Town of Candia expends 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 objectives of this policy are:

- to control and account for legal expenses,
- to establish authorized lines of communication between Town Counsel and designated Town Officials.

The policy shall be known as the "Town of Candia Town Counsel Contact Policy" and may be cited as such.

SECTION 2: DEFINITIONS

Contact	Any form of communication between Town Counsel and a Town Official. Such communication may include, but is not limited to, telephone, letter, email, text message, in person, fax, etc.
Town Official	Any person involved in any way in the daily operations of the Town of Candia. Such a person may include, but is not limited to, an elected official, an appointed official, and an appointed employee.

SECTION 3: POLICY AND PROCEDURE

With the authorization from the Select Board's Department Liaison and/or the Town Administrator, the following Town Officials may contact Town Counsel:

- Chief of Police
- Chairman of the Planning Board
- Chairman of the Zoning Board of Adjustment
- Building Inspector/Code Enforcement Officer
- Designees of any of the above as directed by the Chairman of the Board of Selectmen and/or Town Administrator.

SECTION 4. NON-COMPLIANCE

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

Revision adopted by vote of the Board of Selectmen on this date the 23rd of September 2024.

Chairman

Vice – Chairman

Selectman

Selectman

Selectman

Received and Recorded: _____, 2024

Donna Hetzel, Town Clerk



TOWN OF CANDIA

Policy Number:	2011-009
Subject:	Town Counsel
	Contact N/A
Sub-Policy of Adoption Date:	April 8th, 2019
Revision Date:	
Effective Date:	Contact with Town Counsel policy adopted 1/31/1994
Supersedes:	

SECTION 1: PURPOSE

The Town of Candia expends 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 objectives of this policy are: to control and account for legal expenses; to establish authorized lines of communication between Town Counsel and designated Town Officials; and to maintain a written record of contact and the corresponding response. To achieve this, all inquiries shall be submitted in writing with a request for a response in the same format. Contact should be brief and any questions to be asked are to be prepared before the contact.

The policy shall be known as the "Town of Candia Town Counsel Contact Policy" and may be cited as such.

SECTION 2: DEFINITIONS

Contact Any form of communications between Town Counsel and a Town Official, including, but not limited to, via phone, in person, letter, email, text message, fax, etc.

Town Official Any person involved in any way in the operation of business of the Town of Candia, including, but not limited to, an elected official, appointed official, appointed hired employee, volunteer, etc.

SECTION 3: POLICY

The following position(s) are the only Town Official(s) authorized to contact Town Counsel after and with the concurrence of the liaison delegated by the Board of Selectmen.

- Chief of Police
- Chairman of the Planning Board
- Chairman of the Zoning Board of Adjustment
- Building Inspector/Code Enforcement Officer
- Designees of any of the above (under specific direction of the Chair or the Chief of Police on a case by case basis only).

SECTION 4. PROCEDURE

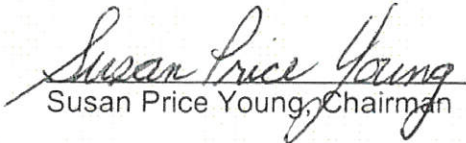
Any board member who wishes to contact Town Counsel must first have authorization from their Board Chairman and designated liaison. If for some reason it is not possible for the board member to go through their designated liaison and Board Chair, they must seek authorization from the Chairman of the Board of Selectmen.

With the exception of the Police Department requests, a record of the questions submitted to counsel and the answers received will be maintained in a log to be maintained by the Board of Selectmen.

SECTION 5. 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


 Susan Price Young, Chairman

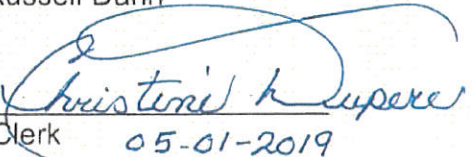

 Brien Brock


 Carleton Robie, Vice Chairman


 Russell Dann


 Boyd Chivers

Received and Recorded
 Christine Dupere, Town Clerk


 Christine Dupere
 05-01-2019

September 23, 2024

Candia Board of Selectmen

Chief of Police

Please consider this my letter of resignation, effective October 31, 2024. As you know, I have been contemplating retiring for several months, and have decided now is the time. I've enjoyed my time working with the many employees and residents of Candia over the past 31 years and look forward to the next chapter of my life.

Respectfully submitted,



Karen Merchant