

Candia Board of Selectmen
Agenda
September 25th, 2023, at 6:30pm

Call to Order

Roll Call

6:15pm: The Board will hold a Non-Public Meeting in accordance with RSA 91-A:3, II (c)

Approval of Minutes: Public Minutes for September 11th and 15th, 2023

New Business:

- Ambulance update
- Open sealed bids

Old Business:

- Budget update
- Policy review

Other Business:

- Set Deliberative Session date

Calendar:

- Next Board of Selectman's Meeting on Monday, October 11th, 2023 @ 6:30pm

Public Input:

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



Town of Candia
OFFICE OF THE SELECTMEN
74 High Street
Candia, New Hampshire 03034
(603) 483-8101

PUBLIC NOTICE OF SALE BY SEALED BIDS

The Town of Candia, as owner of certain property acquired by Tax Collector's Deed hereby provides notice of sale by sealed bids on the Town's interest in the following real property pursuant to RSA 80:80,II. The sealed bid must be received in the Selectmen's Office by 12:00 noon on Monday, September 25, 2023. The bid can be mailed to:

Town of Candia
Selectmen's Office
74 High Street
Candia, NH 03034

The outside of the envelope containing the bid must be labeled "Bid". There is a minimum acceptable bid of \$12,000. The Selectmen have the right to reject any and all bids. All bids must include bid security in the amount of 10% of the bid amount by bank check or money order. A public opening of bids received will occur at the September 25, 2023, Board of Selectmen's meeting at 6:30 pm. During the opening of bids, each bid will be read aloud. The Property is described as follows:

Map 409 Lot 107-1 – Raymond Road - .46 acres

The property is to be conveyed by Quitclaim Deed by the Town of Candia "AS IS" with no representations or warranties whatsoever, implied or express as to the condition of the property, the title, the existence of hazardous waste, or otherwise, and each bidder shall use due diligence in investigating and bidding on such property. The successful bidder must be able to provide the balance of the payment for the purchase of the Property within 30 days after the notice of award of bid. Payment will be by cash, certified check, bank check, or money order. The buyer shall pay any real estate transfer tax assessed against the sale, the Town of Candia's share being exempt. The property is sold free and clear of any claim by the Town of Candia for property tax. All acreages are approximate and there are no warranties regarding location or size or any other factor. The Town will provide the successful bidder with a Quitclaim deed for the Property acquired. The Town will have the deed recorded at the Rockingham County Registry of Deeds.

Smyth Memorial Building Budget 2024

Property Maintenance Exterior	1975
Fire Alarm monitoring	750
Fire Alarm Inspection	565
Fire Alarm batteries	175
Fire Extinguisher inspection	65
Furnace Cleaning	450
Emergency	1600
Building Maintenance and improvement	
Another section of the roof	18649
Utility Allocation per lease	4000
Total	28229

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 25, 2023
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 25th of September 2023.

Chairman

Vice – Chairman

Selectman

Selectman

Selectman

TOWN OF CANDIA

Policy Number: 2011-004
Subject: INVESTMENT POLICY
Adoption Date: March 24, 2014
Review Date: September 25, 2023
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 Statues 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 25th of September 2023.

Chairman

Vice – Chairman

Selectman

Selectman

Selectman

TOWN OF CANDIA
Selectmen's Office

Memo

To: Selectmen

From: Andria Hansen, Town Administrator

Date: September 25, 2023

Re: Avitar – Assessing, Tax Collector, Building Department

Back in 2021, the Board agreed to convert to new software for our finance office, tax office, and building department. Only one part of this conversion has been done. The finance office was converted first. We are happy with MTS's product, and we would like to convert to their payroll software in the future. The building department and tax collector's office was never converted. We reached out several times and were pushed off. When they did get back to us, we were asked to do a lot of let work to start the conversion. To clarify, the town has not been charged for the building and tax software as it was never installed. Due to the lack of customer service, I do not want to proceed with this any further.

Avitar is a company that does tax, building, and assessing. We have three employees that have worked with Avitar in other communities. I personally had the opportunity to work with the product. It is user friendly, and all three systems "speak" to each other. This helps simplify the process when merging the data of the three systems. The total cost of the conversion would be \$34,205. The yearly cost would be \$9,842. The conversion can start in October/November. I spoke with Steve Hamilton about the assessing software, and he said a reval year is the best time to do this. The conversion for tax and building can be done quicker. I would like the Board's permission to proceed with the conversion to Avitar. I believe it will be a better and more efficient product for our staff.