

Candia Board of Selectmen
Agenda
November 13th, 2023, at 6:30pm

Call to Order

Roll Call

Public Hearing: The Board of Selectmen will hold a public hearing in reference to RSA 673:13.

Approval of Minutes: Public and Non-Public Minutes for October 23rd, 2023

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

New Business:

- Perambulation – Deerfield
- Highway Block Grant
- Sign purchase agreement with Avitar
- Sign engagement letter with Devine Millemet
- Police Department – warrant article

Old Business:

- Policy update – fraud policy & electronic transfer of funds policy

Other Business:

- Reschedule BOS December 25th meeting
- Encumbrance meeting
- Payroll – November 20th

Calendar:

- Next Board of Selectman's Meeting on Monday, November 27th 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

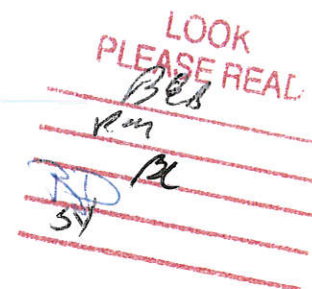
<https://us02web.zoom.us/j/6034838101>

Meeting ID: 603 483 8101 Password: 8101

Dial In +1 646 558 8656 US

10 October 2023

Andria Hansen
Town Administrator
Town of Candia NH
74 High St
Candia NH 03034



Hi Andria,

We just wanted to formally address the outstanding concerns with a member of the ZBA.

To members of the Candia Board of Selectmen and Town Administrator.

I am writing to request a review of the conduct, lack of representation and judgement of an appointed board member, Judith Szot. These actions were in relation to our building permitting process which requires the permit to be reviewed by the ZBA. The process began July 1, 2023 and is still currently pending.

Actions include:

1. Accepting our ZBA application while in direct violation of state and town RSA policies.
2. Directing the State of NH DRA to inspect our land. The town denied involvement in soliciting the DRA. Though the request has been confirmed and was issued by the town. This is an act of deception, a form of harassment and in essence retaliatory in nature
3. Instructing the Brassards during a public meeting on September 26th that we were in direct violation of the law in regards to our cutting of trees. Unfounded and false statement.
4. Instructing the Brassards during a public meeting on September 26th they were not to do any more tree cutting, branch cutting, or move dirt or they were in direct violation of the law until April of 2024. Unfounded and false statement.
5. Her inability to remain tactful and a representative of the town during a public meeting on September 26th. With our children present she referred out of frustration the lord's name in

vain, "Jesus Christ!" Her demeanor via Zoom was palpable and inappropriate. Her conduct is unacceptable.

With this said, we are requesting at the very least, that the person(s) involved in this behavior be removed from our case. These actions are unbecoming of a Town representative and an assigned Chair nonetheless. We are seeking resolution for the time being to avoid any further delay in our case by relieving Judith of her voting powers and replacing her with an alternate that will be unbiased to the case. We are advising that there be a long term consideration, as a member of the community and taxpayer, that she be removed as chair of the ZBA and ultimately removed from any town representation. No one in this town should be accosted through false accusations and statements in the manner that we have. It's a form of political bullying.

This conduct is unacceptable and cannot be the "Standard" anyone should expect from their representatives. Being instructed I cannot do something by a town representative that is untrue, implying actions were criminal and having to explain to my children "why did she talk to you like that Dada?" after a public meeting is absolutely unacceptable.

We will be proceeding in a Freedom of Information request for all correspondence in regards to our building permitting process at this time.

Respectfully,

Paul and Sarah Brassard
266 Donovan Rd
Candia NH 03034

Nov 13, 2023

Town of Candia
Road Agent's Report
Month of November 2023

Summary of Work:

- Washout work
- Flint Road ditch and drainage work
- Upper end Currier Road ditching and shoulder work
- Trapping Podunk Road pond
- Work on Podunk Road culvert
- Patching

Jeff Wuebbolt
Road Agent

CANDIA POLICE DEPARTMENT
ACTIVITY 9/21/2023 to 10/18/2023

During this period, the Candia Police Department issued 111 motor vehicle warnings and 21 summons'

The following were arrested/summonsed:

9/24/23	Dennis Medina, age 39	Raymond, NH	Warrant-Manchester PD Poss. Controlled Drugs
9/30/23	Laurieanna Lebrasseur, age 25	Candia, NH	Operating w/o a valid license
9/30/23	Edward J. White, age 40	Manchester, NH	Habitual Offender Susp. of Vehicle Registration Display of False Insp. Sticker
10/12/23	Melissa Mejia, age 38	Manchester, NH	Criminal Trespass
10/17/23	Nathan C. Rice, age 23	Raymond, NH	Criminal Mischief Reckless Conduct Reckless Operation
10/18/23	Dillon Coleman, age 31	Manchester	Burglary X 2 Criminal Trespass

The above-mentioned individuals are presumed innocent until found guilty in a court of law

No Crime Incident Event Breakdown

Event	Description	Total	%
911	911 Hang Up	0	00.0
AIM	Aided Motorist	2	00.4
AL	Alarm	0	00.0
BEA	Bureau Of Elderly & Adult Services Investigation	2	00.4
CC	Citizen's Complaint	8	01.7
CF	Dog License Civil Forfeiture	0	00.0
CIN	Child In Need Of Services	0	00.0
CIV	Civil Standby	1	00.2
COM	Community Outreach	0	00.0
CP	Community Policing	0	00.0
DCI	Dcyf Investigation	13	02.7
DEE	Put Down Injured Animal	0	00.0
DOG	Dog At Large / Loose Dog	0	00.0
FIN	Fingerprinting	3	00.6
FPR	Found Property	9	01.9
IA	Internal Affairs Investigation	0	00.0
IEA	Involuntary Emergency Hospitalization	2	00.4
JUV	Juvenile Complaint	5	01.1
KD	K-9 Deployment	0	00.0
LEB	Law Enforcement Background Investigation	0	00.0
MED	Medical Call	2	00.4
MVC	Motor Vehicle Complaint	4	00.8
NC	Noise Complaint	0	00.0
IDT	National Drug Take Back	3	00.6
IED	Neighbor Dispute	2	00.4
NO	Notification	0	00.0
WTO	No Trespass Order	5	01.1
OD	Drug Overdose	0	00.0
OF	Fatal Overdose	0	00.0
OHV	Ohrv Complaint	0	00.0
PDB	Prescription Drug Box	0	00.0
PU	Police Pursuit Report	0	00.0
RAD	Radar Enforcement	0	00.0
RH	Road Hazard	1	00.2
RPO	Return Property To Owner	0	00.0
SC	Shooting Complaint	0	00.0
SCA	Scams/Phone&email	4	00.8
SEC	Security Check	55	11.6
SP	Serve Papers	70	14.8
SPA	Suspicious Activity	14	03.0
SPM	Suspicious Motor Vehicle	0	00.0
SPP	Suspicious Person	1	00.2
SSA	Safe Schools Act	38	08.0
SU	Suicide	2	00.4
SO	Sex Offender Registration	17	03.6
TE	Traffic Enforcement	0	00.0
TH	Threats	2	00.4
TRU	Truancy	0	00.0
WD	Tree / Wires Down	0	00.0
UTD	Unattended/Untimely Death	1	00.2
VIN	Vin Verification	1	00.2
WBC	Well Being Check	7	01.5
WI	Weapons Incident	0	00.0
NS	Not Specified	3	00.6
AOA	Assist Other Agency	39	08.2
ASC	Assist Citizen	47	09.9
PI	Police Information	60	12.7

SDT	Sudden Death	1	00.2
DTH	Other	2	00.4
DIS	Disturbance	20	04.2
AFF	Assist Fire/EMS	13	02.7
MIP	Missing Person	6	01.3
LPR	Lost Property	6	01.3
ACP	Animal Complaint	2	00.4

Grand Total: 473

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>TOTALS</u>
AGGRAVATED FELONIOUS SEXUAL AS	0	0	0	0	1	0	0	0	0	0	1
Sexual Assault - Sexual Contac	0	0	0	1	0	0	0	0	0	0	1
Simple Assault; Physical Conta	0	0	0	0	0	0	0	0	0	1	1
Simple Assault; BI	0	0	0	0	0	0	0	1	0	0	1
DV; Simple Assault; Physical C	0	0	0	0	0	0	1	0	0	0	1
Intimidation	0	0	0	0	0	0	0	0	1	0	1
Criminal Threatening - conduct	0	0	0	1	0	0	0	0	0	0	1
Criminal Threatening - deadly	0	0	0	0	1	0	0	0	0	0	1
Theft by Deception \$1501+	0	0	0	0	0	1	0	0	0	0	1
Theft by Extortion \$0-\$1000	0	0	0	0	0	0	0	0	0	0	1
Burglary	0	0	0	0	0	0	1	1	0	1	1
Willful Concealment, theft	0	0	1	0	0	0	0	0	0	0	2
Theft by Unauthd Taking \$0-\$10	0	0	0	1	0	1	0	1	0	1	4
Burglary - Night / Home / Weap	0	0	0	0	0	0	0	0	0	1	1
Theft by Unauthd Taking \$0-\$10	0	1	1	2	1	2	0	1	1	1	10
Theft by Unauthd Taking \$1501+	0	0	1	0	0	0	0	0	0	0	1
Display False Insp/Reg Sticker	0	0	0	0	0	0	0	0	1	0	1
Theft by Deception \$0-\$1000	0	0	0	0	0	0	0	0	1	0	1
Theft by Deception \$1001-\$1500	0	1	0	0	0	0	0	0	0	0	1
Theft of Services \$1500+	0	0	0	0	0	1	0	0	0	0	1
Credit Card Fraud, \$1501+ or 2	1	0	1	0	0	0	0	0	0	0	2
Credit Card Fraud, \$0-\$1000	0	1	0	0	0	0	0	0	0	0	1
Theft by Unauthd Taking \$1501+	0	0	1	0	0	0	0	0	0	0	1
Theft by Deception \$1501+	0	0	1	0	0	0	0	0	0	0	1
Theft by Deception \$0-\$1000	0	0	1	0	0	0	0	0	0	0	1
Identity Fraud; Pose as Anothe	0	0	0	2	1	1	1	2	1	0	8
Identity Fraud; Obtain Persona	1	0	0	0	0	0	1	0	0	0	2
Identity Fraud; Obtain Info fo	0	0	1	0	0	1	0	0	0	0	2
Theft by Unauthd Taking \$1001-	0	0	0	0	0	1	0	0	0	0	1
Criminal Mischief	0	4	2	2	1	1	0	2	0	1	13
Criminal Mischief	0	0	0	0	0	0	1	0	0	0	1
Cruelty to Wild Animals, Fish	0	0	0	0	0	0	1	1	0	0	2
Loitering or Prowling	0	1	0	0	0	0	0	0	0	0	1
Disorderly Conduct	0	0	0	0	0	0	1	0	0	0	1
DUI - impairment	1	0	0	1	0	0	1	0	0	0	3
Protective Custody - Alcohol	0	0	0	0	0	0	1	0	0	0	1
Transport Alcohol by Minor	0	0	0	0	0	0	1	0	0	0	1
Criminal Trespass	0	0	0	1	0	0	0	1	1	3	6
ARREST ON ANOTHER AGENCY'S WAR	0	0	2	0	0	0	0	0	1	0	3
Juvenile Problem	0	0	0	0	0	1	0	0	0	0	1

11/09/2023

01/01/2023 - 10/31/2023

ILLEGAL DUMPING / LITTERING CO	0	0	0	1	0	0	0	0	0	0	1
SUSPENSION OF REGISTRATION OF	0	0	1	0	0	0	0	0	0	0	1
Notification of Repossession	0	1	0	0	1	1	0	0	0	0	3
LITTERING; PENALTIES	0	0	0	0	0	1	0	0	0	0	1
Conduct After; Property Damage	0	0	1	0	0	0	0	0	1	0	2
Impoundment; Cat Rabies Suspec	0	0	0	1	0	0	0	0	0	0	1
Procuring Dog License; Tag	0	0	0	0	0	0	13	0	0	0	13
Dog; Menace, Nuisance, Vicious	0	2	0	3	0	0	0	1	0	1	7
Dog at Large	0	0	0	0	1	1	0	0	0	0	2
Attack on Animals or Humans	0	0	0	0	0	0	0	0	1	0	1
BENCH WARRANT-ELECTRONIC	2	2	1	0	0	0	1	0	0	0	6
Breach of Bail	0	0	2	0	0	0	0	0	0	0	2
Simple Assault; BI	0	0	1	0	0	0	0	0	0	0	1
Reckless Conduct	0	0	0	0	0	0	1	0	0	1	2
Reckless Conduct - Deadly Weap	0	0	0	0	0	0	0	0	0	1	1
Resist Arrest/Detention	0	0	0	0	0	0	2	0	0	0	2
Escape	0	0	0	0	0	0	1	0	0	0	1
Harassment	2	2	3	1	1	2	2	1	3	4	21
Involuntary Emergency Admissio	0	1	0	0	0	0	0	0	0	0	1
Failure to Display Plates	0	0	0	2	0	0	0	0	0	0	2
Suspension of Vehicle Registra	0	1	2	0	0	0	0	1	1	0	5
Unregistered Vehicle	0	0	0	0	0	0	1	0	1	0	2
Operate after Cert as Habitual	0	0	0	0	0	0	1	0	1	0	2
Abandoning a Vehicle	1	0	0	0	0	0	0	0	0	0	1
OPERATING WITHOUT A VALID LICE	0	0	1	2	0	0	1	0	0	0	4
License Reqd; Op w/Expired Lic	0	1	0	0	0	0	0	0	0	0	1
License Reqd; Op w/o Valid Lic	0	0	0	0	0	0	0	0	2	0	2
Prohibitions re: Drivers Licen	0	0	0	1	0	0	1	1	0	0	3
Driving Without Giving Proof	0	0	0	0	0	0	0	1	0	0	1
Drive after Rev/Sus	1	0	1	0	1	0	1	0	0	0	4
Drive after Rev/Sus; DUI	0	0	0	0	1	0	2	0	0	0	3
Drive After Rev/Sus - Admin Li	0	0	0	0	0	0	1	0	0	0	1
Drive after Rev/Sus - Admin Li	0	0	0	1	0	0	0	0	0	0	1
Drive after Rev/Sus - subsqt	1	1	2	0	0	0	0	0	0	0	4
Drive after Rev/Suspension	0	1	2	1	0	1	0	3	2	0	10
Change of Address (License)	0	0	0	0	0	0	0	1	0	0	1
Conduct After Accident	0	0	0	0	0	1	1	2	0	0	4
Report of Injury to Dog or Cat	0	1	0	0	0	1	0	0	1	0	3
Lane Control	0	0	0	1	0	0	0	0	0	0	1
Speeding 11-15 mph over 65 lim	0	0	0	1	0	0	0	0	0	0	1
Speeding 16-20 mph over limit	0	0	0	0	0	0	1	0	0	0	1
Reckless Operation	0	0	0	1	0	0	1	0	2	1	5
Uninspected Vehicle	0	1	1	0	0	0	2	0	1	0	5
Stray Livestock or Horses	0	0	0	0	0	0	1	0	0	0	1

Offense Listing
01/01/2023 - 10/31/2023

11/09/2023

TOTALS

<u>10</u>	<u>22</u>	<u>30</u>	<u>27</u>	<u>10</u>	<u>18</u>	<u>44</u>	<u>21</u>	<u>23</u>	<u>17</u>	<u>222</u>
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**Candia Volunteer
Fire Department
11 Deerfield Road
Candia, NH 03034
603-483-8588
603-483-0252 fax**

Memo

Date: November 13, 2023
To: Board of Selectmen
Re: Monthly Report

October 2023 HIGHLIGHTS

- 1. Regular Truck and Building Maintenance
- 2. Trained on New Battery Powered Tools
- 3. EMS Training
- 4. Trailer & U.T.V. Training

Candia Fire Rescue



Candia, NH

This report was generated on 11/6/2023 11:52:29 AM

Incident Statistics

Zone(s): All Zones | Start Date: 10/01/2023 | End Date: 10/31/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		28	
FIRE		21	
TOTAL		49	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$0.00		\$0.00	
CO CHECKS			
424 - Carbon monoxide incident		2	
746 - Carbon monoxide detector activation, no CO		1	
TOTAL		3	
MUTUAL AID			
Aid Type		Total	
Aid Given		11	
Aid Received		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
4		8.16	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:08:03	0:07:49	
AVERAGE FOR ALL CALLS			0:08:48
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:03:33	0:01:38	
AVERAGE FOR ALL CALLS			0:03:24
AGENCY		AVERAGE TIME ON SCENE (MM:SS)	
Candia Fire Rescue		17:01	

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.



Candia Fire Rescue

Candia, NH

This report was generated on 11/6/2023 11:53:35 AM

**Incident Type Count per Station for Date Range**

Start Date: 10/01/2023 | End Date: 10/31/2023

INCIDENT TYPE	# INCIDENTS
Station: 1 - STATION 1	
131 - Passenger vehicle fire	2
140 - Natural vegetation fire, other	1
321 - EMS call, excluding vehicle accident with injury	24
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	2
424 - Carbon monoxide incident	2
445 - Arcing, shorted electrical equipment	1
511 - Lock-out	1
611 - Dispatched & cancelled en route	9
622 - No incident found on arrival at dispatch address	1
631 - Authorized controlled burning	2
733 - Smoke detector activation due to malfunction	1
746 - Carbon monoxide detector activation, no CO	1
# Incidents for 1 - Station 1:	49

Only REVIEWED incidents included.



Building Department -October 2023		
Permits Issued		
Barn/Garage	4	
Bed Bottom		
Burner	2	
Chimney		
Commercial		
Deck	1	
Demo		
Driveway		
Electrical	8	
Foundation Only	1	
Gas	14	
Generator	2	
Insulation	1	
Mechanical	1	
Oil Tank		
Pellet Stove	1	
Place of Assembly	1	
Plumbing	1	
Pool		
Renewals	2	
Residential Addition	1	
Residential Garage		
Residential One Family		
Residential Remodel	2	
Residential Sprinkler		
Septic		
Shed	2	
Siding/Roof/Window	5	
Solar Panels	3	
Tower Antenna		
Use Permit	1	
Wood Burner		
TOTAL PERMITS	53	
INSPECTIONS	58	(3 failed)
October Revenue	\$ 6,983.00	
YTD Revenue	\$ 77,346.46	

October 2023

Candia Recycling Center Monthly Report

	<u>October 2022</u>	<u>October 2023</u>
<u>M.S.W.(Trash)</u>	62.12 tons	71.81 tons
<u>C&D Debris</u>	43.89 tons	58.41 tons
<u>Total waste</u>	106.81 tons	130.22 tons

Recyclables

	<u>October 2022</u>	<u>October 2023</u>
<u>Mix Paper</u>	9 bales = 6.83 tons	6 bales= 4.57 tons
<u>Cardboard</u>	9 bales = 6.54 tons	8 bales = 5.84 tons
<u>#1 - #7 plastics</u>	2 bales = 1.23 tons	3 bales = 1.93 tons
<u>Alum. Cans</u>	1 bale = 0.52 tons	1 bale = .55 tons
<u>Tin Cans</u>	2 bales = 1.39 tons	0
<u>#2 natural plastic</u>	0	1 bale = .39 tons
<u>Total bales</u>	23 bales = 16.51 tons	19 bales = 13.28 tons
<u>Glass -</u>	1 load = 10.38 tons	1 load = 10.10 tons
<u>Total weight</u>	26.89 tons	23.38 tons

Revenue

October 2022

approx. \$30,286.17

2022 YTD -\$66,056.61

October 2023

approx. \$1883.66

2023 YTD - \$63,601.97

On 10/6 there were **38** freon units evacuated.

On 10/13 one load of light iron was marketed, **8.62** tons generated **\$846.61** in revenue.

On 10/27 one load of Light Iron was marketed **10.05** tons generated **\$987.05** in revenue.

State of New Hampshire
Vendor Payments

Check Number: 2357627

STATEMENT OF REMITTANCE

VOUCHER NUMBER	INVOICE NUMBER	DESCRIPTION	CONTACT INFORMATION	DATE	AMOUNT
732170	HIGHWAY BLK FY24 QTR2	Block Grant Aid OCT payment	(603) 271-3466	10/01/23	35,131.80
	Highway Block Grant Aid OCT payment-A \$31028.44	Highway Block Grant Aid OCT			
	pmtA SB367 \$4103.36				

If you have further payment questions, reference the contact information provided next to the line item in question. **TOTALS: \$35,131.80**

INFORMATION MESSAGE

Questions On Your Payment?
Please use the contact information provided above in the fourth column from the left.

State of New Hampshire
Office of State Treasurer
25 Capitol Street - Rm. 121
Concord, NH 03301

State of New Hampshire
Vendor Payments

Bank of America
Concord, NH

10/27/23 2357627

DIRECT DEPOSIT ADVICE

PAY EXACTLY *VOID VOID VOID VOID VOID VOID VOID VOID*

\$ ****35,131.80

PAY TO THE ORDER OF **TOWN OF CANDIA**
74 High St
Candia NH 03034
177269

NON-NEGOTIABLE



ATTORNEYS AT LAW

October 16, 2023

RENELLE L. L'HUILLIER
603.410.1709
RLHUILLIER@DEVINEMILLIMET.COM

ENGAGEMENT LETTER

Town of Candia
74 High Street
Candia, NH 03034

Re: Proposed Issuance of General Obligation Bonds by the Town of Candia, New Hampshire ("Issuer") - Bond Counsel Services

Ladies and Gentlemen:

The purpose of this engagement letter is to set forth certain matters concerning the services that Devine Millimet will perform as bond counsel to the Town of Candia, New Hampshire (the "Issuer" or the "Town") in connection with the issuance of the above-referenced bonds (the "Bonds"). We understand that the Bonds are being issued for the purpose of financing the construction of a new Police Department Facility in the approximate amount of \$2,500,000 to \$2,900,000. We also understand that the Bonds may likely be sold to the New Hampshire Municipal Bond Bank or placed privately with a financial institution.

In this engagement, we expect to perform the following duties:

- (1) Subject to the completion of proceedings to our satisfaction, render our legal opinion (the "Bond Opinion") regarding the validity and binding effect of the Bonds, the source of payment and security for the Bonds, and the excludability of interest on the Bonds from gross income for federal and State of New Hampshire income tax purposes.
- (2) Review and consult with Issuer regarding the proceedings and other actions taken by Issuer to authorize the issuance of the Bonds.
- (3) Prepare and review documents necessary or appropriate to the authorization, issuance and delivery of the Bonds; and coordinate the authorization and execution of such documents.
- (4) Review legal issues relating to the structure of the Bond issue.

DEVINE, MILLIMET
& BRANCH
PROFESSIONAL
ASSOCIATION

64 NORTH MAIN STREET
SUITE 302
CONCORD
NEW HAMPSHIRE 03301

T 603.226.1000
F 603.226.1001
DEVINEMILLIMET.COM

MANCHESTER, NH
CONCORD, NH
PORTSMOUTH, NH

October 16, 2023

Page 2

- (5) Draft the continuing disclosure undertaking of the Issuer to the extent required by Securities and Exchange Commission Rule 15c2-12, as amended.

Our Bond Opinion will be addressed to the Issuer and any purchaser(s) of the Bonds and will be delivered by us on the date the Bonds are exchanged for their purchase price (the "Closing").

The Bond Opinion will be based on facts and law existing as of its date. In rendering our Bond Opinion, we will rely upon the certified proceedings and other certifications of public officials and other persons furnished to us without undertaking to verify the same by independent investigation, and we will assume continuing compliance by the Issuer with applicable laws relating to the Bonds. During the course of this engagement, we will rely on you to provide us with complete and timely information on all developments pertaining to any aspect of the Bonds and their security.

Our duties in this engagement are limited to those expressly set forth above and our role as bond counsel does not include acting as a financial advisor to the Issuer.

Upon execution of this engagement letter, the Issuer will be our client and an attorney-client relationship will exist between us. We assume that all other parties will retain such counsel as they deem necessary and appropriate to represent their interests in this transaction. Our representation of the Issuer and the attorney-client relationship created by this engagement letter will be concluded upon issuance of the Bonds. Nevertheless, subsequent to Closing, we will mail the appropriate Internal Revenue Service form 8038-G and prepare and distribute to the participants in the transaction a transcript of the proceedings pertaining to the Bonds.

As you are aware, our firm represents many political subdivisions, companies and individuals. In connection with this engagement, I note that my partner, Matthew Johnson, represents Consolidated Communications in a matter involving the Town's assessment and abatement of taxes against property owned by Consolidated Communications in the Town (primarily telephone poles and rights of way), a matter that is unrelated to the Bonds and their issuance, and for which the Town has retained other counsel. There is a strong likelihood that Attorney Johnson will either amend the existing case to include appeals of subsequent tax years or that he will file new lawsuits to appeal subsequent tax years on behalf of Consolidated Communications. While I trust this involvement will not be of concern to you because it is completely unrelated to your proposed bond issue, please call me if you would like to discuss this situation in more detail.

Also, it is possible that during the time that we are representing the Issuer, one or more of our present or future clients will have transactions with or involving the Issuer. It is also possible that we may be asked to represent, in an unrelated matter, one or more of the entities involved in the issuance of the Bonds. We do not believe such representation, if it occurs, will adversely affect our ability to represent you as provided in this letter, either because such matters will be

October 16, 2023

Page 3

sufficiently different from the issuance of the Bonds so as to make such representations not adverse to our representation of you, or because the potential for such adversity is remote or minor and outweighed by the consideration that it is unlikely that advice given to the other client will be relevant to any aspect of the issuance of the Bonds. Execution of this letter will signify the Issuer's consent to our representation of others consistent with the circumstances described in this paragraph.

Based upon (i) the size of the bond issue; (ii) the complexity of the involved financing structure; (iii) the manner in which the bonds will be sold; (iv) the duties and responsibilities we are undertaking pursuant to this letter; and (v) the time that we anticipate devoting to this financing, we anticipate that our fees, including expenses, will be in the range of \$5,500 to \$7,000. Our fee may vary: (a) if the principal amount of the Bonds actually issued differs significantly from the amount stated above; (b) if material changes in the structure or schedule of the financing occur; or (c) if unusual or unforeseen circumstances arises which require a significant increase in our time or responsibility. Furthermore, if in addition to your bond, your financing plans also include interim financing, such as the issuance of bond anticipation notes, we charge additional fee in the range of \$2,000 to \$3,000 per note. If, at any time, we believe the circumstances require an adjustment of our original fee estimate, we will advise you and will prepare and provide to you an amendment to this letter. Our fee is typically paid at the closing of the bonds and we customarily do not submit any statement until the closing. No legal fees will be due in calendar year 2023.

If the foregoing terms are acceptable to you, please so indicate by returning enclosed PDF copy of this engagement letter dated and signed by an authorized officer, retaining the original for your files.

WIRE FRAUD WARNING: The incidence of fraud involving wired funds is on the rise.

Never rely solely on emailed wiring instructions from anyone. Devine Millimet will not ask you to wire funds to us or to a third party without separately confirming the relevant wiring instructions with you by telephone. Once that telephonic confirmation has occurred, we will not change the wiring instructions. If you receive an email which appears to be from our firm and which requests that you wire funds but have not received final telephonic confirmation from us, or which otherwise seems suspicious, then please contact us by telephone at (603) 669-1000 before transferring any funds.

October 16, 2023
Page 4

We look forward to working with you.

DEVINE, MILLIMET & BRANCH,
PROFESSIONAL ASSOCIATION



By: _____
Renelle L. L'Huillier

Agreed to and accepted in accordance with the foregoing.

TOWN OF CANDIA, NEW HAMPSHIRE

By: _____
Name: _____
Title: _____
Date: _____

Future Capital Improvement CRF				as of 11-13-2023		Future Capital Improvement CRF Account	
Invoice Date	Invoice Number	Vendor	Amount	Check Number	Check Date		
04/30/21	no number	White Appraisal	1,500.00	36490	05/06/21	Beginning Balance 2021	360,000.00
06/07/21	no number	White Appraisal	1,500.00	36673	06/17/21	2021 Expenses	-15,286.00
10/01/21	210908	SMP Architecture	2,938.00	37252	10/14/21	2021 Interest	497.00
12/01/21	211126	SMP Architecture	9,348.00	37564	12/09/21	Ending Balance 2021	345,211.00
01/04/22	211231	SMP Architecture	2,781.50	37766	01/13/22	Beginning Balance 2022	345,211.00
01/07/22	01072022-A	ECKMAN Construction	5,000.00	37820	01/20/22	2022 Expenses	-34,144.00
01/31/22	220102	SMP Architecture	5,492.50	37946	02/10/22	2022 Interest -figure not confirmed	2,602.00
09/30/22	220913	SMP Architecture	8,050.00	39103	10/06/22	Ending Balance as of 12/31/2022	313,669.00
09/08/22	220809	SMP Architecture	2,276.00	39138	10/13/22	Beginning Balance 2023-not confirmed	313,669.00
11/08/22	221036	SMP Architecture	10,544.00	39305	11/17/22	WA#15	300,000.00
03/06/23	230227	SMP Architecture	4,998.00	39959	03/23/23	2023 Expenses	-42,903.00
04/04/23	230333	SMP Architecture	2,688.00	40067	04/13/23	2023 Interest	
05/01/23	230444	SMP Architecture	3,115.00	40169	05/11/23	Ending balance	570,766.00
06/28/23	230674	SMP Architecture	10,035.00	40385	07/06/23		
07/31/23	230785.r	SMP Architecture	5,000.00	40548	08/17/23		
08/29/23	592	GMS Inspection Svs LL	1,850.00	40638	09/14/23		
08/31/23	230854	SMP Architecture	6,085.00	40662	09/14/23		
09/29/23	230968	SMP Architecture	8,000.00	40771	10/12/23	Land Purchase 5/17/2023	-390,327.95
10/30/23	231080	SMP Architecture	1,132.00	40881	11/09/23		
			92,333.00			Projected Ending Balance	180,438.05
		* SMP Architecture	8,050.00			GMS Inspection Services, LLC	1,850.00
		* SMP Architecture	2,276.00				
		* SMP Architecture	10,544.00			**BOS vote on 8/14/23 to w/d funds from CRF to pay for demo of bldg at 100 Raymond Rd.	21,000.00
		* SMP Architecture	4,998.00			Demo bills paid:	-1,850.00
		* SMP Architecture	2,688.00			Remaining funds:	19,150.00
		* SMP Architecture	3,115.00				
		* SMP Architecture	10,035.00				
		* SMP Architecture	5,000.00				
		* SMP Architecture	6,085.00			***BOS vote on 10/9/23 to w/d funds from CRF to pay for removal of asbestos & oil tank	6,350.00
		* SMP Architecture	8,000.00			Bills paid to date:	0.00
		* SMP Architecture	1,132.00			Remaining funds:	6,350.00
			61,923.00				
		*BOS vote on 7/11/22 to w/d funds from CRF to pay SMP Architectural and Engineering:	64,500.00				
		SMP Architecture bills paid:	-61,923.00				
		Remaining funds:	2,577.00				

To see if the Town will vote to raise and appropriate the sum of Two Million Nine Hundred and Seventy-Eight Thousand Dollars (\$2,978,000) for the construction of a new Police Department Facility, and to authorize the issuance of not more than Two Million Nine Hundred and Seventy-Eight Thousand Dollars (\$2,978,000) of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33) and to authorize the selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon and the maturity and other terms thereof and to apply for, obtain and accept federal, state or other aid, if any, which may be available for said project and to take such other actions or to pass any other votes relative thereto as shall be in the best interest of the Town of Candia. (Recommendations required) (3/5 ballot vote required).



TOWN OF CANDIA

Policy Number: 2011-001-6
Subject: ELECTRONIC TRANSFER OF FUNDS
Sub-Policy of: INTERNAL CONTROL MASTER POLICY
Adoption Date: June 11, 2011
Revision Date: May 2018
Effective Date: June 29, 2018
Supersedes:

Handwritten notes: LOOK PLEASE RE, BEB, BC, BJ, SJ, X 11/13/23 BUS mty

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

SECTION 2. POLICY

Transfers Out: Funds will transfer out electronically in primarily three instances: 1) Automatic withdrawals for Payroll Deposits, 2) Automatic Withdrawals for Federal Withholding and 3) Electronic Transfers between the Cash-Management-Credit Card Account and the General Fund Checking Account.

Transfers In: Primarily, Funds will mainly transfer in will occur because due to of the receipt of Government funds (State and Federal), through the award of federal and state grants, Property Tax Payments from Lending Institutions and Electronic Transfers between the Credit Card account and the General Fund Checking Account.

PROCEDURE

Transfers Out: The Accounting & Payroll Clerk Finance Office shall will be responsible for setting up the Payroll and Payroll Tax Payment Automatic Withdrawals, whether for payroll or withholding and notify the Treasurer, in advance, of their occurrence. The Treasurer will be responsible for performing transfers of funds between accounts as required to accommodate cash flow considerations and shall provide the Finance Office

with a signed paperwork transaction documenting the transfer. The Accounting & Payroll Clerk will notify the Treasurer when automatic withdrawals occur in the form of payroll and tax reports. The Treasurer will notify the Accounting & Payroll Clerk of Electronic Transfers between accounts by supplying a copy of the withdrawal and deposit slips to the Accounting & Payroll Clerk, to facilitate entry into the General Ledger. This exchange of information will serve as a check and balance on these activities.

Transfers In: The receiving department will ~~shall~~ notify the Accounting & Payroll Clerk Finance Office and Treasurer of any anticipated receipts; Private, State and/or Federal, to include dates and amounts of receipts. The Treasurer will notify the Accounting & Payroll Clerk Finance Office in the event that of a deposit which occurs with or without prior announcement. The Accounting & Payroll Clerk will attempt to keep communications flowing between the department, the general ledger and the Treasurer.

Electronic transfers are becoming more commonplace. In the event that the need for another electronic transfer other than above develops, the need and the response will be made a matter of record through the Selectmen's Meeting Minutes and incorporated into this policy by revision.

SECTION 3. NON-COMPLIANCE

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

Amendments adopted by vote of the Board of Selectmen on this date the 29th of June, 2018.

~~Chairman
Vice – Chairman
Selectman
Selectman
Selectman~~

Received and Recorded: _____, 2018

Donna J. Hetzel, Town Clerk



TOWN OF CANDIA

Policy Number: 2011-002
Subject: FRAUD POLICY
Adoption Date: MARCH 28, 2011
Revision Date:
Effective Date: MARCH 28, 2011
Supersedes:

LOOK
 PLEASE READ
 BEA
 BL
 34
 11/13/23
 BOS vnc

SECTION 1. PURPOSE

The Town of Candia recognizes the importance of protecting the organization, its taxpayers, its employees and its assets against financial risks, operational breaches and unethical activities. Therefore, the selectmen and management must clearly communicate the fraud prevention policy to both internal and external customers, vendors and employees.

The Town recognizes a zero tolerance policy regarding fraud and corruption. All matters raised by any source will be taken seriously and properly investigated. This policy covers all Town employees and officers. Additionally, this policy covers all vendors, customers and employees to the extent that any Town resources are involved or impacted.

The purpose of this document is to communicate municipal policy regarding the deterrence and investigation of suspected misconduct and dishonesty by employees and others, and to provide specific instructions regarding appropriate action in case of suspected violations.

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

SECTION 2. DEFINITIONS

Assets Refer to the entire property of the Town, association, corporation, or estate applicable or subject to the payments of debts. Assets include, but are not limited to, all Town vehicles and building properties, computer and software, cash receivables, wages and benefits.

Corruption The offering, giving, soliciting or accepting of an inducement or reward that may improperly influence the action of a person or entity. Some examples of corruption include bribery, conspiracy, and extortion.

Embezzlement Any loss resulting from the misappropriation of the Town of Candia assets.

Employee(s) Refer to all Town of Candia employees, independent contractors, consultants, and temporary workers.

Equipment A fixed asset that is not consumable or expendable; it is movable, even though sometimes attached to other objects or buildings; and its removal does not create a readily observable physical impairment or deterioration. Examples include, but are not limited to: Office equipment including computers, desk cabinets, printers and scanners, any electronic data

processing equipment, training/educational equipment, medical supplies, and furnishings, audio-visual, cameras and recording devices. Equipment also includes, but is not limited to, all construction and maintenance equipment, air conditioners, fire-fighting equipment and tools, rescue equipment and tools.

Fraud

The intentional deception, misrepresentation, misappropriation of resources, or the manipulation of data to the advantage or disadvantage of a person or entity.

Some examples of fraud include:

- Falsification of expense and invoices
- Authorizing or receiving compensation for goods not received or services not performed
- Theft of cash or fixed assets
- Alteration or falsification of records
- Failure to account for monies collected
- Knowingly providing false information on job applications
- Authorizing or receiving compensation for hours not worked
- Embezzlement, bribery, or conspiracy

Loss

The Town of Candia losing possession or control of any type of asset through fraudulent activities.

Misappropriate

To take or make use of any item without authority or right.

SECTION 3. POLICY

The Town of Candia has adopted a zero tolerance policy regarding fraud. No employee of the Town shall remove any Town of Candia assets from the property, misuse any Town assets for personal gain, or willfully misappropriate any Town of Candia asset. Any evidence supporting fraud, theft or embezzlement of Town of Candia assets and equipment may be subject to the following actions including but not limited to: suspension, termination, restitution, and criminal charges. Any Town of Candia employee who is aware of fraud being committed against the Town by anyone shall report such activity to their Supervisor. If the employee has reason to believe that their Supervisor may be involved, the employee shall notify the Police Department directly.

SECTION 4. DETERRING FRAUD AND CORRUPTION

The Town has established internal controls, policies and procedures in an effort to deter, prevent and detect fraud and corruption. All new employees are subject to background investigations including a criminal background check. The Town may also verify all applicants' employment history, education and personal references prior to making an offer of employment.

SECTION 5. REPORTING PROCEDURE

- 5.1 Allegations and concerns about fraudulent or corrupt activity may come from various sources including employees, vendors, members of the public, results of internal or external audit reviews, or from any other interested parties.

- 5.2 All employees and officers have a duty to report concerns they have or information provided to them about the possible fraudulent or corrupt activity of any officer, employee, vendor or any other party with any association with the Town. Any person who has a reasonable basis for believing fraudulent or corrupt acts have occurred has a responsibility to report the suspected act immediately.
- 5.3 All reports will be taken seriously and will be investigated by internal audit staff and/or legal officials who will be appointed by the Board of Selectmen when necessary. If deemed necessary, the Town will notify and fully cooperate with the appropriate law enforcement agency. Any investigation resulting in the finding of fraud or corruption will be referred to the Board of Selectmen for the appropriate disciplinary action.
- 5.4 All participants in a fraud investigation shall keep the details and results of the investigation confidential. All investigations will be conducted in confidence insofar as reasonably possible. The name or names of those communicating information about a fraudulent act or the name or names of those suspected of a fraudulent act will only be revealed when required by law in conjunction with the investigation or legal action.
- 5.5 Any employee reporting an act of fraud; or assisting, testifying, or participating in a fraud investigation, acting in accordance with the requirements of this policy, shall not be subject to any adverse employment action unless it is determined the employee is culpable for such action and/or made an allegation knowing it was false. Examples of adverse employment action include, but are not limited to, discipline, suspension, threatening to discipline or suspend, coercion, acts of intimidation, and firing.

SECTION 6. REPORTED INCIDENT FOLLOW UP PROCEDURES

Care must be taken in the follow up of suspected misconduct and dishonesty to avoid acting on incorrect or unsupported accusations, to avoid alerting suspected individuals that follow up and investigation is underway, and to avoid making statements which could adversely affect the town, an employee, or other parties.

The general procedures for follow up and investigation of reported incidents are as follows:

- 6.1 Employees and others must immediately report all factual details as indicated above under Policy.
- 6.2 The Police Department and/or the Board of Selectmen has the responsibility for follow up and, if appropriate, investigations of all reported incidents.
- 6.3 All records related to the reported incident will be retained wherever they reside.
- 6.4 Do not communicate with the suspected individuals or organizations about the matter under investigation.
- 6.5 Police Department or the Board of Selectmen will also notify the ~~Office Manager~~ **Town Administrator** of all reported incidents so that it may be determined whether this matter should be brought to the attention of the Auditors.

- 6.6 The Police Department and/or Board of Selectmen and Town Administrator may also obtain legal advice at any time throughout the course of an investigation or other follow up activity on any matter related to the report, investigation steps, proposed disciplinary action or any anticipated litigation.
- 6.7 Neither the existence nor the results of investigations or other follow up activity will be disclosed or discussed with anyone other than those persons who have a legitimate need to know in order to perform their duties and responsibilities effectively.
- 6.8 All inquiries from an attorney or any other contacts from outside of the municipal government, including those from other law enforcement agencies or from the employee under investigation, should be referred to the Police Department and/or Board of Selectmen and Town Administrator.
- 6.9 Investigative or other follow up activity will be carried out without regards to the suspected individual's position or level, or relationship with the municipality.

SECTION 7. FALSE ALLEGATIONS

False allegations of suspected fraud with the intent to disrupt or cause harm to another may be subject to disciplinary action up to and including termination of employment.

SECTION 8. CORRECTIVE ACTIONS AND DISCIPLINE

- 8.1 Appropriate and timely action will be taken against those proven to have committed fraudulent acts. These remedial actions may include, but are not limited to:
- 8.2 Disciplinary action (up to and including immediate termination of employment).
- 8.3 Restitution for all losses, including investigations and legal expenses, to the fullest extent of the law.
- 8.4 Forwarding information to the appropriate authorities for criminal prosecution.
- 8.5 Institution of civil action to recover losses.
- 8.6 Where the Town of Candia elects to take corrective or disciplinary action, it will proceed under the procedures in place under the Personnel Policy.
- 8.7 The Town of Candia may take corrective or disciplinary action without awaiting the resolution of criminal or civil proceedings arising from fraudulent conduct.
- 8.8 Offenders at all levels of the Town will be treated equally regardless of their position or years of service with the Town. Determinations will be made based on a finding of facts in each case, actual or potential damage to the Town, cooperation by the offender and legal requirements.

Amendments adopted by vote of the Board of Selectmen on this date, the 28th of March, 2011.

~~Chairman~~
~~Vice – Chairman~~
~~Selectman~~
~~Selectman~~
~~Selectman~~

Received and Recorded: _____, 2011

Donna J. Hetzel, Town Clerk

Andria Hansen

From: Michael Kelley
Sent: Monday, November 13, 2023 10:10 AM
To: Andria Hansen; allyoungs@comcast.net
Subject: Add New EMS Provider

Hi Andria. I believe the selectmen's meeting is tonight. Sorry for this being late (Erin delivered on Monday last week so I turned work off for the week) but I'm hoping to get this on new business for a per diem paramedic that I'd like to bring in.

Jonathan Snow has been a paramedic since 2001. He is a full-time Bedford firefighter who I worked with many years ago. I consider him a mentor of mine and he would be a great asset to our department as he brings over 20 years of fulltime firefighting and paramedic experience to our ranks. Jon is looking to work 1 or 2 days a week and reduce his responsibilities as an Asst. Medical Examiner for the State of NH. Since he is looking for a fair amount of hours on a consistent schedule it would be beneficial to have him since Kyle Simard will be leaving us in the spring for medical school. I highly recommend the board accept him as a per diem EMS provider with Candia Fire.

Susan, forwarding to you for Dean's situational awareness. I wasn't at duty Sunday this week.

Thanks,

Mike