

Candia Board of Selectmen

Agenda

August 28th, 2023, at 6:30pm

Call to Order

Roll Call

Public Hearing:

- The Select Board will conduct a public hearing pursuant to RSA 31:5-b to explain the reasons for the Special Town Meeting scheduled for Thursday, September 7th, 2023, which includes voting to cure defects in the posting of notice of the 2023 Town Meeting and to ratify the actions taken at the meeting in accordance with RSA 31:5-b.
- The Select Board will hold a public hearing to accept quarterly grants and donations in accordance with RSA 31:95-b

New Business:

- Brandon Skoglund of Elliot Hospital to present AED Recognition to First Responders
- Smyth Memorial Building Trustee Carla Penfield – Ron Thomas granite bench dedication

Approval of Minutes: Public Meeting Minutes for August 14th.

Old Business:

- Policy review – Auditor's recommendations

Other Business:

Calendar:

- The Town Offices will be closed on Monday, September 4th, 2023 in observance of Labor Day
- Next Board of Selectman's Meeting on Monday, September 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.

Adjourn

Join Zoom Meeting

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

Meeting ID: 603 483 8101 Password: 8101

Dial In +1 646 558 8656 US

PUBLIC NOTICE
Town of Candia Select Board

Notice is hereby given to the inhabitants of the Town of Candia that the Select Board will conduct a **Public Hearing pursuant to RSA 31:5-b** at **Candia Town Hall, 74 High Street, Candia, NH 03034**, in the **Town Hall Meeting Room** on **Monday, August 28th, 2023, at 6:30 pm**, to explain the reasons for the Special Town Meeting scheduled for Thursday, September 7th, 2023, which includes voting to cure defects in the posting of notice of the 2023 Town Meeting and to ratify the actions taken at the meeting in accordance with RSA 31:5-b.

By Order of the Town of Candia Select Board

PUBLIC NOTICE

The Candia Board of Selectmen will hold a public hearing at their regular scheduled meeting on Monday, August 28th, 2023 at 6:30 p.m. to accept quarterly grants and donations in accordance with RSA 31:95-b, III (a).

* Public hearing 8/28/2023

State of New Hampshire

Vendor Payments

Check Number: 2348043

STATEMENT OF REMITTANCE

VOUCHER NUMBER	INVOICE NUMBER	DESCRIPTION	CONTACT INFORMATION	DATE	AMOUNT
725178	HIGHWAY BLK FY24 QTR1	Block Grant Aid JUL payment	(603) 271-3466	07/01/23	35,131.80
	Highway Block Grant Aid JUL payment-A \$31028.44	Highway Block Grant Aid JUL			
	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

07/27/23

2348043

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

Smyth Memorial Library bench, in honor of Ron Thomas

Posted on Wednesday, August 9, 2023

In honor of Ron Thomas, a selfless volunteer, a memorial bench has been placed at the Smyth Memorial Library. Ron dedicated many years to the town in various ways. Ron served as the School Moderator, the Town Moderator, and served on several town committees. The Smyth Memorial Building Trustees were able to make this happen through the generous donations made to the Ron Thomas Heritage Commission Fund. In addition, the proceeds from the sale of "Candia: A Sense of Place" published by the Heritage Commission, were donated to purchase the bench. As a symbol of appreciation to Ron Thomas, we hope this bench serves the community just as Ron did.



Town of Candia
July 20, 2023
Page 4

8/28/2023
B.S. mtef

Key Audit Matters

We have determined that there are no key audit matters to communicate.

Modification of the Auditor's Report

We have made the following modification to our auditor's report. An adverse opinion will be issued on the governmental activities. The circumstance that led to this modification is as follows:

The Town has not recorded the long-term costs of retirement healthcare costs and obligations for other postemployment benefits for the single employer plan in the governmental activities. Accounting principles generally accepted in the United States of America require that those costs be recorded, which would increase the liabilities, decrease the net position, and increase the expenses of the governmental activities. The amount by which this departure would affect the liabilities, net position, and expenses on the governmental activities is not readily determinable.

Other Audit Matters, Findings, or Issues

In the normal course of our professional association with the Town of Candia, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, significant events or transactions that occurred during the year, operating and regulatory conditions affecting the Town, and operational plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as the Town of Candia's auditors.

✓ Review and Reaffirmation of Town Policies (repeat comment)

Through review of the Town's key accounting and financial reporting policies, we noted that a number of policies have not been reviewed or reaffirmed recently. As a best practice, we recommend key accounting and financial reporting policies be reviewed and reaffirmed every three to five years. This helps to ensure that policies remain current with the Town's practices and applicable accounting requirements. In addition, it helps to ensure that employees and management are aware of the Town's policies, particularly when changes in employees or management occurs.

✓ Purchasing Policy (repeat comment)

The Town's purchasing policy requires formal approval from the Selectmen's liaison for purchases between \$1,000 and \$10,000 and that purchases over \$10,000 to go out for a competitive bid. The Town is not consistently receiving the approval from the Selectmen's liaison or going out to bid. We recommend that the Town update the purchasing policy to reflect the actual expectations for approval and bid process and then implement the policy.

✓ Untimely Police Detail Deposit (repeat comment)

When reviewing police detail deposits, it was noted that deposits are not being made within one week of receipt of funds. The longer that deposits are held onto the greater the chance is for misappropriation. We recommend that all funds be deposited within one week of receipt.

Untimely Tax Collector Deposits

When reviewing Tax Collector deposits, it was noted that deposits are not being made in a timely manner. Some deposits over \$1,500 are not being deposited until at least a week after collection. Per State RSA 41:35, when Tax Collector deposits are over \$1,500 they should be remitted to the treasurer and deposited daily. The longer funds are held onto the greater the risk is for misappropriation. We recommend that deposits be made in accordance with the State RSA. This could be done by the Treasurer coming in daily to make deposits. If the Treasurer is not coming in on a daily basis, then the Treasurer should delegate deposit authority to the Tax Collector to make the deposits.

Personnel Files

When reviewing employee personnel files, it is noted that not all employees have their I-9 on file. All employee files should be complete and have all the necessary paperwork in their file to show how much they should be paid and that they are legally allowed to work. We recommend that all personnel files be reviewed to ensure that all the proper documentation is present. If any required forms are missing, we recommend the Town have the employee complete the necessary forms for their personnel file.



**Town of Candia
PURCHASING POLICY**

SECTION 1. PURPOSE

The purpose of this policy is to establish the various procedures and guidelines to be utilized by the Town Departments, as well as Boards, Committees, and Commissions that are part of the Town of Candia budget appropriations.

It is the responsibility of the Town of Candia:

- To make purchases at the lowest possible price consistent with the quality needed;
- To allow fair and equal opportunity among qualified suppliers.

Except as otherwise provided by law, the Town shall make purchases of goods or services needed as stated in this policy.

SECTION 2. APPROVAL OF PURCHASES

Purchases of goods and services that in aggregate or individually are \$1,000 or more must have approval from Selectmen Liaison.

- A. Purchase up to \$1,000 – The Department Head shall have full authority to make department purchases of goods and services up to \$1,000, which are identified within the department's annual budget.
- B. Purchases between \$1,000 and \$10,000 – The Department Head shall contact and obtain approval from Selectmen Liaison.

Note: The above thresholds do not include costs for shipping and/or freight.

SECTION 3. COMPETITIVE BID PROCESS

- A. A competitive bid process must be followed if the goods or services expend more than \$10,000.
- B. Notice of the request for bids shall be made in the following ways:
 - 1) Letters directly to known providers soliciting bid responses.
 - 2) Request for bids shall be posted at the Town Office and the Town Web site.
 - 3) Advertisements shall be placed in one local newspaper or media of general circulation, soliciting bids.
- C. The Department Head is responsible for establishing the bid specifications, which shall include the following:

- 1) Bid name. Bid Submittal Deadline;
 - 2) Date, location and time of bid opening; (All bids shall be opened at a regularly scheduled Board of Selectmen meeting. Meeting schedule can be obtained from the Town Office.)
 - 3) Actual specifications for the project or services, including quantity, design and performance features, etc;
 - 4) Bond and/or insurance requirements;
 - 5) Any special requirements; and
 - 6) Desired delivery or completion date.
- D. Once the request for bids has been issued, the bid specification shall be available for inspection at the Selectmen's Office.
- E. All bids must be submitted in sealed envelopes, addressed to the Town of Candia in care of the Selectmen's Office, and plainly marked with the name of the bid on the outside of the envelope.
- F. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt.
- G. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids.
- H. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.
- I. Every bid received prior to the scheduled closing time for receipt of bids shall be publicly opened and read aloud by a member of the Board of Selectmen at the regularly scheduled Board of Selectmen meeting.
- J. The public opening and reading of each bid shall be at the time specified and shall include at least the following:
- 1) Name and address of bidder;
 - 2) For lump sum contracts, the lump sum base bid and the bid for each alternate;
 - 3) For unit price contracts, the unit price for each item and the total, if stated; and
 - 4) The nature and the amount of security furnished with the bid if requested.

SECTION 4. CRITERIA FOR BID SELECTION

In evaluating bids, the Board of Selectmen and Department Heads shall consider the following:

- A. Price and quality;
- B. Bidder's ability to perform within the specified time limits;
- C. Bidder's experience and reputation, including past performance for the Town;
- D. Bidder's ability to meet other terms and conditions, including insurance and bond requirements;
- E. Bidder's financial responsibility;
- F. Any other factors that the Board of Selectmen determines are relevant and appropriate in connection with a given project or service.

The Board of Selectmen reserves the right to reject all bids and issue a new Request for Bids if less than three bids are received. The Board of Selectmen also reserve the right at their discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

Any increase in cost estimates following bid award or signing of a contract shall be absorbed by the bidder.

SECTION 5. PUBLIC AUCTION

With the approval of the Board of Selectmen, purchases may be made through public auction. The department must provide the Board of Selectmen in writing, quotes from the like products in order to provide a realistic price comparison. Upon receiving the information, and verifying budget availability, written authorization indicating the amount "not to exceed" may be granted allowing the Department Head or their designee to attend the auction and bid on that particular product.

SECTION 6. EXCEPTIONS TO BID PROCESS

- A. Sole Source Purchase – If the Board of Selectmen determines that there is only one possible source for a proposed purchase, they may waive the bid process and authorize the purchase from the sole source.
- B. Blanket Purchase – If a proposed purchase is not a major purchase but is anticipated to exceed \$15,000 during any fiscal year, the bid process shall be initiated and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Board of Selectmen vote to initiate a new bid process.

- C. Emergency Expenditures – In case of an emergency, the Town may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. In such cases, the Selectmen or Department Head's shall promptly file a report that certifies the emergency nature of the incident and itemizes the purchase and their costs. Emergency expenditures may include immediate repair or maintenance of town property, vehicles or equipment only if the delay in such repair or maintenance would endanger persons or property. However, even in emergencies, an attempt shall be made to get at least three (3) quotes by telephone or fax. In addition, the emergency expenditure shall be limited to the purchase of those goods or services needed to prevent the immediate harm. Any additional goods or services required to remedy the situation or prevent future harm shall be subject to the bid process.
- D. Professional Services/Consultants – The bid process shall not apply to the Town's selection of service providers for services that are characterized by a high degree of professional judgment and discretion such as, but not limited to, legal services; auditing services; medical health or social services for Town employees, engineering and/or architecture, and risk management and/or insurance services.
- E. Utility purchases.
- F. Advertising.
- G. Postage.
- H. Federal, state, and local taxes.
- I. Court judgments.
- J. Financing or borrowing.
- K. Police special investigative costs where disclosure may jeopardize investigation.
- L. Maintenance contracts with manufacturers of equipment purchased.
- M. Where the Town decides to contract with non-profit organizations for the provision of health, welfare, social or recreational services for the Town to the general public.
- N. Where the Town decides to contract with government agencies for the provision of governmental services.
- O. Sealed, publicly invited competitive bids will not be required for purchases in any situation where a contractor or supplier has defaulted upon his or her obligations to the Town and there is a security guaranteeing to the Town the performance of said obligation at no additional cost to the Town, over and above the original obligation. In such cases, the Board of Selectmen may negotiate and award the contract to whomsoever, providing that said renegotiations and award does not exceed the amount of the security.

- P. The Board of Selectmen may waive any of the above requirements in cases where it is deemed inadvisable to solicit bids because of, for example, the need of standardization of such materials, supplies, equipment or services, or for any other reasons which the Board of Selectmen deem to be in the best interest of the Town.
- Q. Any major item purchase may be made without a local bid process when the service or product is available from an approved bid list awarded by the State of NH, Rockingham County, and Federal Government, School District or any other entity connected with a government agency.

SECTION 7. PAYMENT FOR GOODS OR SERVICES

Request for payment for any product or service shall be sent to the Accounting Clerk.

Payment for any purchase over \$1,000 will NOT be processed without a purchase order that must accompany the invoice.

Department Heads are responsible for obtaining new vendor information through the federal form W-9.

Department Heads are responsible for obtaining any applicable certificate of insurance and/or bonding requirements from vendors for services provided prior to any service being performed and/or payment being requested.

Note: General assistance payment requests are not subject to this policy.

SECTION 8. NON-COMPLIANCE IMPACT

Non-compliance with any section of this policy (unless authorized by the Board of Selectmen in writing) shall result in the following:

- A. Invoices will be returned to departments when purchase orders are not attached.
- B. Contracts entered into without following proper procedures will be voided.

Adopted by vote of the Board of Selectmen on this date, the 24th of June, 2013.

Fred Kelley, Chairman

Carleton Robie, Vice Chairman

Richard Snow

Amanda Soares

David DePuy

Received and Recorded: _____, 2013

Christine Dupere, Town Clerk

Town of Candia PURCHASING POLICY

SECTION 1. PURPOSE

The purpose of this policy is to establish the various procedures and guidelines to be utilized by the Town Departments, as well as Boards, Committees, and Commissions that are part of the Town of Candia budget appropriations.

It is the responsibility of the Town of Candia:

- To make purchases at the lowest possible price consistent with the quality needed;
- To allow fair and equal opportunity among qualified suppliers.

Except as otherwise provided by law, the Town shall make purchases of goods or services needed as stated in this policy.

SECTION 2. **POLICY APPROVAL OF PURCHASES**

- A. Any purchase of goods and services from **\$0 to \$5,000** must be authorized by the Department Head or Committee Chair/Vice-Chair. Said purchases shall be identified within the department's annual budget.
- B. Purchases of goods and services that in aggregate or individually are **over \$5,000 but do not exceed \$10,000**, must have approval from the Selectmen Liaison.
- C. Any product and/or service **over \$10,000** requires a sealed bid, excluding State Bid items.

Note: The above thresholds do not include costs for shipping and/or freight.

SECTION 3. **COMPETITIVE BID PROCESS**

A competitive bid process must be followed if the goods or services **exceed** \$10,000.

- A. Notice of the request for bids shall be made in the following ways:
 - 1) Letters directly to known providers soliciting bid responses.
 - 2) Request for bids shall be posted at the Town Office and on the Town Web site.
 - 3) Advertisements shall be placed in one local newspaper and/or media of general circulation, soliciting bids.
- B. The Department Head is responsible for establishing the bid specifications, which shall include the following:
 - 1) Bid name **and item(s) to be bid**.

- 2) Actual specifications for the project or services, including quantity, design, and performance features, etc.
 - 3) Desired delivery or completion date.
 - 4) Any special requirements.
 - 5) Bond and/or insurance requirements.
 - 6) Bid submittal deadline; **date and time sealed bids are due back.**
 - 7) **Location of where sealed bids are to be sent.**
 - 8) **Date and time of public meeting when sealed bids will be opened.** (All bids shall be opened at a regularly scheduled Board of Selectmen meeting. Meeting schedule can be obtained from the Town Office.)
 - 9) **The Board of Selectmen reserves the right to reject any and all bids.**
 - 10) **The Board of Selectmen reserves the right to negotiate.**
 - 11) **The Board of Selectmen reserves the right to award on the best arrangement for the Town of Candia, price and other factors considered.**
 - 12) **Faxed bids will not be accepted.**
 - 13) **Award of Contract shall be by public vote of the Board of Selectmen.**
- C. Once the request for bids has been issued, the bid specification shall be available for inspection at the Selectmen's Office.
- D. All bids must be submitted in sealed envelopes, addressed to the Town of Candia in care of the Selectmen's Office, and plainly marked with the name of the bid on the outside of the envelope.
- E. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt.
- F. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids.
- G. Any bids received after the **bid submittal deadline will** not be considered and shall be returned to the bidder unopened.
- H. Every bid received **by the bid submittal deadline** ~~prior to the scheduled closing time for receipt of bids~~ shall be publicly opened and read aloud by a member of the Board of Selectmen at the regularly scheduled Board of Selectmen meeting.

~~I. The public opening and reading of each bid shall be at the time specified and shall include at least the following:~~

- ~~1) Name and address of bidder;~~
- ~~2) For lump sum contracts, the lump sum base bid and the bid for each alternate;~~
- ~~3) For unit price contracts, the unit price for each item and the total, if stated; and~~
- ~~4) The nature and the amount of security furnished with the bid if requested.~~

SECTION 4. CRITERIA FOR BID SELECTION

In evaluating bids, the Board of Selectmen and Department Heads will assure efficiency and quality in spending public funds and will demonstrate to the public that they are receiving the best product/service for the best possible price as well as ensure that the goods and services required by the departments of the Town are acquired in a timely manner and at the most economical price. In doing so, the following shall be considered:

- A. Price and quality.
- B. Bidder's ability to perform within the specified time limits;
- C. Bidder's experience and reputation, including past performance for the Town;
- D. Bidder's ability to meet other terms and conditions, including insurance and bond requirements;
- E. Bidder's financial responsibility;
- F. Any other factors that the Board of Selectmen determines are relevant and appropriate in connection with a given project or service.

The Board of Selectmen reserves the right to reject all bids and issue a new Request for Bids if less than three bids are received. The Board of Selectmen also reserve the right at their discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

Any increase in cost estimates following bid award or signing of a contract shall be absorbed by the bidder.

SECTION 5. PUBLIC AUCTION

With the approval of the Board of Selectmen, purchases may be made through public auction. The department must provide the Board of Selectmen in writing, quotes from the like products in order to provide a realistic price comparison. Upon receiving the information, and verifying budget availability, written authorization indicating the amount "not to exceed" may be granted allowing the Department Head or their designee to attend the auction and bid on that particular product.

SECTION 6. EXCEPTIONS TO BID PROCESS

- A. Sole Source Purchase – If the Board of Selectmen determines that there is only one possible source for a proposed purchase, they may waive the bid process and authorize the purchase from the sole source.
- B. Blanket Purchase – If a proposed purchase is not a major purchase but is anticipated to exceed \$15,000 during any fiscal year, the bid process shall be initiated and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without the necessity of additional bids, until such time as the Board of Selectmen vote to initiate a new bid process.
- C. If the product/service has already gone through the advertised, sealed bid process, but to no avail, the Board of Selectmen reserves the right to not advertise a second time, but to contact vendors either by telephone, by mail, by email or by fax to purchase the product/service. The Selectmen will still maintain the right to reject any and all bids and have the right to negotiate for the best interest of the Town.
- D. If the Department Head is satisfied with the service that is being provided and the bid price has not increased more that 2% from the previous year, the Department Head is not required to go out to advertised, sealed bid for any service over the \$10,000 requirement for a total of two (2) years. After the two years, the Department Head is required to re-advertise any service over the advertised, sealed bid price of \$10,000.
- E. Professional Services/Consultants – The bid process shall not apply to the Town’s selection of service providers for services that are characterized by a high degree of professional judgment and discretion such as, but not limited to, legal services; auditing services; medical health or social services for Town employees, engineering and/or architecture, and risk management and/or insurance services.
- ~~F. Utility purchases.~~
- ~~G. Advertising.~~
- ~~H. Postage.~~
- ~~I. Federal, state, and local taxes.~~

- J. ~~Court judgments.~~
- K. ~~Financing or borrowing.~~
- L. ~~Police special investigative costs where disclosure may jeopardize investigation.~~
- M. ~~Maintenance contracts with manufacturers of equipment purchased.~~
- N. ~~Where the Town decides to contract with non-profit organizations for the provision of health, welfare, social or recreational services for the Town to the general public.~~
- O. ~~Where the Town decides to contract with government agencies for the provision of governmental services.~~
- P. Sealed, publicly invited competitive bids will not be required for purchases in any situation where a contractor or supplier has defaulted upon his or her obligations to the Town and there is a security guaranteeing to the Town the performance of said obligation at no additional cost to the Town, over and above the original obligation. In such cases, the Board of Selectmen may negotiate and award the contract to whomsoever, providing that said renegotiations and award does not exceed the amount of the security.
- Q. The Board of Selectmen may waive any of the above requirements in cases where it is deemed inadvisable to solicit bids because of, for example, the need of standardization of such materials, supplies, equipment or services, or for any other reasons which the Board of Selectmen deem to be in the best interest of the Town.
- R. The Board of Selectmen may approve a purchase or service without requiring adherence to the bid process when the purchase is to be made from the State of NH and/or Federal bid lists, Rockingham County, the School District, or any other entity connected with a government agency. Other exceptions include when a specific item is necessary to adhere to a warranty or maintenance contract, when there is only one known source for the item to be purchased or in cases of emergency.

SECTION 7. EMERGENCY EXPENDITURES

An emergency purchase/service may be made by a Department Head only if the normal operations of the department are in jeopardy. This shall generally mean or relate to emergency repairs to equipment or facilities which must be kept operating to protect the health, welfare and/or safety of persons or property. In such cases, the ~~Selectmen~~ or Department Head shall promptly ~~file~~ provide a written report to the Town Administrator that explains the nature of the emergency and includes at least one (1), preferably three (3), estimate(s)/quote(s) for Select Board approval. The Town Administrator will poll the Board for a decision and will notify the department head of how to proceed. ~~Emergency expenditures may include immediate repair or maintenance of town property, vehicles or equipment only if the delay in such repair or maintenance would endanger persons or property. However, even in emergencies, an attempt shall be made to get at least three (3) quotes by telephone or fax. In addition, the emergency expenditure shall be limited to the purchase of those goods or services needed~~

to prevent the immediate harm. Any additional goods or services required to remedy the situation or prevent future harm shall be subject to the bid process.

SECTION 8. PAYMENT FOR GOODS OR SERVICES

Approved invoices for any product or service shall be sent to the Finance Office.

~~Payment for any purchase over \$1,000 will NOT be processed without a purchase order that must accompany the invoice.~~

Department Heads are responsible for obtaining new vendor information through the federal form W-9.

Department Heads are responsible for obtaining any applicable certificate of insurance and/or bonding requirements from vendors for services provided prior to any service being performed. ~~and/or payment being requested.~~

Note: General assistance payment requests are not subject to this policy.

SECTION 9. ETHICS IN PUBLIC PURCHASING AND CONTRACTING

It shall be unethical for any Town Official / Employee involved in making procurement decisions to have personal investments in any business entity that will create a substantial conflict between their private interests and their public duties.

It shall be unethical for any person to offer, give, or agree to give any Town of Candia employee, or for any town of Candia employee to solicit, demand, accept, or agree to accept from any vendor or business, a gift or gratuity in any amount in connection with any decision, approval, disapproval, or recommendation concerning a solicitation.

Inexpensive advertising items bearing the name of a vendor, such as pens, pencils, paper weights, cups, candy, calendars, etc. are not considered articles of value or gifts in relation to this policy.

SECTION 10. NON-COMPLIANCE IMPACT

Non-compliance with any section of this policy (unless authorized by the Board of Selectmen in writing) shall result in the following:

- A. Invoices will be returned to departments. ~~when purchase orders are not attached.~~
- B. Contracts entered into without following proper procedures will be voided.

Amendments adopted by vote of the Board of Selectmen on this date, the 24th of June, 2013.

Chairman

Vice Chairman

Selectman

Selectman

Selectman

Received and Recorded: _____, 2013

Donna Hetzel, Town Clerk