

Candia Board of Selectmen
Agenda
September 11th, 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 21st, 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.

Approval of Minutes: Public Minutes for August 28th, 2023

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

New Business:

- Agriculture Commission Recommendation

Old Business:

- Purchasing Policy Review

Other Business:

Calendar:

- Budget Meeting scheduled on Friday, September 15th, 2023 @ 3:00pm at Town Hall
- Special Town Meeting on Thursday, September 21st, 2023 @ 6:30pm at Town Hall
- Next Board of Selectman's Meeting on Monday, September 25th, 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

Sept 11, 2023

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

Summary of Work:

- Tower Hill Reconstruction
- Complete finish work, Brown Road and South Road
- Fixing Washouts
- Patching as needed

Jeff Wuebbolt
Road Agent

Offense Listing
01/01/2023 - 08/31/2023

09/06/2023

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>TOTALS</u>
AGGRAVATED FELONIOUS SEXUAL AS	0	0	0	0	1	0	0	0	1
Sexual Assault - Sexual Contac	0	0	0	1	0	0	0	0	1
Simple Assault; BI	0	0	0	0	0	0	0	1	1
DV; Simple Assault; Physical C	0	0	0	0	0	0	1	0	1
Criminal Threatening - conduct	0	0	0	1	0	0	0	0	1
Criminal Threatening - deadly	0	0	0	0	1	0	0	0	1
Theft by Deception \$1501+	0	0	0	0	0	1	0	0	1
Burglary	0	0	0	0	0	0	1	1	2
Willful Concealment, theft	0	0	1	0	0	0	0	0	1
Theft by Unauthd Taking \$0-\$10	0	1	1	3	1	3	0	2	11
Theft by Unauthd Taking \$1501+	0	0	1	0	0	0	0	0	1
Theft by Deception \$1001-\$1500	0	1	0	0	0	0	0	0	1
Theft of Services \$1500+	0	0	0	0	0	1	0	0	1
Credit Card Fraud, \$1501+ or 2	1	0	1	0	0	0	0	0	2
Credit Card Fraud, \$0-\$1000	0	1	0	0	0	0	0	0	1
Theft by Unauthd Taking \$1501+	0	0	1	0	0	0	0	0	1
Theft by Deception \$1501+	0	0	1	0	0	0	0	1	2
Theft by Deception \$0-\$1000	0	0	1	0	0	0	0	0	1
Identity Fraud; Pose as Anothe	0	0	0	2	1	1	1	2	7
Identity Fraud; Obtain Persona	1	0	0	0	0	0	1	0	2
Identity Fraud; Obtain Info fo	0	0	1	0	0	1	0	0	2
Theft by Unauthd Taking \$1001-	0	0	0	0	0	1	0	0	1
Criminal Mischief	0	4	2	2	1	1	0	2	12
Criminal Mischief	0	0	0	0	0	0	1	0	1
Cruelty to Wild Animals, Fish	0	0	0	0	0	0	1	1	2
Loitering or Prowling	0	1	0	0	0	0	0	0	1
Disorderly Conduct	0	0	0	0	0	0	1	0	1
DUI - impairment	1	0	0	1	0	0	1	0	3
Protective Custody - Alcohol	0	0	0	0	0	0	1	0	1
Transport Alcohol by Minor	0	0	0	0	0	0	1	0	1
Criminal Trespass	0	0	0	1	0	0	0	1	2
ARREST ON ANOTHER AGENCY'S WAR	0	0	2	0	0	0	0	0	2
Juvenile Problem	0	0	0	0	0	1	0	0	1
ILLEGAL DUMPING / LITTERING CO	0	0	0	1	0	0	0	0	1
SUSPENSION OF REGISTRATION OF	0	0	1	0	0	0	0	0	1
Notification of Repossession	0	1	0	0	1	1	0	0	3
LITTERING; PENALTIES	0	0	0	0	0	1	0	0	1
Conduct After; Property Damage	0	0	1	0	0	0	0	0	1
Impoundment; Cat Rabies Suspec	0	0	0	1	0	0	0	0	1
Procuring Dog License; Tag	0	0	0	0	0	0	13	0	13
Dog; Menace, Nuisance, Vicious	0	2	0	3	0	0	0	1	6
Dog at Large	0	0	0	0	1	1	0	0	2
BENCH WARRANT-ELECTRONIC	2	2	1	0	0	0	1	0	6
Breach of Bail	0	0	2	0	0	0	0	0	2
Simple Assault; BI	0	0	1	0	0	0	0	0	1
Reckless Conduct	0	0	0	0	0	0	1	0	1
Resist Arrest/Detention	0	0	0	0	0	0	2	0	2
Escape	0	0	0	0	0	0	1	0	1
Harassment	2	2	3	1	1	2	2	1	14
Involuntary Emergency Admissio	0	1	0	0	0	0	0	0	1
Failure to Display Plates	0	0	0	2	0	0	0	0	2
Suspension of Vehicle Registra	0	1	2	0	0	0	0	1	4
Unregistered Vehicle	0	0	0	0	0	0	1	0	1
Operate after Cert as Habitual	0	0	0	0	0	0	1	0	1
Abandoning a Vehicle	1	0	0	0	0	0	0	0	1
OPERATING WITHOUT A VALID LICE	0	0	1	2	0	0	1	0	4

Offense Listing
01/01/2023 - 08/31/2023

09/06/2023

License Req'd; Op w/Expired Lic	0	1	0	0	0	0	0	0	1
Prohibitions re: Drivers Licen	0	0	0	1	0	0	1	1	3
Driving Without Giving Proof	0	0	0	0	0	0	0	1	1
Drive after Rev/Sus	1	0	1	0	1	0	1	0	4
Drive after Rev/Sus; DUI	0	0	0	0	1	0	2	0	3
Drive After Rev/Sus - Admin Li	0	0	0	0	0	0	1	0	1
Drive after Rev/Sus - Admin Li	0	0	0	1	0	0	0	0	1
Drive after Rev/Sus - subsqt	1	1	2	0	0	0	0	0	4
Drive after Rev/Suspension	0	1	2	1	0	1	0	3	8
Change of Address (License)	0	0	0	0	0	0	0	1	1
Conduct After Accident	0	0	0	0	0	1	1	2	4
Report of Injury to Dog or Cat	0	1	0	0	0	1	0	0	2
Lane Control	0	0	0	1	0	0	0	0	1
Speeding 11-15 mph over 65 lim	0	0	0	1	0	0	0	0	1
Speeding 16-20 mph over limit	0	0	0	0	0	0	1	0	1
Reckless Operation	0	0	0	1	0	0	1	0	2
Uninspected Vehicle	0	1	1	0	0	0	2	0	4
Stray Livestock or Horses	0	0	0	0	0	0	1	0	1
TOTALS	10	22	30	27	10	18	44	22	183

No Crime Incident Event Breakdown

Event	Description	Total	%
911	911 Hang Up	0	00.0
AIM	Aided Motorist	2	00.5
AL	Alarm	0	00.0
BEA	Bureau Of Elderly & Adult Services Investigation	1	00.3
CC	Citizen's Complaint	7	01.8
DF	Dog License Civil Forfeiture	0	00.0
FIN	Child In Need Of Services	0	00.0
IV	Civil Standby	1	00.3
COM	Community Outreach	0	00.0
CP	Community Policing	0	00.0
DCI	Dcyf Investigation	8	02.1
DEE	Put Down Injured Animal	0	00.0
DOG	Dog At Large / Loose Dog	0	00.0
FIN	Fingerprinting	3	00.8
FPR	Found Property	9	02.3
IA	Internal Affairs Investigation	0	00.0
IEA	Involuntary Emergency Hospitalization	2	00.5
JUV	Juvenile Complaint	3	00.8
KD	K-9 Deployment	0	00.0
LEB	Law Enforcement Background Investigation	0	00.0
MED	Medical Call	1	00.3
IVC	Motor Vehicle Complaint	1	00.3
IC	Noise Complaint	0	00.0
IDT	National Drug Take Back	2	00.5
IED	Neighbor Dispute	2	00.5
IO	Notification	0	00.0
ITO	No Trespass Order	4	01.0
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	0	00.0
RPO	Return Property To Owner	0	00.0
SC	Shooting Complaint	0	00.0
SCA	Scams/Phone&email	1	00.3
SEC	Security Check	47	12.3
SP	Serve Papers	62	16.2
SPA	Suspicious Activity	13	03.4
SPM	Suspicious Motor Vehicle	0	00.0
SPP	Suspicious Person	1	00.3
SSA	Safe Schools Act	31	08.1
SUI	Suicide	2	00.5
SX	Sex Offender Registration	16	04.2
TRE	Traffic Enforcement	0	00.0
THR	Threats	1	00.3
TRU	Truancy	0	00.0
WD	Tree / Wires Down	0	00.0
UN	Unattended/Untimely Death	0	00.0
VIN	Vin Verification	1	00.3
WBC	Well Being Check	5	01.3
WPI	Weapons Incident	0	00.0
--	Not Specified	2	00.5
AOA	Assist Other Agency	34	08.9
ASC	Assist Citizen	34	08.9
PI	Police Information	50	13.1

Records Analysis Report
01/01/2023 - 08/31/2023

09/06/2023

.DT	Sudden Death	1	00.3
.TH	Other	2	00.5
.IS	Disturbance	14	03.7
.FE	Assist Fire/EMS	10	02.6
.IP	Missing Person	4	01.0
.PR	Lost Property	5	01.3
.CP	Animal Complaint	1	00.3

Grand Total: 383

CANDIA POLICE DEPARTMENT
ACTIVITY 7/27/2023 to 8/23/2023

During this period, the Candia Police Department issued 128 motor vehicle warnings and 22 summons'

The following were arrested/summonsed:

8/2/23	Jennifer Odstreil, age 44	Raymond, NH	Drive After Suspension Prohibitions re: Drivers License
8/7/23	Jonathan Phillis, age 33	Manchester, NH	Drive After Suspension
8/9/23	Daniel D. Dozois, III	Manchester, NH	Drive After Suspension, Susp. of Vehicle Registration

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

**Candia Volunteer
Fire Department
11 Deerfield Road
Candia, NH 03034
603-483-8588
603-483-0252 fax**

Memo

Date: September 11, 2023
To: Board of Selectmen
Re: Monthly Report

August 2023 HIGHLIGHTS

- 1. Regular Truck and Building Maintenance
- 2. EMS Training
- 3. Auto Extrication Training and Auto Stabilization

Candia Fire Rescue



Candia, NH

This report was generated on 9/6/2023 1:07:41 PM

Incident Statistics

Zone(s): All Zones | Start Date: 08/01/2023 | End Date: 08/31/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		36	
FIRE		17	
TOTAL		53	
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			
TOTAL			
MUTUAL AID			
Aid Type		Total	
Aid Given		7	
Aid Received		3	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
10		18.87	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:10:42	0:09:58	
AVERAGE FOR ALL CALLS		0:09:45	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:04:46	0:04:43	
AVERAGE FOR ALL CALLS		0:04:19	
AGENCY	AVERAGE TIME ON SCENE (MM:SS)		
Candia Fire Rescue	20:50		

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 9/6/2023 1:09:33 PM

Incident Type Count per Station for Date Range

Start Date: 08/01/2023 | End Date: 08/31/2023

INCIDENT TYPE	# INCIDENTS
Station: 1 - STATION 1	
321 - EMS call, excluding vehicle accident with injury	34
324 - Motor vehicle accident with no injuries.	2
444 - Power line down	1
553 - Public service	2
554 - Assist invalid	1
561 - Unauthorized burning	2
611 - Dispatched & cancelled en route	2
651 - Smoke scare, odor of smoke	1
730 - System malfunction, other	1
733 - Smoke detector activation due to malfunction	1
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	3
# Incidents for 1 - Station 1:	53

Only REVIEWED incidents included.



emergencyreporting.com

Doc Id: 857

Page # 1 of 1

Building Department - August 2023			
Permits Issued			
Barn	1		
Bed Bottom	2		
Chimney			
Commercial			
Deck	1		
Demo	1		
Driveway	1		
Electrical	11		
Foundation Only	2		
Gas	9		
Generator	3		
Mechanical	7		
Oil Tank	2		
Pellet Stove			
Place of Assembly			
Plumbing	2		
Pool	1		
Renewals			
Residential Addition	1		
Residential Garage	2		
Residential One Family			
Residential Remodel	2		
Residential Sprinkler			
Septic			
Shed			
Siding/Roof/Window	9		
Solar Panels	3		
Tower Antenna			
Use Permit			
Wood Burner			
TOTAL PERMITS	60		
INSPECTIONS	71	(6 failed, 1 stop work order)	
August Revenue	\$ 9,095.00		
YTD Revenue	\$ 62,150.46		

August 2023**Candia Recycling Center Monthly Report**

	<u>August 2022</u>	<u>August 2023</u>
M.S.W. (Trash)	70.78 ton	72.02 ton
C&D Debris	50.12 ton	56.09 ton
Total waste	120.90 ton	128.11 ton

Recyclables

	<u>August 2022</u>	<u>August 2023</u>
Mix Paper	7 bales = 5.23 ton	9 bales = 6.99 ton
Cardboard	9 bales = 6.50 ton	9 bales = 6.70 ton
#1 - #7 plastics	4 bales = 2.54 ton	3 bales = 1.92 ton
Alum. Cans	1 bale = .60 ton	2 bales = 1.11 ton
Tin Cans	0	0
#2 natural plastic	0	1 bale = .47 ton
Total bales	21 bales = 14.87 tons	24 bales = 17.19 tons
Glass -	1 haul = 9.33 tons	1 haul = 11.50 ton
Total weight	24.20 tons	28.69 tons

Revenue

August 2022

\$962.23

August 2023

\$714.02

2022 YTD - \$49,619.68

2023 YTD - \$57,701.30

On 8/2 there were **92** tires recycled.

On 8/11 there was one load of scrap metal recycled, **7.27** tons generated **\$714.02** in revenue.

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 than 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

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

Andria Hansen

From: Michael Kelley
Sent: Friday, September 8, 2023 3:05 PM
To: Andria Hansen
Cc: allyoungs@comcast.net
Subject: Fire Department Additions

Andria, (Sue, could you just make sure Dean sees this)

Sorry for always getting these back just before the meeting. I have two names to bring forward to the Selectmen.

1. Anna Bagnardi. She is an EMT, currently in Paramedic school. She lives in Deerfield and reaches out about joining the department. She is looking to work both day and night shifts for the ambulance which is desperately needed. She works for AMR in Manchester and Nashua. I have met with her several times and we have completed the application process and interested in bringing her on board.
2. Kendrick Guerrier is a resident of Candia with his wife. He expressed interest in joining the department through our SAFER grant. He has already started his medical training with us last month. Kendrick works full time for the NH Air National Guard as an aircrewman. He has been active in the few short weeks he's been looking to join and I think would be a great addition to our team. His application is complete and ready for acceptance.

Mike