

# Candia Board of Selectmen

## Agenda

October 9th, 2023, at 6:30pm

### Call to Order

### Roll Call

### 6:30 Public Hearing:

The Candia Board of Selectmen will hold a public hearing on October 9th, 2023, at 6:30 PM to receive public comment on its intention to expend from the Future Capital Improvements Capital Reserve Fund. The purpose of the expenditure is to purchase a new ambulance.

The Candia Board of Selectmen will hold a public hearing on October 9<sup>th</sup>, 2023, to receive public comment on its intention to expend from the Future Capital Improvements Capital Reserve Fund. The purpose of the expenditure is for the removal of asbestos and an oil tank located at 100 Raymond Road.

**Approval of Minutes:** Public and Non-Public Minutes for September 25th, 2023

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

### New Business:

- Road Acceptance – Maplewood Drive
- Fitts Museum Trustee appointment – David DePuy
- ZBA appointment – Gail Pellegrino

### Old Business:

- Budget
- Policy update – Deposit, AP & Payroll, Cash receipts

### Other Business:

- Halloween - Trick or Treat date

### Calendar:

- Next Board of Selectman's Meeting on Monday, October 23rd, 2023 @ 6:30pm

### Public Input:

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

### Adjourn

### Join Zoom Meeting

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

Meeting ID: 603 483 8101 Password: 8101

Dial In +1 646 558 8656 US



**Town of Candia**  
OFFICE OF THE SELECTMEN  
Candia, New Hampshire 03034  
(603) 483-8588

## **NOTICE OF PUBLIC HEARING**

The Candia Board of Selectmen will hold a public hearing on October 9<sup>th</sup>, 2023, at 6:30 PM to receive public comment on its intention to expend from the Future Capital Improvements Capital Reserve Fund. The purpose of the expenditure is to purchase a new ambulance.



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## **NOTICE OF PUBLIC HEARING**

The Candia Board of Selectmen will hold a public hearing on October 9<sup>th</sup>, 2023, at 6:30 PM to receive public comment on its intention to expend from the Future Capital Improvements Capital Reserve Fund. The purpose of the expenditure is for the removal of asbestos and an oil tank located at 100 Raymond Road.

Oct 09, 2023

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

Summary of Work:

- Fall Grading
- Catch up on washouts
- Patching

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Jeff Wuebbolt  
Road Agent

**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	2	00.5
CC	Citizen's Complaint	8	01.9
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	10	02.4
DEE	Put Down Injured Animal	0	00.0
DOG	Dog At Large / Loose Dog	0	00.0
FIN	Fingerprinting	3	00.7
FPR	Found Property	9	02.1
IA	Internal Affairs Investigation	0	00.0
IEA	Involuntary Emergency Hospitalization	2	00.5
JUV	Juvenile Complaint	5	01.2
KD	K-9 Deployment	0	00.0
LEB	Law Enforcement Background Investigation	0	00.0
MED	Medical Call	2	00.5
MVC	Motor Vehicle Complaint	3	00.7
NC	Noise Complaint	0	00.0
NDT	National Drug Take Back	2	00.5
NED	Neighbor Dispute	2	00.5
NO	Notification	0	00.0
NTO	No Trespass Order	5	01.2
OD	Drug Overdose	0	00.0
OF	Fatal Overdose	0	00.0
OHR	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	00.9
SEC	Security Check	51	12.0
SP	Serve Papers	66	15.5
SPA	Suspicious Activity	14	03.3
SPM	Suspicious Motor Vehicle	0	00.0
SPP	Suspicious Person	1	00.2
SSA	Safe Schools Act	34	08.0
SUI	Suicide	2	00.5
SX	Sex Offender Registration	16	03.8
TE	Traffic Enforcement	0	00.0
TH	Threats	1	00.2
TRU	Truancy	0	00.0
TWD	Tree / Wires Down	0	00.0
UT	Unattended/Untimely Death	0	00.0
VIN	Vin Verification	1	00.2
WB	Well Being Check	6	01.4
WP	Weapons Incident	0	00.0
---	Not Specified	2	00.5
AOA	Assist Other Agency	34	08.0
ASC	Assist Citizen	39	09.2
PIN	Police Information	54	12.7

SDT	Sudden Death	1	00.2
OTH	Other	2	00.5
DIS	Disturbance	19	04.5
AFE	Assist Fire/EMS	11	02.6
MIP	Missing Person	4	00.9
LPR	Lost Property	5	01.2
ACP	Animal Complaint	1	00.2

Grand Total: 425

**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	2	00.5
CC	Citizen's Complaint	8	01.9
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	10	02.4
DEE	Put Down Injured Animal	0	00.0
DOG	Dog At Large / Loose Dog	0	00.0
FIN	Fingerprinting	3	00.7
FPR	Found Property	9	02.1
IA	Internal Affairs Investigation	0	00.0
IEA	Involuntary Emergency Hospitalization	2	00.5
JUV	Juvenile Complaint	5	01.2
KD	K-9 Deployment	0	00.0
LEB	Law Enforcement Background Investigation	0	00.0
MED	Medical Call	2	00.5
MVC	Motor Vehicle Complaint	3	00.7
NC	Noise Complaint	0	00.0
NDT	National Drug Take Back	2	00.5
NED	Neighbor Dispute	2	00.5
NO	Notification	0	00.0
NTO	No Trespass Order	5	01.2
OD	Drug Overdose	0	00.0
OF	Fatal Overdose	0	00.0
OHR	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	00.9
SEC	Security Check	51	12.0
SP	Serve Papers	66	15.5
SPA	Suspicious Activity	14	03.3
SPM	Suspicious Motor Vehicle	0	00.0
SPP	Suspicious Person	1	00.2
SSA	Safe Schools Act	34	08.0
SUI	Suicide	2	00.5
SX	Sex Offender Registration	16	03.8
TE	Traffic Enforcement	0	00.0
TH	Threats	1	00.2
TRU	Truancy	0	00.0
TWD	Tree / Wires Down	0	00.0
UT	Unattended/Untimely Death	0	00.0
VIN	Vin Verification	1	00.2
WB	Well Being Check	6	01.4
WP	Weapons Incident	0	00.0
---	Not Specified	2	00.5
AOA	Assist Other Agency	34	08.0
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PIN	Police Information	54	12.7

SDT	Sudden Death	1	00.2
OTH	Other	2	00.5
DIS	Disturbance	19	04.5
AFE	Assist Fire/EMS	11	02.6
MIP	Missing Person	4	00.9
LPR	Lost Property	5	01.2
ACP	Animal Complaint	1	00.2

Grand Total: 425



Offense Listing  
01/01/2023 - 09/30/2023

10/05/2023

**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>SEP</u>	<u>TOTALS</u>
AGGRAVATED FELONIOUS SEXUAL AS	0	0	0	0	1	0	0	0	0	1
Sexual Assault - Sexual Contac	0	0	0	1	0	0	0	0	0	1
Simple Assault; BI	0	0	0	0	0	0	0	1	0	1
DV; Simple Assault; Physical C	0	0	0	0	0	0	1	0	0	1
Criminal Threatening - conduct	0	0	0	1	0	0	0	0	0	1
Criminal Threatening - deadly	0	0	0	0	1	0	0	0	1	2
Theft by Deception \$1501+	0	0	0	0	0	1	0	0	0	1
Burglary	0	0	0	0	0	0	1	1	0	2
Willful Concealment, theft	0	0	1	0	0	0	0	0	0	1
Theft by Unauthd Taking \$0-\$10	0	1	1	3	1	3	0	2	1	12
Theft by Unauthd Taking \$1501+	0	0	1	0	0	0	0	0	0	1
Theft by Deception \$0-\$1000	0	0	0	0	0	0	0	0	1	1
Theft by Deception \$1001-\$1500	0	1	0	0	0	0	0	0	0	1
Theft of Services \$1500+	0	0	0	0	0	1	0	0	0	1
Credit Card Fraud, \$1501+ or 2	1	0	1	0	0	0	0	0	0	2
Credit Card Fraud, \$0-\$1000	0	1	0	0	0	0	0	0	0	1
Theft by Unauthd Taking \$1501+	0	0	1	0	0	0	0	0	0	1
Theft by Deception \$1501+	0	0	1	0	0	0	0	0	0	1
Theft by Deception \$0-\$1000	0	0	1	0	0	0	0	0	0	1
Identity Fraud; Pose as Anothe	0	0	0	2	1	1	1	2	1	8
Identity Fraud; Obtain Persona	1	0	0	0	0	0	1	0	0	2
Identity Fraud; Obtain Info fo	0	0	1	0	0	1	0	0	0	2
Theft by Unauthd Taking \$1001-	0	0	0	0	0	1	0	0	0	1
Criminal Mischief	0	4	2	2	1	1	0	2	0	12
Criminal Mischief	0	0	0	0	0	0	1	0	0	1
Cruelty to Wild Animals, Fish	0	0	0	0	0	0	1	1	0	2
Loitering or Prowling	0	1	0	0	0	0	0	0	0	1
Disorderly Conduct	0	0	0	0	0	0	1	0	0	1
DUI - impairment	1	0	0	1	0	0	1	0	0	3
Protective Custody - Alcohol	0	0	0	0	0	0	1	0	0	1
Transport Alcohol by Minor	0	0	0	0	0	0	1	0	0	1
Criminal Trespass	0	0	0	1	0	0	0	1	1	3
ARREST ON ANOTHER AGENCY'S WAR	0	0	2	0	0	0	0	0	1	3
Juvenile Problem	0	0	0	0	0	1	0	0	0	1
ILLEGAL DUMPING / LITTERING CO	0	0	0	1	0	0	0	0	0	1
SUSPENSION OF REGISTRATION OF	0	0	1	0	0	0	0	0	0	1
Notification of Repossession	0	1	0	0	1	1	0	0	0	3
LITTERING; PENALTIES	0	0	0	0	0	1	0	0	0	1
Conduct After; Property Damage	0	0	1	0	0	0	0	0	1	2
Impoundment; Cat Rabies Suspec	0	0	0	1	0	0	0	0	0	1
Procuring Dog License; Tag	0	0	0	0	0	0	13	0	0	13
Dog; Menace, Nuisance, Vicious	0	2	0	3	0	0	0	1	0	6
Dog at Large	0	0	0	0	1	1	0	0	0	2
Attack on Animals or Humans	0	0	0	0	0	0	0	0	1	1
BENCH WARRANT-ELECTRONIC	2	2	1	0	0	0	1	0	0	6
Breach of Bail	0	0	2	0	0	0	0	0	0	2
Simple Assault; BI	0	0	1	0	0	0	0	0	0	1
Reckless Conduct	0	0	0	0	0	0	1	0	0	1
Resist Arrest/Detention	0	0	0	0	0	0	2	0	0	2
Escape	0	0	0	0	0	0	1	0	0	1
Harassment	2	2	3	1	1	2	2	1	3	17
Involuntary Emergency Admissio	0	1	0	0	0	0	0	0	0	1
Failure to Display Plates	0	0	0	2	0	0	0	0	0	2
Suspension of Vehicle Registra	0	1	2	0	0	0	0	1	1	5
Unregistered Vehicle	0	0	0	0	0	0	1	0	1	2
Operate after Cert as Habitual	0	0	0	0	0	0	1	0	1	2

Offense Listing  
01/01/2023 - 09/30/2023

10/05/2023

Abandoning a Vehicle	1	0	0	0	0	0	0	0	0	1
OPERATING WITHOUT A VALID LICE	0	0	1	2	0	0	1	0	0	4
License Req'd; Op w/Expired Lic	0	1	0	0	0	0	0	0	0	1
License Req'd; Op w/o Valid Lic	0	0	0	0	0	0	0	0	2	2
Prohibitions re: Drivers Licen	0	0	0	1	0	0	1	1	0	3
Driving Without Giving Proof	0	0	0	0	0	0	0	1	0	1
Drive after Rev/Sus	1	0	1	0	1	0	1	0	1	5
Drive after Rev/Sus; DUI	0	0	0	0	1	0	2	0	0	3
Drive After Rev/Sus - Admin Li	0	0	0	0	0	0	1	0	0	1
Drive after Rev/Sus - Admin Li	0	0	0	1	0	0	0	0	0	1
Drive after Rev/Sus - subsqt	1	1	2	0	0	0	0	0	1	5
Drive after Rev/Suspension	0	1	2	1	0	1	0	3	2	10
Change of Address (License)	0	0	0	0	0	0	0	1	0	1
Conduct After Accident	0	0	0	0	0	1	1	2	0	4
Report of Injury to Dog or Cat	0	1	0	0	0	1	0	0	1	3
Lane Control	0	0	0	1	0	0	0	0	0	1
Speeding 11-15 mph over 65 lim	0	0	0	1	0	0	0	0	0	1
Speeding 16-20 mph over limit	0	0	0	0	0	0	1	0	0	1
Reckless Operation	0	0	0	1	0	0	1	0	2	4
Uninspected Vehicle	0	1	1	0	0	0	2	0	1	5
Stray Livestock or Horses	0	0	0	0	0	0	1	0	0	1
<b>TOTALS</b>	<b>10</b>	<b>22</b>	<b>30</b>	<b>27</b>	<b>10</b>	<b>18</b>	<b>44</b>	<b>21</b>	<b>24</b>	<b>206</b>

Offense Listing  
01/01/2023 - 09/30/2023

10/05/2023

## 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>SEP</u>	<u>TOTALS</u>
AGGRAVATED FELONIOUS SEXUAL AS	0	0	0	0	1	0	0	0	0	1
Sexual Assault - Sexual Contac	0	0	0	1	0	0	0	0	0	1
Simple Assault; BI	0	0	0	0	0	0	0	1	0	1
DV; Simple Assault; Physical C	0	0	0	0	0	0	1	0	0	1
Criminal Threatening - conduct	0	0	0	1	0	0	0	0	0	1
Criminal Threatening - deadly	0	0	0	0	1	0	0	0	1	2
Theft by Deception \$1501+	0	0	0	0	0	1	0	0	0	1
Burglary	0	0	0	0	0	0	1	1	0	2
Willful Concealment, theft	0	0	1	0	0	0	0	0	0	1
Theft by Unauthd Taking \$0-\$10	0	1	1	3	1	3	0	2	1	12
Theft by Unauthd Taking \$1501+	0	0	1	0	0	0	0	0	0	1
Theft by Deception \$0-\$1000	0	0	0	0	0	0	0	0	1	1
Theft by Deception \$1001-\$1500	0	1	0	0	0	0	0	0	0	1
Theft of Services \$1500+	0	0	0	0	0	1	0	0	0	1
Credit Card Fraud, \$1501+ or 2	1	0	1	0	0	0	0	0	0	2
Credit Card Fraud, \$0-\$1000	0	1	0	0	0	0	0	0	0	1
Theft by Unauthd Taking \$1501+	0	0	1	0	0	0	0	0	0	1
Theft by Deception \$1501+	0	0	1	0	0	0	0	0	0	1
Theft by Deception \$0-\$1000	0	0	1	0	0	0	0	0	0	1
Identity Fraud; Pose as Anothe	0	0	0	2	1	1	1	2	1	8
Identity Fraud; Obtain Persona	1	0	0	0	0	0	1	0	0	2
Identity Fraud; Obtain Info fo	0	0	1	0	0	1	0	0	0	2
Theft by Unauthd Taking \$1001-	0	0	0	0	0	1	0	0	0	1
Criminal Mischief	0	4	2	2	1	1	0	2	0	12
Criminal Mischief	0	0	0	0	0	0	1	0	0	1
Cruelty to Wild Animals, Fish	0	0	0	0	0	0	1	1	0	2
Loitering or Prowling	0	1	0	0	0	0	0	0	0	1
Disorderly Conduct	0	0	0	0	0	0	1	0	0	1
DUI - impairment	1	0	0	1	0	0	1	0	0	3
Protective Custody - Alcohol	0	0	0	0	0	0	1	0	0	1
Transport Alcohol by Minor	0	0	0	0	0	0	1	0	0	1
Criminal Trespass	0	0	0	1	0	0	0	1	1	3
ARREST ON ANOTHER AGENCY'S WAR	0	0	2	0	0	0	0	0	1	3
Juvenile Problem	0	0	0	0	0	1	0	0	0	1
ILLEGAL DUMPING / LITTERING CO	0	0	0	1	0	0	0	0	0	1
SUSPENSION OF REGISTRATION OF	0	0	1	0	0	0	0	0	0	1
Notification of Repossession	0	1	0	0	1	1	0	0	0	3
LITTERING; PENALTIES	0	0	0	0	0	1	0	0	0	1
Conduct After; Property Damage	0	0	1	0	0	0	0	0	1	2
Impoundment; Cat Rabies Suspec	0	0	0	1	0	0	0	0	0	1
Procuring Dog License; Tag	0	0	0	0	0	0	13	0	0	13
Dog; Menace, Nuisance, Vicious	0	2	0	3	0	0	0	1	0	6
Dog at Large	0	0	0	0	1	1	0	0	0	2
Attack on Animals or Humans	0	0	0	0	0	0	0	0	1	1
BENCH WARRANT-ELECTRONIC	2	2	1	0	0	0	1	0	0	6
Breach of Bail	0	0	2	0	0	0	0	0	0	2
Simple Assault; BI	0	0	1	0	0	0	0	0	0	1
Reckless Conduct	0	0	0	0	0	0	1	0	0	1
Resist Arrest/Detention	0	0	0	0	0	0	2	0	0	2
Escape	0	0	0	0	0	0	1	0	0	1
Harassment	2	2	3	1	1	2	2	1	3	17
Involuntary Emergency Admissio	0	1	0	0	0	0	0	0	0	1
Failure to Display Plates	0	0	0	2	0	0	0	0	0	2
Suspension of Vehicle Registra	0	1	2	0	0	0	0	1	1	5
Unregistered Vehicle	0	0	0	0	0	0	1	0	1	2
Operate after Cert as Habitual	0	0	0	0	0	0	1	0	1	2

Offense Listing

10/05/2023

01/01/2023 - 09/30/2023

Abandoning a Vehicle	1	0	0	0	0	0	0	0	0	1
OPERATING WITHOUT A VALID LICE	0	0	1	2	0	0	1	0	0	4
License Req'd; Op w/Expired Lic	0	1	0	0	0	0	0	0	0	1
License Req'd; Op w/o Valid Lic	0	0	0	0	0	0	0	0	2	2
Prohibitions re: Drivers Licen	0	0	0	1	0	0	1	1	0	3
Driving Without Giving Proof	0	0	0	0	0	0	0	1	0	1
Drive after Rev/Sus	1	0	1	0	1	0	1	0	1	5
Drive after Rev/Sus; DUI	0	0	0	0	1	0	2	0	0	3
Drive After Rev/Sus - Admin Li	0	0	0	0	0	0	1	0	0	1
Drive after Rev/Sus - Admin Li	0	0	0	1	0	0	0	0	0	1
Drive after Rev/Sus - subsqt	1	1	2	0	0	0	0	0	1	5
Drive after Rev/Suspension	0	1	2	1	0	1	0	3	2	10
Change of Address (License)	0	0	0	0	0	0	0	1	0	1
Conduct After Accident	0	0	0	0	0	1	1	2	0	4
Report of Injury to Dog or Cat	0	1	0	0	0	1	0	0	1	3
Lane Control	0	0	0	1	0	0	0	0	0	1
Speeding 11-15 mph over 65 lim	0	0	0	1	0	0	0	0	0	1
Speeding 16-20 mph over limit	0	0	0	0	0	0	1	0	0	1
Reckless Operation	0	0	0	1	0	0	1	0	2	4
Uninspected Vehicle	0	1	1	0	0	0	2	0	1	5
Stray Livestock or Horses	0	0	0	0	0	0	1	0	0	1
TOTALS	10	22	30	27	10	18	44	21	24	206

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

# Memo

Date: October 9, 2023  
To: Board of Selectmen  
Re: Monthly Report

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## September 2023 HIGHLIGHTS

1. Regular Truck and Building Maintenance
2. Preplan Training Burn at Blevens House on Raymond Road
3. EMS Training

# Candia Fire Rescue



Candia, NH

This report was generated on 10/5/2023 2:00:38 PM

## Incident Type Count per Station for Date Range

Start Date: 09/01/2023 | End Date: 09/30/2023

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - STATION 1</b>	
111 - Building fire	2
321 - EMS call, excluding vehicle accident with injury	32
322 - Motor vehicle accident with injuries	6
324 - Motor vehicle accident with no injuries.	3
444 - Power line down	1
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	1

**# Incidents for 1 - Station 1:**

**46**

Only REVIEWED incidents included.



**Candia Fire Rescue**

Candia, NH

This report was generated on 10/5/2023 1:59:25 PM

**Incident Statistics**

Zone(s): All Zones | Start Date: 09/01/2023 | End Date: 09/30/2023

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		41	
FIRE		5	
TOTAL		46	
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		11	
Aid Received		8	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
5		10.87	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:08:38	0:16:00	
AVERAGE FOR ALL CALLS		0:09:40	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:03:40	0:05:36	
AVERAGE FOR ALL CALLS		0:03:44	
AGENCY	AVERAGE TIME ON SCENE (MM:SS)		
Candia Fire Rescue	21:15		

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.



<b>Building Department - September 2023</b>		
<b>Permits Issued</b>		
Barn/Garage	1	
Bed Bottom	3	
Chimney	1	
Commercial		
Deck	1	
Demo		
Driveway	1	
Electrical	7	
Foundation Only	2	
Gas	14	
Generator	2	
Mechanical	5	
Oil Tank	1	
Pellet Stove		
Place of Assembly		
Plumbing	3	
Pool		
Renewals		
Residential Addition		
Residential Garage		
Residential One Family	1	
Residential Remodel	3	
Residential Sprinkler		
Septic		
Shed	1	
Siding/Roof/Window	2	
Solar Panels	1	
Tower Antenna		
Use Permit		
Wood Burner		
<b>TOTAL PERMITS</b>	<b>49</b>	
<b>INSPECTIONS</b>	<b>64</b>	(6 failed)
<b>September Revenue</b>	<b>\$ 8,213.00</b>	
<b>YTD Revenue</b>	<b>\$ 70,363.46</b>	



## September 2023

### Candia Recycling Center Monthly Report

	<b>September 2022</b>	<b>September 2023</b>
M.S.W. (Trash)	<b>57.22</b> tons	<b>63.97</b> tons
C&D Debris	<b>66.05</b> tons	<b>65.94</b> tons
Total waste	<b>123.27</b> tons	<b>129.91</b> tons

### Recyclables

	<b>September 2022</b>	<b>September 2023</b>
<u>Mix Paper</u>	<b>10</b> bales = <b>8.31</b> tons	<b>9</b> bales = <b>7.06</b> tons
<u>Cardboard</u>	<b>12</b> bales = <b>8.71</b> tons	<b>9</b> bales = <b>6.57</b> tons
#1 - #7 plastics	<b>3</b> bales = <b>1.77</b> tons	<b>2</b> bales = <b>1.18</b> tons
<u>Alum. Cans</u>	<b>2</b> bales = <b>1.25</b> tons	<b>2</b> bales = <b>1.03</b> tons
<u>Tin Cans</u>	<b>0</b>	<b>2</b> bales = <b>1.39</b> tons
<u>#2 natural</u>	<b>1</b> bale = <b>.45</b> ton	<b>0</b>
<u>Total bales</u>	<b>28</b> bales = <b>20.49</b> tons	<b>24</b> bales = <b>17.23</b> tons
<u>Glass -</u>	<b>0</b>	<b>0</b>
<u>Total weight</u>	<b>20.49</b> tons	<b>17.23</b> tons

**Revenue**

September 2022

September 2023

**(approx.) \$6500\***

**\$ 758.21**

**2022 YTD -\$49,619.28**

**2023 YTD - \$59,848.47**

On 9/1 approx. **44,000** lbs. of cardboard were marketed, the check has not been received.

On 9/8 there was one load, **7.72** tons of light iron marketed which generated **\$758.21** in revenue.

On 9/23 we had our HHW event, which was a success.

On 9/27 there were **79** tires recycled.

September 2023Candia Recycling Center  
Monthly Report

	September 2022	September 2023
M.S.W. ( <u>Trash</u> )	57.22 tons	63.97 tons
C&D Debris	66.05 tons	65.94 tons
Total waste	123.27 tons	129.91 tons

Recyclables

	September 2022	September 2023
<u>Mix Paper</u>	10 bales = 8.31 tons	9 bales = 7.06 tons
<u>Cardboard</u>	12 bales = 8.71 tons	9 bales = 6.57 tons
#1 - #7 plastics	3 bales = 1.77 tons	2 bales = 1.18 tons
<u>Alum. Cans</u>	2 bales = 1.25 tons	2 bales = 1.03 tons
<u>Tin Cans</u>	0	2 bales = 1.39 tons
<u>#2 natural</u>	1 bale = .45 ton	0
<u>Total bales</u>	28 bales = 20.49 tons	24 bales = 17.23 tons
<u>Glass -</u>	0	0
<u>Total weight</u>	20.49 tons	17.23 tons

**Revenue**

September 2022

September 2023

(approx.) \$6500\*

\$ 758.21

2022 YTD -\$49,619.28

2023 YTD - \$59,848.47

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On 9/23 we had our HHW event, which was a success.

On 9/27 there were 79 tires recycled.

**Town of Candia  
Zoning Board of  
Adjustment  
Tel: 603-483-8588**

# Memo

To: Board of Selectmen  
From: Boyd Chivers, Vice Chairman  
Date: September 27, 2023  
RE: Request for Appointment of an Alternate

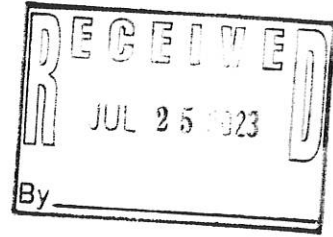
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Gail Pellegrino of 150 Diamond Hill Rd., Candia has expressed an interest in serving as an alternate on the Zoning Board of Adjustment. The board considered her request on September 26<sup>th</sup> and unanimously recommended that the Board of Selectmen approve her appointment.

Please give this recommendation your favorable consideration.

July 21, 2023

Land Use Office - Town of Candia  
74 High Street  
Candia, NH 03034



RE: Candia Zoning Board Alternate Candidate

Dear Zoning Board members,

I am interested in being considered as an alternate member to the Candia Zoning Board beginning as soon as necessary.

I have been a Candia resident since 2006 and have been committed to volunteering in various capacities over the years. I am a member of the Candia Garden Club and maintain one of the town garden troughs. I have volunteered at local soup kitchens, State Park cleanups, Special Olympics, Therapeutic horseback riding assistance, and several others.

I have worked in the financial technical field and have been a member of review boards. I have attended some of the Planning board meetings and am interested in being an alternate member of the Candia Zoning Board to assist with the zoning board ordinances.

I enjoy living in the town of Candia and feel I would be an asset to the Zoning Board. I look forward to hearing from you. My contact information is provided below.

Sincerely,

A handwritten signature in cursive script that reads 'Gale M. Pellegrino'.

Gale Pellegrino  
150 Diamond Hill Road  
Candia, NH 03034

603-965-5758  
blkdiamondfarm@gmail.com

October 4, 2023

To: Candia Board of Selectmen

From: The Trustees of the Fitts Museum – Brenda Stevens, Ron Severino,  
Richard Weeks, Janet Lewis

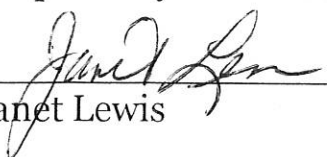
Re: New appointment to the Fitts Museum Board of Trustees

The trustees of the Fitts Museum request a new appointment to the Fitts Museum board.

The candidate that is interested in becoming a trustee is Dave Deputy. Dave is a trustworthy candidate for this position. He is interested in being active in the historical preservation of the town's assets. He is also a past selectmen of the town. We believe he is a good candidate to fill the vacancy that we have on the board and a beneficial addition to the museum management.

Thank you for your consideration.

Respectfully submitted,

  
\_\_\_\_\_  
Janet Lewis

## TOWN OF CANDIA

**POLICY NUMBER:** 2011-001-3  
**SUBJECT:** DEPOSIT POLICY  
**ADOPTION DATE:** July 11, 2011  
**REVISION DATE:** May 2018  
**EFFECTIVE DATE:** June 11, 2018  
**SUPERSEDES:** Deposit Policy, adopted 7/11/2011

### 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 Deposit Policy and Procedures" and may be cited as such.

### SECTION 2. DEFINITIONS

**Receipt** A form (from a bound receipt book or other acceptable type) that acknowledges the conveyance of money and includes the following details:

- Date
- Received from
- Amount
- Payment Type (check, cash, etc.)
- Reason
- Received by

### SECTION 3. DEPOSITS

#### POLICY

As required by RSA 41:29 I, the Treasurer maintains custody of all funds except those funds held by the Trustees of Trust Funds. RSA 246:29 VI allows the Treasurer to delegate deposits or other financial functions to other town officials or employees provided such delegation is in writing and includes written procedures.



*In accordance with RSA 41:29 VII, the Treasurer shall ensure that all moneys make deposits consisting of funds remitted from all departments two times a week, at a minimum, shall be deposited at least once per week or daily whenever funds remitted from all departments collectively totals \$1,500 or more. In any municipality where there is either no bank or other depository institution within the municipality the treasurer shall make deposits consisting of funds remitted from all departments and collectively totaling \$1,500 or more on a weekly basis or more frequently as directed by the board of selectpersons in the investment policy adopted pursuant to RSA 41:9, VII.*

## PROCEDURE

### 3.1 Selectmen's Office Deposit

- 3.1.1 The Payroll & Accounting Clerk Finance Office shall record all cash receipts on a sequentially numbered Deposit Spreadsheet, and produce ~~two (2) copies~~. This sheet will show the revenue accounts to which each individual receipt is to be credited ~~allocated~~. All receipts and any back-up paperwork will be attached to copy #1 of the spreadsheet.
- 3.1.2 Copy #2 The original spreadsheet is enclosed with the checks/cash deposit in the bank bag and placed in the Finance Office lock box for the Treasurer. ~~remitted to the Treasurer.~~
- 3.1.3 All receipts, copies of checks and remaining supporting documentation shall be attached to a copy of the deposit spreadsheet for the Finance Office files.
- 3.1.3 Once the Treasurer has verified the amount and made the deposit at the bank, s/he will sign the spreadsheet and provide a copy to the Finance Office. ~~return signed copy #2 (retaining a copy for herself) of the Deposit Spreadsheet to the Payroll & Accounting Clerk, with a copy of the bank deposit receipt.~~
- 3.1.4 From the deposit spreadsheet, the Accounting & Payroll Clerk Finance Office will create a general journal entry to record the transactions in the accounting system. ~~Copy #2 will be signed by The Accounting Clerk S/he shall sign the spreadsheet indicating the recording of the transactions. The batch detail report shall be attached to the deposit spreadsheet and filed in the appropriate file folder. make a copy (for her records) and return the original Copy #2 to the Treasurer.~~
- 3.1.5 The copy of the signed document by the Treasurer and the bank receipt is attached to the general journal entry documentation.
- 3.1.6 ~~The completed documentation (Copy #1, copy of signed copy #2, bank deposit receipt) is filed in chronological order for the fiscal year.~~

### 3.2 Tax Collector Deposit

- 3.2.1 The Tax Collector's office prepares at least two weekly deposits, and more often during tax collection season.
- 3.2.2 The deposit is kept in the safe in the Tax Collector's office.

- 3.2.3 The Treasurer picks up the deposit, verifies the amount, and brings it to the bank.
- 3.2.4 The Treasurer ~~returns~~ **provides the Tax Collector with a copy of the bank deposit receipt and signed Tax Collector's deposit paperwork.** ~~to the Tax Collector., along with a signed copy of the deposit paperwork. A copy of the Tax Collector deposit is also provided to the Finance Office for processing.~~

### 3.3 Town Clerk Deposit

- 3.3.1 The Town Clerk's office prepares the Town deposit and spreadsheet a minimum of two times a week.
- 3.3.2 The deposit and spreadsheet is **are** left in the safe in the Selectmen's Office **for the Treasurer.**
- 3.3.3 The Town Clerk submits a copy of the deposit spreadsheet to the ~~Accounting & Payroll Clerk~~ **Finance Office.** ~~to be entered into the General Ledger.~~
- 3.3.4 The Treasurer picks up the deposit, verifies the amount, and brings it to the bank.
- 3.3.5 Once the deposit is made, the Treasurer will return a signed copy of the deposit spreadsheet and a copy of the bank deposit receipt to the **Town Clerk and a copy of the deposit spreadsheet to the Finance Office for processing.** ~~Payroll & Accounting Clerk and to the Town Clerk.~~

## SECTION 4. NON-COMPLIANCE

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

## SECTION 5. IMPLEMENTATION

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, boards and commissions upon hiring, appointment or election to office and at such other times as may be necessary.

Amendments adopted by vote of the Board of Selectmen on this date the 11th of June, 2018.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice – Chairman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

Received and Recorded: \_\_\_\_\_, 2018

\_\_\_\_\_  
Donna J. Hetzel, Town Clerk

## TOWN OF CANDIA

**Policy Number:** 2011-001-10  
**Subject:** A/P & PAYROLL PROCEDURES  
**Sub-Policy of:** INTERNAL CONTROL MASTER POLICY  
**Adoption Date:** MARCH 28, 2011  
**Revision Date:** May 2018  
**Effective Date:** June 29, 2018  
**Supersedes:** Submission of Time Slips & Bills Policy, adopted 11/7/1994

### 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 A/P & Payroll Procedures Policy" and may be cited as such and is a sub-policy of the "Town of Candia Internal Control Master Policy".

### SECTION 2. ACCOUNTS PAYABLE PROCEDURE

- 2.1 Purchase of an item/service is made by Department Head. The Department Head is responsible for making sure that the purchase has been included in the budget and that it is legitimate in all respects. If the Department Head has questions or doubts about a purchase, he should consult with the Selectmen's Office for guidance.
- 2.2 Invoice is received. Invoices are received (normally through the mail or e-mail), date stamped and forwarded to the appropriate Department Head for review and authorization.
- 2.3 Invoice is reviewed, signed and coded by Department Head. Each department head is responsible for authorizing payment of all invoices and indicating which budget line item it should be charged to.

- 2.4 Invoice is forwarded to ~~Accounting & Payroll Clerk~~ **the Finance Office** for payment processing. Invoices received after 12:00 p.m. ~~Monday~~ **5:00 p.m. the Wednesday prior to the manifest date** will be processed ~~the following week on~~ **the next scheduled manifest.**
- 2.5 On a **bi-weekly** basis, all invoices to be paid and a payment manifest are given to the Selectmen.
- 2.6 Once a majority of the Board of Selectmen have authorized (by signature) the manifest, all invoices and the manifest are returned to the ~~Accounting & Payroll Clerk~~ **Finance Office** for processing. ~~At the next regular scheduled Selectmen's meeting, the expenditures will be officially authorized by a vote.~~
- 2.7 The ~~Accounting & Payroll Clerk~~ **Finance Office staff** cuts the checks.
- 2.8 The signed manifest, invoices, and checks are forwarded to Treasurer for the checks to be signed.
- 2.9 Signed checks and invoices are forwarded to ~~Accounting & Payroll Clerk~~ **the Finance Office** for collation and distribution.
- 2.10 Check stubs with invoices attached are filed by vendor name for the fiscal year.

### **SECTION 3. PAYROLL PROCEDURE**

- 3.1 Time slips are submitted to Department Head by employees. Employees are responsible for submitting timecards by the end of the **bi-weekly** pay period.
- 3.2 Department Head reviews cards for accuracy and approves time. After review by the department head, any changes that are made to the hours worked (not the calculation of the hours) must be initialed by the employee.
- 3.3 Department Heads forward timecards to ~~Accounting & Payroll Clerk~~ **Finance Office** by 10:00 a.m. on Monday, or by 9:00 on Tuesday if Monday is a holiday.
- 3.4 ~~Accounting & Payroll Clerk~~ **The Finance Office** processes time slips, prints a manifest and forwards it to the Board of Selectmen to approve.
- 3.5 The signed manifest must be approved by a majority of the Board of Selectmen by 11:00 Tuesday in order to meet the bank's direct deposit deadline.
- 3.6 ~~Accounting & Payroll Clerk~~ **The Finance Office** cuts checks and processes direct deposit information. Checks, time slips, and signed manifest are forwarded to the Treasurer.
- 3.7 Treasurer signs checks. Checks and time slips are returned to the ~~Accounting & Payroll Clerk~~ **Finance Office** for collation and distribution.

3.8 ~~Accounting & Payroll Clerk~~ **The Finance Office** distributes paychecks/**pay vouchers** to the employees on Thursdays. Attached to each check is a second copy of the time slip if it was a two-part form and a report of earned time, if applicable.

3.9 Original copy of time slip is filed by employee name for the fiscal year.

**SECTION 4. REPORTS**

Monthly **expenditure reports** ~~statements of expenses~~ will be produced by the ~~Accounting & Payroll Clerk~~ **Finance Office** and will be distributed to BOS, ~~Selectmen's Assistant~~ **Town Administrator** & Department Heads. These reports will be available on or before the 10<sup>th</sup> of the following month.

**SECTION 5. JOURNAL ENTRIES**

All payroll, accounts payable, ~~accounts receivable~~ **cash receipts**, and adjusting journal entries will be performed, ~~upon proper approval by the Board of Selectmen,~~ by the ~~Accounting & Payroll Clerk~~ **Finance Office**. **Adjusting journal entries shall be entered by one Finance Office staff person and reviewed by the second Finance Office staff person. Both employees shall complete the "General Ledger Adjusting Journal Entry" form and filed with the Batch Detail report.** ~~In his/her absence, they will be performed by the Selectmen's Assistant/Office Manager.~~

**SECTION 6. 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: \_\_\_\_\_, 20xx

\_\_\_\_\_  
Donna J. Hetzel Town Clerk

## TOWN OF CANDIA

**POLICY NUMBER:** 2011-001-1  
**SUBJECT:** CASH RECEIPTS  
**ADOPTION DATE:** July 11, 2011  
**REVISION DATE:** May 2018  
**EFFECTIVE DATE:** June 11, 2018

### 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 Cash Receipts Policy and Procedures" and may be cited as such.

### SECTION 2. DEFINITIONS

**Receipt** A form (from a bound receipt book or other acceptable type) that acknowledges the conveyance of money and includes the following details:

- Date
- Received from
- Amount
- Payment Type (check, cash, etc.)
- Reason
- Received by

### SECTION 3. CASH RECEIPTS

#### POLICY

To establish and maintain appropriate internal control procedures to ensure the safeguarding of all town assets and properties, a plan of segregation of incompatible duties must be in place. Segregation of incompatible duties involves separating job functions so that ideally no one individual is able to:



- *authorize* or *initiate* a transaction;
- *record* the transaction in the accounting records; and
- maintain *custody* of the asset resulting from that transaction.

#### PROCEDURE – SELECTMEN'S OFFICE

- 3.1 Every person in any type of financial position shall have someone else trained as a “back-up”, or deputy, to cover during times of planned or unplanned absences.
- 3.2 Departments should ensure that all customers are issued a ~~sequentially numbered~~ receipt at the time of collection of money from a customer. Customers should be encouraged by appropriately placed signs to request a receipt.
- 3.3 The **Selectmen's Office** Administrative Assistant, ~~while opening the daily mail,~~ shall keep a record of any checks received **in the daily mail related to Selectmen's Office business. The record shall include** who the check is from, the amount, the check number, and **the reason for the check.** ~~who/or what department the check went to. (See “Checks Received in Daily Mail” form).~~ Any incoming mail addressed to the Tax Collector, ~~or the Town Clerk's office~~ **and/or any other department** will be delivered to the appropriate office unopened.
- 3.4 Collections are to be held in a location that is secure from potential fire and theft. Access to the secured area is restricted to authorized personnel only and the area shall be locked when not occupied. The Town Clerk's office, the Tax Collector's office, and the Selectmen's Office each have safes for this purpose.
- 3.5 The **Town Departments** ~~Police Department, Land Use Office, Building Inspector's Office, Solid Waste, and Welfare Department~~ shall ~~physically turn~~ **shall remit** all monies received and a copy of the receipt over to the **Finance Office** ~~Selectmen's Office~~ when they are received. **If the Finance Office is closed,** authorized personnel in the Selectmen's Office will place all collected funds in the Selectmen's safe, until such time as a deposit is required (see Deposit Policy #2011-001-3). ~~All checks received will be stamped “For Deposit Only” before being placed in the Selectmen's safe.~~
- 3.6 **NO CASH** payments will be accepted at the Solid Waste facility, nor cash donations at the Swap Shop, at any time. If disposal fees need to be paid in cash, the payment shall be made at the Selectmen's office and a receipt will be issued.

#### **SECTION 4. NON-COMPLIANCE**

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

**SECTION 5. IMPLEMENTATION**

To facilitate conduct in accordance with this policy, a copy of this policy shall be made available to department heads, employees, volunteers, boards and commissions upon hiring, appointment or election to office and at such other times as may be necessary.

Amendments adopted by vote of the Board of Selectmen on this date the 11<sup>th</sup> of June, 2018.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice – Chairman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

Received and Recorded: \_\_\_\_\_, 2017

\_\_\_\_\_  
Donna J. Hetzel, Town Clerk



# Candia Police Department

74 High Street  
Candia, New Hampshire 03034  
Telephone (603) 483-2317 emergency  
(603) 483-2318 business  
Fax (603) 483-0253

Michael D. McGillen  
Chief of Police

## CANDIA POLICE DEPARTMENT MEMORANDUM

DATE: September 28, 2023

TO: Candia Board of Selectmen

FROM: Chief McGillen 

SUBJ: Trick-or-Treat

My recommendation for this year's Trick-or-Treat hours is on Halloween, October 31, from 5 p.m. to 8 p.m.

**TOWN OF CANDIA**  
**Selectmen's Office**

# Memo

**To:** Selectmen

**From:** Andria Hansen, Town Administrator

**Date:** September 25, 2023

**Re:** Avitar – Assessing, Tax Collector, Building Department

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

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



New Hampshire Department of **BUSINESS AND ECONOMIC AFFAIRS**

## New Hampshire Broadband Matching Grant Initiative

### Overview

New Hampshire's Broadband Matching Grant Initiative (BMGI) makes \$25 million available to provide matching grants to **internet service providers (ISPs)** and **municipalities** to improve broadband availability across New Hampshire. BMGI is designed to fund broadband infrastructure projects to bring high-speed internet to areas currently lacking service of 100/20 Mbps.

BMGI is funded through the Department of Business and Economic Affairs (BEA) using the state's allocation of **Capital Projects Fund (CPF)**. Projects must be completed by Dec. 31, 2026.

### BMGI Goals



Provide internet service with speeds of 100/100 Mbps symmetrical to households and businesses upon project completion.



Provide a state match of up to 75% of project costs to alleviate the fiscal impact of community-driven broadband investment and reduce reliance on bonding.

### To be eligible, ISP/Municipality applicants must:

Provide a minimum match of at least 25% of eligible project costs

Target unserved locations

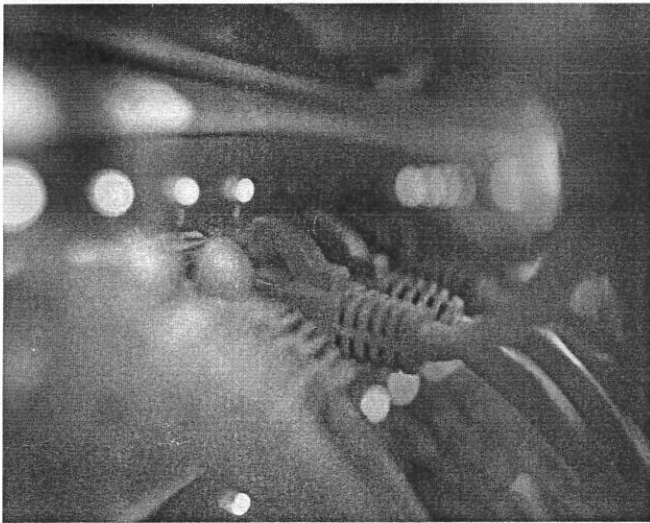
Offer at least one low-cost option at speeds that are sufficient for a household with multiple users (100/20 Mbps)

Participate in the Affordable Connectivity Program (ACP)

Provide speeds of 100/20 Mbps, scalable to 100/100 Mbps

### Ineligible projects include:

Projects implementing middle mile connections



Grants will be awarded through application rounds, the first with \$25 million in CPF funds:

**Capital Projects Fund (CPF):** Provides \$10 billion to fund critical capital projects that enable work, education, and health monitoring in response to the public health emergency. NH is investing \$122 million in Broadband Infrastructure programs to provide high-speed internet to locations that lack access to adequate service. To-date, NH has committed \$90 million through the Broadband Contract Program to connect 48,016 homes and businesses to high-speed internet.

### Application Process

- 1 Applications available to ISPs/Municipalities **September 5, 2023**
- 2 Prospective grantees will be required to complete and return an application package detailing scope and timeline
- 3 Application due on **October 20, 2023**. BEA will review and score all applications
- 4 Preliminary acceptances issued, challenge process opens
- 5 Challenge process closes, grants awarded



For More Information: <https://www.nheconomy.com/office-of-broadband-initiatives>

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