

May 12, 2014

**TOWN OF CANDIA**  
**ROAD AGENT'S REPORT**  
**Month of April 2014**

**Work Summary:**

There was 1 sand/salt run & 0 plowable storms

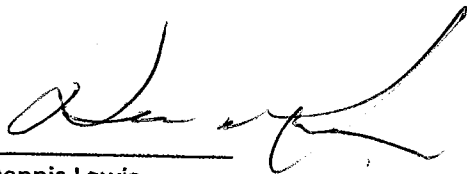
Patching was done on various roads as needed

Grading on all dirt roads

Ditching on New Boston & Flint Roads

Hauled stone to Currier Road & Tower Hill for mud problems

Shoulder work was done on Critchett Road



**Dennis Lewis**  
**Road Agent**

## No Crime Incident Event Breakdown

Event	Description	Total	%
AAC	Assist-Animal Control Officer	2	01.0
AAP	ASSIST-AUBURN POLICE DEPARTMENT	9	04.5
ACF	Assist-Candia Fire Department/Rescue	24	12.1
ACH	ASSIST-CHESTER POLICE DEPARTMENT	0	00.0
ACP	Animal Complaint	3	01.5
ADP	ASSIST-DEERFIELD POLICE DEPARTMENT	1	00.5
AFG	assist-NH Fish and Game	0	00.0
AHP	ASSIST-HOOKSETT POLICE DEPARTMENT	0	00.0
AOA	ASSIST-OTHER AGENCY	9	04.5
ARP	ASSIST-RAYMOND POLICE DEPARTMENT	2	01.0
ASP	ASSIST-NH STATE POLICE	2	01.0
ATL	ATTEMPT TO LOCATE	0	00.0
CAL	COMMERCIAL ALARM	3	01.5
CAS	Citizen Assist	24	12.1
CRA	Cruiser Accident	0	00.0
CSB	Civil Standby	2	01.0
DCF	Discharge Firearm	0	00.0
DEL	DELIVER MESSAGE	0	00.0
DIS	Disturbance	3	01.5
DOM	DISTURBANCE (DOMESTIC)	3	01.5
LPR	Lost Property	3	01.5
MIP	Missing Person	0	00.0
MOT	Motorist Assist	7	03.5
MVC	Motor Vehicle Complaint (speeding)	5	02.5
NBR	Neighbor Dispute	0	00.0
NIN	911 hang ups (accidental)	0	00.0
NOI	NOISE COMPLAINT	3	01.5
OHR	OHRV complaint	1	00.5
OTH	Other	0	00.0
PIN	Police Information	24	12.1
PS	Paperwork Service (subpoenas,etc)	6	03.0
RAL	RESIDENTIAL ALARM	5	02.5
RHZ	Road Hazard (Wires/Tree Down)	8	04.0
SDA	Suspected Drug Activity	0	00.0
SDT	Sudden Death	0	00.0
SEC	Security Check	9	04.5
SPN	SUSPICIOUS PERSON	2	01.0
SSA	Suspicious Activity	19	09.6
SSV	Suspicious Vehicle	13	06.6
VIN	VIN VERIFICATION	4	02.0
WEL	Welfare Check	2	01.0
---	Not Specified	0	00.0

Grand Total: 198

Offenses (IBR) By Month

	<u>APR</u>	<u>TOTALS</u>
Aggravated Assault	1	1
Theft From Building	3	3
Theft From Motor Vehicle	1	1
All Other Larceny	3	3
False Pretenses / Swindle / Co	1	1
Credit Card / Automatic Teller	1	1
Stolen Property Offenses	1	1
Destruction / Damage / Vandali	5	5
Driving Under The Influence	3	3
Runaway	2	2
All Other Offenses	21	21
Traffic, Town By-Law Offenses	6	6
TOTALS	<u>48</u>	<u>48</u>

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

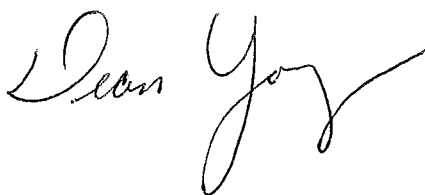
# Memo

Date: May 12, 2014  
To: Board of Selectmen  
Re: Monthly Report

\*\*\*\*\*JUN

## April 2014 HIGHLIGHTS

1. Regular Truck and Building Maintenance
2. Training on Fire Fighter Safety & Forestry
3. EMS Training



## Candia Fire Rescue

## SHARONS REPORT FOR THE TOWN

Current Period: 4/1/2014 to 4/30/2014, Prior Period: 4/1/2013 to 4/30/2013

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, EMS Alarm Responses

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
<b>Fire Alarm Situations</b>				
Controlled burning	0	0.00	1	1.54
Cover assignment, standby at fire station,	2	7.42	0	0.00
Dispatched and cancelled en route	1	0.35	3	5.17
Emergency medical service (EMS) Incident	18	59.72	12	30.55
Good intent call, Other	5	14.76	0	0.00
Mobile property (vehicle) fire	1	3.78	1	14.85
Natural vegetation fire	1	17.37	0	0.00
Public service assistance	1	1.48	0	0.00
Rescue, emergency medical call (EMS),	4	9.49	5	15.11
Smoke, odor problem	1	2.76	0	0.00
Structure Fire	1	10.30	0	0.00
System or detector malfunction	2	3.85	0	0.00
Unauthorized burning	1	1.60	2	0.10
Unintentional system/detector operation	0	0.00	1	2.10
Wrong location, no emergency found	2	4.59	0	0.00
	<u>40</u>	<u>137.47</u>	<u>25</u>	<u>69.42</u>

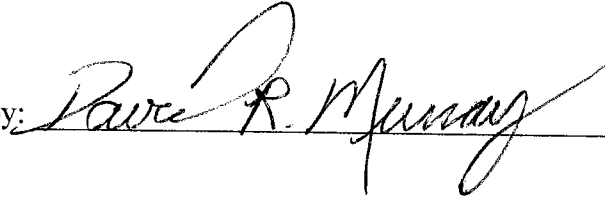
\* Staff hours for Fire Alarm responses that have an associated EMS alarm record are considered shared hours. Shared hours are posted only with the EMS alarm responses to avoid duplication of staff hours in totals.

### April, 2014 Building Activity Report Summary

	<u>April, 2013</u>	<u>April, 2014</u>
Permits Issued	29	20
New Code Enforcement Cases	0	0
Open Code Enforcement Cases	6	7
Code Enforcement Cases Closed	2	0
Inspections Performed	70	49
CO's/CC's & Closed Permits	21	17
Renewed Permits	5	4

\*\*\*\*\*

Permit Fees March 2013	Permit Fees March 2014
\$4,501.44 & \$318.48 = \$4,819.92	\$1,519.32 & \$1080.00 = \$2,599.32
Permit Fees YTD March 2013	Permit Fees YTD March 2014
\$2430.32 & \$4,819.92 = \$7,250.24	\$1,620.60 & \$2,599.32 = \$4,219.92

Submitted by:  Date: 5/12/2014

**April 2014**  
**INSPECTION BREAKDOWN**

**Commercial, Mixed, L1, L2**

Building (BP)  
Electrical (EL)  
Gas Piping (GP)  
Plumbing (PL)  
Generator (GE)  
Demolition (DE)  
Oil Burner (OB)  
Gas Burner (GB)  
Foundation only (FO)  
Bed Bottom (SE)  
Sign (SI)

**Residential**

Building (BP)	18
Electrical (EL)	7
Gas Piping (GP)	1
Plumbing (PL)	1
Generator (GE)	
Demolition (DE)	
Oil Burner (OB)	1
Gas Burner (GB)	1
Septic (SP)	2
Life safety	1
Closed permits	17

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**Total Inspections: 49**

**BREAKDOWN PERMITS ISSUED****Permit's issued Breakdown**

Building (BP)	7
Electrical (EL)	6
Gas Piping (GP)	
Plumbing (PL)	1
Generator (GE)	
Demolition (DE)	1
Oil Burner (OB)	2
Gas Burner (GB)	
Foundation only (FO)	
Septic system (SE)	2
Life safety (LS)	
Sign (SI)	1

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**Total Permits: 20**



**Town of Candia – Interoffice Memorandum**

Page 1 of 1

**Date:** 12 May 2014  
**To:** Board of Selectmen  
**From:** R. H. Snow  
**Subject:** Selectman's Monthly Report

**Moore Park Playground Equipment Repairs**

Volunteer equipment repair to the playground slide was successfully completed Sunday, May 4th. I was joined by a team of eight volunteers, including several of the original park equipment installation crew and a mother and toddler who performed the QA check after the new slide parts were installed. Other repairs were completed and more are scheduled.

**Moore Park Bathroom and Cleaning & Trash Removal**

I've attached copies of the original budget information requests presented to the board and the budget committee last year that clearly define the tasks necessary to be performed to maintain the park facilities. I've also attached an RFP detailing the work necessary to accomplish the tasks we discussed at the last meeting that the board has indicated a desire to accomplish using contract labor. The RFP will need to be posted immediately to determine how much of the necessary work can be funded this year and should be expanded and reissued prior to the start of the budget season to cover all the efforts involved for next year.

**Pond Park Gazebo**

The Gazebo is going to need some building maintenance work this year to repair the railing that was removed again last year for the summer concerts and some painting work on support posts and the soffits where the paint is peeling off. Funds for these repairs will have to come from the building maintenance line(s).

**NH DOT Road Safety Audit**

The scheduled initial meeting and road condition review of the two problem NH route 43/27 intersections took place Friday, May 2nd with representatives from DOT, their consultant, SNHPC and local business owners. No decisions were made at this meeting, although significant discussion took place about possible actions. One item under discussion of interest to the Town was the possibility of closure of the Holbrook Cemetery entrance immediately adjacent to the intersection of NH43, Main Street and Raymond Road.

**Upper Lamprey Scenic Byway**

The NH Scenic Byway Council formally approved the establishment of this Byway, which includes roads in Candia, on May 8<sup>th</sup>. Al Hall and I attended the meeting in Concord. Now that the Byway has been adopted, we'll be participating in the establishment of its management council and fleshing out the descriptions of our scenic, cultural and recreational attractions to attract visitors to Candia. I'll be working with local business owners, the heritage commission, the historical society and the Fitts Museum Trustees on this program.





**Date:** 13 September 2013

**To:** Board of Selectmen, Municipal Budget Committee

**From:** Parks, Recreation & Other Culture Department

**Subject:** 2014 Budget Recommended Appropriations Rationale

**01-4520-02-120-00 (Moore Park - Clean & Trash)**

This line consists of the labor costs (direct or contract) necessary to properly maintain the park grounds consisting of the athletic fields, bathrooms, pavilion, playground, skateboard park and their surrounding and interconnecting areas. It includes a daily inspection and monitoring of the overall condition and cleanliness of the areas and a weekly cleaning and trash transfer to the recycling center. **An increase from \$1,000.00 to \$1,420.00 is requested to realistically reflect the anticipated costs.**

**01-4520-02-120-01 (Moore Park - Bathroom)**

This line consists of the labor costs (direct or contract) necessary to open, close and monitor the bathroom facilities on a daily basis during the months of April thru November. Historical daily costs of \$10.00/day were budgeted at \$4.00/day for four months and \$8.00/day for the five busy months. The annual cost associated with cleaning the bathrooms was included in the above (Clean & Trash) line, presuming that the same individual would handle both responsibilities. **An increase from \$1,000.00 to \$1,680.00 is requested to realistically reflect the anticipated costs.**

**01-4520-02-620-00 (Moore Park - Supplies & Repair)**

This line consists of the material and labor (direct or contract) costs associated with the acquisition and supply of maintenance materials and supplies or repairs to park facilities or grounds. Examples include bathroom cleaning and maintenance supplies, repair and maintenance parts for the bathrooms and other park facilities and facility and equipment contract repair costs such as plumbing repairs, septic system pumping costs and seal-coating the skateboard park or basketball court surfaces. **The current \$1,000.00 budget appears to be adequate for next year.**

**01-4520-02-631-00 (Pond Park – Maintenance)**

This line consists of the labor and material costs (direct or contract) necessary to properly maintain the park grounds and their surrounding and interconnecting areas. **The current \$100.00 budget appears to be adequate for next year.**

**01-4520-02-650-00 (Moore Park – Mowing & Trimming)**

This line consists of the labor costs (direct or contract) necessary to mow & trim the athletic fields on a regular basis and the remainder of the park on an as-requested basis. **The current \$1,500.00 budget appears to be adequate for next year.**

**01-4520-02-651-00 (Pond Park – Mowing & Trimming)**

This line consists of the labor costs (direct or contract) necessary to mow & trim the park grounds on a regular basis. **An increase from \$550.00 to \$630.00 is requested to reflect actual costs.**

**01-4520-02-700-00 (Old Home Day Preparation)**

This line consists of the labor and material costs (direct or contract) necessary to maintain the park grounds for, during and after a special event such as Old Home Day. **The current \$250.00 budget appears to be adequate for next year.**



**01-4520-06-410-00 (Electricity - Moore & Pond Parks)**

This line consists of the expenditures for the supply and delivery of electricity to the town park facilities. Current invoices are averaging \$68.77 per month for a total estimated annual cost of \$855.24. **An increase from \$300.00 to \$850.00 is requested to adequately budget for actual costs.**



**Date:** 12 November 2013

**To:** Municipal Budget Committee

**From:** Parks, Recreation & Other Culture Department

**Subject:** 2014 Budget Requested Appropriations Rationale

**01-4520-02-120-00 (Moore Park - Clean & Trash)**

This line consists of the labor costs (direct or contract) necessary to properly maintain the park grounds consisting of the athletic fields, bathrooms, pavilion, playground, skateboard park and their surrounding and interconnecting areas. It includes a daily inspection and monitoring of the overall condition and cleanliness of the areas and a weekly cleaning and trash transfer to the recycling center. **An increase from \$1,000.00 to \$1,420.00 is requested to realistically reflect the anticipated costs.**

**01-4520-02-120-01 (Moore Park - Bathroom)**

This line consists of the labor costs (direct or contract) necessary to open, close, monitor and maintain the bathroom facilities on a daily basis during the months of April thru November. Historical budgets & expenditures of \$10.00/day were reduced to \$4.00/day for four months and \$8.00/day for the five busy months. The annual cost associated with cleaning the bathrooms was included in the above (Clean & Trash) line, presuming that the same individual would handle both responsibilities. **An increase from \$1,000.00 to \$1,680.00 is requested to realistically reflect the anticipated costs.**

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This line consists of the material and labor (direct or contract) costs associated with the acquisition and supply of maintenance materials and supplies or repairs to park facilities or grounds. Examples include bathroom cleaning and maintenance supplies, repair and maintenance parts for the bathrooms and other park facilities and facility and equipment contract repair costs such as plumbing repairs, septic system pumping costs and seal-coating the skateboard park or basketball court surfaces. **The current \$1,000.00 budget appears to be adequate for next year.**

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This line consists of the labor and material costs (direct or contract) necessary to properly maintain the park grounds and their surrounding and interconnecting areas. **The current \$100.00 budget appears to be adequate for next year.**

**01-4520-02-650-00 (Moore Park – Mowing & Trimming)**

This line consists of the labor costs (direct or contract) necessary to mow & trim the athletic fields on a regular basis and the remainder of the park on an as-requested basis. **The current \$1,500.00 budget appears to be adequate for next year.**

**01-4520-02-651-00 (Pond Park – Mowing & Trimming)**

This line consists of the labor costs (direct or contract) necessary to mow & trim the park grounds on a regular basis. **An increase from \$550.00 to \$630.00 is requested to reflect actual costs.**

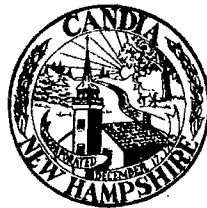
**01-4520-02-700-00 (Special Events Preparation)**

This line consists of the labor and material costs (direct or contract) necessary to maintain the park grounds for, during and after a special town event. **The current \$250.00 budget appears to be adequate for next year.**



**01-4520-06-410-00 (Electricity - Moore & Pond Parks)**

This line consists of the expenditures for the supply and delivery of electricity to the town park facilities. Current invoices are averaging \$68.77 per month for a total estimated annual cost of \$855.24. **An increase from \$300.00 to \$850.00 is requested to adequately budget for actual costs.**



**Town of Candia  
Board of Selectmen  
74 High Street  
Candia, New Hampshire  
03034**

## **Request For Proposal**

**Brief Description of Request:** The Candia Parks & Recreation Department is seeking an independent contractor to perform certain facility and grounds maintenance services on a regular basis in Moore Park, 74 High Street, Candia, NH.

### **Task (1) - Scope of Work (Opening & Closing Bathrooms):**

- The park bathroom(s) in the Moore Park Doucette Field House need to be open and available to the public on a daily basis, "Dawn to Dusk", from early April until late November.
- The bathrooms need to be opened for the season in April, specific date depending on the weather, turning on the water supply, opening up the window(s), making such minor repairs as are necessary to make the bathroom plumbing functional, thoroughly cleaning and disinfecting each bathroom and replenishing any necessary bathroom supplies (soap, hand disinfectant, hand towels, toilet paper, or toilet bowl colored disinfectant). The bathrooms need to be closed for the winter in November, again specific date depending on the weather, and, because the Field House is unheated during the winter, the window(s) closed, water supply turned off, the bathroom plumbing supply lines drained and blown out and the fixtures and traps filled with enough non-toxic antifreeze solution to prevent damage to the fixtures during the winter. The bathrooms shall be left broom clean for the winter
- During the season, the bathroom(s) need to be opened on a daily basis, the lights turned on, the fixtures tested for proper function and any necessary bathroom supplies replenished. The bathroom(s) also normally need to be broom cleaned, the waste basket(s) emptied and the fixtures may need to be cleaned, depending on the previous day's activities. Normally, only one bathroom is opened unless there is a special event scheduled for that day.
- A daily cursory patrol of the park grounds shall also be done when the bathrooms are opened, picking up trash and making note of anything out of the ordinary or damaged. Particular emphasis shall be taken on the playground, removing any sticks, stones or other unsafe material from the playground surface or equipment. The Town Office or, if necessary, the Police Department, shall be immediately notified of any potentially unsafe conditions or vandalism in the park.
- Contractor to supply all necessary equipment, tools, materials and supplies.
- Proposal to include separate pricing for this task, either on a task or daily price basis.

**Task (2) - Scope of Work (Park Maintenance – Clean & Trash):**

- The Moore Park facilities and grounds, including the Doucette Field House, the Valle Pavilion, the Playground, the sports fields, the basketball court, the Leavitt Skateboard Park and their surrounding grounds, exclusive of the footprints of the Town Office Building and their Parking Lots and the area being used for the Highway Department Salt and Sand Storage, are available to the public on a daily basis, “Dawn to Dusk”, year-round. Managing, collecting and disposing of the trash generated by the visitors to the Park is an important part of having a welcoming environment in our Park.
- On at least a weekly basis and before and after special events, the bathrooms shall be thoroughly cleaned and disinfected and the waste baskets emptied.
- On at least a weekly basis and before and after special events, the grounds shall be policed, picking up trash and making note of anything out of the ordinary or damaged. Trash barrels regularly located in the Park shall be emptied, the liners replaced or reused, recyclables separated from the trash and the results transported to the Candia Recycling Center during regular business hours.
- Before special events, and upon request of the Department Head, additional trash barrels or other appropriate trash containers shall be distributed around the Park. The town will provide the containers, the contractor shall provide the liners.
- Contractor to supply all necessary equipment, tools, materials and supplies, other than trash containers.
- Proposal to include separate pricing for this task, either on a task or hourly price basis.

**General Requirements:**

- Proposal may also include an overall pricing proposal
- Terms of payment must be detailed in the proposal.
- Proof of adequate insurance acceptable to the Board of Selectmen must be provided prior to commencement of any work.
- All work shall be performed in a workmanlike manner and is subject to inspection by the Department Head.
- Town of Candia reserves the rights to negotiate details, including schedule, price and costs, with contractors responding to the proposal and reserves the right to reject any or all responses, at its sole discretion.

ARTICLES OF ORGANIZATION

SMYTH MEMORIAL BUILDING BOARD OF TRUSTEES

LOUN  
PLEASE REAL  
C.K.  
RDU  
AHS  
M

ARTICLE ONE: STATEMENT OF PURPOSE AND INTENT

In recognition of the historical significance of the Smyth Memorial Building, there is hereby established a Board of Trustees whose purpose shall be to maintain and preserve the physical structure of the building in a condition suitable for use by the town and its citizens, and who shall be charged with these further responsibilities:

# final version w/ Bart's sugg.

To make the building accessible to the citizens of Candia as an historic site.

To investigate and recommend such future uses of the building as may be appropriate commensurate with its historic character.

To raise funds for the maintenance and preservation of the structure and to make renovations and improvements to promote such uses as the Town of Candia may determine, in keeping with the historical nature of the building and to recognize and promote the Smyth Memorial Building as an historical landmark.

To evaluate and assess possible income to be derived from uses of the building.

To prepare an annual operating budget for the maintenance and use of the building.

To perpetually reassess uses of the building that would benefit the Town of Candia.

To act at all times in the best interests of the Town of Candia regarding the use and function of this valued piece of Candia's heritage.

To make such recommendations to the Board of Selectmen as the Board of Trustees shall determine and to respond to such reasonable requests as the Board of Selectmen may make to the Board of Trustees.

ARTICLE TWO: MEMBERSHIP

There shall be five (5) trustees comprising the Smyth Memorial Building Board of Trustees. The Trustees shall be appointed by the Board of Selectmen. The initial terms shall be for one to five years as set forth in this Article. Thereafter terms shall be for five years. Each Trustee may serve one additional five year term upon recommendation of the Board of Trustees and appointment by the Board of Selectmen. Initial appointments shall be structured to expire as follows:

<u>Trustee</u>	<u>Expiration of Term</u>
#1	June 30, 2015
#2	June 30, 2016
#3	June 30, 2017
#4	June 30, 2018
#5	June 30, 2019

The Smyth Memorial Building Board of Trustees may recommend to the Selectmen that a Trustee be removed from the Board for cause. Such cause shall include, but not be limited to, continued unexcused absence from meetings and failure to carry out the functions of the Trustee.

#### ARTICLE THREE: OFFICERS

Officers of the Board shall be a Chairman and a Clerk who shall be elected annually by members of the Board at its initial meeting in June each year to carry out the customary duties of each office.

#### ARTICLE FOUR: MEETINGS

Meetings shall be held monthly or at such times as the Board may determine on a date convenient to the Trustees. Special meetings may be called by the Chairman as needed or at the request of two or more Trustees. Meeting dates shall be published at least seven days in advance. A member of the Board of Selectmen shall attend such meetings as the Board of Selectmen may determine. All meetings shall be open to the public and shall be governed by the provisions of the Right to Know Law, RSA 91-A.

#### ARTICLE FIVE: FINANCES

The Trustees to recommend to the Board of Selectmen an annual budget for the maintenance and use of the building. No Trustee shall receive compensation beyond necessary expenses incurred in carrying out his or her Board responsibilities.

#### ARTICLE SIX: BY-LAWS

The Trustees may recommend such by-laws as they deem appropriate for approval by the Board of Selectmen.



## Andria Hansen

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**From:** Sharon Robichaud  
**Sent:** Monday, May 05, 2014 8:53 AM  
**To:** Andria Hansen  
**Subject:** FW: By-Laws for Smyth Memorial Trustees

FYI

Contacted Bart on review of the Smyth Memorial Trustees for Carleton. Carleton has already talked with Bart and I put a copy in his box. I wasn't told what to do with next ☺

Sharon Robichaud  
Building/ Land Use  
Fire Department  
Town of Candia  
74 High Street  
Candia, NH 03034  
603-483-8588  
603-483-0252 fax

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**From:** Barton L. Mayer [<mailto:bmayer@uptonhatfield.com>]  
**Sent:** Wednesday, April 30, 2014 5:03 PM  
**To:** Sharon Robichaud  
**Subject:** RE: By-Laws for Smyth Memorial Trustees

Sharon—

I reviewed the two proposals, and they are very similar. I see nothing unlawful in either of them. Focusing on the board's proposal, I have some policy issues for the board to consider. Ultimately, it is for the selectmen to decide what is in the best interests of the town.

It is critical to make it very clear both that the committee is a creature of and answerable to the selectmen, and is a committee of the town. Therefore, article 4 should be amended to include the following at the end of the section:

"...and shall be governed by the provisions of the Right-to-Know Law, RSA 91-A."

I do not see the reason for a treasurer. Any funds are funds of the town. Only the board of selectmen has the authority to accept donations. RSA 31:95-b. Any expenditures should go through the normal channels of the town. **Therefore I see no reason for a checkbook or petty cash.** In particular, I do not believe individual boards or commissions should have checkbooks. The town needs only one. Multiple checkbooks represent multiple opportunities for mischief.

Please amend the 6<sup>th</sup> paragraph to read: "To recommend to the Board of Selectmen an annual budget for the maintenance and use of the building."

Finally, I recommend against a 5 member board or five year terms; the former being too many, and the latter being too long.

Bart.

Barton L. Mayer  
Upton & Hatfield, LLP  
10 Centre Street  
P.O. Box 1090  
Concord, NH 03302-1090  
Tel: 603-224-7791  
Fax: 603-224-0320  
[bmayer@uptonhatfield.com](mailto:bmayer@uptonhatfield.com)  
[www.uptonhatfield.com](http://www.uptonhatfield.com)

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STATEMENT OF CONFIDENTIALITY