

Annual Budgets 2015

Town operating budget		2,421,676
School operating budget		8,029,552
County tax		410,749
Total amount to be appropriated	tax rate 21.72	<u>10,861,977</u>

Total Annual Budgets		10,861,977
Percentage to maintain in unassigned Fund Balance per Fund Balance Policy (11.5%)		0.1150
Amount to maintain in unassigned Fund Balance per Fund Balance Policy		<u>1,249,127</u>

Unassigned Fund Balance as of 12-31-14 (MS-535)		1,365,522
Amount to maintain in unassigned Fund Balance per Fund Balance Policy		1,249,127
Amount available to reduce tax rate		<u>116,395</u>

Total amount to be appropriated		10,861,977
Availble amount of Fund Balance available to reduce tax rate		116,395
New total to appropriate	adjusted tax rate 21.42	<u>10,745,582</u>

TOWN OF CANDIA

POLICY NUMBER: 2012-001
SUBJECT: FUND BALANCE POLICY
ADOPTION DATE:
REVISION DATE: November 27, 2013
EFFECTIVE DATE: December 9, 2013
SUPERSEDES:

SECTION 1. PURPOSE

The general purpose of this policy is to improve the Town of Candia's financial stability by protecting itself against and prepare for financial emergencies and economic downturns and contribute to the continuity of financial operations. This policy encompasses the minimum required fund balance reserves and the allowable uses of fund balance reserves.

SECTION 2. DEFINITIONS

Fund Balance:

The accumulated equity balance in a government fund resulting from operations over the years. This is the difference between fund assets and fund liabilities.

General Fund:

A fund used to account for basic governmental services supported mainly by tax revenue. Accounts for all financial resources not required to be accounted for in another fund.

Undesignated Fund Balance:

The fund balance, excluding all reserves and any other balances dedicated for another purpose.

SECTION 3. FUND BALANCE RECOMMENDATIONS

The New Hampshire Department of Revenue Administration (DRA) recommends the Unassigned Fund Balances remain between 5% and 10% of the Annual Budget.

The Government Finance Officers Association (GFOA) recommends the Unassigned Fund Balances remain between 8% and 17% of the Annual Budget.

SECTION 4. CANDIA'S FUND BALANCE POLICY

Minimum Balance:

The Town shall achieve and maintain a minimum undesignated fund balance 5% of the general fund's annual budget, including Town, School, and County appropriations (without reduction for revenues, special adjustments, grants or other income).

Target Balance:

The Town shall work toward maintaining an undesignated fund balance of at least 11.5% of the general fund's annual budget, including Town, School, and County appropriation (without reduction for revenues, special adjustments, grants or other income).

<u>FOR EXAMPLE:</u>		Minimum	Target
		Balance	Balance
ANNUAL BUDGETS - 2012:		5%	11.5%
Town	2,889,872		
School	8,599,794		
County	432,916		
Total	11,922,582	596,129	1,371,097

Plan for Target Balances:

The undesignated fund balance target level shall be achieved by conservatively estimating revenues and limiting the usage of any portion of fund balance to reduce the tax rate.

Fund Balance Uses:

The Board of Selectmen may appropriate any amount of undesignated fund balance in excess of the designated percentage or use the excess to offset property taxes as part of the final adopted budget for a fiscal year. The Board may appropriate undesignated fund balances for emergency purposes, as deemed necessary, even if such uses decreases the fund balance below the designated percentage, by the procedure outlined in RSA 32:11. Emergency purposes does not include the offsetting of property taxes or mis-management of funds.

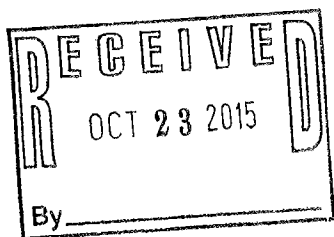
MEMORANDUM

To: Chairman Carleton Robie, Candia Board of Selectmen
From: Candia Police Chief Michael McGillen
Subject: Employee Evaluations/re-appointments
Date: October 23, 2015
CC: Personnel Files

I would ask the Board to re-appoint Officer's Kenneth McCarron, John Minichiello, Shawn Santuccio, and John Wasiejko as Special Police Officers (part time).

In addition, I would recommend that Officers Wasiejko and Santuccio be moved to Step 1 per the Matrix, a .50 increase effective July 9, 2015, and Officer Minichiello be moved to Step 3, a \$1.25hr increase effective August 8, 2015. Officers Santuccio and Wasiejko's current rate of pay is \$15.38 and their new rate would be \$15.88hr. Officer Minichiello's current rate is \$18.20hr., and his new rate would be \$19.45hr.

I appreciate the Board's consideration on this matter.



LOOK
PLEASE READ
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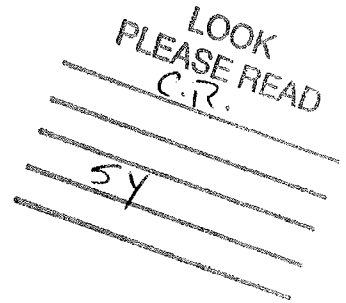
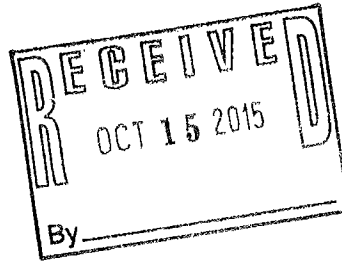
Candia Police Department

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: October 15, 2015
TO: Candia Board of Selectmen
FROM: Chief Michael McGillen
SUBJ: 2006 Ford Crown Victoria



I am requesting that we sell our 2006 Ford Crown Victoria Police Interceptor. In 2014, this vehicle had 134,549 miles; however, since then, the mileage readout has been broken. I would estimate the mileage now to be approximately 135,000. I've also printed out the latest blue book value of \$2,007. Please feel free to see if me if you have any questions.

G-1

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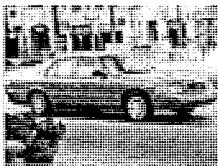
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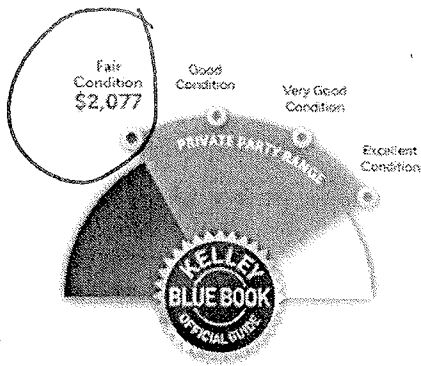
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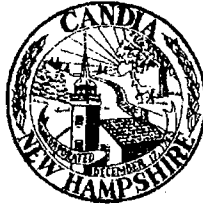
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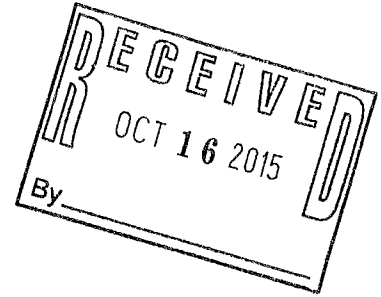


**Town of Candia
Cemetery Trustees
74 High Street
Candia, New Hampshire**

03034 LOOK
PLEASE READ

C.R.

SY



Town of Candia
Selectman's Office
Carlton Robie – Chair
74 Main Street
Candia, NH 03034

16 October 2015

Dear Chairman Robie,

Due to the two resignations of members of the Cemetery Trustees, and with the proper notification of their replacements, we have interviewed two other people that showed interest in becoming a Trustee for the Candia Cemeteries on 15 October 2015.

With that said the existing members of the Cemetery Trustees, voted unanimously to recommend to the Town Selectmen; Tom DiMaggio who has lived in Candia for over 40 years and Michael G. Pouliot who has been a resident of Candia for 10 years.

We ask that you consider and vote for these two men for the replacements of Ted Michalek and Mark Siemonsma at your next meeting.

Sincerely,

Holly Haas – Bookkeeper
Candia Cemetery Trustees

selectmen meeting 10-26

**Town of Candia
Board of Selectmen
Tel: 603-483-8101
Fax: 603-483-0252**

Memo

To: Board of Selectmen
From: Boyd Chivers
Date: October 24, 2015
Re: Report of Sale of Tax Deeded Properties

The following parcels of Town owned land were sold at public auction on October 24, 2015:

Map/Lot	Minimum Bid	Amount Bid	Purchaser	Deposit	Balance Due	Buyer's Premium
414/137	\$25,000	\$64,000	Alan Cohen	\$5,000	\$59,000	\$6,400
414/138	21,000	42,000	KK&S	5,000	37,000	4,200
413/105	27,000	30,000	In-Laws	5,000	25,000	3,000
407/036	0	200	R. Severino	200	0	20 (paid)

You will recall the Board established the minimum bids using only 1/3 of the 15% premium provided by RSA 80:90(f). In light of the amount by which the highest bid exceeded the minimum bid, a question the Board must address is whether to reconsider this decision in order to maximize the amount recovered for the Town by this sale. The calculation is as follows:

Map/Lot	RSA 80:90(f) maximum	Included in Minimum Bid	Difference
414/137	\$12,960	\$4,320	\$8,640
414/138	15,870	5,290	10,580
413/105	12,090	4,030	8,060
407/036	600	0	N/A
TOTAL			\$27,280

The Town is legally entitled to \$100,280 from proceeds totaling \$136,200. The former owners have demonstrated an indifference towards their interest in the properties and I can see no reason to elevate their rights to the proceeds over the interest of the taxpayers of Candia. I recommend we assert our right to recover the maximum amount provided by RSA 80:90(f), recalculate the amount we are due, and distribute the surplus accordingly.