

June 15 2016

* was not appointed @
The July 11th 2016
BOS mtg

Rudolph A. Cartier Jr., PE, CEM, CMVP
553 North Road
Candia, NH 03034
(603) 483-5185
2racbs@comcast.net

4/25/16
BOS mtg

April 8, 2016

Mr. Boyd Chivers, Chairman
Board of Selectmen
Town of Candia
74 High Street
Candia, NH 03034

Re: Letter of Interest for the Energy and Recycling Committee

Dear Chairman Chivers and Members of the Board;

I am writing to request your approval to become a member of the Energy and Recycling Committee formed under the Town Warrant Article in 2015.

To give you a brief summary of my background, I offer the following qualifications:

- Registered Professional Engineer – State of NH
- Certified Energy Manager – Association of Energy Engineers
- Certified Measurement & Verification Professional – Association of Energy Engineers
- 17 years of experience working with small businesses in environmental compliance at the Department of Environmental Services
 - Recipient of several State and Federal leadership awards
- 20 years of energy and environmental consulting
- 4 years as the Director of Energy and Environmental Management at Phillips Exeter Academy
- 5 years as a Measurement and Verification Specialist at Honeywell International with direct responsibility for energy use reduction at over 45 municipal and school districts
 - Recent actions involved the design, installation and savings verification of several substantial solar PV installations including the City of Keene

These are just several instances of my experience and training that I would be honored to use to the benefit of the Town of Candia. I trust you will agree and look forward to working with the other members of the committee.

I can be available for the next scheduled Board of Selectmen's meeting which I believe is scheduled for April 25th. Please let me know either by email or telephone to confirm

Sincerely



Rudolph A. Cartier Jr., PE

Cc: Susan Young
Mark Laliberte
Russ Dann
Scott Komisarek

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

Memo

To: Members, Board of Selectmen

From: Boyd Chivers

Date: April 16, 2016

Re: Town Owned Property at Exit 3

LOOK
PLEASE READ
B
SK
RD
SY

RECEIVED
APR 17 2016
By _____

The following is a summary of the history relative to the Town's ownership of certain parcels of land near Exit 3 and the legal conditions which govern the subsequent sale by the Town and the subsequent use of the properties by successive owners. Please review this information in advance of our meeting on April 25th at which time a recently submitted offer to purchase the subject properties will be discussed. Note: the documentation in support of the facts referenced in this memo are compiled in one folder inserted in the box containing the full history of this matter and is available in the Selectman's office.

- | DATE | EVENT |
|-------------|--|
| 1. 1995 | Town Meeting. Article 22. Town approves \$11,000 to purchase Map 410; Lot 162. Yes 59; No 51. |
| 2. 1/10/97 | Map 410, Lot 162 purchased from NH DOT for \$12,000 |
| 3. 2003 | Town Meeting. Article 23. Town approves \$8,000 for survey. |
| 4. 2004 | Town Meeting. Article 27. Town adopts provisions of RSA 41:14-a. |
| 5. 2005 | Town Meeting. Article 15. Town approves \$82,500 to purchase Map 410, Lot 161 and Map 410, Lot 161-1. Yes 142; No 59. |
| 6. 4/18/05 | Map 410, Lot 161 purchased from Parfitt Revocable Trust for \$75,000 |
| 7. 8/29/05 | Map 410, Lot 162-1 purchased from NH DOT for \$6,500 |
| 8. 6/13/07 | Opinion by Town Counsel that representations made at 2003 Town Meeting have established the conditions governing the sale of the parcels. |
| 9. 2008 | Town Meeting. Article 36. Town approves sale of all parcels. Yes 692; No 320 |
| 10. 9/30/09 | Opinion by Town Counsel that "If the scope of the project is to change, prudence would dictate that the matter be brought back before the town meeting." |

3/19/2005

the Visiting Nurse Association of Greater Manchester & Southern New Hampshire. (By request of the Visiting Nurse Association.)

ARTICLE 12: To see if the Town will vote to raise and appropriate the sum of **Three Thousand Eight Hundred Sixty-three Dollars and no cents (\$3,863.00)** in continuation of its support of Lamprey Health Care. (By request of Lamprey Health Care.)

ARTICLE 13: To see if the Town will vote to raise and appropriate the sum of **Five Thousand Eight Hundred Thirty-nine Dollars and no cents (\$5,839.00)** in continuation of its support of Rockingham Community Action. (By request of Rockingham Community Action.)

There was no discussion on Articles 4 through 13. Vote was taken by a show of ballots. **Articles 4 through 13 were adopted.**

ARTICLE 14: To see if the Town will vote to raise and appropriate the sum of **Ninety-Three Thousand Five Hundred Dollars and no cents (\$93,500.00)** for the purchase of a property owned by Wendy Nordstrom, located on Brown Road, and identified in the Town of Candia Tax Records as Map 413, Lot 095.1, and parcels of land owned by the State of New Hampshire, located on Brown Road, and identified in the Town of Candia Tax Records as Map 413, Lot 095; Map 413, Lot 096 and Map 413, Lot 096.1. Mr. York wished to amend the article to read: to see if the Town will vote to raise and appropriate the sum of Fifty Three Thousand Eight Hundred Dollars and no cents (\$53,800.00) for the purchase of property owned by the State of NH, located on Brown Road and identified in the Town of Candia Tax Records as Map 413, Lot 095, Map 413, Lot 096 and Lot 413, Lot 096.1. Seconded by Selectman Thyng. Mr. York explained the property would be available in the Town coffers for future use such as a park, elderly housing, or perhaps a Police Station. The cost is approximately \$7,500.00 per acre. Courtland Sandberg stated he saw no reason to purchase this land. Ingrid Byrd had a problem spending the money on land that the State did not want to do anything with, and then the Town spending \$53,000.00 and not doing anything with it either. Discussion continued in opposition of the land purchase. There was no specific proposal regarding how to use the land. There was no further discussion. Vote was taken by a show of ballots. **Article 14 was Defeated.**

ARTICLE 15: To see if the Town will vote to raise and appropriate the sum of **Eight-Two Thousand Five Hundred Dollars and no cents (\$82,500.00)** for the purchase of a property owned by the Parfitt Trust, located on Old Candia Road, and identified in the Town of Candia Tax Records as Map 410, Lot 161, and a parcel of land owned by the State of New Hampshire, located on Old Candia Road, and identified in the Town of Candia Tax Records as Map 410, Lot 162.1. Motion was made by Selectman Thyng, seconded by Selectman York. Mr. Thyng explained this was a way to purchase the curb cut as an access to this piece of property on Exit 3. Mr. Kelley strongly recommended the purchase of this land. Mr. Sanborn spoke in opposition. Attorney Mayer replied there is no law that provides that no land cannot be landlocked. There was no further discussion. Vote was taken by a show of ballots. **Article 15 was Adopted.**

142 Yes to 59 No

ARTICLE 16: To see if the Town will vote to raise and appropriate the sum of **One Million Nine Hundred Thirty-Four Thousand Seven Hundred Eighty-One Dollars and no cents (\$1,934,781.00)** which represents the operating budget. Said sum does not include warrant articles addressed. Said funds to be expended under the direction of the Board of Selectmen. (By request of the Board of Selectmen.) Motion to accept the article as read was made by Clark Thyng, seconded by Tom Giffen. Mr. Thyng then spoke to the article. He explained you need to back out the Fire Department. There was an increase in the Building Inspector's budget which will now be for a full year, an increase in the road budget and an increase in the police budget and also the solid waste budget. The total increase over last year is roughly 8.25%. Tom St. Martin wished to know if a real plan could be squeezed out of the present budget. Brian

March 2004

ARTICLE 25: To see if the Town will vote to raise and appropriate the sum of **Five Hundred Dollars and no cents (\$500.00)** and to place said funds in the expendable general fund trust fund known as the Playground Maintenance Fund, established pursuant to RSA 31:19-a at the March, 1998 Town Meeting. The purpose of this fund is for replacement of the surface of the playground and upkeep of equipment with the Selectmen appointed as agents. (By request of the Board of Selectmen and recommended by the Board of Selectmen.) Motion was made by Mr. Thyng, seconded by Mr. York. There was no discussion. Vote was by a show of ballots. **ARTICLE 25 WAS ADOPTED.**

ARTICLE 26: To see if the Town will vote to raise and appropriate the sum of **Twenty-Five Thousand Dollars and no cents (\$25,000.00)** to be used for the purpose of creating a Capital Improvement Plan (CIP), and to assist the Planning Board in updating the Zoning Ordinance and Sub-Division Regulations. Said funds to be expended under the direction of the Planning Board for these purposes. This special warrant article will establish a non-lapsing account per RSA 32:7 VI, which will not lapse until the plans and updates are completed, or until December 31, 2005. (By request of the Planning Board and recommended by the Board of Selectmen.) Moderator Thomas recused himself from this article because he had been intimately involved with the Master Plan. Assistant Moderator George Comtois continued. Motion to accept the article as read was made by Mr. Sieminski, seconded by Mr. Thyng. Mr. Sieminski then explained the CIP was necessary in order to assess impact fees on developers. Mr. Byrd wished to amend the article reducing the amount to Ten Thousand Dollars and no cents (\$10,000.00). This was seconded by Mrs. Byrd. Ron Thomas stated that he served as chairman of the Master Plan Committee. The Planning Board has been trying to find people to volunteer to revise the Master Plan since 1991. The hired consultants have been helping interpret the data. Rick Mitchell voted for the increase. Writing zoning articles is an onerous task. There are not enough volunteers. He does not feel lay people and volunteers are competent to do this. Mary Girard, member of the Planning Board, stated that if we do not use all the moneys, they will be returned. Betsy Kruse explained the members of the committee met with the consultants and told them what to say. Fred Kelley is definitely behind this article, he has neither the time nor the expertise. Mr. York stated that the zoning issues are becoming a problem. Mr. Sieminski stated that a majority vote is a vote of the Board. There was no further discussion on the amendment. Vote was taken by a show of ballots.

The amendment fails. There was no further discussion. Vote was taken by a show of hands.

ARTICLE 26 IS ADOPTED.

ARTICLE 27: To see if the Town will vote, in accordance with RSA 41:14-c, to adopt the provisions of RSA 41:14-a 'Acquisition or Sale of Land, Buildings, or Both' authorizing the Selectmen to acquire or sell land, buildings, or both, in the name and in the best interests of the Town, subject to the procedures established in the statute and including limitations on the sale of specific Town-owned land as defined in the statute. (By petition of the minimum number of registered voters.) Motion was made by Mr. Snow, seconded by Mr. Fowler. Mr. Snow explained this article provides us with two things. It allows for the purchase or sale of land without going back to the Town Meeting. Secondly, it protects Town owned land. To buy or sell the land, the Selectmen must go to the Planning Board and the Conservation Commission to get their recommendations and then must hold two public hearings at least 10 days apart but not more than 14 days apart. The Selectmen cannot sell that land that by town meeting has been designated Conservation Land, such as the Town Forest on Flint Road, also any real estate that has been bequeathed to the Town. Mr. Byrd wished to know who is responsible for holding the public hearings, and Attorney Mayer replied the Selectmen. The Selectmen would have had to go before the Town before obtaining property by eminent domain. There was no further discussion. A standing vote was taken. **YES 80 NO 65 ARTICLE 27 IS ADOPTED.**

ARTICLE 28: To see if the Town will vote to raise and appropriate the sum of **Seven Thousand, Five Hundred Dollars and no cents (\$7,500.00)** to be placed in the expendable general trust

ARTICLE 21: To see if the Town will vote to raise and appropriate the sum of **Three Thousand Eight Hundred Dollars and no cents (\$3,800.00)** for electrical improvements and exterior painting at the Fitts Museum. Said funds to be expended under the direction of the Trustees of the Fitts Museum. (By request of the Trustees of the Fitts Museum.)

ARTICLE 22: To see if the Town will vote to raise and appropriate the sum of **Seven Thousand Five Hundred Dollars and no cents (\$7,500.00)** in continuation of its support of the Candia Teen Center. (By request of the Candia Teen Center.)

ARTICLE 23: To see if the Town will vote to increase the annual salary paid to the Chairman of the Board of Selectmen from Two Thousand Dollars and no cents (\$2,000) to Three Thousand Dollars and no cents (\$3,000); and increase each other Selectman's salary from One Thousand Seven Hundred Dollars and no cents (\$1,700) to Two Thousand Five Hundred Dollars and no cents (\$2,500) annually in payment of their services rendered to the Town of Candia. The proposed increases will take effect March 2004. (By request of the Board of Selectmen)

ARTICLE 24: To see if the Town will vote: "Shall we delegate the duties and responsibilities of the cemetery trustees to the Board of Selectmen?" (By request of the Board of Selectmen)

ARTICLE 25: To see if the Town will vote to raise and appropriate the sum of **Five Hundred Dollars and no cents (\$500.00)** and to place said funds in the expendable general fund trust fund known as the Playground Maintenance Fund, established pursuant to RSA 31:19-a at the March, 1998 Town Meeting. The purpose of this fund is for replacement of the surface of the playground and upkeep of equipment with the Selectmen appointed as agents. (By request of the Board of Selectmen and recommended by the Board of Selectmen.)

ARTICLE 26: To see if the Town will vote to raise and appropriate the sum of **Twenty-Five Thousand Dollars and no cents (\$25,000.00)** to be used for the purpose of creating a Capital Improvement Plan (CIP), and to assist the Planning Board in updating the Zoning Ordinance and Sub-Division Regulations. Said funds to be expended under the direction of the Planning Board for these purposes. This special warrant article will establish a non-lapsing account per RSA 32:7 VI, which will not lapse until the plans and updates are completed, or until December 31, 2005. (By request of the Planning Board and recommended by the Board of Selectmen.)

ARTICLE 27: To see if the Town will vote, in accordance with RSA 41:14-c, to adopt the provisions of RSA 41:14-a 'Acquisition or Sale of Land, Buildings, or Both' authorizing the Selectmen to acquire or sell land, buildings, or both, in the name and in the best interests of the Town, subject to the procedures established in the statute and including limitations on the sale of specific Town-owned land as defined in the statute. (By petition of the minimum number of registered voters.)

ARTICLE 28: To see if the Town will vote to raise and appropriate the sum of **Seven Thousand, Five Hundred Dollars and no cents (\$7,500.00)** to be placed in the expendable general trust fund under the provisions of RSA 31:19-a, known as the Incinerator Maintenance Fund, which was established in 1990. (By request of the Board of Selectmen and recommended by the Board of Selectmen.)

ARTICLE 29: To see if the Town will vote to raise and appropriate the sum of **Forty-Five Thousand Dollars and no cents (\$45,000.00)** to cover the reimbursable costs associated with Police activities, including but not limited to Police Special Details and grant programs. Said funds to be expended under the direction of the Board of Selectmen. (By request of the Chief of Police and the Board of Selectmen.)

ARTICLE 30: To see if the Town will vote to raise and appropriate the sum of **Eighteen Thousand Dollars and no cents (\$18,000.00)** for the purchase of a generator with switch gears and related wiring circuitry to be used at the town office building. Said funds to be expended

TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

CHAPTER 41 CHOICE AND DUTIES OF TOWN OFFICERS

Selectmen

Section 41:14-a

41:14-a Acquisition or Sale of Land, Buildings, or Both. –

I. If adopted in accordance with RSA 41:14-c, the selectmen shall have the authority to acquire or sell land, buildings, or both; provided, however, they shall first submit any such proposed acquisition or sale to the planning board and to the conservation commission for review and recommendation by those bodies, where a board or commission or both, exist. After the selectmen receive the recommendation of the planning board and the conservation commission, where a board or commission or both exist, they shall hold 2 public hearings at least 10 but not more than 14 days apart on the proposed acquisition or sale; provided, however, upon the written petition of 50 registered voters presented to the selectmen, prior to the selectmen's vote, according to the provisions of RSA 39:3, the proposed acquisition or sale shall be inserted as an article in the warrant for the town meeting. The selectmen's vote shall take place no sooner than 7 days nor later than 14 days after the second public hearing which is held.

II. The provisions of this section shall not apply to the sale of and the selectmen shall have no authority to sell:

(a) Town-owned conservation land which is managed and controlled by the conservation commission under the provisions of RSA 36-A.

(b) Any part of a town forest established under RSA 31:110 and managed under RSA 31:112.

(c) Any real estate that has been given, devised, or bequeathed to the town for charitable or community purposes except as provided in RSA 498:4-a or RSA 547:3-d.

Source. 1994, 197:3. 1997, 38:1. 2001, 187:2. 2005, 80:1. 2007, 221:2. 2008, 109:1, eff. July 27, 2008.

March 95

ARTICLE 21: To see if the Town will vote to raise and appropriate the sum of Seven Thousand, Five Hundred and Forty-one Dollars and no cents (\$7,541.00) for the purpose of converting the Town's existing street lights to high pressure sodium lights and to install new high pressure sodium street lights. Said funds to be expended under the direction of the Board of Selectmen. (By request and recommendation of the Board of Selectmen.) Motion to accept the article as read was made by Brien Brock, seconded by Ken Goekjian. **ARTICLE 21 WAS ADOPTED.**

ARTICLE 22: To see if the Town will vote to raise and appropriate the sum of Eleven Thousand Dollars and no cents (\$11,000.00) for the purpose of purchasing the State-owned property identified as Tax Map 410, Lot 162, located on Old Candia Road. Said funds to be expended under the direction of the Board of Selectmen. (By request of but not recommended by the Board of Selectmen.) Motion to accept the article as read was made by Brien Brock, seconded by Ken Goekjian. Standing vote: **YES: 59 NO: 51 ARTICLE 22 WAS ADOPTED.**

ARTICLE 23: To see if the Town will vote to raise and appropriate the sum of Fifteen Thousand Dollars and no cents (\$15,000.00) for the purpose of paying one-third of the cost of installing traffic signal lights at the intersection of Routes 27 and 43. Said funds to be expended under the direction of the Board of Selectmen. (By request and recommendation of the Board of Selectmen.) Peter Onksen made the motion to accept the article as read, seconded by Ken Goekjian. **ARTICLE 23 FAILED.**

ARTICLE 24: To see if the Town will vote to raise and appropriate the sum of Twenty-six Thousand Dollars and no cents (\$26,000.00) for the purpose of purchasing a new computer system for the Town Office. Said funds to be expended under the direction of the Board of Selectmen. (By request and recommendation of the Board of Selectmen.) Motion to accept the article as read made by Mr. Goekjian, seconded by Mr. Brock.. **ARTICLE 24 WAS ADOPTED.**

ARTICLE 25: To see if the Town will vote to raise and appropriate the sum of Thirty Thousand Dollars and no cents (\$30,000.00) to cover the reimbursable costs associated with Police Special Details. Said funds to be expended under the direction of the Board of Selectmen. (By request of the Chief of Police and the Board of Selectmen; recommended by the Board of Selectmen.) Motion to accept the article was made by Ken Goekjian, seconded by Brien Brock. **ARTICLE 25 WAS ADOPTED.**

ARTICLE 26: To see if the Town will vote to raise and appropriate the sum Forty-seven Thousand Dollars and no cents (\$47,000.00) (\$45,000.00 plus 3.5% annual interest) for the purpose of making a second and final installment with regard to the lease/purchase agreement signed by the Board of Selectmen for the purpose of acquiring the property owned by John C. and Elizabeth T. Belluscio located at 55 High Street, identified as Tax Map 406, Lot 018, as voted by the Town at the 1994 Town Meeting (Article 20). Said funds to be expended under the direction of the Board of Selectmen. (By request and recommendation of the Board of Selectmen.) Motion to accept the article was made by Peter Onksen, seconded by Brien Brock.. **ARTICLE 26 WAS ADOPTED.**

OLD Policy

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).

FOR EXAMPLE:		Minimum Balance	Target 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.

Adopted by vote of the Board of Selectmen on this date, the 9th of December, 2013.

Fred Kelley, Chairman

Carleton Robie, Vice – Chairman

Richard Snow

Amanda Soares

David DePuy

Received and Recorded: _____, 2014

TOWN OF CANDIA

POLICY NUMBER: 2012-001
SUBJECT: FUND BALANCE POLICY
ADOPTION DATE:
REVISION DATE: November 20, 2015
EFFECTIVE DATE: April 26, 2016
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

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.

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.

Fund Balance must be classified into one or more of the five following categories

1. Nonspendable Fund Balance:

Permanent Trust Funds (nonexpendable portion) non-cash assets such as inventories or prepaid items.

2. Restricted Fund Balance :

Funds legally restricted for specific purposes, such as grant, library, income balance of permanent funds, and capital project funds that cannot change purpose.

3. Committed Fund Balance :

Amounts that can only be used for specific purposes pursuant to a formal vote at Town Meeting; such as expendable trust funds (capital reserve), nonlapsing appropriations and other special revenue funds not listed under restricted and can change purposed via a vote at Town Meeting.

4. Assigned Fund Balance :

Amounts intended by the Board for specific purposes. The Board can choose to delegate this authority to the Finance Director, depending on the situation. Items that would fall under this type of fund balance could be encumbrances.

5. Unassigned Fund Balance :

Residual spendable fund balance after subtracting all of the above amounts.

Restricted Fund Balance:

Includes library, grants, and capital project funds, as well as income balances of permanent funds.

Committed Fund Balance:

The Town Meeting, as the government's highest level of decision-making authority, may authorize special revenue funds in accordance with the provisions of New Hampshire Revised Statutes Annotated (RSAs) and expendable trust (capital reserve funds).

Assigned Fund Balance:

Lapse of Appropriations. All appropriations shall lapse at the end of the fiscal year Unless authorized in accordance with the provision of RSA 32:7.

SECTION 3. SPENDING PRIORITIZATIONS:

1. When an expenditure is incurred that would qualify for payment with either restricted or unrestricted, it will be paid first from restricted funds.
2. When an expenditure is incurred that qualifies for payment from either of the three unrestricted fund balance categories, it will be applied in the following order:
 - 1) Committed, 2) Assigned, and 3) Unassigned.

SECTION 4. OVER EXPENDITURE:

The Town will follow the provisions of the State Municipal Budget Law (RSA 32:11) in emergency situations which may cause an over expenditure of total appropriations.

SECTION 5. 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 6. 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 Balance	Target 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.

Adopted by vote of the Board of Selectmen on this date, the 25th day of April, 2016.

Boyd Chivers, Chairman

Susan Young, Vice – Chairman

Scott Komisarek

Russell Dann

Mark Laliberte

Received and Recorded: _____, 2016