

## August 2018

There was **61.53** tons of Municipal Solid Waste land-filled during August 2018. There was also **50.15** tons of C&D debris sent to a C&D recycling center in August 2018. The Candia Recycling Center processed **111.68** tons of waste during August 2018.

## Recyclables

Mix paper – 8 bales = **12,433** lbs. = **6.22** ton

Cardboard - 9 bales = **13,191** lbs. = **6.60** ton

#1 -#7 plastics – 3 bales = **3,722** lbs. = **1.86** ton

Aluminum Cans – 2 bales = **1,510** lbs. = **.76** ton

#2 natural plastics – 1 bale = **977** lbs. = **.49** ton

The **23** bales created during August 2018 weighed **31,860** pounds which is **15.93** tons. There was one load of glass recycled, **22,740** lbs. = **11.37** tons and 1 load of electronic was recycled, **6,200** lbs. = **3.10** ton. There was a grand total of **60,800** lbs. or **30.40** tons of recyclables generated during August 2018.

On 8/17 there was a light iron pickup that weighed **8.09** tons and generated **\$1,119.60** in revenue.

On 8/17 there was a mix paper/cardboard load marketed, the **9.47** tons of Cardboard generated **\$429.30**.

There was a grand total of **\$1,548.90** generated in revenue during August 2018.

On 8/31 there was a load of mixed fluorescent bulbs that was sent out for recycling.

Also on 8/31 there were **40** units which had the Freon evacuated during August 2018.

We had about **20** volunteer hours donated at the Recycling Center during August 2018. Tasks ranged from cleaning, sorting and preparing non-ferrous metals for marketing. As well as welding one of the glass hoppers.

Highway Dept. - Pay Rates 2018

*Request of Rate Increases*  
*Cault*

**Hauling**

	Per Hour	
1-Ton truck	45.60	55. -
6 whl truck	52.90	70. -
10 whl truck	66.00	75. -
Tri-axle truck	69.90	35.00
Trailer dump	100.00	110.00
Pick-up truck	44.60	50. -

**Equipment**

Excavator	125.00	w/ wrist bucket	35.00	<i>Excavators</i>
Dozer 67-76 hp.	66.00		35.00	<i>8-10 Ton 100 -</i>
Dozer 75-100 hp.	75.00		100.00	<i>10-12 Ton 135. -</i>
Loader w/op	59.60	w/out op	43.60	<i>12-24 Ton 160. -</i>
Grader w/ wing	94.00		99.40	<i>35.00 - 60.00 w/out op.</i>
Grader w/out wing	80.00		32.00	
Backhoe	58.40	w/ wrist bucket, thumb, & forks	35.00	
Tractor w/ sweeper	50.00		52.50	
Tractor w/ mower	50.00		52.50	
Roller 13 Ton	80.00		33.00	
Bucket truck w/ chipper	125.00		200.00	<i>32-day = 16 w. -</i>

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

# Memo

**To:** Board Members  
**From:** Boyd Chivers  
**Date:** September 18, 2018  
**Re:** Proposed contract with George E. Sansoucy, PE, LLC

Buried under the Rockingham Recreational Trail right of way running through Candia for a distance of app. 4.6 miles are two fiber optic lines owned separately by AT&T and Sprint Communications. The ROW is owned by the State of New Hampshire and has been leased to the two companies since the late nineteen eighties.

Despite being taxed by at least two other towns on the same ROW, neither utility company pays taxes here in Candia as our assessor was previously unaware of their presence. Our assessor, moreover, confirmed the lines are subject to local taxation and has recommended the town engage the services of George E. Sansoucy, PE, LLC to conduct the appraisal and to establish liability.

A contract with Mr. Sansoucy is presented and recommended for the board's approval. The \$2,000 contract is a reasonable investment in light of the assessed valuations assigned by the towns of Epping and Raymond through which the lines run. Those values are presented as follows:

Town	Company	Assessed Valuation	Tax Rate	Annual Liability
Epping	Sprint	\$368,400	\$25.94	\$9,556.30
Epping	AT&T	368,400	25.94	9,556.30
Epping Total				<u>\$19,112.60</u>
Raymond	Sprint	284,000	24.20	6,872.80
Raymond	AT&T	284,000	24.20	6,872.80
Raymond Total				<u>\$13,745.60</u>

Auburn (Not assessed; previously unaware of either line)

While the exact length of the lines through Raymond and Epping is unknown, a cursory look at a map will reveal a similar distance through Candia. A correspondingly similar projected assessed valuation is, therefore, not unwarranted. The annual property taxes to be derived from both utilities are estimated somewhere in excess of \$10,000 (primarily due to Candia's lower tax rate). Approval by this board of Mr. Sansoucy's contract can be considered a good investment. Your support is encouraged.

## AGREEMENT

**SUBJECT:** A Contract to provide valuation services and engineering consulting to the Town of Candia, New Hampshire, to value, for *ad valorem* taxation purposes, certain telecommunications properties located in the Town of Candia as of April 1, 2018.

The Town of Candia, hereinafter called the Town, and George E. Sansoucy, P.E., LLC, a Certified General Appraiser and a Professional Engineer having a principal place of business at 7 Greenleaf Woods Drive, Unit 102, Portsmouth, New Hampshire 03801 in the County of Rockingham, State of New Hampshire, hereinafter called Sansoucy, hereby mutually agree as follows:

### GENERAL PROVISIONS

#### 1. IDENTIFICATION

##### 1.1 Client: Town of Candia

1.1.1 Name: Board of Selectmen  
Town of Candia  
74 High Street  
Candia, NH 03034

1.1.2 Contracting Official: Board of Selectmen

1.1.3 Authorized Contact: Board of Selectmen

##### 1.2 Consultant: George E. Sansoucy, P.E., LLC

1.2.1 Name: George E. Sansoucy, P.E., LLC  
Address: 279 Main Street, Lancaster, NH 03584  
Tel: (603) 788-4000; Fax (603) 788-2798  
E-mail: [gsansoucy@sansoucy.com](mailto:gsansoucy@sansoucy.com)

Remittance Address: 89 Reed Road, Lancaster, NH 03584

**2. GENERAL SERVICES TO BE PERFORMED BY SANSOUCY**

2.1 Scope of Work:

We propose a one-year agreement for properties listed below, for *ad valorem* tax assessment purposes in the Town of Candia as of April 1, 2018.

AT&T Fiber Optic Cable
Sprint Towers, Inc. Fiber Optic Cable
Use of State of New Hampshire Railroad Rights-of-Way

2.1.1 Scope of the Work Products:

Sansoucy will provide a USPAP-compliant letter report of the listed properties for the valuation year of April 1, 2018.

2.1.2 Services to be Provided by the Town:

The Town will provide access to Town records, tax maps, and information provided by the companies, and will request that the companies provide information directly to Sansoucy in electronic format, if possible.

2.1.3 Services to be Provided by Sansoucy:

Sansoucy will provide valuation services as described in the Scope of Work for tax year April 1, 2018.

2.2 Completion of Work:

If a verbal decision and notice to proceed is issued by the Town to Sansoucy by 9/19/18, all values will be provided to the Town by October 1, 2018.

Sansoucy will not be responsible for consequential or compensatory damages arising from the late performance or non-performance of the agreement caused by circumstances which are either outside Sansoucy's scope of services, beyond Sansoucy's control, or as a result of non-performance of any other party, person, or entity affecting this contract.

2.3 Personnel:

All work will be overseen and reviewed by a DRA-certified Assessor or Assessor Supervisor.

All personnel and necessary field assistants employed by Sansoucy will be competent to perform the work they are called upon to do in a good and workmanlike manner and in accordance with all applicable laws and rules in effect at the time of the agreement. Sansoucy will not hire or compensate, in any way, a Town officer or employee or any member of the family of such officer or employee in the performance of such work under this contract. Sansoucy will notify the Town of the names of all field personnel, technical assistants, and professional personnel who will work on this project.

All personnel performing *ad valorem* valuation tasks will be approved by the State of New Hampshire Department of Revenue Administration at an approval level commensurate with their level of appraisal involvement. The Appraisal Supervisors are George Sansoucy and Brian Fogg, and the manager of field listings and assessor assistant is Charelle Lucas.

2.4 Public Relations:

The Town and Sansoucy, during the progress of the work, will use their best efforts and that of their agents and employees to promote full cooperation and amiable relations with the utilities. All publicity and news releases, if any, will be sent out only by the Town, or its authorized representative(s), and not Sansoucy.

2.5 Confidentiality:

Sansoucy agrees to not disclose to anyone except to the Town, or its authorized representative(s) or a court of law or tribunal, any information discovered for any purpose, or to permit anyone to use or peruse any of the data on file in connection with the report, unless disclosure is specifically authorized by the Town or under the New Hampshire freedom of information statutes.

2.6 Compensation and Terms:

The Town of Candia, in consideration of the services hereunder to be performed by Sansoucy, agrees to pay Sansoucy a fixed fee of \$2,000 for 2018.

Invoices are due and payable upon receipt.

As part of this contract, assistance will be provided during the local abatement process for any challenge of our recommended valuations for the years involved. A challenge before either the BTLA or Superior Court, or any settlement work after the local process, is beyond the scope of this proposal and will be defended on a time and material basis per the attached rate sheet.

**3. INSURANCE**

3.1 Sansoucy will maintain general liability insurance with an endorsement for hired and non-owned automobile liability.

3.1.1 The liability insurance will be in the form of commercial general liability with limits of \$2,000,000 per occurrence/person for bodily injury, and \$4,000,000 general aggregate for the life of the policy.

3.1.2 The hired and non-owned automobile liability endorsement will have a limit of \$2,000,000 each accident.

3.2 Sansoucy will provide a certificate of insurance confirming the above insurance coverages. All insurance will be valid in the State of New Hampshire.

**4. ASSIGNMENT**

This Contract and the duties of Sansoucy hereunder will not be assigned.

**5. AMENDMENTS**

This Agreement will not be amended, waived or discharged, unless by mutual written consent of both parties.



Date: \_\_\_\_\_

In witness thereof, the Town of Candia has caused these presents to be signed by its Board of Selectmen, thereunto lawfully authorized and caused its corporate (if appropriate) seal to be affixed and George E. Sansoucy, P.E., LLC has caused the same to be signed by his lawfully authorized representative on the date and year first above written.

*In the presence of:*

Town of Candia, New Hampshire

Witness

by: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Board of Selectmen

*In the presence of:*

George E. Sansoucy, P.E., LLC

Linda Thomas  
Witness

*George E. Sansoucy*  
by: \_\_\_\_\_  
George E. Sansoucy, P.E.



George E. Sansoucy, PE, LLC

2018

ENGINEERING AND APPRAISAL RATE SCHEDULE\*

Principal engineers, senior appraisers, MBAs, including court testimony and deposition attendance .....	\$290.00/hour
Research engineers, associates, appraisers .....	\$225.00/hour
Technical personnel .....	\$175.00/hour
Clerical personnel .....	\$125.00/hour

\* All rates are portal to portal from Lancaster, N.H. or Portsmouth, N.H. Rates include general office expenses, such as: non-specific in-house copies, meals, non-specific mileage, office supplies, non-specific postage, telecommunications charges, and tolls.

Job-specific and identifiable expenses are billed at cost in addition to the rates shown, including but not limited to: transportation (air fare, car rental, taxi fare, specific parking, specific mileage, etc.), lodging, document printing and reproduction, research materials such as publications, subscriptions, and database purchases.

## Tax Collector's Duties and Responsibilities

### What We Do

Most of the duties of the tax collector are specified by New Hampshire state law (RSA's) under Title VI: Taxation. Those duties include, but are not limited to, the following:

- "Every collector of taxes shall keep in suitable books a fair and correct account in detail of the taxes due, collected, and abated, and of all property sold for nonpayment of taxes, which books shall be public records." [OH 41:35]
- Issue semi-annual tax bills and collect payments due July 1 and December 1.
- Notify overdue taxpayers and execute a lien against the property if the tax remains unpaid by the deadline in the notice.
- Identify and notify any mortgagees when a lien is executed.
- Record all notices of liens and subsequent redemptions at the Rockingham County Registry of Deeds in a timely manner.
- Prepare daily remittals to the Town Treasurer.
- Prepare financial reports for the Town Report and the Department of Revenue.
- Answer inquiries from members of the public such as property owners, lawyers, mortgage companies, and banks.

### Office Hours

- Tuesday: 5:00pm - 8:00pm
- Wednesday: 9:00am - Noon
- Friday: 9:00am - Noon
- Write letters for property owners to assist in getting redeemed/released tax liens removed from credit reports.

### **From 2017 Town Report**

**TAX COLLECTOR'S REPORT** We have completed another successful year of Collecting Property Tax Revenue for the Town of Candia, New Hampshire. The Committed Property Tax for the Levy Year 2017 was in the amount of \$8,601,670.00 of that we collected **\$8,307,780.93**. In addition, we collected Yield Tax (Timber Tax) charges in the amount of **\$17,249.02** and Land Use Change Tax (LUCT) fees in the amount of **\$65,447.72**.

### Tax Collector Compensation

**Stipend: \$8,940.00. Additional Compensation in the form of fees: \$3,200.00.**

**Deputy Tax Collector works 7 to 8.5 hours per week.**

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## Treasurer's Duties and Responsibilities

### **Responsibilities:**

Establish and maintain suitable and accurate records and accounts in written and electronic format for all investments, escrow accounts, notes, and sums received into and paid from the Town funds.

Provide statements, records and data necessary for independent auditor to conduct an annual audit of the Town's accounts (15-20 hours per year)

Prudently invest Town funds for maximum yield in accordance with Town policies and State and federal laws or rules. Monitor funds and deposits and transfer funds in a timely manner.

Responsible for the collection, management and disbursement of roughly \$14,000,000.00 annually.

Prepare complete report in the annual Town Report of all financial transactions for the year (8-10 hours)

### **Weekly duties include:**

Collect two deposits per week and bring them to the bank in Hooksett

(During tax season in June and December an additional 12-15 deposits are made)

Sign physical checks in the office and release payroll direct deposit checks on-line in a timely manner

Weekly balance all accounts including the general fund and all 17 sub-accounts.

Make inter-fund transfers if necessary.

These weekly duties take roughly between 5-7 hours/week

### **Monthly Duties:**

Monthly reconcile all accounts including General Fund and 17 Sub-accounts to TDBank, Donna Becker, Tax Collector and Town Clerk (3-6 hours per month)

**Estimated time required to perform duties throughout the year: about 7-8 hours/ week plus year end tasks which comes to about 392-453 hours per year.**

## Treasurer's Compensation

**Stipend: \$6,852.00 plus payment for clerical work: \$891.00; Total \$7,743.00**

**Additional Assistance: The Deputy Treasurer has received \$195 so far in 2018.**

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## Candia Fire and Rescue Department

### From 2017 Town Report

2017 was another active year for the Candia Volunteer Fire Department as it responded to 374 calls for service. The Department continued its focus on training throughout the year allowing members to practice and improve their skills.

### Fire and Rescue Department Personnel Compensation

Total yearly stipend to be shared among 38 active members for responding to 374 incidents: **\$40,000 or an average total stipend payment of \$106.95 per incident.**

## Welfare Department

### Welfare Department's Duties and Responsibilities

#### From 2017 Town Report

The Welfare Department provides emergency assistance to individuals and families who lack adequate resources, as well as direction to various relief agencies, as needed. We strive to promote self-reliance and independence in all we serve.

Additional Duties: Assist with Food Pantry; Account for grants and charitable donations.

Hours: Available upon request

#### 2018 Activity to Date

Direct Assistance applications approved: **0**

Direct Assistance Funds paid: **0**

### Welfare Director's Compensation

2018 Stipend: \$5,105

2019 Stipend: \$10,000 (95.88% increase)