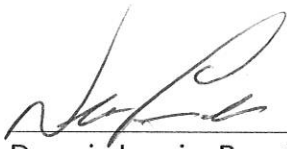


November 8, 2018

TOWN OF CANDIA
ROAD AGENT'S REPORT
Month of October 2018

Work Summary:

- Tree clean-up from high winds
- Patching was done as needed
- Road grading on Currier Rd., Podunk Rd., Flint Rd., & Tower Hill Rd.
- Gravel was added to Currier Road & Podunk Road
- Roadside mowing
- Culvert replacement on North Road



Dennis Lewis, Road Agent

No Crime Incident Event Breakdown

Event	Description	Total	%
911	911 Hang Up	0	00.0
ACP	Animal Complaint	5	01.8
AFE	Assist Fire/EMS	2	00.7
AIM	Aided Motorist	1	00.4
AL	ALARM	1	00.4
AOA	Assist Other Agency	22	08.1
ASC	Assist Citizen	26	09.5
BEA	BEAS Investigation	0	00.0
CF	Dog License Civil Forfeiture	0	00.0
CIN	Child In Need of Services	0	00.0
CIV	Civil Standby	1	00.4
CRA	Cruiser Accident	0	00.0
DCF	Discharge Firearm	0	00.0
DCI	DCYF Investigation	0	00.0
DIS	Disturbance	8	02.9
FPR	FOUND PROPERTY	1	00.4
IEA	INVOLUNTARY EMERGENCY HOSPITALIZATION	0	00.0
JUV	Juvenile Complaint	3	01.1
LPR	Lost Property	7	02.6
MED	Medical Call	0	00.0
MIP	Missing Person	0	00.0
MVC	MOTOR VEHICLE COMPLAINT	2	00.7
NC	Noise complaint	0	00.0
NDT	National Drug Take Back	0	00.0
NED	Neighbor Dispute	1	00.4
NO	NOTIFICATION	2	00.7
NTO	No Trespass Order	0	00.0
OD	DRUG OVERDOSE	1	00.4
OHR	OHRV COMPLAINT	3	01.1
OTH	Other	1	00.4
PDB	Prescription Drug Box	0	00.0
PIN	Police Information	61	22.3
RAD	RADAR ENFORCEMENT	0	00.0
RH	Road Hazard	0	00.0
RPO	RETURN PROPERTY TO OWNER	0	00.0
SC	SHOOTING COMPLAINT	1	00.4
SDA	Suspected Drug Activity	1	00.4
SDT	Sudden Death	1	00.4
SEC	SECURITY CHECK	3	01.1
SGA	Suspected Gang Activity	0	00.0
SP	SERVE PAPERS	71	26.0
SPA	SUSPICIOUS ACTIVITY	9	03.3
SPM	SUSPICIOUS MOTOR VEHICLE	2	00.7
SPP	SUSPICIOUS PERSON	0	00.0
SUI	SUICIDE	2	00.7
SX	Sex Offender Registration	24	08.8
TE	Traffic Enforcement	0	00.0
TRU	Truancy	0	00.0
VIN	VIN VERIFICATION	0	00.0
WB	Well Being Check	8	02.9
---	Not Specified	3	01.1

Grand Total: 273

11/07/2018

01/01/2018 - 10/31/2018

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>OCT</u>	<u>TOTALS</u>
FSA - Sexual Contact - Victim	0	0	0	0	0	0	0	0	1	0	1
Simple Assault; Physical Conta	0	0	0	0	0	1	0	0	0	1	2
Simple Assault; BI	0	0	0	0	2	0	0	0	0	0	2
DOMESTIC VIOLENCE	0	0	0	0	0	0	1	0	0	0	1
DV; Simple Assault; Physical C	0	0	0	0	1	0	2	0	1	0	4
DV; Simple Assault - BI	0	0	0	0	0	0	0	0	0	1	1
DV; Crim Threat; Fear of Bodil	0	0	0	0	0	0	0	0	0	1	1
Criminal Threatening - Conduct	0	1	0	0	0	0	0	0	0	1	2
Criminal Threatening - conduct	0	0	0	0	1	0	0	2	0	0	3
Stalking	0	0	0	0	0	1	0	0	0	0	1
Burglary Class A Felony	0	0	0	0	0	0	0	0	0	1	1
Burglary	0	0	0	0	0	0	0	0	0	1	1
Theft by Unauthd Taking \$0-\$10	0	0	0	0	0	0	1	0	0	0	1
Willful Concealment, theft	0	0	0	0	0	0	1	0	0	0	1
Burglary Class A Felony	0	0	0	0	0	0	0	0	0	1	1
Theft by Unauthd Taking \$0-\$10	1	1	1	1	0	0	0	0	1	0	5
Theft Lost/Mislaid \$0-\$1000	0	0	0	0	0	0	0	0	0	1	1
Forgery Govt Instrument, Check	0	0	1	0	0	0	0	0	0	0	1
Theft by Deception \$0-\$1000	0	1	0	0	0	1	0	0	0	0	2
Theft by Deception \$1501+	0	0	0	0	0	0	1	1	0	0	2
Credit Card Fraud, \$0-\$1000	0	0	0	1	2	0	0	0	0	0	3
Identity Fraud; Obtain Persona	0	1	0	0	0	1	1	0	0	0	3
Identity Fraud; Pose to get In	0	0	0	0	0	0	0	0	1	0	1
Criminal Mischief	1	0	0	1	0	0	0	0	0	0	2
Criminal Mischief	1	1	1	0	0	0	1	1	0	0	5
Possess >3/4 oz Marij or 5gms	0	0	0	0	0	0	0	0	0	1	1
Cntrl Drug: Sched 1 - 4; Posse	0	0	0	0	0	0	0	0	2	1	3
BENCH WARRANT-ELECTRONIC	0	0	1	0	0	0	0	0	0	0	1
Cruelty to Animals; Negligent	0	0	0	0	0	0	1	0	0	0	1
Issuing Bad Checks \$1001-\$1500	0	0	0	0	0	0	0	1	0	0	1
Loitering or Prowling	0	0	0	0	0	1	0	0	0	0	1
Riot	0	0	0	0	1	0	0	0	0	0	1
Disorderly Conduct	0	0	0	1	0	0	1	0	0	0	2
DRIVING WHILE INTOXICATED	0	0	0	0	0	0	1	0	0	0	1
DUI - impairment	0	0	0	0	1	0	0	0	0	0	1
DUI 2nd or 3rd; Impairment	0	0	0	1	0	0	0	0	0	0	1
DUI Aggrvtd Collision w/ Ser I	0	0	0	0	0	0	0	0	0	1	1
PROTECTIVE CUSTODY OF INTOXICA	0	0	0	0	0	1	0	0	0	0	1
BENCH WARRANT-ELECTRONIC	0	1	0	0	0	0	0	0	0	0	1
Criminal Trespass	0	0	0	1	0	1	1	0	1	0	4

01/01/2018 - 10/31/2018

Assist Other Agency	0	0	0	0	0	1	0	0	0	0	1
Unlawful Activities; Litter Co	1	1	1	1	0	0	1	0	0	0	5
Violation of Protective Order	0	1	0	0	1	0	1	0	0	0	3
Negligt Discharge/Gun, Bow,et	0	0	0	0	0	0	0	0	0	1	1
Littering; Penalty	0	0	0	0	0	0	0	1	1	0	2
Procuring Dog License; Tag	0	1	0	0	0	0	0	0	0	0	1
Dog; Menace, Nuisance, Vicious	1	0	1	0	1	2	0	0	1	1	7
BENCH WARRANT-ELECTRONIC	0	2	0	0	0	0	0	0	1	0	3
Breach of Bail	0	0	0	0	1	1	1	0	0	0	3
Arrest Without a Warrant (Fugi	0	1	0	0	0	0	0	0	0	0	1
DV; Crim Threat; Fear of Bodil	0	0	0	0	0	0	0	0	0	1	1
Theft by Unauthd Taking \$1501+	0	0	0	0	0	0	0	0	0	1	1
Obstruct Govt Administration	0	0	0	0	1	0	0	0	0	0	1
Hindering Apprehension/Prosecu	0	0	0	0	1	0	0	0	0	0	1
Harassment	0	0	0	0	0	0	0	0	0	1	1
DOG RUNNING AT LARGE-Candia T.	1	1	0	4	1	3	0	0	0	0	10
POLICE INFO	0	0	0	0	0	0	0	1	0	0	1
ARREST ON ANOTHER AGENCY'S WAR	0	0	0	0	0	0	0	0	0	2	2
Conduct After; Property Damage	0	0	0	0	0	1	0	0	0	0	1
Suspension of Vehicle Registra	0	1	0	1	0	0	0	0	0	0	2
Unregistered Vehicle	0	0	0	0	0	1	0	0	0	1	2
License Reqd; Op w/o Valid Lic	0	1	0	0	0	0	0	0	0	0	1
Drive after Rev/Sus	0	0	0	1	1	0	0	0	0	0	2
Drive after Rev/Suspension	0	1	1	2	0	1	0	0	0	1	6
Conduct After Accident	0	0	0	0	0	0	1	0	0	0	1
Failure to Dim Lights	0	1	0	0	0	0	0	0	0	0	1
Speeding 11-15 mph over 55 lim	0	0	0	0	1	0	0	0	0	0	1
Speeding 16-20 mph over 55 lim	0	0	1	0	0	0	0	0	0	0	1
Reckless Operation	0	0	0	0	1	0	0	0	0	0	1
APPEAL OF ADMINISTRATIVE LICEN	0	0	0	0	1	0	0	0	0	0	1
Arrest - Bench Warrant	0	0	1	0	0	0	0	0	0	0	1
TOTALS	6	17	9	15	18	17	16	7	10	20	135



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



MEMORANDUM

To: Candia Board of Selectmen
From: Chief McGillen
Subject: Submission of Resignation
Date: November 9, 2018
CC: file

**LOOK
PLEASE READ**
C.R.
S/RD
H

Attached is a resignation which I received from Part Time Officer John Minichiello.

I would like to thank Officer John Minichiello for his commitment and hard work he gave to the department as well as to the citizens of Candia and I wish him and his family the best.

November 3, 2018

Dear Chief Mc Gillen

Would you please accept my resignation as a police officer from the Town of Candia.

It has been great working with everyone here, and hope you will all stay safe.

God Bless you all

Sincerely John Minichiello

A handwritten signature in black ink, appearing to read "John Minichiello". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

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

Memo

Date: November 12, 2018
To: Board of Selectmen
Re: Monthly Report

OCTOBER 2018 HIGHLIGHTS

1. Regular Truck and Building Maintenance
2. Auto Extraction
3. EMS Training

Candia Volunteer Fire Department

Departmental Activity

Current Period: 10/1/2018 to 10/31/2018, Prior Period: 10/1/2017 to
10/31/2017

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, Dispatch/Remote Responses, Training Classes,
Activities (Non-Incident), Occupancy Inspections and Activities, Hydrant
Insp/Repairs, Hydrant Flow Tests, Equipt Maint/Testing, Departmental Events

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Dispatch/Remote Station Incident*				
EMS Incidents	0	0.00	0	0.00
NFIRS Incidents	0	0.00	0	0.00
	0	0.00	0	0.00
Fire Alarm Situations				
Cover assignment, standby at fire station,	0	0.00	1	42.00
Electrical wiring/equipment problem	4	8.15	3	9.18
Emergency medical service (EMS) Incident	19	73.23	21	69.86
Good intent call, Other	2	2.41	1	0.40
Medical assist	1	1.16	2	3.10
Mobile property (vehicle) fire	2	3.71	0	0.00
Natural vegetation fire	0	0.00	1	6.75
Steam, Other gas mistaken for smoke	3	3.54	1	0.84
Structure Fire	1	11.16	2	22.70
System or detector malfunction	3	6.02	2	5.40
Unintentional system/detector operation	3	2.46	3	9.09
Wrong location, no emergency found	0	0.00	1	0.90
	38	111.84	38	170.22
Non-Incident Activities				
Administrative	0	0.00	3	17.50
Driver Training	0	0.00	2	2.00
Duty Sunday	7	22.00	29	102.00
Explorers Training	2	4.00	0	0.00
Fire Drill	0	0.00	4	10.00
Fire Permits (Forestry)	5	6.50	12	17.00
Inspection Activities	0	0.00	4	10.00
Public Education	1	5.00	0	0.00
Staff Activity	4	10.50	0	0.00
Station Standby - Town Coverage	2	8.00	3	12.00
Storm Duty-- On Standby	0	0.00	1	10.00
Training	6	12.00	0	0.00

* 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.

Candia Volunteer Fire Department

Departmental Activity

Current Period: 10/1/2018 to 10/31/2018, Prior Period: 10/1/2017 to
10/31/2017

00:00 to 24:00

All Stations

All Shifts

All Units

Fire Alarm Responses, Dispatch/Remote Responses, Training Classes,
Activities (Non-Incident), Occupancy Inspections and Activities, Hydrant
Insp/Repairs, Hydrant Flow Tests, Equipt Maint/Testing, Departmental Events

Category	Current Period		Prior Period	
	Count	Staff Hrs	Count	Staff Hrs
Non-Incident Activities				
	27	68.00	58	180.50
Training				
Airway	0	0.00	11	22.00
CPR	1	1.50	0	0.00
Fire Streams Theory	0	0.00	13	32.50
Global EMS	5	10.00	0	0.00
Monthly Drill	0	0.00	13	22.75
Pump Training	18	82.00	0	0.00
Scene Safety	11	22.00	0	0.00
Search and Rescue Drill	0	0.00	5	10.00
Vehicle Extrication	6	6.00	0	0.00
	41	121.50	42	87.25

* 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.

OCTOBER, 2018 Building Activity Report Summary

	October 2017	October 2018
Permits Issued	45	39
New Code Enforcement Cases	0	1
Open Code Enforcement Cases	3	7
Code Enforcement Cases Closed	0	0
Inspections Performed	110	98
CO's/CC's & Closed Permits	25	33
Renewed Permits	10	1



Revenue October, 2017
 $\$2,716 + \$812.64 = \$3,528.64$

Revenue October, 2018
 $\$2,237.00 + \$45.00 = \$2,282.00$

Revenue YTD, 2017
 $\$16,018.88 + \$3,528.64 = \$19,547.52$

Revenue YTD, 2018
 $\$21,003.40 + \$2,282.00 = \$23,285.40$

Submitted by: David R. Murray Date: 11/12/2018

October 2018**INSPECTION BREAKDOWN Including CO's****Commercial, Mixed, L1, L2**

Building (BP)	3
Electrical (EL)	1
Plumbing (PL)	1
Oil Burner (OB)	2
Oil Tank (OT)	1
Gas Burner (GB)	1
Roof (RF)	1
Sign (SI)	1
Place of Assembly (POA)	1

Residential

Building (BP)	21
Electrical (EL)	9
Gas Piping (GP)	4
Plumbing (PL)	3
Oil Burner (OB)	5
Gas Burner (GB)	5
Gas Tank Underground (UG)	2
Gas Tank (GT)	1
Roof (RF)	2
Solar (SO)	1
Finals	33

Total Inspections: 98

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

Building (BP)	9
Electrical (EL)	6
Gas Piping (GP)	4
Plumbing (PL)	3
Oil Burner (OB)	3
Gas Tank (GT)	1
Gas Burner (GB)	5
Roof (RF)	1
Siding (SI)	1
Solar (SO)	1
Sign (SI)	1
Mechanical (ME)	3
Use/POA/LS	1

Total Permits: 39

October 2018

The Candia Recycling Center (CRC) had land-filled **69.30** tons of Municipal Solid Waste (MSW) during October 2018. The CRC disposed of **52.59** tons of C&D debris at C&D recycling facility. The CRC had processed **121.89** tons of refuse during October 2018.

Recyclables

Mix Paper – 13 bales = **19,921** lbs. = **9.96** ton

Cardboard – 9 bales = **13,141** lbs. = **6.57** ton

#1- #7 plastics – 3 bales = **3,582** lbs. = **1.80** ton

Tin cans – 1 bales = **1,296** lbs. = **.65** ton

#2 natural plastic – 1 bale = **800** lbs. = **.40** ton

1 Load of glass – **20,700** lbs = **10.35** ton

There were **27** bales of recyclable material created that weighed **19.38** tons, there was also **10.35** tons of glass recycled during October 2018. There was a grand total of **29.73** tons of traditional recyclables diverted from the waste stream in October 2018.

10/5 – 1 load of scrap metal sent out, **9.84** tons of light iron generated **\$1082.32** in revenue.

10/5 – load of Cardboard marketed, **9.89** tons generated **\$445.05** in revenue.

10/5 - there were **25** units which had the Freon evacuated.

10/19 – 1 load of scrap metal sent out, **8.21** tons of light iron generated **\$902.59** in revenue.

10/26 – there were **80** tires recycled.

The Recycling Center generated **\$2,429.96** from the marketing of recyclables during October 2018. As of 10/26, the Recycling Center has generated **\$48,822.23** in revenue for the year.



New Hampshire
Department of
Revenue
Administration

2018
\$24.08

Tax Rate Breakdown Candia

Municipal Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Municipal	\$1,825,962	\$395,925,116	\$4.61
County	\$458,944	\$395,925,116	\$1.16
Local Education	\$6,223,441	\$395,925,116	\$15.72
State Education	\$1,011,499	\$390,507,897	\$2.59
Total	\$9,519,846		\$24.08

Village Tax Rate Calculation			
Jurisdiction	Tax Effort	Valuation	Tax Rate
Total			

Tax Commitment Calculation	
Total Municipal Tax Effort	\$9,519,846
War Service Credits	(\$78,700)
Village District Tax Effort	
Total Property Tax Commitment	\$9,441,146

Stephan Hamilton
Director of Municipal and Property Division
New Hampshire Department of Revenue Administration

11/2/2018

Appropriations and Revenues

Municipal Accounting Overview

Description	Appropriation	Revenue
Total Appropriation	\$3,315,219	
Net Revenues (Not Including Fund Balance)		(\$1,543,367)
Fund Balance Voted Surplus		\$0
Fund Balance to Reduce Taxes		(\$54,876)
War Service Credits	\$78,700	
Special Adjustment	\$0	
Actual Overlay Used	\$30,286	
Net Required Local Tax Effort	\$1,825,962	

County Apportionment

Description	Appropriation	Revenue
Net County Apportionment	\$458,944	
Net Required County Tax Effort	\$458,944	

Education

Description	Appropriation	Revenue
Net Local School Appropriations	\$8,090,816	
Net Cooperative School Appropriations		
Net Education Grant		(\$855,876)
Locally Retained State Education Tax		(\$1,011,499)
Net Required Local Education Tax Effort	\$6,223,441	
State Education Tax	\$1,011,499	
State Education Tax Not Retained	\$0	
Net Required State Education Tax Effort	\$1,011,499	

Valuation

Municipal (MS-1)

Description	Current Year	Prior Year
Total Assessment Valuation with Utilities	\$395,925,116	\$393,332,309
Total Assessment Valuation without Utilities	\$390,507,897	\$385,430,491

Village (MS-1V)

Description	Current Year
-------------	--------------

Candia

Tax Commitment Verification

2018 Tax Commitment Verification - RSA 76:10 II

Description	Amount
Total Property Tax Commitment	\$9,441,146
1/2% Amount	\$47,206
Acceptable High	\$9,488,352
Acceptable Low	\$9,393,940

If the amount of your total warrant varies by more than 1/2%, the MS-1 form used to calculate the tax rate might not be correct. The tax rate will need to be recalculated. Contact your assessors immediately and call us at 603.230.5090 before you issue the bills. See RSA 76:10, II

Commitment Amount	
Less amount for any applicable Tax Increment Financing Districts (TIF)	
Net amount after TIF adjustment	

Under penalties of perjury, I verify the amount above was the 2018 commitment amount on the property tax warrant.

Tax Collector/Deputy Signature:	Date:
--	--------------

Requirements for Semi-Annual Billing

Pursuant to RSA 76:15-a

76:15-a Semi-Annual Collection of Taxes in Certain Towns and Cities - I. Taxes shall be collected in the following manner in towns and cities which adopt the provisions of this section in the manner set out in RSA 76:15-b. A partial payment of the taxes assessed on April 1 in any tax year shall be computed by taking the prior year's assessed valuation times 1/2 of the previous year's tax rate; provided, however, that whenever it shall appear to the selectmen or assessors that certain individual properties have physically changed in valuation, they may use the current year's appraisal times 1/2 the previous year's tax rate to compute the partial payment.

Candia	Total Tax Rate	Semi-Annual Tax Rate
Total 2018 Tax Rate	\$24.08	\$12.04

Associated Villages
No associated Villages to report

Fund Balance Retention

Enterprise Funds and Current Year Bonds	\$0
General Fund Operating Expenses	\$11,009,103
Final Overlay	\$30,286

DRA has provided a reference range of fund balance retention amounts below. Please utilize these ranges in the determination of the adequacy of your municipality’s unrestricted fund balance, as currently defined in GASB Statement 54. Retention amounts, as part of the municipality’s stabilization fund policy [1], should be assessed dependent upon your governments own long-term forecasts and special circumstances. Please note that current best practices published by GFOA recommend, at a minimum, that "...general purpose governments, regardless of size, maintain unrestricted fund balance in their general fund of no less than two months of regular general fund operating revenues or regular general fund operating expenditures." [2],[3]

[1] The National Advisory Council on State and Local Budgeting (NACSLB), (1998), *Framework for Improved State and Local Government Budgeting: Recommended Budget Practices (4.1)*, pg. 17.
 [2] Government Finance Officers Association (GFOA), (2009), *Best Practice: Determining the Appropriate Level of Unrestricted Fund Balance in the General Fund*.
 [3] Government Finance Officers Association (GFOA), (2011), *Best Practice: Replenishing General Fund Balance*.

2018 Fund Balance Retention Guidelines: Candia	
Description	Amount
Current Amount Retained (12.69%)	\$1,397,473
17% Retained <i>(Maximum Recommended)</i>	\$1,871,548
10% Retained	\$1,100,910
8% Retained	\$880,728
5% Retained <i>(Minimum Recommended)</i>	\$550,455



Harvard Pilgrim Medical Plans Effective January 1, 2019

Health Insurer Plan Name	Harvard Pilgrim Health Care Silver Best Buy HMO LP 3000 (4811)
Plan Type	HMO
Network	NH, MA, ME, some RI, VT, CT
In-Network Deductible & Coinsurance	\$3,000 Deductible per Person or \$6,000 Max Deductible per Family - then 35% Coinsurance to a \$7,900 per Person or \$15,800 per Family Out-of-Pocket Max per Calendar Year (Out-of-pocket Includes Rx)
Inpatient/Outpatient Hospital & Facility Services	Inpatient/Outpatient Hospital Setting: Subject to Deductible & Coinsurance Freestanding ambulatory surgery center: \$250 per Admission All Others: Subject to Deductible & Coinsurance
MRI, MRA, CAT & PET Scans	Non-Hospital: \$300 per Visit Hospital: Subject to Deductible & Coinsurance
Lab/X-ray/Ultrasound	Lab Tests: Low Cost Provider: Covered in Full All Others: Subject to Deductible & Coinsurance X-rays & Ultrasound Subject to Deductible & Coinsurance
Emergency Room & Urgent Care	ER: Subject to Deductible then \$350 per Visit Convenience Care: \$40 per visit Urgent Care (Facility): Subject to Deductible then \$175 per Visit Urgent Care Center (Non-Hospital): \$50 per Visit
Durable Medical Equipment	Subject to Deductible & 35% Coinsurance
Office Visit Copayment	PCP \$40 per Visit Specialist \$80 per Visit Federally Mandated Preventive Care Covered in Full
Routine Vision Care	\$40 per Visit 1 Exam Every 2 Calendar Years
Chiropractic Care	\$40 per Visit 12 Visit Max per Calendar Year
Physical, Speech & Occupational Therapy	PT/OT/ST - \$60 per Visit 20 Visits per Therapy per Calendar Year Acupuncture: \$40 per Visit
Prescription Drugs	30 Day Supply Retail: \$5/\$35/\$80/40%/45% Tier 4 & 5 up to \$550 max per Rx 90 Day Supply Mail Order: \$10/\$70/\$160/40%/45% Tier 4 & 5 up to \$1,100 per Rx
Pediatric Dental	Rider Not Included
Mental Health/Substance Abuse Inpatient	Subject to Deductible & Coinsurance Federal Mental Health Parity Compliant
Mental Health/Substance Abuse Outpatient	\$40 per Visit Federal Mental Health Parity Compliant
Out-of-Network Benefits	Not Covered (Except Urgent Care Out of Area)
TOTAL ENROLLED	Renewal Plan - Option 1 (includes 2% decrement)



October 15, 2018

Donna Becker, Payroll/Accounting
Town of Candia
74 High Street
Candia, NH 03034

RE: CY 2019 Property & Liability Program Renewal

Dear Donna:

As you prepare your budget for the coming year, we thank you for your continued trust and partnership in our Property & Liability Program. Our goal in all of our programs is to provide our members with the best service, value, and coverage through our core values: **Trust. Excellence. Service.**

Enclosed is your CY 2019 Property & Liability Member Contribution Summary. The intent of the Summary is to build awareness of your member contribution and how performance, payroll changes and exposure changes, such as buildings or vehicles affect your contribution. Invoices will be mailed around January 1, 2019.

Please contact your Member Services Consultant or me if you have any questions regarding your contribution and performance in the Property & Liability Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Carl Weber".

Carl Weber
Director of Member Services

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org



October 15, 2018

PROPERTY & LIABILITY PROGRAM
MEMBER CONTRIBUTION SUMMARY
JANUARY 1, 2019 THROUGH DECEMBER 31, 2019 RENEWAL

MEMBER: Candia, Town of
MEMBER NUMBER: 132

Table comparing CY 2018 and CY 2019 data. Includes rows for Member Contribution (\$28,249 vs \$27,216) and Contribution Assurance Program (CAP) status (PRIME3 Program).

Summary table of 2018 vs 2019 metrics: Property Values, Payroll, Loss Ratio Adjustment Factor, and Contribution Amount/Percent Change.

Please contact the Primex3 Member Services Team if you have any questions or comments.
Invoices will be mailed around January 1, 2019.

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org



October 15, 2018

Donna Becker, Payroll/Accounting
Town of Candia
74 High Street
Candia, NH 03034

RE: CY 2019 Unemployment Compensation Program Renewal

Dear Donna:

As you prepare your budget for the coming year, we thank you for your continued trust and partnership in our Unemployment Compensation Program. Our goal in all of our programs is to provide our members with the best service, value, and coverage through our core values: **Trust. Excellence. Service.**

Enclosed is your CY 2019 Unemployment Compensation Member Contribution Summary. The intent of the Summary is to build awareness of your member contribution and how performance, payroll changes and exposure changes, such as buildings or vehicles affect your contribution. Invoices will be mailed around January 1, 2019.

The Primex³ Membership Agreement and Public Entity Coverage Document have a 45-day written notice requirement in the event that you elect to terminate membership in the Unemployment Compensation Program. **This notice must be provided on official letterhead to the Chief Executive Officer of Primex³ by 4:30 PM on November 17, 2018 and must specify a final decision regarding your participation in the program.** Please carefully review your Public Entity Coverage Document, General Conditions, Section L, regarding notice of termination.

Please contact your Member Services Consultant or me if you have any questions regarding your contribution and performance in the Unemployment Compensation Program.

Sincerely,

A handwritten signature in black ink, appearing to read "C. Weber".

Carl Weber
Director of Member Services

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org



UNEMPLOYMENT COMPENSATION PROGRAM
MEMBER CONTRIBUTION SUMMARY
JANUARY 1, 2019 THROUGH DECEMBER 31, 2019 RENEWAL

MEMBER: Candia, Town of
MEMBER NUMBER: 132

Table comparing CY 2018 and CY 2019 Member Contributions. CY 2018: \$2,427; CY 2019: \$2,631.

Table showing various metrics: Your 2018 Taxable Wages (\$337,146), Your 2019 Taxable Wages (\$347,876), Change in Taxable Wages (3.18%), Your 2017 Loss Ratio (8.00%), Your 2018 Loss Ratio (1.00%), Your 2018 Unemployment Rate (0.72%), Your 2019 Unemployment Rate (0.76%), Change from 2018 to 2019: Contribution Amount Change (\$204), Contribution Percent Change (8.4%).

Please contact the Primex Member Services Team if you have any questions or comments.
Invoices will be mailed around January 1, 2019.

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org



October 15, 2018

Donna Becker, Payroll/Accounting
Town of Candia
74 High Street
Candia, NH 03034

RE: CY 2019 Workers' Compensation Program Renewal

Dear Donna:

As you prepare your budget for the coming year, we thank you for your continued trust and partnership in our Workers' Compensation Program. Our goal in all of our programs is to provide our members with the best service, value, and coverage through our core values: **Trust. Excellence. Service.**

Enclosed is your CY 2019 Workers' Compensation Member Contribution Summary. The intent of the Summary is to build awareness of your member contribution and how performance and payroll changes affect your contribution. Invoices will be mailed around January 1, 2019.

Please contact your Member Services Consultant or me if you have any questions regarding your contribution and performance in the Workers' Compensation Program.

Sincerely,

A handwritten signature in black ink, appearing to read "Carl Weber".

Carl Weber
Director of Member Services

Trust. Excellence. Service.



**WORKERS' COMPENSATION PROGRAM
MEMBER CONTRIBUTION SUMMARY
JANUARY 1, 2019 THROUGH DECEMBER 31, 2019 RENEWAL**

**MEMBER: Candia, Town of
MEMBER NUMBER: 132**

CY 2018

CY 2019

		Contribution Assurance Program (CAP)	Yes
		PRIME ³ Program	No
Member Contribution	\$23,425	Member Contribution	\$25,299

Your 2018 Payroll (CY 2016 Reported)	\$983,829
Your 2019 Payroll (CY 2017 Reported)	\$1,021,537
Change in Payroll	3.8%
Your 2018 Loss Ratio Adjustment Factor	0.90
Your 2019 Loss Ratio Adjustment Factor	0.89
Change in Loss Ratio Adjustment Factor	-1.1%
Change from 2018 to 2019:	
Contribution Amount Change	\$1,874
Contribution Percent Change	8.0%

Please contact the Primex³ Member Services Team if you have any questions or comments.
Invoices will be mailed around January 1, 2019.

Trust. Excellence. Service.



**WORKERS' COMPENSATION
CONTRIBUTION BY PAYROLL CLASS
January 1, 2019 through December 31, 2019**

Member: Candia, Town of
Member Number 132

Class	Description	Payroll Contribution*	
5506	Highway Maintenance (Formerly Street Laborers)	1,635	74
7590	Waste Management	126,745	4,219
7704	Volunteer Firefighters	41,515	5,276
7720	Police & Drivers	471,768	11,161
8810	Office Employees, Municipal	249,795	550
8831	Animal Control Officer	934	17
9220	Cemetery Operations	26,170	1,130
9402	Highway Winter Maintenance (Formerly Mechanized Street Cleaning)	545	22
9410	Municipal Employees, Inspectors, Assessors	58,646	2,850
Totals		1,021,537	25,299

* Amounts are based on a 12 month total

Trust. Excellence. Service.

Bow Brook Place, 46 Donovan Street ■ Concord, NH 03301-2624
(603) 225-2841 ■ (800) 698-2364 ■ nhprimex.org

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

Memo

To: Board Members
From: Boyd Chivers
Date: October 27, 2018
Re: Addendum to Compensation Policy

Our board recently agreed to consider an addition to the Town Compensation Policy which recognizes our employee's length of service and to provide a corresponding reward. Attached is draft addendum to the plan which is intended to accomplish those goals and is submitted for your information:

LENGTH OF SERVICE RECOGNITION AND REWARD POLICY

To facilitate the retention of Town employees and in recognition of the value of the institutional knowledge and experience gained through length of service, the Town provides the following additional incentives:

1. Full time employees with satisfactory performance evaluations are entitled to \$100.00 for each year of service, payable in 5 year increments.
2. Part time employees with satisfactory performance evaluations are entitled to \$50.00 for each year of service, payable in 5 year increments.

This policy is effective after January 1, 2019 upon adoption by the Board of Selectmen. Longevity awards will be based of the employee's anniversary date of hire and will not apply retroactively. Example: Employee A with an anniversary date of hire June 1, 2004 will be eligible for a \$1500 longevity award after June 1, 2019.



**Town of Candia
Cemetery Trustees
74 High Street
Candia, New Hampshire
03034**

Selectmen
Town of Candia
74 High Street
Candia NH 03034

November 13, 2018

RE: Abandonment Procedures for Undocumented Cemeteries

Dear Selectmen,

The Town of Candia has been maintaining 5 of the 6 non-private Cemeteries for many decades now:

- **East Candia Cemetery** - Benjamin Edgerly in 1818 laid out some of his land for this cemetery and the Deed was never transferred. First used in 1818 when they buried Mary F. Clifford on 19 Jul 1819.
- **OLD Village Cemetery** – Bodies moved from the Baptist (Old Village) also known as The Baptist Cemetery – Abandoned since moving MOST of the bodies and continues to be abandoned with no maintenance or care. Still a few more bodies buried there. It is in much dis-repair and many pine trees have fallen on the cemetery rock walls. Utilized for about 45+ years (1815-1850).
- **NEW Village Cemetery** – Stockholders invested in this cemetery in 1850 and in 1851 MOST of the bodies were moved from the OLD Village to the NEW Village Cemetery. It has been maintained by the Town for many decades.
- **The Hill Cemetery** – Earliest Cemetery on Record. Originally laid out in 1754 during the Town Divisions, the Town owns and used this cemetery.
- **Bean Island Cemetery** – Bean family burial ground. Holbrook Cemetery – Only Cemetery where the land was deeded to the Town by Sarah Holbrook. Town Cemetery Maintainers take care of this cemetery. Earliest burial was Mary Robinson who died on 1 March 1816.

- **Holbrook Cemetery** – Only Cemetery where the land was deeded to the Town by Sarah Holbrook in the late 1800s.

The East Candia Cemetery is a historic post-Georgian cemetery surrounded by granite walls. Approximately 275 bodies are laid to rest in this cemetery. Slate and marble tombstones decorate the hallowed land and show at least three Revolutionary patriots, 3 War of 1812 patriots and 3 Civil War patriots are buried there. The last burial took place in 1974 and it is not known how many “open” graves there are left within these hallowed walls at this time. There is a deed but the deed does not specify it was given to the Town, only that it was given to a few men in the early 1800s to be used as a place for human burials only. The Town has been lovingly maintaining this cemetery for decades and should be considered abandoned for the purposes of this law.

The Village Cemetery and the Baptist (Old Village) Cemetery: These two are almost considered one in the same. The Baptist cemetery was a post-Georgian cemetery and still has a few remaining bodies and is clearly abandoned on the top of a hill behind the Baptist Church and is in bad repair. Most of the bodies were removed across the street from the Baptist Church to the New Village Cemetery, I have counted at least 4 people still buried there. I consider the New Village Cemetery a Victorian-Era cemetery with beautiful monuments of that time period. This cemetery was incorporated by a handful of men back in 1850 and the deed has never been transferred to the town. It has been abandoned for many decades and has been maintained by the town for over half a century or more. There are still open lots and gravesites, and can be expanded on when needed in the future. For the purpose of the Abandonment law, these two cemeteries should be listed separately.

The Bean Island Cemetery: Another Post-Georgian cemetery that was laid out and walled in on top of Bean Island Hill. While the Town of Candia has taken under its wing to maintain this early Bean Family Cemetery for many decades, it has never really been turned over to the Town in an official manner. The last deed recording this cemetery with any land is in 1873 when it was owned by Jesse Higgins. After this, the cemetery was taken out of the deeds and just “disappeared” in the documents. This Cemetery has much needed repairs at the gate area in order to make it safe to walk into and around and although we have eagerly gotten estimates to repair or replace said gate, at any point, the Bean family has the right to take over the cemetery, even after the expense of the gate are paid for by the town. Therefore, the Town of Candia needs to make the Bean Island Cemetery an official Town Cemetery by using the “Abandoned Burial Ground” law.

In General, RSA 289:19 states that whenever a burial ground within the boundaries of the town has been neglected for a period of 20 years or more, the municipality may declare it abandoned for the purposes of preservation, maintenance or restoration. It is clear that these four cemeteries meet this requirement and have been abandoned for a long time. I have enclosed with this, the Abandonment Law, the procedures that the Municipality must take to get these cemeteries declared abandoned and to get them to be official Town cemeteries. The Cemetery Trustees are asking that you follow the procedures in Section 289:20 to declare the burial grounds abandoned so that the Town of Candia has official records of owning these cemeteries as soon as possible. I believe the advertisement in the

paper, as required can list all the cemeteries at once saving the town money and time to place this ad. The Cemetery Trustees would like this all in place before the start of the next maintenance year for our groundkeepers.

If you wish for me to discuss this with you at one of your regular meetings, please let me know and I'll be happy to attend the meeting at your convenience.

Regards,

A handwritten signature in blue ink that reads "Holly Haas". The signature is written in a cursive style with a large, sweeping initial "H".

Holly Haas – Chair
Candia Cemetery Trustees
Candia, NH

Section 289:18 Abandoned Burial Grounds

Section 289:19

289:19 Neglected Burial Ground. – Whenever a burial ground within the boundaries of the town has been neglected for a period of 20 years or more, the municipality may declare it abandoned for purposes of preservation, maintenance or restoration.

Source. 1994, 318:2, eff. Aug. 7, 1994.

Section 289:20

289:20 Procedure. – To declare a burial ground abandoned:

I. The municipality shall place an advertisement in at least one newspaper having general distribution in the municipality and surrounding area. The advertisement shall state the intent of the municipality, identifying the burial ground by name, if known, and by names and dates of the oldest stones in the burial ground, with a request for any direct descendent to contact the town selectmen's office, the town manager, or mayor, as applicable. If the burial ground contains no stones with legible inscriptions, the site may be identified by a detailed description of its location.

II. Not less than 60 days nor more than 90 days after the notice of the intent has been published, the notice shall be read at a regularly scheduled selectmen's meeting or in the case of a city, a city council meeting.

III. If any descendants were located and grant permission, or if no descendants were located, then, after a public hearing, the municipality may declare the burial ground abandoned by a majority vote of the selectmen or city councilmen present and voting.

Source. 1994, 318:2, eff. Aug. 7, 1994.

Section 289:21

289:21 Rights and Responsibilities. – Any burial ground declared abandoned under these provisions shall become a municipal cemetery for management purposes and shall be managed by the cemetery trustees, who shall assume all the authorization and rights of natural lineal descendants.

Source. 1994, 318:2, eff. Aug. 7, 1994.