

Proposed Warrant Articles
(presented at Selectmen's meeting 11-23-2020)

To see if the Town will vote to raise and appropriate the sum of One Hundred Thirty-Six Thousand Nine Hundred Ninety dollars (**\$136,990**) for the operating expenses of the **Smyth Public Library**. Funds are to be expended under the direction of the Smyth Public Library Association.

(Recommended by the Board of Selectmen by a vote of to)

(Recommended by the Budget Committee by a vote of to)

To see if the Town will vote to raise and appropriate the sum of One Thousand Dollars (**\$1,000**) in support of the **Home Health and Hospice Care**.

(Recommended by the Board of Selectmen by a vote of to)

(Recommended by the Budget Committee by a vote of to)

To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (**\$50,000**) to be deposited in the **Fire Apparatus Capital Reserve Fund**, established under RSA 35:1 at the March 1991 Town Meeting, for the future purchase of the fire apparatus and equipment with the Selectmen appointed as agents.

(Recommended by the Board of Selectmen by a vote of to)

(Recommended by the Budget Committee by a vote of to)

To see if the Town will vote to raise and appropriate the sum of Fifty Thousand Dollars (**\$50,000**) to be deposited in the **Fire Station Infrastructure and Grounds Capital Reserve Fund** under the provisions of RSA 35:1 at the March 2017 Town Meeting, for the purpose of providing for major capital investments in the fire station building infrastructure and grounds to keep the building and property sound, functional and safe well into the future with the Selectmen appointed as agents.

(Recommended by the Board of Selectmen by a vote of to)

(Recommended by the Budget Committee by a vote of to)

To see if the Town will vote to raise and appropriate the sum of One Thousand One Hundred Seven Dollars (**\$1,107**) in continuation of its support of the **Rockingham County Nutrition and Meals on Wheels Program**.

(Recommended by the Board of Selectmen by a vote of to)

(Recommended by the Budget Committee by a vote of to)

To see if the Town will vote to raise and appropriate the sum of One Thousand Eight Hundred Fifty-Four Dollars (**\$1,854**) in support of the **Rockingham County Nutrition and Meals on Wheels Program** for transportation (Formally offered by **Lamprey Health Care**).

(Recommended by the Board of Selectmen by a vote of to)

(Recommended by the Budget Committee by a vote of to)

To see if the Town will vote to raise and appropriate the sum of Three Thousand Two Hundred Fifty Dollars (**\$3,250**) in continuation of its support of the **American Red Cross**.

(Recommended by the Board of Selectmen by a vote of to)

(Recommended by the Budget Committee by a vote of to)

To see if the Town will vote to raise and appropriate the sum of Eighteen Thousand Six Hundred Dollars (**\$18,600**) for the 10-year update of the **Natural Resource Inventory (NRI)**. This document, in conjunction with the Master Plan, will reflect the town's need to meet current standards for best management practices and land use planning. Said funds to be expended under the direction of the Conservation Commission

(Recommended by the Board of Selectmen by a vote of to)

(Recommended by the Budget Committee by a vote of to)

Our Town Vision: Candia 2017-2027 Master Plan

Natural Resources Snapshot**Candia Today**

(From Candia Natural Resources Inventory, 2011)



PHOTO: CANDIA NRI

Topography

- **30.6 square miles; 19,557 acres**
- Rolling hills
- Extensive wetland system

Water Resources

- HU 12 Watersheds
 - Cohas Brook – **7,020 acres**
 - Lamprey River – **11,971 acres**
 - Exeter River – **174 acres**
 - Suncook River – **146 acres**
- Waterbodies
 - Tower Hill Pond: **157 acres**
 - Hall Mountain Marsh: **25 acres**
 - Unnamed North Branch tributary – **30 acres**
 - Kinnicum Pound – **3 acres**
- Watercourses
 - North Branch River – **4.7 acres**
 - Murray Mill Brook – **2.6 acres**
 - Moose Meadow Brook – **2.5 acres**
 - Maple Falls Brook – **2.6 acres**
 - Hook Brook – **1.9 acres**
 - Fordway Brook – **1.2 acres**
- National Wetlands Inventory – **1,587 acres**
- Hydric Soils
 - Very Poorly Drained – **1,231.8 acres**
 - Poorly Drained – **3,081.7 acres**

Local Organizations

- Lamprey River Watershed Association
- Bear Paw Regional Greenways

Soils

- Agriculture
 - Prime farmlands – **406.2 acres**
 - Farmlands of Statewide Significance – **157.1 acres**
 - Farmlands of Local Significance – **1,618.6 acres**
- Forest Soils
 - Group IA – **4,948.1 acres**
 - Group IB – **9,366.4 acres**
 - Group IC – **540.8 acres**

Open Space

- Abe Emerson Marsh – **105.5 acres**
- Bear Brook State Park – **292.4 acres**
- Natt W. Emerson Tract – **34.1 acres**
- Manchester Water Works Land – **1,125.8 acres**
- Conserved Open Space – **271.4 acres**
- Unprotected Open Space – **286.2 acres**

Wildlife Habitat (NHFG Wildlife Action Plan, 2005)

- Marsh and Shrub Wetlands – **691.3 acres**
- Peatlands – **341.2 acres**
- Floodplain Forests – **6.6 acres**
- Forested Wetlands – **805.9 acres**
- Ponds – **367 acres**
- Rivers and Streams – **66.4 miles**
- Riparian Areas – **4,795.1 acres**
- Hemlock-Hardwood-Pine Forests – **11,017 acres**
- Appalachian-Oak-Pine Forests – **6,995.2 acres**
- Ridge or Talus Slopes – **14.9 acres**
- Steep South-facing Slopes – **5 acres**
- Grasslands – **1,214.4 acres**



PHOTO: SNHPC STAFF



**Town of Candia
PURCHASING POLICY**

SECTION 1. PURPOSE

The purpose of this policy is to establish the various procedures and guidelines to be utilized by the Town Departments, as well as Boards, Committees, and Commissions that are part of the Town of Candia budget appropriations.

It is the responsibility of the Town of Candia:

- To make purchases at the lowest possible price consistent with the quality needed;
- To allow fair and equal opportunity among qualified suppliers.

Except as otherwise provided by law, the Town shall make purchases of goods or services needed as stated in this policy.

SECTION 2. APPROVAL OF PURCHASES

Purchases of goods and services that in aggregate or individually are \$1,000 or more must have approval from Selectmen Liaison.

- A. Purchase up to \$1,000 – The Department Head shall have full authority to make department purchases of goods and services up to \$1,000, which are identified within the department's annual budget.
- B. Purchases between \$1,000 and \$10,000 – The Department Head shall contact and obtain approval from Selectmen Liaison.

Note: The above thresholds do not include costs for shipping and/or freight.

SECTION 3. COMPETITIVE BID PROCESS

- A. A competitive bid process must be followed if the goods or services expend more than \$10,000.
- B. Notice of the request for bids shall be made in the following ways:
 - 1) Letters directly to known providers soliciting bid responses.
 - 2) Request for bids shall be posted at the Town Office and the Town Web site.
 - 3) Advertisements shall be placed in one local newspaper or media of general circulation, soliciting bids.
- C. The Department Head is responsible for establishing the bid specifications, which shall include the following:

- 1) Bid name. Bid Submittal Deadline;
 - 2) Date, location and time of bid opening; (All bids shall be opened at a regularly scheduled Board of Selectmen meeting. Meeting schedule can be obtained from the Town Office.)
 - 3) Actual specifications for the project or services, including quantity, design and performance features, etc;
 - 4) Bond and/or insurance requirements;
 - 5) Any special requirements; and
 - 6) Desired delivery or completion date.
- D. Once the request for bids has been issued, the bid specification shall be available for inspection at the Selectmen's Office.
- E. All bids must be submitted in sealed envelopes, addressed to the Town of Candia in care of the Selectmen's Office, and plainly marked with the name of the bid on the outside of the envelope.
- F. Bid proposals will be date stamped on the outside of the envelope immediately upon receipt.
- G. Any bid may be withdrawn in writing prior to the scheduled time for the opening of bids.
- H. Any bids received after the time and date specified shall not be considered and shall be returned to the bidder unopened.
- I. Every bid received prior to the scheduled closing time for receipt of bids shall be publicly opened and read aloud by a member of the Board of Selectmen at the regularly scheduled Board of Selectmen meeting.
- J. The public opening and reading of each bid shall be at the time specified and shall include at least the following:
- 1) Name and address of bidder;
 - 2) For lump sum contracts, the lump sum base bid and the bid for each alternate;
 - 3) For unit price contracts, the unit price for each item and the total, if stated; and
 - 4) The nature and the amount of security furnished with the bid if requested.

SECTION 4. CRITERIA FOR BID SELECTION

In evaluating bids, the Board of Selectmen and Department Heads shall consider the following:

- A. Price and quality;
- B. Bidder's ability to perform within the specified time limits;
- C. Bidder's experience and reputation, including past performance for the Town;
- D. Bidder's ability to meet other terms and conditions, including insurance and bond requirements;
- E. Bidder's financial responsibility;
- F. Any other factors that the Board of Selectmen determines are relevant and appropriate in connection with a given project or service.

The Board of Selectmen reserves the right to reject all bids and issue a new Request for Bids if less than three bids are received. The Board of Selectmen also reserve the right at their discretion to reject any and all bids, wholly or in part, to waive any informalities or any irregularities therein, to accept any bid even though it may not be the lowest bid, to call for rebids, to negotiate with any bidder, and to make an award which in its sole and absolute judgment will best serve the Town's interest.

Any increase in cost estimates following bid award or signing of a contract shall be absorbed by the bidder.

SECTION 5. PUBLIC AUCTION

With the approval of the Board of Selectmen, purchases may be made through public auction. The department must provide the Board of Selectmen in writing, quotes from the like products in order to provide a realistic price comparison. Upon receiving the information, and verifying budget availability, written authorization indicating the amount "not to exceed" may be granted allowing the Department Head or their designee to attend the auction and bid on that particular product.

SECTION 6. EXCEPTIONS TO BID PROCESS

- A. Sole Source Purchase – If the Board of Selectmen determines that there is only one possible source for a proposed purchase, they may waive the bid process and authorize the purchase from the sole source.
- B. Blanket Purchase – If a proposed purchase is not a major purchase but is anticipated to exceed \$15,000 during any fiscal year, the bid process shall be initiated and shall specify the recurring nature of the purchase. Once a bid has been accepted, all future purchases shall be made from that bidder without necessity of additional bids, until such time as the Board of Selectmen vote to initiate a new bid process.

- C. Emergency Expenditures – In case of an emergency, the Town may award contracts and make purchases for the purpose of meeting the public emergency without complying with the bid process. In such cases, the Selectmen or Department Head's shall promptly file a report that certifies the emergency nature of the incident and itemizes the purchase and their costs. Emergency expenditures may include immediate repair or maintenance of town property, vehicles or equipment only if the delay in such repair or maintenance would endanger persons or property. However, even in emergencies, an attempt shall be made to get at least three (3) quotes by telephone or fax. In addition, the emergency expenditure shall be limited to the purchase of those goods or services needed to prevent the immediate harm. Any additional goods or services required to remedy the situation or prevent future harm shall be subject to the bid process.
- D. Professional Services/Consultants – The bid process shall not apply to the Town's selection of service providers for services that are characterized by a high degree of professional judgment and discretion such as, but not limited to, legal services; auditing services; medical health or social services for Town employees, engineering and/or architecture, and risk management and/or insurance services.
- E. Utility purchases.
- F. Advertising.
- G. Postage.
- H. Federal, state, and local taxes.
- I. Court judgments.
- J. Financing or borrowing.
- K. Police special investigative costs where disclosure may jeopardize investigation.
- L. Maintenance contracts with manufacturers of equipment purchased.
- M. Where the Town decides to contract with non-profit organizations for the provision of health, welfare, social or recreational services for the Town to the general public.
- N. Where the Town decides to contract with government agencies for the provision of governmental services.
- O. Sealed, publicly invited competitive bids will not be required for purchases in any situation where a contractor or supplier has defaulted upon his or her obligations to the Town and there is a security guaranteeing to the Town the performance of said obligation at no additional cost to the Town, over and above the original obligation. In such cases, the Board of Selectmen may negotiate and award the contract to whomsoever, providing that said renegotiations and award does not exceed the amount of the security.

- P. The Board of Selectmen may waive any of the above requirements in cases where it is deemed inadvisable to solicit bids because of, for example, the need of standardization of such materials, supplies, equipment or services, or for any other reasons which the Board of Selectmen deem to be in the best interest of the Town.
- Q. Any major item purchase may be made without a local bid process when the service or product is available from an approved bid list awarded by the State of NH, Rockingham County, and Federal Government, School District or any other entity connected with a government agency.

SECTION 7. PAYMENT FOR GOODS OR SERVICES

Request for payment for any product or service shall be sent to the Accounting Clerk.

Payment for any purchase over \$1,000 will NOT be processed without a purchase order that must accompany the invoice.

Department Heads are responsible for obtaining new vendor information through the federal form W-9.

Department Heads are responsible for obtaining any applicable certificate of insurance and/or bonding requirements from vendors for services provided prior to any service being performed and/or payment being requested.


Note: General assistance payment requests are not subject to this policy.

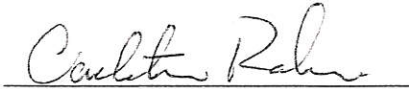
SECTION 8. NON-COMPLIANCE IMPACT

Non-compliance with any section of this policy (unless authorized by the Board of Selectmen in writing) shall result in the following:

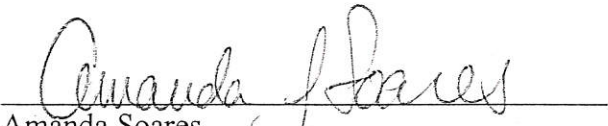
- A. Invoices will be returned to departments when purchase orders are not attached.
- B. Contracts entered into without following proper procedures will be voided.

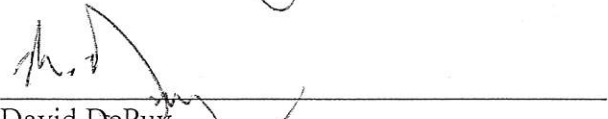
Adopted by vote of the Board of Selectmen on this date, the 24th of June, 2013.


Fred Kelley, Chairman



Carleton Robie, Vice Chairman


Richard Snow


Amanda Soares


David DePuy

Received and Recorded: July 19, 2013


Christine Dupere, Town Clerk

**The Town of Candia Select Board's Guidelines on
Public Meetings During the Covid-19 Pandemic**

We hope everyone is doing well. At the advice of Town counsel, we provide the below guidance as a result of complaints the Town has received regarding possible limited access to public meetings. We sincerely appreciate the effort each board has taken to adjust to an ever-changing year and want to reiterate that all meetings of municipal boards and committees are subject to the public meeting requirements of the Right-to Know Law, RSA 91-A.

As you know, in response to the Covid-19 pandemic, Governor Sununu has issued a series of emergency orders that have modified those requirements, including waiving the requirement that board members physically meet so long as the board “provides public access to the meeting by telephone, with additional access possibilities by video or other electronic means.” *See* Order #12. While Order #12 does relax the physical meeting requirements of board members, boards are still required to have the meetings open to the public through a public call-in number, and, if possible, a virtual program, such as a Zoom meeting. Please be aware that if a meeting is not accessible to the public as a result of a lost connection, that meeting should stop and resume only when the connection is fixed.

The Town Office has a meeting room fully equipped with technology allowing for all boards and committees to comply with RSA 91-A's open meeting requirement. Each board and committee is strongly encouraged to use the Zoom meeting function and teleconference technology at the Town office to ensure we are following RSA 91-A. It is important that this technology is utilized because RSA 91-A:8 allows a Court to award attorney's fees and require training of individual board members who violate the Right to Know law. Please call the town office to reserve the meeting room for a meeting.

Lastly, each board is asked to acknowledge, in writing or by electronic communication, receipt of these guidelines as soon as practical.

Sincerely,

Town of Candia Selectboard

Weekly Payroll and Accounts Payable Manifest Totals					
Check	Payroll	Total		Payroll	
<u>Date</u>	<u>Manifest</u>	<u>Amount</u>		<u>Subtotal</u>	
11/19/20	1131-03	19,102.90		19,102.90	
11/25/20	1132-02	18,003.61		37,106.51	
Check	Accts Pay	Total		Accts Pay	
<u>Date</u>	<u>Manifest</u>	<u>Amount</u>		<u>Subtotal</u>	
11/19/20	202047	41,297.43		41,297.43	
11/25/20	202048	31,661.69		72,959.12	
Grand Total Payroll and Accts Pay				110,065.63	