

# Candia Board of Selectmen

## Agenda

June 24th, 2024, at 6:30pm

### Call to Order

### Roll Call

**Approval of Minutes:** Public Minutes for June 10th, 2024 & Non-Public Minutes for June 10th, 2024

### New Business:

- Masonic Hall
- Recycle Center – waste oil tank
- Standard Power update

### Old Business:

- Town Clerk update

### Other Business:

### Calendar:

- Next Board of Selectman's Meeting on Monday, July 8th, 2024 @ 6:30pm

### Public Input:

This public body may enter into one or more nonpublic sessions as permitted under RSA 91-A:3, II (a) & (c).

### Adjourn

### Join Zoom Meeting

<https://us02web.zoom.us/j/6034838101>

Meeting ID: 603 483 8101 Password: 8101

Dial In +1 646 558 8656 US

**Town of Candia**  
OFFICE OF TOWN CLERK  
Candia, New Hampshire 03034  
(603) 483-5573



May 29, 2024

The State of NH recently clarified that once a ballot counting device has been accepted by the Selectboard for use in an election, that new machine *must* be used at the very next election. My intent was to purchase a ballot counting device in 2024 for initial use in the March 2025 Town election, not before. With this in mind, I plan to go ahead with the purchase and replacement of our aging ballot counting machine in time for the March 2025 election, with purchase taking place in early 2025 rather than in 2024.

In 2024, I propose instead to purchase Poll Pads, requested by the Moderator and desired by the Clerk's office, for use in the upcoming 2024 elections. Poll Pads will make check-in at the State Primary and Presidential elections quicker and easier for residents, as residents will be able to check in with Ballot Clerks at any check-in station. For residents, this means no more standing in line, waiting their turn at the alphabetically correct book containing the paper checklist. Ballot Clerks using Poll Pads can check-in any registered voter regardless of last name. New voters registering to vote for the first time in Candia on Election Day will still be required to start with the Supervisor's table then go to the Town Clerk (at the election) for a ballot.

Additionally, the State of NH has sanctioned use of Poll Pads to provide the Moderator with check-in totals for reconciliation of check-in numbers against end of the day ballot counts, thereby streamlining end of Election Day paperwork.

Poll Pads are provided by LHS, our trusted partner in Elections equipment for the last 30 years, providing us with superior service throughout.

A copy of the quote and contract for Poll Pads, as well as a handout about Poll Pads provided by LHS, has been provided for your review.

Respectfully,

Donna Hetzel  
Town Clerk, Candia



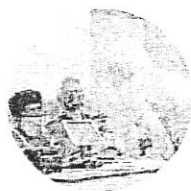
# Meet the POLL PAD

POWERED BY **knowINK**

PROVIDED BY **LHS**

The nation's leading electronic poll book from New England's leading election services company.

The Poll Pad® e-poll book for voter check-in replaces the outdated paper model that is often the cause of long lines at the polls and inefficient election record keeping.



An average voter check-in  
time of about

**15 SECONDS**

means shorter wait times and,  
ultimately, increased voter  
turnout.



Locate voters faster and  
easier using

**MANUAL ENTRY OR ID SCAN**

methods. Also, electronically-  
recorded totals mean\$ no  
counting and tallying voters  
per page on a paper list.



Load Voter History into the VR  
System post-election in

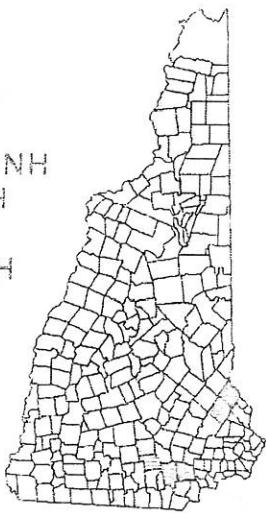
**MINUTES INSTEAD OF DAYS**

Also, get streamlined access  
to check-in totals, turnout  
data, and reports from the  
administrative dashboard



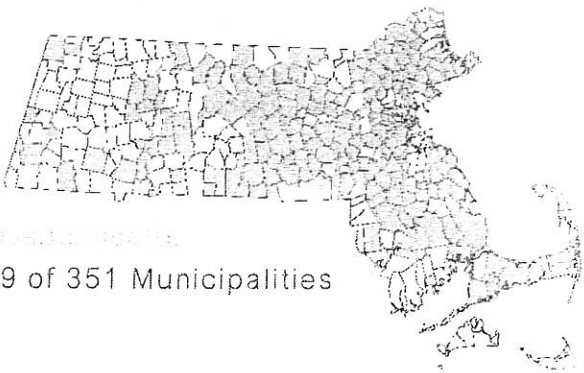
WHERE IN NEW ENGLAND IS THE POLL PAD®?

Bedford, NH\*  
Londonderry, NH  
Rochester, NH  
Derry, NH  
Barrington, NH  
Hudson, NH  
Plymouth, NH  
Milford, NH



\*Pilot

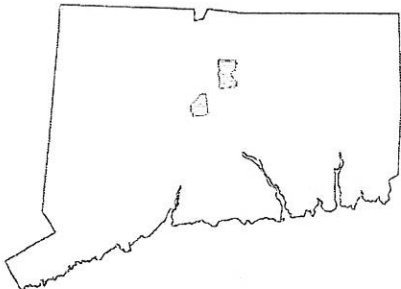
209 of 351 Municipalities



All 39 Municipalities



Hartford, CT  
New Britain, CT

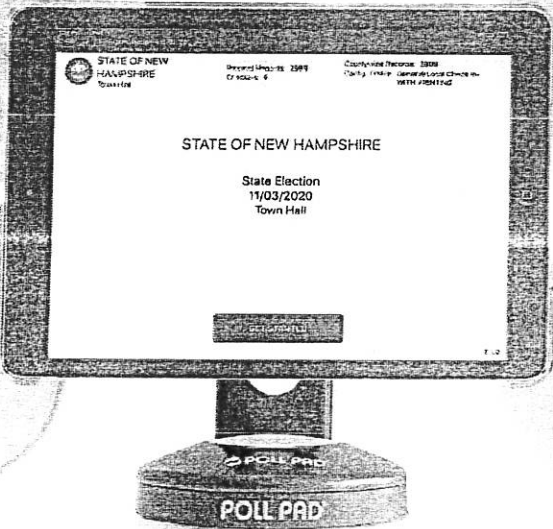


PROCESS CHALLENGED VOTERS

Indicate a challenged voter with the click of a button and generate complete Challenged Voter Reports post-election.

PROCESS ABSENTEE VOTERS

Authorized only for members of the Clerk staff, easily mark a voter as Absentee and generate a complete list of Absentee Voters.



UPDATE VOTER REGISTRATION

Seamlessly update a voter's name and address right in the Poll Pad application within minutes.

TRACK OUT-OF-STATE LICENSES

The Scan Barcode feature automatically matches the ID with the correct voter and notifies them of their out-of-state license.

Whatever the need, the Poll Pad® by KNOWiNK is there for you

ANYTIME



Company Address 8A Industrial Way  
Unit 100  
Salem, NH 03079  
US

Created Date 4/12/2024  
Quote Number 00001770

Contact Information

Prepared By Brenda L'Italien  
Title Director of Business Development  
Phone (978) 651-2511  
Email bcm@lhsassociates.com

Customer Name Candia  
Contact Name Donna Hetzel  
Title Town Clerk  
Email townclerk@townofcandia.org

Address Information

Bill To Name Candia  
Bill To 74 High Street  
Candia, NH 03034

| Product Code | Product   | Product Description  | Sales Price | Quantity | Total Price |
|--------------|---|--|-------------|----------|-------------|
| PP-008       | Full Connectivity One-Time Fee (1-10 Poll Pads)                                   | Includes: MDM Enrollment and Year 1 Software and Application Warranty  | \$1,750.00  | 1.00     | \$1,750.00  |
| PP-000001    | NOTE: Ongoing Poll Pad Software and Application Support Fee \$300.00 per Poll Pad | The Poll Pad Software and Application Support Fee after the 1-year Warranty Expires is \$300.00 per Poll Pad.                                      | \$0.00      | 4.00     | \$0.00      |
| PP-001       | Poll Pad Bundle   | Includes: iPad 9th Gen 64Gb, 10-Foot Charger, Transport Case, Stand, Stylus, 1st Year Software License, MDM Enrollment, and Basic Poll Pad Manager | \$1,275.00  | 4.00     | \$5,100.00  |
| PP-004       | Poll Pad Paper Receipt Printer  | Poll Pad Paper Receipt Printer   | \$300.00    | 4.00     | \$1,200.00  |

Subtotal \$8,050.00  
Total Price \$8,050.00

Notes

Additional Fees: Programming – regardless of # of pads: \$300/per election  
Annual warranty: \$300/per Poll Pad

Signature

By signing below, you are acknowledging that the above pricing is accurate and within budget, and that you are ready to move forward with the official purchase and contract initiation:

Customer Signature: \_\_\_\_\_  
Printed Name & Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Anticipated First Use Date: \_\_\_\_\_

**TOWN OF CANDIA**

**Policy Number:** 2011-001-5  
**Subject:** RETURNED CHECK & ELECTRONIC PAYMENT  
TRANSACTIONS  
**Sub-Policy of:** INTERNAL CONTROL MASTER POLICY  
**Adoption Date:** June 24, 2024  
**Effective Date:** June 24, 2024  
**Supersedes:** Returned Check Policy, adopted 5/9/2011, revised  
11/27/2023  
Handling Bad Checks Policy, adopted 1/22/1996

**SECTION 1. PURPOSE**

The Town of Candia deposits substantial sums of money each year carrying out the many functions and services that it provides. Taxpayers have a right to expect that the municipality's operations be carried out efficiently and expeditiously with adequate financial control and accountability.

The objective of this policy is to attempt to strike a balance between the need for department operating efficiency and flexibility, and the need for financial control and accountability. It is also the purpose of this policy to establish procedures for the handling, turnover, and timely deposit of Town monies collected by departments, boards, and commissions.

This policy shall be known as the "Town of Candia Returned Check & Electronic Payment Transactions Policy" and may be cited as such and is a sub-policy of the "Town of Candia Internal Control Master Policy".

**SECTION 2. PROCEDURE**

- 2.1 When the Treasurer receives notice from the Town's banking institution that a check or electronic payment transaction such as an ACH and/or Credit Card transaction, has been returned due to insufficient funds, or for other reasons, s/he will stamp the notice with the date received and immediately turn it over to the appropriate Department Head. A copy of the notice will also go to the Finance Office for recording purposes.
- 2.2 Upon receipt of the bank notice from the Treasurer, the Department Head shall immediately contact the payor, note the date called, and allow the person seven (7) days from the date of contact to "make good" on the transaction. Repayment of the money shall be made either by cash, money order or bank certified check. The payor will also be informed that a fee of \$25.00 will be charged, in accordance with RSA 80:56.



- 2.3 If Step 2.2 is unsuccessful, the Department Head shall send a certified letter to the payor. The letter will include the \$25.00 fee and the certified mail cost. A copy of the letter shall be given to both the Treasurer and the Finance Office. The person shall be given fourteen (14) days from the date they received the letter to “make good” on the transaction.
- 2.4 By the end of that 14-day period, if Step 2.3 is unsuccessful, the matter shall be turned over to the Police Department by the Department Head. The Police Department will keep the Treasurer and the Finance Office up to date on the status of the matter. In the case of the Town Clerk’s department, an Administrative Complaint may be sent to the Financial Responsibility Section of the Department of Motor Vehicles, upon the discretion of the Town Clerk.
- 2.5 Payment for a returned check, ACH and/or Credit Card transaction must be either in the form of cash, money order, or certified check. If paid by check, the \$25.00 fee must be paid separately from the original amount of the check. Information as to the payor and the purpose of the payment should be documented and placed with the daily deposits. Additional fees assessed shall be noted as a separate revenue item.

**SECTION 3. NON-COMPLIANCE**

Violation of any portion of these policies may lead to disciplinary action, up to and including termination of employment.

Adopted by vote of the Board of Selectmen on this date the 24th of June 2024.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Vice – Chairman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

\_\_\_\_\_  
Selectman

Received and Recorded: \_\_\_\_\_, 2024

\_\_\_\_\_  
Donna Hetzel, Town Clerk

To the Candia Board of Selectmen:

I, Kevin Coughlin, have been nominated by the Candia Planning Board to be our town's representative on the Southern New Hampshire Planning Commission. I request your approval of this nomination.

Respectfully,

A handwritten signature in cursive script, appearing to read "K. Coughlin".

Kevin Coughlin