

Candia Board of Selectmen

Agenda

January 27th, 2025, at 6:30pm

Call to Order

Roll Call

Approval of Minutes: Public Minutes for January 13th, 2025

New Business:

- DOT – Intersection of 101/43 Candia Road
- Memorial – Reggie Henshaw
- Open Job Positions

Old Business:

- NH Retirement – Group 1

Other Business:

Calendar:

- The Town Deliberative Session will be held on Saturday, February 1st 2025 @ 9:00am at the Moore School Gym.
- Snow Date for the Town Deliberative Session will be held on Tuesday, February 4th 2025 @ 9:00am at the Moore School Gym.
- The next Board of Selectmen's Meeting is scheduled for Monday, February 10th, 2025.

Public Input:

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

Adjourn

Join Zoom Meeting

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

Meeting ID: 603 483 8101 Password: 8101

Dial In +1 646 558 8656 US



Beekeeper, gardener, and a member of the Rockingham Masonic Lodge No. 76 for nearly 75 years, Reggie Henshaw was awarded custody of the Boston Post cane in 2018 recognizing him as the oldest resident of our town. Reggie, who died this year at the age of 101, represented the spirit of the “Greatest Generation” for which our nation is grateful.

Born in the United Kingdom in 1923 and one of four brothers, Reggie served in the 11th Armored Division of the British Army during World War II. On April 15, 1945 Reggie was among the British soldiers who liberated 6,000 starving prisoners from Nazi Germany’s notorious Belsen-Bergen concentration camp.

Reggie’s selfless military service and the example by which he lived his life is a reminder of our debt to those men and women who fought for our freedom and are now known as Greatest Generation.

Reggie is survived by his children, Melissa and Timothy, his Masonic Lodge brothers, and countless friends.

Position Purpose:

Performs highly responsible, complex payroll, accounts payable, accounting and administrative services. Duties are varied and require considerable knowledge of department operations, policies and procedures; office and information management systems; performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Responsible for the payroll function for the town. Compiles, calculates, processes and distributes weekly payroll. Prints relevant reports, and makes weekly tax payment through a website. Processes employee retirement payments, maintains spreadsheets, tracking sick, vacation and holiday time, and files quarterly payroll reports.
- Compiles, processes and distributes the weekly accounts payable. Prints relevant reports and maintains appropriate files.
- Responsible for accounts receivable and receives monies from all departments, except the Tax Collector and Town Clerk. Enters information on excel spreadsheets and bundles checks in spreadsheets for the Treasurer. Mains copies of the backup data. Enters information into the software application after the deposit is made. The Tax Collector transmittal is merged into the finance software system. Additionally, enter the Town Clerk's transmittal into the finance software. Reconciles accounts and reconciles funds with the Treasurer.
- Compiles documentation on new hires, maintains employee profiles, updating wage and benefit information when appropriate. Handles human resource related work to include working with health insurance renewal and employee insurance questions, processing workers compensation claims and medical paperwork, and other employee benefit/human resource issues.
- Processes Elderly, Disability Exemptions and Veteran Credit requests, enters information in the tax software and mails decision to the resident. Processes Intent to Cut requests and Report of Cut paperwork.
- Responsible for budget preparation work to include updating varied contract increases, preparing spreadsheets for the Selectmen and Department Heads and assists departments with expense history and calculations. Produces relevant information for the Budget Committee.
- Coordinates the publication of the annual Town Report with staff personnel, as well as information for the deliberative session.
- In conjunction with the Administrative Assistant to the Board of Selectmen, performs twice yearly merge of the assessing system and the tax billing; creates tax warrant and forwards the warrant to the Tax Collector.
- Works with auditors, compiling information and distributing requests to the appropriate department.
- Responsible for town-related financial information. Enters the town approved budget into the accounting software and creates and enters all adjustments and journal entries.
- Tracks and maintains information on grants and donations.
- Works with the Tax collector and Assessing to merge information needed for both functions.
- Compiling a book of Town Meeting minutes and voting ballots for improved research access.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:**Education, Training and Experience:**

High School Diploma. Associate's Degree preferred; Three to five, 3 – 5 years of payroll, accounts payable, and accounting experience or related field preferred; experience working with computers; or an equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Knowledge of various bookkeeping functions; familiarity with accounting software and related requirements practices and terminology. Knowledge of departmental operations. Familiarity with accounts payable and payroll functions. Working knowledge of software applications.

Knowledge of the functions of municipal government, general understanding of the interaction between local government, state government, and federal government, basic working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws.

Ability: Ability to communicate effectively and tactfully with staff and the public, ability to make relatively complex mathematical computation; and, analytical ability. Must be able to operate a computer with intermediate to advanced skills when using software programs, database, spreadsheets and other software as required by the position. Ability to maintain and create spreadsheets and records. Ability to use automated accounting systems.

Skills: Excellent organizational skills. Excellent written and verbal communication skills. Proficient computer skills and accounting skills; interpersonal and problem-solving skills.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

Supervision Received: Works under the direct supervision of the Town Administrator.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.

- Interacts with other town departments, vendors, the general public, DRA, and town officials.
- Has access to department-related confidential and/or sensitive information including personnel records.
- Errors in judgment could result in hardship to the town's citizens, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for the town.

(This job description does not constitute an employment agreement between the employers and is subject to change by the employer as the needs of the employer and requirements of the job change.)

Position Purpose:

Performs highly responsible, complex administrative support for Planning, Zoning, Building and Fire Departments. Duties are varied and require considerable knowledge of department operations, policies and procedures; office and information management systems; performs all other related work as required.

Essential Functions:

(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

- Assists customers with building permits, zoning and planning applications, maintains records.
- Answers incoming calls, assists the public with building department questions and research pertaining to building, schedules inspections, processes monthly reports, post cards and certified letters for expiring building permits and directs callers or takes messages as appropriate.
- Receives, processes, and assists the public in land use questions, application procedures and regulations. reviews all planning applications and building permits in order to prevent delays in process.
- Prepares for Zoning and Planning Board Meetings including, but not limited to: gathering materials including board packets, set up room, distribute materials, posts agendas, and provides administrative support for Board Members as required.
- Works with the Chairmen of Planning and Zoning Boards on the budget process and report for the town report.
- Manages filing system and handles all record maintenance for the Building Department, Planning, and ZBA, to aid in future referencing of current events.
- Composes and files correspondence as required; types vouchers, invoices, account statements, reports, and other records.
- Attends evening meetings and takes meeting minutes as required. Composes final minutes and incorporates comments, finalizes minutes and distributes as necessary.
- Maintains files and databases as required.
- Maintains and processes personnel records, new applications and varied records for the Fire Department.
- Updates forms and records of fire equipment and vehicles, and assists with and maintains records of grants and varied Fire Department reports.
- Assists with 911 mapping and street listings.
- Performs similar or related work as required, directed or as situation dictates.

Recommended Minimum Qualifications:

Education, Training and Experience:

High School Diploma. Associate's Degree preferred; Three to five, 3 – 5 years of administrative experience or related field preferred; experience working with computers; experience working with the public and responding to customer service requests or an equivalent combination of education and experience. Notary Public desirable.

Knowledge, Ability and Skill:

Knowledge: Advanced knowledge of the municipal administration process, general knowledge of the functions of municipal government, general understanding of the interaction between local

**ADMINISTRATIVE ASSISTANT
(BUILDING, LAND USE, FIRE)**

CANDIA, NH

government, state government, and federal government, basic working knowledge of business administration, practices, general office procedures, and applicable local, state, and federal laws.

Ability: Ability to plan, organize and collaborate with others, ability to communicate effectively, ability to establish and maintain effective working relationships with all town employees, board/committee members, officials and the general public, ability to recognize town-wide priorities and work cooperatively to support their accomplishment, ability to prioritize multiple tasks and deal effectively with interruptions, often under considerable time pressure, ability to operate a computer and proficient in the use of MS Office applications and database applications.

Skills: Excellent customer service and organization skills, excellent written and verbal communication skills, excellent computer skills including MS Office, Munismart and Vision applications.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position is frequently required to sit, communicate, or hear; occasionally required to walk, must be able to handle, or feel objects, tools, or controls; and reach with hands and arms. The employee must occasionally lift and/or move objects weighing up to 10 pounds. Vision and hearing at or correctable to normal ranges. This position requires the ability to operate a keyboard and calculator at efficient speed.

Supervision:

Supervision Scope: Performs routine duties that are clearly defined by protocol and standard operating procedures. This role requires basic knowledge of departmental operations.

Supervision Received: Works under the direct supervision of the Building Inspector.

Supervision Given: None.

Job Environment:

- Work is performed under typical office conditions; work environment is moderately noisy.
- Operates computer, calculator, telephone, copier, facsimile machine, and other standard office equipment.
- Interacts with other town departments, town businesses, the general public, and town officials.
- Has access to department-related confidential and/or sensitive information including personnel records.
- Errors in judgment could result in hardship to the town's citizens, lower standards of service to the community, monetary loss or legal repercussions and possible negative public relations for both the department and the town.

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JAN 23 2025

Attn: Selectboard, Candice, NH

I would like to be reappointed
to the Smyth Memorial Building
Board of Trustees. Thank you
for your attention on this matter,
Betty Sabean

Amy Spencer

From: Kim Hughes
Sent: Wednesday, January 22, 2025 10:22 AM
To: Amy Spencer
Subject: FW: NH Retirement for Group I members
Attachments: NHRS Group I Member Memo.docx

Hi Amy,

This is the email I provided to Andria and she in turn presented the information to the BOS at their 1/13 meeting. (read below)

Attached is the memo that I provided the BOS and Andria addressing the estimated costs to the Town should they choose to pursue Group I benefits for the eligible employees.

I hope this is helpful. Let me know if you have any questions!

Kim

Kimberly K. Hughes
Payroll & Accounting Specialist
Town of Candia
74 High Street
Candia, NH 03034
(603) 483-8101 x201
Hours: Mon, Tues, Wed 8 a.m. to 5 p.m.
Thurs 8 a.m. to 4 p.m., Closed Fridays

From: Kim Hughes
Sent: Monday, January 6, 2025 3:03 PM
To: Andria Hansen <ahansen@TownOfCandia.org>
Subject: NH Retirement for Group I members

Hi Andria,

I spoke with NHRS (Tamrae) about the process of adding Group I (non-police, non-fire employees) to the NH Retirement program. It's a multifaceted process and she will email me the forms required for the BOS to complete.

In a nutshell, the process is:

1. The Board will complete an enrollment form and vote to accept Group I employees into the NH Retirement system, in a public meeting. BOS meeting minutes noting the motion must be attached to the NHRS document.
2. This form is remitted to the Audit team at NHRS who in turn schedules the request to be reviewed by the Board of Trustees. The Trustees meet every other month and require a 60-day notice to be placed on the agenda.
3. Once a decision is made, the BOS will be notified.
4. The employer contribution rate is 13.53% of an employee's eligible earnings, compared to up to 2.5% of earnings now through the 457-plan offered by Mission Square.

5. The employee contribution rate is a straight 7%. Mission Square is flexible per the employee's request.

Please let me know if there is any other information I can provide.

Thank you,

Kim

Kimberly K. Hughes

Payroll & Accounting Specialist

Town of Candia

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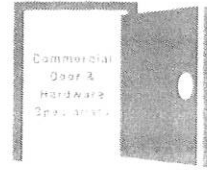
Door #1

\$4,802.28

ESTIMATE

LFC Doors
29 Bonds Corner Rd
Hancock, NH 03449

Sales@lfcdoors.com
+1 (603) 325-1088
www.lfcdoors.com



Bill to

Town Of Candia
74 High St
Candia, NH 03034

Ship to

Town Of Candia
74 High St
Candia, NH 03034

Estimate details

Estimate no.: 24-1905-ALT2
Estimate date: 12/18/2024
Expiration date: 01/18/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Norton 5730-RF1 689	Low Energy Surface Mounted Electrohydraulic Door Operator, Double Lever Arm Regular, Push Side Mounted, Top Jamb, 29" - 36" Door, Radio Frequency Unit, 170 Deg. Swing, Aluminum Painted Finish	1	\$2,852.46	\$2,852.46
2.	Norton 565	ADA1019-1 Wall Switches, two 548 Transmitters, 539 Receiver, 9V Batteries, Stainless Steel Finish	1	\$809.82	\$809.82
3.	Labor	Labor 1 Hour	12	\$95.00	\$1,140.00
				Total	\$4,802.28

Note to customer

Supply and installation of automatic door opener.
Exterior entry door Town Of Candia, 74 High St Candia, NH 03034.

Expiry date

01/18/2025

Accepted date

Accepted by

Door #1



Door #2

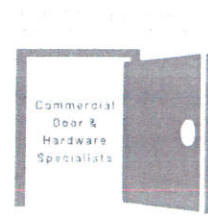
\$5,418.33

Entry Door Quote 24-1905-ALT1
all Glass

ESTIMATE

LFC Doors
29 Bonds Corner Rd
Hancock, NH 03449

Sales@lfcdoors.com
+1 (603) 325-1088
www.lfcdoors.com



Bill to
Town Of Candia
74 High St
Candia, NH 03034

Ship to
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Candia, NH 03034

Estimate details

Estimate no.: 24-1905-ALT1
Estimate date: 12/18/2024
Expiration date: 01/18/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Aluminum Door & Frame 3/0 6/8	3/0 x 6/8, LHR/RH, Aluminum Full Glass Door w/ Side Lite, White Painted, 1" Insulated Glass, Medium Stile, 10" Bottom Rail.	1	\$2,662.85	\$2,662.85
2.	Von Duprin 22EO 3 689	Grade 1 Rim Exit Device, Wide Stile Pushpad, 36", Exit Only, Accepts Various Trim, Less Trim, Hex Key Dogging, Aluminum Painted Finish, Non-Handed	1	\$388.35	\$388.35
3.	Von Duprin 230L-06 689 LHR	Grade 1 Lever Trim, Classroom Function, 06 Lever with Escutcheon, Aluminum Painted Finish, Left Hand Reverse	1	\$216.58	\$216.58
4.	Norton 1601	Norton 1601 Closer	1	\$148.58	\$148.58
5.	Norton 1688	Norton 1601 closer body drop plate	1	\$58.99	\$58.99
6.	PK302A32	302AV 36" Door Sweep	1	\$27.99	\$27.99
7.	Labor	Labor 1 Hour	18	\$95.00	\$1,710.00
8.	Shop Supplies	Caulking, Anchors, Fasteners	1	\$79.99	\$79.99
9.	Material Disposal	Removal & Disposal Demo Materials.	1	\$125.00	\$125.00
Total					\$5,418.33

Note to customer

Expiry date

01/18/2025

Door #2



Door #3

\$5,215.19

ESTIMATE

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Hancock, NH 03449

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Ship to
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Candia, NH 03034

Estimate details

Estimate no.: 24-1905
Estimate date: 12/18/2024
Expiration date: 01/18/2025

#	Product or service	Description	Qty	Rate	Amount
1.	HMD 3/0 6/8	Hollow Metal Door 3/0 X 6/8 LHR/RH 18G Primed, Polystyrene Insulated, 6 Panel, Rim Reinforcement.	1	\$829.99	\$829.99
2.	HMFWL 3/0 6/8	Welded Hollow Metal Frame, 3/0 6/8, LHR/RH, W/strike side lite, 16G, Primed, Rim Reinforcement, Jamb Depth TBD, Glass Size TBD, Glass Included.	1	\$1,428.32	\$1,428.32
3.	Von Duprin 22EO 3 689	Grade 1 Rim Exit Device, Wide Stile Pushpad, 36", Exit Only, Accepts Various Trim, Less Trim, Hex Key Dogging, Aluminum Painted Finish, Non-Handed	1	\$388.35	\$388.35
4.	Von Duprin 230L-06 689 LHR	Grade 1 Lever Trim, Classroom Function, 06 Lever with Escutcheon, Aluminum Painted Finish, Left Hand Reverse	1	\$216.58	\$216.58
5.	Yale 2701	Yale 2701 Closer Aluminum	1	\$154.99	\$154.99
6.	Mac HUS32D	US32D NRP 4 1/2 X 4 1/2 BB	1	\$128.99	\$128.99
7.	TH171A36	Threshold 171A 36"	1	\$124.99	\$124.99
8.	PK302A32	302AV 36" Door Sweep	1	\$27.99	\$27.99
9.	Labor	Labor 1 Hour	18	\$95.00	\$1,710.00
10.	Shop Supplies	Caulking, Anchors, Fasteners	1	\$79.99	\$79.99
11.	Material Disposal	Removal & Disposal Demo Materials.	1	\$125.00	\$125.00
				Total	\$5,215.19

Expiry date 01/18/2025

Accepted date

Accepted by