

Candia Board of Selectmen

Agenda

April 13th, 2026, at 6:30pm

Call to Order

Roll Call

6:30pm

Approval of Minutes: Public Minutes for March 23rd, 2026

Department Reports: Highway; Police; Fire; Building; Solid Waste; Budget; Other

New Business:

- The board to recognize Mr. Max Foti, the winner of the Moore School Spelling Bee
- NH Tax Deed & Property Auctions – Weston Sager
- Matt Phillips / Jimmy and Terri George – Garland Parcel
- Policy Review
- Snow Ordinance
- Roadside Cleanup

Old Business:

- 250th Celebration Update

Other Business:

-

Calendar:

- The next Board of Selectmen's Meeting is scheduled for Monday, April 27th, 2026 @ 6:30pm.

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

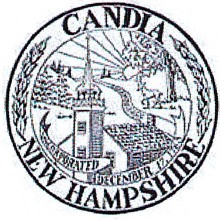
April 13, 2025

Town of Candia
Road Agent's Report
Month of March 2025

Summary of Work:

- 2 Plowable Storms
- 3 Spreader runs
- Patching as needed
- Trucked winter sand to stockpile
- Sign work
- Touch up grading
- Windstorm cleanup
- Swept intersections
- Began Warrant article tree work

Jeff Wuebbolt
Road Agent



Candia Police Department

74 High St. Candia, NH 03034
603-483-2318 or 603-483-2317



Chad P. Shevlin
Chief of Police

Monthly Report for March

Department Mission: The mission of the Candia Police Department is to provide superior law enforcement within the framework of the United States Constitution to enforce the laws, preserve the peace, reduce fear and provide a safe environment to our community while making the Town of Candia a safe place to visit, live, work, and raise a family.

PERSONNEL:

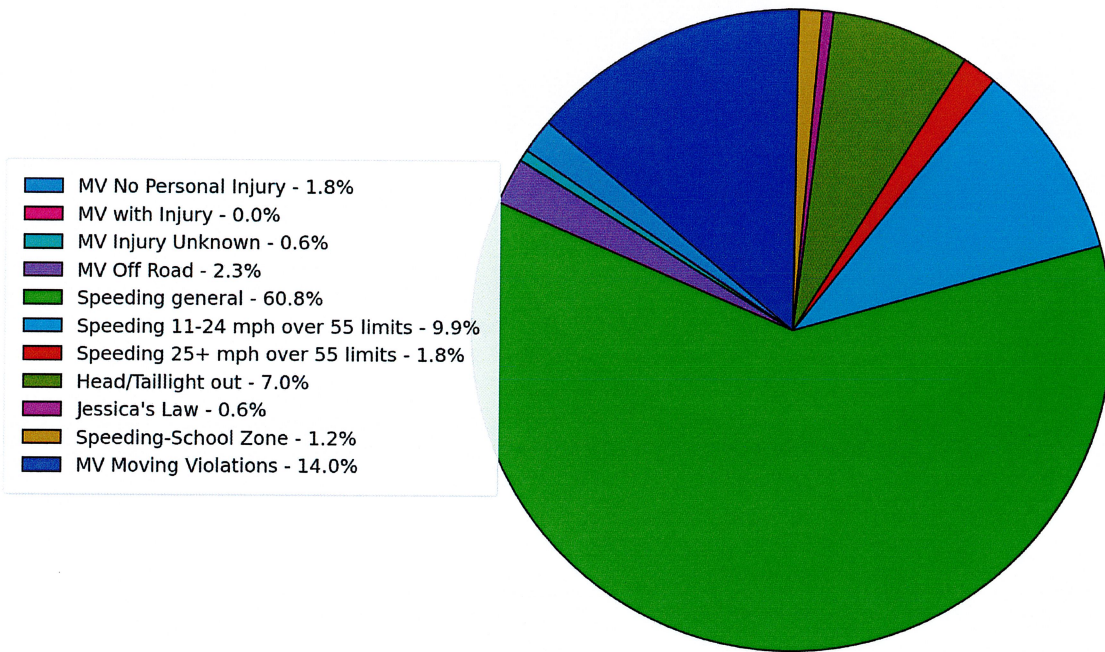
Chief Shevlin (<i>Certified</i>)	Ofc Denny (<i>Certified</i>)	Ofc Santuccio (<i>PT</i>)
Admin McCarthy	Ofc Norris (<i>Certified</i>)	Ofc Mcallister (<i>PT</i>)
Lt Stanton (<i>Certified</i>)	Ofc Grenier (<i>Certified</i>)	OPEN (<i>PT</i>)
Ofc Schaffer (<i>Certified</i>)	Ofc Fisher (<i>Certified</i>)	Ofc Langlois (<i>PT</i>)
		Ofc McGillen (<i>PT</i>)

Training Highlights

Ongoing training and career development are an important aspect of a professional law enforcement agency and promote employee retention. In addition, properly trained law enforcement officers are better equipped to serve their community and reduce the Town's risk of liability exposure. Training included, but may not be limited to:

-NHLEAccred Candia Police program continued progress

Candia Police Department Motor Vehicle Statistics



Candia Police Department Motor Vehicle Statistics	
Accidents:	8
MV No Personal Injury	3
MV with Injury	0
MV Injury Unknown	1
MV Off Road	4
MV Stops:	163
Speeding general	104
Speeding 11-24 mph over 55 limits	17
Speeding 25+ mph over 55 limits	3
Head/Taillight out	12
Jessica's Law	1
Speeding-School Zone	2
MV Moving Violations (Lane Control, Stop Sign, & Failure to Yield Right of Way)	24
Arrests: MV Related	0
Total Motor Vehicle Incidents= 171	

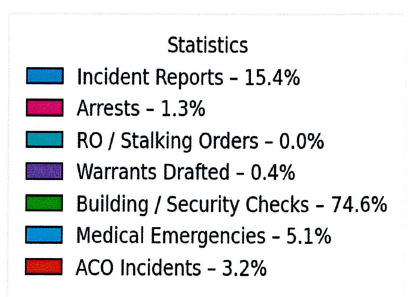
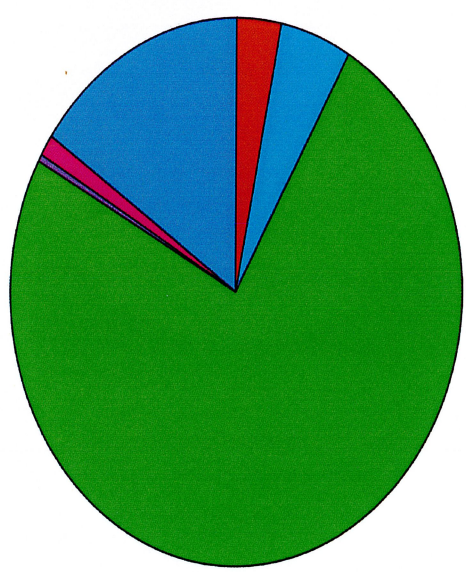
ACO Breakdown: Total **15** incidents, **6** loose Dogs, **1** loose Horse, **3** Dog Bites
5 complaints/notifications.

The following were arrests and/or summons':

03/05/26	Male, 56, Candia	DV; Simple Assault; Bodily Injury or Physical Contact
03/09/26	Male, 53, Exeter	Deal/Possess Prescription Drugs; Criminal Trespass
03/16/26	Male, 38, Candia	Involuntary Emergency Admission (IEA)
03/18/26	Male, 37, Deerfield	Criminal Threatening - conduct; Reckless Conduct; Harassment; Crim Threat Against Person
03/21/26	Male, 53, Candia	Attack on Animals or Humans; Dog at Large
03/31/26	Male, 49, Chichester	Issuing Bad Checks \$1501+ or 2 priors; Issuing Bad Checks \$1501+ or 2 priors

The above-mentioned individuals are presumed innocent until found guilty in a court of law

Candia Police Department Monthly Statistics



Candia Police Department Monthly Statistics	
Incident Report 's	73
Arrests	6
RO / Stalking Orders	0
Warrants Drafted	2
Building / Security Checks	353
Medical Emergency	24
ACO Incidents	15
Total Calls for Service = 1039	

EQUIPMENT:

A. The Cruisers received regular maintenance during this month.

B. Cruiser Mileage:

- A. Car 1: 25,029 Miles (Patrol) 1,578 miles driven**
- B. Car 2: 6,793 Miles (Chiefs Veh) 432 Miles driven**
- C. Car 3: 62,825 Miles (Lt Veh) 1,248 Miles driven**
- D. Car 4: 73,206 Miles (Patrol) 2,720 Miles driven.**
- E. Car 5: 48,543 Miles (Patrol) 2,669 Miles driven.**

OTHER DEPARTMENT INFO:

Extra Patrols: To request extra traffic enforcement or patrols in your neighborhood, please call (603) 483-2318 or e-mail cmccarthy@townofcandia.org

Portable Speed Sign is not in operation, **please slow down and drive safely!**

Respectfully Submitted on behalf of the Candia Police Department,

Chad P Shevlin, Chief of Police



MONTHLY REPORT

March 2026

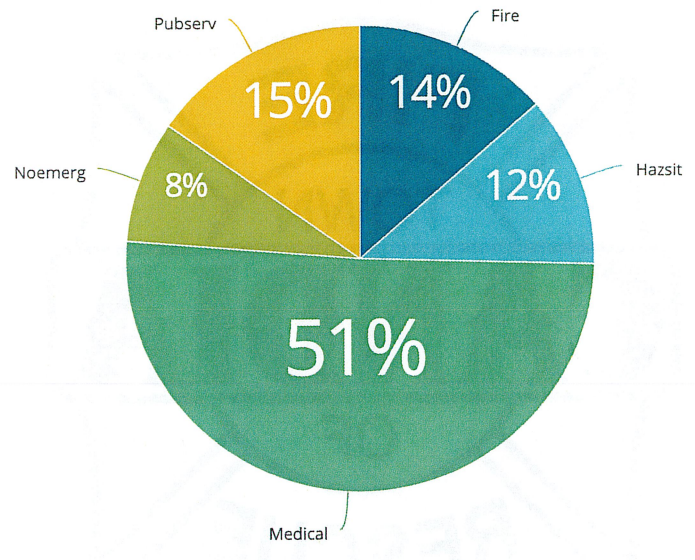
Duty – Honor - Courage

Prepared by:

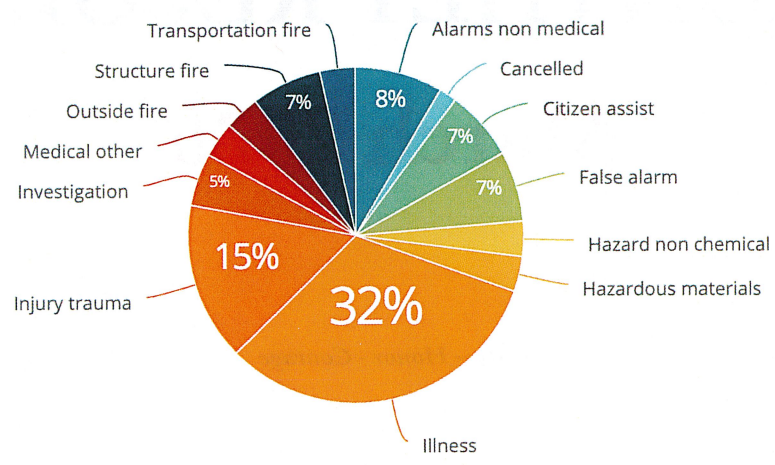
Chief Michael Kelley

Candia Fire Department
 Monthly Report
 March 2026

Primary Incident Type by Category



Primary Incident Types by Subcategory



Count of Incidents
59
 Count of Exposures 1

Count of EMS Calls
30
 Percent of EMS Calls 50.85%

Count of Fire Calls
8
 Percent of Fire Calls 13.56%

Count of Other Calls
21
 Percent of Other Calls 35.59%

Aid Given
14
 Aid Received 4

Candia Fire Department
Monthly Report
March 2026

Personnel

- Organizational Restructuring
 - Deputy Chief – Administration
 - Deputy Chief – Operations

- Promotions
 - Captain Kyle Ball to Deputy Chief – Administration
 - Lieutenant Isaiah Soucy to Deputy Chief – Operations
 - Lieutenant Jim Wilson to Captain
 - Lieutenant Jon Snow to Captain
 - Deputy Chief Mitch Leblanc was reassigned to Safety Officer

- The following personnel have resigned:
 - Kate Warriner
 - Steve Shackford

- All employees have Town-issued email addresses, which match standard email addresses such as first initial last name@townofcandia.org.

Training

- EMS Training completed.
- Met with the Auburn Fire to discuss joint training sessions and will begin a training partnership with them.
- Secured NHFA Driver/Operator course to be held in Candia in the fall
- 5 members signed up for driver/operator program in Epping
- 1 member taking Fire Instructor I course
- 2 members enrolled in Paramedic school

Equipment

- Ventilation fan out for warranty repair
- All small engines serviced and repaired by ADR Small Engines

Apparatus/Vehicles

- Forestry 2 was out of service due to an electrical issue for several days

Station/Building

- Preventative maintenance on garage doors completed
- Air Evac System required warranty work
- Modine heater added to the ambulance bay to maintain the required temperatures, work continues.

Notable Events

- March 7th: Multi-vehicle fire at Copart
- March 12th: Propane tank leak at Copart
- Conducted department wide meeting on March 25

Candia Recycling Center Monthly Report February 2026

	<u>February 2025</u>	<u>February 2026</u>
M.S.W. (Trash)	43.05 tons	50.15 tons
C&D Debris	24.45 tons	15.47 tons
Total waste	67.50 tons	65.62 tons

Recyclables

	<u>February 2025</u>	<u>February 2026</u>
Mix Paper	9 bales = 6.32 tons	5 bales = 3.60 tons
Cardboard	5 bales = 3.67 tons	8 bales = 5.58 tons
#1 - #7 plastics	3 bales = 1.80 tons	2 bales = 1.23 tons
Alum. Cans	2 bales = 1.13 tons	1 bales = .64 tons
Tin Cans	2 bales = 1.36 tons	2 bales = 1.46 tons
#2 natural plastic	1 bale = .30 tons	1 bales = .35 tons
Total bales	22 bales = 14.58 tons	20 bales = 13.36 tons
Glass -	1 haul = 9.27 tons	0
Total weight	23.85 tons	13.36 tons

Revenue

February 2025

approx. **\$16,410**

2025 YTD = N/A

February 2026

Approx. \$2,281

2026 YTD = **\$6264**

On 2/6 – there was a light Iron container swap, the **6.74** tons generated **\$601.79** in revenue.

On 2/13 – we had approximately **21** tons of carboard marketed which generated about **\$1680** in revenue, although the check has not yet been received.

On 2/27 We had 769 gallons of used oil recycled.

March 2026

Candia Recycling Center Monthly Report

	<u>March 2025</u>	<u>March 2026</u>
M.S.W. (Trash)	63.35 tons	63.96 tons
C&D Debris	34.55 tons	33.59 tons
Total waste	97.90 tons	97.55 tons

Recyclables

	<u>March 2025</u>	<u>March 2026</u>
Mix Paper	8 bales = 5.83 tons	7 bales = 5.09 tons
Cardboard	8 bales = 5.61 tons	7 bales = 4.94 tons
#1 - #7 plastics	3 bales = 1.88 tons	3 bales = 1.79 tons
Tin Cans	3 bales = 2.11 tons	0
Alum. Cans	2 bales = 1.07 tons	2 bales = 1.16 tons
#2 natural plastic	0	0
Plastic Bags	1 bale = .65 tons	0
Total bales	25 bales = 17.15 tons	19 bales = 12.98 tons
Glass -	N/A	1 haul = 10.49 tons
Total weight	17.15 tons	23.47 tons

Revenue

March 2025
approx. **\$3910**

March 2026
\$5546.58

Year to date: N/A

Year to date: **\$8747.06**

On 3/13 there was a Light Iron container swap out, there was **6.79** tons of light Iron recycled which generated **\$606.25** in revenue.

On 3/27 we marketed and recycled **1,992** lbs. of various non-ferrous metals which generated **\$4,940.33** in revenue. We have not yet received this check, so it is not yet reflected in the year-to-date figure.

From: Duane Hyde <duane@seltnh.org>
Date: April 13, 2026 at 12:48:11 PM EDT
To: Jimmy George <jgeorge@aspe-nh.com>
Subject: North Road Property

Jimmy,

I'm looking forward to meeting you on the 16th to discuss conservation options for the tract of land along North Road that you are interested in securing from the Town (Tax Map 403, Lot 9). You reached out to me in 2025 and again in early 2026 with the hopes that if you were able to acquire the property if SELT would be interested in holding a conservation easement on the property.


I am awaiting the full resource evaluation from my co-worker in a lead up to our meeting, but my very preliminary review of the resource values of this property are that it is of conservation significance and was worth seeing firsthand and learning more about. In particular, one of the key factors we consider is the 2021 Coastal Watershed Conservation Plan and this property is located within one of the regionally significant focus areas identified in the plan (note that the plan went beyond the coastal watershed in some areas). In addition, the NHFG Wildlife Action Plan (2025) indicates this is an area of Highest Ranking Habitat in the State. Lastly, the property as excellent conservation context with what appear to be abutting or at least nearby conserved land.

I look forward to our initial meeting so I can learn more from you about the status of the ownership, seeing the resources first hand and learning more from you about what you know about the resources on the property, and understanding the boundary as it is very confusing from the tax mapping.

Please let me know if we need to reschedule for any reason.

Sincerely,
Duane Hyde

Duane Hyde
Land Conservation
Director

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Southeast Land Trust of New Hampshire
The Nan & George Mathey Center for People & Nature at Burley Farms
247 North River Road
Epping, NH 03042

 image003.jpg

duane@seltnh.org
(603)658-9718(o)
(603)491-6006(c)

seltnh.org
 image001.jpg

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

Memo

TO: Board Members
FROM: Boyd Chivers
DATE: April 10, 2026
SUBJECT: Proposed sale of "Owner Unknown" properties

The following table will demonstrate the loss to the town in annual property taxes because the "owner is unknown".

PROPERTY	ADDRESS	MAP/LOT	ASSESSED	ACRES
1	Currier Rd.	402-86-1	\$75,300	0.50
2	Norh Rd.	403-9	123,500	12.2
3	High St.	404-43	50,300	13.10
4	High St.	404-108-1	231,200	1.50
5	Merrill Rd.	494-120	252,200	10.5
6	Fogarty Rd.	405-65	23,600	2.35
7	Deerfield Rd.	406-157-1	7,300	0.10
8	Chester Rd.	409-3-1	3,300	0.04
9	Chester Rd.	409-28-1	13,200	0.20
10	Old Candia Rd.	409-55-1	2,000	0.02
11	Old Candia Rd.	409-69-1	4,700	0.06
12	Old Candia Rd.	409-98-1	228,700	1.0
13	Raymond Rd.	409-198-1	117,600	1.0
14	Tower Hill Rd.	411-82-1	9,800	1.3
15	Old Candia Rd.	413-60	3,400	0.05
16	Laliberte Lane	413-134	17,900	0.41
17	Depot Rd.	415-15	11,900	0.16
TOTAL			\$1,175,900	44.49

With properties identified as "Owner Unknown" the town forfeits \$15,122.07 in annual property taxes. I urge the board to approve the sale of these properties to fulfill both its fiduciary duty to manage the town's resources and as a matter of fiscal responsibility.

**TOWN OF CANDIA, NEW HAMPSHIRE
RIGHT TO KNOW REQUEST POLICY**

POLICY NUMBER: 2026-001-1
SUBJECT: Right to Know Requests
ADOPTION DATE: April 13, 2026
REVISION DATE:
EFFECTIVE DATE: April 13, 2026

RIGHT TO KNOW REQUEST POLICY

SECTION I: PURPOSE

- A. The purpose of this policy is to create a standard method of processing records requests under the Right to Know Law (RSA chapter 91-A). It is the policy of the Town to facilitate public access to existing governmental records, as governmental records are defined under RSA chapter 91-A and where such access is required under RSA chapter 91-A.
- B. For the purpose of this Policy, requests for public records shall be interpreted as being made pursuant to RSA chapter 91-A, regardless of whether the request is captioned as a "91-A Request," "Right to Know Request," "Freedom of Information Act Request," or other nomenclature. Such a request shall be referred to herein as "Right to Know Request."

SECTION II: PROCEDURE

- A. The Board of Selectmen designates the Town Administrator to serve as the official of the Town of Candia responsible for coordinating responses to Right to Know Requests.
- B. Right to Know Requests are encouraged to be submitted on the Right to Know Request Form available on the Town's website, a copy of which is also available at the Town Clerk's Office and is appended to this Policy. Individuals making a Right to Know Request via email without using the Town's Right to Know Request Form will be directed to this Policy and the Right to Know Request Form and shall be requested to submit their Right to Know Request on the Town's Form.
- C. Individuals are encouraged to request specific records using as specific a description as possible and with reference to the date(s) that the record(s) may have been created.
- D. Right to Know Requests are encouraged to submit all Right to Know Requests to the Town Administrator. Submitting a Right to Know Request to the Town's Administrative Offices at 74 High Street helps to ensure a complete response and facilitate expedient completion of the Right to Know Requests.

**TOWN OF CANDIA, NEW HAMPSHIRE
RIGHT TO KNOW REQUEST POLICY**

- E. If an individual employee receives a Right to Know Request, regardless of the form used, that employee shall immediately forward that Right to Know Request to their supervisor, who shall then forward the Right to Know Request to the Town Administrator.

- F. The Town Administrator will review the Right to Know Request and will provide individuals making a Right to Know Request with a response that adheres to RSA 91-A:4. That response shall be provided within five (5) business days of the Town's receipt of the Right to Know Request. Requests that are received after 4:00 on a business day or on a day that the Town Offices are closed shall be deemed received as of the following business day. For the purposes of this Policy, "business day" includes those days that the Candia Administrative Offices are open to the general public and shall not include weekends, holidays, or other days that the Administrative Offices are not open.

- G. The initial response from the Town Administrator will:
 - 1. to the extent that the record(s) is (are) immediately available for public inspection and copying, make that document available for inspection and copying;
 - 2. to the extent that the record(s) is (are) not immediately available for inspection and copying, identify a reasonable period of time by which that record is anticipated to be made available;
 - 3. to the extent that the Town cannot determine whether all or part of a record(s) is (are) subject to disclosure under RSA chapter 91-A, identify a reasonable period of time by which the Town will determine whether access for inspection or copying of all or part of the records sought will be granted or denied;
 - 4. provide an estimate of any fees to be imposed as outlined in II(H) and II (K); and
 - 5. to the extent that a record(s) is (are) not subject to disclosure deny the request pursuant to RSA chapter 91-A:4:VI (c).

Response times provided in an initial response are estimated dates for production, and the Town reserves the right to update an estimated date for response as the needs of the Town require.

- H. In addition to any other fees imposed by this Policy, Right to Know Requests that will produce more than 250 electronic communications shall be subject to an additional fee of \$1.00 for every communication over the initial 250 electronic communications.
 - 1. This fee shall be assessed regardless of whether the records are delivered in hard copy or electronically.
 - 2. Attachments to electronic communications shall be considered part of a single communication and e-mails and responses under a single subject line shall be considered a single communication.
 - 3. Text or chat message threads regarding the same topic shall be considered a single communication unless exceeding 50 individual messages at which point each additional group of 50 messages shall be considered another single message.
 - 4. Multiple requests from any person or entity within a 30-day time period shall be considered one request for the purposes of this Paragraph.

**TOWN OF CANDIA, NEW HAMPSHIRE
RIGHT TO KNOW REQUEST POLICY**

5. In providing an initial response, the Town Administrator shall seek to provide an initial estimate of the fee to be imposed by this Paragraph and shall inform the individual making the Right to Know Request that such fee may be reduced or avoided by amending the Right to Know Request.
 6. The Town will not consider a Right to Know Request as being received until this fee is paid or until the Right to Know Request is modified to reduce the amount of responsive electronic communications to under the 250-communication threshold.
- I. In responding to a Right to Know Request, the Town shall only provide access for inspection or copying of government records, as that term is defined by RSA 91-A, existing as of the date that the Right to Know Request is received.
 - J. Records disclosed under RSA 91-A will be made available for inspection and copying. Inspections shall be allowed at the Town Administrative Offices, or such other offices as may be designated by the Town Administrator, during regular business hours by appointment.
 - K. Government records belong to the public, and, to ensure that such records remain available to the public and free from damage, only Town staff shall be allowed to copy responsive records. If a copy of a record is sought, the Town shall assess a copy fee of \$1.00 per 8.5" by 11" page and \$1.50 per 11" by 17" page. Said copy charge shall be assessed on every page for which a copy is requested. The copy charge shall be paid prior to the Town making any such copies. Individuals will not be permitted to feed any record into a scanner, printer, copy machine or any other apparatus.
 - L. The Town will not transmit records via electronic mail nor will the Town upload records to any electronic portal or sharefile site (e.g. Dropbox). If electronic records are sought, individuals making a Right to Know Request shall provide a factory-sealed USB storage drive. In the alternative, such a factory-sealed USB storage drive may be purchased from the Town at the cost of the amount paid for by the Town. Responsive records will be uploaded to said factory-sealed USB storage drive and shall be made available for retrieval at the Town's Administrative Offices.

SECTION III: GRIEVANCES

- A. An individual making a Right to Know Request that is aggrieved by the Town's response to a Right to Know Request, may grieve that decision to the Town Administrator.
- B. Grievances filed in accordance with this Section shall be submitted in writing to the Town Administrator within ten (10) days of the Town's response, identifying, with specificity, the reasons for why the aggrieved individual believes that the Town's response is contrary to this policy or RSA chapter 91-A.
- C. Within ten (10) days of the receipt of a timely grievance, the Town Administrator shall either schedule a hearing on the grievance, which shall be scheduled for no later than twenty (20) days of the receipt of the grievance, or shall issue a written decision on the grievance.

**TOWN OF CANDIA, NEW HAMPSHIRE
RIGHT TO KNOW REQUEST POLICY**

SECTION IV: WAIVER

- A. The Town shall waive any per electronic communication charge provided for in Section II (H) when the person requesting the records is indigent or who can demonstrate that such fees would present a financial hardship.
- B. Requests for waivers shall be submitted in writing to the Town Administrator and shall identify the individual's eligibility for a waiver under Section IV (A). The Town may request such additional information as may be necessary to confirm an individual's eligibility for a waiver.

SECTION V: RESERVATION

- A. Nothing in this policy shall be construed as creating or establishing a private cause of action against the Town.
- B. This policy shall not be interpreted to expand any rights existing under RSA 91-A and nothing contained herein shall be construed to require disclosure of all or part of any record where that disclosure is not permitted or required under RSA 91-A:4 or :5.
- C. The Town reserves all rights that the Town may have at law or at equity related to any Right to Know Requests that are submitted in bad faith or are frivolous, unjust, vexatious, wanton, or oppressive.

SECTION VI: AMENDMENTS

This policy may be amended by a majority vote of the Board of Selectmen after a public hearing. Notice of the public hearing shall be posted at the Town Hall and on the Town Website and by publication in a newspaper of general circulation in Candia. The proposed changes shall be posted at the Town Hall and on the Town Website at least ten (10) days prior to the date of the hearing.

SECTION VII: ADOPTION

This Policy shall take effect immediately upon adoption by the Board of Selectmen and shall supersede any and all such Policy previously enacted by the Town.

SECTION VIII: EFFECTIVE DATE:

This Policy is effective upon passage by the Board of Selectmen at their meeting of ____, 2026.

SECTION IX. APPLICABILITY

These procedures apply to all Departments of the Town of Candia.

**TOWN OF CANDIA, NEW HAMPSHIRE
RIGHT TO KNOW REQUEST POLICY**

Adopted by vote of the Board of Selectmen on the 13th day of April 2026

Chairman

Selectman

Vice Chairman

Selectman

Selectman

Tracey Boucher, Town Clerk

TOWN OF CANDIA

Policy Number: 2011-004
Subject: INVESTMENT POLICY
Adoption Date: March 24, 2014
Review Date: September 23, 2024
Effective Date: May 3, 2022

SECTION 1. PURPOSE

The investment policy establishes a framework for the safe and prudent investment of public funds. It also provides guidance and direction for elected officials and staff in the daily conduct of investing activity in addition to improving consistency, creating and defining accountability and in ensuring that laws are followed.

This policy shall be known as the "Town of Candia Investment Policy" and may be cited as such.

SECTION 2. SCOPE

The investment policy applies to all financial assets in the custody of the Town Treasurer of the Town of Candia, New Hampshire. These funds are accounted for in the Town's annual audited financial reports and include the following:

- General Fund
- Sub-accounting funds
- Special revenue funds
- Capital Project funds
- Any new funds created by the Town, at Town Meeting or by the Board of Selectmen, unless specifically exempted by the articles of its creation.

Furthermore, the investment policy applies to all transactions involving the financial assets and related activity of all the foregoing funds.

SECTION 3. OBJECTIVES

The investment policy objectives are stated below:

1. To ensure the preservation of capital and the protection of investment principal;
2. To maintain sufficient liquidity to meet operating requirements;
3. To satisfy all legal requirements;
4. To attain market-average rate of return on investments taking into account risk and legal constraints and cash flow considerations.

SECTION 4. GENERAL POLICY

All depository accounts of the Town must be held in the name of the Town. All income

payable to the Town and all revenue received by the Town shall be forwarded to the Town Treasurer.

In selecting depositories, the credit worthiness of institutions shall be considered and the treasurer shall conduct a comprehensive review of the prospective depositories' credit characteristics and financial history.

The investment policy delegation of authority is stated below:

1. In accordance with Chapter 41:29 of the Revised Statutes Annotated (RSA) (Appendix A), of the State of New Hampshire, the responsibility for conducting investment transactions resides with the Town Treasurer, with the approval of the Board of Selectmen. No person may engage in an investment transaction except as provided under the terms of this policy and the internal procedures and controls hereby established.
2. Whenever the town treasurer has in custody an excess of funds which are not immediately needed for the purpose of expenditure, the town treasurer shall invest the same in obligation of the United States government, in the public deposit investment pool established pursuant to RSA 383:22. The Treasurer may also invest such funds in deposits of Interest Bearing Accounts of Federally Insured Banks chartered under the laws of New Hampshire, or chartered by the Federal Government with a branch within the state.
3. The investment policy will be conducted in accordance with the "prudent person" standard which requires that:
Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.
4. Officers and employees involved in the investment process shall refrain from personal business activity that could conflict (or appear to conflict) with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

SECTION 5. TOWN TREASURER DUTIES

The Town Treasurer shall have custody of all moneys belonging to the Town, and shall pay out the same only upon orders of the Selectmen, or, in the case of a conservation fund established pursuant to RSA 36-A:5, upon the order of the conservation commission or in the case of a heritage commission fund established pursuant to RSA 674:44-a upon the order of the local land use board or its designated agent, or in the case of a recreation revolving fund established pursuant to RSA 35-B:2, upon the order of the recreation or park commission, or other board or body designated by the town to expend such a fund.

The Town Treasurer shall keep in suitable books provided for the purpose of a fair and correct account of all sums received into and paid from the town treasury, and of all notes given by the town, with the particulars thereof. At the close of each fiscal year, the treasurer shall make a report to the town, giving a particular account of all financial transaction during the year. The Treasurer shall reconcile monthly all depository cash accounts and public fund accounts established pursuant to RSA 383:22, and submit the treasurer's books and vouchers to the Town and to the town auditors for examination, whenever so requested.

SECTION 6. REVIEW AND AMENDMENT:

This policy shall be reviewed at least annually by the Board of Selectmen, or its designee, with changes made as warranted, followed by re-adoption by the governing body.

The Board of Selectmen reserves the right to implement changes to this policy without prior notice if it is deemed in the Town's best interest.

This policy is available for public review and inspection. A copy may be obtained by contacting the Selectmen's Assistant/Office Manager.

A copy of this Policy shall be posted on the Town of Candia Website.

Reviewed by the Board of Selectmen on this date the 13th of April 2026.

Chairman

Vice – Chairman

Selectman

Selectman

Selectman

TOWN OF CANDIA

POLICY NUMBER: 2021-001-1
SUBJECT: CREDIT CARDS
ADOPTION DATE: August 30, 2021
REVISION DATE: November 27, 2023
EFFECTIVE DATE: November 27, 2023
SUPERSEDES:

SECTION 1. PURPOSE

The purpose of this policy is to establish the procedure for the use of credit cards issued to the Town of Candia by the departments to which the cards have been issued. The policy is enacted to ensure that only purchases made by authorized individuals are for goods or services provided for in the department's budget and that a proper accounting is made upon receipt of each statement.

SECTION 2. APPROVAL OF PURCHASES

- A. The Department Head shall have full authority to delegate use of the credit card assigned to that department for purchases of goods and services which are identified within the department's annual budget.
- B. When applicable, the Department Head shall contact and obtain approval from the Selectman Liaison in accordance with the purchase cost thresh-holds as authorized by the Board of Selectmen in the Town's Purchasing Policy. *(amended 11/27/23)*

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

SECTION 3. PROCEDURE

- A. The Credit Card is to be used only by the Department Head, his or her designee, or a designee appointed by the Town Administrator. *(amended 11/27/23)*
- B. Each Department issued Town of Candia credit cards shall have appropriate internal controls established to ensure that they are used only for authorized purposes.
- C. If a credit card is lost or stolen, it should be reported immediately to the Department Head, Finance Department and Town Administrator. *(amended 11/27/23)*
- D. The Town Administrator will make all decisions regarding the issuing of individual cards and the establishment of any and all additional controls for their use. Each card will have a specific credit limit based on department usage and anticipated needs, as determined by the Department Head and Town Administrator. *(amended 11/27/23)*
- E. The Town bears no legal liability from inappropriate use of Credit Cards. The employee

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shall be responsible for any inappropriate use of the credit card and if any inappropriate use is found it will be grounds for termination. The employee will be responsible for any costs incurred to the Town of Candia for such inappropriate use of the credit card. The Town of Candia reserves the right to seek recovery from the individual for inappropriate conduct.

- F. Following the usage of the Credit Card, a receipt stating the item purchased, department expense account number, vendor's name, date, and amount of the purchase shall be turned into the Finance Department prior to the end of the following week. Should the receipt not be available at that time, an explanation to the Finance Office must be given as to why.
- G. The Cardholder must read and understand this policy. He or she must sign a form stating they understand the policy. This signed form will be placed in their personnel file.
- H. The credit card must be turned into the Town Administrator when the cardholder terminates their employment. *(amended 11/27/23)*
- I. The use of the credit card may be revoked at any time by the Board of Selectmen and/or Town Administrator. *(amended 11/27/23)*

SECTION 4. SECURITY PRECAUTIONS

It shall be the responsibility of each department head to provide adequate physical security for the card and ensure that only authorized individuals are permitted use of the card or the account number assigned to the card. Department heads are required to notify the Candia Police Department and the Town Administrator of any unauthorized use of the card. *(amended 11/27/23)*

SECTION 5. APPLICABILITY

These procedures apply to all Departments of the Town of Candia.

Amendments adopted by vote of the Board of Selectmen on the 27th day of November 2023

Reviewed by the Board of Selectmen on this date the 13th of April 2026.

Chairman

Selectman

Vice Chairman

Selectman

Selectman

Tracey Boucher, Town Clerk

PROPOSED ORDINANCE PROHIBITING THE REMOVAL OF ICE OR SNOW ACROSS TOWN ROADS

No person shall put or place or cause to be put or placed any snow or ice upon the surface of the traveled portion of any road, nor shall such snow or ice be put or placed on a road so as to block sidewalks and hydrants.

Where snow or ice is pushed across the traveled surface of a road for the purpose of snow removal from land adjoining said road it must be pushed from the traveled way so as not to block the road, and any remaining on the surface of the traveled portion of the road shall be cleaned up.

Pursuant to 236:14 and RSA 47:17 any person who violates the provisions of this ordinance shall be guilty of a misdemeanor and be subject to a civil penalty of \$50.00 for the first offense.



**APRIL IS EARTH MONTH AND A GOOD TIME TO
PICK UP THE LITTER ALONG CANDIA'S ROADS AND
BRING IT TO THE RECYCLING CENTER WHERE
SORTING WILL BE OPTIONAL.**

**BLUE PLASTIC BAGS WILL BE AVAILABLE AT THE
RECYCLING CENTER, THE SMYTH PUBLIC LIBRARY,
AND AT THE SELECTMEN'S OFFICE.**