

## TOWN OF LITCHFIELD

Selectmen's Meeting

November 30, 2009

The Board of Selectmen held a meeting at 5:30 p.m. in the Town Hall Meeting Room.

Members present: Frank A. Byron, Chairman  
Andrew M. Santom, Vice Chairman  
M. Patricia Jewett  
George A. Lambert  
Steven D. Perry

Also present: Linda Langille, Office Manager

### PLEDGE OF ALLEGIANCE

All rose for the Pledge of Allegiance.

### CONSENT ITEMS/ANY OTHER BUSINESS

**Consent:** Abatements and Land Use Change Tax. **Any Other Business:** Credit Card Policy, Melanson/Heath contract and record of claims from Primex.

### PUBLIC INPUT

There was no public input.

### DEPARTMENT HEAD MEETING

Present: Police Chief Joseph O'Brion, Kevin Lynch (Code Enforcement Officer), Tony Schaffer (Recreation Chairman), Dave Mellen (Solid Waste Manager), Dick Pentheny (Cable Chairman), Jack Pinciario (Road Agent), Richard Riley (Zoning Chairman), and Al Raccio (Mosquito Chairman).

**Budget Review** - Chairman Byron said as of 11/25/09 there is \$649,935.23 remaining in the budget but it does not include five weeks of expenses which is \$65,000 a week in payables totaling \$300,000. It does not include salaries in the amount of \$40,000 a week, six weeks totaling \$240,000. That leaves about \$109,000 but there is an additional expense for auditing \$10,600 and there is a salary issue to address \$9,000 and unexpected expenses. Talk ensued.

**Keys** - The Board discussed the issuance of keys to employees and department heads/committee chairs and vice chairs. Mr. Santom **MOTIONED** to go forward with Steve Perry's plan with the keys. Mr. Lambert seconded. Motion carried 5-0-0.

**Any Other Business** - Submissions for the Annual Report are due in by January 5, 2010.

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### STREET LIGHTING

The Board is still waiting for a contract from PSNH regarding the EOL Rate program. This will be discussed at the next meeting.

### 2010 DEFAULT BUDGET

A copy of the draft 2010 Default Budget was given to all Selectmen for review and discussion at the next meeting. Mrs. Langille explained the preparation of the Default budget to the Board.

**Coppola/Rockburn** - The accountant expense for 2010 was cut in half; they would provide services twice a year. Mr. Byron **MOTIONED** that the Board of Selectmen funds account 4150.10-390 under Consultant Services to the amount for 2010 of \$7,135. Mrs. Jewett seconded. Motion carried 5-0-0.

**Melanson/Heath** - Mr. Byron **MOTIONED** that the Board of Selectmen hereby authorizes and accepts the contract from Melanson/Heath & Co. dated November 24, 2009, for an amount not to exceed \$18,500. Mr. Perry seconded. Motion carried 5-0-0.

### DRAFT WARRANT ARTICLES

The Board reviewed the latest draft (11/30/09) warrant articles to go before the townspeople. The warrant for the fire rescue truck has not been submitted from the Fire Department as yet. Mr. Byron: The Trust Fund for the 250<sup>th</sup> and 275<sup>th</sup> may drop off the list if the Board votes on December 14<sup>th</sup> to use all the money received as donations. Then that money with the Trustees is already on a warrant article and approved at Town Meeting to allow the Selectmen to expend it and appropriate for Town celebration so nothing can be done. Also, there will be a warrant article for the Police Union contract.

### ELDERLY EXEMPTION

The Board is in receipt of a letter from Town Counsel regarding a 2004 petitioned warrant article on elderly exemptions. In 2004 there was a warrant article to change the elderly exemptions and portions of it was denied by DRA (Department of Revenue Administration) and there is still confusion over it. The attorney recommends putting in new article to clarify the elderly exemptions. The 2004 article had age allowance that was not allowed by the RSA's.

### MINUTES

Mrs. Jewett **MOTIONED** to accept the November 23, 2009, minutes as written. Mr. Lambert seconded. Mr. Perry abstained. Motion carried 4-0-1.

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### COMMITTEE/DISTRICT REPORTS

**WWII Plaque** - Mrs. Jewett said she researched the WWII Veterans and found that there are quite a few more names to be added to the Plaque in the Town Hall lobby. She will take care of correcting the situation.

**Donations** - Boxes were placed in the Town Hall lobby for donations for the service men and women. Mrs. Jewett is looking for names of those in the service and this information can be dropped off at the Selectmen's Office. Items that can be donated: instant soup, cocoa, hard candy individually wrapped, games, beef jerky, etc. No homemade food. All items have to be shipped by December 12, 2009. Mr. Lambert mentioned sending CD's of the 275<sup>th</sup> Anniversary celebration.

**Tax Collector** - Mr. Lambert reported that there were long lines at the Tax Collector's window today in receipt of tax payments.

### PUBLIC INPUT

There was no public input.

### APPROVAL WITH CONSENT

Mr. Byron **MOTIONED** to accept all abatements and land use change tax. Mr. Santom seconded. Motion carried 5-0-0.

### ANY OTHER BUSINESS

**Credit Card Policy** - Members will review the policy written by Linda Langille and this will be discussed at the next meeting.

**Primex Claims** - A copy of the Primex report on claims filed will be provided to appropriate departments.

### 2010 DEFAULT BUDGET

Mr. Lambert: In the default budget, if we had a number recommended in the default budget last year, we reduced the number in our working budget, do we also reduce it in the default budget? Because I do not think we do. So, I would wonder why we take some categories like Cable Advisory Committee and drop their Peg contracted services. I do not think we necessarily need to do that because they did not say they were going to use less services in the Default Budget. Is that right? There are a few other instances in here. Mrs. Langille: The reason I dropped that is because all they are asking for is \$6,000 in 2010. The contract was less for some reason. Mr.

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Lambert: No. Mrs. Langille: It is not less, but we are only going to budget less? Mr. Lambert: Except they moved other things around in their budget. They went out and said we want other things and this is what we are going to do. Based on the way we have done the default before that independent contracted services that is like saying we may or may not have less in the way of people taking notes, so we are going to drop the number because there is a change. The Default budget is the Default budget and so if it was in there put the number in there and we will fix. For the things that were \$8,000 in the last budget, you would expect in this budget that is what that number would be. Mrs. Langille: I just assume it was like we have a contract with an auditing firm. Mr. Lambert: No, it is not like that. Mrs. Langille: That is what I thought that was. Mr. Lambert: That is why I was asking because there are a couple of others in there like that. I have a list of those...I want to make sure we are putting the correct budget numbers.

**NONPUBLIC SESSION**

Mr. Byron **MOTIONED** to go into nonpublic session per RSA91-A:3II (a) dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, etc. Mrs. Jewett seconded. Roll call: F. Byron, yes; A. Santom, yes; M.P. Jewett, yes; G. Lambert, yes; S. Perry, yes. Motion carried 5-0-0.

A **MOTION** was made to come out of nonpublic session. It was seconded. Roll call: F. Byron, yes; A. Santom, yes; M.P.Jewett, yes; G. Lambert, yes; S. Perry, yes. Motion carried 5-0-0.

A **MOTION** was made to keep the minutes nonpublic. It was seconded. Motion carried 5-0-0.

There being no further business, a **MOTION** was made to adjourn the meeting. It was seconded. Motion carried 5-0-0.

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Frank A. Byron, Chairman

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Andrew M. Santom, V.Chairman

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M. Patricia Jewett

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George A. Lambert

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Steven D. Perry

Lorraine Dogopoulos  
Selectmen’s Secretary