

TOWN OF LITCHFIELD

Selectmen's Meeting

March 15, 2010

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

Members present: Frank A. Byron, Chairman
Steven D. Perry, Vice Chairman
M. Patricia Jewett
George A. Lambert
John R. Brunelle

5:30 p.m. Review of Paperwork and Communications

Also present at public session: Linda Langille, Office Manager

PLEDGE OF ALLEGIANCE

All rose for the Pledge of Allegiance.

SWEARING-IN

Town Clerk Theresa Briand swore-in the following newly elected and reelected officials:

Thomas Schofield - Fire Chief
George A. Lambert - Selectman
John R. Brunelle - Selectman

CONSENT ITEMS/ANY OTHER BUSINESS

Consent: 1. Letters Warrant Article 13. **Any Other Business:** 1. Bailer. 2. Eagle Scout. 3. Wetlands permit. 4. Department Head meeting. 5. Collection of money.

PUBLIC INPUT

There was no public input.

BOARD ELECTIONS

Chairman - Mr. Perry **NOMINATED** Frank Byron as Chairman. Mrs. Jewett seconded. Mr. Byron suggested that transfer of chairmanship for boards is a good thing and recommended that the Board consider other alternatives. There were no other nominations for Chairman. Vote: Mr. Byron abstained. Motion carried 4-0-1.

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Vice Chairman - Mr. Brunelle **NOMINATED** Steve Perry as Vice Chairman. Mrs. Jewett seconded. Mr. Perry abstained. Motion carried 4-0-1.

LIAISON APPOINTMENTS

The Board discussed Selectmen liaison appointments to departments. As to Welfare Officer, Mrs. Jewett and Mr. Perry agreed to cover until a Town Administrator is hired and then he/she would take it over.

Mr. Byron **MOTIONED** that those appointments as so noted are committee and liaison assignments for 2010 for the Board of Selectmen. Mrs. Jewett seconded. Motion carried 5-0-0.

ZBA APPOINTMENTS

Mr. John Brunelle informed the Board that he is resigning as a member of the ZBA effective immediately. Mr. Lambert **MOTIONED** that the Board of Selectmen accepts the resignation. Mrs. Jewett seconded. Mr. Brunelle abstained. Motion carried 4-0-1. Eric Cushing will fill the remainder of Mr. Brunelle's term.

Mr. Byron **MOTIONED** that the Board of Selectmen hereby appoints John Devereaux to the position of alternate to the Zoning Board of Adjustment term to expire March 2013. At 7:40 p.m. Mr. Lambert left the meeting. Mr. Perry seconded. Motion carried 4-0-0.

Mr. Byron **MOTIONED** to appoint Richard Riley to the Zoning Board of Adjustment as a full voting member whose term shall expire March 2013. Mr. Perry seconded. Motion carried 4-0-0.

Mr. Byron **MOTIONED** to appoint Albert Guilbeault, full member of the ZBA whose term shall expire March 2013. Mrs. Jewett seconded. Motion carried 4-0-0.

Mr. Byron **MOTIONED** to appoint Eric Cushing (replacing John Brunelle) to a full voting member of the ZBA whose term shall expire March 2011. Mrs. Jewett seconded. Motion carried 4-0-0.

Selectman Lambert returned at 7:43 p.m.

HIRING TOWN ADMINISTRATOR

The Selectmen discussed a handout *PROPOSAL FOR HIRING OF TOWN ADMINISTRATOR* provided to the Selectmen by Chairman Byron. The Selectmen need to come up with a job description and then advertise the position on the Town's website and Town/City website. A team will be appointed to interview applicants. Mr. Lambert suggested instead of appointing five people to appoint seven people. The first work session will be Thursday, March 18, 2010, at 6:00 p.m. The next work sessions will be: March 29, 2010 (after department meeting); March 30,

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2010 at 7:00 p.m.; April 7, 2010 at 7:00 p.m. and April 14, 2010 at 7:00 p.m. The Selectmen also will contact other towns that employ Town Administrators to get feedback.

There is a question as to whether or not a background check can be done prior to a job offer. Town Counsel will be contacted for advice.

STEP INCREASE

Chairman Byron referred to the minutes of October 12, 2009. Mr. Byron **MOTIONED** that the Board of Selectmen hereby changes the Road Agent's (laborer) wages from Grade 10 to Grade 11 Step 2 at \$21.21 effective March 15, 2010. Mr. Perry seconded. Motion carried 5-0-0.

JOINT MEETING

There will be a joint meeting with State representatives, the Budget Committee and the School Board on Thursday, March 18, 2010, at 7:00 p.m. in the Town Hall Conference Room. Some of the questions that will be asked are: 1. The reason for losing 2 million dollars in revenue from the State. 2. Will there be additional loss of revenue in the coming years. 3. What the State is going to do to try to back fill the hole they have - about \$250 million. 4. Is there a plan to turn over State roads such as Route 3A, Hillcrest Road and Derry Road to cities.

PSNH ENERGY AUDIT

Mr. Lambert said that he has not had any feedback from Kevin Lynch.

KEYS

Mr. Perry reported that the lock on the vault has been changed in the Town Clerk's office and Mr. Lynch is ordering additional keys to other doors. Also, the code to the alarm is being changed this evening.

COMMITTEE/DISTRICT REPORTS

Planning Board - The Planning Board will hold a meeting tomorrow night at 7:00 p.m. in the Town Hall Conference Room.

Community Council - There will be a meeting of the Nashua Area for Mental Health in Nashua tomorrow night at 5:30 p.m.

School Board - There will be a School Board meeting on Wednesday at 6:30 p.m. at Campbell High School.

Joint Meeting - The Selectmen will hold a joint meeting on Thursday, March 18, 2010, at 7:00

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p.m. in the Town Hall Conference Room with the School Board, Budget Committee and State representatives.

Pancake Breakfast - The Women's Club is having a *Bunny pancake breakfast* on March 20, 2010, from 8:00 a.m. to 11:00 a.m.

COMMUNITY BULLETINS

Ham & Bean Supper - The Firefighters Association will hold its annual *Ham & Bean Supper* on March 27, 2010, at Griffin Memorial School from 4:00 p.m. to 7:00 p.m. A child/Children 4 years old and under is free. A child 4 years old to 12 years old is \$4.00. Seniors are \$5.00 and adults \$6.00.

Spaghetti Supper - St. Francis Youth Group will hold a *Spaghetti Supper* at Litchfield Middle School on March 20, 2010, from 4:00 p.m. to 7:00 p.m. This is to raise money to send high school children to a work camp this summer.

PUBLIC INPUT

Mr. Richard Riley, a resident, asked about advertising on cable for a Blood Drive sponsored by the Hudson Girl Scouts and Hudson Police. He was told to contact the Cable Committee.

APPROVAL WITH CONSENT

All were in favor 5-0-0 of approving the letters to State leaders covering approved petition Warrant Article 13.

ANY OTHER BUSINESS

Bailer - Mr. Brunelle talked about obtaining another bailer to help with the recyclables. They have spoken with a company that is willing to sell a used bailer for a year and they would withdraw the year payment worth out of the funds that would come back to the Town for recyclables. In an effort to reduce cost and improve services, the Plan is to go with an agreement for one year and send all of the mixed products to the company and they would pay for the hauling, and out of the revenues they would withdraw payment for the bailer for one year. The bailer is about \$7,000 plus installation and electrical for a total cost of \$8,000. There are other towns that have taken advantage of this program. Mr. Brunelle will get the names of those towns participating in the program. Mr. Brunelle will contact Town Counsel to see if this is legal.

Eagle Scout - Mr. Byron **MOTIONED** that the Board of Selectmen hereby recognizes and congratulates and issues to Joshua M. Boucher a Certificate of Recognition for his achievement

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of obtaining Eagle Scout Award, Boy Scouts of America, and the Board wishes him the best going forward. Mrs. Jewett seconded. Motion carried 5-0-0.

Wetlands Permit - The Board of Selectmen is in receipt of a Wetlands approval from the State of N.H. The Highway Department had applied for three culvert crossings (Albuquerque Avenue, Cranberry Lane and Page Road) as recommended by Northpoint Engineering. The approval is valid for five years. This will be discussed with the Road Agent next week.

Department Head Meeting - The department head meeting is Monday, March 29, 2010. As recommended by Mr. Lambert, the department meeting will be the first item on the agenda and Mr. Byron suggested afterwards working on the hiring of a town administrator. Talk went on as to whether or not to broadcast the meeting. Mr. Lambert indicated the meetings work just as well not being broadcasted because of the complications of trying to record everyone in the room and in order to be effective, people have to be near a microphone. It was stated that some department heads feel intimidated being on TV. Mr. Byron said that the Board last year had agreed to televise the meetings. Mr. Brunelle stated that he "has heard the resistance if it is being broadcasted people feel they can't talk freely - these are employees, these are not elected officials. They are not people that want to speak in front of people". He suggested trying not having it broadcasted and see if there is more interaction.

Mr. Brunelle **MOTIONED** that on the 29th we do not broadcast this department head meeting but we do advertise it as a public meeting. People are welcomed to come. Mrs. Jewett seconded. Mr. Byron voted no. Motion carried 4-1-0.

Money Collection - Mrs. Langille explained the situation with having the Town Clerk collect all the money. The Town Clerk was not able to deposit to accounts other than the General Fund - only the Treasurer has that authority. The Treasurer has a problem with it at this time and this will be discussed tomorrow with the Treasurer, Town Clerk and Office Manager. Talk ensued. Mrs. Langille further explained that the auditor wants all money to go through the Town Clerk's office. The other issue is the Treasurer has to authorize the Town Clerk to make the deposits. According to the Statute, the Treasurer is responsible for making deposits into the bank; she would have to delegate that authority to the Town Clerk if she wants to. At this time, Lori is accepting all the funds coming into the office and Terry checks the information and then it goes to the Treasurer. The auditor has said that the Treasurer does not need to reconcile each category; she just needs to reconcile the total cash and verify that the total cash agrees with what is in the bank. The reconciliation of the subcategories will be done by the Town Clerk and Selectmen's office. It was also agreed that Mr. Brunelle would attend that meeting with the Town Clerk, Treasurer and Office Manager.

Audit - Mrs. Langille reported that the auditors are almost done with the 2008 audit and they have also started on the 2009 audit.

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Expense Report - Mrs. Langille explained the new expense reports. There is a glitch in the formula transfer from the excel spreadsheet and this will be corrected. The fire detail account is not completed as yet.

Thank You - Mrs. Jewett announced to the viewing public: She thanks everybody who put themselves out to her and her family over the loss of her husband (Willis Jewett) last week.

NONPUBLIC SESSION

Mr. Byron **MOTIONED** to go into nonpublic session per RSA91-A:3II(c) matters that could affect the reputation of an individual other than a member of the Board. Mr. Perry seconded. Roll call: F. Byron, yes; S. Perry, yes; M.P. Jewett, yes; G. Lambert, yes; J. Brunelle, yes. Motion carried 5-0-0.

A **MOTION** was made to come out of nonpublic session. It was seconded. Roll call: F. Byron, yes; S. Perry, yes; M.P. Jewett, yes; G. Lambert, yes; J. Brunelle, 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. The meeting adjourned at 9:23 p.m.

Frank A. Byron, Chairman

Steven D. Perry, Vice Chairman

M. Patricia Jewett

George A. Lambert

John R. Brunelle

Lorraine Dogopoulos
Selectmen’s Secretary