

TOWN OF LITCHFIELD

Selectmen's Meeting

April 12, 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 for public session: Linda Langille, Office Manager

PLEDGE OF ALLEGIANCE

All rose for the Pledge of Allegiance.

CONSENT ITEMS/ANY OTHER BUSINESS

Consent: 1. Demonstration Permits. 2. Minutes. 3. Federal Tax Credit Application. 4. Elderly Exemption. **Any Other Business:** 1. 2007 Management Letter. 2. Prospecting Artifacts.

PUBLIC INPUT

There was no public input.

HIGHWAY MATTERS

Albuquerque Culvert - Road Agent John Pinciario provided the bid results: CSSI \$174,353.50; American Excavation \$193,653.65; Continental Paving \$205,682; Pichette Brothers \$275,289.00. The bids had been reviewed by the engineer. Discussion went on as to water diversion and cost projected by each bidder.

Mr. Brunelle **MOTIONED** that we award the bid to American Excavation for \$193,653.65. Mr. Perry seconded. Talk ensued. Mr. Brunelle **AMENDED MOTION** that the funds are to be taken from Highway Block Grant. Mr. Perry seconded. Vote on amendment: Motion carried 5-0-0. Vote on main motion: Motion carried 5-0-0. Town Counsel will have to review the contract.

Albuquerque Repairs - Mr. Pinciario provided a bid package for reclamation and resurfacing parts of Albuquerque Avenue. This would be funded out of Highway Block Grant. There is \$365,241 remaining in the Highway Block funds not including the 2010 funds.

TOWN OF LITCHFIELD

Selectmen's Meeting

April 12, 2010

Mr. Pinciario suggested going out to bid and doing it in unit prices instead of a whole number. "The bidders would state it is this much to regrind and overlay and take those numbers and determine what we want to do. Bid documents specifies 1 inch wear coat on the reclaim and 1 inch overlay...regrind, fine graded and paved with 3 inch base course and 1 inch of wear course".

Talk went on as to unit price and whether or not that is the way to go. Mr. Pinciario indicated he could also bid sections at a time. He further stated that the section of Albuquerque from April Drive to 3A in the amount of \$19,000, funded by road impact fees, the wear course should be completed in a couple of weeks.

Mr. Byron: If you feel going forward with that bid, if you have it structured now to allow you to mix and match and to construct a package that will fit within the available funds, then I, personally, am good with that. Mr. Pinciario: I think it will work. Mr. Perry: Does anywhere in that bid package discuss a reduction in cost due to x amount of feet? Mr. Pinciario: No. Mr. Perry: So, it would be a blanket cost? Mr. Pinciario: Yes. Mr. Perry: Is that the way the industry is run typically? Mr. Pinciario: Basically, yes.

Mr. Perry **MOTIONED** that the Board of Selectmen instructs Road Agent John Pinciario to move forward with the bid package for his linear footage costs. Mr. Brunelle seconded. Motion carried 5-0-0.

TEMPORARY HELP

Office Manager Linda Langille talked about advertising for temporary help in the office. The position would consist of about 16 to 20 hours a week. The job description was reviewed. The position will be advertised for two weeks.

TOWN HALL CUSTODIAN

The Board discussed advertising for a Town Hall custodian. Mr. Lynch is asking permission to advertise. This was discussed. The Board would like to see a job description.

Mr. Perry **MOTIONED** to have Kevin draw up a job description for the Town Hall custodian and get it to us for review next week. Mr. Brunelle seconded. Mr. Brunelle mentioned using a commercial cleaning service. This was discussed. Motion carried 5-0-0.

ABATEMENT

The Board discussed a request for an abatement for Map 16 Lot 86. There are still some unanswered questions so no action was taken. Another request for Map 12 Lot 99: Mr. Byron

TOWN OF LITCHFIELD

Selectmen's Meeting

April 12, 2010

MOTIONED that the Board of Selectmen hereby denies the abatement requested for Map 12 Lot 99. Mr. Brunelle seconded. Motion carried 5-0-0.

TOWN AUDIT UPDATE

Mrs. Linda Langille told the Board that the 2008 audit is complete and the auditors are working on the 2009. The plan is to submit a management letter for both years at the same time. Mrs. Langille told the Board that the auditors have asked that the Treasurer set up a separate bank account for the Highway Block Grant funds. Mr. Byron questioned if that is going to create a problem with the accrued interest and would it be used as part of the CD. Mrs. Langille said that the Treasurer can pull from it without penalties. As to the impact fees, a volunteer is in the process of gathering the information and creating a database. The information should be available for tracking at the end of the year.

DRAFT PURCHASING POLICY

The Board members have reviewed the policy with no changes noted. Mr. Brunelle recommended that a copy of the policy be provided to department heads for their review. According to the purchasing policy, all bids would be awarded by the Board of Selectmen regardless how it is funded and applies to all departments under the Board of Selectmen. This was discussed. Mr. Brunelle **MOTIONED** that we forward the current Draft Purchasing Policy as is to the department heads for review requesting feedback within fourteen by May 1, 2010. Mrs. Jewett seconded. Motion carried 5-0-0.

COMMITTEE/DISTRICT REPORTS

Recreation Commission - A meeting was held last Tuesday and a meeting is scheduled for Friday night.

Girls Softball - Girls Softball Opening Day is Saturday, April 17, 2010, at Darrah Pond. Festivities include a parade at 8:00 a.m. The Governor will be present.

Cleanup Day - The Annual Cleanup Day is Saturday, April 24, 2010, at Town Hall from 8:00 a.m. to 12:00 p.m.

Eagle Scout Award - Mrs. Jewett reported she attended the Celebration for Eagle Scout Christopher Dudley.

Incinerator - Mr. Brunelle reported that they are ahead of schedule with the conversion. The walls are up, excavation is complete, and they are within the estimated budget figures. "Kudos to John Pinciario and Dave Mellen for all the work they have been doing. Jack and his staff has helped a lot with the excavation".

TOWN OF LITCHFIELD

Selectmen's Meeting

April 12, 2010

COMMUNITY BULLETINS

Hazardous Waste Collection is scheduled for April 24, 2010, from 8:00 a.m. to 12:00 p.m. at the Nashua Public Works Department.

COMMITTEE/DISTRICT REPORTS

PSNH Audit - Mr. Lambert reported that progress is being made on the audit and the report should be available at the end of the month or beginning of May.

Space Needs Committee - Mr. Lambert said there are three people interested in serving on the Committee. A meeting will be scheduled.

Bandstand Committee - The 275th Anniversary Committee had recommended the establishment of a bandstand and agreed upon by the Selectmen. The work would be undertaken by the Recreation Commission and they are looking for volunteers.

PUBLIC INPUT

There was no public input.

CONSENT ITEMS

Consent items to approve are: Three (3) demonstration permits: LMS Cross Country 5K Run at Campbell High School 4/18/2010; Dog Walk Fundraiser Campbell High School (Senior Project) 4/18/2010; Litchfield Girls' Softball parade CHS to Darrah Pond 4/17/2010. An elderly exemption and the *April 5, 2010, minutes*. Mr. Lambert **SO MOVED** to approve. Mr. Perry seconded. Motion carried 5-0-0.

ANY OTHER BUSINESS

Management Letter - The Board is in receipt of a 2007 Management Letter from the auditors Vachon/Clukay. The Board will meet with them to review the letter. Mr. Lambert **MOTIONED** to authorize Frank Byron to sign. Mrs. Jewett seconded. Motion carried 5-0-0.

Cemetery Trustees - Mrs. Jewett agreed that she would follow-up on the status of the three (3) newly elected Cemetery Trustees who would oversee the Town cemeteries.

Artifact Prospecting - Chairman Byron received an email from Steve Calawa of the Historical Society regarding people prospecting for artifacts and removal of such on Town property. This was discussed as to enforcement and enacting an ordinance. It was agreed that Chairman Byron would contact Town Counsel to see whether or not this type of digging is allowed and whether or not there is a State law in effect.

TOWN OF LITCHFIELD

Selectmen's Meeting

April 12, 2010

There being no further business, Mrs. Jewett **MOTIONED** to adjourn the meeting. Mr. Brunelle seconded. Mr. Lambert voted no. Motion carried 4-1-0. The meeting adjourned at 8:45 p.m.

Frank A. Byron, Chairman

Steven D. Perry, V. Chairman

M. Patricia Jewett

George A. Lambert

John R. Brunelle

Lorraine Dogopoulos
Selectmen's Secretary