

## TOWN OF LITCHFIELD

Selectmen's Meeting

April 19, 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  
Steve 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.

### ANY OTHER BUSINESS

1. Trespassing Town property. 2. School Impact Fees. 3. Liens and Deeded properties. 4. Primex.  
5. Retirement - Police & Fire. 6. Police cruiser lease. 7. COLA.

### PUBLIC INPUT

There was no public input.

### COMPUTER ACCOUNTS

The Board reviewed the list of users on the computer accounts. Mr. Byron **MOTIONED** that the Board of Selectmen hereby retires the accounts of Andrew Santom, Brent Lemire, Lisa Garand, Linda Peeples, and Janice Raccio. Mrs. Jewett seconded. Motion carried 5-0-0.

### ALBUQUERQUE CULVERT AWARD

Mr. Byron **ENTERTAINED A MOTION** that the Board of Selectmen hereby authorizes the Chairman's signature on the Notice of Award to American Excavating for the amount of \$193,653.65. Mr. Lambert **SO MOVED**. Mr. Brunelle seconded. Motion carried 5-0-0.

### EXCAVATION PERMIT

The permit previously approved is void and the check was returned. Originally, the application stated three lots but the lots had been merged and it is now one lot. Mr. Byron **MOTIONED** that

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the Board accepts the application for Continental Paving to excavate Tax Map 21 Lot 18. Mrs. Jewett seconded. Motion carried 5-0-0.

### TAX EXEMPT PROPERTIES

Mr. Byron **MOTIONED** that the Board of Selectmen hereby grants tax exempt status to Tabernacle Church, Grace Free Presbyterian Church, Litchfield Community Presbyterian Church and the Roman Catholic Bishop of Manchester (St. Francis). Mrs. Jewett seconded. Motion carried 5-0-0.

The Board discussed the Open Door Christian Fellowship's exemption. The Church has not filed for an exemption and it is past the deadline. The application was sent to them in February. Mr. Lambert **MOTIONED** that the Board of Selectmen extends the filing deadline until a week from today for the *Open Doors Christian Fellowship* and that we make a follow-up call to them to let them know they have until Monday to file this form or they will not be eligible for a tax exempt. Mrs. Jewett seconded. Motion carried 5-0-0.

### VETERAN'S TAX CREDIT

Mr. Byron **ENTERTAINED A MOTION** to grant a Veteran's Tax Credit of \$300, Tax Map 2 Lot 67a. Mr. Lambert **SO MOVED**. Mr. Brunelle seconded. Motion carried 5-0-0.

### PLANNING BOARD RE-APPOINTMENT

The Planning Board recommends the re-appointment of Leon Barry. Mr. Byron **MOTIONED** that the Board of Selectmen hereby appoints Mr. Leon Barry as a full member to the Planning Board whose term shall expire March 2013. Mr. Perry seconded. Motion carried 5-0-0.

### CONSERVATION COMMISSION

The Board is in receipt of a letter from the Conservation Commission recommending Sharon Jones and Roger St. Laurent are re-appointed as a full members for a three year term.

Mr. Byron **MOTIONED** that the Board of Selectmen hereby appoints Sharon M. Jones and Roger J. St. Laurent, Jr., to the Conservation Commission as full members whose terms shall expire March 2013. Mrs. Jewett seconded. Mr. Byron pointed out background checks were done on Recreation members and asked if they should be required for Conservation members because they hold a fishing derby once a year. This was discussed. Mr. Lambert **AMENDED MOTION** that our acceptance of these applications is conditional upon a positive background check. Mr. Perry seconded. Vote on amendment: Mrs. Jewett and Mr. Byron voted no. Motion carried 3-2-0. Vote main motion: Mr. Brunelle mentioned having a policy for background checks on all volunteers. Talk ensued. Mrs. Jewett said she feels it is a waste of money. Mr. Byron pointed out

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that the children attending the Fishing Derby are accompanied by their parents. Mrs. Jewett and Mr. Byron voted no. Motion carried 3-2-0. Mr. Byron will notify the Conservation Commission to contact Chief of Police for background checks on these two re-appointments.

### ABATEMENTS

Avitar had recommended denying the abatement for Tax Map 16 Lot 86. Town Counsel also recommends under State statutes the request should be denied. It was said that the house burned May 2009. Mr. Byron **MOTIONED** that the Board of Selectmen hereby denies the abatement for Tax Map 16 Lot 86. Mr. Lambert seconded. Motion carried 5-0-0.

### JUNK YARD PERMIT

Mr. Byron indicated there was an audit by the State of N.H. and that the Board should await the audit report to see if the matter has been resolved. Mr. Byron **MOTIONED** to table until next meeting. Mrs. Jewett seconded. Motion carried 5-0-0.

### INTENT TO CUT

Mr. Byron **MOTIONED** that the Board of Selectmen accepts the Intent to Cut for Map 14 Lot 170. Mr. Perry seconded. It was noted that the cut has already been done. Motion carried 5-0-0.

### CASH RECEIPTS/OFFICE HOURS

Office Manager Linda Langille reported that all cash and checks are now being received at the Town Clerk's office and it is going smoothly. Discussions went on as to changing the hours in the Selectmen's Office and Building Department to coincide with the Town Clerk's hours: Monday 10:00 a.m. to 6:00 p.m. and Tuesday to Friday 7:30 a.m. to 3:00 p.m. or 3:30 p.m. Mr. Brunelle concerned with the contractors coming in before 10:00 a.m. on Mondays and not opening until 10:00 a.m. could pose a problem. The problem is there is no way to pay for the permits if the Town Clerk is not open.

Mr. Perry **MOTIONED** to accept the hours 10:00 a.m. to 6:00 p.m. on Mondays and 7:30 a.m. to 3:00 p.m. from Tuesday to Friday as recommended by the Office Manager. No second. Motion failed. Mr. Byron **MOTIONED** to Table until April 26, 2010. Mrs. Jewett seconded. Mr. Perry voted no. Motion carried 4-1-0. Mr. Brunelle will discuss the matter with the Town Clerk.

### CUSTODIAN JOB DESCRIPTION

The Board reviewed the job description for a Town Hall custodian as provided by Kevin Lynch. Mr. Perry **MOTIONED** that we move forward and allow Kevin Lynch to post the part-time

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position for a custodian. Mrs. Jewett seconded. It was noted that a background check would be conducted on the applicant. Motion carried 5-0-0.

### MINUTES

Mr. Perry **MOTIONED** that the Board approves the minutes of March 18<sup>th</sup>, March 29<sup>th</sup>, March 30<sup>th</sup>, April 7<sup>th</sup>, April 12<sup>th</sup> and April 14, 2010. Mr. Brunelle seconded. Motion carried 5-0-0.

### COMMITTEE/DISTRICT REPORTS

**Girls Softball** - The Opening Day for Girls' Softball was held Saturday at Roy Memorial Park. The Governor was in attendance and there were about 300 people attending the festivities. The **new field was named after Patricia Jewett**. Mrs. Jewett "**Thanked**" Richard Charbonneau for his donation of crushed stones for the parking area and Road Agent John Pinciario for smoothing out the stones.

**Cleanup Day** - The Town's cleanup day is April 24, 2010 from 8:00 a.m. to 12:00 p.m. starting at Town Hall. May 1, 2010, is the rain date.

**Community Council** - Mrs. Jewett will be attending a meeting tomorrow night.

**Hazardous Waste Collection** - The date is April 24, 2010, for residents to dispose of their hazardous waste from 8:00 a.m. to 12:00 p.m. at the Nashua Public Works Department on Hollis Street.

**Food Collection** - The Post Office will be collecting food on May 8, 2010. Donated items are to be put into a plastic bag and put out by the mailbox before 9:00 a.m.

**Storm Reimbursement** - Mr. Perry reported that Fire Chief Thomas Schofield needs the final numbers for submittal to FEMA regarding the wind storm. Mr. Byron mentioned that the Recreation Commission had submitted a request for \$25,000 for damage to the fence at Darrah. It was noted that the Recreation filed a claim through the insurance company so there is no filing with FEMA. It was thought if the insurance does not cover then maybe they could apply to FEMA but it was said that it would be too late to file with FEMA.

**Firefighters** - Mr. Perry "**thanked**" the eight (8) firefighters attending the National Fire Academy. Their attendance at the Academy was on their own personal time and they are not paid to do that.

**Stormwater Management** - Mr. Brunelle told the Board he needs to speak with the Road Agent and Fire Chief to make sure he is not missing any information. He was reminded to contact

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Jayson Brennen who is very familiar with the filing. The paperwork should be ready for signature next week.

**Cable Committee** - Mr. Lambert met with the Cable Committee last week. They had discussed purchasing new equipment appropriated in the budget. This is for Town Hall recording upgrades and one button push solution.

**Planning Board** - The Planning Board will be a meeting tomorrow night at 7:00 p.m. at Town Hall.

**Work Session** - The Selectmen will hold a work session Wednesday night at 7:00 p.m. at Town Hall.

**Budget Committee** - There will be a meeting on Thursday at Campbell High School.

### PUBLIC INPUT

There was no public.

### ANY OTHER BUSINESS

**Impact fee** - The School District is requesting use of the elementary and high school impact fees for increasing network bandwidth. The network capacity does not meet the requirement to support our current population. Mr. Brunelle questioned the request for bandwidth and how the increase in students causes the need for additional bandwidth. Mr. Lambert asked if this buildout is in the CIP. Mr. Lambert requested that this be put on the agenda two weeks from now to be able to review the request. Mr. Perry asked that Mr. Steve Martin, Business Administrator, come before the Board, or their Technical Director, to explain the request. Mr. Perry also suggested having Town Counsel present while this is being reviewed with the School District.

Mr. Byron **MOTIONED** that the Board of Selectmen tables the request for impact fees from the SAU until the meeting of May 3, 2010. Mr. Lambert seconded. Mr. Lambert asked if information comes in from the School District that the members are provided the information prior to the May 3rd meeting. Motion carried 5-0-0.

**Liens** - It was mentioned if tax bills are not paid that a lien is placed on the property. At this time, there are about twenty parcels to be deeded to the Town unless taxes are paid.

**Primex** - The Board is in receipt of a letter from Primex stating that the multi-year contract is due to expire. Chairman Byron is under the impression that the Board had approved a multi-year contract which is not due to expire. Mrs. Langille will contact Primex insurance to check on the discount and the multi-year contract.

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**Retirement** - Payment of retirement for police and fire details are collected as part of the town's fee and there should be a transfer into the special detail account to offset. Mrs. Langille said it is being done. It does not come out of the budget lines but it comes out of General Fund and the detail reimburses the General Fund.

**Trespassing** - Mrs. Jewett talked about a piece of Town-owned property on Derry Road/Page Road she believes is being utilized in part as storage by the abutting owners. She would like to have someone investigate the matter. Mr. Byron **MOTIONED** that the Board of Selectmen request the Police Chief to investigate trespassing on the Town property lot on Route 102. Mrs. Jewett seconded. Motion carried 5-0-0.

**Police vehicles** - Mr. Lambert is in receipt of a packet from the Police Chief regarding leasing vehicles. Mr. Lambert: The Crown Victoria model is at the end of its life by Ford and they are coming up with a new model of which our equipment does not fit in. Mr. Lambert suggested doing a power point presentation to the Board. Mr. Lambert: The summary is that if we go out and sign up for a 3 year lease at the amount of money that we are putting in buying a vehicle every year for the next three years, we actually end up trading in 4 vehicles this year and we spend \$30,000 a year for the next three years and end up with 4 vehicles during that period of time all of which are under warranty, maintained. It reduces the total cost because we won't have any in the middle where we have to buy two cars and extends the life of our retrofitted police equipment that has to go into those cars against another model. At the end, the Town would own the vehicles for \$1.00. It also means we take a vehicle with 114,000 miles, one with 136,000, another one with 92,000 miles out of circulation. They cost \$11,000 in maintenance over the last three years.

This will be discussed May 3, 2010.

**Reconciliation** - The reconciliation for February is complete with the Selectmen's office and Town Clerk but waiting for follow-up with the Treasurer. The March period needs to be reconciled.

**Purchase Policy** - The Board is still waiting for feedback from department heads. Chairman has received two replies so far.

**Assessments** - Chairman Byron discussed written explanation regarding the assessments.

**Investment Policy** - Chairman Byron pointed out under RSA 31:9 VII the Board of Selectmen is responsible for having an investment policy reviewed and approved annually. He provided a draft policy for the Board's perusal. The Treasurer will be provided a copy and this will be discussed May 10, 2010. A Fraud Policy is forthcoming.

**COLA** - The Selectmen had requested in the budget a cost of living increase for non-bargaining

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employees but it was cut by the Budget Committee. Mr. Byron provided information of what it would cost giving a 1%, 2% and 3% COLA. A 1% increase is \$8,700, 2% is \$18,100 and 3% is \$27,158. This was discussed. The Budget Committee did not feel due to the economy that a COLA should be considered. There was no cost of living raise last year. Mr. Brunelle: I can understand why the Committee would want to reduce the 3% but to give \$0 for what I would define as a valuable asset in the Town and who actually run this Town. We have very few employees to begin with. Mr. Byron mentioned the Fire Department personnel were given increases a couple of years ago. Mr. Lambert recalls that the Selectmen gave the fire personnel a raise after the budget was approved. The employees did not get a raise in 2009. All in all, members will review the information for discuss

Mr. Byron **MOTIONED** to table discussions until May 3, 2010. Mr. Perry seconded. Mrs. Jewett suggested that the Selectmen do not take an increase. She suggested a 1.5% increase for employees because steps are still given. To this, Mr. Byron added that there are some employees that do not get steps. There is data on a statewide basis and it was provided to the Budget Committee which indicates salaries have gone up in the area. Mr. Lambert added that when the voters were asked about increases they favored all the contracts, union employees received raises. Mr. Lambert said if the Board finds the money, he is in favor. Mr. Brunelle added that employees are our best asset and something should be done. Talk went on as to the changes with the insurance policy and the employee concerns. Motion carried 5-0-0.

There being no further business, Mr. Brunelle **MOTIONED** to adjourn the meeting. Mrs. Jewett seconded. Mr. Lambert abstained. Motion carried 4-0-1. The meeting adjourned at 8:57 p.m.

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Frank A. Byron, Chairman

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Steven D. Perry, V.Chairman

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M. Patricia Jewett

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George A. Lambert

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John R. Brunelle

Lorraine Dogopoulos  
Selectmen’s Secretary

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