

TOWN OF LITCHFIELD

Selectmen's Meeting

April 26, 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
John R. Brunelle

Absent: George A. Lambert

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.

ITEMS FOR CONSENT/ANY OTHER BUSINESS

Items for Consent: None. **Any other business:** 1. Work Session/Administrator. 2. Contract Albuquerque Culvert. 3. Intent to Cut. 4. Church Tax Exemption.

PUBLIC INPUT

There was no public input.

BUSINESS HOURS - TOWN HALL

Office Manager Linda Langille and Town Clerk/Tax Collector Theresa Briand came forward to talk about the Town office hours. It is recommended the hours to stay the same 8:00 a.m. to 4:00 p.m. Tuesday to Friday for Building and Selectmen but Monday the hours would be 8:00 a.m. to 6:00 p.m. The Town Clerk/Tax Collector's hours would not change. As to the payment of permits on Monday morning, Mrs. Briand said she is in the office and they would be able to pay the permits. It was said if she is not available, the applicant would have to come back to make the payment or one of the girls in her office would be available. Linda Langille or Kevin Lynch will be available from 4:00 p.m. to 6:00 p.m. on Mondays.

Mr. Byron **MOTIONED** that the Board of Selectmen set the office hours for the Town Hall Selectmen's office from 8:00 a.m. to 6:00 p.m. on Mondays with 8:00 a.m. to 4:00 p.m. Tuesday through Friday inclusive. Mrs. Jewett seconded. Mr. Perry abstained. Motion carried 3-0-1.

TOWN OF LITCHFIELD

Selectmen's Meeting

April 26, 2010

FRONT END LOADER - IMPACT FEE

Road Agent John Pinciario could not be present this evening. Mr. Brunelle **MOTIONED** to defer this until a later date, May 10, 2010. Mrs. Jewett seconded. Motion carried 4-0-0.

IMPACT FEE UPDATE

Linda Langille told the Board that she called several towns to see how they handled impact fees in regards to posting, tracking, etc. She had met with Hudson's Assistant Administrator and he showed what Hudson is now doing because they had not been tracking for quite a few years. Mrs. Langille suggested waiting until a Town Administrator is hired because he/she may want to track the fees differently. As to the payments and expenses going out against it, she told the Board that goes through the books and she handles it but as far as who has paid what, when and money due back, there are different ways of tracking. There may be a different software that the Town Administrator would want to utilize. This was discussed. The consensus of the Board is to start the process and move ahead to determine what is needed to move it along. Mrs. Langille said that she needs advice as to where to start the process, what is to be recorded, how the impact fees were structured, etc. Mrs. Langille will meet with Town Counsel on Friday if possible to discuss it.

STORM WATER MANAGEMENT

Mr. Brunelle provided the Board with a copy of the report. He did speak with Jayson Brennen who is very familiar with the process. Mr. Brunelle said that this is the 7th year renewal which expires this year and the Town would have to apply for a new permit next year. Mr. Brunelle is not certain the Board should actually be doing the report and suggested the Conservation Commission might be the ones to take charge. There is also money to be spent on education, and other items that should be considered for the next budget cycle. Also, the report talks about the formation of a Committee which has not been formed.

Mr. Byron **MOTIONED** that the Board authorizes John Brunelle to sign the NPDESP2ms4 General Permit Annual Report for the Town of Litchfield Mrs. Jewett seconded. Motion carried 4-0-0.

JUNK YARD PERMIT

Chairman Byron contacted Tara Albert with the State DES regarding the audit at Warren's Junk Yard. All permits for this year are extended until July due to a change in the rules. The audit on February 9, 2010, revealed some discrepancies and some of those were taken care of. The other ones, Mr. Adams has committed to taken care of. Ms. Albert is willing to go on a site walk in June with the Board. The new regulations will entail two permits necessary for a junk yard: One permit is from the State and one is from the Town but right now the controlling permit is the

TOWN OF LITCHFIELD

Selectmen's Meeting

April 26, 2010

Town. If Mr. Adams has not completed the work in June, Ms. Albert suggested a conditional permit be issued upon the audit observation. The permit is deferred until the site walk on June 14, 2010 at 5:30 p.m.

TAX EXEMPTIONS

Chairman Byron **MOTIONED** that the Board of Selectmen approve a surviving spouse exemption for Tax Map 3 Lot 50. Mrs. Jewett seconded. Motion carried 4-0-0.

Chairman Byron **MOTIONED** that the Board of Selectmen hereby approves an elderly exemption for Tax Map 20 Lot 10. Mr. Perry seconded. Motion carried 4-0-0.

COMMITTEE/DISTRICT REPORTS

Cemetery Trustees - Mrs. Jewett reported that the group is in the process of getting bids for mowing. Mr. Adams will be meeting with the group shortly but the cemeteries will be ready before Memorial Day. As to the accounting process, the group has not met to discuss the matter.

Cleanup Day - Mrs. Jewett reported the Cleanup Day last Saturday was successful with about 30 to 40 people helping out including Boy Scouts and Girls Scouts. Les Blundon picked up all the bags of trash with his truck.

Food Donation - On May 8, 2010, the Post Office will be picking up food and those interested are instructed to leave the food out by the mailbox. The donated food would be delivered to the Litchfield Food Pantry which is available to all Litchfield residents.

Recreation - There will be a meeting Thursday at Talent Hall at 7:30 p.m.

Budget Committee - Chairman Byron attended the meeting last Thursday and the Budget Committee asked him to relate the following to the Board regarding COLAs for employees: Voters were told there was no COLA in the 2010 budget and the Budget Committee had requested that the COLAs be put into a warrant article but the Selectmen had refused and that is why there were no COLAs in the budget.

Planning Board - The Planning Board held a meeting last Tuesday and the Planning Board approved a home occupation permit.

Work Session - The Selectmen met last Wednesday regarding the hiring of a Town Administrator position.

TOWN OF LITCHFIELD

Selectmen's Meeting

April 26, 2010

PUBLIC INPUT

There was no public input.

ANY OTHER BUSINESS

Intent to Cut - The Board is in receipt of an Intent to Cut, Tax Map 14 Lot 170, for about 10,000 board feet. Mr. Byron **MOTIONED** that the Board of Selectmen hereby approves the notice to cut wood or timber for Tax Map 14 Lot 170. Mrs. Jewett seconded. Motion carried 4-0-0.

Tax Exemption - RSA72:23c Open Door Christian Fellowship. Mr. Byron **MOTIONED** that the Board hereby grants Open Door Christian Fellowship, 359 Charles Bancroft Highway, a tax exemption pursuant to RSA72:23c. Mrs. Jewett seconded. Motion carried 4-0-0.

Culvert Contract - The contract has been reviewed by Town Counsel Jay Hodes. Mr. Byron **MOTIONED** that the Board hereby votes to execute the contract with American Excavating. Mr. Perry seconded. Motion carried 4-0-0.

Town Administrator - The Board is waiting for Selectman Lambert to provide any negotiations and costs with the Local Government Center. The Board will be meeting on May 5, 2010, at 7:00 p.m. for a work session.

There being no further business, Mr. Byron **ENTERTAINED A MOTION** to adjourn the meeting. Mr. Brunelle **SO MOVED**. Mrs. Jewett seconded. Motion carried 4-0-0. The meeting adjourned at 7:57 p.m.

Frank A. Byron, Chairman

Steven D. Perry, V. Chairman

M. Patricia Jewett

John R. Brunelle

Lorraine Dogopoulos
Selectmen's Secretary
(transcribed from tape)