

TOWN OF LITCHFIELD

Selectmen's Meeting

May 24, 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. Paperwork and Correspondence Review

Also present for public session: Linda Langille, Office Manager

PLEDGE OF ALLEGIANCE

All rose for the Pledge of Allegiance.

ANY OTHER BUSINESS

1. Intent to Cut. 2. Step Increase. 3. Fire Station. 4. Transfer \$800. 5. Town Hall Meeting forum.
6. Tax bills. 7. Memorial Day Parade. 8. Audit Checklist.

PUBLIC INPUT

There was no public input.

TAX BILL ADDRESSES

Mrs. Theresa Briand, Town Clerk/Tax Collector, came before the Board to talk about residents using the wrong addresses and thus tax bills are being returned. This has been an ongoing problem. There are about a dozen wrong addresses and this is a concern regarding 9-1-1. Mrs. Briand suggested either have the homeowner change to what the Town has or change the maps to what 9-1-1 has.

Mr. Byron: The recordings that are done are done by the Planning Board and Hillsborough County of Deeds and those are the valid addresses. Chief Schofield assigns the street addresses. If anything is different, than the homeowner has to change to what is being assigned by Chief Schofield.

Mrs. Briand replied that they are told to talk to the Chief but then it gets dropped from there. Talk continued. Mrs. Langille stated that the deeds would have to be checked but the tax maps should match what the subdivision was and that should be the address they are using.

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All in all the deeds will have to be checked and Linda and Joan to get together to review subdivision plans. This will be completed by the time the next tax bills go out.

UNREGISTERED DOGS

Mrs. Theresa Briand provided the list of unregistered dogs (18 pages) to be given to the Dog Officer. She told the Board that she did call everyone on the list to remind them. In the past letters were sent out but the money was taken out of the budget last year. This was discussed.

Mr. Byron **MOTIONED** that the Board of Selectmen hereby directs Chief O'Brion to file Civil Forfeiture against the owners of the dogs who have not registered their animal for 2010. Mr. Brunelle seconded. Motion carried 5-0-0.

ELDERLY EXEMPTION

A resident came before the Board to request an elderly exemption. She explained that they were unaware of the due date of April 15th and submitted the application May 14th. She said that they were not given the green card which states the due date. They have lived in Litchfield for six years. Mr. Perry **MOTIONED** to approve the elderly exemption for this year. Mr. Lambert seconded. Mrs. Jewett and Mr. Byron voted no. Motion carried 3-2-0.

FRAUD POLICY

The Board discussed the policy which states that employees are obligated to report fraud and questionable acts. It provides for a whistle blower's protection (RSA); sets up a methodology for investigating such fraud; inventory misuse; fraudulent statements, etc. Town Counsel has not reviewed it. Mr. Brunelle **MOTIONED** to accept the policy as written effective July 1, 2010. Mr. Perry seconded. Mr. Perry **AMENDED MOTION** to have Town Counsel review it before it goes into effect. Mrs. Jewett seconded. Vote on amendment: Motion carried 5-0-0. Main motion carried 5-0-0.

BACKGROUND CHECKS

The Board reviewed the *Criminal Records Check* policy provided by Chief Joseph O'Brion. This policy addresses the handling of confidential information regarding background checks. There are two forms that have to be filled out: Confidential and nonprofit organization. The concern is destroying the confidential information once the background check is completed. Talk ensued as to the appeal process of a denial. There is another policy forthcoming that would state the departments, positions, volunteers, etc. that would require background checks.

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Mrs. Langille pointed out that the form needs to be changed because it states reduced fee request but that will not always be the case. An example is the employee just hired she could not go with the reduced fee because she is not a volunteer and she is not working with children. It was mailed back and we had to pay \$25.00. So, you will not necessarily see all of them. She received the actual application with the confidential information. Mrs. Langille would like to see another form that is filled out by the police department that says they are performing a background check and they need a check. Then the confidential information would not be in the Selectmen's office.

Mr. Perry **MOTIONED** after this document has been updated to forward it to Town Counsel for feedback and we review whatever he gives us and move from there. Mrs. Jewett seconded. Motion carried 5-0-0.

BUDGET SCHEDULE

Chairman Byron provided a draft schedule for the budget process. The budgets would have to be submitted by August 16, 2010 in order to give the Town Administrator time to review the budgets. Mr. Brunelle suggested putting all technology lines in one line item such as maintenance contracts for server and software, capital expenditures, T1's, anything in the Town Hall building including the Town Clerk and Police Department, etc. Talk ensued. The departments would review their budget with the Town Administrator and then meet with the Selectmen.

Mrs. Jewett would like to see the warrant articles also submitted with the budgets. Mr. Byron believes there should be zero money articles. Mr. Brunelle asked what role do the liaisons play in the budget process. It was said that the liaison is the one that would help the department head.

Mr. Byron **MOTIONED** budgets are due to the Town Administrator, or Board of Selectmen as the case may be, on August 16, 2010. Mr. Brunelle seconded. Motion carried 5-0-0. Chairman Byron will send out an email to all department heads and boards.

2007 AUDIT RESULTS

The Board reviewed the reported findings summarized by year as provided by the auditor Vachon Clukay. Almost all of the items listed have been corrected. The Recreation Commission has a revolving fund approved by the voters. Mr. Byron questioned whether or not this should be eliminated and if so it would have to go before the voters. Mrs. Jewett believes that the Library is selling movie tickets. Mrs. Jewett will check with the Recreation to see if the revolving account is still needed. Mr. Lambert will check with the Library Trustees as to the controls on the sale of tickets through the Library.

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MEETING MINUTES

Mr. Perry **MOTIONED** to approve the meeting minutes of May 17, 2010. Mrs. Jewett seconded. Motion carried 5-0-0.

COMMITTEE/DISTRICT REPORTS

Recreation - The Commission is holding a Senior Spring Fling on Thursday, May 27, 2010 at Talent Hall at 2:00 p.m. The deadline to register is tomorrow. The jazz band from Campbell High School will be playing.

Solid Waste - Mr. Brunelle informed the Board that progress has been made with the conversion. All the outside work has been completed and they are ahead of schedule. Mrs. Jewett mentioned getting the word out that plastic is recyclable. Mr. Brunelle responded that attempts are being made to notify the public.

Energy Audit - Mr. Lambert reported that the energy audit report has been received and it will be reviewed.

Budget Committee - There will be a meeting on Thursday, May 27, 2010, at 7:00 p.m. at Campbell High School media room.

Planning Board - There will be a meeting next Tuesday, June 1, 2010, at Town Hall at which time an applicant for a cell tower T-Mobile will be before the Planning Board.

COMMUNITY BULLETINS

Memorial Day Parade - There will be a parade on May 31, 2010, at 10:00 a.m. beginning at LMS to the Fire Station and a ceremony to follow.

Albuquerque Avenue culvert - Mr. Brunelle reminded the TV audience that Albuquerque Avenue from Blackbird Lane to Cranberry Lane will be **CLOSED** starting on June 1, 2010, for fifteen days, to replace the culvert.

PUBLIC INPUT

There was no public input.

ANY OTHER BUSINESS

1. Parade - All the Selectmen, except for Mr. Brunelle, will walk in the parade on Memorial Day.

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2. Fire Station - Mr. Perry talked about a piece of ceiling tile and light that had fallen onto the fire truck. The material is being tested for asbestos and they are awaiting the results. Mr. Brunelle had responded to the scene and he took pictures. Primex was notified of the damage.

3. Intent to cut - The Board is in receipt of an Intent to Cut for the State Forest due to storm events. Mr. Byron **MOTIONED** that the Board of Selectmen hereby approves the Intent to Cut for the Litchfield State Forest. Mrs. Jewett seconded. Motion carried 5-0-0. There are other past intents to cut that were never processed, not closed out, and there are letters going out informing them to complete the process.

4. Step Increase - The Board is in receipt of a request for a step increase for Linda Langille, Grade 13 Step 5 to Step 6 effective June 8, 2010. Mr. Perry **MOTIONED** to approve the step increase. Mrs. Jewett seconded. Motion carried 5-0-0. Mr. Lambert motioned to give Linda a round of applause...it was a tough job and we appreciate everything you have done. It has been fantastic.

5. Financial Statement - The statement from the auditor states the Town allows the carryover of unused vacation. Mrs. Langille said that the statement needs to be changed because the Town allows two weeks to be carried over, not unlimited amounts as stated in the audit statement. The statement will be forwarded to all members electronically.

Road policy - Mr. Lambert asked whether the Town has a winter roads liability policy. "If this is implemented, in the event there are problems in Town during winter storms, we can have some benefit from liability". This will be researched.

6. Transfer of Money - The Board had transferred \$800 from government buildings to the library's budget for sidewalk maintenance and grass mowing. Mr. Perry pointed out that the \$800 was to be set aside to mow the cemetery behind the Community Church. This was discussed. It was noted that the cemetery would be mowed tomorrow by a contractor. Some of the money for mowing went into the line item for wages in the highway department. Mr. Perry will research the matter and this will be discussed at the next scheduled meeting June 14, 2010.

7. Town Hall Meeting forum - Mr. Brunelle talked about holding a forum with the Selectmen to answer questions from residents similar to the one held for the Older Persons Development. Mr. Byron said that he was setting this up for himself as noted on the boards (internet). This was discussed. It was pointed out that the Selectmen do hold public input twice during their Monday night meetings and residents can come to the weekly meetings. It was suggested having these meetings on the fifth Monday after the department head meetings. All in all, it was agreed to hold a meeting Wednesday, June 2, 2010 at Town Hall Conference Room at 7:00 p.m.

8. Auditor's List - Chairman Byron answered the questions provided by the auditors. Mr.

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Brunelle **MOTIONED** that Frank forwards the list to the auditors. Mrs. Jewett seconded. Motion carried 5-0-0.

There being no further business, Mr. Brunelle **MOTIONED** to adjourn the meeting. Mrs. Jewett seconded. Motion carried 5-0-0. The meeting adjourned at 9:00 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