

TOWN OF LITCHFIELD

Selectmen's Meeting

June 28, 2010

The Board of Selectmen held a meeting at 5:00 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

Also present public session: Linda Langille, Office Manager

NONPUBLIC SESSION

A **MOTION** was made to go into nonpublic session per RSA91-A:3II(b) hiring of any person as a public employee. 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 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.

PLEDGE OF ALLEGIANCE

At 7:11 p.m. All rose for the Pledge of Allegiance.

CONSENT ITEMS/ANY OTHER BUSINESS

Consent: Minutes. **Any Other Business:** 1. Merrimack Regional Water District. 2. Colonial Life. 3. Schedule for the Budget Committee.

PUBLIC INPUT

There was no public input.

HIGHWAY MATTERS

John Pinciario, Road Agent, came forward to talk about plans to pave Albuquerque Avenue. He suggested doing Albuquerque from Talent Road; it is 4,165 feet at \$50 and would cost \$208,250. The Road Agent pointed out that the northern section from Griffin Lane to Fallon Drive is in terrible shape. Talk went on as to shimming and overlaying the northern section. Mr. Pinciario said that Oak Drive is bad and he has a quote to do from Robyn Avenue to 19 Oak

TOWN OF LITCHFIELD

Selectmen's Meeting

June 28, 2010

Drive in the amount of \$77,000. He plans to take \$22,000 out of his budget and with what is left from the \$240,000, he would have \$52,000 to do some shimming.

Mr. Brunelle suggested giving the Road Agent the authority to decide a plan of action and not have to come back to the Board. Mr. Pinciario said that a lot of the work has to do with Continental's schedule but his main concern is coordinating with American Excavating in getting the culvert completed and that portion of the road done. Afterwards, he would talk to Rick to see what else he could do with the remainder of the money.

Chairman Byron **MOTIONED** that the Board authorizes an expenditure of \$240,000 from the Highway Block Grant fund for the purpose of reclamation from Talent Road to Page Road as well as other work that the Road Agent may be able to arrange with Continental. Mr. Brunelle seconded. Talk ensued. Motion carried 5-0-0.

IMPACT FEES

The research that was done regarding the impact fees revealed the following: The old impact fees from 1993 to 2000 have all been utilized. The new impact fees were collected from 2000 to 2010. The old impact fees have been spent and accounted for and there was no discrepancy; they were managed by Cecile Durocher, Selectmen's Office. As to the new impact fees collected, the information as to who donated that money is complete. There was never any problem; the funds were maintained up to 2007 and there is no discrepancy. The records were kept by Cecile Durocher and they are accurate and the Building Department maintained the donations coming in for impact fees and there was no problem. The fees for the various accounts are complete and were looked at by the accounting firm and balanced against the bank accounts.

The impact fee balances as of May 31, 2010 are: Fire \$11,065.90 must be used by October 24, 2013; Library \$41,417.80 some to expire at the end of July 2010; Road impact \$128,210.23 must be used by 2013; Elementary \$566,503.63 and must be used by December 31, 2010; Recreation \$231,417.80 must be used by October 24, 2011; municipal \$3,370.27 must be used by September 15, 2013; Campbell High \$343,312.90 must be used by February 25, 2011.

There is an issue with the police impact fees in that in 2009 the Selectmen used \$25,275 to expand the police department...there was \$28,679.08 as July 27, 2009. There has been money collected since then and money should have been repaid in the amount of \$4,460.22 as of 7/27/09 and that does not include interest that should have been paid. The interest is \$1,623.93. The account was over-expended by \$2,681.08 and so, \$2,681.08 needs to be put back into the police impact fee account.

Mr. Perry **MOTIONED** to remove \$2,681.08 from line 4445.20-813 Housing under Welfare

TOWN OF LITCHFIELD

Selectmen's Meeting

June 28, 2010

budget and transfer that money to the impact fee account for the police department. Mr. Brunelle seconded. Mr. Perry said he manages the Welfare budget and he feels secure taking the money. If money is needed later on in the year, then it could be put back in. This was discussed. Motion carried 5-0-0.

Chairman Byron **MOTIONED** that the Board of Selectmen hereby revokes its decision to impound impact fees and release those for continued use. Mrs. Jewett seconded. Motion carried 5-0-0. An accounting of the impact fees will be distributed to the school district, department heads and commissions/committees. There is about \$6,000 to be refunded to individuals for fees that were not used in the required time frame. The Board is waiting to hear from Town Counsel before releasing the payments.

ROAD IMPACT FEE

Mr. John Brunelle has not been able to get an opinion from Town Counsel as to whether or not road impact fees could be used for the purchase of a frontend loader. This will be discussed at the next meeting.

OFFICE HOURS

Mrs. Linda Langille, Office Manager, reported that the offices have been opened until 6:00 p.m. on Monday evenings. She reported that there has been very little activity from 4:00 p.m. to 6:00 p.m. on Monday. The busiest time is in the morning. Chairman Byron **MOTIONED** effective immediately the Selectmen's office as well as the Building Department office will be opened from 8:00 a.m. to 4:00 p.m. Monday through Friday. Mrs. Jewett seconded. Motion carried 5-0-0.

TAX RATE LETTER

Mr. George Lambert reported that he researched other towns regarding explanations on assessments and taxes. He told the Board that he would have a draft letter by the end of July.

PERAMBULATION

Mr. John Brunelle told the Board he will be walking the line with Londonderry on Wednesday. Talk went on as to the Building Department being in charge of walking the Town lines.

PERAMBULATION DELEGATION

Mr. Brunelle said that most towns do not send an official but a delegate. If appropriate, he recommends delegating the task. Manchester had indicated it would take about six hours to do the perambulation. Mr. Brunelle **MOTIONED** that we delegate the Town Perambulation to the

TOWN OF LITCHFIELD

Selectmen's Meeting

June 28, 2010

Building Department going forward. Mr. Perry seconded. Mr. Brunelle said that he would do it this year with Kevin Lynch. Mrs. Jewett voted no. Motion carried 4-1-0.

PURCHASE ORDER SYSTEM

Mrs. Linda Langille said she has the Purchase Order forms and software. It has been tested and it is ready to go. There is a sample form in the correspondence. Chairman Byron **MOTIONED** that the Board of Selectmen accepts the proposed form as the Purchase Order form for the Town of Litchfield. Mrs. Jewett seconded. Motion carried 5-0-0.

Fraud Policy - The policy needs to be distributed and all concerned will need to sign off that they have received it. The policy is effective July 1, 2010.

POLICE WARRANT ARTICLE

With the passage of Warrant Article 8, the hiring of a new police officer, money needs to be transferred to appropriate line items: The officer has been hired to start work July 11, 2010. Chairman Byron **MOTIONED** that the Board of Selectmen hereby transfers (from 01-4800.90-193) to line item 01-4210.30-111 Patrolman Salaries \$17,386.00; to 01-4210.30-210 Patrolman Health Insurance \$5,342.58; to 01-4210.30-211 Patrolman Dental Insurance \$380.28; to 01-4210.30-213 Patrolman Short Term Disability \$130.38; to 01-4210.30-213 Patrolman Long Term Disability \$131.82; to 01-4210.30-191 Patrolman Uniforms \$1,500.00. Mrs. Jewett seconded. Motion carried 5-0-0.

FIRE DETAIL RATE

The Board discussed the rates for fire detail. Mr. Perry said that the fire rates should be the same as the police rates and that there was an agreement as such. It was pointed out that the police rates are being changed due to the passage of the union contract and that there is no requirement to bring the fire detail rates in line with the police. Most members felt that the fire rates should be the same as the police.

Chairman Byron **MOTIONED** that the Board sets the detail rates the same as the police. Mr. Brunelle seconded. Mrs. Jewett abstained. Motion carried 4-0-1.

JOINT MEETING

The tentative date for the Joint Meeting with the Budget Committee is Thursday, July 22, 2010 at Town Hall. Members had been asked for suggestions as to where to cut the budget. Mr. Perry indicated that in looking at the budgets, he finds it hard to depict where to cut and he hopes that the department heads would bring their recommended cuts to the Board. Mr. Brunelle added that

TOWN OF LITCHFIELD

Selectmen's Meeting

June 28, 2010

the department heads are very conscientious in looking at making cuts but they feel they have made a lot of cuts already. Mr. Brunelle talked about looking at how the overtime and vacations are funded and suggested pooling the money into buckets.

Mr. Perry suggested cutting the donations to the health agencies which is about \$6,800. To this, Mr. Byron suggested that it could be placed on a warrant article letting the townspeople decide. Mr. Lambert talked about taking out all the line items that are in the individual budget that are funded just in case there is an emergency and take the money and move it into a pool managed by the Town Administrator. Mr. Byron is looking at coming up with a chart showing where the money is being spent but it is believed that most of the money is spent on labor.

REPRESENTATIVE NRPC

Chairman Byron needs to speak with Jayson Brennen and Leon Barry, NRPC representatives, to ask if they want to remain on the Council.

APPROVAL WITH CONSENT

Minutes - Mr. Byron **MOTIONED** to approve the minutes of June 14, 2010 and June 16, 2010. Mr. Perry seconded. Motion carried 5-0-0.

ANY OTHER BUSINESS

1. Merrimack Valley Regional Water District - The Board is in receipt of a bill for legal and operating expenses from Merrimack Valley Regional Water District of which Litchfield is a charter member. The district was formed by Nashua for the eminent domain taking of Pennichuck. Litchfield's share is \$5,000 a year. It was agreed to put this on hold.

2. Colonial Life - Chairman Byron received information regarding Colonial Life insurance. It was pointed out that the Town already has one employee who participates and there is no cost to the Town.

3. Budget schedule - Chairman Byron drafted a budget schedule for meetings with the Budget Committee and Selectmen. This was discussed. It was not certain how the budgets would be distributed to the Budget Committee. The budgets will be reviewed by the Town Administrator, then the Selectmen and then the Budget Committee. Chairman Byron **MOTIONED** that the Board of Selectmen adopts the proposed schedule for budget consideration meetings. Mr. Brunelle seconded. Motion carried 5-0-0.

Mr. Perry **MOTIONED** to adjourn the meeting. Mrs. Jewett seconded. Motion failed 2-3-0.

TOWN OF LITCHFIELD

Selectmen's Meeting

June 28, 2010

NONPUBLIC SESSION

At 9:14 p.m. Mr. Lambert **MOTIONED** to go into nonpublic session per RSA91-A:3II (b) hiring. Mrs. Jewett seconded. Roll call: F. Byron, yes; S. Perry, yes; M.P. Jewett, yes; G. Lambert, yes; J. Brunelle. 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 minute 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.

Frank A. Byron, Chairman

Steven D. Perry, V. Chairman

M. Patricia Jewett

George A. Lambert

John R. Brunelle

Lorraine Dogopoulos
Selectmen's Secretary