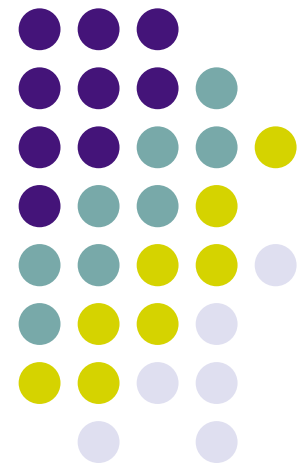


Town of Litchfield Deliberative Session

Board of Selectmen
7 February 2009





Article 1: Election of Officers

- Moderator One, Three Year Term
- Selectman One, Three Year Term
- Budget Committee Two, Three Year Term
- Trustee of Trust Funds One, Three Year Term
- Library Trustee One, Three Year Term
- Town Treasurer One, Two Year Term
- Road Agent One, Two Year term

Article 2: Zoning Ordinance



Are you in favor of the adoption of the Zoning Ordinance Amendment No 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows:

REPEAL Housing for Older Persons – Sections 1025 through 1030

Article 3: Zoning Ordinance



Are you in favor of the adoption of the Zoning Ordinance Amendment No 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows:

**AMEND Section 200.00, Definitions; to
ADD section 200.01.1, Abutter**



Article 4: Road Bond

To see if the town will raise and appropriate the sum of \$1,007,704.00 for the repair, reconstruction and project management of the Page Road culvert, Cranberry Lane Culvert, Chase Brook at Albuquerque Avenue culvert, the reclamation of approximately 1 mile of Albuquerque Avenue and to authorize the issuance of not more than \$807,704.00 of bonds or notes in accordance with the provision of the Municipal Finance Act, to authorize the Selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon, and to authorize the use of \$200,000.00 from the Highway Block Grant Fund; furthermore, to raise and appropriate the amount of \$11,000.00 for the purposes of paying the first year's bond issuance costs and interest on said bonds or notes. (3/5 ballot vote required)

Recommended by the Selectmen and the Budget Committee

Article 4: Road Bond Summary



- Includes replacement of the culverts located at Chase Brook and Page Road, Cranberry Lane and Albuquerque Avenue. Albuquerque Avenue from Page Road for approximately 1 mile north will be reclaimed;
 - Albuquerque Ave. roadway is failing;
 - Albuquerque Ave. culverts are rusting and deteriorating;
 - Sink hole in the road at Albuquerque Ave. indicates failure of the culvert;
 - Cranberry Lane floods during high water events due to improper size of existing culvert;
 - Page Road Culvert is of insufficient size for water volume;
- Cost includes the hiring of a project manager to oversee the work and make sure that the construction is done appropriately;
- Engineering costs are **not included** as they were included in the 2008 Warrant Article #5 previously approved by the voters;
- An inflation cost is included in order to consider the escalation of materials from the estimate date (September 2008) until start of construction;

Article 4: Bond - Construction Costs



Culverts	Costs	Totals
Page Rd.	\$103,705	
Cranberry Ln.	\$55,955	
Albuquerque Ave.	\$439,302	
Subtotal		\$598,962
Road		
Albuquerque Ave.	\$308,880	
Subtotal		\$308,880
Total Construction		\$907,842
Engineering Mgmt	\$99,862	
Subtotal		\$99,862
Grand Total Cost		\$1,007,704

Article 4: Road Bond - Costs



Year	Principal	Interest	Total Payment	Est. Tax Rate
2009*	\$0.00	\$0.00	\$0.00	
2010	\$167,704.00	\$39,274.61	\$206,978.61	\$0.22
2011	\$165,000.00	\$28,800.00	\$193,800.00	\$0.20
2012	\$160,000.00	\$21,375.00	\$181,375.00	\$0.19
2013	\$160,000.00	\$14,175.00	\$174,175.00	\$0.18
2014	\$155,000.00	\$6,975.00	\$161,975.00	\$0.17
Total	\$807,704.00	\$110,599.61	\$918,303.61	

First Year (2009) Costs

Bond Bank Fees	\$7,500.00
Bond Atty. Fees	\$3,500.00
subtotal	\$11,000.00

Numbers do not include the \$200,000 from HBGF

HBGF receipts from the state are ~\$170,000 per year

<http://www.litchfield-NH.gov/2009Election.htm>

Article 5: Operating Budget



Shall the Town of Litchfield raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriates voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purpose set forth therein, totaling \$4,179,796.00. Should this article be defeated, the default budget shall be \$4,087,719.00, which is the same as last year, with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA § 40:13, X and XVI, to take up the issue of a revised operating budget only.

Recommended by the Selectmen and the Budget Committee



Article 5: Budget - Drivers

- 2008 Budget Final
 - \$4,307,452
- Proposed 2009 Budget
 - \$4,179,796
 - Decrease of \$127,656
- Drivers
 - Police Prosecutor
 - 3% COLA (13/26 receive step increases)
 - 6 of the 13 from Library
 - Single Police Cruiser
 - Vehicle Fuel
 - Bonding of Road Maintenance



Article 5: Budget

- Of the 38 Towns Listed of Litchfield's Size (8408 citizens), we have:
 - The 2nd lowest \$/Citizen of tax at \$497.12;
 - The 19th lowest Police Budget at \$1,092,691;
 - The 26th lowest Fire Budget at \$596,453*;
 - The 4th lowest Highway Budget at \$473,112;

***NOTE: two towns show \$0.00 for their fire budgets**

Numbers compare 2009 Litchfield Proposed budget (excluding warrant articles) against the other town's 2008 budgets.



Article 6: Town Manager

Shall the town adopt the provisions of NH RSA § 37 (Town or Village District Managers) forming a Town Manager form of government, and fix the initial compensation for the position at \$85,000.00 per year (plus benefits), and further to appropriate the sum of \$42,500.00 for salary plus \$14,875.00 for benefits, for the period July 1, 2009 through December 31, 2009 for this purpose?

Recommended by the Selectmen and the Budget Committee



Article 6: Town Manager

- Changes the Litchfield form of government;
 - Details contained in RSA § 37;
 - RSA delegates specific duties to the Manager that are NOT delegated to an Administrator;
- Provides daily leadership and decision making;
 - Improved financial controls;
- Town government is too large and complex to be handled by only the Board of Selectmen

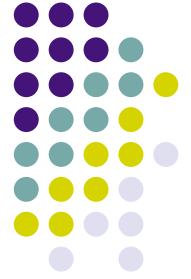
Article 7: Winter Circle Culvert



To see if the town will vote to raise and appropriate the amount of \$253,378.00 for the design and construction of a drainage system located at Winter Circle; \$165,394.00 of this amount will come from a FEMA grant with the balance of \$87,984.00 to be appropriated from the Highway Block Grand Fund and no money raised through taxation. This appropriation shall be non-lapsing per RSA § 32:7, VI and will not lapse until the work is completed or December 31, 2013.

Recommended by the Selectmen and Budget Committee

Article 7: Winter Circle Culvert



- Road Agent has expressed concern about the drainage of the Winter Circle area;
 - Aging and failing infrastructure;
 - Local homes are impacted;
- Costs
 - Litchfield has been approved for a FEMA grant totaling \$165,394;
 - 1/2 of the grant has been received;
 - Engineering costs contained in a 2007 contract;
 - **Cost to the town to complete this work to the tax rate would be \$0.**
- Failure to approve the work may result in a request to return the money to FEMA;



Article 8: Police Union Contract

Shall the town vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State County and Municipal Employees which provide for the following increases in wages and benefits;

2008	\$23,111.00
2009	\$40,804.00
2010	\$45,886.00

And further, to raise and appropriate the sum of \$63,915.00 for the 2008 and 2009 fiscal years, such sum representing the additional cost attributable to the increase in salaries and benefits over those of the appropriation at the current staffing levels, paid in the prior fiscal year. This collective bargaining agreement covers full and part time patrol officers and full and part time dispatchers.

Recommended by the Selectmen and the Budget Committee



Article 8: Police Union Contract

- Expired over a year ago;
- Contract Costs:
 - 2008 – \$23,111
 - 2009 – \$40,804
 - 2010 – \$45,886
 - Three year total of \$109,801
- Provides:
 - Increased death insurance from \$25,000 to \$100,000;
 - Shift differential for the midnight shift;
 - Better definition of call in pay;
 - Field training pay;
 - 3% COLA (16 bargaining Officers: 8 eligible for steps/8 are not eligible);

Article 9: Full Time Police Officer



To see if the town will vote to raise and appropriate the sum of \$26,642.00 to hire one (1) full time police officer effective July 5, 2009. The cost for the period of July 5, 2009 through December 31, 2009 is \$26,642.00, of which \$18,442.00 is for salary and \$8,200.00 is for benefits and equipment. The annual cost for said officer will be \$56,989.00 of which \$39,957.00 will be for salary and \$17,032.00 will be for benefits and equipment.

Recommended by the Selectmen the Budget Committee



Article 9: Full Time Police Officer

- A recommendation of the MRI report
- Provides two officers full time around the clock;
- Currently have 10 FT Officers;
- MRI report recommended:
 - 11 FT officers in 2008;
 - 12 FT Officers in 2009;
 - 13 FT Officers in 2010;
- Currently there are shifts that only have 1 officer covering the town;
 - Does not allow for vacation or training time;
 - Provides local backup in case of an incident

Article 10: Paramedic Training



Shall the Town vote to raise and appropriate the sum of \$13,000.00 (gross budget) to cover the costs associated with sending one firefighter for paramedic training?

Recommended by the Selectmen and the Budget Committee

Article 10: Paramedic Training



- Provides Advanced lifesaving services for the Fire Department;
 - Current Staffing is 6 EMT-I, 7 Basic EMT and 0 Paramedics;
- Allows for emergency personnel to commence treatment on the scene of the injury;
- May make a significant difference to the medical outcome of the patient;

Article 11: Recommendations on Warrants



Shall the town vote to require that all votes of an advisory budget committee, budget committee and the governing body relative to the budget items or warrant articles shall be recorded votes and the numerical tally of any such votes shall be printed in the town warrant next to the affected warrant article as specified in NH RSA § 32:5, V-a?

Recommended by the Selectmen

Article 11: Recommendations on Warrants



- State Law Changed in 2007 to require an affirmative vote of the town to place recommendations onto the warrant;
- This proposal authorizes the placement of Selectmen and Budget Committee recommendations on the warrants along with their vote;
 - Provides more information to the voters;

Article 12: Acceptance of Credit Cards



Shall the town of Litchfield vote to allow the Town Clerk/Tax Collector to accept credit card payments pursuant to RSA 80:52-c for the collection of local taxes, charges generated by the laws of utility services, or other fees. The Town will add to the amount due, in addition to any interest and penalties payable, a service charge for the acceptance of the card. The Board of Selectmen in coordination with the Town Clerk/Tax Collector may adopt rules and regulations regarding the collection procedure.

Recommended by the Selectmen

Article 12: Acceptance of Credit Cards



- Allows the town to accept credit cards for payment of taxes, etc.
 - Currently excludes debit cards;
- Town charges user for the additional expense (~ 2 – 3%) for use of the card;
 - Town will not incur any expense for the card's use!
- Allows citizens the option of paying by credit;
 - Convenience;
 - Speed of transaction;

Article 13: Fire Department Revolving Fund



To see if the Town will vote to establish a Fire Department Special Detail Revolving Fund pursuant to RSA § 31:95-h (c). All revenues received from fees, charges, or other income derived from Fire Department special details shall be deposited into the Fund, and the money shall be allowed to accumulate from year to year, and shall not be considered part of the Town's general surplus. The Town Treasurer shall have custody of all moneys in the fund, and shall pay out the same only upon order of the Board of Selectmen, and not further approval of the Town Meeting shall be required to expend. These funds may be expended only for purposes of Fire Department special details and associated operation and administrative purposes.

Recommended by the Selectmen and the Budget Committee

Article 13: Fire Department Revolving Fund



- Similar warrant to that already enacted for the Police Department;
- Eliminates the need for the town to raise money through taxation for Fire special details;
 - Salary for details should not have to be budgeted going forward;
- Will not cost the town to fund through the collection of taxes;
 - Funding by the user of the service;
 - Money will come out of the fund to pay for the Fire Fighter's salary and equipment utilization;
 - Fund will grow slightly due to the administrative charge associated with the special detail;

Article 14: Petition Warrant

Article – Highway Agent



To see if the town will vote to discontinue the elected office of highway agent, and to authorize the selectmen to appoint the highway agent. Which appointment shall be for a term of one (1) year. The current highway agent shall continue to hold the office until the 2010 annual town meeting election, at which time the elected office shall terminate if adopted, the authority of the selectmen to appoint the highway agent shall continue in effect until changed by a majority vote at an annual or special town meeting. By Petition.

Not recommended by the Selectmen

Article 15: Petition Warrant

Article – Farm Tax



Shall the Town Adopt the provisions of NH RSA 79 F (TAXATION OF FARM STRUCTURES AND LAND UNDER FARM STRUCTURES), to encourage the preservation of productive farms and associated structures and prevent the loss of farms and their associated structures due to property taxation at values incompatible with their usage. By Petition.

Not recommended by the Selectmen

Article 15: Petition Warrant

Article – Farm Tax



- Board of Selectmen are unable to determine the financial impact to the community;
 - Avitar, town's assessors stated that the impact is small due to definitions;
 - RSA 79-F is highly specific:
 - Qualifying farm structure valued at replacement cost;
 - Must have greater than or equal to 10 acres (already in current use);
 - Land under the structure valued at 10% max of market value;
 - Property will have a "contingent lien" filed on them if owner files for this exemption to cover the current use change tax;
 - RSA §79-F:3, IX. ""Qualifying farm structures" mean structures contiguous to a minimum of 10 acres of open space land used exclusively to:
 - (a) House livestock;
 - (b) Store feed grown or used on the farm;
 - (c) Store livestock bedding;
 - (d) Store crops or fertilizer for crops grown on the farm;
 - (e) Store farm equipment which is actively used to maintain the farm; or
 - (f) Boil sap from maple trees and store fuel-wood used to boil sap from maple trees.

Backup Slides





Article 6: Town Manager

- Town Manager
 - Responsible for under RSA:
 - Personnel
 - Maintenance of buildings & Roads;
 - Purchase of supplies;
 - Police & Fire;
 - Sewers & Drainage;
 - Street Lighting;
 - Maintenance of Parks;
 - Care of Cemeteries;
 - Welfare;
 - Contracts;
- Town Administrator
 - Responsible for:
 - Duties delegated by Selectmen;