

## Town of Litchfield

Selectmen's Meeting

January 10, 2011

Members present: Frank A. Byron, Chairman  
Steven D. Perry, Vice Chairman  
M. Patricia Jewett  
George Lambert

Members absent: John Brunelle (excused)

Also present: Jason Hoch, Town Administrator

5:00 p.m. Review of Paperwork and Communications

6:00 Non-Public discussions with Town Counsel per RSA 91-A: 2, 1, (b) Consultation with Legal Counsel

### **PLEDGE OF ALLEGIANCE**

All rose for the Pledge of Allegiance.

### **Discussion and Consideration of Items for Approval with Consent and Any Other Business**

**Consent Items:** 1. Meetings minutes of January 3, 2011, 2. Non-Public Meeting Minutes of January 3, 2011, 3. Non-Public with Consent of January 13, 2011, 4. Approved Veterans Tax Credits, 5. Elderly Exemption Tax, 6. Approved Abatements.

### **Other Business**

Planning Board Appointment

### **PUBLIC INPUT**

No members of the public present.

### **Selectmen Budget Review:**

Budgets are all on the Town Website for the Citizens to see what the 2011 proposed budgets are.

The Budget Committee Hearing is on January 13, 2011, at 7:00pm in the Campbell High School Auditorium. Members of the Public are urged to attend. Members of the Public are able to give feed back to the Budget Committee on the proposed budget. There will

be a tentative Board of Selectmen Meeting after the hearing (for the Board to consider anything that may require action after the hearing.)

**Administrator Report:**

There are copies of letters in the Correspondence folder between Jay Hodes and Joan McKibben about the transfer of properties from MDP Management for Cutler Road properties complete.

Frank has passed along that the Seymour trial at NH Supreme Court has been postponed to January 20, 2011.

The Town has been served with a writ of summons for Superior Court regarding the Killoran case. Primex was notified and has assigned Counsel Corey Belobrow of Concord.

There is a follow-up letter from NHDES regarding incinerator closure with a variety of questions. Dave Mellen and Rick Plehn, the contractors are working on the items. Most items have already been reviewed with others at DES.

Attorney Buckley has filed complaint against Harleysville Mutual Insurance Company on the claim for Blossom Court.

Attorney Buckley has passed along documentation from Vachon and Clukay to National Union Insurance that outlines the \$13,062.69 transfer from the Town to the Trustees Fund in 2006 that is one of the open items in the Seymour case. There are letters from Buckley and Webb in the Correspondence folder.

Chief O'Brion has shared a letter of commendation to Officer Anthony Brown from Sergeant Jeffrey Costa recognizing his quick thinking and professional demeanor during an incident on November 28, 2010 that involved deploying stop sticks on 3A to stop a vehicle fleeing from Hudson.

Selectman F. Byron made a motion to the Board of Selectmen to hereby commend Officer Brown for the work he did in the High Speed chase on 3A in Hudson and the professionalism Office Brown demonstrated. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

Chief O'Brion has signed the contract that the Board has proposed to him. Adjustments were made to payroll. This contract is filed in the Personnel file.

The Police Department has contracted with a document shredding service as anticipated in the budget with closure of the incinerator. There is an add-on subcontract for administration side of office. A secured disposal box is now in the offices. Charges are only when the box is emptied.

The Police Union unanimously approved the proposed contract. There is a copy attached to the report.

The Warrant drafted, MS-7 prepared for Budget Committee signatures. A copy of the Budget Committee's draft slides for the Budget Hearing is in the Correspondence folder.

We have received 2 petition articles so far. The first article is to change the position of Fire Chief to be appointed by the Board of Selectmen. Firefighters will be appointed by the Fire Chief. Firefighters will still remain employees of the Town. The Board of Selectmen will appoint a Chief rather than being elected. The second article we received was to change position of treasurer from being elected to being appointed by the Board of Selectmen. If this was to pass it will become effective at the next town Meeting.

Loren from Avatar has returned a group of abatement request with her recommendations for approval of two and denial of the remainder. She has attached her comments as well as supporting information from tax cards where appropriate.

### **Review of the 2011 Administrator's objectives:**

#### **Finance:**

1. Review and recommend updates to existing Town Financial Policies including credit card policy, vendor account authorizations, purchasing policy and accounts receivable policy. Present list of current policies and any notes and/or applicable changes by March 15<sup>th</sup>.

#### **Operations:**

1. Update and systemize welfare documentation, processing and records management. Organize and update forms as needed and draft operations memo/checklist, including documentation and office processing steps. Develop records management systems by March 1<sup>st</sup>.
2. Develop a plan for supporting minute taking, compensation, distribution and filing for Town Boards and Committees. Develop recommendation memo to BOS by February 15<sup>th</sup> and take necessary steps to implement following approval.
3. Update Employee Policy Manual. Revise at least one "chapter" per month (7 full chapters); target September for final review.
4. Review accounts payable, payroll scheduling. Will initiate bi-weekly accounts payable processing in March. Review progress in May. Discuss feasibility of bi-weekly payroll with staff. If decision is made to pursue, secure Department of

Labor approval in May/June for a July 1 implementation. (July 1 is chosen as it is the beginning of a new quarter and follows a 5 paycheck month in June).

5. Review current fee schedule – propose adjustments if necessary. Present recommendations for building department fee adjustments by end of January. Develop fee schedule for other items and present adoption by end of February.
6. Set annual approval calendar for policies, certifications, actions required by BOS, staff, and other Complete by BOS reorganization.
7. Work with Cemetery Trustees to ensure perpetual care funds are under Town control; ensure costs for 2010 are allocated properly, review process/authority for sale of lots. Measure – Documented requests for perpetual care funds by February 1, review cost allocations by March 15, deliver memo to BOS regarding process/authority for sale of lots by March 15.

### **Special Projects:**

1. Develop and initiate plan for Safe Walk to School grants. Measure – Present outline of 12 month preparedness plan for eligibility for Safe Walk to School grant program. Meet with school representatives to discuss opportunity and jointly identify steering committee to oversee task by March 15.
2. Populate pavement management systems database. Measure – Complete data input of roads by March 31.

### **Comprehensive Community Plan:**

1. Revise Capital Improvement plan as management tool, subsequently to Planning Board as required by statute, re-evaluate impact fees (roads, Facilities, Equipment, other infrastructure, etc).
2. Develop recommendations for road improvement multi-year plan based on RSMA data.
3. Develop a plan for Government organizations & needs, including personnel, equipment, and other resources. Measure – Delivery of completed plan by September 30. Develop draft outline of department assessment topics by February 15. Intention is to work on a department by department basis and review items with board as completed.
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Measure – Delivery of completed plan by September 30. Develop draft outline of department assessment topics by Feb. 15. Intention is to work on a department by department basis and review items with Board as completed.

Selectman F. Byron Motioned the Board of Selectmen to hereby approve the Town Administrator's Objectives as presented to the Board. Selectman P. Jewett seconded the motion. Motion carried 4-0-0.

### **Review and Discussion of attendance record of the Planning Board.**

Selectman F. Byron has attended a majority of the Planning Board Meetings. One thing that is clear is that the Planning Board has a difficult time in some instances of conducting business because they can not get enough members to attend the meetings. This is a big problem. Selectman Byron requested that the Planning Board put together a list of the 2010 members and their attendance. The Chairman of the Planning Board is planning on stepping down when his term expires this year. We are losing one of our most senior members. The RSA is clear in that the failure of members of the planning board to attend these meetings can be removed. Selectmen F. Byron proposed to the Board that a letter be sent to the Planning Board stating that it is the Selectmen's expectation that they attend the meetings or resign from their position. Selectmen F. Byron motioned to the Board of Selectmen to hereby send a letter and an attached list of individuals and number of meetings attended to each member of the Planning Board outlining our concerns with the lack of attendance with some members of the planning board and our request that they fulfill their obligations as an appointed member to the planning board and we will also ask in that letter that they resign if not able to fulfill their obligations or attend the meetings as they agreed to. Selectman G. Lambert seconded the motion. Selectman P. Jewett motioned that a list of members and number of meetings they attend should not be attached to this letter to each member of the Planning Board. Selectman F. Byron seconded the amended motion. The motion to amend carried 3-1-0. The amended main motion carried 4-0-0.

Discussion of future meeting schedule: Now that the budget season is over the majority of the workload for the Board has lessened. Selectman F. Byron proposed that the Board of Selectmen's meeting go on a bi-weekly basis instead of a weekly basis. Town Administrator J. Hoch recommends that the meetings be held on the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month. On those Mondays there seems to be no conflicts except for Christmas. Selectman F. Byron motioned to the Board that the Selectmen meetings go bi-weekly instead of weekly effective immediately (until September) on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of the Month. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

### **Committee and District Reports:**

There is a Budget Hearing Meeting on Thursday, January 13, 2011 at 7:00 pm at the Campbell High School Auditorium. The Public is urged to attend.

On Tuesday Night the Recreation Commission is meeting at 7:30pm at Town Hall. Also on Tuesday evening there is a Community Counsel Meeting at 5:00pm at 100 pearl St. in Nashua.

**Community Bulletins:**

The Campbell High School Senior Class is putting on a spaghetti supper on January 14<sup>th</sup> to raise money.

**Public Input:**

No members present.

**Approval with Consent:**

Selectman F. Byron motion to the Board of Selectmen to hereby approve the Meeting Minutes of January 3, 2010 as well as the tax exemptions and the recommended approved abatements. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

Selectman F. Byron motioned that the Board of Selectmen hereby releases the non-public meeting minutes of January 3<sup>rd</sup> as well as December 13<sup>th</sup>. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

The Selectmen signed the proposed approved abatements.

Selectman F. Byron motioned that the Board of Selectmen denies the abatement request of Map 2, Lot 165. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

Selectman F. Byron motioned that the Board of selectmen denies the abatement request of Map 2, Lot 217. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

Selectman F. Byron motioned that the Board of Selectmen denies the abatement request of Map 22, Lot 28. Selectman S. Perry seconded the motion. The motion carried 4-0-0.

**Other Business:**

Planning Board appointment:

There is a letter from Mr. Ed Almeida the Chairman of the Planning Board to nominate Michael Croteau as an alternate planning board member. On behalf of the Planning Board Mr. Almeida would like the Board of Selectman to consider Mr. Croteau as an alternate Planning Board member. Mr. Croteau is also a member of the Conservation

Board. Selectman F. Byron motioned to the Board of Selectmen to bring Mr. Croteau be brought in front of the board for an interview.

Selectman P. Jewett received thank you letters from service men telling her how much they enjoyed the letters from the 4<sup>th</sup> graders. Mrs. Jewett also recommended to the public that they write letters to the service men and woman at least once a month.

There being no further business, Mr. Byron motioned to adjourn the public meeting. The Public Meeting ended at 8:00pm.

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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