

## Town of Litchfield

Selectmen's Meeting

February 28, 2011

Members present: Frank A. Byron, Chairman  
M. Patricia Jewett  
George Lambert  
John R. Brunelle

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

6:30 p.m. Non-public Session per RSA §91-A:3,II,(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, etc.

Also present: Jason Hoch, Town Administrator

### **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:**

#### **Other Business**

1<sup>st</sup> item for discussion: Approval to discard some used equipment.

2<sup>nd</sup> item for discussion: Agreement of the Board to sign off on the Seymour Case.

3<sup>rd</sup> item for discussion: The Veterans Tax Credit.

4<sup>th</sup> item up for discussion: The Timber Tax.

#### **PUBLIC INPUT**

No members of the public present.

#### **Discussion of Hydrant Fee Charges with Mr. Donald Ware, President of Pennichuck Water, Inc.**

Selectman Frank Byron stated to Mr. Ware that one item on the Town Warrant this year is to ask the voters whether they wish to assume the Hydrant Charges that are currently paid for by the subscribers of Pennichuck and how that would work. Mr. Ware talked about the revenue requirements. The basis of anything Pennichuck charges as a regulated utility is what is called a tariff. In the case of Pennichuck East Utilities, this tariff allows them to establish what is called a revenue requirement, which is the revenue dollars necessary to operate the utility. In that revenue requirement, they collect the direct expenses of operating the utility, electric, gas, benefits, etc. and the depreciation expenses on the assets that are in use and a return on the investment in your taxes. In the case of Pennichuck East the revenue requirement at the last rate case was around \$6.1 million. Then you have to figure out whom, how and where you're going to collect that 6.1 million. Typically that falls into two different bucket; fire

protection and general meter rates in Pennichuck East. In general meter customers you charge an amount based on the size of your meter that is a fixed charge and then there is a variable charge based on the volume you use. On the fire protection side they are required to collect a portion of the fire protection revenues from what are called public fire protection and private fire protection. Then they bring in an expert that goes through what is called a cost of service study and the American Water Works Association along with the National Association of Public Utilities uses a formula which looks at how your cost allocations are set up and they allocate among the different customer classes. In 2006, the cost of service study determined the total revenue requirement of \$6.1 million. How much we would get from the general metered customer class through fixed meter charges per month, through variable charges that are charged, and then through the public and private fire protection charges. Public fire protection that Litchfield as well as several other communities has been somewhat unique. Typically public fire protection is paid for through the tax base of the community. The Town pays for the public fire protection. In some cases like Litchfield, not the entire community has public fire protection. The cost of service study specifically determined the amount of revenues that should come from Litchfield and basically said to divide by the amount of customers divided by 12 to come up with a monthly customer charge which is currently \$12.59 per 5/8 inch meter connection and is paid for directly by customers and in this case on top of their bill as a meter charge based on the size of the meter. It has a volume metric usage component based on the amount of volume used and then it has the monthly fixed meter charge. Selectman Byron asked Mr. Ware if a portion of the charge goes to fire safety what are the variable costs and what are some of the components? Mr. Ware went on to explain that if there was no fire protection in the town of Litchfield, the water tank that sits up on the hill would be one third the size it is now. Two thirds of the tank is there to make sure that when there is a fire and the fire department uses 600 thousand gallons of water that the water is there because you're only producing it at a certain rate. Also the distribution system would probably be all 4 inch water pipe as for an instance as opposed to sections of 16, and 12 inch water mains that are necessary to carry the higher flows required for fire protection by example a typical house has a peak rate into the house of around maybe closer to 10 to 11 gallons a minute. When they are looking to this in that there is the components of the extra investment in the oversize in the facilities to deliver fire protection and then a second part is the maintenance aspects of the hydrants. The maintenance of the hydrants is that there is a twice annual check for purposes of ISO where a hydrant goes through a wet check and a dry check about 6 months apart from one another. Besides the investment and the over sizing of facilities there is the investment in the installation of the hydrants. Selectman Byron asked Mr. Ware how much of the \$12.59 per month is the depreciation charge? Mr. Ware did not have the exact numbers with him. The study had broken down the hydrant charge into two components one based on a cost of hydrant charge per year of \$834.36 and a residual amount which was a fixed annually rate so basically after the last cost of service study and rate case. If Litchfield had been paying for the Fire protection you would have been paying a based fee of \$84,000 and change a year and based on the number of hydrants each time a hydrant is added the charge would go out to the community and at the end of the year by that \$834.36. Mr. Byron asked that in the future if this warrant article passes and Litchfield takes over the Fire safety aspects of the system, how does the system get expanded at that point if all of sudden we wanted to expand the system into parts of the town or resident want to expand the system into the town that may not be serviced, how would that happen? Mr. Ware explained that we as a regulated utility is allowed to invest in is something that benefits the existing customer group we are not allowed to put in a water main and hope

that they will come. So basically if a contractor comes in and they want to put in a subdivision they come and sign a water main extension agreement with the company. They pay a flat fee for PUC to design and inspect and create the as built records as what they are going to put in. They put it in at their cost and we are allowed to invest by PUC tariff one times the annual revenue by each customer that hooks up to that line during the ensuing five years. Typically the average residential home in Litchfield is \$709.00 a year. As things get built we give the developer a check. Selectman F. Byron asked what the next steps are if this warrant article goes through and passes. Where does Pennichuck and the Town of Litchfield go from there? Mr. Ware explained that what happens is that Pennichuck would file for a change for the tariff for the Town of Litchfield and would work with us and file with the commission a petition that we want to change the tariff charge of \$12.59 per month to a fixed amount. That amount would be based on the original cost of service study and we would make that application and the commission opens up a docket on it, and does discovery on it. Typically the process of the filing and finding would be about three to four months. When the order is issued there is a 30 day hatching period where you have to publish the order and give people the opportunity to comment. If no comments received the order can go into effect. Selectman Lambert stated that right now we charge per resident for fire hydrant charge, when we switch because of the way our tax base is calculated the cost for the fire hydrant will be relative to the cost of someone's home as opposed to evenly distributed amongst all residents. If your home value is more you will pay more.

Selectman P. Jewett asked Mr. Ware what are the advantages if you have your own well and paying for the fire protection. Mr. Ware stated there is no definable advantage.

Mr. Ware stated that there was a merger agreement signed by Nashua and Pennichuck Corp. and since that time a docket has been opened at the PUC there is a filing that was done. The petition was filed in early February. On February 24<sup>th</sup> there was a pre-hearing conference held. A schedule was laid out. The first round of data request has to be delivered to the City and to the Corporation on March 24<sup>th</sup>; there is a 7 day period to respond to that. On May 11<sup>th</sup> there is a technical session, a second round of data requests and data responses occur during the month of June and a settlement conference in July and then testimony is written by the staff. The hearings are scheduled on July 27<sup>th</sup> and 28<sup>th</sup> at present. At those hearings if there is a settlement, typically it is fairly quick, if the sides can not agree it is litigated and more protracted. After that is issued the commissioners will typically issue an order in a 30 to 60 day time frame. We anticipate an order will come out in late August. At that stage the city needs to go out and raise the money. There is a cap on the interest rate where if the interest rate goes over 6 ¾% they can actually walk from the deal at 6 ½%, but at 6 ¾% it reaches a point the rates goes from being lower to higher. They are looking at a closing in late November. The current board of directors will change to a new board. Then they will be on rotation. The purchase price the city is paying will be distributed among utilities. The city will then issue a general obligation bond. New company will be a tax exempt debt. Operationally there will be no changes. There will be basically no change for Litchfield. We will have to use a taxable Triple A bond which is at 6 ¼%. 2011 will be a test year. There will be a year delay and slightly lower revenue requirement.

**Performance Review of the Town Administrator, Mr. Jason Hoch**

The Board of Selectmen reviewed the goals set forth for Mr. Hoch since his start date of August 2010. An increase in salary would be effective March 1, 2011. The Board agreed that Mr. Hoch has completed all of his goals with some still on-going. The Board agreed that Mr. Hoch has done an outstanding job. Selectman F. Byron motioned to the Board of Selectmen per contract that was signed with Mr. Jason Hoch in August of 2010 to raise Mr. Hoch's salary based upon performance to \$77,500.28 effective March 1, 2011. Selectman J. Brunelle seconded the motion. The motion carried 4-0-0.

**Review if the Voter Warrant Article Flyer:**

Each year the Board of Selectmen puts a flyer in the HLN explaining a little about the warrant articles. This year what the board put together was to show what the Ballot was and explain what the articles mean. Mr. Hoch put together an 11 x 17 sheet of paper to be folded in half. On one half of the page is the official Ballot that you would see at the polls. And on the other half of the page when opened up what you will see is an explanation of each article. Also on this paper is the date and time of voting which is March 8<sup>th</sup>, 2011 at Campbell High School. The Polls are open from 7:00 am until 7:00 pm. You may register to vote at the polls of not already registered. The Town is seeking members for various boards and committees. Selectman P. Jewett made a suggestion to add in the flyer to please park at the back of the High School only.

**Article 2** – This warrant article says the town's budget is set up by the Towns Budget Committee and Board of Selectmen and modified by the voters at Town Deliberative Session. If the Warrant Article is approved the budget will be set at \$4 million/ if the warrant is defeated the Town default budget will be considered as approved at \$4, 463,000.00.

**Article 3 - Police Union Contract** – The Warrant article seeks to ratify the contract between the Litchfield Police Department Union and the board of Selectmen. The contract does not provide for salary increases in 2011. A 2% max increase in 2012, and 3% max in 2013 based on the consumer priced index set by the Us labor statistics annually. Contracts further provides for the establishment of an earned time program in an effort to reduce cost of overtime in the Police Department. Copies of the proposed contract can be found on the Towns website.

**Article 4 – Highway Block Grant Funds** - This warrant article was put forth to allow the Board of Selectmen to annually place into the operating budget the Highway Block Grant Funds. Fund monies received from the State of New Hampshire for road maintenance work. This warrant will assure the funds are used for road maintenance projects as determined by the Road Agent and the Board of Selectmen. This Article will not have any effect on the Towns annual taxes, and is recommended by the Towns financial auditors.

**Article 5 – Fire Hydrant Article** – This article is being brought to the voters as directed by an approved article in 2010. If approved this warrant would cause the Town to assume the Hydrant Fees currently charged to resident Pennichuck subscribers in the water bills and distribute those fees back to all residents through the Towns Property Tax. The amount paid by a resident would vary based upon the assessed value of their property and would not be a fixed fee per household. Estimated fees for the first year are \$69, 989.00 (representing 3 months in 2011) and for the full year is \$279,952.00.

Pennichuck has estimated the total cost to increase in 2013 by approximately 15% to \$328, 050.00, during the next rate adjustment by the PUC. This Warrant Article will increase property taxes but will eliminate a fee currently paid by water company subscribers.

**Article 6 – Land Use Change Tax** - Approval of this warrant article will change the existing allocation of the tax collected on land removed from current use. Currently 100% of the collected tax is placed into the conservation land acquisition fund for the purchase of property. This article will change the percentage dedicated to the conservation land acquisition fund from 100% to 80% with the remainder going to the Town to decrease Tax requirements year to year. Approval of this article will decrease taxes varying with the amount of money collected annually.

**Article 7 – Expendable Trust Fund** – If approved this warrant article would establish a trust fund to be held by the trustees of trust funds with the Board of Selectmen acting as agents with authority to order the disbursement of these funds. This fund will set aside a portion of the existing general fund to cover liabilities of the town for approved benefits of its employees. This fund will pay any owed benefits should an employee leave employment from the town rather than having the existing town budget support those expenses. The warrant article will not increase taxes of the community and is recommended by the Towns financial auditors.

**Article 8 – Appointment of the Fire Chief** – This petition warrant article seeks to make the Fire Chief Position an appointed position by the Board of Selectmen rather than an elected position. The appointment of the Fire Chief by the Board of Selectmen is one of the authorized organizational structures allowed under New Hampshire Law Section 154:1. If approved the incumbent Fire Chief would continue to serve in office until March of 2012 and at the point the Board of Selectmen would assume duties of appointing the position of the Fire Chief. Under this new structure there would be no change in the authority of the Chief to appoint department offices, recruit fire fighters, control and manage the equipment or determine fire fighter strategy of methodology.

**Article 9 – Appointment of Town Treasurer** – This petition warrant article seeks to make the Town Treasurer position and appointed position by the Board of Selectmen rather than an elected position. Appointment of the Treasurer by the Selectmen is authorized under New Hampshire State Law. Appointment of the Treasurer may allow the Board of Selectmen to perform both a criminal and financial background check on applicants for the position. If approved the incumbent Treasurer would continue to serve in office until March of 2012 and at the point the Selectmen would assume duties of appointing the position.

Jason has received quotes from HLN for \$225.00 to print and fold 11 x 17 in half for print ready. We have a budget approval price of \$1,100.00 to print and stuff flyers in the HLN. Selectman Frank Byron Motioned to the Board of Selectmen to hereby authorize the printing and stuffing of the sample Ballot into the HLN for a price not exceed \$1,500.00. Selectmen G. Lambert seconded the motion. The motion carried 4-0-0.

**Administrator Report:**

**Purchasing Policy Review:**

Mr. Jason Hoch has proposed some changes to the Purchasing Policy. Mr. Lambert stated that Mr. Hoch is just changing the practices from policy. Mr. Byron stated that on Page 1 item B, we had listed that you needed a purchase order for anything over \$3,000.00. Is the Board still in favor of \$3,000.00? Selectman P. Jewett agrees that is a good amount. Selectman Byron moved to item 2F and states that Mr. Hoch has a comment suggesting that we have a dual thresh which allows the Town Administrator up to \$7,500.00. Selectman F. Byron suggested to the Board to accept Mr. Hoch's recommendation. Article 2G, says the Town Administrator will have eligible purchase orders reviewed by the office manager. Mr. Byron has a concern with any subordinate of any department just cutting a purchase order. What are the board's thoughts? Selectman P. Jewett would rather see the Office manager rather than the Selectmen. Town Administrator wants a dual signature, an office manager and any member of the board. Article 3c (the very last sentence) states contracts awarding the bid to be signed by the Town may be reviewed by Town Counsel. Mr. Hoch's concern is that it may be excessive. Mr. Byron's concern is that the Town could get itself into a jam if it is not in a contract review. Mr. Byron wants to make sure the Board and the Town is protected. Mrs. Hoch suggested that it reads purchases involving contract awarded the Bid be signed by the Town. Article 6, states the Town Administrator can approve a purchase order without bid under the following circumstances: items to be purchased under eligible state or federal bid list. Mr. Byron's concern is that under the warrant article that was approved by the voters years ago was \$7,500 it did not state that there was any exception for state or federal bids. Mr. Hoch stated that this is in our current policy. Selectman F. Byron stated that the future Board may want to make changes to this. The question was asked whether we bid it or get three actual quotes. Town Administrator suggests streamlining. While there are a couple of things that are state bid, it is only recently that the state allowed to us buy at the price of the state. Selectman Byron stated that what purchases basically says is that awards of purchase contract or service contracts requires the approval of the Board of Selectmen who may choose to delegate this to the Town Administrator, for items over \$7,500.00. Selectman G. Lambert requests that we get a ruling from our Attorney's on whether or not the \$7,500 limit for capital equipment purchases binding warrant article. Mr. Byron asked Mr. Hoch to get an opinion from Counsel.

**Disposal of Surplus Property:** Mr. Byron stated that on the second sentence it states for items with a value of less than \$100, department heads may dispose of them as appropriate. It should say after notification of the Town Administrator. This will hold pending Town Counsel review.

**Credit Card Policy:** Selectman F. Byron stated on Page 1, Scope; say that the Board of Selectmen will make all decisions regarding issuance of all individual cards. It should be individual or department credit cards. Selectmen Lambert stated that you can not issue cards to department. Mr. Byron wants to make sure the Board of Selectmen clearly controls any ability to make the town indebted. Credit cards will not be used for personal purchase of any kind. Use of credit cards for personal purchase or expenses with the intention of reimbursing the town is prohibited. The sentence reads that a single purchase may comprise of multiple items. Change language to state – may be comprised of multiple items. It needs to be clear that we do not split purchases to stay within budget.

**Documentation Reconciliation Payment Procedure:** (paragraph 3) States: purchases listed under credit card statements must be verified and approved by the department head. Mr. Byron's concern with this is that this seems to disagree with the purchasing policy that say a subordinate or a designee may do

this to purchase items. Mr. Brunelle stated that only a department head has a credit card. Mr. Byron question that if what if someone who is not a department head has a credit card? Mr. Hoch stated that if it is being charged to the department's budget then the Department Head reviews it. Under approvals on the second paragraph it says program can result in termination. It should State termination in employment. Selectman F. Byron would like a statement to read that the Board of Selectmen may revoke a credit card at any time or any reason without prior notice. Selectman F. Byron motioned to the Board to accept the revised credit card policy as amended. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

**Investment Policy:** Selectman F. Byron proposed to the board that we skip this policy; the board should review this after the election of the new Board. The Board agreed.

**Meeting Minutes Strategy:** Mr. Hoch stated that one of things on the list is how we are planning, compensating and tracking minutes. Mr. Hoch had a couple of recommendation; the first being that all minutes be submitted in electronic form to the Town Administrator in a 144 hour time frame, at that point they will be available for public inspection at Town Hall; A final or approved copy of the minutes should be submitted to the Town Administrator following approval of the Board or Committee, electronic and paper copies should be provided for committees and Boards that sign Minutes, a signed paper copy should be provided to the Town Administrator following the meeting in which minutes are approved, electronic formats can be provided without signatures but with notation of an approval date, electronic copies will be delivered to TA and he will format in a PDF or similar format to the Town web master for posting on the Town's web site. Paper copies will be delivered by Town Administrator once he receives them from the Clerk for archiving. Mr. Hoch's recommendation to the Board is that if they are comfortable with this approach we then are able to start sending this out to all of our effective Boards and Committees and say that this what we want and make sure we have a coherent approach for everyone. Current Coverage: Groups that have contracted minute takers handle their own. Right now we have three minute takers and we need to find some longer term coverage for Planning Board and Mosquito Control. Mr. Hoch's recommendations are for committees that meet on a regular schedule and use contracted services we seek to assign a primary minute taker in order to encourage continuity and consistency in minutes. Also, we should be looking at developing a system for back up minute takers who can cover special meetings, vacations, illnesses and concurrent meetings just having one person assigned does not always work for a number of reasons. We are developing a pool of 4 to 5 available minute takers that can be centrally scheduled through Town Hall. Providing a minute template to committees that keep their own minutes to facilitate timely filing, Payment to contracted minute takers will only be made when completed minutes are submitted to Town Hall. Review alternatives for technical support for minute taking. Looking for some direction from the board on how to handle the situation of minutes not being provided to Town Hall. Right now we have two contracted minute takers. The question to think about is how to handle minutes not being provided and what approach the Board wants to take. Selectman F. Byron suggests that maybe we can file an RSA 91a request. Selectman F. Byron suggest to have Town Counsel write the Board a letter saying you a required to have appropriately posted and notice meeting minutes, you a required to have minutes provided of these meeting after a certain amount of time and if they continue not to do this then the only thing the town can do is bring some type of action. **Compensation:** Right now we are paying \$15.00 per hour for

Selectman and Planning Board, \$17.50 for Budget committee, Zoning Board of adjustment \$25.00 per hour. This is what we are actually paying now. In the past the Planning Board has had a different rate. This is what we are paying now based on who we have doing it now. The General rule is an hour of meeting time requires two hours of minute preparation. Prevailing rates for minute taker for most Towns is from \$13.50 to \$22.00 per hour. Can we simplify? Pay for actual time allocated. Develop a pay table, based on a seniority level for contracted minute takers. Seniority is an important consideration. The pay schedule is based on seniority for this Town. The Town Administrator would like the Board of Selectmen to accept his recommendation of getting rid of paying for one hour of meeting and 2 hours of preparation and pay for actual prep time. Selectman F. Byron made a motion to the Board that we accept the recommendation of Mr. Hoch for the minutes and have Mr. Hoch draft a policy. Selectman J. Brunelle seconded the motion. The motion carried 4-0-0.

**Stipend Policy Review:** Intent is to come up with a policy. Right now we have two department heads that collect a stipend for part of their work and then have a basket of other tasks that they charge the Town hourly. We have a bunch of elected officials who get a stipend and then we have a salary agreement with another elected official being the Town Clerk/Tax Collector. The intent on the stipend policy is to try to help clarify what actually goes into the stipend policy and the salary policy.

### **Town Administrator Report:**

#### **Correspondence**

Bryan Christiansen delivered Comcast's quarterly franchise fee check in the amount of \$29,957.90. Last quarter was \$29,653.

UPS agreement signed. / Box installed.

In the correspondence file there is a letter from Jay Hodes regarding Pennichuck filing with PUC. He points out petition notes that existing rates will be sufficient to fund merger/acquisition.

Received a letter from the School District requesting \$343,213 from High School impact fees to cover principal payments on Campbell High School's bonds. This had originally been requested in October and then rescinded based on timing (approx \$10,000 released in December 2010). The plan had been that the school resubmits a request in February 2011 to encumber the \$343,213 toward the January 2012 payment. Selectman F. Byron has a letter from Mr. Steve Martin, business administrator for school district unit number 27. Mr. Martin appreciated our prompt approval of this request. Selectman F. Byron made a motion that the Board of Selectmen encumbers a sum of \$343,213.00 from the High School impact fees fund balance for the payment of the Campbell High School construction Bond. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

Streetlight buyout and conversion turned out to be slightly less than originally anticipated. Final cost was \$10,610.81. We reissued a new check last week. The rate conversion was initiated on February 3.

In the correspondence file there is a letter from Litter-Free NH - Pat is coordinating paperwork with organizers and myself (service provides free blue bags and daffodils, lilacs or elm trees) for participating communities.

Supreme Court issued opinion in State of NH vs. Seymour upheld lower court decisions about use of financial records for conviction and standing of Town as a person.

Checked with Attorney Buckley regarding the Harleysville claim -- his response, "The return day is tomorrow (the day counsel for Harleysville Insurance must file an appearance) and I have heard nothing further."

## **Police**

Revised format monthly report from the Chief provided as attachment. I've asked for a 2 page summary of key items. Detail report will be provided quarterly rather than monthly. We're trying to use this report to highlight key issues and trends rather than just providing a data dump without context.

A Monthly Animal Control report is in the correspondence file.

## **Town Meeting**

There were 2 amendments to the proposed bottom of line of the budget. Line recommendations were made and I'd like the Board to ratify those changes, so if the budget passes, we can activate the correct budgeted line items in the accounting software. They would be amending line 01-4520.60-740 Parks Equipment Purchase from \$2500 to \$5000 and amending lines 01-4140.10-811 Town Clerk Seminars and 01-4150.40-811 Tax Collector Seminars from \$900 each to \$386 each.

Selectman F. Byron motioned to the Board of Selectmen to amend line 01-4520.60-740 Parks Equipment Purchase from \$2,500 to \$5,000 and amend line 01-4140.1-811 Town Clerk Seminars and line 01-4150.40-811 Tax collector seminars from \$900 each to \$386 each. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

The Town Report is posted on web. Copies will be available by the 28th. I am really impressed with Karen's work on this. These reports are available at Town Hall. There is also a limited amount of copies at the polls.

## **Highway**

Jack suggested that we consider putting a truck weight limit on Albuquerque and limit to local deliveries only. His suggestion is that heavy vehicles should be routed out to 3A rather than using Albuquerque to get to 102. We're interested in any feedback from the Board before we look into drafting an ordinance.

Selectman F. Byron motioned that the Board indicate interest in drafting an ordinance for putting a truck weight limit on Albuquerque Ave. Selectman P. Jewett seconded the motion. Selectmen G. Lambert made an amendment to the motion to allow any vehicle necessary for local home deliveries (oil, etc). Selectmen P. Jewett seconded the amended motion. The amended motion carried 4-0-0.

Northpoint Engineering had a pre-bid meeting for Roberts Road and Cranberry Lane projects. Six bidders attended for Roberts and 9 for Cranberry. I sat in as Town's rep for Jack since it was snowing.

## **Assessing**

Letter from DRA reviewing Avitar's 2010 Mass Appraisal Report, certifying it is compliant with the standard noted in state law. Reviewer specifically noted useful information presented in several sections of the report.

## **Recreation**

The Recreation Commission has amended their by-laws to appoint a clerk to handle bill payment and administrative coordination with Town Hall. Jason Allen has been appointed to that position.

## **Solid Waste**

There is a copy of approval for Solid Waste Facility from NHDES in correspondence folder. Original plan apparently did not make clear that trash compactors were being installed.

The final bill for Incinerator removal is in this week's payables. Revenues for sale of salvaged material were quite strong -- net billed cost is approximately \$20,000 for service. Work remains for cleaning, painting and door replacement -- all of which can be paid for under the balance of the encumbrance.

There is information in action folder regarding baler purchase for Solid Waste facility. I am looking for authorization to approve Purchase Order. There are two bids the price is reasonable for equipment. The Purchase Order Amount is \$11,005. Selectman J. Brunelle motions to the Board to approve the Purchase Order in the amount of \$11,005.00. Selectman G. Lambert seconded the motion. The motion carried 3-1-0.

## **Finance**

Governor's proposal to eliminate state subsidy for Police and Fire employee retirement would result in a cost shift to the Town of approximately \$165,000 annually. If this comes to fruition by mid-year 2011 (new rates usually go into effect July 1, the cost would be about \$82,500.)

Auditors spent 2 days here this week reviewing documents. Generally things looked very good and supporting documentation as needed was provided by Linda and Terry. It appears that all of the office changes have made a major difference. There are some technical adjustments to specific accounting formats I expect they'll recommend, but nothing on the order of recommendations from previous years.

## **Town Clerk**

Memo from Terri regarding RSA 540:1-b which requires, as of Jan. 1, Town Clerks to keep a record of agents for rental property. The law allows the Clerk to set a fee for maintaining those records. It appears that the onus is on the owner to provide the notice to the Clerk. She has surveyed other Clerks about prevailing fees and recommends a charge of \$15 for this service (which goes into the general fund). Selectman F. Byron recommended to the Board to set a fee of \$5.00 per RSA 540:1-b. Selectman P. Jewett seconded the motion. The motion carried 3-1-0.

State system for Motor Vehicle registrations has been down since Tuesday. Apparently, it is a Fairpoint related problem. It's important to note that the system is completely separate from the rest of the Town's

network and is controlled and operated by the State. To that end, the Clerk's office is completely beholden to the State and Fairpoint to fix. Practically, it has meant that they have been unable to process registrations both walk-in and mail in for the better part of the week. In some cases, people can pay their Town portion here and go to the DMV to pay the state portion.

At the end of the day Thursday, Terri got the state to agree to let her handle all of the backlog registrations in Concord (as long as they got their money first), so she processed everything so renewals could get out to people by the end of the month. On Friday, Fairpoint's field tech who was here Tuesday realized that the ball had been dropped by another Fairpoint office and took ownership of the problem to try to get this resolved.

### **Building**

Kevin and Karen are working on a variety of building permit revisions with a goal of gathering appropriate information and streamlining application process.

Kevin has provided a proposed list of building permit fee adjustments. The plan simplifies the current approach by eliminating some of the per square foot charges, but does increase the minimum charge for permits. My sense is that this a more reasonable way to handle fees. I've provided the proposed list and the current list as an attachment to my report. I'd ask that you review and check with Kevin or I if you have questions and that we'll be at the next meeting in March looking for approval.

### **Storm water**

Received a list of storm water program questions from Northpoint Engineers as part of annual report process. I'm working through the items now with John Brunelle, Jack and others as needed. Expect some updates in the coming weeks.

### **Operations Plan**

Draft of outline of topics intended to be covered in department operations plan attached. I plan to start fleshing out some of these items shortly.

### **Policies**

Draft Stipend Policy from Frank attached. May have further revisions for Monday's meeting.

### **Other Business:**

Coverage for the March 8<sup>th</sup> Elections:

Selectman J. Brunelle can attend around 4:30. Selectman G. Lambert can cover from 7:00 am until 12:00pm for Steve and can come back later.

### **Review and Approval of Prior Meeting Minutes:**

Selectman F. Byron motioned to the Board to approve the non-public meeting of the 24<sup>th</sup> of February. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

Selectman F. Byron motioned to the Board to approve the Public meeting minutes of February 10<sup>th</sup> and February 12<sup>th</sup>. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

Selectman F. Byron motioned to the Board to approve the meeting minutes of November 22, 2010. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

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

Selectman P. Jewett stated the last Recreation Commission last Monday night was held at Talent Hall. They discussed the field and Jason Allen was elected to take charge of coming in to sign bills at least once a week. Two members were absent because of vacation.

Planning Board Meeting tomorrow night at 7:00.

### **Community Bulletin:**

1. Please go to the polls and vote on March 8<sup>th</sup> 7:00 am to 7:00 pm at Campbell High School and use back parking lot only. 2. Town report is available at Town Hall. 3. Selectman P. Jewett's Birthday! 4. Candidates night is Saturday March 5<sup>th</sup> at 7:00pm at Campbell High School and will be televised.

### **Public Input:**

No members present.

### **Approval with Consent:**

No Items.

### **Other Business:**

There is a letter authorizing final closure of the Seymour case for all monies to be received. Selectman F. Byron motioned to the Board of Selectman to hereby authorize the chairman of the Board to sign on behalf of the Town the document provided to us for final release on the Government Crime Policy No. 659-60-642 for the proceeds from the Seymour theft. Motion carried 4-0-0. Mr. Jason Hoch is the witness. In witness thereof the undersigned has here to set his hand and seal this 28<sup>th</sup> day of February.

Veterans Tax Credit: Selectman Byron made a motion to the Board of Selectman hereby grants a Veterans Tax Credit to Map 23 lot 99 in the sum of \$300.00. Selectman J. Brunelle seconded the motion. The motion carried 4-0-0.

Timber Tax: Intent to Cut. Selectman F. Byron motioned to the Board of Selectmen accepts the intent to cut by PSNH road project for 3A to the Merrimack River. Selectman P. Jewett seconded the motion. The Motion carried 4-0-0.

Selectman J. Brunelle has three items no longer used by the Town. He would like permission to put the items on e-bay to get cash back for the Town. Selectman F. Byron motioned to the Board of Selectmen to authorize J. Brunelle put these three items on e-bay and post on town website, with intent that the money comes back to the town. Selectman P. Jewett seconded the motion. The motion carried 4-0-0.

There being no further business, Mr. Byron motioned to adjourn the public meeting. The Public Meeting ended at 10:45p.m. Selectman P. Jewett seconded the motion. The motion carried 3-1-0.

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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