

Town of Litchfield

Selectmen's Meeting

December 19, 2011

Members present: Steve Perry, Chairman
John R. Brunelle, Vice Chairman
Frank A. Byron
George A. Lambert
Brent T. Lemire
Also present: Jason Hoch, Town Administrator

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

6:00 p.m. Non Public session per RSA 91-A: 3 II (a) – Compensation of Public Employees

7:00 p.m. Call to Order

PLEDGE OF ALLEGIANCE

All rose for the Pledge of Allegiance.

Review of items for consent

1. Renewal of Boat Agent Agreement with Irwin Marine

Approval of Consent Items

Selectman G. Lambert motioned to approve the items for consent. Selectman B. Lemire seconded the motion. The motion carried 5-0-0.

Request for items – Other Business

Selectman F. Byron would like to discuss guard rail in Albuquerque Ave. and Woodhawk Way at the request of the Road Agent

Selectman F. Byron would like to discuss Redistricting under consideration of the State Legislature.

Selectman J. Brunelle would like to discuss finalization of IT project.

Public Input

None

Administrator Report

New Business

Request for stop sign on Aaron Way at Cranberry Lane

Administrator Hoch stated that during Road Agent Pinciario's meeting with abutters to the Page Road project, a

concern was raised about vehicles using Aaron Way as a cut off through Cranberry Lane onto Albuquerque Ave. A request was made to change the yield sign at the corner of Aaron Way and Cranberry Lane (stop sign to be encountered while approaching Cranberry Lane on Aaron Way) to a stop sign. Road Agent Pinciario met with Police Chief O'Brion who also agrees with the proposed change. The Chief's letter is in the Admin Report Folder. Selectman G. Lambert motioned to change the yield sign to a stop sign at Aaron and Cranberry. Selectman B. Lemire seconded the motion. The motion carried 5-0-0.

Old Business

Impact Fee Refunds

Last week the Board of Selectmen discussed impact fee refunds and expressed a preference/request to amend ordinance so that refunds would be returned to the property owner. This is not what has been done since the refund process started. However, the existing ordinance reflects this language. It was on advice of town counsel in 2010 prior to the initiation of the refunds that the procedure returning them to the original payor (usually the developer) was implemented by the Board of Selectmen. Atty. Buckley's interpretation and review of the laws relating to offsite charges shows a legislative intent to repay the person who paid originally. Selectman G. Lambert motioned that the BOS take the advice from Counsel on how we refund impact fees and get other opinions. Selectman J. Brunelle seconded the motion. The motion failed 1-4-0. No further action was taken on this matter.

Regional Energy Purchase

Administrator Hoch forwarded information in a separate e-mail about the joint energy purchasing group organized by the Nashua Regional Planning Commission (NRPC). The low bid for electricity generation services came from a company named Hess. Their price represents a savings of approximately 30% off Public Service of New Hampshire's (PSNH) January rates. At the moment, the master contract is being reviewed by an attorney acting as legal counsel on behalf of the group of Towns, with a revised contract to be completed by early January. Following that review it is expected the towns would execute a 12 month pricing agreement; this part is time sensitive since the price is locked in at that point. Our commitment would be for a 12 month period. Billing would pass through as part of the PSNH billing. The guaranty is for a full swing of usage – we are not committing to a specific level of purchasing and would not be penalized by going over or under our estimated electrical usage. Based on our historic usage data, Mr. Hoch expects a savings of around \$9,000 over the 12 month period. Mr. Hoch has put various informational documents that he has in the Administrator Report folder. Mr. Hoch is looking for authorization to sign this contract on behalf of the Town subject to successful resolution of all issues identified by the group and its counsel with the terms of the pricing agreement provided that the offer on price effective on January 11 continues to represent a savings for the Town. Selectman B. Lemire motioned to the Board of Selectmen to authorize Administrator Hoch to go forward and execute the documents. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

FEMA Briefing on the October Snow Storm

Chief Schofield and Mr. Hoch attended the FEMA kickoff meeting for October snow reimbursement. The storm had a large enough scope that they will be sending inspectors to all communities to coordinate their paperwork. As they reviewed items at the meeting, it was reassuring to find that our staff had put together and been tracking almost all of the key costs we needed for reimbursement. There is a broad range of eligibility for

debris clean-up-costs. Road Agent Pinciario has run to a tight budget taking care of the worst of the debris cleanup problems. We still have debris to remove in some harder to reach places. Knowing that the acquisition cost will be reimbursable at the 75% rate and given that it is a needed piece of equipment for Highway usage and will be needed to continue to deal with the clean-up, Mr. Hoch recommends authorizing the purchase of the backhoe "thumb" that was discussed earlier in the budget process and deferred. Chief Schofield and Mr. Hoch have discussed the best ways to compile some of the project eligible items that are yet to be documented. Mr. Hoch believe he has developed a strategy for capturing those documents of cost items items that are outstanding. Mr. Hoch expects that we should have someone from the Federal Emergency Management Administration (FEMA) in Town either the last week of the month or in early January. FEMA will reimburse the Town 75% for the purchase of the backhoe thumb because it is a necessary piece of equipment to continue and complete the storm clean-up. All of our costs have been moved out of the general fund into an anticipated reimbursement fund. Selectman J. Brunelle motioned to the Board of Selectmen to allow Administrator Hoch to purchase the Backhoe Thumb not to exceed \$8,500.00. Selectman B. Lemire seconded the motion. Selectman J. Brunelle amended his motion to purchase the Backhoe thumb in an amount not to exceed \$11,000.00. Selectman B. Lemire seconded the motion. The amendment carried 5-0-0. The amended main motion passes 5-0-0.

Budget updates, Revisions, Reconsideration

4130.10 Board of Selectmen – unchanged for an amount of \$15,037.00.

4130.20 Administration - changes in Health and Dental insurance based on the numbers from LGC which takes the bottom line from an approved amount of \$97,568.00 to a new bottom line of \$97,585.00. Selectman S. Perry motioned to modify the bottom number for Administration 4120.30 to \$97, 585.00. Selectman G. Lambert seconded the motion. The motion carried 5-0-0.

4130-30 Town Meeting – Moderator wages changed due to account for the assistant moderator being paid during the elections. The equipment purchase, the accu vote machine was taken out of the proposed budget because at a prior meeting the BOS gave the authorization to go forward with that. The two changes take the bottom line from \$18,751.00 to a new bottom line of \$14,418.00. Selectman B. Lemire motioned to go forward with the new bottom line of \$14,418.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4140-10 Town Clerk – wage line changes reflect cost of living and also Mr. Hoch over counted hours in the 120 clerk line, which has been corrected. Insurance changes, dropped office supplies. The previous approval was a bottom line of \$91,848.00. The revised bottom line is \$92,122.00. Selectman B. Lemire motioned to approve the revised bottom line of \$92,122.00. Selectman J. Brunelle seconded the motion. The motion carried 4-1-0.

4140.20 Voter Registration – remains unchanged at a bottom line of \$1,385.00.

4150.10 Accounting - the wage lines reflect cost of living adjustments that the Board has made to wages, insurance; Health and dental reflect premium changes, we further dropped the consulting services line, the postage line was dropped. The previous bottom line of \$255,139 has been revised to a new bottom line of \$256,412.00. Selectman B. Lemire motioned to approve the revised bottom line of \$256,412.00. The motion carried 5-0-0.

4150.40 Tax Collection - the clerk line correction on the 120 clerk line because of COLA, Insurances,

reduced office supply line, dropped postage another \$500.00. The previous approved bottom line of \$92,191.00 has been revised to a new bottom line of \$91,964.00. Selectman B. Lemire motioned to approve the new bottom line of \$91,964.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4150.50 Treasurer - correction from the budget committee, the Trustees of Trust Funds no longer has a safety deposit box so that has been dropped. The bottom line of \$8,713.00 has been changed to a revised bottom line of \$8,594.00. Selectman B. Lemire motioned to concur with the Budget committee on a bottom line of \$8,594.00. Selectman G. Lambert seconded the motion. The motion carried 5-0-0.

4150.90 Budgeting – unchanged at a bottom line of \$2,507.00.

4153 Legal Expenses - unchanged at a bottom line of \$54,479.00.

4191.10 Planning Board – COLA benefit changes, the secretarial steno services was reduced by the Budget Committee from \$2,100 to \$1,200. The special projects line is on the list of things Administrator Hoch is recommending pulling out and setting aside funds from this year for that purpose. Selectman B. Lemire motioned to Move the bottom line amount of \$60,758. Selectman J. Brunelle seconded the motion. After a discussion from the BOS, Selectman S. Perry motioned to change the Secretarial /Steno line to \$1,500.00. Selectman F. Byron seconded the motion. The motion carried 5-0-0. The new Bottom line is \$61,058.00. Selectman S. Perry motioned to move the bottom line of \$61,058.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4191.30 Zoning Board – Selectman Perry questioned secretarial services, Administrator Hoch explained that they had not met in 10 ½ months. S. Perry motioned to move the new bottom line \$1,770.00. Selectman B. Lemire seconded the motion. The motion carried 5-0-0.

4194.10 General Government Buildings - adjusted custodian rate, electricity has dropped, building maintenance and repair – pulled the Police entry vestibule out onto a potential use of year end funds, adjusted generator diesel fuel at a rate of \$3.65, dropped maintenance supplies and roof snow removal. These changes take the bottom line of \$61,213.00 to a new bottom line of \$50,188.00. Selectman S. Perry motioned to move the new bottom line of \$51,188.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

Administrator Hoch wanted to stop and take a look at the encumbrance list. Mr. Hoch's estimate having reworked all of the numbers as of last week is a balance of about \$240,000.00 left at the end of this year. The commitments made so far are \$84,735.00; the voting machine and computer network. There is \$27,722.00 which was in the assessing budget and the plan had been to raise an equal amount over each of the five years so by the fifth year we don't get hit with the big ticket so that \$27,722.00 that was unspent needs to go towards that. We knew going into this year that this was going to be unspent. The next set of items is mainly the big ticket items that Mr. Hoch has tried to pull out of the budgets. What he tried to do in making these recommendations is to find the one time new item type purchases rather than use any of the savings to offset ongoing future expenses.. The dilemma that Mr. Hoch has that is when he tallies up everything that he has on this list is that he is coming up with about \$190,000 worth of expenses, which would drop about \$50,000 back to the general fund. Mr. Hoch gave the Board a list of the proposed encumbrances. These are the majority of all these items have already been discussed and approved. The Recreation Commission passed along two items that they are not going to get to in their budget. The only two new things that have not been through the budget process at all have been pushed to the bottom which is about \$4,300 worth of expenses and these would be air conditioner units to add on to the system at the Fire Department and a records management system for all of our departments. Those are the only two new things added. Selectman S. Perry asked about the snow plow

equipment purchase, Administrator Hoch stated that he shifted one of the sander rehabs out of the budget into this encumbrance. Selectman S. Perry also questioned the computer and server at the Library. Mr. Hoch stated that the proposal to encumber came from the Budget Committee's recommended budget for the Library knocked out \$6,000 which was most likely going to come out of their ability to buy and upgrade their computer network. Selectman S. Perry stated that he was just trying to see what has been approved because in his opinion \$49,500 is a little low to carry this down, so if the snow plowing equipment was approved let's just leave it there. Selectman S. Perry stated that he personally would like to see more money go into the fund balance. Mr. Hoch stated that we are putting money back into the fund balance at the end of this year in three ways; one way is whatever is left unspent drops back. There is a handful of encumbrances, other purposes that whatever balances are trailing that aren't being encumbered drop back. We have whatever portion of our overlay that has not gone for tax abatements this year will drop back. Any amounts of our actual revenues that have exceeded the revenues that we expected in September that were used at setting tax rate at the time go into our fund balance. So we build in on three fronts. It's not just the unspent funds that add to it. We are looking pretty good on all three fronts, so on the list of things that Mr. Hoch has put together, the special projects impact fee update, the \$10,000 there, is \$5,000.00 that is unspent this year, and \$5,000 that was in the approved budget for next year. The Police vestibule was at \$3,000 in the approved budget. Mr. Hoch thought that was cutting it tight so he put it at \$4,000 here. The rugged laptops were approved in the general government operations budget, moved into this. The crime monitoring software and conversion was approved in the Police budget at \$1,188.00, we have learned that the conversion of the data out of our IMC system will probably add another \$1,000 to that cost, so in order to execute that he put \$2,188.00 there, so there is a \$1,000 increase there than what was approved in the budget. Bullet proof vests, that was approved before, the roof materials for the highway garage had been approved for \$8,500 just moved out to here, the sander had been through the process for \$4,000 moved that out, the waste oil furnace had been approved and this number is lower due to a much better bid, the HVAC for \$15,000 was pulled out of next year's budget into this, the remaining two parks items should really be put on a separate list, this is money that they have in next year's budget that have not been spent so they are not counted on the \$240,000. There is another bucket of encumbrances for approved items for this year that has not happened as of yet. Selectman Perry questioned the rugged laptops and Mr. Hoch stated that they had been approved and the rest of the process has been pulled out and put in here. Selectman S. Perry stated that he believes they should go back into the budget. Selectman F. Byron stated that the town finishes each year under budget by slightly more than \$100,000 and should make adjustments to the budget to bring that in line. Administrator Hoch stated that if you look at what comprised the \$100,000, a large portion is the \$33,000 of contingency, the \$27,000 of assessing which is basically an internal savings program, the level of operations this year in the Fire Department is about \$55,000 less than budget, solid waste in the current year is about \$63,000, the staff benefit changes and adjustments in accounting administration adds up to about \$25,000. When you take those, contingency has been what it is, we have internalized the staff and benefit changes already in the recommended budget, we've made an adjustment to the solid waste budget, we need to recognize the fire department was not its historic level of operation this year and we know that the assessing savings is an accounting exercise within our budget. Selectman G. Lambert stated that he can see making an overall tightening adjustment. Selectman F. Byron stated that he believes we can do a bottom line reduction and spread it out. Selectman J. Brunelle believes we should look at the budget as a whole town not just the town's side. Administrator Hoch stated that we had a year where we had unanticipated things all fall our way and he looks at the \$100,000 being left on the table as a pretty safe place to be with all of

the unknowns you anticipate during the year on the budget and he doesn't like getting tighter than that. Administrator Hoch stated that before you do anything you should have \$60,000 remaining; \$33,000 for contingency, the \$27,000 for assessing this year. Not anticipating a \$50,000 savings in the fire department this year. Selectman F. Byron stated that year after year the town has finished with over \$100,000 favorable to the budget. While he recognizes this year is an exceptional year and maybe there are things we haven't done, the Board should look at whether they could make some sort of a belt tightening adjustment to the overall budget and attempt to take a cut of \$75,000 as a start and apply it in some fashion to the budget for 2012. Leaving Contingency would allow for an unplanned expenses. Selectman J. Brunelle questioned what would be the risk if the contingency is \$0. Administrator Hoch stated that tied with the warrant articles one of the decisions the BOS has is using fund balance to offset next year's expenses. The BOS can make a commitment to do that now which hopefully gets carried forward to tax rate setting time, alternatively you can also use a part of it in warrant articles. The other alternative is that you look at what you have felt was a reasonable budget in terms of what was proposed, the school board looks at what a reasonable budget is and you all sit down together and say what do we think is a reasonable tax rate for the Town to consider, and then tally up where we are and where the school is and where do we think the county is going to be and figure out the differences and you target that fund balance. Selectman S. Perry stated that the encumbrance list that Mr. Hoch has, does anyone have any changes they would like to see to it, we do have to think about the pump on engine 3 that that we were notified that need to be repaired at \$6,000. This should be on here. Selectman S. Perry stated that the Police Vestibule can go back on the budget, snow plowing can go back into the proposed budget. Administrator Hoch stated that he believes the snow plowing should stay. Snow plow equipment purchase is starting an overall rehab of those units which is short money opposed to repair money and believes this should stay.

Administrator Hoch stated that he suggest we keep the encumbrance list open and go back to the budgets and if the Board feels that something needs to go in or out as we hit that budget then we put it in or out accordingly.

4194.20 General Government Operations - The software support pulled for \$3,750 for email licensing. The equipment purchase line (rugged laptops) something else to think about on this is we had a conversation with the auditors trying to figure out how to deal with these trailing balances we have in the PD and Fire special detail funds, because for a number of years we have not reimbursed ourselves from them, we started to do this this year and have worked it into next year's budget. We have a balance of about \$27,000 in the Police Detail fund and about \$500 in the fire detail fund; the guidance we got was that as long as we are spending it on police related purpose we can use that balance in the fund. We could by the computers with it. Take \$19,038 for Lap tops and replacement storage for PD. The bottom line for general government operations is \$37,661.00. Selectman S. Perry motioned to move the bottom line number of \$37,661.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4195 Cemeteries – one fencing was removed, TA is recommending removing both fencings, we have a balance set aside for surveying and fencing for last year's encumbrance to carry that over. Office supply line goes to zero. The Bottom line is \$7,203.00. Selectman B. Lemire motioned to move the bottom line of \$7,203.00. Selectman S. Perry seconded the motion. The motion carried 4-0-1.

4196 Town Insurance – Unchanged for a bottom line of \$63,888.00. Selectman B. Lemire motioned to move

the bottom line of \$63,888.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4199.10 Contingency – Selectman F. Byron made a motion to zero the contingency. Selectman G. Lambert seconded the motion. Selectman S. Perry amended the motion to leave \$15,000 in contingency. Selectman B. Lemire seconded the motion to amend. Administrator Hoch stated that if you are looking for a place to cut then we should zero out contingency. Selectman S. Perry withdrew his amendment and Selectman B. Lemire withdrew his second to the amendment. The main motion carried 4-1-0.

Selectman J. Brunelle temporarily left the meeting.

4210-10 Police Administration - wages reflect COLA, the witness fees were dropped to \$100, training – the budget committee reset to \$18,000, the insurances reflect current prices, the short term disability is mathematical correction, public notices and adds, the BOS approved \$600, the budget committee dropped to \$40., pre-employment screening was budgeted for \$1,300., dropped a little off of office supplies.

Selectman J. Brunelle is back in meeting

Selectman B. Lemire motioned to move \$304,619.00. Selectman G. Lambert seconded the motion. Selectman G. Lambert withdrew his motion. Selectman G. Lambert withdrew his second. Selectman J. Brunelle motioned to accept the Budget Committees bottom line of \$300,759.00. Selectman B. Lemire seconded the motion. The motion carried 5-0-0.

4210.20 Police Crime Control – Health and dental adjustments, fixed the calculations on short term and long term disability, software support line reflects dropping out the crime monitoring software and that takes us to a new bottom line of \$201,736.00. Selectman B. Lemire motioned to move the bottom line of \$201,736.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4210-30 Police Traffic Control – When Sergeant O'Donahue was promoted out of the master patrol line into Sergeant, we had to adjust the master patrol line; we need to hire another patrol officer. We should have somebody at the end of April and adjusted the patrol number for Officer to be determined. Looking for a start date at the beginning of April, taking three months off. Adjusted the master patrol overtime, to drop one person out. Health and dental reflect the current make up. Moved out the bullet proof vest, fuel has a minimal change, the budget price using for gas is \$3.20 a gallon and pulled back in \$4,000 of reimbursement from detail. The bottom line is \$718,325.00. Selectman B. Lemire motioned to move \$718,325.00. Selectman S. Perry seconded the motion. The motion carried 5-0-0.

4210.40 Police Training – no change for a bottom line of \$5,010.00.

4210-50 Police Support - health and dental reflects a change. The bottom line is \$178,875.00. Selectman B. Lemire motioned to move the bottom line of \$178,875.00. Selectman S. Perry seconded the motion. The motion carried 5-0-0.

4210-70 Police Station – dropped to zero. Selectman B. Lemire motioned to move the bottom line to \$0. Selectman G. Lambert seconded the motion. The motion carried 5-0-0.

4215-10 Ambulance – unchanged for a bottom line of \$43,000.

4220-1 Fire Administration – budget committee changed secretarial services from \$3,120 to \$1,550 and changed computer equipment from \$4,000 to \$3,000., for a bottom line of \$41,364.00. Selectman S. Perry motioned to move the bottom line of \$41,364.00. Selectman G. Lambert seconded the motion. The motion carried 5-0-0.

4220.20 Fire Fighting – wage line reflect COLA, the budget committee reduced the call line further from the BOS \$70,000 to \$58,000. Overtime was reduced from \$13,601 to \$9,000. Insurance changed, the vehicle fuel; the number of gallons was reduced. The budget reduced from \$15,225 to \$10,000 overall. Administrator Hoch is recommending dropping to \$9,065.00. The equipment purchase line went from \$25,000 to \$22,500. The Bottom line is \$304,614.00. Selectman B. Lemire motioned to move the bottom line of \$304,614.00. Selectman G. Lambert seconded the motion. The motion carried 4-1-0.

4220.30 Fire Prevention – Bottom line of \$500.00. Selectman F. Byron motioned to move the bottom line of \$500.00. Selectman G. Lambert seconded the motion. The motion carried 5-0-0.

4220.40 Fire Training – unchanged for a bottom line of \$41,966.00.

4220.50 Fire Communications – unchanged for a bottom line of \$17,600.00

4220.60 Fire Repair – unchanged for a bottom line of \$51,950.00

4220.70 Fire Medial Services – unchanged for a bottom line of \$10,700.00

4220.80 Fire Station – dropped furniture line for a bottom line of \$15,500.00. Selectman B. Lemire motioned to move the bottom line of \$15,500.00. Selectman G. Lambert seconded the motion. The motion carried 5-0-0.

4220.85 Fire Incident & Fire Investigations – unchanged for a bottom line of \$0.

4220.90 Fire Hydrants – unchanged for a bottom line of \$275,872.00

4241.20 Code Enforcement - wages and insurance reflect changes, printing can be dropped further to \$300.00. The budget committee reduced the drawings and blueprints line to \$10. Administrator Hoch suggested dropping to zero. Vehicle fuel adjusted gallons and price to 360 gallons at \$3.20. Radio installation and repair dropped to zero. The new bottom line is \$73,949.00. Selectman B. Lemire motioned to move the bottom line of \$73,949.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4290.10 Emergency Management – there is \$400.00 dropped out of planning for a new bottom line of \$8,244.00. Selectman B. Lemire motioned to move the bottom line of \$8,244.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4311-10 Road Agent – adding for health insurance and removing \$8,500 for roof repair to use of funds from this year, for a new bottom line of \$16,365.00. Selectman B. Lemire motioned to move the bottom line of \$16,365.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4311.20 Highway Engineering – unchanged for a bottom line of \$12,000.00

4312.10 Highway Road Maintenance Project – adjustment to the gross appropriation. The new bottom line is \$192,804.00. Selectman B. Lemire motioned to move the bottom line of \$192,804.00. Selectman G. Lambert seconded the motion. The motion carried 5-0-0.

4313.20 Road Maintenance – cost of living change pulled out equipment rental charges at \$500.00. Equipment purchase – pulled out the zero turn tractors. Bottom line of \$311,168.00. Selectman B. Lemire motioned to move the bottom line of \$311,168.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4312.30 Highway Storm Drains – unchanged for a bottom line of \$35,000.00

4312.50 Snow Plowing – pulled out the sander/spreader. The Budget Committee adjusted salt from \$63,206 to \$60,206.00. The new bottom line is \$77,821.00. Selectman B. Lemire motioned to move the bottom line of \$77,821.00. Selectman F. Byron seconded the motion. The motion carried 3-2-0.

4316.30 Street Lighting – unchanged for a bottom line of \$14,000

4321.10 Solid Waste Administration - wages and benefits changes and dropped the dues line because we had double counted the operations certification for a bottom line of \$96,025.00. Selectman B. Lemire motioned to move the bottom line of \$96,025.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4324 Waste Disposal/Incineration – the laborers line the budget committee adjusted our calculations down to \$27,000.00. The equipment line was dropped to zero, building repair and maintenance shows and increase, recalculated fuel, and demolition and solid waste disposal was decreased from the Budget Committee, for a bottom line of \$259,834.00. Selectman B. Lemire motioned to move the bottom line of \$259,834.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4324.40 Recycling – \$1,000 moved out of building maintenance, for a new bottom line of \$14,088.00. Selectman B. Lemire motioned to move the bottom line of \$14,088.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4324.50 Hazardous Waste – unchanged for a bottom line of \$6,229.00

4324.60 Solid Waste Conversion – unchanged for a bottom line of \$0.

4411.10 Health – unchanged for a bottom line of \$1,686.00

4411.20 Mosquito District – the budget committee reduced their secretarial services to \$100.00. TA would recommend retaining the \$600.00 the Selectmen had already approved. The new Bottom line is \$27,310.00. Selectmen S. Perry motioned to move the bottom line of \$27,310.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4414.10 Animal Control – wage adjustment and moved the waste oil furnace out to year end funds for a bottom line of \$17,779.00. Selectman B. Lemire motioned to move the bottom line of \$17,779.00. Selectman S. Perry seconded the motion. The motion carried 5-0-0.

4415 Health Agencies – unchanged for a bottom line of \$6,852.00

4445-20 Welfare – unchanged for a bottom line of \$20,000.

4520.10 Parks Administration and Programs – Budget committee changed program expenses from \$3,000 to \$2,000.00 for a bottom line of \$5,210.00. Selectman B. Lemire motioned to move the bottom line of \$5,210.00. Selectman S. Perry seconded the motion. The motion carried 5-0-0.

4520.20 Parks Maintenance of Parks – Budget Committee dropped light towers down for a bottom line of \$53,400.00. Selectman B. Lemire motioned to move the bottom line of \$53,400.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4520.60 Parks Maintenance of Rec Facilities – building repairs pulled out the HVAC system to use funds from this year, budget committee changed furniture and fixture from \$3,000 to \$1,500.00 for a bottom line of \$37,284.00. Selectman S. Perry motioned to move the bottom line of \$37,284.00. Selectman B. Lemire seconded the motion. The motion carried 5-0-0.

4550.2- Library – BOS approved \$193,094.00, The Budget Committee had approved \$187,058.00. Library had to add health insurance for a part time employee, for a bottom line of \$198,000.00. Selectman B. Lemire motioned to move the bottom line of \$198,000.00. Selectman J. Brunelle seconded the motion. Selectman G. Lambert motioned to amend the bottom line to \$200,297.00. Selectman S. Perry seconded the motion. The amendment carried 5-0-0. The amended main motion carried 5-0-0.

4583.10 Patriotic Purposes – unchanged for a bottom line of \$949.00

4589.10 Cable Advisory Committee – drop to the Comcast line by 1/3rd of their budget, equipment purchases is a slightly arbitrary number. TA suggested change is to move to the \$25,000.00 level. Selectman B. Lemire motioned to move the bottom line of \$25,000.00. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.

4611.20 Conservation Commission – Selectman B. Lemire motioned to move the bottom line of \$2,191.00. Selectman G. Lambert seconded the motion. The motion carried 5-0-0.

4723.10 Debt Service – unchanged for a bottom line of \$0.

Warrant Articles

1. 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 three years. The current Highway Agent shall continue to hold the office until the 2013 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.

Selectman B. Lemire motioned to recommend article 1 as printed, for three years. Selectman G. Lambert seconded the motion. The motion carried 5-0-0.

2. To see if the Town will convert the Highway Agent to a full-time position. And further to see if the Town will vote to raise and appropriate the sum of \$15,445 for the conversion of this position from part-time to full-time, with \$6,889 representing the wage cost and \$8556 representing the cost of associated benefits and taxes. The annual wage cost for a full-time Highway Agent is approximately \$46,550.

Selectman G. Lambert motioned to recommend article 2 as printed for a full time position. Selectman J. Brunelle seconded the motion. The motion carried 4-1-0.

3. To see if the Town will vote to raise and appropriate the sum of \$70,000 for the purpose of replacing the roof at the Town Hall/Police Station building. And further to authorize the use of the unexpended fund balance as of December 31, 2011 for this purpose. This would have a net cost to 2012 general taxation of \$0.

Selectman B. Lemire motioned to approve article 3 to raise and appropriate the sum of \$70,000. This will come out of the fund balance. Selectman G. Lambert seconded the motion. The motion carried 5-0-0.

4. To see if the Town will vote to set the term of the appointed Fire Chief for three years subject to the conditions and requirements of RSA 154:5.

Selectman B. Lemire motioned to recommend article 4. Selectman G. Lambert seconded the motion. The motion carried 5-0-0.

5. To see if the Town will vote to establish a Cable Revolving Fund pursuant to RSA 31:95-h. The money received from cable franchise fees shall be allowed to accumulate from year to year, and shall not be considered to be part of the general fund unreserved fund balance. The treasurer shall have custody of all monies in the fund, and shall pay out the same only upon order of the Board of Selectmen (no further legislative body approval required). These funds may be expended only for cable access services for public, educational or governmental purposes as stated in RSA 31:95-h and no expenditure shall be made in such a way as to require the expenditure of other funds that have not been appropriated for that purpose. If adopted, such Revolving Fund would become active effective January 1, 2013. Selectman G. Lambert motioned to recommend article 5. Selectman B. Lemire seconded the motion. The motion carried 5-0-0.

6. To see if the Town will vote to establish a Public Works Expendable Trust Fund pursuant to RSA 31:19-a. Furthermore, to raise and appropriate the sum of \$20,000 for transfer into this fund from the unexpended fund balance as of December 31, 2011. and to appoint the Board of Selectmen as agents to expend from the fund. This Fund can be used for payment of solid waste disposal fees in excess of the annual budgeted appropriation for that purpose as well as the replacement of capital equipment at the Solid Waste Facility with a value of greater than \$5000. In addition, this Fund can be used for payment of snow removal related costs, including wages, contracted service fees and purchase of salt and sand in excess of the annual budgeted appropriation for those purposes. This would have a net cost to 2012 general taxation of \$0. Selectman B. Lemire motioned to recommend Article 6. Selectman G. Lambert seconded the motion. The motion carried 5-0-0.
7. To see if the Town will vote to hire a part-time Recreation Coordinator for approximately 260 hours per year. And further to see if the Town will vote to raise and appropriate the sum of \$4758 for this purpose, with \$4420 representing the wage cost and \$338 representing the cost of associated taxes. {Additional language about role} - Pending - Rec Commission input.
8. To see if the Town will vote to rescind the requirements for capital expenditures as approved in Article 5 in 1996. And further, to require that the Board of Selectmen adopt annually a purchasing policy that defines the conduct of purchasing activities for the Town of Litchfield. *(Such a policy should encourage maximum competition through fair and equal opportunity to those qualified and interested bidders, provide a uniform procedure for the procurement of material, equipment, supplies and services and ensure that the taxpayers are getting the best overall value for their dollars.)* - Pending.
subject to technical wording corrections
9. To see if the Town will vote to create an expendable trust fund under the provisions of RSA 31:19-a to be known as the Library Vacation Accrual Expendable Trust Fund and to authorize the Library Board of Trustees to serve as agents to expend from the funds, and further to raise and appropriate the sum of \$8,378 for transfer into this fund from the unexpended fund balance as of December 31, 2011. This amount is shown on the Library's balance sheet as a liability. The intent of this article is to annually account for the cost of earned but unused vacation time so that expenses associated with employee resignations and retirements do not impact the current budget year. This would have a net cost to 2012 general taxation of \$0. Selectman B. Lemire motioned to recommend article 9. Selectman J. Brunelle seconded the motion. The motion carried 5-0-0.
10. To see if the Town will vote to establish Police Vehicle equipment Capital Reserve Fund under the provisions of RSA 35:1 for the purpose of equipping police cruisers and appropriate the sum of \$10,000 to be placed in this fund. The current lease for four cruisers will end in 2014 and is expected that replacement equipment will be needed for new model vehicles. Selectman B. Lemire motioned to recommend article 10. Selectman J. Brunelle seconded the motion. Selectman G. Lambert motioned to amend the recommendation to remove Article 10. Selectman B. Lemire seconded the motion. The amended motion carried 5-0-0.
11. To see if the Town will vote to raise and appropriate \$40,000 for the purpose of maintaining, repairing and improving the Albuquerque Avenue Bike Path. Said funds will come from funds previously held in a fund for the purpose of construction of the Bike Path and which have lapsed

to the unexpended fund balance as of December 31, 2011. This would have a net cost to 2012 general taxation of \$0. Selectman B. Lemire motioned to recommend article 11. Selectman J. Brunelle seconded the motion. Selectman S. Perry recommends re-wording the article.

IT Purchase

Based on the Boards vote last week to set aside \$80,000 to fund the IT project, John Brunelle has compiled the information about the competitive bidding relative to the IT project. The purchasing policy calls for the BOS approval for items of this amount. Selectman J. Brunelle went out to several vendors which brought the total cost down to \$75,000.00, The Board authorized \$80,000.00. The way the purchase policy goes, he did follow it. Mr. Brunelle wants to make sure the BOS still wants to go forward with this project so he can execute this tomorrow. Selectman J. Brunelle stated that he did not put an ad in the newspaper but he did go out to several vendors. Selectman G. Lambert motioned to put a copy of the summary provided by Mr. Brunelle on the website, and to put an ad in the newspaper and give vendors until Friday to respond. Selectman S. Perry seconded the motion. The motion carried 5-0-0.

Other Items

DOT has advised that 2012 Highway Block Grant will be \$177,804.25. This is approximately \$25,500 less than 2011.

Administrator Hoch has provided some information that was put together for John for Budget Committee conversations reviewing historic proposed and default budgets as well as a quick summary of how we are in a position of having approximately \$240,000 remaining in this year's budget.

Request for Items – Other Business

Guard Rail – Selectman F. Byron stated that he sent the BOS pictures of the guard rails that are at the intersection of Albuquerque Ave. and Woodhawk Way. Road Agent Pinciario asked Mr. Byron to bring forward to the Board a question: if you look at the guard rail at the intersection, there is two pieces of the guard rail with the bike path passing between them. Both pictures show the guard rails viewed from the North side heading South towards the Campbell High School. The problem with the guard rails is that the wooden support posts are completely rotted through at the ground level and are not connected to anything so the steel guard rail is really just hanging there. Mr. Pinciario has to replace those wooden supports by digging a hole and put new wood supports into the ground; it is his feeling that the guard rail which goes down Woodhawk Way from the bike path is not needed. His position is that we should not replace that guard rail section, but we should leave the guard rail that goes down Albuquerque. He asked Mr. Byron to bring to the Board a request to do this work in this fashion and to see if there were any problems on the part of the Board not replacing the section from the bike path down Woodhawk Way. It will save him from expending labor and effort not replacing those wooden supports and digging the holes. Selectman B. Lemire motioned to support the road agents recommendation. Selectman G. Lambert seconded the motion. The motion carried 5-0-0.

Re-districting – Selectman F. Byron questioned if Litchfield is going to get its own Representatives under the new Legislative redistricting proposals. Selectman G. Lambert stated that it all comes down to what is called the Parish method and whether or not they use the Parish method for re-districting. Litchfield will get some reps, under the current proposal but there is one scenario where Litchfield is paired with Manchester and ends up with two reps of its own and two reps split with the district of Manchester. There is another mechanism

which would combine Litchfield with Hudson. Litchfield would be in a paired district with Hudson and we would not essentially get any reps of its own, but it would be in a pool with Hudson; very similar to the way we are now but excluding Pelham. There is a lot of discussion up in the air and there are no clear answers. Selectman F. Byron believes that Litchfield needs its own reps.

Selectman Committee and Community Reports

Selectman F. Byron stated that the Planning Board is meeting tomorrow night at 7:00 p.m.
Selectman J. Brunelle stated that the Budget Committee is meeting Tuesday and Thursday at 6:30 p.m. continuation of the School.

Items Moved from Consent

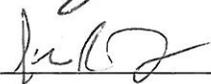
no items moved

Selectman B. Lemire motioned to the Board of Selectmen to adjourn the public meeting. The meeting adjourned at 11:15 p.m.

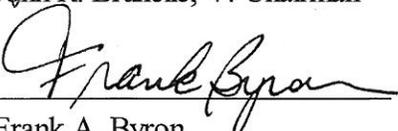
The next meeting will be December 29, 2011 at 4:30 p.m.



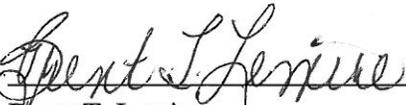
Steven D. Perry, Chairman



John R. Brunelle, V. Chairman



Frank A. Byron

George A. Lambert


Brent T. Lemire