

## Town of Litchfield

Selectmen's Meeting

March 19, 2012

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

Chairman John R. Brunelle attended meeting electronically from Florida with no one else was present in the room with him during the meeting. Chairman Brunelle stated that he is attending the meeting electronically due to his personal travel out of state. Due to the attendance of the meeting by Chairman Brunelle through electronic means, all votes were taken as required by RSA by roll call vote.

Also present: Jason Hoch, Town Administrator

Absent: Selectman B. Lemire, excused

5:00 p.m. Paper work review

7:00 Call to order

### **PLEDGE OF ALLEGIANCE**

All rose for the Pledge of Allegiance.

### **Review of items for consent:**

1. Minutes of March 19, 2012
2. Reappointment of John Poulos to Mosquito Control District
3. Reappointment of Thomas Young and Bob Curtis to Planning Board
4. Reappointment of Sharon Jones and Roger St. Laurent to Conservation Commission (1 year)
5. Reappointment of Marion Godzik and Richard Husband to Conservation Commission
6. Authorization to represent town in Small Claims Court for L. Langille and J. Hoch
7. Parade permit for Litchfield Girls Softball – April 14 – CHS – Darrah Pond
8. Veterans Credit (2)
9. Elderly Exemptions (2)
10. Abatements – Pennichuck East and Map 21, Lot 3
11. Timber Warrant (s)
12. Excavation Warrant
13. Bond Reduction – Pine Creek

Administrator Hoch suggests removing item 5 the 3 year re-appointments for the Conservation Commission from consent and talk about a related policy at the end of the meeting. He also noted that item 13 was a late addition.

Selectman F. Byron Motioned that the Board approve the items listed under consent with the exceptions

noticed. Selectman P. Jewett seconded the motion. Roll Call Vote: Mr. Brunelle – yes, Mr. Byron – yes and Mr. Lambert yes. Vote carries 4-0-0.

### **Request for Items – Other Business**

No items for other business

### **Pepsi Gives Back Grant – Terri Briand**

Terri has secured a grant of in kind services and donations from Pepsi for a town clean-up day and improvements at front of Town Hall along the Bike Path. Terri Briand spoke to the Board to explain that she received information from Pepsi describing a program to assist local communities. As part of this program, Pepsi brings approximately thirty to fifty people and perform/assist with a community project. Litchfield was selected as one of the recipient communities for this year. The town has decided to perform work in the cleared forest in front of the Town Hall and to perform a clean up, creation of a park and the construction of a gazebo along town's Roland Bergeron bike/pedestrian path. Terry has organized volunteer individuals that will participate with the Pepsi group. Road Agent Pinciario stated that they have approached some companies to assist in furnishing some of the equipment needed for the project, bob cat etc. Dana Boucher from DLB Paving has agreed to provide some equipment as well as a truck. Brian Norbet Landscaping has offered to donate his time. Instead of building a deck for the gazebo, they are working to make it handicapped-accessible and will utilize paving blocks in the bottom with piers in the ground. Paths will run from the gazebo in different directions of the park. On the bike path, the group anticipates adding mileage markers painted onto the path's surface. Mr. Hoch and Mr. Pinciario have discussed placing barrels along the bike path for trash collection. The other thing the group will be working on is Parker Park which is in need of help; there are a lot of trees down and debris that needs clearing. Terri stated that the Hudson Rotary called and wants to volunteer their time for the project along with the Litchfield Women's Club, the Key Club and both the Girl Scouts and Brownie Troops. This will take place between 8:00 am and 4:00 pm on May 19<sup>th</sup> at the Town Hall. Pepsi will be providing people with t-shirts, beverages and make available babysitting. There will be a "bounce houses" and activities for the younger kids of parents who wish to participate. Pepsi employees are the ones that volunteer their time and help out. We are also going to try to get Hillcrest, Pinecrest, Page Road and Cutler Road cleaned up.

Other projects include cleaning up Parker Park, Garden Road, Roberts Road, across from the Fire Station and all the orange tags on the trees behind Town Hall will be removed. There will be safety tape placed to make sure the children are isolated from anywhere there will be work or equipment. Terri also stated that they did send information to the Schools to notify any sophomore's in need of projects. Mr. Pinciario stated that a few months back, he had talked to the Shop teacher and asked if they would be interested in building some benches for the bike path; they have built six concrete benches, made by the kids that he anticipates will be installed during the project.

Selectman F. Byron asked if we need a public hearing to accept the grant. Terri stated that there will be no financial burden on us. Administrator Hoch stated that cumulative effect for multiple people will put us over the threshold to trigger a public hearing; however none of the donations that we know of so far will be above that \$4,999 threshold individually. Mr. Lambert stated that we need to keep track of the list of individual companies, people, everything making donations and make sure none of them exceed that limit. Mr. Hoch stated we will have a list and will keep track of it. Terri stated that

Romano's has an agreement with Pepsi that they will provide a catered lunch. This will be done through Pepsi's donation not the through town expenditures. There will also be coffee and bagels provided in the morning. Michaud Distributors here in town also has snacks they want to donate.

### **Public Input**

No public input

### **Administrator Report**

#### **New Business**

#### **Inventorying of Capital/non-capital items**

Mr. Hoch and Selectman Byron had a conversation about putting together a more comprehensive list of capital/non-capital items owned by the Town. The town tracks capital assets in a separate piece of software for accounting purposes, however, there are additional items that do not fall into that system. The software really can only handle capital assets (can't subdivide). Other departments maintain their own inventories using their own internal standards (Police, Fire, and Highway). We are also finishing an update of assets for property/liability insurance listings (unlike Primex's blanket coverage, LGC uses listed items only – a key difference they did not point out when we changed plans). Mr. Hoch will be looking to combine these various lists into one coherent package and manage with supplemental information (warranties, directions, etc.). He just need to spend some time to build the structure in Google. Once we've captured these items and see what is already in place, we may want to use that knowledge to develop a policy covering the capture future items. (Mr. Hoch went to a presentation last week about the Accounting software that Linda and himself have been evaluating as a future recommendation – this component for all assets is nicely integrated into the system that automatically updates a queue for adding new items to the when a purchase order is entered and then paid).

#### **Annual Policy Review**

Mr. Hoch has started a collection of the policies that should be reviewed annually. Two of them, Purchasing and Fund balance, the Board has recently approved, so those do not need to be revisited already (but Mr. Hoch has uploaded them so they are all in one place for future reference). The others Mr. Hoch would ask that the Board review with any comments and we can adjust and hopefully approve at meeting of April 30th. Policies to be reviewed include: Credit Card, Investment, Cash Receipts, and Fraud.

#### **Schedule update program with Fire Chief**

Mr. Hoch suggest scheduling a conversation with Chief Fraitzl for last meeting in April to discuss priorities for the balance of the year now that he has had some time to assess department and gain input from community members and others. Mr. Hoch has mentioned to him, so this won't come as a surprise. Various updates that he has sent to department have been shared in informational items section.

#### **Highway Safety Committee**

The Highway Safety Committee is preparing a grant application for matching funding for acquisition of a speed monitoring/messaging trailer. The initial paperwork is used to determine potential eligibility. Final notification is done in September, with completion needed within a year (this spans 2 potential

budget years). The Committee has identified a speed model that also allows for custom messaging for other issues (storms, detours, details, etc.) and also has a traffic counter attachment to provide additional data collection.

### **House Redistricting**

Progress has moved fairly quickly on the next stages of House Redistricting. Based on 2010 census, the ideal population per member of 3291, our population of 8271 would imply approximately 2.5 representatives. The approved plan (with the veto overwritten week of 3/26) has Litchfield with 2 representatives and 2 additional in a shared district with Manchester. Additional information was received from Speaker O'Brien regarding challenges of aligning with Hudson as well as legal opinion shared on the floor of the House prior to veto override bill. Mr. Hoch passed along a note that Representative Boehm had shared with him and asked that he passed along to the Board. One of the points that is worth noting is whenever your population doesn't match neatly with the target number of reps they have to figure out what to do with your remainder as well as the remainder of neighboring communities. The way the remainder population of Litchfield has dealt with in this cycle is through the creation of a partial, shared district with some of Manchester's wards.

### **Account Closure**

The Town has been carrying an account for "Regional Pandemic Planning" as a restricted account since 2006. In researching its purpose, it appears that it was provided to offset administrative costs for a regional planning exercise. The plan was completed approximately five years ago through Nashua. There does not appear to be any other obligations on these funds. There hasn't been any recent transaction activity. Mr. Hoch's recommendation is to close this account and allow the balance, which was approximately \$2,664, to revert to the fund balance. After discussion amongst the Board members not to close this account out, Mr. Hoch was asked to table this for now. More research needs to be done.

### **Old Business**

#### **Background Checks**

Mr. Hoch stated that he has discussed a few other loose ends that had been a concern and had counsel and the Police Chief review. It is still a work in progress. Notable things changed from the last draft the Board reviewed include: adjustment of covered positions to remove Rec. Commission and Conservation Commission members – the act of being on the Commission is not necessarily a challenge. Individual involvement as a coach, etc. would trigger a review rather than simply being an appointed official. We have added a group for vendors and employees who have unsupervised access to generally restricted areas with access to confidential information. In the review section, clarified that background check information may be disclosed by the Police Chief looking at criminal or Town Administrator looking at financial upon reviewing it if there are items of note for the Board of Selectmen to consider in those cases where it is not black and white. Counsel brought up some interesting issues associated with existing employees and ways to incorporate these requirements. There are three classes; new hires, appointment/re-appointments and existing ongoing employees. Upshot is a little more reworking still needed on a few parts of the policy. The last thing is that came out of this thinking about the unsupervised access and who are we covering or not covering in this and one of things has been we as a practice have covered any appointments through the Rec Commission and Conservation Commission and the question that came up is the act of simply serving on that commission is not necessarily a

challenge. The question to thing about is where your preference is going to be; do we continue to go down that path because there is contact or do we use the approach about the unsupervised contact. The argument on one side is there is rarely the likely hood of unsupervised contact with the high risk group as well, the argument on the other side it is only \$15/\$25 cost for a background check to protect the town of any risk is a small cost to pay. Mr. Hoch will try to have by the end of the month. Current draft is available in the meeting folder. Selectman F. Byron motioned for the Board to change its standing policy an no longer perform background checks on Conservation Board members. Selectman P. Jewett seconded the motion. Roll call vote: Mr. Byron - yes, Mrs. Jewett – no, Mr. Brunelle – no and Mr. Lambert – no. The motion fails 1-3-0.

### **Ambulance Billing**

Linda has provided an update on the status of bills – fairly reasonable rate of collections and/or payment plans for first billing. We already have some contact for payment on most recent billings. Her memo mentions the next part of our process for small claims. We felt the first report needed a little narrative to explain where we are. We are aiming to have future reports (monthly/quarterly) that provide a snapshot of billing, collections, outstanding. The numbers from the 1<sup>st</sup> billing show that we have been able to get over 70% of the claims paid.

### **Prescription Drug Take Back Program**

Mr. Hoch read an article in the paper last fall about the town of Sandown instituting a regular, unused prescription drug take back program. At the time, Mr. Hoch didn't follow up, knowing the various NH hurdles that govern this. The Board may recall, we have participated in the national DEA sponsored Drug Take Back Days and have brought in around 30 to 50 pounds each time we have done so. Recently, Mr. Hoch read another article about Windham's program. Mr. Hoch asked Chief O'Brion to ask the Chief in Windham how they are doing this. Chief Lewis (of Windham) provided chief O'Brion with the letter that he sent to DEA and a copy of their approval for a regular collection site. This permission from DEA would cover the time until NH finalizes its own rules. The Law has changed in NH.

### **Other Items**

- Street sweeping has begun.
- Catch basin cleaning is scheduled to occur. We've increased the number of basins this year. Markings and appropriate identification markings will be placed or updated as needed.
- Waste oil furnace has been installed at the kennel. Grant reimbursement paperwork is being submitted to the State (recall that the cost of this is partially offset by \$2,500 waste oil grant through DES).
- Working on strategy for tax map updates. Revised with Kevin Lynch, Joan McKibben and Linda Langille. We are securing digital files, compiling known updates and Mr. Hoch will gather pricing for updating the maps through vendors.
- A public hearing for the Recreation Field donations will be on 4/30. Mr. Hoch stated that by the time he chased down some loose ends and clarified legal matters, it was too late to get adequate printed notice posted in the papers for an earlier date.
- The town received notice from National Grid that they have planned vegetation management (including tree removal and herbicide application) along their right-of-way. Landowners who

have property within 200 feet of the right-of-way can request notification prior to the work being performed. This was shared by Mr. Hoch with the Conservation Commission.

- Road Agent Pinciaro has scheduled road patching on Pinecrest and Page Roads to be paid out of the budgeted, pavement maintenance budget.
- Litchfield Playgroup, who are associated with the Recreation Commission, held their first Easter egg hunt on March 31<sup>st</sup>, after the Women's Club breakfast. This was a very well-run activity with over 170 children registered and more in attendance. A special thanks to Jessie Philbrick of the Playgroup for running this program.
- The Fire Association Service Recognition banquet is scheduled for Saturday April 21<sup>st</sup>.

### **Selectman Committee and Community Reports**

#### **Grassy Pond Legislation – Selectman Byron**

Selectman Byron stated that Joan McKibben and he attended the Senate committee hearing on the Grassy Pond Legislation approved by the House placing Grassy Pond onto the list of properties that are to be retained in perpetuity by the State of New Hampshire. The Senate Committee voted to pass the legislation and to place it onto the Senate's consent agenda, that will go to the full Senate for approval during this week.

#### **Study of stop signs at Albuquerque intersections with Hillcrest and Pinecrest – Selectman Byron**

Mr. Hoch stated that Selectman Byron had mentioned putting this on the agenda to investigate whether removal of the stop signs on Albuquerque at Hillcrest and Pinecrest intersections were necessary and if they can be removed. The matter was referred to the Police Chief and the Road Agent for their input, but we may have an added wrinkle in that Hillcrest is a State maintained road.

Selectman Byron motioned that the Board of Selectmen hereby requests Chief O'Brion to analyze the removal of the stop signs on Albuquerque at the intersections with Hillcrest and Pinecrest. Selectman J. Brunelle seconded the motion. Roll call vote: Selectman P. Jewett – yes, Selectman Byron – yes, Selectman Brunelle – yes and Selectman Lambert – yes. The motion carried 4-0-0.

#### **Items moved from consent**

Selectman F. Byron motioned that the Board of Selectmen tables consideration of the appointment of Conservation Commission Members Richard Husband and Sharon Jones until completion of a background check. Selectman P. Jewett seconded the motion. Roll Call vote: Selectman Byron- yes, Selectman Jewett – yes, Selectman Lambert – yes and Selectman Brunelle – yes. The motion carried 4-0-0.

#### **Public Input**

No members of the public present

#### **Other Business**

Selectman P. Jewett stated that the Women's club had their breakfast and gave the leftovers to 21 people. The Fire Department gave 10 tickets to distribute to families. Mrs. Jewett thanked the Women's Club and the Fire Departments for their generosity.

Mrs. Jewett also mentioned that the Hazardous Waste collection is this Saturday at the Nashua

Department of Public Works from 8:00 am until 12:00 pm.

Selectman G. Lambert motioned to adjourn the public portion of the meeting to go into a non-public session for discussion of matters of 91-A III, 2(c) - Application for assistance for tax abatement. .  
Selectman J. Brunelle seconded the motion. Roll Call vote: Selectman J. Brunelle – yes, Selectman F. Byron – yes, Selectman P. Jewett – yes and Selectman G. Lambert- yes. The public portion of the meeting ended at 8:30 pm.

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John R. Brunelle, Chairman

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George A. Lambert, V. Chairman

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Frank A. Byron

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Brent T. Lemire

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M. Patricia Jewett