

TOWN OF LITCHFIELD BOARD OF SELECTMEN

August 27, 2012

Selectmen's Meeting

Members Present: John R. Brunelle, Chairman
George Lambert (Vice Chair)
Frank Byron
Brent Lemire
M. Patricia Jewett

Also Present: Jason Hoch, Town Administrator

5:00 p.m. Paperwork review
5:45 p.m. Non-Public Session per RSA 91-A:3 II (c)
6:00 p.m. Call to Order

Pledge of Allegiance

Review of Items for Consent:

1. Minutes of August 13, 2012
2. Approval of Accounts Payable Manifests for payment August 28: ratification of Accounts Payable manifest for payment August 21 in the amount of \$11,849.09
3. Approval of Payroll Manifest for payment August 30, ratification of Payroll Manifest paid August 23 in the amount of \$3,047.51
4. Prospective approval of Accounts Payable manifest for September 5 and Payroll for September 6
5. Forest Fire Warden reappointments as recommended by Fire Chief
6. Renomination of Kevin Lynch as Local Health Officer

Approval of Consent Items

Selectman B. Lemire motioned to the Board of Selectmen to approve the items for consent. Selectman Jewett seconded the motion. The motion carried 4-0-0.

Request for Items - Other Business

Selectman F. Byron would like to talk about the appearance of Candidates for Office in front of BOS

Remove from agenda: Accounts payable

Fire Department Citizens Recognition -

Chief Fraitzl came in front of the Board to state that last month there was nearly a tragic event with a near drowning that was prevented. Chief Fraitzl turned the meeting over to Deputy Chief Paul Allard and Captain Doug Nicoll to speak about the event and present an award to Hannah. Deputy Chief Allard stated that on July 19th they were dispatched to a residence in Litchfield for

a possible drowning. Upon arrival, Captain Nicoll found a 1 ½ year old boy (Jared Lyonnais) in the arms of his mother and breathing. The girl's name is Hannah McAndrew, she is 8 yrs old and the cousin of 1 1/2 year old Jared Lyonnais. When her family realized Jared was missing, she was asked to look outside of the house for him while the others looked inside. She found him lying on his back in the pool. She then jumped in and pulled him to the side of the pool while calling out for help, she then handed him to an adult at the side of the pool. He was pulled out of the pool coughing out water from his mouth and looking very pale. Mom called 911 and the Fire Department arrived. From the description of the actions taken by Hanna we believe she saved little Jared who was just seconds away from drowning. Captain Nicoll presented Hannah with a Plaque with the inscription "In appreciation of your Life Saving Actions".

Police Department - Citizen Recognition

Chief O'Brion presented Litchfield citizen Tracey Estabrook a Citizen's Recognition award. On August 16th, there were burglaries at the the businesses in the Pantry Pride plaza. Mrs. Estabrook heard some noises around 2:30 in the morning and notified the Police Department. Mrs. Estabrook looked out her window and noticed two subjects jumping into a small pickup truck which lead to the police stopping a pickup truck that was hid at Desrocher Farms. When the police searched the vehicle they found a number of items from Pantry Pride and a GPS that is going to lead them to a number of other burglaries. The burglaries identified so far have involved 25 towns. Nashua had over 20 incidents and an armed robbery with these individuals. If it wasn't for the quick acting of calling the police department, these individuals would not have been caught. Mike Demarco, the owner of Haleys Pizza, thanked Tracey and presented her a gift of appreciation.

Police Department - Officer Recognition

Chief O'Brion presented Officer Robert Bennett with a Staff Recognition award. Officer Bennett has been a patrolman, DARE Officer, worked dispatch and a number of other jobs. Officer Bennett has been with the Police Department for 40 years.

Selectman Byron stated that he thinks it is great that this Town has involved into a great public safety team and as a taxpayer thanked everyone for what they do for the Town.

Public Input:

No members present

Administrator Report

New Business

Election Coverage

Selectman Brent Lemire stated he can cover from 7-9:00 am and then come back and cover from 5-8:00 pm.

Selectman John Brunelle will cover early morning through 10:30 am and come back to cover from 2:00 until the end.

Selectman Pat Jewett will cover from 10:30am until 2:00 pm. and then come back at the end.

Fee Update Discussion

Administrator Hoch went back through the proposed list of fees that was provided previously. Jason noted that he added to the list the authorizing RSA and to confirm if there are any specific steps needed to adjust fees.

For those items not otherwise enumerated in state law, authority is generally derived from [RSA 41:9-a](#) which uses authority of bylaws granted under [RSA 31:39](#). LGC has a good explanation of the fee process in this [article](#).

Mr. Hoch stated there is a new column in the spreadsheet for authority. The items highlighted in green are adjustments to existing fees. I would suggest that we discuss these items as potential changes and then consider changing the new fees and adopting those that we can in a master schedule at the following meeting.

Some of the recommended fee changes:

Building: Electrical Service change or temporary service a change from \$25.00 to \$35.00. The rationale for this is just matching a regular electrical permit and a residential permit rather than having one fee for standard and one fee for service change in town.

Building: Right now we have a two part fee: \$25.00 for a test pit and \$75.00 for a new replacement leach field, often those go hand in hand and the suggestion is to combine the test pit and leach field for \$100.00. No net change. This is for new and replacement septic not for any of the fees charged by the Planning Board that require test pits.

Building: The next set of recommendations would be to convert the Agricultural building group (barn, greenhouses) per square foot fees to match residential rather than keeping a second set of fees for those buildings.

Finance: recommend deferring for now.

Police Department: Winter overnight parking ban and throwing snow into the street; we have a \$20 fine from town ordinance from 1971. The recommendation would be to increase this to \$100.00.

Police Department: Police Officer candidate testing. This is not a change in policy. Mr. Hoch recommends deferring this for now.

Selectmen: Copies. We currently charge \$1 per page for copies. Mr. Hoch stated that about 35% of our transactions are about \$3 or less, last year we brought in around \$500 and this year we are trending about \$750. Our Per print charge for copies is significantly less than that, and the other challenge we have is that for every dollar that comes in, the process of that is the \$1 comes through the window, a 3-part receipt is written out, the \$1 then goes into the cash box, later in that day the \$1 is brought out and put into a separate receipt log and counted, verified and walked across to Town Clerk. We are spending a lot of time to move that \$1 around. Mr. Hoch's recommendation would be to revisit this approach and consider charging .25 a page after 10 pages.

Town Clerk: there is an opportunity under the enabling law (most of these fees are set by State Law), to have a supplemental \$1 on top of each of the classes of dogs. The fee that is now \$9 would go to \$10, spayed or neutered would go from \$6.50 to \$7.50, the senior would go from \$2 to \$3.00. Awaiting confirmation of authority of additional \$1.

Administrator Hoch stated that the remaining number of fees are all fees that we charge that are unchanged. Mr. Hoch suggests that we defer any changes on the solid waste facility fees, there is some additional research that needs to be done on those fees.

MS-1

Mr. Hoch stated that we do not need an extension. It was unclear for a while because we were waiting for a couple of things; the State has changed the MS-1 form. The new form was not released until the end of last week. On Avitar's end, they have had one or two items that they need to finish updating in the system, we expect that we will have that number tomorrow and have everything filed by September 1. The form is now electronic and able to submit immediately.

Town Seal Policy

Mr. Hoch stated that there is no policy in Litchfield and asked the Board of Selectmen if they had an interest in borrowing the policy from Auburn. Selectman J. Brunelle stated that we should have a policy and asked Jason to look into it and bring it back to the next Board of Selectmen meeting.

West Nile Barrier Spray

Given the increasing amount of West Nile virus being found in our area, last week the Governor declared a Public Health Threat. The Mosquito Control District wanted to get BOS opinion on barrier spraying at the schools. No additional cost outside of our existing contract. John Poulos spoke with me on 8/23 and planned to discuss with schools as well. Mr. Poulos met with the Superintendent at the end of last week.

Selectman G. Lambert is now present.

Selectman Byron stated that when we did this last time, we ended up in a situation where we need to make sure the parents are informed at the schools, the School Board needs to be informed, there is also something we are putting in the papers so the citizens are aware as well as the posting of signs. Mr. Hoch stated that the protocols of all those things should be outlined in the Mosquito Control Plan.

Selectman B. Lemire motioned to support the Mosquito District intention to work with the Schools to implement their plan. Selectman G. Lambert seconded the motion. John York, 26 Bear Run Drive, Chairman of the School Board, talked with Mr. Cochrane (Superintendent of Schools) and he was waiting to hear what the Selectmen decided and was prepared to make an announcement through the automated system that the school has to notify all parents. Mr. York stated that now is a good time to do the spraying. The motion carried 5-0-0.

Mr. Hoch wanted to mention to the public, that when the state declaration came out, a reporter looked at the public health threat list and changed that to where that was where positive pools of mosquitoes were found across all 45 towns, which was then replicated by the AP wire in newspapers all over the state. If someone read any of those AP stories, they should be advised that contrary to what was written, there has been no positive find here in Litchfield yet.

Mosquito District new member

There has been a recommendation from Mosquito District for adding new member (based on ability to increase membership to 5). Mr. Hoch mentioned that the background is attached. Administrator Hoch will set up an interview for the next BOS meeting.

Old Business

Budget Schedule

Mr. Hoch stated that he is starting to get budgets coming in and he has a handful available. Mr. Hoch put together a tentative schedule that he has shared with the Budget Committee and is looking at Thursdays from September 27th through November 15th.

Mr. John Poulos (Chairman of Mosquito District)

Selectman Brunelle told Mr. Poulos that the board voted on approving and asked him to proceed with his procedure, working with the Schools and different organizations to get it out there. Mr. Poulos advised that he has met with the Superintendent of Schools (Mr. Cochran) and is in favor of the spraying. He also noted the another member, Al Raccio, may be in later to discuss another item of interest.

Authorization for disposal of highway truck at auction

The Road Agent is seeking approval for disposal of the 2003 Ford F-550 that was taken out of service earlier this year and replaced.

His recommendation is selling it through the state's surplus auction. The estimated value exceeds the \$1000 threshold in our policy which requires BOS authorization. While there is no guaranty, he estimates the value to be between \$6000 and \$8000. The proceeds would be returned to the General Fund. Selectman B. Lemire motioned that the Board authorize the Road Agent dispose of the truck and return the proceeds to the general fund. Selectman P. Jewett seconded the motion. The motion carried 5-0-0.

NH Parcel Mosaic Map

Mr. Hoch stated to the Board; many months ago, we agreed to be part of the pilot project for the NH Mosaic Parcel Map project. DRA and UNH are compiling various data sources, mainly assessing, to make available to municipalities online. Jason had a web based training on 8/22. It will be a basic desktop GIS at the moment connected with our assessing data and some aerial and infrared photography. Various basic queries and reports will be possible. Although, Jason is not sure how many crosstown assessing analyses we'll need. Some simpler tools should also be available like generating abutters lists and simple reports. Right now, the data in their system is only as valid as our last update of assessing data (which through this point has been annually.) If it becomes a useful tool for us, that data can be updated more frequently (so it coincides with our own databases.) Expecting to have access to the system later this week. Mr. Hoch stated that this is not a replacement for a local GIS, but is a new set of electronic tools that we have free access to.

Goals

Mr. Brunelle deferred this to the next meeting - need more input from Board members.

Selectman F. Byron asked Mr. Hoch when the NHMA Legislative Policy Conference was. Mr. Hoch stated that the Legislative Policy Conference is September 21, 2012.

Items moved from consent

No items moved

Selectmen Reports

Selectman F. Byron stated that the Planning Board had a meeting last week and the Chairman of the Planning Board (Mr. Leon Barry) stepped down as the Chairman, due to personal reasons. Mr. Russell Blanchette has been nominated and voted as the Chairman of the Planning Board, effective last meeting.

Selectman P. Jewett stated that the Conservation Commission is doing their cleaning up of the Road on 3A on September 8th and are having a cookout at one of the member's homes.

Selectman J. Brunelle stated that they had a Budget meeting last Thursday, Budget review process will start going into full swing in the end of September.

Selectman F. Byron mentioned to the Board that he was nominated by Governor Lynch and was approved by the Executive Council on August 22nd for service to a 3 year term on the State Wetlands Council.

Other Business - Candidates for Office in front of the Board of Selectmen

Selectmen Byron and Lambert recused themselves from the discussion as they are candidates for state office. Selectman J. Brunelle stated that what happened is that he was informed that the Board of Selectmen has had a history of not inviting candidates to come forward to speak to this Board or the public in this forum. Selectman Lemire stated that no one has been invited, they have asked to come in. Selectman Lemire also stated that a candidate was going to come in tonight, but was told half an hour before she was supposed to be here tonight, that she could not come to a public hearing. Selectman Brunelle stated that no one told her that; what was said was, that he asked her to cancel for tonight. Nothing stopped her from coming in and talking during Public Input. Mr. Brunelle stated this happened because he was informed that the position of the Board was not to allow that to occur. Mr. Lemire stated that anybody has that opportunity. Mr. Byron, speaking as a member of the public, stated that Mr. Lemire before becoming a member of this Board had asked if a candidate could come and present herself to the Board, this Board took a vote at that time that they would not have candidates come and present themselves, the Board did not want to get involved in the political process. Mr. Brunelle asked if the Board desires to change this and would like to get guidance about how we want to proceed with anyone else that approaches this Board that wants to stand in front of us and introduce themselves and is this a practice we are going to allow or not allow.

There was a suggestion to hold a forum to let the candidates come in and speak and invite the public. Mr. Lambert resumed his seat on the board. Mr. Lambert stated that he had another idea, which is to invite these people to speak to the members of the community. Manchester community access gives the candidates the ability to give a piece of information that could be

shown on their cable access channel. Mr. Brunelle, mentioned that his original idea was to ask the peg station to actually host the event, broadcast the event and ask the Moderator to moderate the event. Mr. Brunelle stated that this Board is going to continue the position that we are not going to invite candidates in front of this Board to introduce themselves and would prefer that they would not come in public input. Selectman Brunelle asked Mrs. Jewett if she would be willing to work with Jason and the Cable Committee to pick a date and organize it.

Selectman J. Brunelle stated that just to be clear; what occurred tonight was that the Board removed an item from the agenda that was unfortunately put into the agenda. Mr. Brunelle will send a letter on behalf of himself as Chairman and explain why this was done.

Mr. Byron resumed his seat on the board.

Mr. Alfred Raccio (member of the Mosquito Control District) came forward to the Board to present some information about Dengue Fever, this material was put together this morning when he got a phone call from a colleague in England that his wife had contracted this mosquito transmitted virus. This advice is primarily targeted towards winter vacation when our residents go south for winter break. The disease is primarily through the Caribbean and Southern states, and is basically transmitted through a mosquito bite, it manifests itself in about four days. Because it is unknown in this area, this advisory would basically inform people the symptoms and the awareness of the area.

For a future meeting: Mr. Byron stated that he would like to understand the aging of our bills. What he is interested in finding out is how long it takes us to pay our bills once received.

Selectman B. Lemire motioned to the Board to adjourn the meeting. Selectman P. Jewett seconded the motion. The motion carried 4-1-0.

The meeting adjourned at 7:45 p.m.

The next Board of Selectmen's meeting will be on September 10, 2012.

Approved September 10, 2012