

# TOWN OF LITCHFIELD BOARD OF SELECTMEN

## October 15, 2012

### Selectmen's Meeting

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

Members Absent: Brent Lemire (excused)

Also Present: Jason Hoch, Town Administrator

5:00 p.m. Paperwork review

6:00 p.m. Call to Order

### **Pledge of Allegiance**

#### **Review of Items for Consent:**

1. Minutes of September 22 and 24th
2. Approval of Accounts Payable Manifests for payment October 16; ratification of Accounts Payable manifest for Payment October 2 in the amount of \$1,573,723.36 and October 9 in the amount of \$63,566.58.
3. Approval of Payroll Manifest for Payment October 18, ratification of Payroll Manifest paid October 4 in the amount of \$46,806.25 and October 11 in the amount of \$46,410.82.
4. Veterans Tax Credit applications (2)
5. Event Permit - CHS National Honor Society 5K Trail Fun Run - 10/27
6. Solid Waste Facility - Road Toll CHS Hockey 10/27

### **Approval of Consent Items**

Selectman F, Byron **motioned** to the Board of Selectmen to approve the items for consent. Selectman P. Jewett **seconded** the motion. The motion carried **3-0-0**.

### **Request for Items - Other Business**

None

### **Public Hearing - Fire Detail Charges**

Administrator Hoch stated that we had a recommendation from the Fire Chief that after looking at other surrounding communities that the Town bill \$45 per hour with a minimum 2 hours, and ½ hour increments thereafter for Fire Detail. FD personnel would receive \$35 per hour with the difference being benefits & administrative fees. The Chief is working on a proposal for apparatus but will not have it ready for a period of time. Therefore, for this year we remain at the current rates. Selectman Brunelle opened the meeting up for Public comment. No

members of the Public wished to speak. Selectman F. Byron **motioned** to the Board of Selectmen to set the detail rate for Fire Department personnel at \$45 an hour as recommended by the Chief. Selectman P. Jewett **seconded** the motion. The motion carried **3-0-0**.

**Public Input: Chris Pascucci**

Resident Chris Pascucci of 12 Colonial Drive came in front of the Board to express his desire in having all of the Committee meetings recorded. Mr. Pascucci stated that he was in here many months ago to ask about the recording of the Recreation Commission meetings. Mr. Pascucci believes that all public meetings should be recorded and shown on what is designed for community channels. He believes this is useful and helpful. We have public meetings and we need to know what is going on at their convenience. Mr. Pascucci stated that at a recent meeting Mr. Brunelle stated that it was the goal of the Board to bring as much information as possible electronically to the community. Mr. Pascucci stated that he believes it is a non-issue because at any time the Cable Committee could be in this room or in the media room at CHS and turn the camera on. Mr. Pascucci stated that he would like to know what the Board of Selectmen's position is on making sure the Zoning Board, Conservation Commission, and Recreation Commission are being recorded. The Mosquito Control, Board of Selectmen, Planning Board, Budget Committee and School Board are all recorded and replayed. What is the Board's position on the Committees not being recorded and what's the reason they are not being recorded? Mr. Brunelle stated that the Board in the past has indicated that they would like to have all meetings recorded, but the Board has taken no position to enforce it, to the best of his knowledge. In the case of the Recreation Commission, Mr. Brunelle stated that he encouraged them to be recorded and their response was no, because they are afraid of losing members; they feel that it would interfere with their ability to hold the meeting and to talk frankly and freely. Mr. Brunelle stated the Zoning Board in past discussions had the same feedback and then there is also the other issue that the Zoning Board acts more from a legal perspective and there are concerns that things not being taking out of context. Mr. Brunelle stated that he would be concerned that if they force it, we would lose members that are actively working and supporting the Town as they have been; he does not share their concerns, but he is not in the position to say yes or no, or enforce it. Mr. Brunelle stated that he thinks all meeting should be recorded so that people can see the meetings and the actions. Mrs. Jewett stated that being a liaison for the Recreation Commission for 4 or 5 years, plus being Chairman to the commission years ago, some of the meetings get hot and heavy with people arguing back and forth.

**6:10 - Selectman G. Lambert is now present.**

Mrs. Jewett stated that she can understand their point, often times their meetings go on and on, and sometimes they want to be able to say what they have to say. Mrs Jewett stated that there is a lot of give and take in the Recreation Commission. Mr. Pascucci stated that he understands, but are you advocating or saying it is okay to keep it hidden from the public? Mr. Brunelle stated that the public is invited to come to the meetings; if they are interested they can come in and sit through the meeting. The meetings are open, but no one ever shows up. Mr. Pascucci asked Mr. Byron if he was okay with filming. Mr. Byron stated yes, absolutely. Mr. Lambert stated that the state law says that no one can actually stop any filming, so yes he is

100% in favor, and in favor if you get filmed, turning it over if possible in a format that's acceptable to the Cable Committee to make sure they can have those meetings aired. Mr. Brunelle stated that Mr. Pascucci is here to encourage us to have the Cable Committee record all meetings. The discussion is really about whether or not the Board is in position to force the recordings by the Cable Committee, and to tell all the other Committees that they must be recorded. Mr. Pascucci asked how the Cable Commission works, who oversees the Cable Commission and could the Cable Commission, if there is an available trained person come into a meeting and turn a camera on. Mr. Brunelle stated, that the bottom line is, if you were to do that, that Chair on that Board is just going to end the meeting. Mr Lambert shared his opinion on the subject of a Chairperson leaving or ending a meeting because of recording. Mr. Pascucci stated that he gets a lot from watching these meetings, and knows of other people who also do and thinks it is a great thing to do because people will know how their money is being spent and know that there are other avenues for volunteer, and it helps people get active. Mr. Pascucci stated that he doesn't believe that anything sneaky is going on in these meetings; however, he does have a problem when he looked into the Rec Commission and asked politely to get the meetings filmed, and the answer he got was a very brisk no. Mr. Pascucci stated that there are some members who are fighting against having cameras. A question has to be raised as to why they are so adamant about no cameras. Mr. Pascucci stated that it shocks him that the Board of Selectmen does not want to enforce this. Mr. Brunelle stated that in the past when this has come up, there has been no action taken by the Board other than to encourage it. Mr. Brunelle stated that the meeting is open to the public and what the Rec Commission would rather see happen is to have more of the public come to the meetings and participate. Mr. Pascucci stated that he does understand and just wanted to get the Board's opinion and stated that he believes the Board is not going to go any further than just encouraging it. Mr. Brunelle stated that they will discuss it. Mr. Pascucci stated that he wanted this public discussion like we are now and people watching can see what the Boards stand on the issue and the way the Board is reacting to this. Mr. Brunelle stated that the issue is that the Rec Commission is not doing anything wrong, they are doing a very good job in their role. The concern for Mr. Pascucci is that they will not go on camera and record their meetings; the meetings are open, they have expressed concerns that they will lose members, they have had a difficult time over the years maintaining members, they have a working group of people and based on the vote they did that night, they would lose pretty much all their members if they were forced to do one thing or the other. Mr. Lambert stated that the Board has control over the money that is allocated to the Rec Commission, and since he has been on the BOS, on a number of occasions, an opportunity for the Rec Commission to say that you can't tell them what to do or force them to do anything. Mr. Lambert stated that it is his interpretation that the BOS gets to decide how much of the public's money will be spent by the Rec Commission and he has absolutely no problem making a motion that says we will allocate that money on a monthly basis making sure that they are meeting the expectations of this Board and if they do not, they will not be spending money from the taxpayers of this town on that until they come into compliance. Mr. Lambert stated that the Rec Commission is not above the will of this Board or the will of the taxpayers. Selectman F. Byron **motioned** that the Litchfield Board of Selectmen hereby sends a letter to each Board and Committee in the Town of Litchfield encouraging that each committee broadcasts their meetings through the cable committee live. Selectman P. Jewett **seconded** the motion. Selectman

Jewett stated that she would like to see these people who complain to come to those Rec Meetings and tell the Rec Commission members what they are thinking. They are a good bunch of people. Mr. Brunelle thanked Mr. Pascucci for coming and thinks bringing this forward to the Board is good. The Rec Commission needs to hear from the public that they want them to go live, they are not hearing from the public, no one is showing up at the meetings. The motion carried **4-0-0**. Mr. Byron made a **motion** that the Litchfield Board of Selectmen add this as an agenda topic to the meeting of December 10, 2012 to discuss this and see where it stands and see what Boards are filming their meetings and then decide if there is any further action that the Board of Selectmen will take at that point. Selectman G. Lambert **seconded** the motion. The motion carried **4-0-0**. Mr. Brunelle stated that he would also like to include in that letter that the Board will be reviewing the progress on that date. Mr. Lambert **motioned** to the Board of Selectmen that they add to their agenda on October 22nd, a topic of discussion with the people of the Recreation Commission who are here to talk about their budget to give any of the public who are here an opportunity to spend time making sure the Rec Commission knows that there is an opportunity for people to say that they would like to see these meetings recorded and it would give those same individuals an opportunity to make comments, before we discuss their budget. Selectman F. Byron **seconded** the motion. The motion carried **4-0-0**.

## **Budget Review**

### ***Ambulance Bill Status***

Mr. Hoch stated that there is \$4281 that appears to be uncollectable, (various reasons mainly no forwarding address or contact information, deceased, etc.) Prior to end of year, will present a list to BOS for abatement. Right now in the open category there is \$11,764 (In most cases, eligible for small claims court filing -- Jason stated that in his review, he has moved a few that Linda had previously classified as uncollectible into this category.) Working with Karen now to put together small claims plan.)

On payment Plans: \$3874 (expecting to be able to move at least \$1000 from Open to Payment Plan). Jason suggests setting up a special revenue fund at next year's Town Meeting.

### ***Ambulance 4215***

In the bad debt line - gross budget of \$24,000

Known uncollectibles - \$5,000 and for anticipated uncollectibles - \$6,000 uncollectibles, with \$13,000 collected (shown in revenues).

Mr. Lambert asked Jason if the Town has received any payments for ambulance services at all this year. Mr. Hoch stated yes, we have paid out \$29,000 this year in ambulance bills.

Selectman F. Byron **motioned** that the Board of Selectmen adjust line 4215.10 800 Ambulance Bad Debt to the sum of \$24,000 which some will be moved to a revolving fund that will go forward to the voters should the voters approve a warrant to establish that. Selectman G. Lambert **seconded** the motion. Selectman G. Lambert **amended** the motion to say "any further collected revenue be held to be put into that revolving fund as approved by the voters. If the voters approve it in March, take any of the receipts and put them into that bucket and anything that comes in this year to fund, we can put into that fund and we can stop funding this with taxpayer dollars. Selectman J. Brunelle **seconded** the motion. Jason stated that the logic of what the board is suggesting makes sense, but he needs to find the right ways to make the

accounting work and the language work in an article. There is a piece of this budget item that still needs to be part of this, we still need to fund some provision for the unpaid debt. That \$24,000 would need to drop to \$11,000 and the \$11,000 needs to still be funded from the operating budget, this is not a self funding fund, it needs to be topped up. The **amendment** carried **4-0-0**. The amended motion carried **4-0-0**. Selectman G. Lambert **motioned** putting an extra item on the ambulance budget, which is whatever it costs us to put out an RFP for alternate ambulance services up to \$2,500, so that we can actually say is there another participating ambulance service in Litchfield. Selectman Jewett stated that we should have communication about this with the Fire Chief. Selectman F. Byron **seconded** the motion. Mr. Brunelle stated that the Board needs to instruct the Fire Chief to develop the RFP and put it together for next year. The motion carried **4-0-0**. Selectman F. Byron **motioned** that the Board of Selectmen approves and send to the Budget Committee account *4215.10 Ambulance* for a bottom line number of \$64,500. Selectman P. Jewett **seconded** the motion. The motion carried **4-0-0**.

#### **Welfare 4445**

Administrator Hoch stated that the bottom line is unchanged at \$20,000. Selectman F. Byron motioned that the Board of Selectmen approve and send to the Budget Committee the bottom line amount of \$20,000 for *4445.20 Welfare*. Selectman J. Brunelle **seconded** the motion. The motion carried **4-0-0**.

#### **Hydrants 4220.90 -**

Administrator Hoch stated that he received an email from Don Ware stating that 2012 will be a test year for PEU, the first since 2006. The case will be filed on June 1, 2013 and will involve rates being granted back to around July 1 2013 +/- that will be awarded in late October (+/- a month). The increase amount is not known at present but could be around 20%. His recommendation is that he would plan on carrying a 20% increase to your fire protection rates for the last 6 months of next year, but they would not begin collecting that rate until Oct or November and would recoup the increase for the months from July through Oct or Nov. over a period of time, probably over 6 to 12 months. Hopefully the amount and timing of the amount above will provide a conservative view of what may happen to your fire protection rates. The Town will be notified as a customer regarding the requested amount and how to intervene should it desire to do so in late April/early May of 2013.

Based on Mr. Ware's recommendation, the budget for 01-4220.90 should be revised to \$291,527 (an increase from 2012 of \$15,653).

Selectman F. Byron made a **motion** to the Board of Selectmen reopen account number *4220.90 Fire Hydrants*. Selectman G. Lambert **seconded** the motion. The motion carried **4-0-0**. Selectman F. Byron **motioned** to the Board of Selectmen to **amend** account number *4220.90 Fire Hydrants* from \$265,025. to \$291,525. Selectman G. Lambert **seconded** the motion. The motion carried **4-0-0**.

Selectman G. Lambert asked Mr. Hoch if he knew what the gross income in tax revenue was from the water system in Litchfield for last year. Jason stated that the last tax bill was \$70,771.

## **Information Technology 4150.20**

Selectman Brunelle stated that the bottom line budget represents several projects happening in the first year. There are two projects that are new. The first one is a replacement phone system. The phone system in this building was put installed in 1998, but when it was purchased it was a used system that was moved from one building to another. About 4 years ago, we made a small investment to add voicemail, the Town never had voicemail. We have had several small failures, the phone system was struck by lightning during the lightning storm we had a couple of months ago. The vendor who currently provides our services has told us they will extend their service contract for one more year, but they are struggling to find parts. In addition, the backplane on this phone system has two burned out pads and they can't be replaced. What John is proposing is to kick off a project to actually replace the phone system in the Town Hall which would also encompass the Police Department. It would be a Voice over IP system and would be existing in all the hardware we installed last year. This would allow us to resolve some of our existing problems, add additional extensions, enhance additional features so that we could have everybody in the Town have an extension and voicemail. The proposed cost for the whole project start to finish (it would support the whole Town Hall and eventually the Fire Department) is \$50,000. Mr. Hoch stated that he wanted to make sure that the Board knows that part of the requirements of the system, particularly on the PD side, is the recording capacity that we need for PD phone services. That is what takes us out of a small business type system into something that moves up the cost chain. Mr. Brunelle stated that one of the background things around putting this in place is that it gives us the building blocks to create a Town wide system (not only us but the School System). John has been talking with the Schools over the last two years about sharing a lot of our resources, and they are keen on doing it. It would give us some options where we can actually split some of our services between Town Hall and the High School. What John is proposing is doing a 3 year lease of our program or even a 4 year lease. The 3 year program would be \$20,000 a year for three years, or around \$15,000 for a four year. That would cover all the software and additional equipment that is required to turn up Town Hall. The other project is around creating an infrastructure for the Town for all departments including the School System, working with the School system collaboratively and basically improving site to site connectivity. John stated that one of the challenges we have today is that every department outside the PD has its own little entity, they have to buy their own phone services, install all computer services, internet access or bandwidth to get connected to the outside world. The School is also struggling with the growth of bandwidth. We talked to Fairpoint and Comcast (the two vendors at the time) to leverage the black fiber of this Town to interconnect all of our facilities. A year and a half ago, Fairpoint was no where near ready to do anything. We started pursuing Comcast who has a enterprise class service, and over the last year or so have been working with them. This proposal is based on the Comcast proposal but in the last two weeks, Fairpoint has reached out to the School and John and their system is ready, and unfortunately we won't have the budget numbers until Friday, which does not change the scope of the project. Does the Board agree with working with the school and creating that collaborative environment, does the Board agree with tying all of our building together and creating a town wide environment makes sense for the Town? The benefits are that it is one phone system and all of our services and phone bills are centralized. In the case of the FD and Library, they have computer services there that have data that should

be housed somewhere more secured, that stuff would all be moved back to whatever infrastructure we put in place. The other huge benefit it that we create a town wide network that our public safety offices can use.

Selectman F. Byron and G. Lambert suggested going forward with a warrant article for the phone and voicemail system upgrade (\$50,000).

Selectman Brunelle stated to Jason that what he needs to do in regards to the budget is zero out those lines (341) the Comcast dedicated lines for \$41,076 and \$13,900 and put the T1 service back at full cost. The \$50,000 was taken out for phone.

Selectman Brunelle went through the rest of the budget with the Board. The bottom line number is \$88,558 for an increase of \$43,569. Selectman G. Lambert **motioned** to approve and move to the budget committee for line 4150.20 IT the bottom line amount of \$88,558.

Selectman P. Jewett **seconded** the motion. Selectman G. Lambert noted that if we were to bring in an IT professional to do a lot of the things that are being done by Mr. Brunelle, it would cost more than this amount of money. The motion carried **3-0-1**. Selectman G. Lambert made a **motion** that the Board of Selectmen communicate to the Budget Committee we intend to go to warrant with the items we previously discussed, including the phone and voicemail system upgrade of \$50,000, unless the Budget Committee prefer we put it in the budget with a clarifying explanation of the risk that no means no. Selectman F. Byron **seconded** the motion. The motion carried **4-0-0**.

## **Administrator Report**

### **New Business**

#### **Fairpoint collaborative counsel**

Jason received a letter from Avitar seeking to consolidate appeal with attorney of their choice for all towns going forward to minimize the costs of dealing with different attorneys.

Would like to provide some some preliminary guidance from the Board on your preference.

Jason spoke to Gary from Avitar about this-- of the 140+ towns sued by Fairpoint, Avitar handles 56 of them for assessing issues. As you can imagine, dividing the likely legal costs across even half of that number would be a good savings for the Town. I think Avitar's experience in working with counsel on utility assessment challenges around the state also gives them a good filter for identifying effective counsel for these issues.

As of October 3, there were 15 Avitar towns committed, with more in the pipeline. The counsel Avitar has identified is Rob Upton from Upton, Hatfield. It appears that the other major utility assessor in the state, Skip Sansoucy, is looking to put together a similar group of his clients to use the same counsel. I would recommend proceeding in this way as the most cost effective way of proceeding. The hourly rate of \$200 is higher than our rate with Hage Hodes, but would likely be split by 20+ towns.

Selectman F. Byron **motioned** the Board of Selectmen to go forward with consolidating our counsel with Avitar's suggested counsel and ask the Town Administrator to work with Avitar to assure that the Town is provided information on the progress of this journey. Selectman J. Brunelle seconded the motion. Selectman G. Lemire **amended the motion** that suggests that we don't spend any more than 20% of the collectable tax bill, so that we don't end up in a situation, where we go out and clearly to Avitar, our maximum willingness to spend money on

this is up to 20% and then we are out. Selectman F. Byron **seconded** the amendment. The amended motion carried **3-1-0**. The main motion carried **4-0-0**.

### **Campaign Sign Placement**

Selectman F. Byron temporarily recused himself from the Board.

Selectman Brunelle stated that during the last election there was a hefty debate about where signs could be placed around the school and then there is an issue of what you can legally do and what the Town has allowed to do. The signs were placed on the school side of Albuquerque were being moved to the opposite side of the street by school staff, because there was some type of agreement between the moderator and the school that no signs be put in front of the school. There is a conflict in the RSA versus the Town practices. The Town has allowed in the past, signs be placed on Town property and Town right of way. The School would prefer the signs not be placed in front of the school. Selectman Brunelle stated that there are two issues to be resolved. One is we need to send a message stating that Town signs can go in front of the school because it is Town property as long as they are on the road side of the bike path and they should be reminded of what the RSA says. Secondly, do we want to continue the practice of allowing signs on Town property. Selectman Lambert stated that the Attorney General said that the rule about campaign signs and literature supercede any other rules and if you move the signs you are technically in violation of tampering with the campaign. Administrator Hoch stated that the law actually allows State, City or Town maintenance or Law Enforcement Personnel to remove signs. Selectman Brunelle stated that the RSA also states that it cannot be on Town property. Administrator Hoch read **664:17 Placement and Removal of Political Advertising**. – *No political advertising shall be placed on or affixed to any public property including highway rights-of-way or private property without the owner's consent. All political advertising shall be removed by the candidate no later than the second Friday following the election unless the election is a primary and the advertising concerns a candidate who is a winner in the primary. Signs shall not be placed on or affixed to utility poles or highway signs. Political advertising may be placed within state-owned rights-of-way as long as the advertising does not obstruct the safe flow of traffic and the advertising is placed with the consent of the owner of the land over which the right-of-way passes. No person shall remove, deface, or knowingly destroy any political advertising which is placed on or affixed to public property or any private property except the owner of the property, persons authorized by the owner of the property, or a law enforcement officer removing improper advertising. Political advertising placed on or affixed to any public property may be removed by state, city, or town maintenance or law enforcement personnel. Political advertising removed prior to election day by state, city, or town maintenance or law enforcement personnel shall be kept for one week at a place designated by the state, city, or town so that the candidate may retrieve the items.* Selectman J. Brunelle **motioned** that the Board send a letter to the School District informing them that the Town Governing Body has approved the right to place candidate signs on Town right of ways, Town property, and they are not to be removed. Selectman Brunelle also asked that this gets copied to the Moderator, that the Town has decided that it is okay to place signs on any side of Albuquerque on our right of way, and the signs should not be removed and reference the RSA. Selectman P. Jewett **seconded** the motion. The motion carried **3-0-0**.

Selectman F. Byron rejoined the Board.

### **School Plowing by Highway Department**

Based on suggestion by Road Agent and some encouragement by the BOS Chair and some members of the School Board, the Highway Department is working on plans to take over plowing and winter parking lot maintenance of school facilities. This should represent a significant overall savings for taxpayers. This is quite common in other towns and school districts. Jack has been meeting with their facilities people and has discussed equipment and staffing with Jason. We would expect an incremental cost increase to cover the variety of items including contractors, our own labor, salt, sand and additional hours of service on our own equipment.

In conversations with Steve Martin, the Business Administrator, Town Administrator Hoch has determined that he would like to start this year with the Town billing the School in some fashion for this. If the approach seems to meet everyone's needs and expectations, we would probably recommend moving away from the billing in future years, as the cost is being carried by the same taxpayers and we could reduce the bill processing overhead on both sides.

Jack has reviewed school's requirements and met with facility managers at the schools and is comfortable that his department has capacity to provide the level of service required.

After discussion amongst Board members, Selectman J. Brunelle **motioned** that the Board of Selectmen supports the decision to go into an agreement with the School to plow their property for the winter of 2012/2013 as an experiment, if successful, we go forward. Selectman G. Lambert **seconded** the motion. The Board agreed to have Jack and Mr. Martin come in front of the Board at the next meeting with the budgetary numbers. The motion carried **3-0-1**.

### **Tax rate setting**

Administrator Hoch stated that he has nothing yet. Jason has contacted our person at DRA and she said they need to get the MS1 from the Equalization Bureau. As soon as they get that review, we should be good to go.

### **Unclaimed impact fee return process**

From this year's Municipal Law Lecture Series - note on unclaimed fees having the ability to be returned/redistributed through filing at Superior Court. Filing fees and town cost & expenses can be reimbursed. Jason suggests investigating this further next spring/summer. There are half a dozen unclaimed reimbursements with a value of approximately \$30,000 at this time. At least 2 of these developers have additional fees slated to be eligible for reimbursement next year - I'd prefer bundling the actions for the same developer together at that time.

### **Old Business**

#### **Personnel Policy**

Still an open item. Selectman Brunelle wants to allocate 45 minutes for the meeting of the 12th of November for this topic. Administrator Hoch stated that the 12th is a Holiday in NH for

Veterans Day. Selectman G. Lambert **motioned** that the Board of Selectmen of the Town of Litchfield meet on the 12th of November in spite of the fact that it is a holiday so we don't actually lose other days at the end of the month. Selectman P. Jewett **seconded** the motion for discussion about the signing of checks. The motioned **failed**. Selectman G. Lambert **motioned** that the Board of Selectmen meet on the 12th of November, without signing checks. Selectman P. Jewett seconded the motion. Mr. Hoch made a suggestion and asked the Board if they would be willing to consider meeting (for a Selectmen's Meeting) on the 5th, so they can get the Fire Budget done that night and then look at the 26th for the Personnel Policy work session. Selectman G. Lambert **motioned** to the Board for a Selectmen's meeting on the 6th of November at 7:30 pm. to be scheduled at the school while we are waiting to sign other boxes at the election. The motion **failed** due to lack of a second. Selectman J. Brunelle **motioned** to move the meeting to Wednesday, November 7th at 6:00 pm. Selectman P. Jewett **seconded** the motion. The motion **carried** 3-1-0. Selectman J. Brunelle **motioned** to cancel the scheduled meeting on the 12th of November in lieu of meeting on the 7th as voted in. Selectman P. Jewett **seconded** the motion. There is no meeting on the 5th. The amended main motion **carried** 4-0-0.

There will be a meeting on the 26th, which will be the work session for the personnel policy.

### **Fair share housing update**

Administrator Hoch stated that Frank put together a draft and is being sent off to Counsel for guidance.

### **Bike Path grant closure**

It looks like the final reimbursements for the Bike Path are in the pipeline -- Jason has been advised by the project engineer from Stantech that there are 3 more items pending -- about \$2200.

### **Website Updates**

Selectman Byron stated that he asked for the update to be added to the agenda, to find out where we stand on this and see if we can get all the updates on the website. Selectman J. Brunelle stated that as far as contents being out of date, if anyone sends him the changes he will get them up there. Mr. Brunelle stated that as far as the minutes section go, this will be moved to the new section of the. There is a process created now where the minutes are just being put onto the site automatically. Non-public minutes are flagged and we are trying to get them on there.

### **Other Items**

None.

### **Selectmen's Report**

Selectman F. Byron stated that he will not be present at the next BOS on meeting on October 22, for personal reasons.

Selectman P. Jewett received a letter from LMS thanking her for collecting all the school supplies donated and distributing them to the schools.

Selectman P. Jewett stated that tomorrow she will meet with the Nashua Area for Mental Health Center at 3:00, which she is on the Board of Directors and Finance Committee.

Selectman P. Jewett also stated that Wednesday night the Library from Litchfield will be presenting a Haunted Lighthouses of N.E. at the Campbell High School Auditorium at 7:00 pm. There is no charge.

Selectman P. Jewett stated that Thursday night is meet, greet and question the Candidates night at 7:00 pm at the CHS Auditorium. Light refreshments will be served and John Regan will act as the moderator.

Selectman J. Brunelle stated that the Budget Committee meeting has moved to Town Hall at 7:00 pm.

**Items moved from consent**

None

**Other Business**

No Items for other business

Selectman P. Jewett **motioned** to the Board to adjourn the meeting. Selectman J. Brunelle **seconded** the motion. The motion carried **4-0-0**.

The meeting adjourned at 9:30 pm

**Approved** - October 22, 2012.