

TOWN OF LITCHFIELD

NEW HAMPSHIRE



Annual Reports

Year ending December 31, 2012

also

Annual Report of the School District

Year ending June 30, 2012



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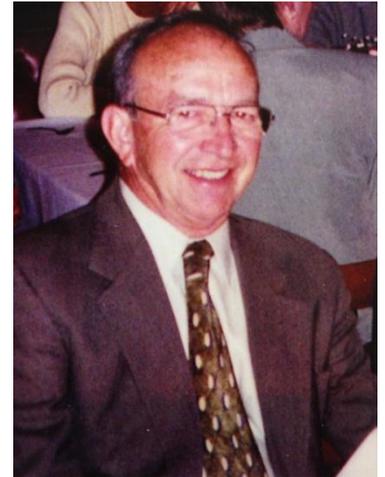
DEDICATION

This year's Town Report is dedicated to Leon "Jimmy" Calawa who served Litchfield in a number of roles during his lifetime, including as a member of the School Board, Chairman of the committee for relocation and refurbishment of the Old Town Hall and Fire Chief as well as a state representative.

From the Litchfield Fire Department History

Under Jim's watch, the Department got its first real fire coats, boots, helmets, respirator, and its first "new" hose and nozzles. The town bought new pumps so that the Department could now draw water from brooks throughout the town

There were about 20 men on the department. Jim's main goal was to build up the department so they wouldn't have to call Hudson for so many fires. There were also many work sessions to finish building the fire station and install a heating unit. Jim's own building crews sometimes worked on the construction, and he paid them himself.



Remarks delivered on the Floor of the NH House of Representatives by State Representative Ralph Boehm

This past August, former State Representative, Leon C. Calawa, Jr., died after an extended illness. His friends called him Jimmy.

He was born in Nashua on February 16, 1929, raised in Litchfield. He was a veteran of the United States Navy.

He was a well known real estate developer in Litchfield and Londonderry, having extensive property holdings in those towns. He was a founding partner of the Passaconaway Country Club in Litchfield. And from what I've heard, an avid golfer.

One hears the term 'town father', Leon Calawa, fits that description. For many years, Leon served on the Litchfield School Board. He was the chairman of the committee for the relocation and refurbishment of the Old Town Hall in Litchfield, now the Litchfield Historical Society Building. He also served for many years as the Fire Chief for the town. He was an instrumental force behind the construction of the Litchfield Fire Station in 1957, which by the way is still the town's only fire station. He generously donated his time, building materials and paid his construction crew to help erect the building. We don't see that happening too much anymore. The population of Litchfield then was about 500, it is now about 8500. I remember one time he remarked that when he was young while sitting on his front porch on a Sunday afternoon and when the occasional car went by on 3A he knew who was a resident and who wasn't.

Leon Calawa served for many terms as Litchfield's representative to the New Hampshire State Legislature. For many years he served as the vice chair of the Public Works Committee. He also played a leadership role in rehabilitating both state and county buildings, in particular the Walker Building in Concord and the state buildings on Pleasant St. He was recognized by the New Hampshire Chapter of the American Institute of Architects and by the New Hampshire Preservation Alliance for his role in saving many historic New Hampshire buildings.

I first met Jimmy when I was a Selectman in the late 80s. And he was always a gentleman, I never heard him raise his voice or show anger and this is attested by all who knew him. I campaigned with him 3 times running for state rep, in 2002, 4, and 6. The one time where I noticed he was upset, and that was when redistricting took away Litchfield's house seats in 2002. We lost in 2002 and in 2006 but successful in 2004, as the bigger towns we were districted with took all the seats. At least before he passed away, we had received our representation back. So hopefully he took solace in that. So if you are ever in Litchfield playing golf at Passaconaway, or in the state house and things aren't going your way, remember to keep your cool like Jimmy Calawa always did.



TOWN OFFICIALS

BOARD OF SELECTMEN

John R. Brunelle, Chairman-2013

George Lambert – 2013
Frank A. Byron – 2014

Brent Lemire – 2014
M. Pat Jewett - 2015

TOWN ADMINISTRATOR

Jason Hoch

DIRECTOR OF LIBRARY SERVICES

Vicki L. Varick

POLICE CHIEF

Joseph O’Brion

CODE ENFORCEMENT

Kevin Lynch

TRANSFER STATION

Dave Mellen

TOWN CLERK/TAXCOLLECTOR

Theresa L. Briand – 2014

DEPUTY TOWN CLERK/TAX COLLECTOR

Patricia A. Textor – 2014

MODERATOR

John Regan – 2015

ASSISTANT MODERATOR

Philip M. Reed – 2015

ROAD AGENT

Jack Pinciario – 2013

FIRE CHIEF

Frank Fraitzl – 2013

TREASURER

Sharon Harding Reed – 2014

DEPUTY TREASURER

Debra Hogencamp – 2014

CHECKLIST SUPERVISORS

Shirley Reed – 2018
Christine Lepine – 2014
Robert Redding – 2016

CABLE ADVISORY COMMITTEE

John Beaulieu – 2012 (Alt.)
Ken Stiouphile – 2012 (Alt.)
Russell Blanchette – 2013
Timothy Kearns – 2013
Richard Pentheny – 2014
Brian Maillet - 2014
Cynthia Couture – 2014

HEALTH OFFICER

Kevin Lynch - 8/13/2013

ZONING BOARD OF ADJUSTMENT

Gregory Lepine – 2015
Laura Gandia – 2015
Richard Riley Jr. – 2013
Albert Guilbeault – 2013
John R. Devereaux – 2013
John Regan – 2014
Eric Cushing – 2014
Thomas Cooney-2015 (Alt.)

PLANNING BOARD

Robert Curtis – 2015
Thomas R. Young – 2015
Leon Barry – 2013
Joel A. Kapelson – 2013
Russell Blanchette – 2014
Michael Croteau – 2014
Steven Perry
Michael Caprioglio -2015
Frank Byron

TRUSTEES OF TRUST FUND

Steven P. Calawa – 2015
Michael Falzone – 2013
John Poulos Jr. – 2014

CEMETERY TRUSTEES

Steven P. Calawa – 2015
Warren W. Adams – 2013
Rhonda Lambert – 2014

MOSQUITO DISTRICT COMMISSION

John Poulos Jr. – 2015
John Latsha – 2013
Valerie Hardy - 2015
Alfred Raccio- 2014

BUDGET COMMITTEE

Andrew Cutter – 2015
Cynthia Couture -2013
William Spencer – 2015
John Harte – 2013
Chris Pascucci – 2014
Raymond Peeples – 2014
John York/Derek Barka
John Brunelle/George Lambert

RECREATION COMMISSION

Keith Buxton – 2012
Colleen Gamache – 2012
Elizabeth Darling – 2013
Jason Allen – 2013
Andrew Collins – 2013
Sandra Vance – 2014
John Bryant – 2014
John Brunelle

LIBRARY TRUSTEES

Gail Musco – 2015
Lynne Clifford – 2013
Kristin Robert – 2013
Peggy Drew – 2014
Mary Franck – 2014

CONSERVATION COMMISSION

Roger St. Laurent Jr. – 2013
Sharon Jones – 2013
Richard Husband – 2015
Marion Godzik – 2015
Thomas W. Levesque Sr.-2014
Joan McKibben – 2014
Michael Croteau – 2014



TOWN OFFICIAL AND EMPLOYEE EARNINGS

SELECTMEN'S OFFICE

(The secretarial and clerical personnel also serve as staff to the Building, Health, and Highway departments, Zoning Board and various committees)

Perry, Steve	250.00
Jewett, M. Patricia	950.00
Lambert, George A.	1,200.00
Byron, Frank A.	1,200.00
Brunelle, John	1,200.00
Lemire, Brent	1,200.00
Hoch, Jason	83,324.04
Langille, Linda	39,393.51
Brodeur, Theresa	45,367.62
Baril, Donna	10,555.34
White, Karen	38,033.30
Total	222,673.81

TOWN CLERK/TAX COLLECTOR'S

Briand, Theresa L.	61,249.04
Textor, Patricia A.	40,770.32
Croteau, Claire L.	30,047.30
Total	132,066.66

TOWN TREASURER

Harding Reed, Sharon	7,000.00
Hogencamp, Debra	1,000.00
Total	8,000.00

TRUSTEES OF TRUST FUNDS

Lascelles, Maureen	21.99
Falzone, Michael	87.96
Poulos Jr., John	87.96
Total	197.91

VOTER REGISTRATION & ELECTIONS

Lepine, Christine E.	328.24
Redding, Robert M.	328.24
Reed, Shirley-Ann	328.24
Regan, John G.	761.80
Reed, Philip M.	624.00
Briand, Leo	143.26
Bourque, Deanne	145.64

Coughlin, Donna	327.09
Dorrrough, Lee M	88.34
Framarini, Alexandria L.	4.78
Framarini, Marissa M	4.78
Hogencamp, Debra	293.66
Jones, Sharon	596.88
Mieckowski, Bertha A.	212.49
Pinciario, Nancy L.	460.79
Regan, George	85.95
Regan, Patricia	687.61
Total	5,421.79

TOWN AND TALENT HALL, LIBRARY CUSTODIANS AND GROUNDSKEEPERS

Arria, Ben	5,620.86
Total	5,620.86

PLANNING BOARD

McKibben, Joan A.	26,101.11
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POLICE DEPARTMENT

*Does not include Special Detail
Includes uniform allowance*

O'Brion Jr., Joseph E.	82,138.48
Brown, Anthony P.	61,976.37
Costa, Jeffrey S.	79,410.11
Donnelly, David A.	81,549.00
Gott, Gary L.	72,324.08
Hartley III, Russell	72,661.63
O'Donaghue, Timothy	84,634.73
Sargent, Ben	79,541.32
Savage, Heath H.	79,313.60
Bennett, Robert D.	18,983.09
Corl, Michael T.	31,576.48
Harris, Steve P.	3,034.77
Houle, Michael R.	30,097.08
Lamy, Raymond	13,615.58
Tessier Jr., Dennis	65,629.35
Bessette, Carol A.	43,189.80
Diviny, Paul J.	48,614.48
Baril, Andrea	31,305.25
Total	979,595.20



TOWN OFFICIAL AND EMPLOYEE EARNINGS

(continued)

FIRE DEPARTMENT

Does not include Special Detail

Fraitzl, Frank X.	27,718.40
Schofield, Thomas B	4,862.62
Nicoll, Douglas M	74,873.28
Rea Jr., James	50,924.49
Adams, Warren W.	163.20
Allard, Paul	4,845.61
Bourque, Kevin C.	5,919.41
Croteau, Michael G.	6,369.69
Desmond Jr., Robert	4,837.74
Dube, Steven W	2,478.65
Earle, Derek	7,902.57
Farnham, Edward D.	1,419.84
Garand, Pierre J.	1,109.76
Gaumond, Glenn G.	2,082.00
Glancy, Edward C.	7,716.66
Goulet, Michael R.	2,366.40
Hallowell III, Bruce	548.49
Hubbard, Jason	2,839.68
Jack III, Row W.	2,505.24
Kearns, Timothy F.	750.72
Lemay, Mark T.	1,431.84
McLavey, Andrew	3,282.75
Newell, Jeffrey A.	4,292.16
Nicoll, Jason	8,261.02
Pinard, Normand J.	456.96
Raccio, Daniel	3,851.52
Ricard, Jason	310.08
Richardson, Timothy	8,340.48
Rumrill, Larry O.	1,770.72
Schofield, Brian	4,484.55
Schofield, Christopher	5,955.75
Smith, Kelly P	1,468.80
Travis Jr., John F.	4,421.34
Welch II, Robert W	1,497.00
Wright, Nicholas	2,749.92
Total	265,809.34

BUILDING/HEALTH DEPT.

Lynch, Kevin A	68,720.13
Gilcreast Jr., John	1,390.55
Total	70,110.68

HIGHWAY DEPARTMENT

Pinciario, John	53,193.35
Brazio, Zen	3,375.84
Blundon, Leslie W.	27,945.28
Lesperance, Kevin J.	4,112.50
Total	80,626.97

SOLID WASTE DISPOSAL

Mellen, David L.	54,950.00
Worster, David E.	24,427.15
Belanger, Zachary S.	4,534.26
Briggs, James D.	8,038.98
dePontbriand, Bryan	13,257.98
Johnson, Jared	1,610.01
Shafer, Mark	1,197.95
Total	108,016.33

ANIMAL CONTROL OFFICER

Pilon, Gerald F.	20,930.58
<i>(Includes mileage allowance and Town Hall custodian)</i>	

LIBRARY

Varick, Vicki L.	49,404.16
Allen, Ada	3,450.82
Crete, Leslie	237.30
Moody, Callista	7,408.07
Pace, Carrie-Anne	31,827.82
Paquette, Helena	4,037.14
Robinson, Alexandra	27,932.76
Santos, Jacqueline	3,235.10
Total	137,662.75

TOTAL WAGES **\$2,070,833.99**



SELECTMEN'S ANNUAL REPORT

The Board of Selectmen of 2012 had many positive achievements to share. In 2011, the voters voted to change the Fire Department structure from an elected to an appointed Fire Chief. After an extensive search, the Board of Selectmen appointed Frank Fraitzl. Although Chief Fraitzl hasn't been in the position for a full year yet; that department has seen many positive changes that will benefit the community.

Beyond the Board of Selectmen, the town employees; police, fire, highway, sanitation, administration offices and many volunteers; keeps this town running smoothly, servicing the community. The BOS would like to recognize them all for their efforts and great work over the past year. We continue to see improvements in all aspects of the running of town government and public safety, from streamlining services and lower costs; to additional services to better service the community. We would like to thank our Department Heads for actively helping us bring in lower cost budgets, reducing operating costs and loosening the tax impact to our citizens.

In conjunction with the Road Agent John Pinciario, we have continued to support the improvements of our road and culvert infrastructure. This year we saw the completion of the Page Road culvert replacement and improvements to the intersection at Cutler and Page. This project is continuation of our efforts to improve the flow of water and reduce the possibilities of flooding up and down the culvert system within town.

This year in celebration of the high recycling rates we preserved in the transition from an incinerator to a transfer station the Board of Selectman renamed "Incinerator Road" to "Recycling Way".

Members of the board would like to specifically thank our Chairman John Brunelle for the substantial effort he has put in to reduce costs at the Town Hall and Police Department in IT consulting and infrastructure. His experience and volunteer hours have saved our community actual out of pocket costs far in excess of the cost of a new police car. His efforts have made him a one man community fundraiser and tax reduction champion.

As years past, we continue to see many residents volunteer for the many boards, committees and odd tasks. Just like the employees, these volunteers make Litchfield what it is; a wonderful community to live in. The BOS would like to say **THANK YOU** to all those who give up their personal time and invest in this wonderful community.

Respectfully Submitted

John R. Brunelle, Chairman
George A. Lambert, Vice Chairman
Frank Frank Byron
Patricia Jewett
Brent Lemire



Decorated By Micki Harris and
Michele Ninteau



TOWN ADMINISTRATOR

As the year draws to a close, I would like to offer my appreciation again to the department heads, staff, elected and appointed officials of the Town of Litchfield with whom I have the opportunity to serve over the past year. I continue to be proud of the collaborative effort to deliver high quality, cost-effective services to our residents. In particular, I appreciate the support, direction and leadership of the Board of Selectmen in achieving these goals.

Over the past year, we continued to work on many behind the scenes processes to ensure smoother operations of Town government. Staff transitioned routine email and document processing to Google apps, eliminating pricier software renewals. This move has allowed us to provide greater efficiency and collaboration. At the same time, we extended these tools to Boards and Committees. By the middle of the year, the Board of Selectmen and Planning Board had transitioned to largely electronic meeting packets. Overall, this has also lead to a genuine reduction in the reliance on paper. (In case you've ever wondered, the administrative functions of Town Hall now consume approximately 18 cases of paper per year.) At the same time, mobile technology was standardized across all Department Heads, which has greatly enhanced inter-department communication, messaging and photographic and video documentation.

The Board of Selectmen approved a comprehensive revision to the Personnel Policy, the first major revision since 1999. Department heads also worked with the Board to update and revise fees and charges in a comprehensive manner. This lead to the reduction of some fees and market corrections of others as needed. Based on approval of Town Meeting to restore authority for annual review and revision of the Purchasing Policy to the Selectmen, the Board amended the policy as well as implemented a Travel and Expense Reimbursement Policy, Fund Balance Policy and revised the Investment Policy.

The Town completed a full revision of its Emergency Operations Plan, the first major revision since 1993. Over the coming years, we will continue to roll out the recommendations and operational structure established in the plan. By the end of the year, most of the same department staff were engaged in revising the Hazard Mitigation Plan, required to be updated every five years by FEMA.

Some new members joined our team this year or took on new roles. In March, we welcomed Fire Chief Frank Fraitzl who has become an active leader working closely with all departments. In August, Karen White, of Litchfield, was promoted to the position of Finance/Human Resources Manager and serves as a key part of our financial management group. Both bring great energy and dedication to the service of the Town.

This year's survey by the Recreation Commission, confirmed that the Albuquerque bike path is one of the most popular and most used services in town. This year, we took several steps to enhance the path. First, the Road Agent addressed a chronic flooding spot near the exit of Campbell High School. Second, Michael Barrett, as his Eagle Scout project built benches along the path. Those benches were complemented by additional benches made by Campbell High School. Third, we installed several waste containers and dog waste bag dispensers. And most visibly, through the leadership of Terri Briand, Litchfield was selected as a Pepsi Gives Back project recipient. In addition to the funds, labor and refreshments donated by Pepsi, over one hundred volunteers joined to not only do a town wide cleanup, but also to transform Town Hall's "front yard" into a new park with gazebo. This work was supported by the extremely generous donation of materials, labor and equipment from several local contractors.

We continue to seek new ways to serve and to engage the community. As part of this effort, you will see ongoing improvements to the Town's website. For the most timely updates from us, please consider following the Town on Facebook at www.facebook.com/litchfieldnh. I welcome anyone with questions or concerns, no matter how large or small to contact me via phone, email or best of all, a visit to the office.

Thank you again for the opportunity to serve your community.

Respectfully,
Jason Hoch
Town Administrator



Election/Ballot Voting Results Town of Litchfield March 13, 2012

Moderator John Regan led poll workers in the Pledge of Allegiance to the American Flag and declared the polls officially open in the Campbell High School gymnasium at 7:00 a.m. Ballot clerks on duty were Joan McKibben, Bertha Mieckowski, Patricia Regan and Sharon Jones. Assistant Moderator Philip Reed assisted throughout the day. The polls were declared closed at 7:10 p.m., when the last voter had completed voting.

Twenty-Nine (29) new voters registered through the course of the day, bringing the checklist up to six thousand, seventy-five (6,075). One thousand, three hundred, seventy-eight ballots were cast, including thirty (30) absentee ballots.

Results Follow:

Municipal Votes

Article 1, Election of Officers:

Moderator, One Three-year term:

John Regan 1301 Elected

Selectmen, One Three-year term:

Christopher Schofield 125
Kevin Bourque 261
Nicholas D'Alleva 306
M. Patricia Jewett 730 Elected

Budget Committee, Two Three-year terms:

William Spencer 949 Elected
Andrew Cutter 943 Elected
Thomas B. Schofield 421

Budget Committee, One One-year term:

Timothy Finnegan 611
Stephen Catman 96
Cindy Couture 750 Elected

Checklist Supervisor, One Six-year term:

Shirley Ann Reed 1260 Elected

Library Trustee, One Three-year term:

Gail Musco 1280 Elected

Trustee to Trust Fund, One Three-year term:

Steven P. Calawa 1245 Elected

Cemetery Trustee, One Three-year term:

Steven P. Calawa 1258 Elected



Election/Ballot Voting Results (continued)

DEFINITION OF MULTI-FAMILY RESIDENCE

Article 2: Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend Section 200, Definitions, to insert a new definition for Multi-Family Residence as Section 2--.16 and renumbering all subsequent definitions.

1018 Yes Carried

451 No

ACCESSORY DWELLING UNITS

Article 3: Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Adopt a new section 507, Accessory Dwelling Units, to allow flexibility in living arrangements and to provide alternative "not-for-rent" housing opportunities for an owner occupant's family member or family caregiver. This ordinance will permit single family residences to construct a secondary dwelling unit that is subordinate and internally connected to the principal dwelling unit and limited in size to between 500 and 650 square feet. Any renovations or additions shall maintain the existing single family character of the dwelling and neighborhood.

1187 Yes Carried

342 No

OPERATING BUDGET

Article 4: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling, \$4,964,196. Should this article be defeated, the default budget shall be \$4,931,196, which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

1080 Yes Carried

453 No

TOWN HALL/POLICE STATION ROOF REPLACEMENT

Article 5: 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 to fund this appropriation by authorizing the use of the unexpended fund balance (surplus) as of December 31, 2011. This would have a net cost to 2012 general taxation of \$0.

1206 Yes Carried

344 No



Election/Ballot Voting Results (continued)

FIRE CHIEF TERM

Article 6: 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. If this article fails, the Fire Chief will be appointed for 1 year.

1079 Yes Carried

436 No

CABLE REVOLVING FUND

Article 7: 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. Franchise fees for this Town Service are only paid by Litchfield Residents who are subscribers of cable television.

983 Yes Carried

525 No

PUBLIC WORKS TRUST FUND

Article 8: 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.

1182 Yes Carried

345 No

PART-TIME RECREATION COORDINATOR

Article 9: 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 \$4759 for this purpose, with \$4420 representing the wage cost and \$339 representing the cost of associated taxes.

503 Yes

1048 No Defeated



Election/Ballot Voting Results (continued)

PURCHASING POLICY

Article 10: 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.

1094 Yes Carried

414 No

LIBRARY VACATION ACCRUAL TRUST FUND

Article 11: 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.

1210 Yes Carried

352 No

COST OF LIVING WAGE ADJUSTMENT

Article 12: To see if the Town will vote to raise an appropriate the sum of \$16,342 which represents salary and benefit costs for a 1.5% cost of living adjustment for non-union full time and regular part time Town and Library employees not otherwise under contract or part of a bargaining unit. This adjustment to eligible positions would be made April 1, 2012.

692 Yes

881 No Defeated





EXCERPTS FROM PREVIOUS TOWN REPORTS

≈2002≈

Planning Board “.....Presented for our review were numerous applications for subdivision that generated over 46 new residential building lots. The approval of 1 new “Housing for Old Persons” and 25 new building lots accounted for this new development.....”

Litchfield Fire/Rescue Services 2002 Calls “.....Total Number of Incidents, 513...”

≈1992≈

Road Agent’s Report “.....Research of town records indicate that in 1984 the Highway Department was responsible for maintaining 24 miles of roadway in the town. The cost per mile to maintain these roads was \$4,300. In 1992 Town Road mileage is now 54 miles (226% increase) while the cost per mile to maintain the roads was \$4,400. (2% increase). The costs for maintenance are measured in actual dollars and not adjusted for inflation.....”

Selectmen’s Report “.....The solid waste committee has done an outstanding job of making our town incinerator facility something for us to be proud of.....”

Tax Rate “.....School- \$17.20, Town- \$3.97, County- \$1.48 = **\$22.65**.....”

Births “.....Mishele White 8-1-92, Jessica Fabiano 5-1-92, Erin Sweeney 4-28-92, Cullen Baker 11-1-92, Robert Hemmerle 10-2-92, Robert Frappier 1-25-92.....”

Marriages “.....9-12-92 Leo Briand, Theresa Pinciario
8-15-92 Daniel Vaillancourt, Christine St. Laurent.....”

≈1982≈

Police Department “.....For the year 1982 I am pleased to be able to report a reduction of criminal activity in two important categories. Residential and business burglaries have decreased by 60 percent and criminal mischief (vandalism) had decreased by 12 percent.....”

Fire Department “.....For the second year in a row, our fire incident rate has dropped from the previous year..... We will continue to provide safety information to the residents throughout the year via pamphlets, inspections, and open house activities at the Fire Station...”

Town Clerk Monies Received “.....3,825 Motor Vehicle Permits- \$123,848.50, 602 Dog Licenses- \$2,727.00, 799 Motor Vehicle Titles- \$799.00, Bicycle Registrations- \$90.00.....”

≈1972≈

Litchfield Recreation Commission “.....The second annual Family Field Day was held on August 6, 1972 at the school grounds. An estimated two hundred people participated in and enjoyed the activities. Prizes and ribbons were awarded. The popular soft ball game was won by the outstanding players from the South End for the second straight year.....Mr. Wilfred Bilodeau has again granted permission to the town to use his pond on Hillcrest Road for family skating. The Public Service Company has been contacted to install lighting for night skating....”

Selectmen’s Report “.....The poor attendance at all public hearings, important committee meetings and other informational gatherings indicate that the taxpayers do not avail themselves of the opportunity to gather pertinent knowledge of the issues that are very vital to their interests.



EXCERPTS FROM PREVIOUS TOWN REPORTS

Special Gifts “.....The friends of the late Ruth Colby Geoffe gave a handsome display case which has been installed near the children’s section on the library’s main floor....”

≈1962≈

IN MEMORIAM “.....**Charles B. Campbell 1880 - 1962**, Served the Town of Litchfield as: Selectman (age 21), Constable, Police Chief, Police Officer, Town moderator, Surveyor of Wood & Lumber, Fence Viewer, Delegate to Constitutional Convention, Charter Member Litchfield Volunteer Fire Dept., Deputy Forest Fire Warden, School District Moderator, School District Clerk....”

Litchfield Police Department Report “.....

- | | |
|-------------------------|-----------------------------------|
| 3 Prowlers | 2 A.W.O.L service men apprehended |
| 3 Eggs thrown on houses | 35 D.E. tags issued |
| 1 Livestock on highway | 1 Out of town person using dump |

≈1952≈

Statement of Payments “.....Town Officers’ Salaries

Selectman, Cyrus E Wilson	\$150.00	Town Clerk, Barbara Campbell	\$ 50.00
Selectman, Fred McQuesten	\$100.00	Tax Collector, Frank P. Hayes, Jr	\$125.00
Selectman, George L Adams	\$100.00	Chief of Police, David A Campbell	\$ 50.00

Tax Rate \$42.40 per \$1,000.00 Valuation.....”

≈1942≈

Report of the Superintendent of Schools “.....Our school year has had to be modified to meet war conditions. Early in the fall the need for harvesting vegetables was so great that the schools were called upon for help. Eleven pupils were excused a part of the school day for this work. The general work of the school was not too badly affected by this vital service to the war effort.

The teachers have been called upon by the United States Government to ration sugar, gas, fuel oil and canned fruits and vegetables. Four or five interested citizens have helped the teachers in this work. Their service is greatly appreciated.....”

Report of School Board “.....We were fortunate in keeping both of our teachers:-Miss Colby in the primary grades and Mrs. Blodgett in the upper grades. Mr. Priske continues with the music. We have seventeen students attending Nashua High School.

A telephone was installed in the school building this year which is very convenient.

Due to war time changes, we thought it advisable to start school a half hour later during the winter term.....”

≈1932≈

General Highway Expenses “.....Repairs on Tractor-\$143.03, Gasoline and oil- \$3.98, Shovels and tractor light-\$6.10, Brush cutters-\$6.00, Shovels-\$5.63, Truck snow blade-\$280.00.....”

Report of the School Board “.....As the Manchester and Nashua Electric Railway has been discontinued, the mode of transportation for the children has been changed to the Boston & Maine Transportation Co. The change has proved advantageous.....”



EXCERPTS FROM PREVIOUS TOWN REPORTS

≈1922≈

Library Report “.....The Trustees and town’s people wish to thank Mr. and Mrs. Saunders for their continued kindness and generosity in allowing the Library to remain in their house these many years.

Number of bound volumes at beginning of year- 2215. Number of bound volumes added by purchase- 49. Number of bound volumes added by gift- 3. Federal and State documents added- 3. Total number of volumes owned at the end of the year- 2270.....”

≈1912≈

Sundry Bills “.....Paid, F.E. Cole & Co., printing Town Reports- \$28.50. C.B. Campbell, killing mad dog-\$2.80.

Report of School Board “.....By the school laws of the State, we are required in our annual report to ask for the sum of money that will be needed during the year for school supplies and tuitions. We therefore ask for the following:

For tuition,	\$200.00
For text books and scholars’ supplies,	\$ 35.00

≈1892≈

School Report “.....A leaf from history: In the year 1888 there were *six* terms of school, and *five* different teachers. In 1889, *seven* terms and *six* different teachers. In No. 1, in 1888, there were *three* terms and *four* different teachers. Breaking in new teachers all the school year. Can it be that only incompetent teachers were obtained, who were unworthy of service of more than a term of ten weeks or less? Or were good teachers secured who refused to substitute a rural residence, for the environment of the town? Certainly an inquiry into the causes of such a record is forcible and pertinent.

Roll of Perfect Attendance: Charles B. Campbell, Willie S. Campbell- For one Term.

Statistics: No. of children between five and fifteen years, Boys-31, Girls-19.....”



Merrimack River Flood 1936



CONSERVATION COMMISSION

The Litchfield Conservation Commission (“LCC”) is an all-volunteer advisory board established by the town pursuant to R.S.A. Chapter 36-A “for the proper utilization and protection of the natural resources and for the protection of watershed resources” within Litchfield. Currently comprised of six appointed full-time commission members, one alternate and a Selectmen’s representative, the LCC holds meetings beginning at 7:00 p.m. on the first Thursday of every month at the Litchfield Town Hall, which the public is encouraged to attend.

In 2012, the LCC was involved in:

- Continued maintenance of the fields and trails at Moore’s Falls Conservation Area.
- Continued oversight of other LCC owned and/or managed Litchfield properties.
- Continued participation in the State’s “Adopt-A-Highway” program, with periodic LCC cleanup of sections of Route 3A.
- Continued work with the New Hampshire Department of Environmental Services, and other state departments and agencies, concerning conservation and environmental issues respecting Darrah Pond and other Litchfield natural resources.
- Continued representation before the Lower Merrimack Advisory Committee.
- Continued investigation of Litchfield properties appropriate for purchasing and preservation with conservation funds.
- Continuing conservation and related education, by LCC member attendance at the state meeting of Conservation Commissions, seminars and workshops.
- Continued advisory input into town matters involving LCC-related subject matter.
- Providing support before the state legislature for the passing of R.S.A. Ch. 227-H, § 5, a law protecting Litchfield’s Grassy Pond—an extremely rare type of wetland—by adding it to the list of state-owned lands to be retained “for future generations.”
- Sponsoring its annual children’s fishing derby on Chase Brook, with this year’s 30th enjoying particular success.

Respectfully submitted,
The Litchfield Conservation Commission:

Joan McKibben, Chairman
Thomas Levesque, Sr., Vice-Chairman
Roger St. Laurent
Sharon Jones
Marion Godzik
Richard Husband
Michael Croteau
Pat Jewett, Selectmen’s Rep.



30th Annual Children’s Fishing Derby “Photo by Lynne Ober”



LOWER MERRIMACK RIVER LOCAL ADVISORY COMMITTEE

2012 Annual Report

The Lower Merrimack River Local Advisory Committee was created in 1990 after the Lower Merrimack was designated a protected river in the State of NH. As a designated river, the Lower Merrimack is protected under RSA 483, administered by the New Hampshire Department of Environmental Services (NH DES) Rivers Management and Protection Program.

Members are nominated by each riverfront municipality and are approved by the DES Commissioner. Representatives come from a broad range of interests, including but not limited to local government, business, conservation, recreation, agriculture, and riparian landowners. All members are volunteers. This diversity helps bring a variety of perspectives to bear on resource protection and development issues.

The main responsibilities of the LACs are: 1) develop and implement a local river corridor management plan, 2) advise local, state and federal governing bodies and agencies of activities which may affect the water quality or flow of the protected river or segment, and 3) review and comment on any federal, state or local governmental plans within 1,320 feet (¼ mile) of either side of the designated river that would alter the resource values and characteristics for which the river or segment is designated.

Members:

David Scaer—Hudson
Kathryn Nelson (Chair) – Nashua
Michael Redding (Vice Chair) - Merrimack
Karen Archambault (Secretary) -- Nashua
Jim Barnes (Treasurer) – Hudson
George May – Merrimack
Nelson Disco – Merrimack
Michael Croteau- Litchfield

Meetings are held at the Nashua Public Library on the 4th Thursday of the month at 7pm
Volunteer hours contributed for river protection activities: 400
We encourage new membership. Applications and information can be found at
<http://www.nashuarpc.org/LMRLAC/index.htm>

In 2012 LMRLAC commented to local boards and DES on several permit applications and projects within ¼ mile of the river. Improved stormwater management practices were encouraged as well as public access to the river. A presentation was heard from Renaissance Downtown in Nashua. LMRLAC worked with NRPC on a river continuity survey. Water Quality Monitoring was conducted from spring to fall, twice a month with results reported in the Nashua Telegraph

Respectfully submitted by Kathryn Nelson, Chair 1-14-2013



LITCHFIELD HIGHWAY DEPARTMENT

A year has passed and in 2012 the Highway Department has been very active in completing the following projects:

Page Road Culvert – The final phase of the 3 year Culvert Replacement Project on Page Road completed as well as the lowering of Page Road at Cutler Road; this repair has been needed for some time.

Bike Path – The standing water at the High School on the Bike Path has been removed as we installed two new drains.

Bridge at Griffin Memorial – Worked with the High School groundskeepers to remove and rebuild the bridge between the fields.

Pepsi Day – Sponsored Pepsi Day, building a park, putting benches on the bike path and putting up dog waste bags as well as trash cans.

Highway Garage – Completed new sand shed. A new 72 x 42 building to house trucks was completed.

Equipment – The 2003 Ford 550 was sold and a new Ford 450 was purchased to take its place.

Purchase of Equipment- This year, the Department purchased a new plow.

Storm of Sandy – Prior to Hurricane Sandy's arrival, the Highway Department was out cleaning catch basins, to prevent flooding. Tree removal and clean up work continued after the storm.

Snow Plow Ordinance – This year a snow plow ordinance has updated. Plowing snow into the roads in Litchfield has a fine of \$100 which will be enforced by the Police Department.

Cutler Road – A weight restriction of 5 tons has been placed on Cutler Road, which will cut down the use of trucks on this road.

Robyn Ave - Clearing of brush along Robyn Ave at the request of concerned citizens

Projects for 2013 – Albuquerque will be reclaimed and repaved from Grouse Lane to the High School.

Sanders - This year the Highway Department saved the Town money by rebuilding four sanders at a cost of \$5,200. If these sanders were sent out, it would have cost the Town \$21,200.

Each year there are many comments from the residents of Litchfield about the great job done of removing snow from the roads and treating for ice. The job of clearing not only the roads, but clearing the Town Hall lot, library, fire station and Darrah Pond is a real team effort from the Road Agent to each contractor. Many of our contractors live in town and adjoining towns. The Highway Department has done their best to give the people of Litchfield clean and clear roads. Jack Pinciario would like to thank all the men of this Department: Mark Reilly, Dan Vailancourt, Les Blundon, Doug St. Laurent and Ron Buxton; Jeff Guay; as well as Fire Chief Frank Fraitzl, Police Chief Joseph O'Brion. I greatly appreciate all their hard work. I also appreciate the great cooperation from our Town Administrator, Jason Hoch.

Respectfully submitted,

John Pinciario,
Road Agent



TOWN PROJECTS IN 2012



Page Road culvert



New Gazebo in front of Town Hall



Pepsi Gives Back project



TRANSFER STATION AND RECYCLING FACILITY



Litchfield Residents,

The transfer and recycling facility is now fully operational. In addition to the change over efforts, the facility staff has been hard at work improving the site and increasing our recycling efforts with the continued support of the residents. During 2012 the facility processed the following recycling products.

Material/Amount			
Cardboard	132.89 tons	Plastics	40.09 tons
Glass	149.01 tons	Vegetable Oil	155 gal
Aluminum Cans	11.08 tons	Fluorescent Bulbs	5660 units
Steel Cans	16.58 tons	Used motor oil	1800 gal
Mixed Paper	139.34 tons	Wet Cell Batteries	2.79 tons
Scrap Metal	159.89 tons	Rigid Plastics	3.6 tons
Electronics	36.09 tons	Non Ferrous Metals	4.2 tons

Totals 2012 676.94 Tons Recycled

At current landfill rates, this material would have cost \$76,443.00 in disposal fees.

Market Pricing 2011	High	Low
OCC (Cardboard)	\$ 140.50 TN	\$ 100.00 TN
Mixed Paper	\$ 50.00 TN	\$ 15.00 TN
UBC (Aluminum Cans)	\$ 00.68 LB	\$ 00.64 LB
Scrap Metal	\$ 225.00 TN	\$ 135.00 TN
Steel Cans	\$ 145.00 TN	\$ 45.00 TN
Plastic	\$.05 LB	\$.04 LB

Other Materials Recycled in 2012

Cell Phones, Tires, Ink Cartridges, Toilets, Sinks, Lamps, Propane Tanks, Fluorescent Bulbs, Ceramic Tile, Thermostats, Smoke Detectors, Eye Glasses, Nickel Cadmium Batteries, Dishes, Mugs, and Yard Waste.

New for 2013

- Plastics Recycling #1 thru #7
- Ridged plastic recycling
- Cable/wire recycling
- Brass/copper recycling

Solid Waste Committee:

- John Brunelle, Resident
- George Lambert, Board of Selectman Representative
- Tom Levesque, Resident
- David Mellen, Transfer and Recycling Facility Manager
- John Pinciaro, Resident

Respectfully submitted,
Dave Mellen
Transfer and Recycling Facility Manager





LITCHFIELD POLICE DEPARTMENT

Litchfield Residents
Honorable members of the Board of Selectmen

It is with pleasure that I submit for your perusal the 2012 Annual Report for the citizenry of Litchfield, New Hampshire.

I would like to take this time to recognize a very important member of the police department and show our appreciation of over 40 years of service with the Town of Litchfield. Corporal Robert Bennett has been a mainstay here at the police department and has guided many children through his dedication in the D.A.R.E. Program. Cpl. Bennett started with the Litchfield Police Department in 1972 and has been a very productive member throughout the years. Cpl. Bennett has decided to retire; his presence will be sorely missed by all of us. "Good Luck Bob" and enjoy a much deserved retirement.



Officer Bennett being recognized for 40 years of service for the Town of Litchfield

The police department would also like to thank Tracy Estabrook for her quick actions on August 16, 2012. Mrs. Estabrook heard loud noises coming from the area of Pantry Pride and she alerted the police. This subsequently resulted in the arrest of three males for burglary, and furthered the investigations of several more burglaries this trio was involved in around New Hampshire.

I am proud to announce that the outstanding recommendations from Municipal Resources Inc. were completed in 2012. This has been an ongoing project for not only the police department but the Board of Selectmen and Town Administrator. Two of the major building changes came with the replacement of the jail cell and the enclosing of the front foyer area to allow for privacy of our citizens. This completion would not have been possible without their support.

The police department and fire department have turned a new page with the hiring of Chief Frank Fraitzl. Chief Fraitzl had provided his paramedic who instructed a training event for our police officers in CPR and First Aid. We had our entire police staff trained in this most important program by FF Jim Rea. The chief and I also began a joint training seminar on safety and fraud detections in our +55 communities. We will continue these efforts into 2013.

During our latest budget hearings you will notice I have pushed for continued training for your police officers. This is one of the most important issues that face police departments around the nation. We recently had a police officer related shooting on Page Road. The officers in your department were trained



LITCHFIELD POLICE DEPARTMENT (continued)

in this type of situation roughly 2 weeks prior. I firmly believe if not for this specialized training we could have lost a police officer in this tragedy. We must stay vigilant in our training and not compromise the safety of our public or your police officers. It is so easy to fall back into the same old mind set of “nothing ever happens in Litchfield”. The truth is bad things happen in good towns and to good people.

The police department would not be what it is today without the continued support of the other town departments and their staff. I would like to personally thank the Selectman’s Office, Town Administrator, Fire Department, Road Agent, Town Clerk/Tax Collector, Litchfield Schools, and Code Enforcement for their support throughout the year. A special “thank you” to Chairman John Brunelle for all of his assistance with our computer systems throughout the year.

In closing, it is a pleasure to continue to serve in the community of Litchfield. The support of the residents and business owners towards the police department is much appreciated by all of us that protect and serve you. I would be remiss if I did not thank all of the staff at the police department for their dedication to the safety of the residents of Litchfield.

Respectfully,

Joseph E. O’Brion, Jr.
Chief of Police



Resident Tracy Estabrook being recognized for crime tip



Report of the Administrative Lieutenant

FY 2012

The Administrative Lieutenant reports directly to the Chief of Police, and is responsible for the supervision and control of all officers, and for the efficiency and effectiveness of the department. The Administrative Lieutenant's duties include Officer in Charge of Administration, Investigation, and Prosecution. Personnel training is also a responsibility of the Administrative Lieutenant. Some of the classes attended in 2012 included CPR, Taser, Use of Force, Simunitions, Defensive Tactics, Active Shooter in Schools, Cyber crime fundamentals, Domestic Violence Firearms Skill builder just to name a few. These training classes are important for career development and allow the officers to have the competence to make ever critical decisions in difficult situations.

Legal

The legal bureau has remained busy this year. Both adult and juvenile cases are prosecuted by Attorney Lonnie McCaffrey who has been working hard for the Litchfield Police Department since 2009. A considerable amount of time is put into each case as it goes through the legal process. The prosecutor will review every officer's case going to court and research the merits for a trial. The legal bureau handles violations, misdemeanors, felony probable cause hearings, and juvenile matters at the Merrimack District Court. Typical cases that have been prosecuted are DWI, Simple Assaults, Possession of Drugs and Motor Vehicle Violations. Felony cases are started at the district court level with an arraignment and followed up by a probable cause hearing. The case is then prepared and submitted to the Hillsborough County Attorney's Office for prosecution. Attorney McCaffrey also presents felony indictments to the Grand Jury at the superior court for Litchfield cases.

Detective Bureau

The detective bureau oversees all criminal investigations. Patrol officers will initiate the report and start the investigation. Often times, the same officer will continue the investigation to the end. However, cases that come along which require assistance for technical or logistical reasons, will involve the detective. This critical support service of a detective enables the patrol officer the ability to leave the crime scene if another priority call comes in. The detective also has advanced training in the proper collection of evidence.

Property crimes such as thefts, criminal mischief, and burglaries are still prevalent. The 29 burglaries alone, investigated by the detective bureau, consumed many man hours. Sexual assaults and drug cases continue to occur. Fraud and scam cases are being reported by Litchfield residents who get involved in financial transactions with strangers over the internet; Often times the crook request the unsuspecting victim to wire money through Western Union under false pretenses. Identity thieves can be stymied by taking precautions on personal data such as social security numbers. The detective bureau continues to work with various local, state, and federal agencies concerning criminal cases of mutual interest.

Detective Houle, although part-time, has done a tremendous job investigating/processing burglaries in town, some of which have led to felony arrests being made.

Communications Division

The communications function for the department is handled by two full time dispatchers. The dispatchers are the public's first point of contact with the department when they walk into the Police Department. The patrol officers use dispatch as an information link during routine calls for service as well as critical incidents and traffic stops.



The department's lobby and dispatch function is open in Litchfield Monday through Friday from 7:00a.m. to 11:00 p.m., holidays excluded. At all other times, the dispatching function is handled by the Hillsborough County Sheriff's Department in Manchester.

Patrol

The patrol division is supervised by Sgt. Jeffrey Costa and Sgt. Timothy O'Donoghue. The patrol officers continue to deliver effective, professional service to the citizens of Litchfield. Many more warnings are issued than summons (tickets) for motor vehicle infractions. Motor vehicle enforcement has an effect of deterring other types of criminal activity as well as being a reason for the low number of traffic crashes involving serious bodily injury here in Litchfield. With the ongoing effort of Chief O'Brien, and many hours of technical support put in by Select Chairman John Brunelle, the State Police Online Telecommunications System or SPOTS is now accessible within each frontline cruiser. This has been in the works for years, and now allows the officers to simply run driver's license and vehicle registration checks from within the cruiser using the laptop computers.

Respectfully submitted:

David A. Donnelly
Administrative Lieutenant





2012 OFFENSE LOG STATISTICS

	2011	2012		2011	2012
Arrests			Issuing Bad Checks	14	4
Adult	139	125	Loitering	0	0
Juvenile	25	9	Lost Property	5	4
Protective Custody	12	16	Medical Emergency	13	4
Abandoned 911 Calls	13	34	Missing Person	1	5
Alarms	27	54	Neighbor Dispute	7	4
Alcohol, Prohibited Sales	1	0	Noise Complaint	6	0
Alcohol, Unlawful Possession	4	7	Obstructing Report of a Crime	0	2
Animal Involved Incidents	41	14	Open Door/Unsecured Building	5	0
Arson	2	2	Paperwork Service	112	47
Assaults (All)	46	41	Pawn Shop Sales	45	33
Attempted Suicide	5	3	Pistol Permit Application	104	172
Bench Warrant	1	3	Police Information	63	53
Burglary	30	26	Police Service	83	87
Burglary, Attempt to Commit	7	7	Pornography, Child	1	4
Bylaws as to Non Attendance, School	1	0	Receiving Stolen Property	5	3
Civil Standby	20	6	Recovered Property	1	1
Computer Related Crime	2	15	Resisting Arrest	3	3
Criminal Mischief	47	40	Robbery	0	0
Criminal Threatening	12	12	Robbery, Armed	0	0
Criminal Trespass	20	16	Robbery, Armed, Conspiracy to Commit	0	0
DWI (ALL)	40	34	Runaways, Habitual	17	3
Default/Breach of Bail Conditions	2	4	Sex Offenders, Registration of	7	16
Department Assist	12	7	Shoplifting	3	0
Destruction, Attempt to Commit	0	0	Shots Fired	9	1
Detaining Books, Overdue Matter	0	2	Stalking	9	5
Dog Control/Running at Large	22	11	Suicide	1	1
Dog a Menace, Nuisance/Vicious	13	9	Suspicious Activity	28	13
Dog, License Required	3	0	Suspicious Persons	9	3
Domestic Disturbance	49	33	Suspicious Vehicles	11	6
Drug Law Violation	34	0	Theft	41	45
False Information	4	0	Theft by Deception	3	1
False Report to Law Enforcement	2	0	Theft from a Motor Vehicle	17	11
Felon/Possession of Dangerous Weapon	0	0	Theft of a Motor Vehicle	2	1
Fire	5	4	Tobacco Violations	2	0
Fire Code Violations	0	1	Town Ordinance Violations	1	0
Fireworks, Display of	0	0	Truancy	1	0
Fireworks, Possession of	0	0	Unlawful Activities (Littering)	1	2
Forgery	0	0	Unruly Juvenile	14	8
Found Property	13	16	Untimely Death	1	4
Fraud, Attempt to Commit	2	2	Unwanted Person	5	3
Fraudulent Use of Credit Card	7	9	Vehicle Repossession	0	0
Harassment	19	13	Violation of Protective Order	3	4
Hindering Apprehension	3	0	Welfare Check	26	14
Identity Fraud	4	7	Wire Fraud, Attempt to Commit	6	1
Indecent Exposure/Lewdness	0	0			
Involuntary Emergency Admission	2	1	Business Checks	11,629	11,500
			*New Data Total Calls Handled	22,521	22,697



ANIMAL CONTROL

Litchfield Residents:

This report summarizes the activities of the Litchfield Animal Control Department, for Calendar year 2012.

A few reminders for dog owners:

1. All dogs must be Licensed by April 30th of each year
2. All dogs must have an updated rabies vaccination
3. All dogs must be secured at all times
4. Dogs are not allowed to bark more than 30 minutes during the day or at all during the evening hours.
5. Dog Licenses are available at the Town Clerks office starting in January 2013

If you have any questions on these, or any other animal related questions, please contact the Animal Control Officer 424-4047.

Respectfully Submitted,

Gerry Pilon
Litchfield Police
Animal Control Officer

<u>Civil Summons</u>	<u>2011</u>	<u>Revenue</u>		<u>2012</u>	<u>Revenue</u>
Unlicensed Dog	115	\$2,625.00		69	\$1,725.00
Dogs Running at Large	0			3	\$75.00
Nuisance	2	\$50.00		1	\$25.00
Menace	0	\$0.00		0	\$0.00
Vicious	0	\$0.00		2	\$200.00
No Tags	0			0	
Rabies Vaccination	35	\$775.00		18	\$450.00
Kennel Fees	0			1	\$30.00
To appear in court	2			0	
Service Fee	89	\$410.00		55	\$275.00
Total	243	\$3,860.00		149	\$2,780.00





ANIMAL CONTROL

	<u>2011</u>	<u>2012</u>
WARNINGS		
Unlicensed Dog	24	25
Dogs Running At Large	40	45
Nuisance	22	18
Menace	0	2
Vicious	2	4
No Tags	3	4
Rabies Vaccination	8	3
Total	99	101
WILD ANIMAL CALLS		
Bat	5	7
Bear	1	1
Beaver	2	1
Bird	11	6
Coyote	8	13
Deer	30	34
Fisher	7	4
Fox	12	12
Goose	3	2
Horse	4	3
Opossum	4	8
Porcupine	0	1
Raccoon	12	10
Skunk	15	15
Snake	3	0
Squirrel	0	2
Turkey	1	2
Turtle	6	5
Woodchuck	5	14
Other	0	0
Trap Set for Wild Animal	0	0
Disposal of Wild Animal	12	15
Total	141	155

OTHER CALLS FOR SERVICE	<u>2011</u>	<u>2012</u>
Calls about Cats	24	16
Cat Bites or Scratches	1	0
Cats Hit By Motor Vehicle	2	0
Cats Euthanized	1	0
Feral Cats	2	1
Traps set for cats	0	1
Dog Bites	12	4
Dogs Hit By Motor Vehicle	2	0
Dogs Left In Motor Vehicle	0	0
Dogs to another shelter	0	1
Dogs Euthanized	0	1
Dogs Tested For Rabies	0	0
Dogs Picked Up	39	45
Dogs Brought To Kennel	18	27
Total	101	96

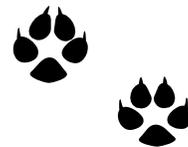
LICENSED DOGS **1,689** **1,645**

TELEPHONE		
In Station	127	142
Out Station	109	114
In Home	72	80
Out Home	63	78
Total	371	414

HOURS WORKED		
In Town	357	533
At Home	239.5	235.5
At Kennel	16	27
Training	8	8
Total	620.5	803.5

VEHICLE
Mileage 4,013 4,381

Cost For Gas \$2,295.00 \$2,723.00





LITCHFIELD FIRE DEPARTMENT

2012 was a year of significant change for the Litchfield Fire Department, as a result of the warrant article in 2011, changing the fire chief from elected to being appointed by the Board of Selectmen. It is my honor and pleasure to offer the 2012 Litchfield Fire Department annual report. I would like to begin by thanking retired Chief Thomas Schofield for his twenty plus years of service to the community, the last several as fire chief.

During my first several months with the department, I observed and evaluated the operations, apparatus, equipment and staffing. Based on this review and the assistance of the departments' officers, several goals were developed. After discussion with and support from the Board of Selectmen, the following goals were established as the road map for the department:

- Analysis of organizational structure
- Needs analysis of training levels and needed programs
- Review and revision of operational policies and procedure's:
- Development of capital needs/expenditures program
- Review and revision of response protocols (Run Cards)

In September, the department underwent a complete re-organization, moving from one large group with minimal supervisory positions to four companies of seven each lead by a lieutenant. As a result of this change, two firefighters were promoted to lieutenant. I am honored to congratulate Robert Desmond and Edward Glancy for their promotion to Lieutenant. This organizational structure allows for a much better span of control and supervision. It also allows the officers to work closer with the firefighters in their company to ensure accountability, regular activity and proficiency of skills. We continue to work on the established goals in order to ensure we are providing the highest levels of customer service in the most efficient manner to the community.

Regular training was being conducted on the fire side of business, our emergency medical training was lacking in consistency. Full-time firefighter/paramedic James Rea was appointed EMS Coordinator and oversees the department's emergency medical services programs and training. Regular monthly EMS trainings began for all departments EMT's so that they are able to meet the continuing education requirements to maintain their certification. He has additionally renewed and enhanced our Medical Resource Agreement with St. Joseph's Hospital. With this change to our agreement, our three paramedics have the ability to provide full Advanced Life Support capabilities prior to the arrival of the ambulance.

As part of our EMS program, we are requesting funds to replace the two cardiac monitor defibrillators that are both in excess of ten years old. These units are valuable tools for all EMT's and a critical and required component for our paramedics to provide all aspects of their advanced life support protocols. In anticipation of a busy fire prevention month in October, the department held its annual open house in late September. It was a huge success with a record turnout thank you to all of member, families, business and civic groups that contributed to the success of this year's open house.

In 2012 members of the LFD provided CPR training for several different organizations resulting in over 50 people certified or recertified in CPR and Automatic External Defibrillator (AED).

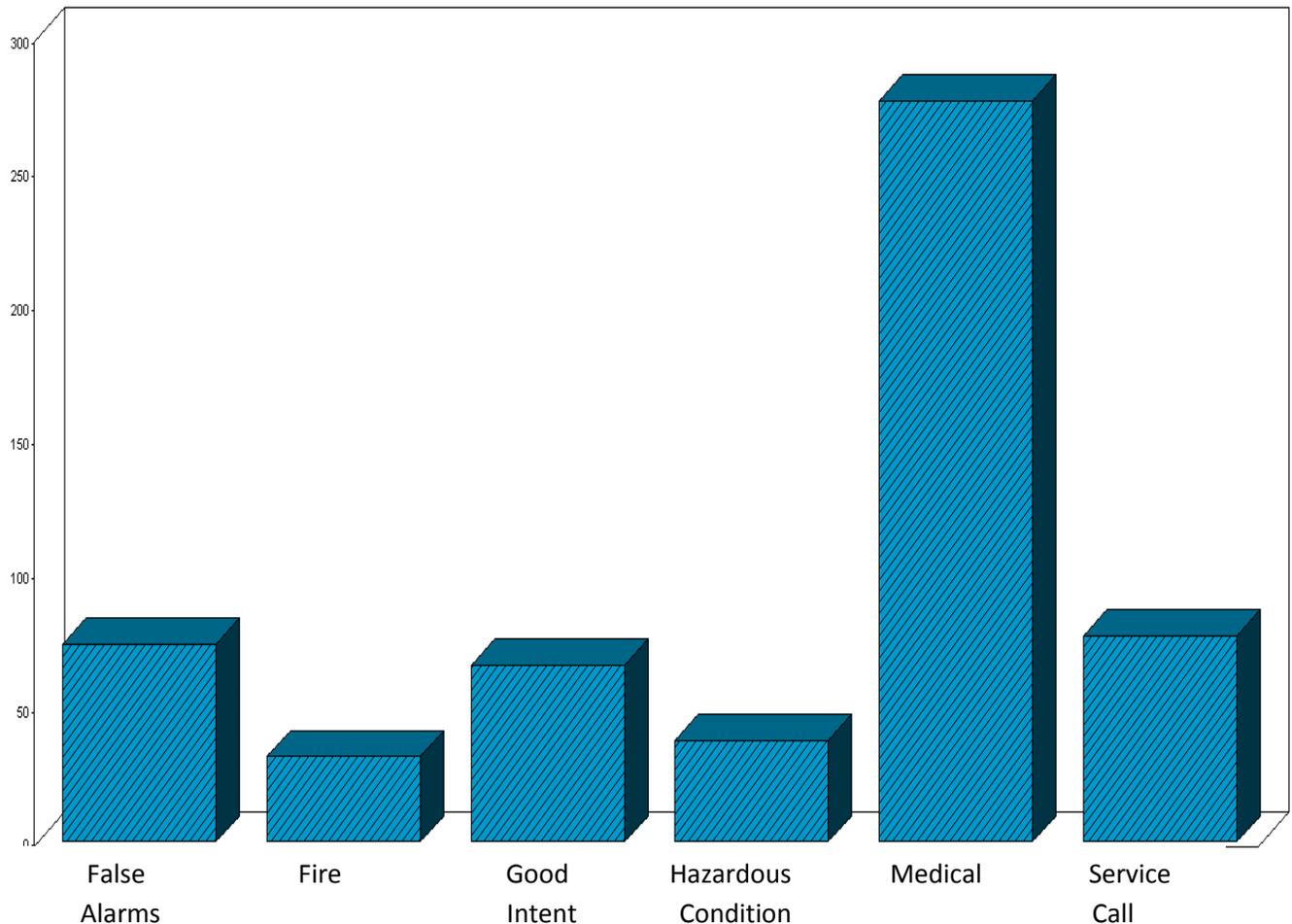
We also had a firefighter attend the Safe Kids NH car seat technician program and they are now trained to assist parents and grandparents in the proper installation of child safety seats. The department offers a wide variety of programs for the community, some of which include:



LITCHFIELD FIRE DEPARTMENT (continued)

- Basic first aid
- CPR and AED
- Car Seat safety inspections
- Outdoor burning orientation training
- Seasonal fire permits program and inspections
- School safety and fire drill programs

The department responded to a total of requests for service in 2012. They are broken down by incident type below.



Outdoor Burning Information:

Per [RSA 227-L:17](#), the state of New Hampshire requires anyone who wishes to burn clean, ordinary combustibles such as leaves, brush or untreated lumber, or have a camp or cooking fire to have written permission from the landowner *and* a written fire permit from the local forest fire warden or local fire department in the town or city where the fire will be kindled.



LITCHFIELD FIRE DEPARTMENT

(continued)

Here are several common questions about outdoor burning:

Where do I obtain a Fire Permit? - Fire Permits are obtained locally through the Forest Fire Warden, Deputy Warden's and Issuing Agents. You can contact your Town Office or Fire Department to find out who your town Forest Fire Warden is.

How much does a Fire Permit cost? - There is no cost to obtain a written fire permit.

When is a Fire Permit Required? - A Fire Permit is required anytime there is not a 100 foot radius of complete snow cover around the fire. **NOTE: Town Ordinance requires that a permit is required year round.**

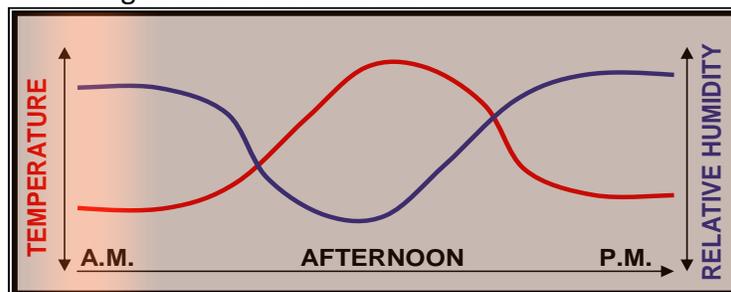
What time can a fire be kindled? - Fires may only be kindled after 5:00 p.m. and must be extinguished before 9:00 a.m. There are two exemptions to this:

1: When the Forest Fire Warden determines that conditions are appropriate Category I (Campfire) permits may allow for a small (under 2 foot diameter) fire to be burned during the day.

2: When there is continuous rain fall, however, the fire must be extinguished when the rain stops and depending on what town you are burning in, there may be some variances to these times. **A Fire Permit is still required when it is raining.**

So why can I not burn till after 5:00 p,m? - There are several reasons that the state of New Hampshire requires that most open burning occur during the evening and nighttime hours. The main reason is to prevent and control wild land fires.

- As the day progresses from morning to afternoon the environment changes and makes fire control more difficult.
 - The temperature increases in the afternoon and the surface fuels on the ground are pre-heated.
 - The relative humidity decreases in the afternoon and small fuels such as grasses, leaves and twigs dry out.
 - Winds pick up allowing sparks and embers to travel away from the fire, making control more difficult



- Being a mostly rural state, New Hampshire relies on volunteer Fire Departments. During the daytime it is common for communities to have less coverage because many of their volunteers are at work. In the event a permitted fire did escape control, a quicker response may occur during the evening hours than during the day.



LITCHFIELD FIRE DEPARTMENT

(continued)

What can be burned? - Clean, untreated wood and brush. Material must be no greater than 5 inches in diameter.

What cannot be burned? - Combustible domestic waste as defined by RSA-125N, including, but not limited to:

- Household trash
 - Packaging Material
 - Plastic
 - Coated or laminated paper
 - Rubber
 - Coated or treated cardboard
 - Oily rags
 - Animal, vegetable and kitchen waste
 - Treated wood or composite materials
- Painted or treated wood

Fire Permits are broken down into four Categories

Category I Fire -

- A small controlled fire, such as a camp or cooking fire.
- Must be contained within a ring of fire resistive material or in a portable fire place.
- **Cannot be greater than 2 feet in diameter.**
- Must be at least 25 feet from a structure.
- When conditions allow, a Category I Fire may be kindled at any time of day whether raining or not.
- Category I permits may be issued as a seasonal permit, but may be suspended if the Forest Fire Warden determines fire conditions to be too high.

Category II Fire –

- A controlled fire, such as a camp or cooking fire.
- Must be contained within a ring of fire resistive material or in a portable fire place.
- **Cannot be greater than 4 feet in diameter.**
- Must be at least 50 feet from a structure.
- When conditions allow, a **Category II Fire may only be kindled between the hours of 5:00 p.m. and 9:00 a.m. unless it is actually raining.**
- Category II permits may be issued as a seasonal permit, but may be suspended if the Forest Fire Warden determines fire conditions to be too high.

Category III Fire –

- A controlled fire greater than 4 feet in diameter or
- A controlled fire not contained within a ring of fire resistive material.
- Must be at least 50 feet from a structure.
- When conditions allow, a **Category III Fire may only be kindled between the hours of 5:00 p.m. and 9:00 a.m. unless it is actually raining.**
- Category III permits are typically issued for no more than one to three days depending on weather conditions.



LITCHFIELD FIRE DEPARTMENT

(continued)

The department also provides a seasonal burning permits class. Upon completion of the program, residents can be issued a seasonal permit for category 1 and 2 fires. These type fires include campfires, cooking fires and most of the popular fire pits available in many stores. We also offer residents the opportunity to receive an email each day with the daily fire weather and status of burn permits. If you are interested in receiving this, please send an email to Capt. Doug Nicoll at info@litchfieldfd.com indicating you would like to be added to the daily fire weather list.

I will close this report by extending my heartfelt thanks to the members of the department for welcoming me to into the organization. I am honored to lead such a great group of dedicated firefighters who selflessly give of themselves to protect the community 24 hours a day 7 days a week, 365 days a year.



The members of your fire department prior to the start of open house September 2012

*Thank you for your continued support of **your** fire department!*

Yours in Safety,

Francis X. Fraitzl, III, EFO, CFO

Fire Chief



FOREST FIRE WARDEN AND STATE FOREST RANGER

Your local Fire Department, and the State of New Hampshire Division of Forests & Lands, work collaboratively to reduce the risk and frequency of wildland fires in New Hampshire. To help us assist you, please contact the Litchfield Fire Department to determine if a permit is required before doing ANY outside burning. Under State law (RSA 227-L:17) a fire permit is required for all outside burning, unless the ground is completely covered with snow. The New Hampshire Department of Environmental Services also prohibits the open burning of household waste. Citizens are encouraged to contact the local fire department or DES at 603-271-1370 or www.des.state.nh.us for more information. Safe open burning requires diligence and responsibility. Help us to protect New Hampshire's forest resources. For more information please contact the Division of Forests & Lands at (603) 271-2214, or online at www.nhdf.org.

Due to a record warm winter and little snow, our first fire occurred on February 4th with several more early fires to follow. Normally a large percentage of the warm windy days with low humidity occur when the ground is saturated from a long snow covered winter. By the time the surface fuels and ground dry out enough to burn, we only have a few weeks until "green up". This year however we had an extended period of these favorable spring fire conditions. Our largest fire in the state was 86 acres. The average size fire was .6 acres. Extensive summer rains kept total acreage burned to near normal levels

As has been the case over the last few years, state budget constraints have limited the staffing of our statewide system of 16 fire lookout towers to Class III or higher fire danger days. Despite the reduction in the number of days staffed, our fire lookouts are credited with keeping most fires small and saving several structures due to their quick and accurate spotting capabilities. The towers fire spotting was supplemented by the NH Civil Air Patrol when the fire danger was especially high. Several of the fires during the 2012 season threatened structures, a constant reminder that forest fires burn more than just trees. Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

2012 FIRE STATISTICS

(All fires reported as of October 2012)

(figures do not include fires under the jurisdiction of the White Mountain National Forest)

COUNTY STATISTICS		
County	Acres	# of Fires
Belknap	3.6	7
Carroll	5.5	25
Cheshire	8.3	43
Coos	11.8	35
Grafton	96.5	59
Hillsborough	34.2	64
Merrimack	20.8	31
Rockingham	6.4	21
Strafford	12.9	19
Sullivan	6	14

CAUSES OF FIRES REPORTED

	Total	Fires	Total Acres
Arson	14	2012	318
Debris	105	2011	125
Campfire	14	2010	360
Children	15	2009	334
Smoking	17	2008	455
Railroad	0		
Equipment	6		
Lightning	7		
Misc.*	140		

(*Misc.: power lines, fireworks, electric fences, etc.)



PLANNING BOARD

The Litchfield Planning Board is made up of volunteer town residents who are appointed by the Board of Selectmen to serve the Town by guiding and making recommendations related to the development of the municipality. The members and alternates meet every 1st and 3rd Tuesday of each month throughout the year. The members and alternates listed below are supported by Nashua Regional Planning Commission (NRPC) for guidance in drafting and implementing local land use laws and monitoring State and Federal laws impacting the Town.

To better understand the opinions of the community, and to chart a path forward, the Planning Board commissioned a community survey in 2012. We found the respondents had strongly differing opinions on various topics, but many expressed a desire for enhanced economic development while preserving our agricultural heritage and undeveloped spaces. The results of the survey are available on the town website.

The impact fees collected from developers to offset costs to the community related to growth are based on data which the Planning Board believed was in need of an update. To that end, we have negotiated a contract, secured funding and are working with BCM Associates to perform an analysis of the town's impact fee structure. In anticipation of the results of this analysis, no impact fee changes were recommended in 2012.

A review of current zoning regulations revealed inconsistent land uses in the South end of town. To alleviate any potential problems from the as-yet undeveloped Southern Commercial / Industrial district to the well-developed residential district, where there is no transitional district as a buffer, and where all access would be through residential neighborhoods, the board is bringing to the voters a question of re-zoning the area South of Page and East of Cutler Roads to residential use.

Carried over from the previous year, work continued revising ordinances and regulations to meet State law for multi-family housing. The Board is bringing the question to the voters regarding an additional land use in the areas of town North of Leach Brook and South of Page Road to create multi-family overlay districts to comply with State law.

All public meetings of the Litchfield Planning Board are broadcast and recorded by the Litchfield Cable Committee. The Board wishes to express gratitude to the Cable Committee for their hard work and dedication in providing this valuable resource to the community. Meeting replays can be viewed on-demand at <http://lctv.pegcentral.com>

Respectfully submitted,
Russell Blanchette, Chairman
Bob Curtis, Vice-Chairman
Frank Byron, Selectmen's Rep.
Leon Barry
Thomas Young
Michael Croteau
Joel Kapelson
Steven Perry (alternate)
Michael Caprioglio (alternate)





RECREATION COMMISSION

The Litchfield Recreation Commission (LRC) was established by the Town in 2000, pursuant to State law RSA 35-B. The LRC provides leadership for the Town's Parks and Recreation Department. Unlike most towns in the local metropolitan area, Litchfield has no professional parks and recreation director or administrative staff, and so most of the efforts in running this department and carrying out recreational programs are accomplished by volunteers, local organizations, and contractors.

The LRC is composed of seven full members (one of which is a Selectman ex-officio appointment) and four alternates. At the start of 2012, the LRC was comprised of six full members and one appointed alternate. We were fortunate to retain all members in 2012. John Brunelle joined us as the Selectman ex-officio. John Bryant continued as the Chairman of the Commission, with Andy Collins continuing as Vice-Chair. We currently have 2 alternate positions available. Our current schedule for meetings is the 2nd and 4th Tuesdays of each month at 7:30pm at Town Hall.

Mr. Ben Arria continued as Custodian/Groundskeeper on a part-time basis for a total of 8 to 10 hours per week. He was the only person employed by the Parks and Recreation department in 2012. The Commission publicly thanks Ben for his dedication and service again this year. He continues to keep Talent Hall and the various parks in good repair and cleanliness, including restocking supplies, removing ice and snow around Talent Hall, making numerous minor repairs, and repainting walls.

Fields, Facilities, and Partnerships

The LRC interacted with Town schools, civic organizations, and local sports leagues to cooperatively provide recreational opportunities. The LRC acts as an approval and scheduling authority for field and facility requests, sets rules for proper usage and access, and provides for maintenance of fields and facilities. Those facilities under the LRC's jurisdiction in 2012 were the same as in past years with the addition of the new field space off Albuquerque Avenue:

- Roy Memorial Park (2 Woodhawk Way), including Talent Hall and all park grounds
- Scott F. Innes Sr. Field, formerly known as "Brickyard Field" (Brickyard Drive)
- Corning Road baseball fields (Brook Road)
- Jeff Lane baseball fields
- Public tennis courts (Albuquerque Avenue)

It should be noted that the LRC only has authority over Town-owned recreational properties and facilities. It does not have authority or responsibility for those owned by the School District, Conservation Commission, privately-owned properties, and Darrah Pond proper (the water body itself, which by State law is the property of the State of New Hampshire).

To provide and maintain fields and facilities, the LRC relies on contracted services for field mowing and maintenance, landscaping, major repairs, and professional services such as inspections. Other paid services include trash removal, chemical toilets, and utilities for electricity, water, and propane.

A significant amount of volunteer efforts and in-kind contributions were and continue to be made by many individuals and organizations, helping to offset costs while improving facilities and quality of life here in Litchfield. Those listed below are the local organizations that LRC interacted with this year, demonstrating some of the recreational opportunities and benefits provided to the Town through these partnerships (in alphabetical order):

- Litchfield Arsenal Travel Baseball Team
- Litchfield Baseball Association
- Litchfield Blast Travel Softball Teams
- Litchfield Girl Scouts



RECREATION COMMISSION

(continued)

- Litchfield Girls Softball League
- Litchfield Lions Club
- Litchfield School District
- Litchfield Pickleball Association
- Litchfield Playgroup
- Litchfield Recreational Basketball League
- Litchfield Seniors Group
- Litchfield Youth Lacrosse League
- Litchfield Youth Soccer Association
- Litchfield Youth Wrestling
- St. Francis School

The above organizations provided a mix of recreational events and services during the year:

- Youth sports instruction and clinics
- Youth sport games and tournaments
- Adult recreational activities
- Senior citizen recreational activities
- Family-fun days
- Entertainment events such as comedy nights, talent shows, and concerts
- Civic events such as fundraisers, cancer and hunger walks
- Scholarships to graduating CHS seniors

LRC Projects in 2012

In 2012 the LRC completed a new field project to allow for much needed space for the soccer and lacrosse programs. We were given use of a parcel of town owned land between the Albuquerque tennis courts and the Transfer Station/Highway Department Facility, encompassing approximately 16 acres. Included in this project is field space large enough to accommodate 2-3 full size soccer/lacrosse fields or several smaller fields for the town's younger athletes. The parking areas will accommodate over 200 vehicles. There is a walking trail around the perimeter of the property. We would like to thank all of the volunteers who came out and assisted with projects at the new fields. Special thanks to the Litchfield Garden Club for donating plants and for creating beautiful landscaping in areas of the new park. Our goal is to add other activities and facilities as space and funding permit in the years to come, creating a facility with something to offer to all age groups and interests. The field and park naming process is in the final stages of approval. The new park will officially be open for use in early spring of 2013.

The tennis courts on Albuquerque were recently resurfaced to ensure the longevity of the courts. A black and red court surface was chosen to complement the overall color scheme of the new park.

Work began on a pavilion at Roy Memorial Park. The sod was removed and a gravel base put in place thanks to a donation of time and equipment by DLB Paving. Meetings were held with the contractor who will build the structure, but the arrival of snow and frost resulted in the construction being delayed until spring.

In December the Commission began planning for our 1st annual Litchfield Winter Fest, which is scheduled to take place February 15th, and 16th, 2013.

A town-wide recreation survey was conducted, providing the Recreation Commission a clear picture of what types of recreation activities and facilities are important to the people of Litchfield. An additional benefit of the survey was the compilation of a recreation volunteer list – people who are interested in



RECREATION COMMISSION

(continued)

volunteering with particular projects. Currently the list stands at approximately 90 volunteers. If you are interested in being added to the volunteer list, contact us at rc@litchfieldnh.gov.

Our Seniors Group continued to be very active in 2012. The group meets on a regular basis for luncheons, bingo games and many other activities. This group is led by Betty Darling and Pat Jewett.

The Litchfield Playgroup was formed this year and meets weekly at Talent Hall. They held a very successful Easter Egg Hunt at Roy Memorial Park/Talent Hall last spring.

The Commission is always interested in hearing of other activities that residents have an interest in. Please contact us with ideas or suggestions.

In closing, it is the Litchfield Recreation Commission's mission to promote and increase recreational opportunities in our Town; to keep our Towns' recreational facilities open, safe, and cost-efficient within available funding; and manage to the best of our abilities the Town's available resources for parks and recreational purposes. We encourage any residents interested in improving Litchfield's recreational services to consider joining the Recreation Commission (contact Town Hall for further information).

--Submitted by the 2012 Litchfield Recreation Commission:

John Bryant, Chairman
Sandy Vance, Secretary
Keith Buxton, Member
Colleen Gamache, Member

Andy Collins, Vice-Chairman
Betty Darling, Member
Jason Allen, Member
John Brunelle, Selectman ex officio



Young volunteer Maddie helped compact gravel on new stairs before a game of tennis.



MOSQUITO CONTROL DISTRICT

2012 was an interesting year for the Mosquito Control District. First, while not as severe as last year (2011), we were still surrounded by West Nile Virus (WNV). Mosquitoes testing positive were identified in Manchester as well as a number of other surrounding communities in close proximity to Litchfield including multiple cases in Massachusetts. Our town escaped with no indication of WNV at all. Furthermore, mosquitoes infected with Eastern Equine Encephalitis (EEE), which has shown up in the area the last few years, never appeared in Litchfield traps during 2012. We believe that these positive results are, at least in part, an indication of the effectiveness of our larvicide treatments for the last five years.

Additionally we reported on a number of events last year that would impact this past season. These events included:

- partial reimbursement from the State of New Hampshire for expenses incurred by mosquito control
- budget cuts at the state level will put the entire program in jeopardy as testing of trapped mosquitoes is not guaranteed after the 2013 season.
- legislation has been submitted by the Litchfield Mosquito Control district members to increase the number of members of New Hampshire MCD's to five people

As it looks currently, partial reimbursement from the State of New Hampshire for expenses incurred by the Mosquito Control District is not in the budget for the upcoming year. Budget cuts at the state level will put the entire program in jeopardy as testing of trapped mosquitoes is not guaranteed after the 2013 season. We are watching our state government closely to see if any reconsideration for the testing will pass with the newly elected governor. Finally, The Litchfield Mosquito Control District was successful in getting legislation passed to increase the number of members from 3 to 5. Currently the district has four members and is actively soliciting for the fifth member.

2012 Litchfield Adult Mosquito Summary:

Adult mosquito surveillance was conducted from 06/5/2012 to 10/9/2012 (NH State Health Lab extended trapping and testing until October 10, 2012).

Although the NH State lab did not accept specimens until July 1st, we started trapping in June to track/assess annual mosquito populations for *Cq. perturbans* (cattail swamp mosquito) treatments as well as early trapping for *Cs. melanura* (primary EEE mosquito)...



MOSQUITO CONTROL DISTRICT

5,823 total individuals collected 20 different species identified

2012 Species	#	% of Total	2011 Species	#	% of Total	2010 Species	#	% of Total
<i>perturbans</i>	4186	71.89%	<i>stimulans</i>	655	24.08%	<i>Cq. perturbans</i>	1899	63.13%
<i>canadensis</i>	851	14.61%	<i>perturbans</i>	631	23.20%	<i>Oc. stimulans</i>	610	20.28%
<i>vexans</i>	204	3.50%	<i>vexans</i>	610	22.43%	<i>Ur. sapphirina</i>	153	5.09%
<i>stimulans</i>	141	2.42%	<i>canadensis</i>	386	14.19%	<i>Oc. canadensis</i>	95	3.16%
<i>punctipennis</i>	138	2.37%	<i>cinerus</i>	113	4.15%	<i>An. walkeri</i>	53	1.76%
<i>cinerus</i>	77	1.32%	<i>ferox</i>	90	3.31%	<i>An. quadrimaculatus</i>	46	1.53%
<i>walkeri</i>	77	1.32%	<i>trivittatus</i>	81	2.98%	<i>An. punctipennis</i>	40	1.33%
<i>salinarius</i>	34	0.58%	<i>punctipennis</i>	27	0.99%	<i>Ae. vexans</i>	31	1.03%
<i>sapphirina</i>	34	0.58%	<i>melanura</i>	16	0.59%	<i>Ae. cinerinus</i>	18	0.60%
<i>melanura</i>	23	0.39%	<i>sapphirina</i>	15	0.55%	<i>Ae. abserratus</i>	17	0.57%
<i>triseriatus</i>	18	0.31%	<i>walkeri</i>	15	0.55%	<i>Cs. melanura</i>	14	0.47%
<i>quadrimaculatus</i>	16	0.27%	<i>puncctor</i>	14	0.51%	<i>Oc. puncctor</i>	8	0.27%
<i>trivittatus</i>	7	0.12%	<i>quadrimaculatus</i>	14	0.51%	<i>Cx. pipiens</i>	5	0.17%
<i>ferox</i>	4	0.07%	<i>salinarius</i>	13	0.48%	<i>Cx. restuans</i>	4	0.13%
<i>japonicus</i>	4	0.07%	<i>provocans</i>	10	0.37%	<i>Oc. trivittatus</i>	4	0.13%
<i>abserratus</i>	3	0.05%	<i>abserratus</i>	8	0.29%	<i>Cx. salinarius</i>	3	0.10%
<i>pipiens</i>	2	0.03%	<i>japonicus</i>	6	0.22%	<i>Cx. territans</i>	3	0.10%
<i>puncctor</i>	2	0.03%	<i>restuans</i>	6	0.22%	<i>Oc. japonicus</i>	2	0.07%
<i>morsitans</i>	1	0.02%	<i>triseriatus</i>	4	0.15%	<i>Oc. triseriatus</i>	2	0.07%
<i>provocans</i>	1	0.02%	<i>aurifer</i>	3	0.11%	<i>Oc. provocans</i>	1	0.03%
	<u>5823</u>		<i>morsitans</i>	1	0.04%		<u>3008</u>	
			<i>pipiens</i>	1	0.04%			
			<i>territans</i>	1	0.04%			
				<u>2720</u>				

Three batches consisting of 18 adult *Cs. melanura* specimens collected in June 2012 were sent, as a separate company project, to Connecticut Agricultural Experimental Station for gut content analysis and EEE testing, results are pending. All batches sent from June 2011 tested negative for EEE.

16	6/7/2012	7 Nathan, Litchfield	L = Light	Cs	melanura	1	CONN
16	6/7/2012	19 Foxwood,	L = Light	Cs	melanura	1	CONN
29	6/14/2012	7 Nathan, Litchfield	L = Light	Cs	melanura	16	CONN

Two CDC carbon dioxide/light traps were placed weekly at 2 locations which our surveillance team, in conjunction with the Centers for Disease Control recommendations, determined produced sufficient numbers of *Cs. melanura* to send for testing.

7 Nathan, Litchfield
19 Foxwood, Litchfield



MOSQUITO CONTROL DISTRICT

50 total mosquito batches* (1,022 adults) were sent to Concord Lab. All batches tested negative for EEE/WNV.

***A batch consists of 50 or less individual adult female mosquitoes of the same genus and species.**

In conclusion, the Town of Litchfield has successfully completed its planned objectives for the 2012 mosquito season with **Zero (0)** incidents of West Nile virus or EEE sampled mosquito larvae. This is a true testament to the Town's commitment of proactive larviciding and monitoring programs. The Mosquito Control District members will continue to serve the Town to the best of our abilities, working closely with the Health Officer the Conservation Committee, Fire and Police departments, the School superintendent and the Board of Selectmen.

Respectfully submitted by the members of the Mosquito Control District;

Chairman, Mr. Alfred Raccio
Vice Chairman, Mr. John Latsha
Member and former chairman, Mr. John Poulos
Member, Mrs. Valerie Hardy

//Signatures on file//



AARON CUTLER MEMORIAL LIBRARY DIRECTOR'S REPORT

The mission of the Aaron Cutler Memorial Library is to offer the community materials, programs, and services, in a pleasant and welcoming environment, which will provide learning support for elementary, middle and high school students; satisfying recreational experiences; and opportunity for personal growth and development. To this end, the library provided patrons of all ages with:

- many avenues, both in-house and online, to gather the supplemental information needed to complete assignments;
- high demand best selling fiction, non-fiction and movies;
- pleasure reading to promote lifelong learning;
- the opportunity to study a variety of subjects for personal edification; and
- a variety of programs and events to engage the mind, entertain, and spark creativity.

Library Use

- Circulated 36,692 library items: 54% children, 5% teens and 41% adults
- Counted 18,927 visits to the library
- Hosted 6,123 patrons at 250 library programs
- Added 262 new patrons

Library Resources

In-House Resources

- The library holds 14,668 materials in a variety of formats including: print, audiobooks, magazines, newspapers, movies and computer programs.
 - 1,075 new materials were cataloged and added to the collection. 971 of these items were purchased; 104 items were donated.
 - 251 out-of-date, lost, damaged, and non-circulating materials were withdrawn.
- Internet ready computers equipped with Microsoft Word, Excel and Power Point were provided for use, and an Early Literacy Station, equipped with 50 educational software programs for children ages 2 through 10, was available in the Young Readers' Room.
- Wi-Fi is available during business hours inside the library and 24/7 outside on the library grounds.

Online Resources

- **New Hampshire Downloadable Book Consortium**
 - eBooks became available in the Kindle format.
 - Library patrons had access to:
 - 6,344 downloadable audiobooks in MP3 and WMA formats
 - 5,602 eBooks in the ePub, Open ePub and Kindle formats
 - 40,000 public domain titles in the pdf format
 - A complete list of compatible devices and detailed instructions for using these free downloadable resources are available through the library website.
- **NHewLink Databases**
 - Library patrons had access to thousands of magazine, journal, newspaper, encyclopedia and other sources, through subscription services provided by the library. These 21 database resources provided homework and research help, as well as recreational reading, in a wide variety of popular and academic subjects. A complete listing of these resources is available on the library's website.



AARON CUTLER MEMORIAL LIBRARY DIRECTOR'S REPORT

- Patrons enjoyed the online newsstand, choosing from over 1,700 titles available each month through MasterFile Premier, including such popular titles as Consumer Report's, People, Newsweek, PC World and Money.
- Patron's who read fiction enjoyed using NoveList, a reader's advisory service that provides information on over 100,000 titles, book award lists and much more.
- **Encyclopedia Britannica Online**
Library patrons searched Encyclopedia Britannica, Compton's Encyclopedia, and the Elementary Encyclopedia for a wide variety of information needs from the comfort of their own homes.

Interlibrary Resources

Litchfield residents had access to materials around the state through the Interlibrary Loan program, in which 1,828 requested items were delivered to the library for pick-up.

Library Programming

Highlights from the Adult Services Department:

- *All Booked Up*, a book discussion group, on the 1st Wednesday of the month at 6:30 p.m.
- *Book of the Month Club*, with a monthly featured title.
- *Between the Covers*, a 7-week summer reading club that included reading, activities and prizes.
- New: *Unraveled*, a drop-in knitting group, on the 2nd and 4th Thursdays of the month from 6:00-8:00.
- New: Monthly programming on topics such as heart health, Italian Gardens, home decorating, communicating with cats and dogs, woodworking, and haunted lighthouses of New England.

Highlights from the Tween and Teen Services Department:

- New: *Page Turners*, a book discussion group for tweens in grades 5-7, 2nd Thursday of the month at 2:30 p.m. Bus transportation from LMS is available.
- *Own the Night*, a 7-week summer reading club for 6th-12th graders, including reading, crafts, activities, performers and prizes, featuring *Tales from Beyond* with Greg McAdams.

Highlights from the Children's Services Department:

- Preschool Story Time on Tuesdays at 10:30 a.m. or Wednesdays at 12:30 p.m.
- Pajama Story Time on the 1st Thursday of the month at 6:30 p.m.
- Make 'n Take Crafts each month.
- *Stuffed Animal Sleepover*, a special Story Time for children and their stuffed animals. The children leave, and the animals stay for a night of amazing adventure documented in photos on the website.
- *Book Bunch*, a book discussion group for kids in grades 3-5, 3rd Wednesday of the month at 4:00 p.m.
- *Dream Big—Read!*, a 7-week summer reading club for kids age 3-11, including reading, crafts, contests, performers, events and games, featuring Merrimack's Critters 'n Creatures and comic mime Robert Rivest.
- Library Card Sign-Up Month for 1st graders at GMS.
- New: *The Polar Express Event*, the story brought to life with costumed characters, music, hot cocoa and a visit from Santa Claus, co-sponsored with the Litchfield Lion's Club.

Other Services

The library also provided photocopying, faxing, tutoring space and test proctoring to residents.



AARON CUTLER MEMORIAL LIBRARY DIRECTOR'S REPORT

Community Support

The library relied on the support of the community for the extra touches that make the library a great place to visit. Special thanks go to:

- the Litchfield Garden Club for their continued provision of plantings and maintenance for our beautiful flower beds, our holiday greenery, and co-sponsoring the Italian Gardens program in April;
- the Friends of the Library for their annual 24/7 Book Sale on the porch, as well as the ongoing sale indoors, that puts gently used books into the hands of the community, the Annual Holiday Gingerbread Contest, and their donations of activity passes to the SEE Science Center (Manchester) & Museum of Science (Boston), summer reading funds and prizes, etc.;
- the 37 neighboring businesses that supported our 3 summer reading clubs through donations of prizes and money; and
- the 49 individuals who provided the library with a helping hand when it was needed.

Return on Taxpayer Investment

Weighing taxpayer investment (\$197,999) against the cost for patrons to purchase the materials and services provided to them by the library in 2012 (\$547,749), taxpayers enjoyed a return on investment of \$349,750 or 177%.

An Open Invitation

If you have not been using library services, please pay us a visit. Aside from being a beautiful building, the library is a bright, cheerful space filled with current information and materials, staffed by friendly people who are all too happy to help you find the content you need in-house, across the state or in cyberspace.

Respectfully submitted by, Vicki Varick





DEPARTMENT OF BUILDING SAFETY/HEALTH CODE ENFORCEMENT

In 2012, single family units picked up from a total of 24 compared to 10 in 2011. Addition/Renovation permits this year were the same compared to 2011. The Interest Rate has been at a historical low this year causing many owners to look at doing repairs and upgrades. One noted observation in 2012 is that owners are renovating existing floor space other than expand their living area.

Over the past year, generators have been a popular upgrade to many homes. Many whole house generators have been installed. As a reminder to home owner's with portable generator units, the electrical wiring requires a disconnect to prevent feeding the PSNH system.

In closing, thank you for your continued support over the past year.

Kevin Lynch
Code Enforcement/Building Official
Health Officer

Permits for 2012

<u>Types of Permits</u>	<u>Count</u>
Dwelling Units	24
Additions/Garages/Renovations	90
Temporary	7
Swimming Pools	23
Mechanical	105
Electrical	122
Plumbing	31
Septic Test Pit/Leach Fields	21
Well	3
Manufactured Home Replacement	0
<hr/> Total Permits Issued	426
 Estimated value for Construction of New Units, Renovations, Additions, Garages, etc	 \$6,300,000.00
 Permit Fees Collected in 2012	 \$31,109.30



LITCHFIELD ZONING BOARD OF ADJUSTMENT

The Litchfield Zoning Board of Adjustment (ZBA) has 5 members appointed by the Board of Selectmen. The Board meets at 7 P.M. on the second Wednesday of each month in the Town Hall meeting room to hear requests from applicants to appeal administrative decisions and requests to grant variances, special exceptions or equitable waivers.

Section 1: Membership and Assignments

There are currently 5 members and 3 alternates on the Board. The Chair, Vice-Chair, and Clerk positions are nominated by ZBA members each year in May.

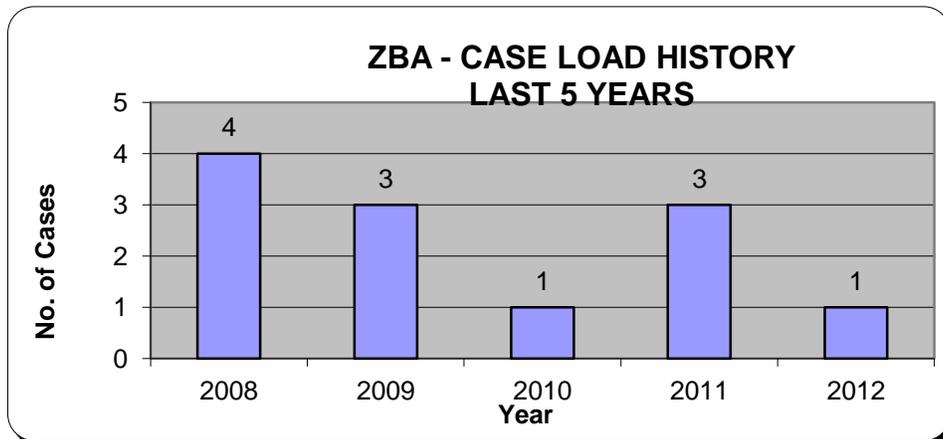
- Laura Gandia, Tom Cooney and Gregory Lepine’s membership were approved by the Board of Selectmen for another three years.
- Laura Gandia was nominated Vice-Chair Person in May for another one year term.
- Richard Riley was nominated Chair Person in May for another one year term.

Litchfield Zoning Board of Adjustment

		<u>Membership Start</u>	<u>Term Expiration</u>		<u>Years of Service</u>
			<u>Date</u>		
Members:	Eric Cushing	2005	March	2014	8
	Laura Gandia - Vice Chairperson	2000	March	2015	13
	Albert Guilbeault	2005	March	2013	8
	John Regan	1998	March	2014	15
	Richard Riley Jr - Chairperson	2003	March	2013	10
Alternates:	Thomas Cooney	2007	March	2015	6
	John Devereaux	2003	March	2013	10
	Gregory Lepine	1990	March	2015	23
	OPEN				
	OPEN				

Section 2: Case Load and Decisions

In 2012 the Board heard testimony and made decisions on one (1) new case.





LITCHFIELD ZONING BOARD OF ADJUSTMENT

(continued)

Of the total case load heard in 2012:

- There were two requests for a Variance
- There were two requests for a Special Exception
- There were no requests for an Appeal of Administrative Decision
- There were no requests for Equitable Waivers
- There were no requests for a Rehearing

Case #	Case Description	Case Type	ZBA Decision
2012-01	Applicant was denied a building permit to construct a convenience store with gasoline sales on the property located at 522 Charles Bancroft Hwy, Map 22 Lot 11. The Code Enforcement Officer made a determination that the building permit, as submitted, is not permissible without relief from the ordinances described above	A Variance from LZO §1254 to permit gasoline sales in the Aquifer Protection District	Denied
		A Variance from the frontage requirements of LZO §§802 and 803 to permit a convenience store with gasoline sales	Applicant withdrew request
		A Special Exception under LZO §803 to permit gasoline sales in the Northern Commercial District	Applicant withdrew request
		A Special Exception under LZO §803 to permit drive through service in the Northern Commercial District	Applicant withdrew request

Section 3: Budget

- Refer to Town Report

I'd like to thank all the Board members and alternates for the time they spent this past year performing this important service for the town.

Respectfully submitted,

Richard Riley - Chairperson
Litchfield Zoning Board of Adjustment



CEMETERY TRUSTEES

The year 2012 was a busy one for the Litchfield Cemetery Trustees. Beginning in June, a restoration of all broken and otherwise damaged stones and monuments, in all three cemeteries, was begun by Kai Nalenz, proprietor of Gravestone Services of New England, and located in Bedford, NH. This project is being done without the expenditure of any taxpayer funds. Funding is being made possible by the old Cemetery Association funds, realized from the sale of grave plots, which have accrued for many years. The remaining balance of the association funds left over after the restoration is complete, have been encumbered for future stone restoration and have been invested by the Trustees of Town Trust Funds.

The Trustees have also overseen the repair of all of the side and back perimeter fencing at all three cemeteries so that it has been made whole again as required by State law.

Next summer it will be one of our goals to have the front fences and gates painted at the Pinecrest and Hillcrest Cemeteries. These were last painted as part of an Eagle Scout program and are beginning to show the passage of time.

An update of the rules and regulations and rights of interment for our Town cemeteries is nearly complete and will be published soon.

Respectfully submitted by,

Dr. Stephen P. Calawa
Treasurer
Litchfield Cemetery Trustees



2012 ANNUAL REPORT OF NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD

The Nashua Regional Planning Commission (NRPC) is formed by the thirteen communities of Litchfield, Hudson, Pelham, Merrimack, Nashua, Amherst, Hollis, Brookline, Milford, Mont Vernon, Lyndeborough, Wilton, and Mason.

NRPC serves as a resource to support and enhance local planning, provides a forum for communities to coordinate land use, environmental and transportation planning at the regional level, and provides a clear voice for the region at the state and federal levels. Our core planning programs are transportation, land use, environment, and mapping. NRPC is also the designated Metropolitan Planning Organization (MPO) for the region and is responsible for developing and maintaining the region's official transportation planning program for transportation projects that are funded through Federal or State sources.

In 2012, NRPC provided the assistance summarized below directly to Town Departments, land use boards and commissions and the Board of Selectmen. Town officials, staff and board members also have access to the many training and educational programs NRPC offers and may request customized services through NRPC programs.

TRANSPORTATION

NRPC is responsible for developing the region's portion of the State's Transportation Improvement Program (STIP), maintaining the regional traffic model, and performing required air quality analyses. In addition, NRPC MPO funds are used to provide municipal technical assistance on transportation issues.

Traffic Data Collection – NRPC continued its robust traffic data collection program. These traffic counts are available for use by the Town and NRPC can conduct special counts upon request. The count data is available to anyone through the NRPC website using the Google Maps feature and more detailed data from each count is available upon request. Link for traffic data: <http://tinyurl.com/LitchfieldTraffic>.

This year's program included traffic volume counts at four locations to support NRPC's effort to document changes in traffic volume as a result of the Manchester Airport Access Bridge.

Transportation Improvement Program – As the designated MPO for the region, NRPC maintains the Transportation Improvement Program (TIP). The TIP is a document required under federal transportation regulations that shows that there are sufficient resources to fund the proposed projects. All federally funded highway improvements must be included in the region's TIP in order to receive federal funding. NRPC is responsible for the development and maintenance of the TIP so that federal highway transportation dollars are available to Litchfield and the rest of the region.

Congestion Mitigation Air Quality (CMAQ) Program - The CMAQ program provides funding opportunities for communities to address transportation needs that have a direct and beneficial impact on air quality in the region. Typical projects include intersection signalization improvements and improvements to transit service.

Road Inventory – During 2012, NRPC staff prepared the updated data in the town Road Inventory. This data set allows officials from the Town and NH DOT to have the most up to date information on Litchfield's roads and will be used for planning road improvements in the community. This data also forms the basis for the Town's allocation of Transportation Block Aid from the State.



REPORT OF NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD

(continued)

Metropolitan Transportation Plan (MTP) – During 2012, NRPC began a major update to the region's Metropolitan Transportation Plan. The purpose of this document is to identify the long term transportation needs of the region. It provides a mechanism for the communities of the region to have a voice in the transportation planning process and decisions. NRPC staff worked closely with Town of Litchfield staff to identify local transportation improvements that benefit the Town. Including these projects in the MTP will provide the opportunity for future funding through the states Ten Year Plan Process.

NH Capitol Corridor Passenger Rail Project – During the course of 2012 NRPC continued to work toward the development of the NH Capitol Corridor project. Activities this year included participation on the New Hampshire Rail Transit Authority, the operating entity for the rail project, and pursuing options to study the feasibility of passenger rail in the corridor.

Regional Traffic Model – NRPC is nearing completion of a large-scale update to the regional traffic model in conjunction with the release of new U.S. Census data, new regional employment data, and NRPC's updated community-by-community population projections through 2040 (see below). This update will also allow NRPC to provide morning and afternoon peak hour traffic forecasts, as well as more accurately model traffic signalization and intersection issues. NRPC can then provide more specific information to the town when assessing the impact of traffic from new development. This capability is available for town use whenever there is interest, without cost, and the town staff has utilized NRPC traffic expertise on several occasions to help study critical intersections and development issues.

Population Projections – In the absence of updated projections from the NH Office of Energy and Planning State Data Center, NRPC staff have developed population projections for the Town of Litchfield that will aid in community planning through 2040. Additionally, NRPC developed similar projections for all towns in the region as has Southern NH Planning Commission, allowing Litchfield to track its future in comparison with neighboring communities.

Human Service Transit Coordination – The NRPC has been the leader in the state in this process and was recognized as the first Regional Coordinating Council. In the coming years it is anticipated that this project will lead to increased transit service throughout the NRPC region and help meet the transportation needs of many seniors and disabled adults without transportation options.

Safe Routes to Schools Program - The Safe Routes program encourages children to bike or walk to school through education and incentives that remind children how much fun biking and walking can be. The program also addresses the safety concerns of parents by encouraging greater enforcement of traffic laws, exploring ways to create safer streets, and educating the public about safe biking, walking, and driving practices. NRPC continues to pursue Safe Routes to School funding for communities and school districts in the region.

LAND USE AND ENVIRONMENT

Comprehensive Economic Development Strategy (CEDS) – NRPC Staff provides analysis and staff support to the Regional Economic Development Center of Southern New Hampshire to develop the Regional Comprehensive Economic Development Strategy (CEDS). A CEDS is the result of a local planning process designed to guide the economic growth of a region and is required to qualify for assistance from the U.S. Economic Development Administration (EDA) under its Public Works and Planning Programs.

Hazard Mitigation Planning— In 2012, NRPC staff in conjunction with town staff began an update to the existing Litchfield Hazard Mitigation Plan originally approved in 2006. Hazard mitigation plans identify



REPORT OF NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD

(continued)

critical facilities and areas of concern throughout the town, analyze potential hazards and risks to these facilities, and prioritize

mitigation measures to address the hazards. The Disaster Mitigation Act of 2000 encourages natural disaster planning to reduce property damage costs and injuries. Completion of a Hazard Mitigation Plan and participation in the National Flood Insurance Program enables a community to apply for fully funded hazard mitigation grants. NRPC staff met with the Litchfield Hazard Mitigation Team for a series of 4 meetings, held between August 1 and November 28, in order to prepare the 2012 Litchfield Hazard Mitigation Plan Update. The Hazard Mitigation Team included the Litchfield Town Administrator, Planning Board Assistant, representatives from the Fire and Police Departments, Building Inspector, and Road Agent. The Team is currently reviewing the draft plan, which will be submitted for approval to FEMA in early 2013.

NRPC Energy Program – In 2012, NRPC utilized funding from the Energy Technical Assistance and Planning (ETAP) program to work with the Town of Litchfield along with 10 additional towns and 6 school districts to form an aggregation to procure a competitive electricity supply. As a result of a successful bidding process, the Town saw an estimated annual savings of \$9,453 on its municipal electricity bills. Although the ETAP program ended in April 2012, NRPC was able to continue working with the aggregation to help members renew their electricity supply contracts for 2013. Consequently, Litchfield's anticipated electricity savings in 2013 are \$6,638.

Resources and Training – Through the innovative iTRaC (Integrating Transportation and Community Planning) program the NRPC provided a wide array of resources to town volunteers and staff. Fact sheets are available on our website and cover numerous topics relevant to local boards and staff. In addition, presentations were offered on Form Based Codes and Green Streets.

Household Hazardous Waste Program – Household Hazardous Waste (HHW) comes from everyday products used in the home, yard, or garden. By definition, they are corrosive, flammable, toxic, or reactive. Non-latex paint, solvents, oven cleaner, pool chemicals, pesticides, drain opener, and auto chemicals are just a few examples. The Nashua Regional Planning Commission holds HHW Collections each year to allow residents to properly dispose of these products. During these events, participants can also recycle unwanted electronics.

The Nashua Regional Solid Waste Management District held six collections during the 2012 Household Hazardous Waste season. In 2012, a total of 1,280 households participated in the HHW collections District-wide; of those, 41 households came from Litchfield. A total of 79,819 pounds of material was collected in 2012. Litchfield residents comprised 3.2% of the total participation, which equates to roughly 2,554 pounds of hazardous waste from the Town's waste stream.

Development Review and Planning Services - Part of NRPC's comprehensive services is to offer direct local land use planning assistance. The Town of Litchfield utilizes contract planning services to directly assist the Planning Board. Services include assistance to applicants in submitting subdivision or site plan applications, written reviews of submissions to the Planning Board, attend hearings and work sessions to assist and answer questions, and support the Board and Town staff in preparing ordinance and regulation updates, notices, draft amendments and warrants for Town Meeting. In 2012, NRPC assisted Litchfield with a community survey, developed of a multi-family housing ordinance, revised the subdivision and site plan application procedures, and reviewed the road bonding regulations and impact fee ordinance.

Granite State Future – In 2012 Nashua Regional Planning Commission was awarded a grant from the US Department of Housing and Urban Development to fund NH's regional plan updates. NRPC, acting as the program's lead and collaborating with the eight other RPCs in NH, is developing a common set of data to



REPORT OF NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD

(continued)

be made available statewide to aid municipalities in their own planning efforts. Additionally under development are a set of online public participation tools, which can be found at www.granitestatefuture.org.

Regional Plan – The NRPC began the three-year process of updating the comprehensive regional plan for the Nashua Region, as required by state law. Much of 2012 was spent getting the word out about the plan and gathering input. In addition to meeting with municipal officials from each NRPC town, staff attended numerous public events and collected approximately 1,000 survey responses from people around the region. In Litchfield, we incorporated our survey questions into the Litchfield Community Survey and received 158 responses. The top three things that people stated were best about Litchfield were: (1) rural character, (2) small-town feel, and (3) agricultural and natural landscape. The top three things that people stated could make Litchfield better were: (1) businesses and conveniences, (2) better schools and infrastructure, and (3) lower taxes. In 2013 NRPC will be working on specific topics areas such as transportation, housing, economic development, and environment.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

General Mapping and Spatial Data Maintenance - The GIS staff at NRPC continues to maintain a diverse collection of mapping information and databases including local roads, real property parcels, zoning, land use, and environmental conditions. This data is applied extensively to provide mapping and analysis for local and/or regional projects. NRPC continued its quarterly updates to the town parcels layer, using the Registry of Deeds database to update the town digital parcel map to include all changes to property data. This item is a critical component of many projects conducted in the town and is always available to the town from NRPC free of charge. NRPC also worked with Town to acquire the latest set of assessing data to join geographically for improved mapping and data analysis. Other layers updated upon request or notice included roads, road names, zoning, conserved lands, and land use.

Specific mapping assistance was also provided to the Town in the following capacities:

- NRPC helped Litchfield send GIS-based conservation land updates to the statewide GRANIT database via the Nature Conservancy.
- Assisted building inspector with labeled parcel map of Town.

New Standard Maps – At the end of 2012, NRPC released an update to its poster-sized standard map series. These maps are available as PDFs on the NRPC website, and hard copies are being printed and delivered to every community in our region, including Litchfield. The standard maps are: 1) Street Index and Town Features, 2) Land Use, 3) Zoning, and 4) Environmental Features.

GIS Discovery Sessions - The GIS group met with the Town of Litchfield to discuss how the Town can best take advantage of NRPC's GIS services. Meeting topics covered included a review of the overall technical investment in GIS at the local level, community need for GIS services, and a discussion of NRPC's GIS capabilities.

Census Data – NRPC collected and processed datasets from the ongoing US Census Bureau American Community Survey estimate program at various geographic levels, including: state, county, town, tracts, block groups and blocks. Census data is very important in planning efforts and decision making for communities. Updated estimates in categories such as population, race, language, employment, poverty and housing are used in regional and local plans, and will be the inputs to the updated travel demand model.



REPORT OF NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD

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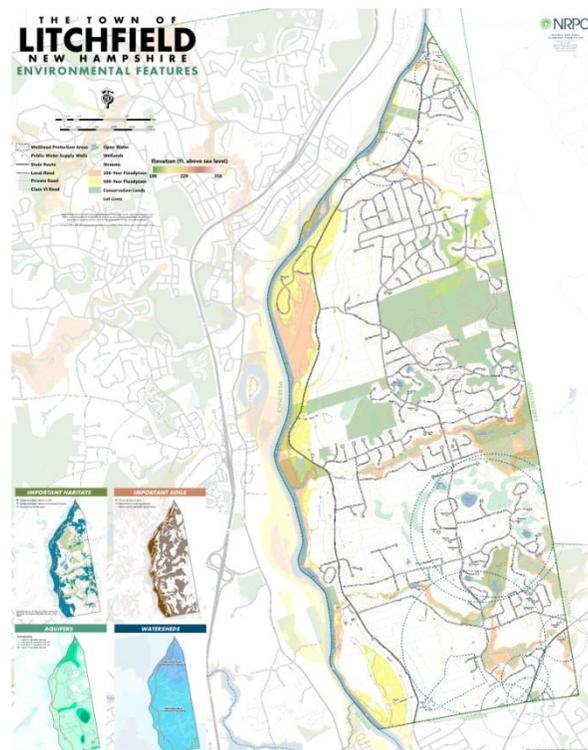
Broadband Mapping – NRPC provided data collection support to the New Hampshire Broadband Mapping and Planning Program. This year, tasks included updating the Community Anchor Institution database with new emails, and filling in contact information for new facilities. Thanks to this effort, the proper contacts at all anchor institutions, such as schools, town halls, and libraries, are now being emailed to update their broadband survey information over the web.

NRPC also continues to coordinate the rural addressing project, which is mapping every household in a rural census block throughout the state. A free GPS training session for all volunteers interested in assisting with data collection was held in the Fall.

Broadband Planning – In 2012, NRPC worked closely with the Greater Nashua Region Broadband Stakeholder Group (BSG) on a variety of Broadband Planning tasks for the region. The BSG is comprised of diverse regional stakeholders representing a variety of sectors such as health, education, economic development, public safety, local government, communications/media, etc. Specifically, NRPC, with support from the BSG, identified barriers to broadband in the region, began a draft for a regional broadband plan, conducted community outreach and education to municipalities, businesses, etc., and conducted a sector based analysis, through surveys and interviews, to help better understand the current and future broadband needs/barriers of sectors in the Region.

Additionally, NRPC created a summary brochure on broadband technology and the New Hampshire Broadband Mapping and Planning Project. The brochure is available on the NRPC website at http://www.nashuarpc.org/home_page/pdf/BBOverviewBrochure.

For more information about NRPC programs, contact Kerrie Diers, Executive Director at 603-424-2240, ext. 12 or via email at kerried@nashuarpc.org or visit the NRPC website at www.nashuarpc.org.





STORM WATER MANAGEMENT PROGRAM

WHAT CAN YOU DO?

In order to protect and preserve our ecological resources, be sure to take the following preventive measures for:



Lawn/Yard Care

Excess fertilizers and pesticides applied to lawns and gardens wash off and pollute streams. Yard clippings and leaves can wash into storm drains and contribute nutrients and organic matter to streams.

- ✓ Don't over water your lawn, gardens, or other outdoor areas. Consider using a soaker hose instead of a sprinkler. Berm lawn and yard to prevent water runoff and encourage water absorption (infiltration).
- ✓ Preserve and plant trees and shrubs to help keep soil in place.
- ✓ Use pesticides and fertilizers sparingly. If necessary, only use recommended amounts.
- ✓ Use organic mulch or safer pest control methods.
- ✓ Compost or mulch yard waste. Cover piles of dirt or mulch.
- ✓ Recycle as much as possible.
- ✓ Use a broom to sweep and collect sediment and organic matter on sidewalks and driveways. Collect sand used on driveways and sidewalks for future use or disposal.
- ✓ Use de-icing materials sparingly on driveways and sidewalks.
- ✓ Drain swimming pools onto expanse lawns or other vegetated areas.



Small Farms

Agricultural run-off from farming activities increases the amounts of coliform and organic matter in downstream water supplies. Small farming activities such as cow, sheep, and goat grazing, as well as waste from chicken coops, hog or pig pens, horse corrals, etc. can also contribute to wastewater runoff if not properly maintained.

Septic Systems

Leaking and poorly maintained septic systems release nutrients and pathogens (bacteria and viruses) that can be picked up by storm water and discharged into nearby water bodies. Pathogens can cause public health and environmental concerns.

- ✓ Inspect your system every 3 years and pump your tank as necessary (every 3 to 5 years).
- ✓ Don't dispose of household hazardous waste in sinks or toilets.

Auto Care

Washing your car and degreasing auto parts at home can send detergents and other contaminants through the storm sewer system. Dumping automotive fluids into storm drains has the same result as dumping the materials directly into a water body. For example, one quart of oil can contaminate up to 2 million gallons of water.



- ✓ Use a commercial car wash that treats or recycles its wastewater or wash your car on your yard so the water infiltrates into the ground.
- ✓ Dispose of used auto fluids and batteries at designated recycling and drop-off locations.

- ✓ Prevent gas and oil leaks and spills.
- ✓ Have your motor vehicle routinely serviced.

Pet Waste

Pet waste can be a major source of bacteria and excess nutrients in local waters.

- ✓ When walking your pet, remember to pick up the waste and dispose of it properly. Flushing pet waste is the best disposal method.
- ✓ Leaving pet waste on the ground increases public health risks by allowing harmful bacteria and nutrients to wash into the storm drain and eventually into local water bodies.



Prevent Storm Water Runoff

There are several ways to help prevent storm water runoff. Here are some examples:

- ✓ Plant trees, shrubs, and ground cover.
- ✓ Use a barrel to collect rain and store water for gardening.
- ✓ Redirect downspouts from paved areas to vegetated areas. Guide storm water onto grass or other vegetated areas by using berms or dikes.
- ✓ Use wooden planks, bricks, or interlocking stones for walking areas and patios.
- ✓ Clear away fallen trees and debris from natural waterways and storm water drains.



**Copied from UNH Energy and Campus Development*
www.unh.edu/ecd/stormwater



TOWN CLERK/TAX COLLECTOR

Motor Vehicle Registrations: Residents of Litchfield have more options when it comes time to renewing registrations. You may come to the office and pay with either cash, check or credit card (MC, Disc or Amex), surf to www.litchfield.nh.gov and renew online using your checking account or MC, Visa, Discover or Amex (your decals are mailed to you), or renew by mail using a check the renewal notice and return in the envelope provided to you.

Litchfield is on-line with the State of New Hampshire so we are able to register vehicles up to 26,000 pounds. We can issue vanity plates and we can renew those late renewals right here in our office. Residents only have to write one check to the Town to pay for registrations now.

When registering a new vehicle the individual listed first on the title paperwork MUST be present when doing the first registration.

When renewing a registration for another individual you must present your driver's license.

To register a Title Exempted Vehicle for the first time the law (RSA 261:2-a) requires that ***in addition to a bill of sale*** a person registering a 1997 Model Year vehicle (or older) must present additional documentation on the vehicle. The owner must present one of the following additional documents: a previously issued NH Registration (a photocopy is okay), a valid NH or Out of State Title (a photocopy is okay), or a completed "Verification of Vehicle Identification" form (Form 19A) which can be obtained from the Town Clerk's office, Police Department, or a local inspection station.

Inspection stickers for a vehicle renewal need to be in place by the 10th day of the following month of your renewal due date. Late renewals do not get a 10-day grace period. Every trailer and semi-trailer (including campers) with a registered weight of 3,001 pounds or greater shall be inspected (Saf-C 3209.06). Campers and motorcycles are to be inspected by July 1 of each year and will get a sticker with a number 6. All other trailers, such as utility trailers or snowmobile trailers, are inspected by birth month like regular vehicle registrations.

Internet users can go to the Department of Motor Vehicle site: www.egov.nh.gov/platecheck/pass.asp to check for initial plate availability. State of NH Motor Vehicle Agency phone numbers are: NH Title Bureau: 271-3111, Concord Motor Vehicle Registration: 271-2251, Walking Disability Desk: 271-2275, & TTD (hearing impaired): 1-800-735-2964. Driver licensing is done in Manchester, Milford, Nashua, Salem or Concord.

Elections: There will be one election this year on March 12th. Voting is the most fundamental right in a democracy because it is through voting that citizens protect all other rights by carefully selecting the public servants who guide and direct our self-governance. You can come to the Town Clerk's office to register to vote. You may also register to vote on Election Day. You are eligible to vote if you are 18 years of age or older on Election Day, are a US citizen and are domiciled in New Hampshire. A person can have several residences, but may have only one voting domicile. You have to provide your driver license or social security card at the time of registration. If you are currently on the checklist please check to update your information. Voter registration cards are now required by the State of NH to show place of birth and driver's license or social security number. Any change of address, name change, or party affiliation change should be updated with the Supervisors of the Checklist.

Vital Records: The fee for a marriage license this year has increased to \$45.00. There is a fee of \$15.00 for the first copy of a death, birth or marriage certificate and \$10.00 each for extra copies.

Dogs: There were 1,645 dogs licensed in 2012. ***DOG TAGS EXPIRE APRIL 30 OF EACH YEAR.*** Residents can renew dog licenses starting January 2nd. This year, the Town Clerk will be at the annual Rabies Clinic to issue dog licenses. If you show the rabies certificate from the previous year the Vet can administer a 3-year rabies shot instead of the 1-year shot.



TOWN CLERK AND TAX COLLECTOR

(continued)

There is a minimum of a \$25.00 fine for failure to register your dog in a timely manner plus monthly late charges. **If you no longer have your dog please drop us a quick note to let us know or call us at 424-4045. IMPORTANT:** Review your previous license to make sure that your dog's rabies vaccination is up-to-date. If you cannot find your vaccination certificate or license from 2011 call the office and we can research your records. You may renew your dog's license via the mail or the internet as long as the rabies vaccine is up to date. To register by mail please include: a check made payable to the Town of Litchfield (**NO CASH PLEASE**), and a self-addressed-stamped envelope for return of your new license and dog tag. To register via internet go to www.litchfieldnh.gov and click on the icon of the dog.

License fees: Puppies (3-7 months) or spayed/neutered over 7months	\$6.50
Male / Female (not spayed/neutered)	\$9.00
Senior owner (over 65)	(for one dog) \$2.00

NH Hunting, Fishing Licenses and OHRV: January 2008 the Town Clerks' office started issuing New Hampshire Hunting and/or Fishing License. In October 2009 we started issuing OHRV Licenses.

Town Clerk/Tax Collector News: As Town Clerk/Tax Collector for the Town of Litchfield, I completed four years of the state certification program in 2007. In 2010, I was recertified until 2015. I am now a Certified Town Clerk/Tax Collector in the State of New Hampshire. In 2009 I was nominated by the NH Tax Collectors Association as the Conference Coordinator for the State. It is a pleasure and honor to be a resident and public servant for Litchfield. I am very proud of where I grew up and currently reside. I am so proud to represent Litchfield at the meetings and conferences that I am required to attend throughout New Hampshire. My door is always open to anyone that has a suggestion.

Tax Collector Lien/Deed Calendar for 2013 **Dates and fees subject to change*

Jan – 2013	Delinquent notice of all taxes owed	No charge
February, 2013	Notice of impending lien certified to property owners	\$18.00
	2 nd or subsequent parcel	\$2.00
April, 2013	Notice of impending tax deed certified to property owners	\$16.00
April, 2013	Execution of Tax Lien	\$18.50
	2 nd or subsequent parcel	\$8.00
March, 2013	Identifying mortgagee holders (for Liens)	\$13.00
March-2013	Notice of executed tax lien to mortgagee holders	\$16.00
April, 2013	Identifying mortgagee holders (for Deeding)	\$18.00
April, 2013	Notice of impending tax deed to mortgagee holders	\$16.00
June, 2013	Execution of Tax Deed	\$10 plus recording fees



Town Clerk / Tax Collector Office Hours:

Monday 10:00 AM to 6:00 PM
 Tuesday – Friday 7:30 AM to 3:00 PM
 Address: 2 Liberty Way, Suite 3, Litchfield, NH 03052
 Phone: (603) 424-4045
 Fax: (603) 424-8154
 Email: tbriand@litchfieldnh.gov

Town Clerk/Tax Collector Office Calendar for 2013 **dates subject to change*

January 1, 2013	CLOSED
January 21, 2013	Martin Luther King – CLOSED also State Offices Closed
February 2, 2013	Deliberative Session – Town-Campbell High 10:00 a.m.
February 18, 2013	Presidents Day - CLOSED
March 12, 2013	Town Election Day – OFFICE OPEN
April, 2013	2012 Liens Executed
April/May 2013	Rabies Clinic – Location- Fur & Feathers Rte 102
May 27, 2013	Memorial Day – OFFICE CLOSED
July 4, 2013	Independence Day- OFFICE CLOSED
September 2, 2013	Labor Day- OFFICE CLOSED
September 18-20	Annual Town Clerk Conference – OFFICE OPEN
October 14, 2013	Columbus Day- OFFICE CLOSED
October 21 – 23, 2013	Annual Tax Collector Conference – OFFICE OPEN
November 11, 2013	Veteran’s Day- OFFICE CLOSED
Nov. 28 -29, 2013	Thanksgiving Holiday- OFFICE CLOSED
December 24, 2013	Christmas Eve- Hours- 7:30a.m.-12:30a.m.
December 25, 2013	Christmas Day –OFFICE CLOSED
December 31, 2013	New Years Eve- Hours 7:30a.m.-12:30a.m.

Respectfully Submitted,
 Theresa L. Briand, Town Clerk/Tax Collector



RESIDENT MARRIAGE REPORT

01/01/2012-12/31/2012

Name	Residence	Name	Residence	Issuance	Marriage	Marriage
HOLLAND, MATTHEW E	NASHUA, NH	GROOVER, BRITTANY M	LITCHFIELD, NH	NASHUA	NASHUA	04/19/2012
DONAH, CURT R	LITCHFIELD, NH	HUMPHREYS, AUDREY C	LITCHFIELD, NH	LITCHFIELD	MANCHESTER	04/27/2012
HARMON, RALPH C	LITCHFIELD, NH	ALEXANDER, JOHANNA M	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	04/27/2012
CIRKA, WALTER D	LITCHFIELD, NH	HOGUE, JULIE C	LITCHFIELD, NH	LITCHFIELD	NASHUA	05/08/2012
DURAND, BRIAN K	LITCHFIELD, NH	ROGERS, KRISTEEN E	NASHUA, NH	NASHUA	HUDSON	06/09/2012
FAUTEUX, BRYAN M	LITCHFIELD, NH	HAYNES, CASEY P	LITCHFIELD, NH	LITCHFIELD	MANCHESTER	06/09/2012
BYRNE, JOHN M	LITCHFIELD, NH	JOHNSON, AMBER L	LITCHFIELD, NH	LITCHFIELD	DERRY	06/23/2012
SANDERS, RICHARD L	LITCHFIELD, NH	NICOL, PAULETT R	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	06/30/2012
MOREAU, NATHAN R	LITCHFIELD, NH	BLACK, JILLIAN A	LITCHFIELD, NH	LITCHFIELD	SANBORNTON	07/14/2012
BONILLA, ANGEL L	LITCHFIELD, NH	CHOCHREK, PATRICIA P	LITCHFIELD, NH	NASHUA	NASHUA	07/28/2012
AINSWORTH, CARRIE A	MANCHESTER, NH	PATTI, CHRISTOPHER L	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	08/10/2012
JONES, GENE L	LITCHFIELD, NH	ROMANEK, RACHEL R	LITCHFIELD, NH	LITCHFIELD	WOLFEBORO	08/11/2012
RHEAUME, CRYSTAL L	LITCHFIELD, NH	BONNELL JR, CURTIS D	PELHAM, NH	PELHAM	MANCHESTER	08/18/2012
HILLIARD, JOESPH K	LITCHFIELD, NH	HARRINGTON, EMILY M	E. HAMPSTEAD	HAMPSTEAD	HAMPTON FALLS	09/01/2012
BROWN, ALEXANDER W	LITCHFIELD, NH	LEVAN, KATHERINE E	LITCHFIELD, NH	LITCHFIELD	MILFORD	09/01/2012
JACKSON, AARON M	LITCHFIELD, NH	MOREAU, AMBUR J	LITCHFIELD, NH	LITCHFIELD	HOLLIS	09/02/2012
BURNS, KEVIN C	LITCHFIELD, NH	LAMBERT, LISA M	LITCHFIELD, NH	LITCHFIELD	AMHERST	09/07/2012
RODONIS, MARGARET A	LITCHFIELD, NH	GUERTIN, ALFRED P	WINCHENDON	HANCOCK	HANCOCK	09/15/2012
SHEPARD, NICOLE M	LITCHFIELD, NH	LEVASSEUR, PAUL A	LITCHFIELD, NH	LITCHFIELD	LEE	09/21/2012
SATABILE, RYAN E	LITCHFIELD, NH	CHARBONNEAU, JOY	LITCHFIELD, NH	LITCHFIELD	NASHUA	09/22/2012
VELLUCCI, MICHAEL S	LITCHFIELD, NH	HEIDER, CHRISTINE J	LITCHFIELD, NH	LITCHFIELD	SANDOWN	09/30/2012
ULIANO, STEVEN J	LONDONDERRY	VINCENT, KYLEE L	LITCHFIELD, NH	LONDONDERRY	LITCHFIELD	10/12/2012
JACKSON, NICHOLAS E	LITCHFIELD, NH	BOWEN, LAURA A	AUBURN, NH	AUBURN	LINCOLN	10/13/2012
BRIAND, JAMES M	LITCHFIELD, NH	REGAN, AMANDA L	NASHUA, NH	NASHUA	LITCHFIELD	12/24/2012

Total Number of Records 24



RESIDENT BIRTH REPORT 01/01/2012-12/31/2012

Child's Name	Birth Date	Birth Place	Father's/Partner's Name	Mother's Name
DOUGLAS, AARON JOHN	01/12/2012	NASHUA, NH	DOUGLAS, MATTHEW	DOUGLAS, KERI
FORHART, ETHAN B	02/02/2012	NASHUA, NH	FORHART, JOSHUA	FORHART, LINDSAY
MAYNARD, STELLA RAE	02/03/2012	NASHUA, NH	MAYNARD, ROBERT	MAYNARD, NICOLE
COUTURE, LEO ARTHUR	02/17/2012	DERRY, NH	COUTURE, NICHOLAS	COUTURE, MEG
ZAPENAS, ASHLYN RYEN	02/23/2012	NASHUA, NH	ZAPENAS, CRAIG	ZAPENAS, TANYA
RICE, PAYTON VICTOR	03/18/2012	NASHUA, NH	RICE, JAMES	RICE, DEBRA
WARENDA, ISABELLA MARIE	03/20/2012	NASHUA, NH	WARENDA, ROBERT	WARENDA, KERRI
HATCH, LILLIAN PAIGE	03/21/2012	NASHUA, NH	HATCH, TIMOTHY	HATCH, NICOLE
KOUMARIANOS, DEMETRI CHRISTOPHER CHARLES	04/05/2012	NASHUA, NH	KOUMARIANOS, VINCENT	KOUMARIANOS, ERIN
ASARA, KENDALL ROSE	04/08/2012	MANCHESTER, NH	ASARA, CHRISTOPHER	ASARA, KELLY
SEBASTIAN, ERIKA MARIE	05/05/2012	DERRY, NH	SEBASTIAN, JAY	ROLLINS, SHARNI
BRADHAM, GRACE HARTLEIGH	05/11/2012	MANCHESTER, NH	BRADHAM, JAMES	BRADHAM, LESLIE
POWERS, CONNOR PATRICK	05/20/2012	MANCHESTER, NH	POWERS, DEAN	POWERS, MARYBETH
UMENHOFER, DUSTIN JAMES	05/25/2012	CONCORD, NH		UMENHOFER, REBEKAH
DITOLLA, ROBERT JAMES	05/28/2012	NASHUA, NH	DITOLLA, GERARD	DITOLA, KATHERINE
ROBSON, JOSEPHINE LILY	05/30/2012	NASHUA, NH	ROBSON JR, STEVEN	ROBSON, KYLE
COOKE, MICHAEL BRANDON	06/14/2012	NASHUA, NH	COOKE, MICHAEL	IMPERIAL, JESSICA
NORMANDIN, NOAH KENNETH RAYMOND	06/18/2012	MANCHESTER, NH	NORAMDIN, JOSEPH	NORMANDIN, SARAH
HUGHES, MASON WILLIAM	06/30/2012	NASHUA, NH	HUGHES, ADAM	HUGHES, KRISTEN
BENOIT, TEEGAN DANA ROSS	07/06/2012	NASHUA, NH	BENOIT, STEVEN	SMART, JILLIAN
SPENCER, GARRETT WORTH	07/11/2012	MANCHESTER, NH	SPENCER, CASEY	SPENCER, KELLY
TAVARES, TAYLOR MARIE	07/15/2012	NASHUA, NH	TAVARES JR, ROBERT	TAVARES, RENEE
MERRILL, DONOVAN ALAN	08/07/2012	NASHUA, NH	MERRILL, MATTHEW	DOVIDIO, KERRY
OSBORNE, COOPER MATTHEW	09/18/2012	NASHUA, NH	OSBORNE, MATTHEW	OSBORNE, JESSI
HILSON, THOMAS ALAN	09/20/2012	NASHUA, NH		HILSON, SARAH
MCANDREW, EMMA JADE	09/20/2012	MANCHESTER, NH		MCANDREW, JEAN
COLE, NICHOLAS JOHN	10/01/2012	NASHUA, NH	COLE, TIMOTHY	COLE, CHANTAL
SMITH, KAYLA AVERY	10/03/2012	NASHUA, NH	SMITH, JOHN	PINKHAM, ERICA



RESIDENT BIRTH REPORT
01/01/2012-12/31/2012
(continued)

Child's Name	Birth Date	Birth Place	Father's/Partner's Name	Mother's Name
DURAND, TYLER KENNETH	10/03/2012	NASHUA, NH	DURAND, BRYAN	DURAND, KRISTEEN
MARCOTTE, JACKSON THOMAS	10/05/2012	NASHUA, NH	MARCOTTE, ALAN	MARCOTTE, MELISSA
ZUHOSKI, KENSINGTON ALEXIS	10/08/2012	NASHUA, NH	ZUHOSKI JR, JEROME	ZUHOSKI, HEATHER
CARRIER, DREW JAMIE	10/16/2012	NASHUA, NH	CARRIER, JAMIE	CARRIER, CAROLYN
HUBBARD, SERENA TESSA	11/08/2012	NASHUA, NH	HUBBARD, JASON	HUBBARD, MEGHAN
GEIGER, KENDAL MARIE	11/08/2012	DERRY, NH	GEIGER, MARK	GEIGER, TRACIE
PROULX, CAMERON SCOTT	11/09/2012	MANCHESTER, NH	PROULX, SCOTT	PROULX, LAYCIA
GETTINGS, MORGAN ROLLAND	11/29/2012	NASHUA, NH	GETTINGS, DEREK	GETTINGS, LYNN
FORREST, MIA AMY	12/05/2012	NASHUA, NH	FORREST, FRANK	FORREST, AMY
HEAVEY, CHLOE IRENE	12/12/2012	MANCHESTER, NH	HEAVEY, GREGORY	BELZIL, DANIELLE
BALCOM, KOEN THOMAS	12/19/2012	NASHUA, NH	BALCOM, KRISTOPHER	BALCOM, LEAH

Total number of records 39



RESIDENT DEATH REPORT 01/01/2012-12/31/2012

Decedent's Name	Death Date	Death Place	Father's Name	Mother's Maiden Name	Military
MACKINNON, RUTH	01/02/2012	NASHUA	KELLY, JULIAN	ALLEY, VELVIN	N
DEYOUNG, DOROTHY	01/28/2012	MANCHESTER	LYSHORN, FRANCIS	ALBRO, HELEN	N
MILLER, LYMAN	01/31/2012	NASHUA	MILLER, CHARLES	UNKNOWN, RUTH	N
BOYER, RAYMOND	02/12/2012	MANCHESTER	BOYER, ARMAND	CHAUVIN, ROSE	N
DUFOUR, PETER	02/21/2012	LITCHFIELD	DUFOUR, HECTOR	CHAMPIGNY, FLORENCE	N
PETERSON JR, GEORGE	03/15/2012	BEDFORD	PETERSON SR, GEORGE	HART, JUNE	Y
GRIFFIN, JENNIE	03/23/2012	LITCHFIELD	COGLIANO, GENNERO	CATARANO, TERESA	N
BOULEY, PRISCILLA	03/31/2012	MERRIMACK	LAVALLEE, JOSEPH	BOUCHER, EVA	N
BUNCH, LILLIAN	05/10/2012	LITCHFIELD	HALL, ALBERT	FOSTER, JESSIE	N
KORDAS, PATRICIA	05/15/2012	NASHUA	GIVNER, EVERETT	SHOWSTEAD, PATRICIA	N
FERREN, DONALD	05/20/2012	LITCHFIELD	FERREN, CURTIS	STEWART, MARGARET	N
TESSIER DUQUETTE, BRENDA	07/04/2012	NASHUA	TESSIER, PAUL	MAROON, JEANETTE	N
LAGUEUX, JASON	07/09/2012	NASHUA	LAGUEUX, JEAN	CROTEAU, NICOLE	N
CALAWA JR, LEON	08/12/2012	BEDFORD	CALAWA SR, LEON	DUGAS, DOROTHY	Y
FRANCIS, WILLIAM	08/20/2012	NASHUA	FRANCIS, GEORGE	LAVASSEUR, DORIS	N
GUINAN, GISELLE	09/18/2012	CONCORD	MONFETTE, PHILIPPE	COTE, YVONNE	N
MAYS JR, FREDERICK	09/23/2012	NASHUA	MAYS SR, FREDERICK	HILL, GERTRUDE	Y
BELANGER, HERMAN	10/30/2012	NASHUA	BELANGER, ALPHONSE	DOMINGUE, REGINA	N
HILSON, WAYNE	11/05/2012	BEDFORD	HILSON, THOMAS	HILL, EDNA	N
DULEMBA, HENRY	11/06/2012	BEDFORD	DULEMBA, STANLY	CZAJKOWSKI, BALBINA	Y
KAY, CLYDE	11/22/2012	LITCHFIELD	KAY, JAMES	MOWLL, ISABEL	Y
SMITH, NEWTON	11/25/2012	MANCHESTER	SMITH, LAWSON	BALL, CHARLOTTE	Y
RICHARDS, DOROTHY	12/11/2012	MERRIMACK	BLAIR, CLARENCE	SILVA, DOROTHEA	N
SMALL, CHARLES	12/15/2012	HUDSON	SMALL, SIDNEY	HANSON, MAUDE	Y

Total number of records 24



TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending

12/31/2012

DEBITS

UNCOLLECTED TAXES AT THE BEGINNING OF THE YEAR*		LEVY FOR YEAR	PRIOR LEVIES		
			2012	2011	2010
Property Taxes	#3110	xxxxxx	\$ 411,100.51	\$2,284.22	\$ 0.00
Resident Taxes	#3180	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	#3120	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	#3185	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	#3187	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	#3189	xxxxxx	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes		xxxxxx	\$ 0.00	\$ 0.00	\$0.00
Prior Years' Credits Balance**		\$ 0.00			
This Year's New Credits		(\$ 23,419.57)			

TAXES COMMITTED THIS FISCAL YEAR

TAXES COMMITTED THIS FISCAL YEAR				FOR DRA USE ONLY
Property Taxes	#3110	\$ 15,924,273.00	\$3,197.00	
Resident Taxes	#3180	\$ 0.00	\$ 0.00	
Land Use Change Taxes	#3120	\$ 65,900.00	\$ 0.00	
Timber Yield Taxes	#3185	\$ 3,735.62	\$ 0.00	
Excavation Tax @ \$.02/yd	#3187	\$ 3,301.04	\$ 0.00	
Utility Charges	#3189	\$ 0.00	\$ 0.00	
Betterment Taxes		\$ 0.00	\$0.00	

OVERPAYMENT REFUNDS

Property Taxes	#3110				
Resident Taxes	#3180				
Land Use Change	#3120				
Yield Taxes	#3185				
Excavation Tax @ \$.02/yd	#3187				
Credits Refunded		\$ 23,383.74	\$ 0.00	\$ 0.00	\$ 0.00
Interest - Late Tax	#3190	\$ 6,961.61	\$ 22,446.13	\$ 321.62	\$ 0.00
Resident Tax Penalty	#3190	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL DEBITS		\$ 16,004,135.44	\$ 436,743.64	\$2,605.84	\$ 0.00

*This amount should be the same as the last year's ending balance. If not, please explain.

**Enter as a negative. This is the amount of this year's taxes pre-paid last year as authorized by RSA 80:52-a.

**The amount is already included in the warrant and therefore in line #3110 as a positive amount for this year's levy.

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)271-3397



TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending 12/31/2012

CREDITS

REMITTED TO TREASURER	LEVY FOR YEAR	PRIOR LEVIES		
	2012	2011	2010	2009+
Property Taxes	\$ 15,514,374.72	\$ 281,924.90	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 52,900.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 3,735.62	\$ 0.00	\$ 0.00	\$ 0.00
Interest & Penalties	\$ 6,961.61	\$ 22,446.13	\$ 321.62	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 3,301.04	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Converted To Liens (Principal only)	\$ 0.00	\$ 132,372.61	\$ 2,284.22	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Discounts Allowed	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Prior Year Overpayments Assigned	\$ 0.00			

ABATEMENTS MADE

Property Taxes	\$ 225.00	\$ 0.00	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 13,000.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
CURRENT LEVY DEEDED	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

UNCOLLECTED TAXES -- END OF YEAR #1080

Property Taxes	\$ 409,673.28	\$ 0.00	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Betterment Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Property Tax Credit Balance*	(\$ 35.83)	xxxxxx	xxxxxx	xxxxxx
TOTAL CREDITS	\$ 16,004,135.44	\$ 436,743.64	\$ 2,605.84	\$ 0.00

*Enter as a negative. This is the amount of taxes pre-paid for next year as authorized by RSA 80:52-a.
(Be sure to indicate a positive amount in the Property Taxes actually remitted to the treasurer.)



TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending 12/31/2012

DEBITS

UNREDEEMED & EXECUTED	2012	PRIOR LEVIES		
LIENS		2011	2010	2009+
Unredeemed Liens Beginning of FY	\$ 0.00	\$ 0.00	\$ 77,387.82	\$49,531.71
Liens Executed During FY	\$ 0.00	\$ 145,815.20	\$ 0.00	\$ 0.00
Unredeemed Elderly Liens Beg. Of FY	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
Elderly Liens Executed During FY	\$ 0.00	\$ 3,770.37	\$ 4,433.00	\$ 0.00
Interest & Costs Collected	\$ 0.00	\$ 2,980.97	\$ 8,992.19	\$ 18,415.77
TOTAL LIEN DEBITS	\$ 0.00	\$ 152,566.54	\$ 90,813.01	\$ 67,947.48

CREDITS

REMITTED TO TREASURER	2012	PRIOR LEVIES		
		2011	2010	2009+
Redemptions	\$ 0.00	\$ 91,093.18	\$ 40,403.04	\$ 47,977.53
Interest & Costs Collected #3190	\$ 0.00	\$ 2,980.97	\$ 8,992.19	\$ 18,415.77
Abatements of Unredeemed Liens	\$ 0.00	\$ 6,411.85	\$ 0.00	\$ 55.92
Liens Deeded to Municipality	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Unredeemed Liens End of FY #1110	\$ 0.00	\$ 48,310.17	\$36,984.78	\$ 1,498.26
Unredeemed Elderly Liens End of FY	\$ 0.00	\$ 3,770.37	\$ 4,433.00	\$ 0.00
TOTAL LIEN CREDITS	\$ 0.00	\$ 152,566.54	\$ 90,813.01	\$ 67,947.48

Does your municipality commit taxes on a semi-annual basis (RSA 76:15-a)? _____

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

TAX COLLECTOR'S SIGNATURE _____

Theresa L. Briand

DATE _____

Theresa L. Briand

MS-61

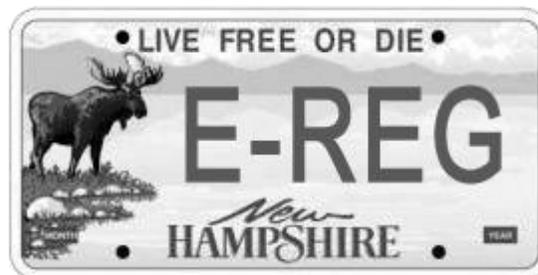


**ANNUAL FINANCIAL REPORT
LITCHFIELD, NH TOWN CLERK
January 1, 2012 through December 31, 2012**

Dogs License	\$6,539.00
Paid to the State of New Hampshire	\$3,792.00
Duplicate Tags	\$2.50
Fines and Penalties	\$1,475.00
Dredge and Fill Permits	\$10.00
Voter Checklists	\$668.50
Incorporation Filings	\$0.00
Motor Vehicles Registrations	\$1,266,586.00
Paid to the State of New Hampshire	\$475,920.00
Electronic Registration fee (due to software company)	\$1,174.00
Municipal Agent Fees	\$29,988.00
Titles	\$3,258.00
Boats	\$18,531.00
Pole Permits	\$70.00
Postage	\$8,090.00
Hunting & Fishing Licenses	\$160.00
Paid to the State of New Hampshire	\$3,462.00
Returned-Check Fees	\$425.00
UCCs	\$1,065.00
<u>Vital Records</u>	
Town	\$563.00
Paid to the State of New Hampshire	\$2,658.00
Total Receipts	\$1,824,437.00

A true record of Town Clerk receipts, attest:

Theresa L. Briand
Town Clerk
January 8, 2013





MELANSON HEATH & COMPANY, PC
CERTIFIED PUBLIC ACCOUNTANTS
MANAGEMENT ADVISORS

102 Perimeter Road
Nashua, NH 03063-1301
Tel (603) 882-1111 • Fax (603) 882-9456
www.melansonheath.com

To the Board of Selectmen
Town of Litchfield, New Hampshire

In planning and performing our audit of the financial statements of the Town of Litchfield, New Hampshire as of and for the year ended December 31, 2011, in accordance with auditing standards generally accepted in the United States of America, we considered the Town of Litchfield's internal accounting control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses. In addition, because of the inherent limitation in internal control, including the possibility of management's override of controls, misstatements due to error or fraud may occur and not be detected by such controls. We did not identify any deficiencies in internal control that we consider to be material weaknesses.

Additional Offices:
Andover, MA • Greenfield, MA • Ellsworth, ME • Manchester, NH

During our audit we became aware of other matters that we believe represent opportunities for strengthening internal controls and/or operating efficiency. The recommendations that accompany this letter summarize our comments and suggestions concerning those matters.

The Town's written response to our comments and suggestions has not been subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

This communication is intended solely for the information and use of management, the Board of Selectmen, and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

After you have had an opportunity to consider our comments and recommendations, we would be pleased to discuss them with you.

Melanson, Heath + Company P.C.

Nashua, New Hampshire
May 2, 2012

PRIOR YEAR ISSUES:

We would like to commend the Town for addressing substantially all of the prior years' management letter recommendations. We have noted substantial improvements in the financial controls and condition of the Town's accounting records. The following is the only issue from prior years' management letters that has not yet been addressed:

Trust Fund issue:

We continue to recommend that the Trustees of the Trust Funds track the principal and income portions of the trust funds separately in order to facilitate the preparation of the annual MS-9 state report.

Town's Response:

The Trustees of Trust Funds are reporting principal and income in trust funds separately in 2012. The Aaron Cutler Library Maintenance Fund did not have a clear history of restricted and unrestricted portions. After research about the Fund's creation, the Trustees of Trust Funds voted on April 13, 2012, to set the non-expendable principal portion of the Fund at \$ 30,000.

CURRENT YEAR ISSUES:

During the course of our 2011 audit, we identified the following areas where we feel internal controls and/or efficiencies could be improved in the Town's financial management system. We will be available to discuss these issues with the Town in more detail to help facilitate corrective action.

1. Improve Documentation of Journal Entries

Currently the Town's Accountant is the only person involved in preparing and approving adjusting journal entries to the general ledger. We also noted that explanations for journal entries are not consistently included to document the purpose or to cross reference to supporting documentation. We recommend all journal entries be approved by a second person, and that they all include an explanation of purpose. This will improve the documentation and control over adjusting journal entries.

Town's Response:

The Town is working on developing additional documentation for journal entries and implementing a dual approval with the Finance/Human Resources Manager and Town Administrator.

2. Research Tax Deeded Property

The Town's general ledger includes an asset account to track tax deeded properties, however, the balance in the account is not supported by a detail list of specific properties. We recommend the Town research the specific accounts that have been deeded to the Town, and maintain an ongoing list that can be reconciled to the general ledger. This will improve control and support over tax deeded properties.

Town's Response:

The Town will begin a research and tracking program for tax deeded properties in 2012.

3. Segregate Oversight Over Performance Bonds

The Town's Accountant is the only person who maintains a detail summary of performance bonds held by the Town. In order to improve the segregation of duties, we recommend that the Planning Department maintain a spreadsheet to track the balances in performance bonds held, and that the spreadsheet be reconciled to the general ledger on a quarterly basis.

Town's Response:

The Town will work with the Planning Department to separately track balances in performance bonds and will initiate a quarterly reconciliation to the general ledger for the third quarter of 2012.

4. Document Approval of Expense Reimbursements

During our testing of disbursements, we noted one department head expense reimbursement that did not include an independent approval (other than the Board of Selectmen manifest approval). We recommend all department head expense reimbursements be formally approved by someone other than the

department head prior to inclusion on the manifest. This will improve the documented oversight of expense reimbursements.

Town's Response:

While the Town has implemented a dual approval review of expense reimbursements for Department Heads and staff, reimbursements for some elected positions have not had a dual review. All expense reimbursements will be reviewed by the Town Administrator.

5. Preclude Ability to Post Unbalanced Entries

The Town's accounting software currently allows for unbalanced journal entries to be posted to the general ledger. We recommend the Town communicate with their software vendor to determine if a control could be implemented precluding the ability to post unbalanced entries. This will improve control over the general ledger system.

Town's Response:

The Town will discuss whether a change within its current software can limit posting unbalanced entries. The Town is also evaluating changing account software packages.



MELANSON HEATH & COMPANY, PC

CERTIFIED PUBLIC ACCOUNTANTS
MANAGEMENT ADVISORS

102 Perimeter Road
Nashua, NH 03063-1301
Tel (603) 882-1111 • Fax (603) 882-9456
www.melansonheath.com

INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen
Town of Litchfield, New Hampshire

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Litchfield, New Hampshire, as of and for the year ended December 31, 2011, which collectively comprise the Town's basic financial statements as listed in the Table of Contents. These financial statements are the responsibility of the Town's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the Town of Litchfield, as of December 31, 2011, and the respective changes in financial position, thereof and the respective budgetary comparison for the General Fund for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis appearing on the following pages is not a required part of the basic financial statements but is supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally

Additional Offices:
Andover, MA • Greenfield, MA • Ellsworth, ME • Manchester, NH

of inquiries of management regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Melanson, Heath + Company P.C.

Nashua, New Hampshire
May 2, 2012

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Litchfield, we offer readers this narrative overview and analysis of the financial activities of the Town of Litchfield for the fiscal year ended December 31, 2011.

A. OVERVIEW OF THE FINANCIAL STATEMENTS

This discussion and analysis is intended to serve as an introduction to the basic financial statements. The basic financial statements are comprised of three components: (1) government-wide financial statements, (2) fund financial statements, and (3) Notes to Financial Statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements. The government-wide financial statements are designed to provide readers with a broad overview of our finances in a manner similar to a private-sector business.

The Statement of Net Assets presents information on all assets and liabilities, with the difference between the two reported as net assets. Over time, increases or decreases in net assets may serve as a useful indicator of whether the financial position is improving or deteriorating.

The Statement of Activities presents information showing how the government's net assets changed during the most recent fiscal year. All changes in net assets are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

Fund financial statements. A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements. All of the funds can be divided into two categories: governmental funds and fiduciary funds.

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for governmental funds with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the government's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

An annual appropriated budget is adopted for the general fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Fiduciary funds. Fiduciary funds are used to account for resources held for the benefit of parties outside the government. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the Town's own programs.

Notes to financial statements. The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information. In addition to the basic financial statements and accompanying notes, this report also presents certain required supplementary information which is required to be disclosed by accounting principles generally accepted in the United States of America.

B. FINANCIAL HIGHLIGHTS

- As of the close of the current fiscal year, the total of assets exceeded liabilities by \$ 10,221,629 (i.e., net assets), a change of \$ (423,465) in comparison to the prior year.
- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of \$ 4,071,298, a change of \$ (90,746) in comparison to the prior year.
- At the end of the current fiscal year, unassigned fund balance for the general fund was \$ 1,397,609, a change of \$ 269,559 in comparison to the prior year.

C. GOVERNMENT-WIDE FINANCIAL ANALYSIS

The following is a summary of condensed government-wide financial data for the current and prior fiscal years.

	Governmental Activities	
	2011	2010
Current and other assets	\$ 7,684	\$ 8,856
Capital assets	5,976	6,201
Total assets	<u>13,660</u>	<u>15,057</u>
Long-term liabilities outstanding	103	91
Other liabilities	3,335	4,321
Total liabilities	<u>3,438</u>	<u>4,412</u>
Net assets:		
Invested in capital assets, net	6,113	6,419
Restricted	2,468	2,817
Unrestricted	1,641	1,409
Total net assets	<u>\$ 10,222</u>	<u>\$ 10,645</u>

CHANGES IN NET ASSETS

	Governmental Activities	
	2011	2010
Revenues:		
Program revenues:		
Charges for services	\$ 185	\$ 219
Operating grants	5	23
Capital grants and contributions	222	388
General revenues:		
Property taxes	2,612	2,415
Penalties and interest on taxes	117	184
Licenses and permits	1,446	1,405
Investment income	106	(15)
Intergovernmental	378	507
Other	239	266
Total revenues	<u>5,310</u>	<u>5,392</u>
Expenses:		
General government	1,181	1,244
Public safety	2,293	2,023
Education	467	193
Highways and streets	873	970
Sanitation	448	387
Health and welfare	69	74
Culture and recreation	394	314
Conservation	2	3
Total expenses	<u>5,727</u>	<u>5,208</u>
Change in net assets before transfers	(417)	184
Transfers in (out)	<u>(6)</u>	<u>-</u>
Change in net assets	(423)	184
Net assets - beginning of year	<u>10,645</u>	<u>10,461</u>
Net assets - end of year	<u>\$ 10,222</u>	<u>\$ 10,645</u>

As noted earlier, net assets may serve over time as a useful indicator of a government's financial position. At the close of the most recent fiscal year, total net assets were \$ 10,221,629, a change of \$ (423,465) from the prior year.

The largest portion of net assets \$ 6,112,831 reflects our investment in capital assets (e.g., land, buildings, machinery, equipment, and infrastructure), less any related debt used to acquire those assets that is still outstanding. These capital assets are used to provide services to citizens; consequently, these assets are not available for future spending. Although the investment in capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

An additional portion of net assets \$ 2,467,612 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets \$ 1,641,186 may be used to meet the government's ongoing obligations to citizens and creditors.

Governmental activities. Governmental activities for the year resulted in a change in net assets of \$ (423,465). Key elements of this change are as follows:

General fund operations, as discussed further in Section D	\$ 355,593
Conservation fund operating results	14,135
Impact fees revenues operating results	(531,100)
Non-major revenues operating results	70,626
Depreciation expense	(237,006)
Other	(95,713)
Total	\$ (423,465)

D. FINANCIAL ANALYSIS OF THE GOVERNMENT'S FUNDS

As noted earlier, fund accounting is used to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds. The focus of governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing financing requirements. In particular, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, governmental funds reported combined ending fund balances of \$ 4,071,298, a change of \$ (90,746) in comparison to the prior year. Key elements of this change are as follows:

General fund operating results	\$ 355,593
Conservation fund operating results	14,135
Impact fees revenues operating results	(531,100)
Non-major revenues operating results	70,626
Total	\$ (90,746)

In fiscal year 2011, the Town implemented *Governmental Accounting Standards Board Statement #54 Fund Balance Reporting and Governmental Fund Type Definitions*. In general, amounts previously reported as unassigned fund balance, are now reported as unassigned fund balance. Full definitions of all fund balance classifications can be found in the Notes to Financial Statements. Additionally, amounts previously reported in capital reserve funds, are now required to be presented as committed fund balance in the general fund.

The general fund is the chief operating fund. At the end of the current fiscal year, unassigned fund balance of the general fund was \$ 1,397,609, while total fund balance was \$ 1,800,815. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund expenditures. Refer to the table below.

General Fund	6/30/11	6/30/10	Change	% of Total General Fund Expenditures
Unassigned fund balance	\$ 1,397,609	\$ 1,128,050	\$ 269,559	32.6%
Total fund balance ¹	1,800,815	1,445,222	355,593	42.0%

¹Now includes capital reserve funds. Prior period balances have been revised to conform to current presentation.

The total fund balance of the general fund changed by \$ 355,593 during the current fiscal year. Key factors in this change are as follows:

State and local revenues surplus	\$ 113,125
Budgetary appropriations turnbacks by departments	90,093
Excess tax collections over budget	150,548
Excess of current year encumbrances to be spent in the subsequent year over prior year encumbrances to be spent in the current year	30,104
Change in capital reserves	59,568
Use of fund balance	(58,862)
Other timing issues	(28,983)
Total	\$ 355,593

Included in the total general fund balance are the Town's capital reserve accounts with the following balances:

	6/30/11	6/30/10	Change
Capital stabilization	\$ 197,130	\$ 137,562	\$ 59,568
Total	<u>\$ 197,130</u>	<u>\$ 137,562</u>	<u>\$ 59,568</u>

E. GENERAL FUND BUDGETARY HIGHLIGHTS

There were no differences between the original budget and the final amended budget.

F. CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets. Total investment in capital assets for governmental and business-type activities at year-end amounted to \$ 5,975,657 (net of accumulated depreciation), a change of \$ (225,313) from the prior year. This investment in capital assets includes land, buildings and system, improvements, and machinery and equipment.

There were no major capital events during the current fiscal year.

Additional information on capital assets can be found in the Notes to Financial Statements.

REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Town's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to:

Board of Selectmen
Town of Litchfield
2 Liberty Way, Suite 2
Litchfield, New Hampshire 03052

TOWN OF LITCHFIELD, NEW HAMPSHIRE

STATEMENT OF NET ASSETS

DECEMBER 31, 2011

final actual

	Governmental Activities
ASSETS	
Current:	
Cash and short-term investments	\$ 5,892,153
Investments	1,138,135
Receivables, net of allowance for uncollectibles:	
Taxes	405,566
Departmental and other	125,572
Other assets	8,257
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Taxes	114,228
Capital assets:	
Land and construction in progress	3,685,734
Other capital assets, net of accumulated depreciation	<u>2,289,923</u>
TOTAL ASSETS	13,659,568
LIABILITIES	
Current:	
Accounts payable	95,473
Accrued liabilities	26,416
Other liabilities	27,803
Due to school district	3,137,139
Current portion of long-term liabilities:	
Capital lease payable	44,504
Compensated absence	3,290
Noncurrent:	
Capital lease payable, net of current portion	40,796
Compensated absence, net of current portion	<u>62,518</u>
TOTAL LIABILITIES	3,437,939
NET ASSETS	
Invested in capital assets, net of related debt	6,112,831
Restricted for:	
Grants and other statutory restrictions	2,294,039
Permanent funds:	
Nonexpendable	38,843
Expendable	134,730
Unrestricted	<u>1,641,186</u>
TOTAL NET ASSETS	\$ <u>10,221,629</u>

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE GOVERNMENTAL FUNDS BALANCE SHEET DECEMBER 31, 2011						
	General	Conservation Fund	Impact Fees	Nonmajor Governmental Funds	Total Governmental Funds	
ASSETS						
Cash and short-term investments	\$ 4,616,218	\$ 875,456	\$ -	\$ 400,479	\$ 5,892,153	
Receivables:	197,130	-	768,705	172,300	1,138,135	
Property taxes	544,794	-	-	-	544,794	
Departmental and other	16,317	-	-	109,255	125,572	
Other assets	8,257	-	-	-	8,257	
Due from other funds	56,050	-	-	338	56,388	
TOTAL ASSETS	<u>\$ 5,438,766</u>	<u>\$ 875,456</u>	<u>\$ 768,705</u>	<u>\$ 682,372</u>	<u>\$ 7,765,299</u>	
LIABILITIES AND FUND BALANCES						
Liabilities:						
Accounts payable	\$ 95,473	\$ -	\$ -	\$ -	\$ 95,473	
Accrued liabilities	26,416	-	-	-	26,416	
Deferred revenues	350,782	-	-	-	350,782	
Other liabilities	27,803	-	-	-	27,803	
Due to other funds	338	-	-	-	338	
Due to school district	3,137,139	-	-	-	3,137,139	
TOTAL LIABILITIES	<u>3,637,851</u>	<u>-</u>	<u>-</u>	<u>56,050</u>	<u>3,694,001</u>	
Fund Balances:						
Nonspendable	-	-	-	38,843	38,843	
Restricted	197,130	875,456	768,705	408,823	2,052,984	
Assigned	206,076	-	-	220,051	417,781	
Assigned <i>RF</i>	1,397,809	-	-	(41,995)	206,076	
Assigned <i>SR/PLUS</i>	-	-	-	-	1,355,514	
Unassigned	1,800,815	875,456	768,705	625,322	4,071,298	
TOTAL FUND BALANCES	<u>\$ 5,438,766</u>	<u>\$ 875,456</u>	<u>\$ 768,705</u>	<u>\$ 682,372</u>	<u>\$ 7,765,299</u>	
TOTAL LIABILITIES AND FUND BALANCES						

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2011

	Expenses	Program Revenues			Net (Expense) Revenues and Changes in Net Assets
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental Activities:					
General government	\$ 1,180,468	\$ 11,863	\$ -	\$ -	\$ (1,168,605)
Public safety	2,292,785	78,657	-	-	(2,214,128)
Education	467,142	-	-	-	(467,142)
Highways and streets	873,317	100	-	-	(873,217)
Sanitation	447,993	90,201	-	-	(357,792)
Health and welfare	69,282	-	-	-	(69,282)
Culture and recreation	394,016	4,020	5,062	222,181	(162,753)
Conservation	1,590	-	-	-	(1,590)
Total Governmental Activities	<u>\$ 5,726,593</u>	<u>\$ 184,841</u>	<u>\$ 5,062</u>	<u>\$ 222,181</u>	<u>(5,314,509)</u>
General Revenues and Contributions:					
Taxes					2,611,461
Penalties, interest and other taxes					117,014
Licenses and permits					1,445,765
Investment income					106,097
Intragovernmental					377,612
Miscellaneous					239,123
Transfers Net					(6,028)
Total General Revenues					<u>4,891,044</u>
Change in Net Assets					<u>(423,465)</u>
Net Assets:					
Beginning of year					10,646,094
End of year					<u>\$ 10,221,629</u>

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
 RECONCILIATION OF TOTAL GOVERNMENTAL FUND
 BALANCES TO NET ASSETS OF GOVERNMENTAL
 ACTIVITIES IN THE STATEMENT OF NET ASSETS

DECEMBER 31, 2011

Total governmental fund balances	\$ 4,071,298
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	5,975,657
• Revenues are reported on the accrual basis of accounting and are not deferred until collection.	325,781
• Long-term liabilities, (net of prepaid debt service) including bonds payable, are not due and payable in the current period and, therefore, are not reported in the governmental funds.	(151,107)
Net assets of governmental activities	<u>\$ 10,221,629</u>

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
 GOVERNMENTAL FUNDS
 STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
 FOR THE YEAR ENDED DECEMBER 31, 2011

	General	Conservation Fund	Impact Fees	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:					
Property taxes	\$ 2,705,971	\$ -	\$ -	\$ -	\$ 2,705,971
Penalties, interest and other taxes	108,614	8,400	-	-	117,014
Licenses and permits	1,445,766	-	-	-	1,445,766
Dispositional	374,972	-	-	229,891	604,863
Investment income	17,870	-	10,395	82,469	110,734
Investment income	7,981	6,160	-	-	14,141
Miscellaneous	78,521	-	43,566	117,037	239,124
Total Revenues	4,828,015	14,560	53,962	507,128	5,403,665
EXPENDITURES:					
Current:					
General government	1,136,543	-	-	11,705	1,148,248
Public safety	2,014,624	-	-	114,773	2,129,397
Education	-	-	467,142	-	467,142
Highways and streets	500,864	-	22,652	297,973	821,589
Sewerage	398,137	-	-	-	398,137
Health and welfare	89,243	-	-	-	89,243
Capital and recreation	86,177	-	95,268	193,289	386,811
Debt service	67,442	-	-	-	67,442
Contingent	1,165	425	-	-	1,590
Conservation	-	-	-	-	-
Total Expenditures	4,285,089	425	565,062	617,807	5,468,383
Excess (deficiency) of revenues and other sources over expenditures and other uses	542,926	14,135	(531,100)	(110,679)	(64,718)
Other Financing Sources					
Transfer in	1,191	-	-	195,147	196,338
Transfer out	(188,224)	-	-	(13,842)	(202,066)
Total Other Financing Sources	(187,033)			181,305	(6,028)
Net Changes in Fund Balance	355,893	14,135	(531,100)	70,628	(60,749)
Fund Equity, at Beginning of Year	1,445,222	891,321	1,299,605	555,698	4,192,044
Fund Equity, at End of Year	\$ 1,801,115	\$ 905,456	\$ 768,505	\$ 626,922	\$ 4,071,298

TOWN OF LITCHFIELD, NEW HAMPSHIRE
 FIDUCIARY FUNDS
 STATEMENT OF FIDUCIARY NET ASSETS
 DECEMBER 31, 2011

	<u>Agency Funds</u>
<u>ASSETS</u>	
Cash and short-term investments	\$ 85,852
Investments	<u>155,019</u>
Total Assets	<u>\$ 240,871</u>
<u>LIABILITIES</u>	
Due to other governments	\$ 155,019
Due to developers	<u>85,852</u>
Total Liabilities	<u>\$ 240,871</u>

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
Notes to Financial Statements

1. Summary of Significant Accounting Policies

The accounting policies of the Town of Litchfield (the Town) conform to generally accepted accounting principles (GAAP) as applicable to governmental units. The following is a summary of the more significant policies:

A. Reporting Entity

The government is a municipal corporation governed by an elected Board of Selectmen. As required by generally accepted accounting principles, these financial statements present the government and applicable component units for which the government is considered to be financially accountable. In fiscal year 2011, it was determined that no entities met the required GASB 39 criteria of component units.

B. Government-wide and Fund Financial Statements

Government-wide Financial Statements

The government-wide financial statements (i.e., the Statement of Net Assets and the statement of changes in net assets) report information on all of the nonfiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements.

The statement of activities demonstrates the degree to which the direct expenses of a given function or segment are offset by program revenues. *Direct expenses* are those that are clearly identifiable with a specific function or segment. Program revenues include (1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as *general revenues*.

Fund Financial Statements

Separate financial statements are provided for governmental funds and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

C. Measurement Focus, Basis of Accounting, and Financial Statement Presentation

Government-wide Financial Statements

The government-wide financial statements are reported using the *economic resources measurement focus* and the *accrual basis of accounting*, as is the fiduciary fund financial statements. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

Amounts reported as *program revenues* include (1) charges to customers or applicants for goods, services, or privileges provided, (2) operating grants and contributions, and (3) capital grants and contributions, including special assessments. Internally dedicated resources are reported as *general revenues* rather than as program revenues. Likewise, general revenues include all taxes.

Fund Financial Statements

Governmental fund financial statements are reported using the *current financial resources measurement focus* and the *modified accrual basis of accounting*. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers property tax revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures, as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due. The government reports the following major governmental funds:

- The *general fund* is the government's primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.
- The *conservation commission fund* is used to account for 100% of the Land Use Change Tax (current use) revenue and expenditures incurred in the acquisition of conservation land including the maintenance of designated conservation properties within the Town's boundaries.

- The *impact fees fund* is used to account for fees and expenditures assessed to meet the needs for construction or improvements or capital facilities resulting from new developments, subdivisions, or other land use change.

D. Cash and Short-Term Investments

Cash balances from all funds, except those required to be segregated by law, are combined to form a consolidation of cash. Cash balances are invested to the extent available, and interest earnings are recognized in the general fund. Certain special revenue and fiduciary funds segregate cash, and investment earnings become a part of those funds.

Deposits with financial institutions consist primarily of demand deposits, certificates of deposits, and savings accounts. A cash and investment pool is maintained that is available for use by all funds. Each fund's portion of this pool is reflected on the combined financial statements under the caption "cash and short-term investments". The interest earnings attributable to each fund type are included under investment income.

E. Investments

State and local statutes place certain limitations on the nature of deposits and investments available. Deposits in any financial institution may not exceed certain levels within the financial institution. Non-fiduciary fund investments can be made in securities issued by or unconditionally guaranteed by the U.S. Government or agencies that have a maturity of one year or less from the date of purchase and repurchase agreements guaranteed by such securities with maturity dates of no more than 90 days from the date of purchase.

F. Interfund Receivables and Payables

Transactions between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due from/to other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans).

G. Capital Assets

Capital assets, which include property, plant, equipment, and infrastructure assets, are reported in governmental activities in the government-wide financial statements. Capital assets are defined by the government as assets with an initial individual cost of more than \$ 10,000 and an estimated useful life in excess of two years. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed.

Donated capital assets are recorded at estimated fair market value at the date of donation.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend assets' lives are not capitalized.

Major outlays for capital assets and improvements are capitalized as projects are constructed.

Property, plant, and equipment is depreciated using the straight-line method over the following estimated useful lives:

<u>Assets</u>	<u>Years</u>
Buildings	40
Building improvements	15 - 20
Infrastructure	40
Vehicles and equipment	5 - 20

H. Compensated Absences

It is the government's policy to permit employees to accumulate earned but unused vacation pay benefits. All vested vacation pay is accrued when incurred in the government-wide financial statements. A liability for this amount is reported in governmental funds only if it has matured, for example, as a result of employee resignations and retirements.

I. Long-Term Obligations

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities in the applicable governmental activities Statement of Net Assets.

J. Fund Equity

Fund equity at the governmental fund financial reporting level is classified as "fund balance". Fund equity for all other reporting is classified as "net assets".

Fund Balance - Generally, fund balance represents the difference between the current assets and current liabilities. The Town reserves those portions of fund balance that are legally segregated for a specific future use or which do not represent available, spendable resources and therefore, are not available for appropriation or expenditure. Unassigned fund balance indicates that portion of fund balance that is available for appropriation in future periods.

The Town's fund balance classification policies and procedures are as follows:

- 1) Nonspendable funds are either unspendable in the current form (i.e., inventory or prepaid items) or can never be spent (i.e., perpetual care).
- 2) Restricted funds are used solely for the purpose in which the fund was established. In the case of special revenue funds, these funds are created by statute or otherwise have external constraints on how the funds can be expended.
- 3) Committed funds are reported and expended as a result of motions passed by the highest decision making authority in the government (i.e., Town Meeting).
- 4) Assigned funds are used for specific purposes as established by management. These funds, which include encumbrances, have been assigned for specific goods and services ordered but not yet paid for. This account also includes fund balance voted to be used in the subsequent fiscal year.
- 5) Unassigned funds are available to be spent in future periods.

When an expenditure is incurred that would qualify for payment from multiple fund balance types, the Town uses the following order to liquidate liabilities: restricted, committed, assigned, and unassigned.

Net Assets - Net assets represent the difference between assets and liabilities. Net assets invested in capital assets, net of related debt, consist of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net assets are reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. All other net assets are reported as unrestricted.

K. Use of Estimates

The preparation of basic financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures for contingent assets and liabilities at the date of the basic financial statements and the reported amounts of the revenues and expenditures/expenses during the fiscal year. Actual results could vary from estimates that were used.

2. Stewardship, Compliance, and Accountability

A. Budgetary Information

The Town's budget is originally prepared by the Selectmen's office with the cooperation of the various department heads. It is then submitted to the Budget Committee, in accordance with the Municipal Budget Law. After reviewing the budget, the Committee holds a public hearing for discussion.

The final version of the budget is then submitted for approval at the annual Town meeting. The approved budget is subsequently reported to the State of New Hampshire on the statement of appropriation form in order to establish the current property tax rate.

The Selectmen cannot increase the total of the approved budget; however, they have the power to reclassify its components when necessary.

B. Budgetary Basis

The general fund final appropriation appearing on the "Budget and Actual" page of the fund financial statements represents the final amended budget after all reserve fund transfers and supplemental appropriations.

C. Budget/GAAP Reconciliation

The budgetary data for the general fund is based upon accounting principles that differ from generally accepted accounting principles (GAAP). Therefore, in addition to the GAAP basis financial statements, the results of operations of the general fund are presented in accordance with budgetary accounting principles to provide a meaningful comparison to budgetary data.

The following is a summary of adjustments made to the actual revenues and other sources, and expenditures and other uses, to conform to the budgetary basis of accounting.

<u>General Fund</u>	<u>Revenues and Other Financing Sources</u>	<u>Expenditures and Other Financing Uses</u>
Revenues/Expenditures (GAAP basis)	\$ 4,828,015	\$ 4,285,089
Other financing sources/uses (GAAP basis)	<u>1,191</u>	<u>188,524</u>
Subtotal (GAAP Basis)	4,829,206	4,473,613
Adjust tax revenue to accrual basis	(150,548)	-
Reverse beginning of year appropriation carryforwards from expenditures	-	(175,972)
Add end-of-year appropriation carryforwards from expenditures	-	206,076
To record use of fund balance	58,862	-
To reverse other non-budgeted reclassifications	<u>(562)</u>	<u>30,023</u>
Budgetary basis	<u>\$ 4,736,958</u>	<u>\$ 4,533,740</u>

D. Excess of Expenditures Over Appropriations

Expenditures exceeding appropriations during the current fiscal year were as follows:

- General government \$ (4,946)
- Highways and streets \$ (28,529)
- Culture and recreation \$ (17,532)

E. Deficit Fund Equity

The following funds had deficits as of December 31, 2011:

Nonmajor Governmental Funds

FEMA \$ (41,995)

The deficits in these funds will be eliminated through future intergovernmental revenues.

3. Cash and Short-Term Investments

Custodial Credit Risk - Deposits. Custodial credit risk is the risk that in the event of a bank failure, the Town's deposits may not be returned to it. RSA 48:16 limits "deposit in any one bank shall not at any time exceed the sum of its paid-up capital and surplus, exception that a Town with a population in excess of 50,000 is authorized to deposit funds in a solvent bank in excess of the paid-up capital surplus of said bank." The Town does not have a deposit policy for custodial credit risk.

As of December 31, 2011, the Town's bank balances were not exposed to custodial credit risk as uninsured or uncollateralized.

4. Investments

A. Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. State law employs the prudent person rule whereby investments are made as a prudent person would be expected to act, with discretion and intelligence, to seek reasonable income, preserve capital, and, in general, avoid speculative investments.

Presented below (in thousands) is the actual rating as of year-end for each investment of the Town. (All federal agency securities have an implied credit rating of AAA):

Investment Type	Fair	Minimum	Exempt	Rating
	Value	Legal	From	as of
		Rating	Disclosure	Year End
				Aaa
Certificates of deposits	\$ 1,204		\$ -	\$ 1,204
Corporate equities	89	N/A	89	-
Total investments	\$ 1,293		\$ 89	\$ 1,204

B. Custodial Credit Risk

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. The Town's policy on custodial credit risk is to ensure prior to deposit that funds be secured by collateral having a market value at least equal to 102% of the amount deposited or invested.

C. Concentration of Credit Risk

The Town places no limit on the amount the Town may invest in any one issuer. Investments in any one issuer (other than U.S. Treasury securities and mutual funds) that represent 5% or more of total investments are as follows (in thousands):

Investment Issuer	Amount	% of Total Investments
TD Bank CD	\$ 769	59%
People's United Bank CD	435	34%
Total	\$ 1,204	

D. Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. The Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. The Town's policy on interest rate risk is to schedule maturities to coincide with projected cash flow needs.

Total Portfolio Investment Maturing	Required Minimum Percentage of Total Portfolio
1 year or under	100%
90 days or under	50%

Information about the sensitivity of the fair values of the Town's investments to market interest rate fluctuations is as follows (in thousands):

Investment Type	Fair Value	Investment Maturities (in Years)	
		Less Than 1	1-5
Certificates of deposit	\$ 1,204	\$ 435	\$ 769
Total	\$ 1,204	\$ 435	\$ 769

E. Foreign Currency Risk

Foreign currency risk is the risk that changes in foreign exchange rates will adversely affect the fair value of an investment. The Town does not have policies for foreign currency risk.

5. Taxes Receivable

The Town bills property taxes semi-annually, in May and November. Property tax revenues are recognized in the fiscal year for which taxes have been levied. Property taxes are due on July 1 and December 1. Delinquent accounts are charged 12% interest. In March of the next year, a lien is recorded on delinquent property at the Registry of Deeds. The Town purchases all the delinquent accounts by paying the delinquent balance, recording costs, and accrued interest. The accounts that are liened by the Town will be reclassified from property taxes receivable to unredeemed tax liens receivable. After this date, delinquent accounts will be charged interest at a rate of 18%. The Town annually budgets amounts (overlay for abatements) for property tax abatements and refunds.

Taxes receivable at December 31, 2011 consist of the following (in thousands):

Real Estate			
2011		\$	413
Unredeemed Taxes			
2010	77		
2009	<u>50</u>		
			127
Deferred Taxes			<u>5</u>
Total		\$	<u>545</u>

Taxes Collected for Others

The Town collects property taxes for the State of New Hampshire, the Litchfield School District and the County of Hillsborough. Payments to the other taxing units are normally made throughout the year. The ultimate responsibility for the collection of taxes rests with the Town.

6. Allowance for Doubtful Accounts

The receivables reported in the accompanying entity-wide financial statements reflect the following estimated allowances for doubtful accounts (in thousands):

	<u>Governmental</u>
Property taxes	\$ 25

7. Interfund Fund Receivables/Payables

Although self-balancing funds are maintained, most transactions flow through the general fund. In order to obtain accountability for each fund, interfund receivable and payable accounts must be utilized. The following is an analysis of the December 31, 2011 balances in interfund receivable and payable accounts:

<u>Fund</u>	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	\$ 56,050	\$ 338
Special Revenue Funds:	<u>338</u>	<u>56,050</u>
Total	<u>\$ 56,388</u>	<u>\$ 56,388</u>

8. Due to School District

This represents the balance of the district assessment due to the Litchfield School District for the 2011/2012 school year.

9. Capital Assets

Capital asset activity for the year ended December 31, 2011 was as follows (in thousands):

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental Activities:				
Capital assets, being depreciated:				
Buildings and improvements	\$ 1,913	\$ 3	\$ -	\$ 1,916
Machinery, equipment, and furnishings	2,043	9	-	2,052
Infrastructure	<u>502</u>	-	-	<u>502</u>
Total capital assets, being depreciated	4,458	12	-	4,470
Less accumulated depreciation for:				
Buildings and improvements	(828)	(49)	-	(877)
Machinery, equipment, and furnishings	(1,048)	(175)	-	(1,223)
Infrastructure	<u>(67)</u>	<u>(13)</u>	-	<u>(80)</u>
Total accumulated depreciation	<u>(1,943)</u>	<u>(237)</u>	-	<u>(2,180)</u>
Total capital assets, being depreciated, net	2,515	(225)	-	2,290
Capital assets, not being depreciated:				
Land	<u>3,686</u>	-	-	<u>3,686</u>
Total capital assets, not being depreciated	<u>3,686</u>	-	-	<u>3,686</u>
Governmental activities capital assets, net	<u>\$ 6,201</u>	<u>\$ (225)</u>	<u>\$ -</u>	<u>\$ 5,976</u>

Depreciation expense was charged to functions of the Town as follows (in thousands):

Governmental Activities:	
General government	\$ 34
Public safety	127
Highway	39
Culture and recreation	23
Sanitation	14
Total depreciation expense - governmental activities	<u>\$ 237</u>

10. Accounts Payable

Accounts payable represent 2011 expenditures paid after December 31, 2011.

11. Deferred Revenue

Governmental funds report *deferred revenue* in connection with receivables for revenues that are not considered to be available to liquidate liabilities of the current period.

The balance of the General Fund *deferred revenues* account is equal to the total of all December 31, 2011 receivable balances, except property taxes that are accrued for subsequent 60-day collections.

12. Capital Lease Obligations

The Town is the lessee of certain equipment under capital and operating leases expiring in various years through 2015. Future minimum lease payments under the capital and operating leases consisted of the following as of December 31, 2011:

Fiscal Year	Capital Leases
2012	\$ 49,551
2013	15,121
2014	15,121
2015	<u>15,121</u>
Total minimum lease payments	94,914
Less amounts representing interest	<u>9,614</u>
Present Value of Minimum Lease Payments	<u>\$ 85,300</u>

13. Long-Term Liabilities

A. Changes in General Long-Term Liabilities

During the year ended December 31, 2011, the following changes occurred in long-term liabilities:

	Total Balance 1/1/11	Additions	Reductions	Total Balance 12/31/11	Less Current Portion	Equals Long-Term Portion 12/31/11
<u>Governmental Activities</u>						
Other:						
Capital lease	\$ 76,711	\$ 66,300	\$ (57,711)	\$ 85,300	\$ (44,504)	\$ 40,796
Compensated absences	61,501	4,307	-	65,808	(3,290)	62,518
Totals	<u>\$ 138,212</u>	<u>\$ 70,607</u>	<u>\$ (57,711)</u>	<u>\$ 151,108</u>	<u>\$ (47,794)</u>	<u>\$ 103,314</u>

14. Transfers

Transfers in the Governmental Activities do not offset by \$ (6,028). This is due to transfers between the Governmental Activities and Agency funds.

15. Restricted Net Assets

The accompanying entity-wide financial statements report restricted net assets when external constraints from grantors or contributors are placed on net assets.

Permanent fund restricted net assets are segregated between nonexpendable and expendable. The nonexpendable portion represents the original restricted principal contribution, and the expendable represents accumulated earnings which are available to be spent based on donor restrictions.

16. Governmental Funds - Balances

Fund balances are segregated to account for resources that are either not available for expenditure in the future or are legally set aside for a specific future use.

In fiscal year 2011, the Town implemented GASB Statement No. 54 (GASB 54), *Fund Balance Reporting and Governmental Fund Type Definitions*, which enhances the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying existing governmental fund type definitions.

The following types of fund balances are reported at December 31, 2011:

Nonspendable - Represents amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact. This fund balance classification includes nonmajor governmental fund reserves for the principal portion of permanent trust funds.

Restricted - Represents amounts that are restricted to specific purposes by constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation. This fund balance classification includes general fund encumbrances for non-lapsing, special article appropriations approved at Town Meeting, capital reserve funds set aside by Town Meeting vote for future capital acquisitions and improvements (now reported as part of the general fund per GASB 54), and various special revenue funds.

Committed - Represents amounts that can only be used for specific purposes pursuant to constraints imposed by formal action of the Town's highest level of decision-making authority. This fund balance classification includes general fund encumbrances for non-lapsing, special article appropriations approved at Town Meeting, capital reserve funds set aside by Town Meeting vote for future capital acquisitions and improvements (now reported as part of the general fund per GASB 54), and various special revenue funds.

Assigned - Represents amounts that are constrained by the Town's intent to use these resources for a specific purpose. This fund balance classification includes general fund encumbrances that have been established by various Town departments for the expenditure of current year budgetary financial resources upon vendor performance in the subsequent budgetary period.

Unassigned - Represents amounts that are available to be spent in future periods.

Following is a breakdown of the Town's fund balances at December 31, 2011:

	General Fund	Conservation Fund	Impact Fees	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable					
Nonspendable permanent funds	\$ -	\$ -	\$ -	\$ 38,843	\$ 38,843
	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 38,843</u>	<u>\$ 38,843</u>
Restricted					
Conservation	\$ -	\$ 875,456	\$ -	\$ -	\$ 875,456
Impact Fees	-	-	768,705	-	768,705
Special Revenue Fund	-	-	-	274,093	274,093
Expendable Permanent Funds	-	-	-	134,730	134,730
	<u>\$ -</u>	<u>\$ 875,456</u>	<u>\$ 768,705</u>	<u>\$ 408,823</u>	<u>\$ 2,052,984</u>
Committed					
Capital reserve funds	\$ 197,130	\$ -	\$ -	\$ -	\$ 197,130
Capital project funds	-	-	-	220,651	220,651
	<u>\$ 197,130</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 220,651</u>	<u>\$ 417,781</u>
Assigned					
Encumbrances	\$ 206,076	\$ -	\$ -	\$ -	\$ 206,076
	<u>\$ 206,076</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 206,076</u>
Unassigned					
	<u>\$ 1,397,609</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (41,995)</u>	<u>\$ 1,355,614</u>

17. General Fund Unassigned Fund Balance

The unassigned general fund balance reported on the balance sheet is stated in accordance with generally accepted accounting principles (GAAP), which differs in respect to how undesignated fund balance is reported in accordance with the budgetary basis for reporting for the State of New Hampshire for tax rate setting purposes. The major difference is the State of New Hampshire considers revenues in connection with property tax receivables to be available to liquidate liabilities when billed rather than received.

The following summarizes the specific differences between GAAP basis and budgetary basis of reporting the general fund unassigned fund balance:

GAAP basis balance	\$ 1,397,609
Deferred Revenue	<u>350,782</u>
Tax Rate Setting Balance	<u>\$ 1,748,391</u>

18. Commitments and Contingencies

Outstanding Legal Issues - There are several pending legal issues in which the Town is involved. The Town's management is of the opinion that the

potential future settlement of such claims would not materially affect its financial statements taken as a whole.

Grants - Amounts received or receivable from grantor agencies are subject to audit and adjustment by grantor agencies, principally the federal government. Any disallowed claims, including amounts already collected, may constitute a liability of the applicable funds. The amount of expenditures which may be disallowed by the grantor cannot be determined at this time, although the Town expects such amounts, if any, to be immaterial.

19. Post-Employment Healthcare and Life Insurance Benefits

The Town has implemented GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*. Statement 45 requires governments to account for other post-employment benefits (OPEB), primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially required contribution as an expense on the Statement of Activities when a future retiree earns their post-employment benefits, rather than when they use their post-employment benefit. To the extent that an entity does not fund their actuarially required contribution, a post-employment benefit liability is recognized on the Statement of Net Assets over time. However, the Town participates in a community-rated plan, which insurance premium rates reflect the health claim experience of all participating employers. As a result, it is appropriate to use the unadjusted premium as the basis for projecting retiree benefits. Since the Town does not provide a benefit to retirees, and it is reasonable for the Town to project benefits using unadjusted premiums, the Town does not have an OPEB liability.

20. Retirement System

The Town follows the provisions of GASB Statement No. 27, *Accounting for Pensions for State and Local Government Employees*, (as amended by GASB 50) with respect to the employees' retirement funds.

A. Plan Description

Full-time employees participate in the State of New Hampshire Retirement System (the System), a multiple-employer contributory pension plan and trust established in 1967 by RSA 100-A:2 and qualified as a tax-exempt organization under Sections 401(a) and 501(a) of the Internal Revenue Code. The plan is a contributory, defined benefit plan providing service, disability, death, and vested retirement benefits to members and their beneficiaries. Substantially all full-time state employees, public school teachers and administrators, permanent firefighters and permanent police officers within the State of New Hampshire are eligible and required to

participate in the system. Full-time employees of political subdivisions, including counties, municipalities, and school districts, are also eligible to participate as a group if the governing body of the political subdivision has elected participation.

The New Hampshire Retirement System, a Public Employees Retirement System (PERS), is divided into two membership groups. State or local employees and teachers belong to *Group I*. Police officers and firefighters belong to *Group II*. All assets are held in a single trust and are available to each group. Funding policies, vesting requirements, contribution requirements and plan assets available to pay benefits are disclosed in the System's annual report available from the New Hampshire Retirement System located at 54 Regional Drive, Concord, New Hampshire 03301-8507.

B. Funding Policy

Plan members are required to contribute a percentage of their gross earnings to the pension plan, which the contribution rates are 5% for employees and teachers and 9.3% for police and fire. The Town makes annual contributions to the pension plan equal to the amount required by Revised Statutes Annotated 100-A:16, and is 3.7% for teachers and 6.81% for all other covered employees. The Town's contributions to the System for the years ended December 31, 2011, 2010, and 2009 were \$ 213,693, \$ 160,327, and \$ 124,126, respectively, which were equal to its annual required contributions for each of these years.

21. Risk Management

The Town is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; and natural disasters for which the government carries commercial insurance. There were no significant reductions in insurance coverage from the previous year and have been no material settlements in excess of coverage in any of the past three fiscal years.



2012 TAX RATE CALCULATION

TOWN/CITY: LITCHFIELD

Gross Appropriations	5,062,574
Less: Revenues	2,322,824
Add: Overlay (RSA 76:6)	0
War Service Credits	114,325

Net Town Appropriation	2,896,219
Special Adjustment	0

Approved Town/City Tax Effort	2,896,219
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**TOWN
RATE 3.57**

SCHOOL PORTION

Net Local School Budget:			
Gross Approp-Revenue	20,744,730	2,344,401	18,400,329
Regional School Apportionment			0
Less: Education Grant			-6,147,683

Education Tax (from below)	-1,847,398
Approved School(s) Tax Effort	10,405,248

**LOCAL
SCHOOL
RATE 12.79**

EDUCATION TAX

Equalized Valuation (no utilities) x	\$2.390
772,969,790	1,847,398
Divide by Local Assessed Valuation (no utilities)	
781,540,507	

**STATE
SCHOOL
RATE 2.36**

COUNTY PORTION

Due to County	887,538
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Approved County Tax Effort	887,538
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**COUNTY
RATE 1.09**

Total Property Taxes Assessed	16,036,403	TOTAL RATE 19.81
Less: War Service Credits	-114,325	
Add: Village District Commitment(s)	0	
Total Property Tax Commitment	15,922,078	

PROOF OF RATE

Local Assessed Valuation	Tax Rate	Assessment
Education Tax (no utilities)	2.36	1,847,398
All Other Taxes	17.45	14,189,005
		16,036,403



2009-2011 TAX RATE CALCULATION

2011 TAX RATE CALCULATION	
Town Rate	\$3.39
County Rate	\$1.10
Total School Rate	\$13.42
Total Rate	\$17.91

2010 TAX RATE CALCULATION	
Town Rate	\$3.18
County Rate	\$1.05
Total School Rate	\$14.97
Total Rate	\$19.20

2009 TAX RATE CALCULATION	
Town Rate	\$2.28
County Rate	.90
Total School Rate	\$12.54
Total Rate	\$15.72



2012 SUMMARY OF INVENTORY

VALUE OF LAND ONLY:

Current Use	\$	409,707.	
Residential Land		296,917,000.	
Commercial/Industrial		<u>10,865,000.</u>	
Total of Taxable Land			308,191,707.

VALUE OF BUILDINGS ONLY:

Residential	\$	451,855,500.	
Manufactured Housing		4,412,900.	
Commercial/Industrial		<u>20,919,800.</u>	
Total of Taxable Buildings			477,188,200.

PUBLIC UTILITIES 31,752,700.

TOTAL VALUATION BEFORE EXEMPTIONS **817,132,607.**

Improvements to Assist Persons w/ Disabilities (35,600.)

MODIFIED ASSESSED VALUATION OF ALL PROPERTIES **\$ 817,097,007.**

Blind Exemptions: \$ 60,000.

Elderly Exemptions: 3,743,800.

TOTAL EXEMPTIONS \$3,803,800.

NET VALUATION ON WHICH THE TAX RATE IS COMPUTED \$ 813,293,207.

Less Public Utilities: (31,752,700.)

NET VALUATION ON WHICH TAX RATE FOR STATE EDUCATION TAX IS COMPUTED \$ 781,540,507.



IMPACT FEE SUMMARY SHEET

RECREATION IMPACT FEE SUMMARY					
New Athletic Field					
Impact Fees Used Were Assessed and Collected 11/22/2006-2/24/2012					
DATE	ENCUMBERED	PURPOSE	CK DATE	EXPENDED	PURPOSE
1/24/2011	\$10,000.00	Survey / Feasibility	3/10/2011	\$6,300.00	Surveying
3/28/2011	\$17,000.00	Engineering	5/23/2011	\$2,750.00	DES Permit
5/23/2011	\$4,000.00	Well Test	6/20/2011	\$59.50	RFP
8/8/2011	\$233,046.28	Remainder	8/2/2011	\$92.22	RFP
2/27/2012	\$7,100.07	Fields	8/2/2011	\$274.56	RFP
			8/30/2011	\$637.00	Well Test
			8/30/2011	\$17,000.58	Engineering
			9/20/2011	\$6,593.00	Well Drilling
			11/1/2011	\$236.66	
			12/27/2011	\$815.00	Engineering
			12/27/2011	\$2,000.00	Electrical
			12/27/2011	\$14,300.00	Irrigation
			12/6/2011	\$15,000.00	Irrigation
			12/6/2011	\$7,080.00	
			1/24/2012	\$220.00	Auger
			1/24/2012	\$6.31	Auger
			1/24/2012	\$233.60	Auger
			1/17/2012	\$3,400.00	Hydro Seed
			1/17/2012	\$370.00	Erosion matting
			1/17/2012	\$337.82	Fencing Supplies
			2/14/2012	\$167,000.0	Field Construction
			3/20/2012	\$24,111.05	Field Construction
			3/9/2012	\$82.22	Trns to Rec Revolving
			5/22/2012	\$1,500.00	Field Seeding
Total	\$271,146.35		TOTAL SPENT	\$270,711.59	

ROAD IMPACT FEE SUMMARY					
Highway Department Truck Shelter					
Impact Fees Used Were Assessed and Collected 6/28/2010-8/16/2011					
DATE	ENCUMBERED	PURPOSE	CK DATE	EXPENDED	PURPOSE
9/12/2011	\$30,620.00	Garage Shelter	10/11/2011	\$20,901.97	garage shelter
			10/18/2011	\$1,750.00	garage shelter
			1/31/2012	\$673.00	garage shelter
			1/24/2012	\$2,500.00	garage shelter
			1/24/2012	\$90.05	garage shelter
			12/28/2011	\$253.75	garage shelter
			1/24/2012	\$37.41	garage shelter
			12/12/2011	\$2,500.00	garage shelter
			2/21/2012	\$128.30	garage shelter
			7/10/2012	\$1,785.52	garage shelter
Total Encumbered	\$30,620.00		TOTAL SPENT	\$30,620.00	

ELEMENTARY IMPACT FEE SUMMARY					
Encumbered 11/28/2011					
Impact Fees Used were Assessed and Collected 11/29/2005-3/9/2006					
DATE	ENCUMBERED	PURPOSE	CK DATE	EXPENDED	PURPOSE
11/29/2010	\$65,890.	Portables	7/10/2012	\$117,799	Portables
11/28/2011	\$52,110.	Portables	7/10/2012	\$201.00	Did not use all encumbered
TOTAL ENCUMBERED	\$118,000.		TOTAL SPENT	\$117,799	
Elementary School Impact Fees Returned \$57,771.27					

- * Police Impact Fees - Impact Fees last used in 2010
- * Municipal Impact Fees - Impact Fees last used in 2007
- * Fire Impact Fee - Impact Fees last used in 2008
- * Library Impact Fee - Encumbered Fencing in 2007 - Total Left \$1,020



SCHEDULE OF TOWN PROPERTY

MAP-LOT	LOCATION	ACRES	LAND	BUILDING	TOTAL
5 - 147	Albuquerque Ave	0.96	25,800	0	25,800
13 - 60	Albuquerque Ave	8.70	114,700	0	114,700
5 - 150	9 Albuquerque Ave	12.25	118,500	0	118,500
12 - 25	273 Albuquerque Ave	51.10	321,300	0	321,300
17 - 5	55 Aldrich Street	55.50	291,700	0	291,700
19 - 101	123 Aldrich Street	15.00	153,900	0	153,900
2- 120	14 Amsterdam Circle	2.43	106,800	0	106,800
2 - 115	15 Amsterdam Circle	1.10	103,200	0	103,200
2 - 132	18 Amsterdam Circle	1.35	58,000	0	58,000
1 - 92	22 Amsterdam Circle	1.35	57,100	0	57,100
1 - 78	24 Amsterdam Circle	1.10	56,700	0	56,700
1 - 80	25 Amsterdam Circle	1.10	56,400	0	56,400
1 - 79	26 Amsterdam Circle	1.01	56,200	0	56,200
19 -102	55 Brenton Street	9.31	23,500	0	23,500
19 - 244	58 Brenton Street	34.77	216,200	0	216,200
19 - 245	85 Brenton Street	17.47	115,200	0	115,200
9 - 42	13.5 Brick Yard Drive	4.70	100,900	1,900	102,800
22 - 23	12 Brook Road	5.30	160,700	18,800	179,500
13 - 86	1 Carlisle Drive	0.32	8,300	0	8,300
19 - 77	56 Century Lane	1.92	17,200	0	17,200
1 - 4	12 Charles Bancroft Hwy	37.70	345,200	0	345,200
9 - 18	210 Charles Bancroft Hwy	2.09	68,700	0	68,700
9 - 21	211 Charles Bancroft Hwy	12.23	184,000	0	184,000
12 - 12	250 Charles Bancroft Hwy	8.80	142,000	0	142,000
12 - 33	258 Charles Bancroft Hwy	0.84	20,400	0	20,400
12 - 18	264 Charles Bancroft Hwy	1.80	104,600	0	104,600
12 - 19	268 Charles Bancroft Hwy	0.40	8,200	0	8,200
12 - 22	269 Charles Bancroft Hwy	1.70	148,300	422,900	571,200
12 - 23	275 Charles Bancroft Hwy	15.70	224,300	0	224,300
15 - 10	321 Charles Bancroft Hwy	0.97	92,500	0	92,500
22 - 13	528 Charles Bancroft Hwy	19.50	146,900	0	146,900
12 - 22A	269A Charles Bancroft Hwy	0.26	7,000	0	7,000
7 - 124	19 Birch	17.00	44,400	0	44,400
12 - 14	255 Charles Bancroft Hwy	2.10	143,600	419,400	653,900



SCHEDULE OF TOWN PROPERTY (continued)

MAP-LOT	LOCATION	ACRES	VALUE	BUILDING	TOTAL
22 - 10	520 Charles Bancroft Hwy	13.45	158,200	0	158,200
17 - 10	27 Colonial Drive	52.90	200,000	0	200,000
5 - 136	8 Cranberry Lane	1.01	97,800	0	97,800
5 - 133	12 Cranberry Lane	1.50	103,600	0	103,600
2 - 128	27 Cutler Road	4.11	110,600	0	110,600
2 - 83	31 Cutler Road	0.99	11,000	0	11,000
2 - 133	46 Cutler Road	7.06	118,500	0	118,500
2 - 87	51 Cutler Road	4.20	165,100	0	165,100
2 - 43	286 Derry Road	0.28	800	0	800
14 - 125	11 Evergreen Circle	18.50	47,800	0	47,800
8 - 2	17 Foxwood Lane	25.73	190,900	0	190,900
19 - 142	17 Garden Drive	2.77	16,100	0	16,100
18 - 150	25 Garden Drive	0.29	8,100	0	8,100
13 - 70	4 Greenwich Road	21.12	151,300	0	151,300
7 - 119	2 Grouse Lane	1.41	102,200	16,400	118,600
8 - 129	4 Grouse Lane	1.78	141,700	0	141,700
8 - 130	6 Grouse Lane	1.57	139,400	0	139,400
17 - 2	41 Heron Drive	21.00	198,300	0	198,300
14 - 66	Hillcrest Road	32.50	225,500	0	225,500
14 - 48	5 Hillcrest Road	6.80	125,400	0	125,400
14 - 67	24 Hillcrest Road	25.39	39,500	0	39,500
15 - 28	151 Hillcrest Road	35.35	388,100	259,000	647,100
15 - 31	152 Hillcrest Road	2.80	122,600	0	122,600
17 - 4	98 Hillcrest Road	23.46	60,000	0	60,000
16 - 9	119 Hillcrest Road	19.56	50,600	0	50,600
20 - 44	13 Jeff Lane	1.09	103,400	0	103,400
20 - 45	15 Jeff Lane	1.09	103,400	3,200	106,600
21 - 59	16 Jeff Lane	1.11	103,500	0	103,500
20 - 46	17 Jeff Lane	1.09	108,500	2,800	111,300
23 - 109	Lamper Drive	0.32	34,100	0	34,100
16 - 42	2 Liberty Way	20.50	786,100	728,700	1,514,800
14 - 36	27 Locke Mill Drive	43.07	203,600	0	203,600
9 - 74	11 McElwain Drive	0.91	29,300	0	29,300
13 - 54	12 Muscovy Drive	3.86	10,600	0	10,600
13 - 51	13 Muscovy Drive	4.20	11,600	0	11,600



DETAIL EXPENSE REPORT 2012

EXECUTIVE

Appropriation	15,037.00
Expended:	
Selectmen's Salaries	6,000.00
Selectmen's Expense	0.00
Public Notices & Ads	363.93
Recording Fees	0.00
Clerical Support	2,081.00
Dues & Subscriptions	5,940.97
Postage	5.75
Training	0.00
Background Checks	435.00
<hr/>	
Total	14,826.65
Surplus/(Deficit)	210.35

ADMINISTRATION

Appropriation	97,585.00
Expended:	
Town Administrator	83,132.40
Health Insurance	11,577.24
Dental Insurance	1,357.74
Dues & Subscriptions	130.00
Books & Periodicals	18.00
Mileage & Tolls	154.99
Seminars	80.00
<hr/>	
Total	96,450.37
Surplus/(Deficit)	1,134.63

TOWN MEETING

Appropriation	14,682.00
Expended:	
Ballot Clerks	2,514.06
Election Workers	1,181.84
Moderator	1,385.80
Optech Program	3,360.95
Equipment Maint. Contract	200.00
Printing	675.00
Annual Town Report	5,325.30
New Equipment	196.40
Seminars/Workshops	60.00
Ballots	1,766.60
<hr/>	
Total	16,665.95
Surplus/(Deficit)	(1,983.95)

TOWN CLERK

Appropriation	91,077.00
Expended:	
Deputy Town Clerk	20,189.12

Clerk Wages	15,162.27
Town Clerk Salary	30,646.73
Overtime Deputy	193.52
Health Insurance	13,982.24
Dental Insurance	1,089.60
Public Notices & Ads	0.00
Software Support	4,673.35
Equipment Maint. Contract	103.50
Dues & Subscriptions	20.00
Office Supplies	452.82
Dog Tags & License Forms	322.25
Postage	4,019.59
Election Provisions	638.74
Equipment Purchases	19.98
Mileage & Tolls	1,369.46
Seminars & Conventions	513.45
<hr/>	
Total	93,396.62
Surplus/(Deficit)	(2,319.62)

VOTER REGISTRATION

Appropriation	1,385.00
Expended:	
Supervisor Salaries	984.72
Clerical Support	350.00
Postage	61.85
<hr/>	
Total	1,396.57
Surplus/(Deficit)	(11.57)

ACCOUNTING & AUDITING

Appropriation	210,316.00
Expended:	
Sec/Bookkeeping Staff	94,607.06
Finance/HR Manager	38,098.31
Overtime Sec/Bookkeeping	63.90
Health Insurance	21,295.93
Dental Insurance	1,332.40
Software Support	6,848.96
Consulting Services	2,352.61
Printing	1,075.49
Dues & Subscriptions	25.00
Office Supplies	452.30
Postage	1,201.05
Equipment Repair/Maint	0.00
Mileage & Tolls	234.81
Seminars	100.00
Auditing Services	18,500.00
<hr/>	
Total	186,187.82
Surplus/(Deficit)	24,128.18



DETAIL EXPENSE REPORT 2012

(continued)

TAX COLLECTOR

Appropriation	90,919.00
Expended:	
Deputy Tax Collector	20,116.80
Clerk Wages	14,621.59
Tax Collector Salary	30,646.73
Overtime Deputy	542.86
Overtime Clerk	0.00
Health Insurance	13,982.21
Dental Insurance	1,089.54
Property Title Research	749.00
Recording Fees	396.65
Software Support	3,175.00
Dues & Subscriptions	20.00
Office Supplies	521.95
Postage	4,334.15
Eq. Repair/Maintenance	103.50
Equipment Purchases	0.00
Mileage & Tolls	1,355.85
Seminars & Convention	475.00
Total	92,130.83
Surplus/(Deficit)	(1,211.83)

TREASURY

Appropriation	8,594.00
Expended:	
Deputy Treasurer Salary	1,000.00
Treasurer Salary	7,000.00
Trustees Salaries	218.66
Postage	0.00
Mileage & Tolls	252.19
Total	8,470.85
Surplus/(Deficit)	123.15

BUDGETING

Appropriation	2,507.00
Expended:	
Secretarial/Steno Services	2,105.46
Seminars	60.00
Total	2,165.46
Surplus/(Deficit)	341.54

REVALUATION OF PROPERTY

Appropriation	43,722.00
Expended	
Assessing Services	1,737.89
Surplus/(Deficit)	41,984.11

LEGAL EXPENSE

Appropriation	54,479.00
Expended:	

Town Attorney Retainer Fee	22,055.00
Supplemental Legal Service	10,223.11
Litigation Fees	0.00
Total	32,278.11
Surplus/(Deficit)	22,200.89

PERSONNEL ADMINISTRATION

Appropriation	398,968.00
Expended:	
Flexible Spending Plan	528.61
Short Term Disability	9,331.62
Social Security Taxes	64,014.59
Medicare Taxes	27,504.21
Employee Retirement	44,715.68
Firefighter Retirement	28,357.65
Police Retirement	148,600.49
Unemployment	11,275.79
Workers Compensation	30,209.60
Total	364,538.24
Surplus/(Deficit)	34,429.76

PLANNING BOARD

Appropriation	60,669.00
Expended:	
Admin. Assistant	25,418.28
Health Insurance	7,437.36
Dental Insurance	485.22
Public Notices & Ads	722.92
Recording Fees	16.45
Secretarial/Steno Services	2,066.77
NRPC Planner	18,267.78
NRPC Special Project	710.00
Printing	64.00
NRPC Dues	6,239.00
Postage	90.80
Mileage & Tolls	167.77
Seminars	70.00
Total	61,756.35
Surplus/(Deficit)	(1,087.35)

ZONING BOARD OF ADJUSTMENT

Appropriation	1,770.00
Expended:	
Public Notices & Ads	119.00
Secretarial Services	375.00
Postage	0.00
Dues and Subscriptions	79.00
Seminars	0.00
Total	573.00
Surplus/(Deficit)	1,197.00



DETAIL EXPENSE REPORT 2012

(continued)

GENERAL GOVERNMENT BUILDINGS FACILITIES

Appropriation	50,188.00
Expended:	
Custodian	7,943.10
Mtg. House Fire Alarm Phone	817.02
Electricity	14,104.72
Propane Gas	9,589.37
Water Charges	1,761.69
Meeting House Electricity	405.52
HVAC Maint. Contract	1,436.00
Fire Detector Test/Inspect	1,145.00
Water Maintenance	108.05
TH/PS Alarm System	420.00
Generator Maintenance	29.23
Deeded Property	3,087.50
Bldg. Maint & Repairs	8,591.80
Eq. Repair & Maint.	1,549.94
Generator Diesel Fuel	296.73
Septic Tank Cleaning	535.00
TH/PS Snoe Removal	25.98
Custodial Maint Supplies	1,641.48
Furniture/Fixture Purchase	199.98
Total	53,688.11
Surplus/(Deficit)	(3,500.11)

OPERATIONS

Appropriation	37,661.00
Expended:	
Telephone Data	12,151.07
Software Support	5,143.37
Eq. Maint Contract Hardware	12,720.40
Office Supplies	2,080.21
Eq. Maint & Repairs	1,825.08
Eq. Purchases	3,346.07
Furniture/Fixture Purchase	172.84
Total	37,439.04
Surplus/(Deficit)	221.96

CEMETERIES

Appropriation	7,203.00
Expended:	
Grounds Keeping	5,926.62
Minor Tools & Supplies	140.79
Hillcrest Bldg/Monument Rep	125.00
Pinecrest Fencing	500.00
Total	6,692.41
Surplus/(Deficit)	510.59

INSURANCE

Appropriation	63,888.00
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Expended:	
General Liability	64,454.66
Insurance Deductibles	595.00
Total	65,049.66
Surplus/(Deficit)	(1,161.66)

POLICE DEPARTMENT

ADMINISTRATION	
Appropriation	299,463.00
Expended:	
Police Chief Salary	81,598.40
Lieutenant Wages	74,880.00
Overtime Lieutenant	6,777.00
Lieutenant Court	0.00
Witness Fees	0.00
Overtime Training	18,332.41
Uniform Allowance	800.00
Community Detail	1,048.37
Health Insurance	33,770.29
Dental Insurance	2,805.62
Long-term Disability	2,051.40
Life Insurance	1,452.37
Uniforms & Accessories	1,073.45
Public Notices & Ads	433.60
Shredding Service	255.00
Telephone	9,176.09
Pre-employ Phy/Testing	1,637.72
Prosecutor Contracted	58,289.79
Eq. Maint. Contract	542.95
Dues & Subscriptions	610.00
Software Support	175.00
Equip.Maint. Supplies	96.95
Community Relations	542.91
Office Supplies	2,327.55
Postage	397.59
Books & Periodicals	667.78
Seminars & Conventions	2,731.10
Total	302,473.34
Surplus/(Deficit)	(3,010.34)

CRIME CONTROL & INVESTIGATION

Appropriation	201,736.00
Expended:	
Sergeant Wages	136,455.87
Sergeant Overtime	20,582.75
Sergeant Court Wages	2,249.07
Uniform Allowance	800.00
Health Insurance	27,121.60
Dental Insurance	1,836.03
Uniforms & Accessories	335.85
Software Support	9,915.93



DETAIL EXPENSE REPORT 2012

(continued)

Eqp. Maintenance Contract	1,418.43
Minor Tools & Supplies	2,453.03
Seminars	3,715.36
Total	206,883.92
Surplus/(Deficit)	(5,147.92)

TRAFFIC CONTROL

Appropriation	718,325.00
Expended:	
Master Patrolman Wages	169,198.12
Patrolman Wages	109,134.90
Corporal Wages	64,522.16
Special Officers	81,549.67
Master Patrolman OT	37,093.57
Patrolman OT	23,520.80
Corporal OT	12,766.92
Patrolman Court	2,672.85
M Patrolman Court	3,825.44
Corporal Court	459.60
Uniform Allowance	3,150.00
Health Insurance	92,916.93
Dental Insurance	4,878.63
Uniforms & Accessories	3,061.79
Radar Certification	724.52
Vehicle Fuel	27,602.31
Vehicle Repairs/Maint	16,989.13
Tire Purchases	2,924.61
Radio Install/Repair	2,142.45
Cruiser Purchases	34,429.32
Seminars	1,228.10
Total	694,791.82
Surplus/(Deficit)	23,533.18

TRAINING

Appropriation	5,010.00
Expended:	
Ammunition	3,861.45
Surplus/(Deficit)	1,148.55

SUPPORT SERVICES

Appropriation	178,875.00
Expended:	
Sec/Dispatcher Wages	83,309.24
PT Sec/Dispatcher	31,328.65
Dispatch Coverage	13,866.32
Sec/Dispatcher Overtime	3,678.36
Uniform Allowance	800.00

Health Insurance	25,210.54
Dental Insurance	1,914.88
Uniform & Accessories	21.00
Emerg. Response Team	5,000.00
Dispatch Service Contract	24,838.00
Equipment Purchase/Rental	95.00
Printing	844.63
Total	190,906.62
Surplus/(Deficit)	(12,031.62)

AMBULANCE

Appropriation	43,000.00
Expended:	
Ambulance Service Charges	34,352.44
Bad Debt	33,472.25
Total	67,824.69
Surplus/(Deficit)	(24,824.69)

FIRE DEPARTMENT ADMINISTRATION

Appropriation	41,364.00
Expended:	
Fire Chief	28,168.55
FD Health	72.69
FD Uniforms & Accessories	488.20
Telephone	6,171.92
Computer Software Contr...	773.95
Pre-employment Phy/Tests	300.00
Printing	375.85
Dues & Subscriptions	340.00
Office Supplies	661.45
Postage	59.75
Copier Charges	1,578.07
FD Books & Periodicals	379.64
Protective Gear	3,231.00
Computer Eqpt. Purchases	1,518.91
Chief's Vehicle Lease/Purch	0.00
Delinquent Late Charges	0.00
Total	44,119.98
Surplus/(Deficit)	(2,755.98)

FIRE FIGHTING

Appropriation	302,862.00
Expended:	
Firefighter/EMT Wages	109,184.64
Call Firefighters	47,442.08
Coverage for FT Firefighter	8,216.03



DETAIL EXPENSE REPORT 2012

(continued)

Coverage Paramedic Train	244.80
Saturday/Sunday Coverage	18,830.96
Fire Inspector	2,300.01
Overtime Firefighter	12,489.97
Health Insurance	27,376.39
Dental Insurance	1,897.26
Short-term Disability	3,354.00
Uniforms & Accessories	3,843.08
Protective Gear	15,184.20
Fire Pump Service & Cert	1,883.42
Ground Ladder Service	507.50
Foam & Extinguisher Support	1,429.00
Vehicle Fuel	2,945.35
Diesel Fuel	6,415.15
Provisions	818.80
FD Minor Tools & Supplies	518.13
Equipment Purchases	23,097.27
Property Damage Claims	1,964.94
Total	289,942.98
Surplus/(Deficit)	12,919.02

FIRE PREVENTION

Appropriation	500.00
Expended:	
FD Community Relations	490.68
Surplus/(Deficit)	9.32

TRAINING

Appropriation	41,966.00
Expended:	
Training Wages	33,199.36
Training Classes	10,452.20
Training Eq't Purchases	466.81
Mileage & Tolls	1,588.90
Total	45,707.27
Surplus/(Deficit)	(3,741.27)

COMMUNICATIONS

Appropriation	17,600.00
Expended:	
Dispatch Service Contract	8,474.00
Comm Eq't Maint Contract	621.69
Portable Radio Batteries	1,057.98
Portable Radio Repairs	602.94
Radio Installation & Repair	4,332.56
Total	15,089.17
Surplus/(Deficit)	2,510.83

REPAIR SERVICES

Appropriation	51,950.00
Expended:	

Equipment Repair Wages	3,537.43
Equipment Repair/Maint	2,917.79
Air Compressor Serv Cont	642.25
Scott Air Pack Maint Cont	2,249.96
Vehicle Repair/Maint	33,004.55
Tire Purchases	3,785.99
Minor Tools & Supplies	151.20
Total	46,289.17
Surplus/(Deficit)	5,660.83

MEDICAL SERVICES

Appropriation	10,700.00
Expended:	
Oxygen Tank Refills	216.00
Medical Supplies	3,829.49
Medical Equipment	1,141.57
Total	5,187.06
Surplus/(Deficit)	5,512.94

FIRE STATION

Appropriation	15,500.00
Expended:	
Electricity	4,458.08
Heating Oil	1,934.89
Station Repair & Maintenance	8,226.13
Septic Tank Cleaning	210.00
Custodial Maint Supplies	914.19
Total	15,743.29
Surplus/(Deficit)	(243.29)

INCIDENT & FIRE INVESTIGATION

Appropriation	275,872.00
Expended:	
FD Hydrants	265,025.40
Total	265,025.40
Surplus/(Deficit)	10,846.60

CODE ENFORCEMENT

Appropriation	72,861.00
Expended:	
Code Enforce. Salary	67,329.61
Temp. Inspect. Wages	1,390.55
Dental Insurance	494.46
Health Insurance	86.16
Telephone	661.57
Printing	79.00
Dues Licenses & Subscript	340.00
Postage	11.18
Vehicle Fuel	1,684.41
Vehicle Repair/Maint	119.51



DETAIL EXPENSE REPORT 2012

(continued)

Books and Periodicals	424.90
Seminars & Conventions	70.00
Totals	72,691.35
Surplus/(Deficit)	169.65

EMERGENCY MANAGEMENT

Appropriation	8,244.00
Expended:	
Telephone Data	1,199.44
Haz Mat District Assess	6,326.65
Shelter Propane	676.23
Equipment Purchases	1,637.48
Total	9,839.80
Surplus/(Deficit)	(1,595.80)

ROAD AGENT'S OFFICE

Appropriation	16,365.00
Expended:	
Road Agent Salary	913.48
Public Notices & Ads	0.00
Telephone	2,114.13
Propane Heat	36.00
Dues & Subscriptions	50.00
Postage	0.00
Bldg Maint/Repair	6,293.69
Custodial Maint Supplies	81.27
Total	9,488.57
Surplus/(Deficit)	6,876.43

ENGINEERING

Appropriation	12,000.00
Expended:	
Consulting Engineer Serv.	27,127.37
Total	27,127.37
Surplus/(Deficit)	(15,127.37)

ROAD MAINTENANCE PROJECTS

Appropriation	192,804.00
Expended:	
Culvert Replacement	2,000.00
Vehicle Fuel	890.50
HW Block Grant Road Imp.	192,255.19
Total	195,145.69
Surplus/(Deficit)	(2,341.69)

ROAD MAINTENANCE

Appropriation	309,714.00
Expended:	
Workmen Wages	80,140.32
Workmen Overtime	9,955.99
Electricity	4,073.19

Propane Gas-Garage Heat	4,024.91
Equipment Hire	69,251.30
Equipment Rental	1,580.00
Pavement Striping/Markings	7,629.61
Tree Removal	365.00
Road Sweeping	7,515.00
State Work Release Program	343.37
Road Maint/Improvement	27,774.25
Vehicle Fuel	14,382.58
Vehicle Repair/Maintenance	38,107.41
Tire Purchases	285.00
Gravel Purchase	823.64
Asphalt/Cold Patch Purchase	1,673.48
Signs, Posts & Accessories	1,739.06
Minor Tools & Supplies	4,594.86
Safety Equipment	665.54
Vehicle Lease	7,560.51
Vehicle Purchase	7,000.00
Total	289,485.02
Surplus/(Deficit)	20,228.98

STORM DRAINS

Appropriation	35,000.00
Expended:	
Catch Basin Clean Outs	15,840.00
Catch Basin Replacements	12,985.60
Total	28,825.60
Surplus/(Deficit)	6,174.40

SNOW PLOWING / REMOVAL

Appropriation	77,821.00
Expended:	
Salt	38,768.81
Sand	2,447.39
Eq. Purchase/Snow Removal.	8,950.00
Total	50,166.20
Surplus/(Deficit)	27,654.80

STREET LIGHTING

Appropriation	14,000.00
Expended:	
Street Lights-Utility Fees	11,605.92
Surplus/(Deficit)	2,394.08

SANITATION ADMINISTRATION

Appropriation	94,795.00
Expended:	
Facility Manager	52,236.40
Assistant Manager	24,311.29
Overtime Facility Manager	525.00
Overtime Asst. Manager	975.00



DETAIL EXPENSE REPORT

(CONTINUED)

Health Insurance	16,064.66
Dental Insurance	1,402.80
Dues/Northeast Resources	413.55
Seminars/Workshops	243.04
Total	96,171.74
Surplus/(Deficit)	(1,376.74)

INCINERATION

Appropriation	259,814.00
Expended:	
Incin. Oper/Laborers	29,746.31
Clothing Allowance	1,443.18
Pest Control Service	360.00
Electricity	5,856.21
Building Repair/Maint	8,424.86
Eqp.Repair/Maint	7,303.64
Diesel Fuel	2,489.04
Septic Tank Cleaning	249.00
Equip. Maintenance Contract	3,335.16
Demolition Disposal	88,868.35
Waste Disposal	88,853.78
Signs, Post & Accessories	123.00
Minor Tools & Supplies	1,241.08
Skid Loader Lease	7,560.51
Total	245,854.12
Surplus/(Deficit)	13,959.88

RECYCLING

Appropriation	14,088.00
Expended:	
Propane Gas	474.27
Equipment Maintenance	17.74
Recyclables - Disposal Fee	5,748.15
Electronics Recycling	7,150.00
Total	13,390.16
Surplus/(Deficit)	697.84

HAZARDOUS WASTE

Appropriation	6,229.00
Expended:	
Residential Haz Waste	6,229.00
Surplus/(Deficit)	.00

HEALTH DEPARTMENT

Appropriation	1,686.00
Expended:	
Health Officer Salary	1,390.52
Water Analysis	120.00
Dues & Subscriptions	25.00
Seminars & Conventions	35.00

Total	1,570.52
Surplus/(Deficit)	115.48

MOSQUITO DISTRICT

Appropriation	26,910.00
Expended:	
Secretarial Services	183.75
Contracted Services	26,620.00
Total	26,803.75
Surplus/(Deficit)	106.25

ANIMAL CONTROL

Appropriation	17,606.00
Expended:	
Animal Control Officer	10,740.60
Mileage Allowance	2,400.00
Uniforms & Accessories	148.98
Telephone	600.48
Electricity	1,712.28
Dues & Licenses	240.00
Office Supplies	97.97
Postage	297.00
Building Repairs/Maintenance	0.00
Custodial Maint Supplies	148.29
Food & Accessories	72.50
Equipment Purchases	457.60
Total	16,915.70
Surplus/(Deficit)	690.30

HEALTH AGENCIES

Appropriation	6,852.00
Expended:	
Big Brother/Big Sister	475.00
Child Advocacy Center	1,900.00
Visiting Nurses	2,375.00
St Joseph Community	570.00
Bridges	200.00
Community Council	1,332.00
Total	6,852.00
Surplus/(Deficit)	0.00

WELFARE

VENDOR PAYMENTS

Appropriation	20,000.00
Expended:	
Electricity	3,960.80
Heating Oil/Gas	2,123.13
Housing (rent)	10,270.00
Water	312.90
Total	16,666.83
Surplus/(Deficit)	3,333.17



DETAIL EXPENSE REPORT 2012

(continued)

PARKS AND RECREATION

ADMINISTRATION & PROGRAMS

Appropriation	5,210.00
Expended:	
Public Notices & Ads	0.00
Office Supplies	103.52
Telephone	400.86
Program Expenses	1,617.77
Total	2,122.15
Surplus/(Deficit)	3,087.85

MAINTENANCE OF PARKS

Appropriation	53,400.00
Expended:	
Chem Toilet Rental	1,778.53
Equipment Repair/Maint	2,612.71
Field Improvement/Cap	8,038.00
Field Maintenance	41,459.71
Equipment Purchases	494.99
Minor Tools & Supplies	13.96
Total	54,397.60
Surplus/(Deficit)	(997.90)

MAINTENANCE OF RECREATIONAL FACILITIES

Appropriation	37,284.00
Expended:	
Custodian Wages	5,630.56
Electricity - Talent Hall	6,604.36
Propane Gas - Talent Hall	4,838.36
Water Charges	1,247.06
Security Monitoring System	0.00
Cable Internet	870.17
Trash Container Services	3,684.77
Building Repair/Maint	2,088.63
Custodial Maint Supplies	578.07
Minor Tools & Supplies	0.00
Equipment Purchase	490.00
Total	26,031.98
Surplus/(Deficit)	11,252.02

LIBRARY

Appropriation	197,999.00
Expended:	
Library Appropriation	197,999.00
Total	197,999.00
Surplus/(Deficit)	.00

PATRIOTIC PURPOSES

Appropriation	949.00
Expended:	
Printing	63.97
Flags & Holders	607.32
Wreaths	230.00
Total	901.29
Surplus/(Deficit)	47.71

CABLE ADVISORY COMMITTEE

Appropriation	25,000.00
Expended:	
PEG Contracted Services	3,336.00
Telephone/Internet Access	4,737.97
Electricity/Heat	2,462.41
Software Services	2,949.00
Building Repairs/Maint	535.00
Minor Tools & Supplies	25.00
Equipment Purchases	8,354.97
Total	22,400.35
Surplus/(Deficit)	2,599.65

CONSERVATION

Appropriation	2,191.00
Expended:	
Property Management	1,129.06
Dues & Subscriptions	340.00
Seminars & Annual Mtg.	90.00
Youth Fishing Derby	655.15
Total	2,214.21
Surplus/(Deficit)	(23.21)

DEBT SERVICE

Appropriation	1.00
Expended:	.00
Surplus/(Deficit)	1.00



COMPARATIVE STATEMENT-REVENUE

Year Ending December 31, 2012

SOURCE	2012	2012	2013
	Estimated	Actual	Anticipated
TAXES			
Land Use Change Tax (20%)	0.00	23,580.00	0.00
Timber Taxes	10,000.00	3,735.62	4,000.00
Payment in Lieu of Taxes	29,000.00	31,093.77	31,095.00
Excavation Taxes	2,500.00	3,301.04	2,500.00
Penalties & Interest on Taxes	58,850.00	48,959.92	51,500.00
TOTAL	100,350.00	110,670.35	89,095.00
BUSINESS LICENSES & PERMITS			
Hawkers & Peddlers	0.00	220.00	100.00
Cable Franchise Fees	66,000.00	69,452.00	0.00
Home Occupation Permits	475.00	425.00	475.00
UCC Filings	400.00	1,065.00	750.00
TOTAL	66,875.00	71,162.00	1,325.00
MOTOR VEHICLE PERMIT			
Municipal Agent	27,000.00	29,988.00	29,000.00
Motor Vehicle Registration	1,150,000.00	1,266,531.91	1,230,000.00
Motor Vehicle Title	2,500.00	3,258.00	3,240.00
TOTAL	1,179,500.00	1,299,777.91	1,262,240.00
BUILDING PERMITS			
Building Permits	16,000.00	21,615.30	16,000.00
Electrical Permits	450.00	3,485.00	2,500.00
Mechanical Permits	500.00	3,244.00	2,000.00
Plumbing Permits	125.00	310.00	200.00
Well Permits	40.00	40.00	40.00
Test Pit Permits	165.00	275.00	0.00
Septic System Permits	400.00	1,125.00	1,000.00
Swimming Pool Permits	400.00	900.00	800.00
Burner Permits	50.00	95.00	50.00
TOTAL	18,130.00	31,089.30	22,590.00
OTHER LICENSE PERMITS & FEES			
Dog License Fees	6,500.00	6,539.00	6,500.00
Dog Fines & Penalties	3,000.00	1,475.00	1,000.00
Marriage Licenses	100.00	189.00	100.00
Certified Copies	400.00	563.00	400.00
Hunting & Fishing Licenses	100.00	160.00	100.00
Dredge & Fill Permits	20.00	10.00	20.00



COMPARATIVE STATEMENT-REVENUE

(continued)

SOURCE	2012	2012	2013
	<u>Estimated</u>	<u>Actual</u>	<u>Anticipated</u>
OTHER LICENSE PERMITS & FEES			
Pole Permits	20.00	70.00	20.00
Boat Registrations	19,000.00	18,531.17	19,000.00
Pistol Permit Fees	750.00	1,470.00	1,000.00
TOTAL	29,890.00	29,007.17	28,140.00
FEDERAL GOVERNMENT			
Fish & Wildlife	0.00	361.00	350.00
	0.00	361.00	350.00
STATE OF NEW HAMPSHIRE			
Meals & Room	369,471.00	369,145.68	369,205.00
Highway Block Grant	177,804.00	176,927.31	169,833.00
Forest Land Reimbursement	338.00	0.00	338.00
TOTAL	547,613.00	546,072.99	539,376.00
CHARGES FOR SERVICES			
Tax Map Update Fees	0.00	75.00	50.00
Planning Subdivision Applications	150.00	1,149.00	500.00
Wetland Decals	0.00	128.00	50.00
Site Plan Reviews	150.00	0.00	150.00
Planning Registry Recording Fee	175.00	116.45	150.00
Planning Board Abutter Notices	200.00	379.80	200.00
Planning Advertising Fees	200.00	400.00	200.00
ZBA Variance Applications	100.00	0.00	100.00
TC Postage Reimbursement	7,000.00	8,089.70	7,800.00
TC Return Check Charges	650.00	425.00	350.00
Duplicate Tax Bills	300.00	264.00	300.00
Incinerator Permits	0.00	175.00	0.00
Clerk Landlord Fees	0.00	5.00	0.00
FD Copies Fire Report	0.00	50.00	0.00
Police Reports	1,000.00	1,070.00	1,000.00
Police App/Testing Charges	0.00	1,435.00	0.00
Witness & Jury Fees	2,100.00	2,419.46	2,600.00
Town Office Copier Charges	450.00	568.75	50.00
Welfare Assistance Reimbursement	0.00	0.00	0.00
Parking Tickets	0.00	0.00	0.00
Incinerator	75,000.00	81,022.43	75,000.00
Ambulance Reimbursement	1,000.00	38,505.25	13,000.00
TOTAL	88,475.00	136,277.84	101,500.00



COMPARATIVE STATEMENT-REVENUE

(continued)

	2012	2012	2013
	<u>Estimated</u>	<u>Actual</u>	<u>Anticipated</u>
MISCELLANEOUS			
Seymour Insurance	0.00	184.12	100.00
Meeting House Lease	1.00	1.00	1.00
Meeting House Electricity	540.00	495.80	540.00
Parking Tickets	50.00	0.00	0.00
District Court & Parking Fines	500.00	0.00	0.00
Voided Stale Checks	0.00	262.30	0.00
Fire Detail Admin Fees	500.00	832.00	500.00
Police Detail Admin Fees	1,450.00	5,187.49	4,000.00
School Fuel Reimbursement	0.00	0.00	3,400.00
Insurance Claims Proceeds	0.00	0.00	12,871.00
Miscellaneous	0.00	6,089.41	1,000.00
TOTAL	3,041.00	13,052.12	22,412.00
SALE OF MUNICIPAL PROPERTY			
Sale of Town Property	0.00	10,129.00	6,000.00
INTEREST			
Interest on Investments	4,515.00	4,061.17	3,500.00
Bank Credits	0.00	0.00	0.00
TOTAL	4,515.00	4,061.17	3,500.00
FINES & FORFEITS			
Restitution Property Damage	0.00	988.41	950.00
TOTAL OF ALL SOURCES	2,038,389.00	2,242,520.26	2,077,478.00



COMPARATIVE STATEMENT-EXPENSE 2012-2013

Account	2012 Appropriation	2012 Actual	2013 Requested
Board of Selectmen	15,037.00	14,826.00	0.00
Administration	97,585.00	96,450.37	0.00
Executive	0.00	0.00	112,075.00
Town Meeting	14,682.00	16,665.95	11,039.00
Town Clerk	91,077.00	93,396.62	92,310.00
Voter Registration	1,385.00	1,396.57	0.00
Accounting	210,316.00	186,187.82	194,452.00
Tax Collection	90,919.00	92,130.83	91,556.00
Treasury	8,594.00	8,470.85	0.00
Budgeting	2,507.00	2,165.46	0.00
Revaluation of Property	43,722.00	1,737.89	0.00
Assessing	0.00	0.00	46,780.00
Legal	54,479.00	32,278.11	40,800.00
Personnel Administration	398,968.00	364,538.24	430,741.00
Planning	60,699.00	61,756.35	55,810.00
Zoning	1,770.00	573.00	760.00
General Government Facilities	50,188.00	53,688.11	55,641.00
General Government Operations	37,661.00	37,439.04	52,078.00
Cemeteries	7,203.00	6,692.41	9,908.00
Insurance	63,888.00	65,049.66	59,174.00
Advertising & Regional Assns	0.00	0.00	13,234.00
Police Administration	299,463.00	302,473.34	1,342,634.00
Police Crime Control & Invest	201,736.00	206,883.92	0.00
Police - Traffic Control	718,325.00	694,791.82	0.00
Police Training	5,010.00	3,861.45	0.00
Police Support Services	178,875.00	190,906.62	139,167.00
Ambulance	43,000.00	67,824.69	62,000.00
Fire Administration	41,364.00	44,119.98	504,149.00
Fire - Fighting	302,862.00	289,942.98	0.00
Fire - Prevention	500.00	490.68	0.00
Fire - Training	41,966.00	45,707.27	0.00
Fire - Communications	17,600.00	15,089.17	0.00
Fire - Repair Services	51,950.00	46,289.17	0.00
Fire - Medical Services	10,700.00	5,187.06	0.00
Fire Station	15,500.00	15,743.29	0.00
Fire Hydrants	275,872.00	265,025.40	276,799.00
Code Enforcement	72,861.00	72,691.35	73,174.00
Emergency Management	8,244.00	9,839.80	10,036.00
Road Agent	0.00	0.00	33,058.00



COMPARATIVE STATEMENT-EXPENSE 2012-2013 *(continued)*

Account	2012 Appropriation	2012 Actual	2013 Requested
Highway Administration	28,365.00	36,615.94	0.00
Road Maintenance Projects	192,804.00	195,145.69	0.00
Road Maintenance	309,714.00	289,485.02	584,010.00
Storm Drains	35,000.00	28,825.60	0.00
Snow Plowing/Removal	77,821.00	50,166.20	0.00
Street Lighting	14,000.00	11,605.92	11,500.00
Sanitation - Administration	94,795.00	96,171.74	380,296.00
Sanitation - Waste Disposal	259,814.00	245,854.12	0.00
Sanitation - Recycling	14,088.00	13,390.16	0.00
Hazardous Waste	6,229.00	6,229.00	0.00
Health Department	1,686.00	1,570.52	1,636.00
Mosquito District	26,910.00	26,803.75	29,910.00
Animal Control	17,606.00	16,915.70	15,918.00
Health Agencies	6,852.00	6,852.00	1,900.00
Welfare	20,000.00	16,666.83	20,000.00
Parks & Rec. Administration	5,210.00	2,122.15	91,545.00
Maintenance of Parks	53,400.00	54,397.90	0.00
Maint. of Rec. Facilities	37,284.00	26,031.98	0.00
Library	197,999.00	197,999.00	197,899.00
Patriotic Purposes	949.00	901.29	949.00
Cable Advisory Committee	25,000.00	22,400.35	0.00
Conservation	2,191.00	2,214.21	2,206.00
Debt Service	1.00	0.00	1.00
<u>Reserved for Encumbrances</u>	<u>0.00</u>	<u>150,082.00</u>	<u>0.00</u>
TOTAL	4,964,196.00	4,910,758.99	5,045,145.00



TREASURER'S REPORT

General Fund Account \$1,926,998.65
Money Market Account \$3,500,701.38
Total TD Bank \$5,427,700.03

ESCROW ACCOUNTS

Continental Paving Quarry \$5,193.58
Continental Paving Inc. \$2,087.26
Continental Paving Storage \$3,889.63
Homes by Paradise Inc.-Tanager \$1,546.90
VAB Properties \$4,566.36
Homes by Paradise-Moose Hollow \$2,447.50
Pinecreek Village LLC \$5,382.54
R and D Development LLC \$4,485.39
Maurice B. Morin-Windsor \$2,771.78
Tim's Turf and Landscaping \$1,391.79
Cutler and Page LLC IV \$301.66
Heritage \$6,033.26
Maurice B. Morin \$28,368.08
K and M Developers LLC \$4,150.95
F. Robert Leary \$530.66

CLOSED ESCROW ACCOUNTS

AMP Properties
110 Page Road LLC
43 Cutler Road
Cutler and Page LLC
Cutler and Page III LLC
Stage Crossing LLC
Maxton Technology Inc.
Richard Charbonneau
DLB Paving

TD Bank Certificates of Deposit

SUB ACCOUNTS

Cable Equipment \$38,473.33
Conservation Education \$4,063.45
Conservation Land Fund \$915,100.65
D.A.R.E. \$4,914.89
Environment Fund \$1,111.08
Fire Pond \$2,765.30
Fire Special Detail \$18,849.06
Footbridge Fund \$17,244.07
Highway Block Grant \$34,847.15
Industrial Development \$16,575.00
Off Site Improvements \$11,966.00
Police Forfeiture \$1,613.31
Recreation Commission Revolving \$8,694.49
Police Special Detail \$5,310.75
SB Recreation Fund \$8,494.30
Stimulus-Bike Path \$66,059.00
275th Anniversary \$9,889.20
Town Hall Timber \$2,097.88
Total \$1,168,068.91

CLOSED SUB ACCOUNTS

New Hampshire Grants
Regional Pandemic Planning
Recreation Timber

IMPACT FEES

Campbell High School \$31,314.41
Elementary Schools \$353,697.59
Fire \$17,422.73
Library \$23,326.01
Municipal \$5,212.48
Police \$7,189.27
Recreation \$17,700.00
Road \$27,411.88
Total \$483,274.37



AARON CUTLER MEMORIAL LIBRARY REPORTS FOR 2012

Board of Trustees Fines and Fees Account

Income and Expense Report

INCOME

Bank Fee Reimbursement	\$ 82.75
Computer Printing	101.40
Copies	142.60
FAX	305.50
General Donations	90.60
Interest Income	11.80
KBA Grant	250.00
Materials Fines and Fees	2,431.36
Material Replacements	457.05
NHHC Grant	250.00
Non-Resident Library Cards	60.00
Program Donations	765.00
Total Receipts	<u>\$4,947.96</u>

EXPENDITURES

Bank Error	\$ 7.38
Equipment Purchases	118.67
Gifts and Memorials	450.00
Library Supplies	92.84
Multiple Copy Materials	249.05
National Library Week	43.68
Programs	1,681.25
Replacement Materials	576.98
Replacement Materials Refund	5.99
Total Expenditures	<u>\$3,225.84</u>

Respectfully submitted,

Gail Musco
Treasurer,
Aaron Cutler Memorial Library Trustees



AARON CUTLER MEMORIAL LIBRARY REPORTS FOR 2012

Town Appropriation Income and Expense Report

INCOME		
Town Appropriation		\$197,999.00
Interest Income		40.95
	Total	\$198,039.95
EXPENSES		
11-4550.10-110	Library Director-Salary	49,404
11-4550.10-120	Children's Librarian-Wages	31,828
11-4550.10-121	Adult Services Librarian-Wages	27,954
11-4550.10-123	Assistant Librarian-Wages	16,854
11-4550.10-125	Grounds Maintenance-Wages	0
11-4550.10-126	Custodian-Wages	4,030
11-4550.10-127	Page-Wages	6,700
11-4550.10-210	Health Insurance	0
11-4550.10-211	Dental Insurance	0
11-4550.10-220	Social Security	8,470
11-4550.10-225	Medicare	1,981
11-4550.10-341	Telephone	960
11-4550.10-342	Software Purchases & License	1,333
11-4550.10-410	Electricity	4,494
11-4550.10-411	Heating Oil	1,680
11-4550.10-430	Equipment Maintenance Contracts	2,121
11-4550.10-434	Water Supplies	47
11-4550.10-442	Trash Services	886
11-4550.10-560	Dues and Subscriptions	767
11-4550.10-613	Community Programs	452
11-4550.10-625	Postage	302
11-4550.10-626	Library Supplies	2,267
11-4550.10-627	Library Automation/ILS System	10,480
11-4550.10-630	Building Maintenance & Repair	2,067
11-4550.10-631	Equip. Maintenance & Repair	1,620
11-4550.10-640	Custodial Supplies	366
11-4550.10-641	Septic Tank Cleaning	0
11-4550.10-650	Grounds Maintenance	1,711
11-4550.10-670	Books & Media	15,002
11-4550.10-671	Periodicals	1,296
11-4550.10-740	Equipment Purchases	1,516
11-4550.10-750	Furniture/Fixture Purchases	0
11-4550.10-810	Mileage & Tools	528
11-4550.10-811	Seminars	615
11-4550.10-835	Children's Programming Supplies	243
11-4550.10-899	Background Checks	25
	Total	\$197,999

Respectfully submitted,
Gail Musco
Treasurer,
Aaron Cutler Memorial Library Trustees



AARON CUTLER MEMORIAL LIBRARY REPORTS FOR 2012

Children's Room Insurance Settlement Savings

Income and Expense Report

INCOME

Interest		\$ 0.96
	Total Receipts	<u>\$ 0.96</u>

EXPENDITURES

Children's Room Supplies and Equipment		428.44
	Total Expenditures	<u>\$428.44</u>

Respectfully submitted,

Gail Musco
Treasurer,
Aaron Cutler Memorial Library Trustees



Stars of Wonder constellation contest. Skyla Houle, winner of ages 3-5 category with "Cowboy Turtle."



TRUSTEES OF THE TRUST FUND

Three new expendable trust funds were created in 2012: Public Works, Library Vacation Accrual and Gravestone Repair. Those three new funds added \$36,320.57 to the total amount under management by the Trustees.

The trust funds initial balance on January 1st, 2012 was \$435,872.80 while we ended the year with a balance of \$479,979.94. The funds saw a net increase of \$7,786.57 for the year after the inclusion of the new funds and the subtraction of expenditures from Library Vacation Accrual and Hillcrest and Pinecrest Cemeteries.

All funds are invested in a Certificate of Deposit at People's United Bank.

Respectfully submitted by the Trustees of Trust Funds:

John Poulos
Michael Falzone
Dr. Steven Calawa





MS-9

REPORT OF TRUST AND CAPITAL RESERVE FUNDS

\$ \$ 479,979.94

Please insert the total of ALL funds here

Town/City Of: Litchfield For Year Ended: 2012

CERTIFICATE

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

John Paulos
Steven P. O'Brien

Signed by the Trustees of Trust Funds

on this date _____

Print and sign

REMINDERS FOR TRUSTEES

- 1. SIGNATURES** - Print and sign on lines provided above.
- 2. INVESTMENT POLICY** - RSA 31:25 requires the trustees to adopt an investment policy and review and confirm this policy at annually. A copy of this policy must be filed with the Director of Charitable Trusts (RSA 31:25, 34:5, 35:9).
- 3. PROFESSIONAL BANKING AND BROKERAGE ASSISTANCE** - RSA 31:38-a enables you to have a professional banking or brokerage firm assist you in performing your trustee duties. Refer to the law for further information. Attributable expenses may be charged against the trust fund involved, however, please be advised the fees can be taken from income only and not from principal.
- 4. WEB SITE** - A trustee handbook can be downloaded from the web site for the Attorney General's Charitable Trust Division. www.doj.nh.gov/charitable
- 5. FAIR VALUE** - Fold and complete page 4 to disclose the fair value (market value) of principal only. This information may be obtained from financial publications or from your professional banker or broker.
- 6. CAPITAL RESERVE FUND** - Must be kept in a separate account and not intermingled with any other funds of the municipality (RSA 35:9).
- 7. WHEN and WHERE TO FILE** - By March 1 if filing for a calendar year and by September 1 if filing for optional fiscal year. See addresses on page 4 of this form. If you hold funds for the school, the school business administrator will also need a copy for the school's financial report.

FOR DRA USE ONLY

State of New Hampshire
Department of Revenue Administration
Municipal Services Division
PO Box 487, Concord, NH 03302-0487



MS-9

REPORT OF THE TRUST FUNDS OF THE CITY/TOWN OF

Litchfield

Please duplicate these pages if you need additional lines.

Date of Creation	NAME OF TRUST FUND Start with common trust funds	Purpose of Trust	HOW INVESTED Bank, deposits, stocks, bonds, etc.	%	***PRINCIPAL***		
					Balance Beginning of Year	New Funds Created	Cash Gains or Losses on Securities
	Pinecrest Cemetery Fund						
1	1938 Mary Marsh	Lot maintenance	CD	1.75%	\$109.63	N/A	N/A
2	1945 Alphonse Powers	Lot maintenance	CD	1.75%	\$110.18	N/A	N/A
3	1946 Selah Bixby	Lot maintenance	CD	27.05%	\$1,680.00	N/A	N/A
4	1959 Matthew Campbell	Lot maintenance	CD	1.75%	\$108.84	N/A	N/A
5	1962 George Richardson	Lot maintenance	CD	1.75%	\$108.68	N/A	N/A
6	1965 Mark Campbell	Lot maintenance	CD	1.75%	\$109.23	N/A	N/A
7	1969 Warren Goodspeed	General use (probated)	CD	64.20%	\$3,988.47	N/A	N/A
	Hillcrest Cemetery Fund						
8	1926 Charles Parker	Lot maintenance	CD	3.93%	\$ 103.18	N/A	N/A
9	1944 Zoe Whittemore	Lot maintenance	CD	4.19%	\$ 110.02	N/A	N/A
10	1952 J. S. Corning/G. Watts	Lot maintenance	CD	4.17%	\$ 109.55	N/A	N/A
11	1952 Franklin E. Bancroft	Lot maintenance	CD	8.98%	\$ 236.00	N/A	N/A
12	1956 E.L. Schneider	Lot maintenance	CD	4.18%	\$ 109.86	N/A	N/A
13	1960 Charles Leach	Lot maintenance	CD	4.14%	\$ 108.84	N/A	N/A
14	1965 D & W McQuesten	Lot maintenance	CD	4.15%	\$ 108.99	N/A	N/A
15	1965 J & C McQuesten	Lot maintenance	CD	4.13%	\$ 108.52	N/A	N/A
16	1966 Herbert Leach	Lot maintenance	CD	4.13%	\$ 108.44	N/A	N/A
17	1967 B & P Souriolle	Lot maintenance	CD	4.12%	\$ 108.28	N/A	N/A
18	1967 Wm & Gladys Locke	Lot maintenance	CD	8.24%	\$ 216.57	N/A	N/A
19	1970 Harold Hopwood	Lot maintenance	CD	11.40%	\$ 300.00	N/A	N/A
20	1978 Raymond Staples	Lot maintenance	CD	19.02%	\$ 500.00	N/A	N/A
21	1987 J & C McQuesten	Lot maintenance	CD	15.22%	\$ 400.00	N/A	N/A



FOR THE YEAR ENDING 2012

PRINCIPAL		INCOME					Grand Total Principal & Income End of Year	
Withdrawals	Balance End of Year	Balance Beginning of Year	Income During Year		Expended During Year	Balance at End of Year		
			%	Amount				
\$ -	\$109.63	\$ 294.63	0.0175	\$ 2.72	\$ 3.64	\$ 293.71	\$ 404.26	1
\$ -	\$110.18	\$ 294.08	0.0175	\$ 2.72	\$ 3.64	\$ 293.16	\$ 404.26	2
\$ -	\$1,680.00	\$ 4,568.77	0.2705	\$ 42.09	\$ 56.26	\$ 4,554.60	\$ 6,248.77	3
\$ -	\$108.84	\$ 295.42	0.0175	\$ 2.72	\$ 3.64	\$ 294.50	\$ 404.26	4
\$ -	\$108.68	\$ 295.58	0.0175	\$ 2.72	\$ 3.64	\$ 294.66	\$ 404.26	5
\$ -	\$109.23	\$ 295.03	0.0175	\$ 2.72	\$ 3.64	\$ 294.11	\$ 404.26	6
\$ -	\$3,988.47	\$ 10,842.25	0.6420	\$ 99.90	\$ 133.54	\$ 10,808.61	\$ 14,830.72	7
	\$6,215.03	\$16,885.76	100%	\$ 155.59	\$ 208.00	\$ 16,833.35	\$ 23,100.79	
Hillcrest Cemetery								
\$ -	\$ 103.18	\$ 174.16	3.93%	\$ 1.88	\$ 4.99	\$ 171.05	\$ 277.34	8
\$ -	\$ 110.02	\$ 185.70	4.19%	\$ 2.01	\$ 5.32	\$ 182.39	\$ 295.72	9
\$ -	\$ 109.55	\$ 184.91	4.17%	\$ 2.00	\$ 5.29	\$ 181.61	\$ 294.46	10
\$ -	\$ 236.00	\$ 398.34	8.98%	\$ 4.30	\$ 11.40	\$ 391.24	\$ 634.34	11
\$ -	\$ 109.86	\$ 185.43	4.18%	\$ 2.00	\$ 5.31	\$ 182.12	\$ 295.29	12
\$ -	\$ 108.84	\$ 183.71	4.14%	\$ 1.98	\$ 5.26	\$ 180.44	\$ 292.55	13
\$ -	\$ 108.99	\$ 183.96	4.15%	\$ 1.99	\$ 5.27	\$ 180.68	\$ 292.95	14
\$ -	\$ 108.52	\$ 183.17	4.13%	\$ 1.98	\$ 5.24	\$ 179.90	\$ 291.69	15
\$ -	\$ 108.44	\$ 183.04	4.13%	\$ 1.98	\$ 5.24	\$ 179.77	\$ 291.48	16
\$ -	\$ 108.28	\$ 182.77	4.12%	\$ 1.97	\$ 5.23	\$ 179.51	\$ 291.05	17
\$ -	\$ 216.57	\$ 365.55	8.24%	\$ 3.95	\$ 10.46	\$ 359.03	\$ 582.12	18
\$ -	\$ 300.00	\$ 506.37	11.40%	\$ 5.46	\$ 14.47	\$ 497.35	\$ 806.37	19
\$ -	\$ 500.00	\$ 843.95	19.02%	\$ 9.11	\$ 24.15	\$ 828.91	\$ 1,343.95	20
\$ -	\$ 400.00	\$ 675.16	15.22%	\$ 7.29	\$ 19.32	\$ 663.12	\$ 1,075.16	21
	\$ 2,628.25	\$ 4,436.22	100%	\$ 47.90	\$ 126.95	\$ 4,357.12	\$ 7,064.47	



MS-10

REPORT OF COMMON TRUST FUND INVESTMENTS

Town/City Of: Litchfield For Year Ended: 2012

CERTIFICATE

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

John Poulos
John Poulos
Jason P. Poulos, MBS

Signed by the Trustees of Trust Funds

on this date _____

Print and sign

REMINDERS FOR TRUSTEES

- 1. SIGNATURES** - Print and sign on lines provided above.
- 2. INVESTMENT POLICY** - RSA 31:25 requires the trustees to adopt an investment policy and review and confirm this policy at least annually. A copy of this policy must be filed with the Director of Charitable Trusts (RSA 31:25, 34:5, 35:9).
- 3. PROFESSIONAL BANKING AND BROKERAGE ASSISTANCE** - RSA 31:38-a enables you to have a professional banking or brokerage firm assist you in performing your trustee duties. Refer to the law for further information. Attributable expenses may be charged against the trust funds involved, however, please be advised the fees can be taken from income only and not from principal.
- 4. WEB SITE** - A trustee handbook can be down loaded from the web site for the Attorney General's Charitable Trust Division. www.doj.nh.gov/charitable.
- 5. FAIR VALUE** - Fold and complete page 4 to disclose the fair value (market value) of principal only. This information may be obtained from financial publications or from your professional banker or broker.
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- 7. WHEN and WHERE TO FILE** - By March 1 if filing for a calendar year and by September 1 if filing for optional fiscal year. See addresses on page 4 of this form. If you hold funds for the school, the school business administrator will also need a copy for the school's financial report.

FOR DRA USE ONLY

State of New Hampshire
Department of Revenue Administration
Municipal Services Division
PO Box 487, Concord, NH 03302-0487
(603) 230-5090

MS-10
Rev.12/11



MS-10

REPORT OF THE COMMON TRUST FUNDS INVESTMENTS OF THE CITY/TOWN OF Litchfield

Please duplicate these pages if you need additional lines.

HOW INVESTED		***PRINCIPAL***			
# of Shares or Other Units	Description of Investment	Balance Beg. of year	Purchases	Cash Capital Gains	Proceeds from Sales
	(Names of Banks, Stocks, Bonds, etc.) <small>Put * by any delisted securities held pursuant to RSA 31:25-a & explain.</small>				
1	People's United Bank CD at .40% Vacation Accrual Fund	\$ 59,068.44	\$ -	\$ -	\$ -
2	People's United Bank CD at .40% Town Celebration Fund	\$ 2,340.24	\$ -	\$ -	\$ -
3	People's United Bank CD at .40% Farmland/Development Fund	\$ 119,687.05	\$ -	\$ -	\$ -
4	People's United Bank CD at .40% Fire Facilities Fund	\$ 16,033.86	\$ -	\$ -	\$ -
5	People's United Bank CD at .40% Aaron Cutler Library Maintenance Fund	\$ 45,577.02	\$ -	\$ -	\$ -
6	People's United Bank CD at .40% School Capital Improvement Fund	\$ 52,406.43	\$ -	\$ -	\$ -
7	People's United Bank CD at .40% School Capital Education Fund	\$ 102,612.38	\$ -	\$ -	\$ -
8	People's United Bank CD at .40% Public Works Expendable Trust Fund	\$ 20,000.00	\$ -	\$ -	\$ -
9	People's United Bank CD at .40% Library vacation Accrual Expendable Trust Fund	\$ 8,378.00	\$ -	\$ -	\$ -
10	People's United Bank CD at .40% Gravestone Repair Fund	\$ 7,942.57	\$ -	\$ -	\$ -
11	People's United Bank CD at .40% Hillcrest Cemetery Trust Fund	\$ 7,143.58	\$ -	\$ -	\$ -
12	People's United Bank CD at .40% Pinecrest Cemetery Trust Fund	\$ 23,153.21	\$ -	\$ -	\$ -
13					
14					
15					
16					
17					
18					
19					
20					

Fees and Expenses, If any, paid for Professional Banking Assistance: (RSA 31:38-a, IV)

1. Name of Bank: _____

2. Fees Paid: _____

3. Expenses Paid: _____

4. Were these fees & expenses paid for totally from income? YES or NO



FOR THE YEAR ENDING 2012

PRINCIPAL		***INCOME***				Grand Total Principal & Income	
Gains/Losses from Sales	Balance End of Year	Balance Beg. of Year	Income During Year	Expended During Year	Balance End of Year	End of Year	
\$ -	\$ 59,068.44	\$ 59,068.44	\$ 398.19	\$ -	\$ 59,466.63	\$ 59,466.63	1
\$ -	\$ 2,340.24	\$ 2,340.24	\$ 15.77	\$ -	\$ 2,356.01	\$ 2,356.01	2
\$ -	\$ 119,687.05	\$ 119,687.05	\$ 807.02	\$ -	\$ 120,494.07	\$ 120,494.07	3
\$ -	\$ 16,033.86	\$ 16,033.86	\$ 108.11	\$ -	\$ 16,141.97	\$ 16,141.97	4
\$ -	\$ 45,577.02	\$ 45,577.02	\$ 6,577.42	\$ -	\$ 52,154.44	\$ 52,154.44	5
\$ -	\$ 52,406.43	\$ 52,406.43	\$ 353.36	\$ -	\$ 52,759.79	\$ 52,759.79	6
\$ -	\$ 102,612.38	\$ 102,612.38	\$ 691.89	\$ -	\$ 103,304.27	\$ 103,304.27	7
\$ -	\$ 20,000.00	\$ 20,000.00	\$ 90.74	\$ -	\$ 20,090.74	\$ 20,090.74	8
\$ -	\$ 8,378.00	\$ 8,378.00	\$ 37.71	\$ 888.28	\$ 7,527.43	\$ 7,527.43	9
\$ -	\$ 7,942.57	\$ 7,942.57	\$ 0.09	\$ -	\$ 7,942.66	\$ 7,942.66	10
\$ -	\$ 2,628.25	\$ 4,436.22	\$ 47.90	\$ 126.95	\$ 4,357.12	\$ 7,064.47	11
\$ -	\$ 6,215.03	\$ 16,885.76	\$ 155.59	\$ 208.00	\$ 16,833.35	\$ 23,100.79	12
							13
							14
							15
							16
							17
							18
							19
							20
							21

Fees and Expenses, If any, paid for Professional Brokerage Assistance: (RSA 31:38-a, IV)

1. Name of Brokerage Firm: _____

2. Fees Paid: _____

3. Expenses Paid: _____

4. Were these fees & expenses paid for totally from income? YES or NO

MS-10
Rev. 08/09



MS-7

BUDGET OF A TOWN WITH A MUNICIPAL BUDGET COMMITTEE

OF: LITCHFIELD

BUDGET FORM FOR A TOWN WHICH HAS ADOPTED
THE PROVISIONS OF RSA 32:14 THROUGH 32:24

Appropriations and Estimates of Revenue for the Ensuing Year January 1, 2013 to December 31, 2013

or Fiscal Year From _____ to _____

IMPORTANT:

Please read RSA 32:5 applicable to all municipalities.

1. Use this form to list the operating budget and all special and individual warrant articles in the appropriate recommended and not recommended area. All proposed appropriations must be on this form.
2. Hold at least one public hearing on this budget.
3. When completed, a copy of the budget must be posted with the warrant. Another copy must be placed on file with the town clerk, and a copy sent to the Department of Revenue Administration at the address below within 20 days after the meeting.

This form was posted with the warrant on (Date): Jan 25 2013

BUDGET COMMITTEE

Please sign in ink.

Under penalties of perjury, I declare that I have examined the information contained in this form and to the best of my belief it is true, correct and complete.

THIS BUDGET SHALL BE POSTED WITH THE TOWN WARRANT

FOR DRA USE ONLY

NH DEPARTMENT OF REVENUE ADMINISTRATION
MUNICIPAL SERVICES DIVISION
P.O. BOX 487, CONCORD, NH 03302-0487
(603)230-5090

MS-7
Rev. 05/12



MS-7

Budget - Town of Litchfield FY 2013

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year		BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year	
					(Recommended)	(Not Recommended)	(Recommended)	(Not Recommended)
GENERAL GOVERNMENT								
4130-4139	Executive	4	127304	127798	123114		123114	
4140-4149	Election,Reg.& Vital Statistics	4	92462	94527	92310		92310	
4150-4151	Financial Administration	4	356058	288307	338086		338086	
4152	Revaluation of Property			43147	46780		46780	
4153	Legal Expense	4	54479	28745	40800		40800	
4155-4159	Personnel Administration	4	398968	364007	430741		430741	
4191-4193	Planning & Zoning	4	62439	58547	56570		56570	
4194	General Government Buildings	4	87849	86368	55641		55641	
4195	Cemeteries	4	7203	6692	9908		9908	
4196	Insurance	4	63888	65050	59174		59174	
4197	Advertising & Regional Assoc.				13234		13234	
4199	Other General Government	4	0		0		0	
PUBLIC SAFETY								
4210-4214	Police	4	1403409	1387698	1481801		1481801	
4215-4219	Ambulance	4	43000	58413	62000		62000	
4220-4229	Fire	4	758314	697833	780948		780948	
4240-4249	Building Inspection	4	72861	72371	73174		73174	
4290-4298	Emergency Management	4	8244	9840	10036		10036	
4299	Other (Including Communications)							
AIRPORT/AVIATION CENTER								
4301-4309	Airport Operations							
HIGHWAYS & STREETS								
4311	Administration	4	28365	36042	33058		33058	
4312	Highways & Streets	4	615339	545542	584010		584010	
4313	Bridges		0				0	
			4180182	3970927	4291385	0	4291385	0

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Budget - Town of Litchfield FY 2013

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year		BUDGET COMM. APPROPRIATIONS Ensuing Fiscal Year	
					(Recommended)	(Not Recommended)	(Recommended)	(Not Recommended)
HIGHWAYS & STREETS (cont.)								
4316	Street Lighting		14000	10530	11500		11500	
4319	Other	4						
SANITATION								
4321	Administration	4	94795	96172	380296		380296	
4323	Solid Waste Collection							
4324	Solid Waste Disposal		280131	251252	0		0	
4325	Solid Waste Clean-up							
4326-4329	Sewage Coll. & Disposal & Other							
WATER DISTRIBUTION & TREATMENT								
4331	Administration							
4332	Water Services							
4335-4339	Water Treatment, Conserv. & Other							
ELECTRIC								
4351-4352	Admin. and Generation							
4353	Purchase Costs							
4354	Electric Equipment Maintenance							
4359	Other Electric Costs							
HEALTH/WELFARE								
4411	Administration	4	28596	28313	31546		31546	
4414	Pest Control	4	17606	16784	15918		15918	
4415-4419	Health Agencies & Hosp. & Other	4,12	6852	6852	6852		6852	
4441-4442	Administration & Direct Assist.							
4444	Intergovernmental Welfare Payemnts							
4445-4449	Vendor Payments & Other	4	20000	16667	20000		20000	
			461980	426569.85	466112	0	466112	0

MS-7
Rev. 10/10

Budget - Town of Litchfield FY 2013

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuing Fiscal Year		BUDGET COMMITTEE'S APPROPRIATIONS Ensuing Fiscal Year	
					(Recommended)	(Not Recommended)	(Recommended)	(Not Recommended)
CULTURE & RECREATION								
4520-4529	Parks & Recreation	4	95894	80622	91545		91545	
4550-4559	Library	4	197999	197999	197899		197899	
4583	Patriotic Purposes	4	949	901	949		949	
4589	Other Culture & Recreation	4	25000	15224				
CONSERVATION								
4611-4612	Admin.& Purch. of Nat. Resources	4	2191	1564.21	2206		2206	
4619	Other Conservation							
4631-4632	Redevelopment and Housing							
4651-4659	Economic Development							
DEBT SERVICE								
4711	Princ.- Long Term Bonds & Notes							
4721	Interest-Long Term Bonds & Notes							
4723	Int. on Tax Anticipation Notes	4	1	0	1		1	
4790-4799	Other Debt Service							
CAPITAL OUTLAY								
4901	Land							
4902	Machinery, Vehicles & Equipment							
4903	Buildings	8,9	70000	41858	30000		30000	
4909	Improvements Other Than Bldgs.							
OPERATING TRANSFERS OUT								
4912	To Special Revenue Fund							
4913	To Capital Projects Fund							
4914	To Enterprise Fund							
	- Sewer							
	- Water							
			392034	338168.21	322600	0	322600	0

MS-7

Budget - Town of Litchfield FY 2013

1	2	3	4	5	6	7	8	9
ACCT.#	PURPOSE OF APPROPRIATIONS (RSA 32:3,V)	OP Bud. Warr. Art.#	Appropriations Prior Year As Approved by DRA	Actual Expenditures Prior Year	SELECTMEN'S APPROPRIATIONS Ensuig Fiscal Year		BUDGET COMMITTEE'S APPROPRIATIONS Ensuig Fiscal Year	
					(Recommended)	(Not Recommended)	(Recommended)	(Not Recommended)
OPERATING TRANSFERS OUT (cont.)								
	- Electric							
	- Airport							
4918	To Nonexpendable Trust Funds							
4919	To Fiduciary Funds							
OPERATING BUDGET TOTAL			5034196	4735665	5080097	0	5080097	0



MS-7

Budget - Town of Litchfield FY 2013

1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Est. Revenues
TAXES					
3120	Land Use Change Taxes - General Fund		23580		
3180	Resident Taxes				
3185	Yield Taxes		3736	4000	4000
3186	Payment in Lieu of Taxes		31094	31095	31095
3189	Other Taxes				
3190	Interest & Penalties on Delinquent Taxes		48953	51500	51500
	Inventory Penalties				
3187	Excavation Tax (\$.02 cents per cu yd)		3301	2500	2500
LICENSES, PERMITS & FEES					
3210	Business Licenses & Permits		71484	1325	1325
3220	Motor Vehicle Permit Fees		1299778	1262240	1262240
3230	Building Permits		31109	22590	22590
3290	Other Licenses, Permits & Fees		29007	28140	28140
3311-3319	FROM FEDERAL GOVERNMENT		361	350	350
FROM STATE					
3351	Shared Revenues				
3352	Meals & Rooms Tax Distribution		369145	369205	369205
3353	Highway Block Grant		176927	169833	169833
3354	Water Pollution Grant				
3355	Housing & Community Development				
3356	State & Federal Forest Land Reimbursement		251	338	338
3357	Flood Control Reimbursement				
3359	Other (Including Railroad Tax)		52244		
3379	FROM OTHER GOVERNMENTS				
CHARGES FOR SERVICES					
3401-3406	Income from Departments		138250	101500	101500
3409	Other Charges				
MISCELLANEOUS REVENUES					
3501	Sale of Municipal Property		10529	6000	6000
3502	Interest on Investments		4061	3500	3500
3503-3509	Other		11649	23362	23362
INTERFUND OPERATING TRANSFERS IN					
3912	From Special Revenue Funds				
3913	From Capital Projects Funds				

2305459

2077478

2077478



MS-7

Budget - Town of Litchfield FY 2013

1	2	3	4	5	6
ACCT.#	SOURCE OF REVENUE	Warr. Art.#	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Est. Revenues
INTERFUND OPERATING TRANSFERS IN (cont.)					
3914	From Enterprise Funds				
	Sewer - (Offset)				
	Water - (Offset)				
	Electric - (Offset)				
	Airport - (Offset)				
3915	From Capital Reserve Funds				
3916	From Trust & Fiduciary Funds				
3917	Transfers from Conservation Funds				
OTHER FINANCING SOURCES					
3934	Proc. from Long Term Bonds & Notes				
	Amounts Voted From Fund Balance	7,8	98378	30000	30000
	Estimated Fund Balance to Reduce Taxes		104000		
TOTAL ESTIMATED REVENUE & CREDITS			2507837	2107478	2107478

2307974

****BUDGET SUMMARY****

	PRIOR YEAR ADOPTED BUDGET	SELECTMEN'S RECOMMENDED BUDGET	BUDGET COMMITTEE'S RECOMMENDED BUDGET
Operating Budget Appropriations Recommended (from pg. 5)	4735665	5080097	5080097
Special Warrant Articles Recommended (from pg. 6)	28378	20000	20000
Individual Warrant Articles Recommended (from pg. 6)	0	111332	70000
TOTAL Appropriations Recommended	4764043	5211429	5170097
Less: Amount of Estimated Revenues & Credits (from above)	2507837	2107478	2107478
Estimated Amount of Taxes to be Raised	2256206	3103951	3062619

**Maximum Allowable Increase to Budget Committee's Recommended Budget per RSA 32:18:
(See Supplemental Schedule With 10% Calculation)**

517010



DELIBERATIVE SESSION Town of Litchfield February 2, 2013

Meeting called to order at 10:00 a.m. at Campbell High School in auditorium by Moderator John Regan.

Present were: Selectman John Brunelle- Chairman; George Lambert–Vice Chairman, Frank Byron, and Patricia Jewett; Budget Committee members John Harte - Chairman; William Spencer, Dennis Barka, Chris Pascucci, Andrew Cutter and Cynthia Couture. Town Counsel Jay Hodes, Jason Hoch, Town Administrator, Theresa Briand, Town Clerk and approximately 36 Litchfield voters and 2 non-voters.

Ballot Clerks on duty were Joan McKibben, Nancy Pinciario and Patricia Regan.

Following a series of announcements the Moderator led the assembly in the Pledge of Allegiance to the American Flag. He then announced that there would be an “open mike” period partway through the session to allow voters to bring up issues of interest unrelated to official business of the meeting.

First order of business was a voice vote that would authorize non-voters to speak. Majority rules yes.

Moderator John Regan asked for volunteers to carry ballot boxes in the event a paper ballot vote is required.

Article 1 To elect by ballot the following Town officers: Two Selectmen -Three Year Term; Two Budget Committee members - Three Year Term; Two Library Trustee – Three Year Term; One Trustee of Trust Funds- Three Year Term; One Cemetery Trustee-Three Year Term; One Road Agent – Two Year Term.

There were no questions or amendments so the article will appear on the ballot as written.

Article 2 Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend Sections 900.01 (b) “Transitional District” and 1000.01 (a) “Southern Commercial/Industrial District” of the Zoning Ordinance to rezone any parcels south of Page and east of Cutler Roads as residential as there is no access to the parcels except through existing residential neighborhoods. Amend Section 200, Definitions, to insert a new definition for Multi-Family Residence as Section 200.16 and renumbering all subsequent definitions.

Russell Blanchette spoke to the article

There were no questions or amendments so the article will appear on the ballot as written.

Article 3 Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Adopt a new zoning section 550.00 – 553.00 Multi-Family Residential Overlay District, to provide an opportunity for multi-family residences within the Town of Litchfield consistent with the Town’s single-family character and comply with NH State law. The purpose of the amendment is to provide opportunities for development of multi-family housing as required by state law. Any new multi-family construction shall maintain the existing character of the neighborhood. The minimum lot size shall be 2 acres for the first 3 dwelling units, with an additional 5,000 square feet required for each additional unit and no more than 6 dwelling units may be permitted in any one structure. The district boundaries shall be the Residential and Transitional Districts north of Leach Brook and south of Page Road.



DELIBERATIVE SESSION (continued)

Michael Croteau spoke to the article stating this is needed to prevent legal challenges. This article is good for economic development. It enables more housing options for employees of local businesses. Required by State Statute (RSA 674:58-61)

Ralph Boehm asked if you already had sufficient multi-family units with the ones on Page Road and around town.

Michael stated that is true but we have to comply with the regulations. It's also an opportunity to make housing more affordable.

Chris Pascucci – Are we saying that Litchfield is not an affordable community at this time?

Michael stated that the Planning Board is just trying to put something in place to make it easier for the developers

Jason Hoch explained the definition of affordable housing. Stating for the Nashua/Litchfield area \$94,000 for a family of 4 yields an estimated affordable home price of \$303,000. The 60% of medium for a family of 3 which is rental housing threshold was determined to be \$50,760 which translated to an affordable rental rate of \$1,270.00

John Latsha – Does the law require how many units have to be built in town?

Michael – No the State Law does not. It would be the Planning Board that would set the regulations as to the units.

Claudette Durocher- I would like to know where Leach Brook is located.

Michael showed on the map the location which is north of the Horse Farm on 3A.

Steve Perry explained that if we don't put something in place the developers will be able to come in and put affordable housing where ever they want.

There were no questions or amendments so the article will appear on the ballot as written.

Article 4 To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling, \$5,045,145. Should this article be defeated, the default budget shall be \$4,974,847 which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.



DELIBERATIVE SESSION (continued)

John Brunelle spoke to the article discussing the breakdown of the budget as outlined in the handouts.

Jason Guerrette asked if there any multi-year spending proposal that will cause us to spend more in the future? If so what are they?

John - Funding for the fleet replacement in the police department for 3 cruisers which is an ongoing 3 to 4 year lease. Solid Waste skid steer would have a lease payment as well.

Jason – Are there any IT improvements that are part of that?

John - Not in this year's, there are still payments from previous years

Bill Spencer – If the operating budget where to fail and you go into default does that mean that the items that you just mentioned the leases would not be allowed?

John – It would be scaled back. The default budget already includes some lease payments.

Bill – New leases are not included in the default budget correct. So if we go to default you cannot replace the cruisers that you want to replace next year.

John – That is correct. If we go to default we could replace one cruiser because that is in the budget.

There were no questions or amendments so the article will appear on the ballot as written.

Article 5 To see if the Town will vote to raise and appropriate the sum of \$70,000 for the replacement of two defibrillator/monitors used on Fire Department trucks. The current defibrillator/ monitors are 10 and 13 years old.

Frank Byron spoke to the article along with Chief Fraitzl and Fire Fighter/Paramedic Jim Rae

Jason Guerrette – This should have been included in operating budget not on a warrant article. Also why would this not qualify for impact fees?

Frank Byron – Impact is for expansion of services. This is not an expansion of services it is a replacement item.

Dan Stavro – How many times a year is this used.

Jim Rae – This is used on any person who is complaining of difficulty breathing or chest pain. The newer model would be used a lot more because it does so much more.

John York – When these were first purchased how were they purchased? Was it through the operating budget or a grant?

Frank Byron- I don't recollect my memory is slipping.

John – have they been maintained through your operating budget?

Frank – Yes



DELIBERATIVE SESSION

(continued)

John – I agree with Jason they should have been left in your operating budget.

John Latsha – Will these have more updated software?

Chief – Yes

There were no questions or amendments so the article will appear on the ballot as written.

Article 6 To see if the Town will vote to raise and appropriate the sum of \$12,500 for the purposes of development of engineering, design plans and costs for a sidewalk on Pinecrest Road to connect the bike path on Albuquerque with Litchfield Middle School so that a construction cost can be brought forward to 2014 Annual Meeting.

George Lambert spoke on this article – It's been brought to the Board of Selectmen's attention that the people of the town would like a sidewalk for their children to walk between the schools safely. So the Board thought that the best way to get the answer on this would be to ask the people.

Ralph Boehm – Why can't we ask the people without spending the money?

Chris Pascucci – This is a want not a need. The article needs to be made more clear. I also agree that we could ask the people without to this article. (see amendment)

Second by Chris Pascucci

Amendment passes by a voice vote.

Amended Article 6 To see if the Town will vote to raise and appropriate the sum of \$12,500 for the purposes of development of engineering, design plans and costs for a sidewalk on Pinecrest Road to connect the bike path on Albuquerque with Litchfield Middle School so that a construction cost, estimated at \$300,000 can be brought forward to 2014 Annual Meeting.

No further discussion and the article will appear as Amended.

Article 7 To see if the Town will vote to establish a Building Systems 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, 2012 and to appoint the Board of Selectmen as agents to expend from the fund. This Fund can be used for payment of the costs associated with unanticipated system failures of key building systems such as septic and heating and ventilation that require immediate action and cannot be deferred until a Town Meeting can be held. This would have a net cost to 2013 general taxation of \$0.

Jason Hoch will speak to this article

Jason stated that this is similar to the article we had for the public works trust fund that we had and passed last year. This just sets aside some funds for an emergency if something were to happen to the septic or something we would have to funds available.

Phil Reed – It's about time

John Regan – Is there a limit to what building systems means

Jason – No



DELIBERATIVE SESSION

(continued)

Bill Spencer – Why is this the only article that shows a tax impact?

John Regan – Article 16 will address this.

There were no questions or amendments so the article will appear on the ballot as written.

Article 8 To see if the Town will vote to raise and appropriate the sum of \$10,000, from the unexpended fund balance, for the purpose of replacing the concrete at the entrance to the Town Hall/Police Station building and repairs to damaged siding on entrance columns to the building. This appropriation represents a portion of the approximately \$28,000 returned to the fund balance that were unexpended for the roof repair authorized at the 2012 Annual Meeting. This would have a net cost to 2013 general taxation of \$0.

John Brunelle spoke to the article.

There were no questions or amendments so the article will appear on the ballot as written.

Article 9 To see if the Town will vote to raise and appropriate the sum of \$20,000 for repainting of the Old Town Hall. This price includes legally required abatement of lead paint.

John Brunelle spoke to the article.

John Regan – Why can't we use the state prisoners?

John Brunelle – They are not available anymore. The program ended.

No further discussion and the article will appear as Amended.

Mr. Frank Byron made a motion to restrict all previous discussed articles. Seconded by John Brunelle.

Bill Spencer – Does this restrict us from discussing the tax impact of the previous article.

Moderator John Regan – Yes I believe that it does.

Bill – I just think that it is important for the people to know the tax impact of all the articles and that the only reason we didn't discuss them today is because of the law that was passed. Restricting the discussion of the impact is not fair to the voters.

Frank Byron stated that the purpose of his motion was not to restrict the discussion of the tax impact on the voters it was just to restrict opening up previously discussed articles.

A voice vote was taken and motion carries.

Mike – Haley's Pizzeria – Just wanted to Thank You! Everyone is doing an amazing job!

John Brunelle – Recognized John Harte for his many years of service on the Budget Committee 2007 – 2013. Thank you John for many great years!

Article 10 To see if the Town will vote to raise and appropriate the sum of \$10,000 for the purpose of undertaking a planning and engineering study to determine possible designs for a wastewater (sewer) system in order to encourage further commercial and industrial growth. It is the intention of the Board of Selectmen to use these funds with an additional \$16,500 previously appropriated for economic



DELIBERATIVE SESSION

(continued)

development purposes to undertake such a study to develop detailed analysis of options and associated costs of those options.

Frank Byron spoke to the article.

This study will allow the town to develop inter-municipal agreements for sewerage disposal
Potential partners are Manchester, Hudson and Merrimack.

There is no intent to build or fund our own sewer system as a result of the study.

A 10k sq. ft. facility on 10 acres results in costs of \$8,850 municipal services, \$0 School cost; \$0 Highway costs. Would bring into Litchfield taxes of \$18,479.

There were no questions or amendments so the article will appear on the ballot as written.

Article 11 To see if the Town will vote to raise and appropriate the sum of \$18,832 which represents salary and benefit costs for a 2% cost of living adjustment for non-union full time and regular part time Town and Library employees not otherwise under contract or part of a bargaining unit. This adjustment to eligible positions would be made April 1, 2013.

No further discussion and the article will appear as written.

John Brunelle spoke to the article – Stating non-union employees have not had COLA adjustment since 2010.

Town approved Police Union contract has included 1% adjustment in 2012 and 2% in 2013.

Social Security COLA 2011 – 3.6%; 2012 - 1.7%.

There were no questions or amendments so the article will appear on the ballot as written.

Article 12: To see if the Town will vote to raise and appropriate the sum of \$4,952 to support the requests of Human Services agencies including Big Brothers/Big Sisters, Home Health & Hospice, St. Joseph's Community Services, Bridges and Community Council of Nashua.

George Lambert spoke to the article

There were no questions or amendments so the article will appear on the ballot as written.

Article 13: To see if the Town will vote to establish an Ambulance Revolving Fund pursuant to RSA 31:95-h. The money received from ambulance bills and allocated through the operating budget for the cost of anticipated uncollectible bills 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 ambulance services.

Jason Hoch spoke to the article this is a housekeeping issue.

The Revolving Fund would move all payments and bills collections to fund separate from General Fund.

Easier to manage expenses and collections across budget year.



DELIBERATIVE SESSION (continued)

In a good collection years, will be able to use Revolving Fund balance for next budget year and potentially reduce amount of General Fund subsidy.

There were no questions or amendments so the article will appear on the ballot as written.

Article 14: To see if the Town will vote to increase the at-large membership of the Budget Committee from six members, as approved by the Town in 1969, to seven members.

Frank Byron spoke to the article stated the recommended

Budget vote on this article was 3-3-1.

An even number of members may result in tie votes.

Chris Pascucci Voted for the article

John Harte – Voted against however, the more the better. The Budget Committee has been working fine.

Frank Byron - If this article did pass it would not take effect until 2014

There were no questions or amendments so the article will appear on the ballot as written.

Article 15: To see if the Town will authorize the Selectmen to establish or amend fees for Solid Waste Disposal per the authority of RSA 41:9-a. The Solid Waste Facility Ordinances approved in 1989 and 1993 by the Town refer to rates for disposal of certain items but do not clearly authorize the Selectmen to adjust those fees as needed. Prior to the establishment or amendment of any such fees, the Selectmen shall hold a public hearing per the requirements of RSA 41:9-a IV.

Jason Hoch spoke to the article – Another housekeeping article to set or amend fees at the Solid Waste Facility.

There were no questions or amendments so the article will appear on the ballot as written.

Article 16: To see if the Town will vote to require that the annual budget and all special warrant articles having a tax impact shall include a notation stating the estimated tax impact of the article pursuant to RSA 32:5, V-b. The determination of whether an article has a tax impact and the estimated amount of the impact is to be made by the governing body.

John Brunelle spoke to the article – This article will need to be approved so that we can show on the article the tax impact to the voter.

Bill Spencer – I assume that this is the reason that we do not have the tax impact on the previous articles.

There were no questions or amendments so the article will appear on the ballot as written.

Article 17: To see if the Town would like to revert to the traditional town meeting for conducting its annual meeting rather than the official ballot (SB2 form) used now. If this article passes, the Board of Selectmen would propose an article in 2014 rescinding the official ballot form of voting on all questions,



DELIBERATIVE SESSION *(continued)*

but only for election of officers and certain other questions for which the official ballot is required by state law. This article is advisory.

Frank Byron spoke to the article – Strictly an advisory question seeking input from Litchfield citizens; The Board of Selectmen take no position on this article.

There were no questions or amendments so the article will appear on the ballot as written.

Article 18: To see if the Town would like to hold the first session of Town Meeting (Deliberative Session) on the same day with the Litchfield School District. This approach was used in 2012. This article is advisory.

Frank Byron spoke to the article

There were no questions or amendments so the article will appear on the ballot as written.

John Brunelle and Jason Hoch will explain the tax impact on each warrant article:

Article 4	.27 per \$1,000	Operating Budget
Article 5	.08 ½ per \$1,000	Defibrillator/Monitor Replacement
Article 6	.01 ½ per \$1,000	Pinecrest Sidewalk
Article 7	Zero impact	Building Systems Trust Fund
Article 8	Zero impact	Town Hall/Police Station Repair
Article 9	.02 ½	Repainting of Old Town Hall
Article 10	.01 per \$1,000	Sewer System Study
Article 11	.02 per \$1,000	Cost of Living Wage Adjustment for non-union employees
Article 12	.005 per \$1,000	Human Services Agencies – Donations
Article 13	Zero impact	Ambulance Revolving Fund

Total for a \$300,000 home would be \$138.38 for the year.

Total for a \$400,000 home would be \$184.50 for the year.

George Lambert made a motion to close the meeting at 12:58; Seconded by Patricia Jewett.

A true record of business conducted at the Deliberative Session, attest:

Theresa L. Briand

Town Clerk



TOWN WARRANT TOWN OF LITCHFIELD, NEW HAMPSHIRE

TOWN OF LITCHFIELD, NEW HAMPSHIRE

To the inhabitants of the Town of Litchfield in the County of Hillsborough in said State, qualified to vote in Town Affairs:

You are hereby notified that the first session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on February 2, 2013 at 10:00 a.m. for explanation, discussion and debate of each warrant article. Warrant articles may be amended at this session per RSA §40:13, IV except for Warrant Article 4, the wording of which is prescribed by law and cannot be amended per RSA §40:13, IV (a).

You are hereby notified that the second session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on Tuesday, March 12, 2013 at 7:00 in the forenoon for the choice of Town Officers elected by official ballot to vote on questions required by laws to be inserted on the official ballot and to vote on all warrant articles from the first session on official ballot per RSA §40:13, VIII. The polls for the election of town officers and other action required to be inserted on said ballot will be open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

ELECTION OF OFFICERS

Article 1: To elect by ballot the following Town officers:

- Selectman - 2 (3 Year Term)
- Trustee of Trust Funds - 1 (3 Year Term)
- Cemetery Trustee - 1 (3 Year Term)
- Library Trustee - 2 (3 Year Term)
- Budget Committee - 2 (3 Year Term)
- Road Agent - 1 (2 Year Term)

REZONE TO RESIDENTIAL

Article 2: Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?



TOWN WARRANT TOWN OF LITCHFIELD, NEW HAMPSHIRE

(continued)

Amend Sections 900.01 (b) "Transitional District" and 1000.01 (a) "Southern Commercial/Industrial District" of the Zoning Ordinance to rezone any parcels south of Page and east of Cutler Roads as residential as there is no access to the parcels except through existing residential neighborhoods.

Recommended by the Planning Board

MULTI-FAMILY RESIDENTIAL OVERLAY DISTRICT

Article 3: Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Adopt a new zoning section 550.00 – 553.00 Multi-Family Residential Overlay District, to provide an opportunity for multi-family residences within the Town of Litchfield consistent with the Town's single-family character and comply with NH State law. The purpose of the amendment is to provide opportunities for development of multi-family housing as required by state law. Any new multi-family construction shall maintain the existing character of the neighborhood. The minimum lot size shall be 2 acres for the first 3 dwelling units, with an additional 5,000 square feet required for each additional unit and no more than 6 dwelling units may be permitted in any one structure. The district boundaries shall be the Residential and Transitional Districts north of Leach Brook and south of Page Road.

Recommended by the Planning Board

OPERATING BUDGET

Article 4: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling, \$5,045,145. Should this article be defeated, the default budget shall be \$4,974,847 which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only.

*Recommended by the Board of Selectmen (Vote: 4-0-0)
by the Budget Committee (Vote: 6-1-0)*



TOWN WARRANT TOWN OF LITCHFIELD, NEW HAMPSHIRE

(continued)

DEFIBRILLATOR/MONITOR REPLACEMENT

Article 5: To see if the Town will vote to raise and appropriate the sum of \$70,000 for the replacement of two defibrillator/monitors used on the Fire Department trucks. The current defibrillator/monitors are 10 and 13 years old.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 7-0-0)

PINECREST SIDEWALK

Article 6: To see if the Town will vote to raise and appropriate the sum of \$12,500 for the purposes of development of engineering, design plans and costs for a sidewalk on Pinecrest Road to connect the bike path on Albuquerque with Litchfield Middle School so that a construction cost, estimated at \$300,000 can be brought forward to 2014 Annual Meeting.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Not recommended by the Budget Committee (Vote: 2-5-0)

BUILDING SYSTEMS TRUST FUND

Article 7: To see if the Town will vote to establish a Building Systems 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, 2012 and to appoint the Board of Selectmen as agents to expend from the fund. This Fund can be used for payment of the costs associated with unanticipated system failures of key building systems such as septic and heating and ventilation that require immediate action and cannot be deferred until a Town Meeting can be held. This would have a net cost to 2013 general taxation of \$0.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 7-0-0)

TOWN HALL/POLICE STATION ENTRANCE REPAIR

Article 8: To see if the Town will vote to raise and appropriate the sum of \$10,000, from the unexpended fund balance, for the purpose of replacing the concrete at the entrance to the Town Hall/Police Station building and repairs to damaged siding on entrance columns to the building. This appropriation represents a portion of the approximately \$28,000 returned to the fund balance that were unexpended for the roof repair authorized at the 2012 Annual Meeting. This would have a net cost to 2013 general taxation of \$0.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 7-0-0)



TOWN WARRANT TOWN OF LITCHFIELD, NEW HAMPSHIRE

(continued)

REPAINTING OLD TOWN HALL

Article 9: To see if the Town will vote to raise and appropriate the sum of \$20,000 for repainting of the Old Town Hall. This price includes legally required abatement of lead paint.

Recommended by the Board of Selectmen (Vote: 4-0-1)

Recommended by the Budget Committee (Vote: 7-0-0)

SEWER SYSTEM STUDY

Article 10: To see if the Town will vote to raise and appropriate the sum of \$10,000 for the purpose of undertaking a planning and engineering study to determine possible designs for a wastewater (sewer) system in order to encourage further commercial and industrial growth. It is the intention of the Board of Selectmen to use these funds with an additional \$16,500 previously appropriated for economic development purposes to undertake such a study to develop detailed analysis of options and associated costs of those options.

Recommended by the Board of Selectmen (Vote 5-0-0)

Not recommended by the Budget Committee (Vote: 1-6-0)

COST OF LIVING WAGE ADJUSTMENT

Article 11: To see if the Town will vote to raise and appropriate the sum of \$18,832 which represents salary and benefit costs for a 2% cost of living adjustment for non-union full time and regular part time Town and Library employees not otherwise under contract or part of a bargaining unit. This adjustment to eligible positions would be made April 1, 2013.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Not recommended by the Budget Committee (Vote: 3-5-0)

HUMAN SERVICES AGENCIES

Article 12: To see if the Town will vote to raise and appropriate the sum of \$4,952 to support the requests of Human Services agencies including Big Brothers/Big Sisters, Home Health & Hospice, St. Joseph's Community Services, Bridges and Community Council of Nashua.

Recommended by the Board of Selectmen (Vote: 5-0-0)

by the Budget Committee (Vote: 6-1-0)



TOWN WARRANT TOWN OF LITCHFIELD, NEW HAMPSHIRE

(continued)

AMBULANCE REVOLVING FUND

Article 13: To see if the Town will vote to establish an Ambulance Revolving Fund pursuant to RSA 31:95-h. The money received from ambulance bills and allocated through the operating budget for the cost of anticipated uncollectible bills 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 ambulance services.

Recommended by the Board of Selectmen (Vote: 5-0-0)

EXPAND BUDGET COMMITTEE

Article 14: To see if the Town will vote to increase the at-large membership of the Budget Committee from six members, as approved by the Town in 1969, to seven members.

Recommended by the Board of Selectmen (Vote: 5-0-0)

SOLID WASTE DISPOSAL FEE SETTING

Article 15: To see if the Town will authorize the Selectmen to establish or amend fees for Solid Waste Disposal per the authority of RSA 41:9-a. The Solid Waste Facility Ordinances approved in 1989 and 1993 by the Town refer to rates for disposal of certain items but do not clearly authorize the Selectmen to adjust those fees as needed. Prior to the establishment or amendment of any such fees, the Selectmen shall hold a public hearing per the requirements of RSA 41:9-a IV.

Recommended by the Board of Selectmen (Vote: 5-0-0)

SHOW TAX IMPACT OF ARTICLES

Article 16: To see if the Town will vote to require that the annual budget and all special warrant articles having a tax impact shall include a notation stating the estimated tax impact of the article pursuant to RSA 32:5, V-b. The determination of whether an article has a tax impact and the estimated amount of the impact is to be made by the governing body.

Recommended by the Board of Selectmen (Vote: 5-0-0)



TOWN WARRANT
TOWN OF LITCHFIELD, NEW HAMPSHIRE
(continued)

FORM OF TOWN MEETING

Article 17: To see if the Town would like to revert to the traditional town meeting for conducting its annual meeting rather than the official ballot (SB2 form) used now. If this article passes, the Board of Selectmen would propose an article in 2014 rescinding the official ballot form of voting on all questions, but only for election of officers and certain other questions for which the official ballot is required by state law. This article is advisory.

DELIBERATIVE SESSION SCHEDULING

Article 18: To see if the Town would like to hold the first session of Town Meeting (Deliberative Session) on the same day with the Litchfield School District. This approach was used in 2012. This article is advisory.

Given under our hands and seal this 22nd day of January, in the year of our Lord Two Thousand Thirteen.

As amended at the Deliberative session

Litchfield Board of Selectmen

John R. Brunelle, Chairman
George A. Lambert, Vice Chairman
Frank A. Byron
Brent T. Lemire
M. Patricia Jewett