

TOWN OF LITCHFIELD

NEW HAMPSHIRE



Annual Reports

Year ending December 31, 2011

also

Annual Report of the School District

Year ending June 30, 2011



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DEDICATION

The Board of Selectmen dedicates this year's Town Report to the countless volunteers who are vital to the Town's success. Most key board and commissions in Town are comprised of elected or appointed residents who commit their time and skill to serve our community. These individuals spend many hours, often evenings away from home and family, to plan events, oversee budgets, guide department operations, review development, run activities, protect land, health and safety, preserve the past and plan for the future. Without these volunteers, the Town would not be able to offer its core services to our residents and to fulfill a variety of obligations under state law.

Volunteers are key to help bring ideas into reality. In 2011, we saw the completion of projects planned, studied and started over the past several years and the kick-off of new projects that will benefit the Town for many years into the future. Without this involvement, such projects would take much longer to complete, or may have never happened at all.

We also recognize that volunteerism and service to the community can happen in smaller ways throughout the year. Litchfield is blessed to have many people who offer time to clean up a roadside, cut some extra grass, plant a tree, make pie, reach out to a neighbor, watch a child, offer a ride, or take a bin of recyclables to the solid waste facility. All of these individual acts add up to a more welcoming, connected and compassionate community.

The Board of Selectmen thanks all of our volunteers for their service and looks forward to continuing to work with old friends and new acquaintances over the coming year to continue to make Litchfield the place we cherish.





TOWN OFFICIALS

BOARD OF SELECTMEN

Steve Perry, Chairman-2012

John R. Brunelle – 2013
George Lambert – 2013

Brent Lemire – 2014
Frank A. Byron – 2014

TOWN ADMINISTRATOR

Jason Hoch

FINANCE/HR MANAGER

Linda Langille

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 – 2012

ASSISTANT MODERATOR

Philip M. Reed – 2012

ROAD AGENT

Jack Pinciario – 2014

FIRE CHIEF

Thomas Schofield – 2013

TREASURER

Sharon Harding Reed – 2014

DEPUTY TREASURER

Debra Hogencamp – 2014

CHECKLIST SUPERVISORS

Shirley Reed – 2012
Christine Lepine – 2014
Robert Redding – 2016

CABLE ADVISORY COMMITTEE

John Beaulieu – 2011
Ken Stiouphile – 2011
Russell Blanchette – 2013
Timothy Kearns – 2013
Richard Pentheny – 2014
Brian Maillet - 2014
Cynthia Couture – 2014

HEALTH OFFICER

Kevin Lynch - 8/13/2012

ZONING BOARD OF ADJUSTMENT

Gregory Lepine – 2012
Laura Gandia – 2012
Richard Riley Jr. – 2013
Albert Guilbeault – 2013
John R. Devereaux – 2013
John Regan – 2014
Eric Cushing – 2014

PLANNING BOARD

Barry Bean – 2012
Robert Curtis – 2012
Thomas R. Young – 2012
Leon Barry – 2013
Joel A. Kapelson – 2013
Russell Blanchette – 2014
Michael Croteau – 2014
Frank Byron

TRUSTEES OF TRUST FUND

Maureen Lascelles – 2012
Michael Falzone – 2013
John Poulos Jr. – 2014

CEMETERY TRUSTEES

Steven P. Calawa – 2012
Warren W. Adams – 2013
Rhonda Lambert – 2014

MOSQUITO DISTRICT COMMISSION

John Poulos Jr. – 2012
John Latsha – 2013
Alfred Raccio – 2014

BUDGET COMMITTEE

Michael Falzone – 2012
Timothy Finnegan – 2012
William Spencer – 2012
John Harte – 2013
Elizabeth Miller - RESIGNED
Chris Pascucci – 2014
Raymond Peeples – 2014
John York
Brent Lemire
Sandra Maxwell

RECREATION COMMISSION

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

LIBRARY TRUSTEES

Gail Musco – 2012
Lynne Clifford – 2013
Kristin Robert – 2013
Peggy Drew – 2014
Mary Franck – 2014

CONSERVATION COMMISSION

Roger St. Laurent Jr. – 2012
Sharon Jones – 2012
Richard Husband – 2012
Marion Godzik – 2012
Thomas W. Levesque Sr.-2014
Joan McKibben – 2014
Michael Croteau – 2014



TOWN OFFICIAL AND EMPLOYEE EARNINGS

SELECTMEN'S OFFICE

Perry, Steve	1,741.72
Jewett, M. Patricia	334.90
Lambert, George A.	1,741.72
Byron, Frank A.	1,741.72
Brunelle, John	1,741.72
Lemire, Brent	1,406.82
Hoch, Jason	77,059.20
Langille, Linda	63,787.44
Brodeur, Theresa	45,089.86
White, Karen	32,104.19
Total	226,749.29

TOWN CLERK/TAX COLLECTOR'S

Briand, Theresa L.	58,980.48
Textor, Patricia A.	40,621.12
Croteau, Claire L.	28,660.20
Total	128,261.80

TOWN TREASURER

Harding Reed, Sharon	6,441.16
Hogencamp, Debra	1,000.00
Total	7,441.16

TRUSTEES OF TRUST FUNDS

Lascelles, Maureen	87.96
Falzone, Michael	87.96
Poulos Jr., John	65.97
Total	241.89

VOTER REGISTRATION & ELECTIONS

Lepine, Christine E.	328.24
Redding, Robert M.	328.24
Reed, Shirley-Ann	328.24
Regan, John G.	195.00
Reed, Philip M.	156.00
Briand, Leo	28.65
Cady, David	21.49
Cady, Elaine	21.49
Jones, Sharon	133.70
Mieckowski, Bertha A.	176.68
Pinciario, Nancy L.	19.10
Regan, Patricia	140.86
Total	1,877.69

TOWN AND TALENT HALL, LIBRARY

CUSTODIANS AND GROUNDSKEEPERS

Arria, Ben	4,096.28
Arria, Roy	1,369.59
Londono Arango, Herney	725.00
Total	6,190.87

PLANNING BOARD

McKibben, Joan A.	21,430.00
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POLICE DEPARTMENT

Does not include Special Detail

Includes uniform allowance

O'Brion Jr., Joseph E.	80,396.86
Millette, Gerard A.	54,641.55
Brown, Anthony P.	61,783.63
Costa, Jeffrey S.	76,835.67
Donnelly, David A.	82,183.28
Gott, Gary L.	74,312.06
Hartley III, Russell	72,661.63
O'Donoghue, Timothy	68,736.90
Sargent, Ben	49,234.10
Savage, Heath H.	75,917.37
Bennett, Robert D.	23,207.56
Corl, Michael T.	35,186.04
Harris, Steve P.	5,453.98
Houle, Michael R.	33,705.74
Lamy, Raymond	11,389.06
LaPorte, Jeffrey	800.08
Tessier Jr., Dennis	58,324.09
Bessette, Carol A.	41,026.88
Diviny, Paul J.	45,531.83
Baril, Andrea	30,228.71
Total	981,557.02

FIRE DEPARTMENT

Does not include Special Detail

Schofield, Thomas B.	26,556.86
Nicoll, Douglas M.	68,294.57
Rea Jr., James E.	50,425.56
Adams, Warren W.	48.96
Allard, Paul	3,550.50
Bourque, Kevin C.	8,219.49



TOWN OFFICIAL AND EMPLOYEE EARNINGS

(continued)

FIRE DEPARTMENT (continued)

Croteau, Michael G.	2,992.95
Desmond Jr., Robert	6,616.24
Dube, Steven W	1,362.13
Earle, Derek	12,308.12
Farnham, Edward D.	2,072.64
Garand, Pierre J.	955.92
Gaumond, Glenn G.	1,147.08
Glancy, Edward C.	4,949.85
Goulet, Michael R.	2,414.25
Hallowell III, Bruce	261.12
Hubbard, Jason	1,844.16
Jack III, Row W.	3,648.72
Kearns, Timothy F.	359.04
Lemay, Mark T.	769.56
McLavey, Andrew	3,436.56
Morin, Corey L.	195.84
Newell, Jeffrey A.	4,871.52
Nicoll, Jason*	7,920.92

*Includes Town Hall Custodian

Pinard, Normand J.	554.88
Raccio, Daniel	6,811.35
Rafuse, Thomas W.	359.04
Ricard, Jason	2,535.45
Richardson, Timothy	7,133.76
Rumrill, Larry O.	1,583.04
Schofield, Brian	6,898.89
Schofield, Christopher	7,527.15
Smith, Kelly P.	1,958.40
Travis Jr., John F.	1,764.07
Welch II, Robert W.	279.84
Wright, Nicholas	4,732.89
Total	257,361.32

BUILDING/HEALTH DEPT.

Lynch, Kevin A	68,720.12
Gilcreast Jr., John	101.50
Total	68,821.62

HIGHWAY DEPARTMENT

Pinciario, John	58,148.15
Brazio, Zen	8,259.28
Blundon, Leslie W.	34,414.22
Total	100,821.65

SOLID WASTE DISPOSAL

Mellen, David L.	52,987.50
Worster, David E.	24,185.78
Marks, Alexander	9,762.35
Aliu, Driton	1,618.75
Briggs, James D.	9,564.20
dePontbriand, Jonathan	3,198.14
Maldonado, Jonathan	214.38
Natsios, Christopher	568.75
Shafer, Mark	666.90
Total	102,766.75

ANIMAL CONTROL OFFICER

Pilon, Gerald F.	13,140.60
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(includes mileage allowance)

LIBRARY

Varick, Vicki L.	49,404.19
Allen, Ada	2,991.95
Crete, Leslie	912.48
Moody, Callista	15,575.72
Pace, Carrie-Anne	31,244.15
Paquette, Helena	3,873.35
Robinson, Alexandra	26,698.04
Santos, Jacqueline	3,187.43
Total	133,887.31

TOTAL WAGES \$2,050,548.97





SELECTMEN'S ANNUAL REPORT

The Board of Selectmen of 2011 has many positive achievements to report. 2011 marks our first full year of working with our Town Administrator, Jason Hoch. Throughout the year, he has continued to provide the Board with great guidance and the ability to answer tough questions that would normally have gone to Town Counsel for a recommendation. That said, he has saved the Selectmen significant time as well as the town the financial burden of getting answers to sometimes difficult questions. Jason has proven the value of having an Administrator and we look forward to continue working with him throughout the future.

The BOS would like to also recognize the great work and effort we receive from all of our employees at the Town Hall. The continued discipline and desire to excel have been proven throughout 2011 by continuing to reduce costs and streamlining processes **to make things run much more smoothly**. We would also like to recognize and thank Karen White on accepting a new position of Office Assistant. Her continued excellence in this role is much appreciated. The BOS would also like to recognize Linda Langille for accepting a new position as the Finance/Human Resources Manager for the town. Linda has been a real asset to the Town throughout her tenure and continues to move the town forward financially as well as providing a real positive attitude at the Town Hall.

In 2011, the BOS, in conjunction with the Road Agent John Pinciario, have continued the effort of fixing the culverts and roadway improvements in the south end of town. We have continued the commitment by replacing and upgrading the culvert on Cranberry Lane to help alleviate the flooding in that area and look to continue that effort by approving the final stage of the project which will be the replacement of the culvert on Page Road as well as the regrading of the roadway from that culvert area to the intersection of Albuquerque Avenue. All of this work has been achieved using Highway Block Grant Funding that the town receives from the state on a yearly basis.

In conjunction with the Town Meeting warrant of 2011 for the town to move in the direction of an appointed Fire Chief, the Selectmen have spent time throughout the year preparing a job description as well as guidelines to have in place upon the hiring of a Fire Chief. The Selectmen have taken this task very seriously and with the help of our own Brent Lemire we have been able to achieve this much more easily than if we did not have his great wisdom and experience to help lead us to a resolution to this very important task.

The BOS would finally like to recognize all the great volunteers throughout our fantastic town, without the dedication of these great individuals in our town many things would never see the light of day. For that and many other reasons, the Selectmen have chosen to dedicate this year's town report to all the volunteers that keep this town moving forward and truly a fantastic place to live.

Respectfully Submitted

Steve Perry Chairman
John Brunelle Vice Chairman
Frank Byron
Brent Lemire
George Lambert



Volunteers digging post holes for fencing at the new fields.



TOWN ADMINISTRATOR

This year marked my first full year of service to the Town of Litchfield. I appreciate the work of our department heads, staff, elected and appointed officials to continue to offer high quality, cost-effective service to our residents. I also want to recognize the support, guidance and leadership provided by the Board of Selectmen over the past year.

Over the past year, we have continued to progress in building a more effective government operation. The changes implemented in financial management, oversight and controls yielded an outstanding audit of 2010. On an ongoing basis, we adjust and expand those systems to continue to ensure that we are responsible stewards of taxpayer money.

During the year, I worked with the Board of Selectmen and Department Heads to update and revise a number of policies and procedures. We also undertook projects to address energy costs with transferring of streetlights to a new lower cost rate plan and collaboration with several other towns and school districts, with the help of Nashua Regional Planning Commission to join an electricity purchasing cooperative which yielded a 25-30% savings on electric purchase costs for 2012.

The late October snowstorm provided an early season challenge for many of our operations. With many residents without power for days and countless trees and limbs down throughout Town, our Highway, Fire and Police Departments worked extremely hard to maintain safety and access around Town. I especially appreciate all of the offers of assistance we received during that time. We opened Campbell High School nightly for a week offering a hot dinner and showers to those still without power. Over one hundred people came each of the first four nights. I am especially grateful to the Litchfield Lions Club for providing dinner for two nights during the week. I further thanks is owed to the staff of Campbell High School for making sure the facility was ready for our use each evening. Operationally, for the Town, we relied on generator power for the whole week at Town Hall and the Police Department. Along the way, we identified several key items to address in our revisions to the Emergency Management Plan, begun in 2011 and slated to be completed in 2012. One key lesson was in the absence of television and landline telephone service for many people, which we needed to find other ways to pass along information. In this area, there are two alternatives. First, for those who continue to have internet access, our most recent updates in an emergency will be available via the Town's Facebook page (www.facebook.com/litchfieldnh) and copied on the Town's Twitter feed (@LitchfieldNH). Second, we are setting up a telephone/e-mail/text system for Town needs identical to the one used by the Litchfield School District.

For those of you who I have met over the past year, thank you for taking the time to introduce yourselves and helping me to learn more about the community. For those who I have not met yet, please feel free to call, e-mail or stop by my office if I can be of any assistance or can help explain anything about how your Town government operates. I look forward to continuing to serve the residents of Litchfield in 2012.

Respectfully,
Jason Hoch
Town Administrator



John Brunelle, Dave Mellen, and Jason Hoch, received a \$2,500 grant from representatives of NH the Beautiful toward the purchase of a new baler.



ELECTION/BALLOT VOTING RESULTS

Town of Litchfield March 8, 2011

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 Miecowski, 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:

Selectmen, Two Three-year terms:

Frank A. Byron	801 Elected
Brent T. Lemire	799 Elected
M. Patricia Jewett	732

Budget Committee, Two Three-year terms:

Raymond C. Peeples, Jr.	920 Elected
Chris Pascucci	857 Elected

Town Clerk/Tax Collector One Three-year term:

Theresa L. Briand	1129 Elected
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Treasurer One Three-year term

Sharon A. Harding Reed	1059 Elected
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Road Agent One Two-year term

John Pinciario	1031 Elected
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Library Trustee, Two Three-year terms:

Peggy Drew	1045 Elected
Mary Frank	62 Elected

Trustee to Trust Fund, One Three -year term:

John Poulos	3 Appointed
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Cemetery Trustee, One Three-year term:

Rhonda Lambert	12 Elected
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ELECTION/BALLOT VOTING RESULTS

(continued)

Article 2 To see if the town will 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 vote of the first session, for the purposes set forth therein, totaling \$4,494,248. Should this article be defeated, the default budget shall be \$4,463,558, 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.

Yes **895 Carried**
No 454

Article 3 Shall the town vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State, County and Municipal Employees which provides for the following increases in wages and benefits:

2011: \$734
2012: \$13,716 (estimated)
2013: \$14,127 (estimated)

And further, to raise and appropriate the sum of \$734 for 2011 fiscal year, such sum representing the additional cost attributable to the increase in benefits over those of the appropriation at current staffing levels. This collective bargaining agreement covers the full and part time patrol officers and full and part time dispatchers.

This contract contains no raise for 2011, cost of living adjustments based on the Boston CPI-W for 2012 and 2013, with such adjustments to be not less than 1% and not to exceed 2% in 2012 and not be less than 2% and not to exceed 3% in 2013. Additionally, the contract includes opportunities for a buy-out for not taking Town health insurances and introduces an Earned Time program in 2013 replacing the current vacation, sick and personal time program which is expected to reduce overtime costs.

Yes **817 Carried**
No 530

Article 4 Shall the Town include as part of the regular operating budget annually, road and drainage improvements that will be funded with the annual NHDOT Highway Block Grant money? This is an advisory warrant article.

Yes **1197 Carried**
No 135

Article 5 To see if the Town will enter into a contract with Pennichuck East Utilities to assume responsibility for Fire Protection charges for water system users. And further, to see if the Town will vote to raise and appropriate the sum of \$69,989 for that purpose. This amount represents the cost for 3 months of service in 2011 and is apportioned from an estimated annual cost of \$279,952. If this article is approved, future appropriations for Fire Protection Charges will be included in the operating budget of the Town.

Yes **816 Carried**
No 514



ELECTION/BALLOT VOTING RESULTS

(continued)

Article 6 To see if the Town will vote to modify the 2003 approval to deposit 100 percent of the revenue collected pursuant to RSA 79-A in the Conservation and Land Acquisition Fund previously established in accordance with RSA 36-A:5(III). The purpose of the Conservation and Land Acquisition Fund is to purchase land, conservation or trail easements or the purchase of development rights. The town will reduce the 100% amount going to Conservation and Land Acquisition Fund to 80%. The remaining 20% will be deposited in the Town's General Fund.

Yes **925 Carried**
No 389

Article 7 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 Vacation Accrual Expendable Trust Fund and to authorize the Board of Selectmen to serve as agents to expend from the funds, and further to raise and appropriate the sum of \$58,862 for transfer into this fund from the unexpended fund balance as of December 31, 2010. This amount is shown on the Town'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 the expenses associated with employee resignations and retirements do not impact the current year budget. This would have a net cost to 2011 general taxation of \$0.

Yes **905 Carried**
No 400

Article 8 BY PETITION: To see if the town will vote to adopt the provisions of RSA 154:1, Section I(a) that allows the governing body to appoint the fire chief with firefighters appointed by the fire chief. (This would allow for greater accountability by allowing the establishment of minimum requirements for the position as well as continuity in town government by bringing this position in line with others.)

Yes **810 Carried**
No 508

Article 9 BY PETITION: To see if the Town will vote to authorize the appointment of a Town Treasurer by the Board of Selectmen rather than by election. This option is authorized under RSA 41:26-e. Per RSA 669:17-d, when a town votes to discontinue the elected treasurer office, the person holding the elected office of treasurer at the time of the vote to discontinue it shall hold office until the annual town election first following the discontinuance of the office, at which time the elected office of treasurer shall terminate irrespective of the length of that officer's term.

Yes **820 Carried**
No 505



Voting machine being tested.



EXCERPTS FROM PREVIOUS TOWN REPORTS

2001

Library Trustees “.....First, work has begun on making the library handicapped accessible. This includes the construction of a handicapped lift system and bathroom. The work is coming along nicely, and should be complete early next year....”

Animal Control “..... 2001 Wild Animal Calls- 1 Bear and 1 Mink....”

Conservation Commission “.....The commission hosted its 20th anniversary Children’s’ Fishing Derby. More than 80 children participated making the competition for awarding the most creative fishing hat fierce.”

1991

Public Library Trustees “..... We had a hard time holding on to our outside signs this year. I’m sure they are looking great in someone’s family room! Many thanks to Mr. Bergeron for helping us with the large, sturdy and hopefully more permanent entrance and exit signs.....”

Building Department-Summarization of Town Hall Structural Report “.....**History:** The building was constructed Circa 1850 and used as a Meeting Hall as well as a place for special functions. In 1974 the Town Hall was moved from the edge of the Charles Bancroft Highway to its current location. At that time, the foundation and interior was modified for use as town office space. Prior to this, town offices were located in the Library basement and in individual homes.

1981

1981 Resident Population “.....Population Age Birth – 17 (1,546), Population Age 18 – 64 (2,467), Population Age 65+ (106), **Total Population= 4,119....”**

Litchfield Parks and Recreation Commission “.....**Parks Report:** In 1981 the Town of Litchfield added a new recreation field at Jeff Lane. A large thanks goes to the Litchfield Little League, and especially Jack Wilkinson, for their time and effort in developing Jeff Lane. Conjectively, the Little League and the Parks & Recreation Commission developed two minor league baseball fields for use in the 1982 season....”

Business Portion of Town Meeting, Friday, March 13, 1981 “.....**Article XV:** John Simmons MOVED to raise and appropriate the sum of \$7,300.00 to purchase and equip one 1981 police model cruiser. Selection of make and model shall be the responsibility of the Board of Selectmen in consultation with the Chief of Police; the said purchase to be by competitive bidding. (This had been recommended by the Budget Committee.)

J. O’Brien seconded. Motion carried by voice vote.....”

1971

Memorial Day “.....Parade Marshall Chief Willis Jewett, USN (Retired) formed the parade units at the Grange Hall. The parade route went south on the Charles Bancroft Highway paced by the Elks Trojans Drum and Bugle Corps. Escorting the line of marchers was the Litchfield Police Department under the direction of Police Chief David Campbell. Included in the line of marchers were color bearers, color guards, rifle squad, veterans, boy scouts, cub scouts, 4-H, and school children. The parade paused at the Library for the traditional laying of the wreath below the plaque for World War II veterans. Wreath laying ceremonies were conducted at the Town Hall in memory of World War I servicemen. A wreath was laid upon the waters of the Merrimack River in memory of Sailors and Marines.....”

Planning Board Report “....The year of 1971 witnessed the continued rapid expansion of Litchfield, with two major sub-divisions completed and four currently in process, with an estimated 200 houses to be built. The population forecast prepared by Mr. Max Wolfe, of the Nashua Regional Planning Commission, estimates that Litchfield’s population growth will increase 148% by 1980 and 544% by 1990.....”



EXCERPTS FROM PREVIOUS TOWN REPORTS

Fire Department Report 1971 “.....For the past 12 months, we have not had a house fire which the Volunteer Fire Department and myself wish to thank the citizens of the town. The year 1971 has been one of the finest on record for the Litchfield Volunteer Fire Department.....”

Police Department Report for 1971 “.....What do you say after 35 years of police work in a small town. With a population increase from three hundred to two thousand persons. One tarred road to subdivisions, apartment houses, trailer parks, and three hundred dogs.....”

On two happy occasions we assisted other departments. The first last spring when Derry welcomed Astronaut Alan Shepard with a parade. Derry was justifiably proud of her native son.....

The Second occasion was when Nashua played host to President Nixon. Four officers assisted Nashua and one in Merrimack. The security precautions involve a lot of work..... David A. Campbell, Chief of Police.....”

Police Activities Report 1971 “.....”

Abandoned Cars	11	No Trespassing signs distributed	145
Houses checked, owners away	66	Speeding	18
Lost Persons	7		

Street and Highways Ordinance, Adopted by the Board of Selectmen November 15, 1971

“.....**Snow Removal:** It shall be unlawful for an operator of a motor vehicle or other vehicle to park said vehicle on a public way in said Litchfield between the hours of 11:00 P.M. and 7:00 A.M. from November 15 to April 15 of each year of any other time during a snow storm or snow removal operations. Vehicles in violation will be towed away at owners expense. Penalty for the violation of such regulations shall be twenty dollars (\$20).

Snow Thrown into Street: No person or persons shall by himself or his agent or agents throw, push, or put any snow or ice into or across the right of way of any street, highway or secondary road in the Town. For the purpose of the Ordinance, right of way means street and sidewalk. Any person who shall violate the provisions of this ordinance shall, upon conviction, pay a fine of twenty dollars (\$20).....”

1961

Librarian’s Report 1960-1961 “.....During the year 1960, eighty-six volumes were added, and in 1961, two hundred seven volumes were added making a total of 6,624 volumes.....”

Town Clerk’s Report “....516 Motor Vehicle Permits, 72 Dog Licenses.....”

Annual Report of the Building Inspector “.....”

Permits		Estimated Cost
New Construction	12	\$62,625.00
Additions or alterations	<u>16</u>	<u>14,662.00</u>
	28	\$77,287.00

1931

Report of Trustees of Litchfield Public Library “.....The new equipment purchased this year includes a floor polisher and a piano.....”

Statement of Payments, General Government “.....Town Hall: G.B.L. Hill, janitor service, \$4.00; Robert J. Morrill, moving piano, \$7.00; John A. Reid, 2 cords of wood, \$12.00.....”

1921

Town Warrant 12. “....To see what action the Town will take to prevent the Merrimack River from washing into the east bank, at the centre of the Town.....”

Detail Statement of Payments “.....Town Reports - \$57.75, Bridge Signs – \$1.50, Safety deposit box - \$2.50....”



TOWN PROJECTS IN 2011

**New Truck Shelter
Highway Dept.**



Aerial View of New Fields



**New Athletic Fields
(above/below)**

Construction on Cranberry Lane Culvert



Cranberry Lane Culvert Completed





Litchfield Conservation Commission

The Litchfield Conservation Commission (LCC) is an all-volunteer advisory board authorized by RSA 36-A, established by the Town “for the proper utilization and protection of the natural resources and for the protection of watershed resources” within Litchfield. In 2011 the LCC was involved in:

- The current use contribution to the conservation funds. At Town Meeting this funding was adjusted to 80% of the current use change funds to the LCC, 20% to the Town general fund. The approximate value of the fund at the end of 2011 was \$870,395.00.
- Representation to the Lower Merrimack Advisory Committee.
- The 29th Annual Children’s Fishing Derby on Chase Brook was well attended.
- We accompanied the county forester to a Litchfield land owner to investigate the possibility of signs of Asian Long Horned Beetle. Fortunately the damage to the tree was not from the invasive beetle.
- We continue to work with NH Dept. of Environmental Services on water issues at Darrah Pond.
- Continuing maintenance on the fields and trails at Moore’s Falls Conservation Area.
- We continued our participation in the State’s “Adopt-A-Highway” program.
- Members continue their education at the state meeting of Conservation Commissions and with the NH Assoc. of Natural Resource Scientists.

The Commission meets the first Thursday of the month at 7:00 p.m. in Town Hall. The public is encouraged to attend.

Respectfully submitted,

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



Moore’s Falls (facing north)



LOWER MERRIMACK RIVER LOCAL ADVISORY COMMITTEE

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:

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

Associate Members:

Geoff Daly, Nashua

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 2011 LMRLAC meetings included the following topics:

Water Quality Testing- George May coordinates the volunteer water monitoring program that tests samples for E.coli bacteria and other parameters on the Merrimack River.

Jill Longval/ River Continuity Study- Jill is now the Environmental Planner at NRPC and will serve as LMRLAC liaison. Jill submitted a grant request to DES for a study of culverts constricting flow and fish passage on tributaries to the Merrimack. The project was funded and Jill will be asking for input from the LAC.

Manchester-Boston Airport -Richard Fixler, P.E., Assistant Airport Director, Engineering and Planning, Manchester- Boston Regional Airport and John Hagopian, P.G., Environmental Compliance Specialist attended a meeting to report on the results of the water monitoring study they completed as part of their EPA Multi-Sector Permit Requirements. The airport discharges glycol effluent, a de-icing agent to the river. The airport is working with EPA and DES to study the circumstances causing the levels of elevated oxygen demand and development of Best Management Practices (BMPs) to improve the levels. Mr. Hagopian speculated that the airport will have to do something about odor and foam and suspects the DO will not be much of a concern.



LOWER MERRIMACK RIVER LOCAL ADVISORY COMMITTEE

(continued)

Nashua CSO Project-William Keating, Wastewater Engineer, City of Nashua attended to discuss ongoing work on upgrades to the sewer and stormwater system. Nashua is under a consent decree from the Environmental Protection Agency (EPA) to reduce the frequency of discharges to the Nashua and Merrimack Rivers. Mr. Keating explained that the Harbor Avenue project is scheduled for completion by October 2012. He explained that there will be a separate drain system and stormwater will discharge to Salmon Brook.

PSNH Thornton and Eagle Substations in Merrimack- Mitigation for this project will be directed to a project recommended by the Merrimack Planning Board on a tributary to the Merrimack River but not in the corridor.

Beazer East (former Koppers site) – Hills Ferry Road, Nashua The LAC sent a letter to DES with concerns.

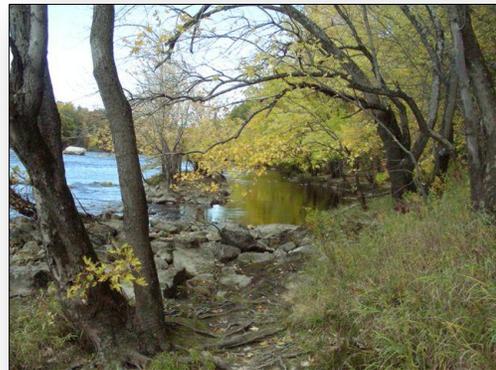
Renaissance Downtowns – East Hollis Street Concept Plan (Nashua) James Vayo met with the LAC to describe the project. The LAC provided him with feedback on making the riverwalk part of the first phase and maintaining an adequate buffer, especially any tall pines for eagle roosting.

EPA Draft NPDES Permit (#NH0001465) for PSNH Merrimack Station in Bow – The draft permit raises concerns with discharges from the plant raising water temps in the Merrimack and makes recommendations. The LAC sent comments to DES and EPA stating support for the draft permit.

Respectfully submitted by Kathryn Nelson, Chair 1-17-2011



Moore's Falls (facing south)



Moore's Falls (facing north)



Thornton's Ferry



LITCHFIELD HIGHWAY DEPARTMENT

The Highway Department kept up with the many heavy snow storms in 2011. We worked hard to keep the budget under control due to the trying economic times.

Paving – Reclaimed and paved Oak Drive.

Cranberry Lane Culvert – The culvert on Cranberry Lane was replaced and paving was reclaimed between, Albuquerque Ave and Aaron Way.

Roberts Road – Completed Roberts Road project which included shoulders, drainage and paving.

Catch Basin – Catch basins were inspected and repaired or replaced where needed.

Recreation – Assisted the Recreation Commission on the construction of the new fields behind Highway Department.

Highway Garage – Completed new sand shed. A new 72 x 42 building to house trucks was started and will be completed in 2012.

Fire Department – Site work at Fire Department for installation of propane and driveway repairs.

Equipment – After long service to the Town, Big Blue, a 1968 Mack, was retired and replaced.

Purchase of Equipment- This year the Department purchased a plow and wing. Also purchased was a State of NH used highway replacement truck, an International 2000.

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

October Storm – The Town was hit hard with the October snow storm. Heavy wet snow brought down numerous trees, branches and power lines throughout the Town, leaving 95% of residents without power. The Highway Department was busy for weeks cutting and chipping trees/branches, removing brush and clearing roadways, as well as cleaning catch basins.

Projects for 2012 – Looking forward to the final phase of the 3 year Culvert Replacement Project on Page Road. Should be completed some time in August 2012.

I would like to thank the Litchfield residents for their cooperation during the harsh winter, as well as Hurricane Irene and the October snow storm. The observation and reporting of needed repairs and potholes to the Town's roads is appreciated. Keep up the good work.

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 town owns the equipment, consisting of the plows, wings, sander, plow frame, and hydraulics, but contracts out to individuals and companies who supply the truck and/or personal. The quality work they perform is apparent after every snowstorm. I want to thank those individuals and companies for their work: Les Blundon, Digger D's Landscape-Dan Vailancourt, Doug St. Laurent and Ron Buxton; Eagle Paving-Mark Reilly; JBT-Jeff Guay; Jamie Hysette and Eric Reed, as well as Fire Chief Tom Schofield, Police Chief Joseph O'Brion. I greatly appreciate all their hard work.

Respectfully submitted,

John Pinciario,
Road Agent



TRANSFER STATION AND RECYCLING FACILITY

Litchfield Residents,

The facility staff and solid waste committee members have completed the shutdown of the incinerator. 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 the 2011 the facility processed the following recycling products:

Material/Amount			
Cardboard	125.81 tons	Plastics	33.23 tons
Glass	156.01 tons	Vegetable Oil	110 gal
Aluminum Cans	14.47 tons	Fluorescent Bulbs	4480 units
Steel Cans	16.82 tons	Used motor oil	1800 gal
Mixed Paper	149.34 tons	Wet Cell Batteries	2.79 tons
Scrap Metal	158.09 tons	Rigid Plastics	3.6 tons
Electronics	36.09 tons	Non Ferrous Metals	2.2 tons

Totals 2011 694.35 Tons Recycled

At current landfill rates, this material would have cost \$76,338.00 in disposal fees.

Market Pricing 2011	High	Low
OCC (Cardboard)	\$ 172.50 TN	\$ 130.00 TN
Mixed Paper	\$ 70.00 TN	\$ 50.00 TN
UBC (Aluminum Cans)	\$ 00.80 LB	\$ 00.68 LB
Scrap Metal	\$ 225.00 TN	\$ 135.00 TN
Steel Cans	\$ 145.00 TN	\$ 45.00 TN

New Baler



Other Materials Recycled in 2011

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.

Dave Mellen, Transfer Station Manager, pictured with compacted recyclables.

New for 2012

- Plastics Recycling #1 thru #7
- YTD informational recycling sign
- Ridged plastic recycling

Solid Waste Committee:

- John Brunelle, Resident
- George Lambert, Board of Selectman Representative
- Tom Levesque, Resident
- David Mellen, Transfer and Recycling Facility Manager
- John Pinciario, Resident
- Cecil Williams, 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 2011 Annual Report for the citizenry of Litchfield, New Hampshire.

I would like to thank the residents of Litchfield for passing the 3 year collective bargaining agreement between the Town and the police officers. The residents again have shown their ongoing support of the officers and it is very much appreciated.

There were some personnel changes at the police department. Lieutenant Gerard Millette retired with 30 years of dedicated service to the residents of Litchfield (Thank You Gerry!!). Sgt. David Donnelly was promoted to the rank of Lieutenant. Master Patrol Officer Timothy O'Donaghue was promoted to the rank of Sergeant. We hired Benjamin Sargent an 11 year law enforcement veteran from Dunstable, Massachusetts. Part time officer Jeff LaPorte left the ranks of the Litchfield Police Department; we wish him the best of luck in his career endeavors.



Lieutenant Gerry Millette

30 years of service.

This year we have continued with a robust training program which has been supported by the Board of Selectmen and the Budget Committee. Some of the trainings attended by the staff are:

Criminal investigations	O.C. Instructor	Legal Update
Ethics in Law Enforcement	ASP Instructor	CPR
Gun Laws	Interviews and Interrogations	Domestic Violence
Sex Crimes Investigations	Family Medical Leave Act	Crime Scene Processing
Supervisor Training	Taser	Media Relations
Active Shooter Instructor	SRO Training	Use of Force

The Town was recognized for reaching Prime 3 status with our local insurer Primex. The Joint Loss Management Committee (JLMC) worked very hard this year to reach the high standards required for this prestigious accomplishment. The reward to the residents is not only monetary but one that shows Litchfield is operating under the best business practices for joint loss and safety.



LITCHFIELD POLICE DEPARTMENT (continued)

The Police Department remains steadfast in a proactive manner within the schools. Cpl. Robert Bennett taught and graduated several students in the DARE program at Litchfield Middle School and St. Francis. Cpl. Michael Corl was active with Campbell High School SADD (Students Against Drunk Driving) program and assisted in the second mock accident scene this past May. This is a demonstration put on by several students, staff, local businesses, parents, and safety officials and is designed to make students aware of the “real life “ consequences of drinking and driving. The demonstration ended with a mock trial with retired Judge Lawrence Warhol presiding.

In October of this year, Litchfield was struck by an early snowstorm which left several residents without power for several days. The collaborative efforts of town officials, police, fire, school, and volunteers were very impressive to say the least. The high school was opened as a warming shelter to take showers, eat, and get updated on storm recovery efforts. This was the second time in recent years that a town emergency brought us together. The results were a much smoother, well prepared event that provided some help for those residents in need.

This year saw a substantial increase in burglaries. It is easy to become complacent when you live in a small safe, community. There are those nefarious people who take advantage of this perception and commit crimes to property. It is important to keep your doors locked and report any suspicious activity to the Police. We had an incident this year where a neighbor called in a suspicious vehicle which led to the arrest of two people who had just broken into the neighbor’s house. Please keep this in mind and watch out for each other.

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. I also wish to say a special thank you to John Brunelle for all his volunteer work in keeping our IT department running smoothly.

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





2011 OFFENSE LOG STATISTICS

	2010	2011		2010	2011
Arrests			Issuing Bad Checks	8	14
Adult	84	139	Loitering	1	0
Juvenile	17	25	Lost Property	5	5
Protective Custody	24	12	Medical Emergency	34	13
Abandoned 911 Calls	25	13	Missing Person	0	1
Alarms	45	27	Neighbor Dispute	7	7
Alcohol, Prohibited Sales	0	1	Noise Complaint	12	6
Alcohol, Unlawful Possession	2	4	Obstructing Report of a Crime	1	0
Animal Involved Incidents	33	41	Open Door/Unsecured Building	19	5
Arson	1	2	Paperwork Service	107	112
Assaults (All)	43	46	Pawn Shop Sales	1	0
Attempted Suicide	5	5	Pistol Permit Application	133	104
Bench Warrant	3	1	Police Information	119	63
Burglary	18	30	Police Service	149	83
Burglary, Attempt to Commit	10	7	Pornography, Child	0	1
Bylaws as to Non Attendance, School	0	1	Receiving Stolen Property	2	5
Civil Standby	22	20	Recovered Property	3	1
Computer Related Crime	2	2	Resisting Arrest	0	3
Criminal Mischief	52	47	Robbery	1	0
Criminal Threatening	19	12	Robbery, Armed	1	0
Criminal Trespass	9	20	Robbery, Armed, Conspiracy to Commit	1	0
DWI (ALL)	23	40	Runaways, Habitual	8	17
Default/Breach of Bail Conditions	1	2	Sex Offenders, Registration of	3	7
Department Assist	18	12	Shoplifting	0	3
Destruction, Attempt to Commit	1	0	Shots Fired	6	9
Detaining Books, Overdue Matter	1	0	Stalking	5	9
Dog Control/Running at Large	23	22	Suicide	0	1
Dog a Menace, Nuisance/Vicious	7	13	Suspicious Activity	38	28
Dog, License Required	3	3	Suspicious Persons	11	9
Domestic Disturbance	38	49	Suspicious Vehicles	8	11
Drug Law Violation	28	34	Theft	37	41
False Information	3	4	Theft by Deception	2	3
False Report to Law Enforcement	1	2	Theft from a Motor Vehicle	12	17
Felon/Possession of Dangerous Weapon	3	0	Theft of a Motor Vehicle	1	2
Fire	10	5	Tobacco Violations	3	2
Fire Code Violations	1	0	Town Ordinance Violations	5	1
Fireworks, Display of	0	0	Truancy	1	1
Fireworks, Possession of	0	0	Unlawful Activities (Littering)	5	1
Forgery	1	0	Unruly Juvenile	8	14
Found Property	14	13	Untimely Death	2	1
Fraud, Attempt to Commit	1	2	Unwanted Person	4	5
Fraudulent Use of Credit Card	5	7	Vehicle Repossession	0	0
Harassment	13	19	Violation of Protective Order	4	3
Hindering Apprehension	2	3	Welfare Check	28	26
Identity Fraud	5	4	Wire Fraud, Attempt to Commit	2	6
Indecent Exposure/Lewdness	1	0			
Involuntary Emergency Admission	2		Business Checks	11,735	11,629
			*New Data Total Calls Handled	N/A	22,521



ANIMAL CONTROL

Litchfield Residents:

This report summarizes the activities of the Litchfield Animal Control Department, for 2011. The Animal Control Department had a good year in 2011. There were no unusual incidents to mention.

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 2012

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>2010</u>	<u>Revenue</u>		<u>2011</u>	<u>Revenue</u>
Unlicensed Dog	194	\$4,850.00		115	\$2,625.00
Dogs Running at Large	1	\$25.00		0	\$0.00
Nuisance	2	\$125.00		2	\$50.00
Menace	0	\$0.00		0	\$0.00
Vicious	1	\$100.00		1	\$100.00
Rabies Vaccination	0	\$0.00		35	\$775.00
Service Fee	151	\$755.00		89	\$410.00
Total	349	\$5,855.00		243	\$3,860.00





ANIMAL CONTROL

	<u>2010</u>	<u>2011</u>
WARNINGS		
Unlicensed Dog	58	24
Dogs Running At Large	46	40
Nuisance	22	22
Menace	1	0
Vicious	0	2
No Tags	3	3
Rabies Vaccination	0	8
Total	130	99

	<u>2010</u>	<u>2011</u>
WILD ANIMAL CALLS		
Bat	0	5
Bear	0	1
Beaver	0	2
Bird	10	11
Coyote	7	8
Deer	16	30
Fisher	6	7
Fox	11	12
Goose	2	3
Horse	2	4
Opossum	0	4
Porcupine	1	0
Raccoon	16	12
Skunk	24	15
Snake	0	3
Squirrel	1	0
Turkey	1	1
Turtle	2	6
Woodchuck	11	5
Other	2	0
Trap Set for Wild Animal	1	0
Disposal of Wild Animal	9	12
Total	122	141

	<u>2010</u>	<u>2011</u>
OTHER CALLS FOR SERVICE		
Calls about Cats	27	24
Cat Bites or Scratches	2	1
Cats Hit By Motor Vehicle	1	2
Cats Euthanized	0	1
Feral Cats	1	2
Dog Bites	8	12
Dogs Hit By Motor Vehicle	1	2
Dogs Left In Motor Vehicle	1	0
Dogs Tested For Rabies	1	0
Dogs Picked Up	43	39
Dogs Brought To Kennel	17	18
Total	102	101

LICENSED DOGS **1,640** **1,689**

	<u>2010</u>	<u>2011</u>
TELEPHONE		
In Station	224	127
Out Station	224	109
In Home	165	72
Out Home	206	63
Total	819	371

	<u>2010</u>	<u>2011</u>
HOURS WORKED		
In Town	380	357
At Home	247	239.5
At Kennel	25	16
Training	8	8
Total	660	620.5

	<u>2010</u>	<u>2011</u>
VEHICLE		
Mileage	4,736	4,013
Cost For Gas	\$2,103.00	\$2,295.00





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.

This year the Board worked on an Accessory Dwelling Unit ordinance. If the ordinance is passed by the voters at Town Meeting in March 2012, it will allow flexibility in living arrangements and provide alternative “not-for-rent” housing opportunities for owner occupied and family members. It would allow a secondary dwelling unit on the same conforming lot for family members or a family caregiver.

The Board also worked on a potential multi-family workforce housing Zoning amendment. The Board decided not to bring this to the voters in 2012 and instead will keep working on this State mandated topic in the coming year.

Towards the end of 2011, the Board started broadcasting our meetings on Litchfield cable. We hope this brings attention to the ordinances we are trying to work on and will raise awareness and public interest in the work of the Planning Board.

In 2011 the Board said goodbye to our circuit rider planner from NRPC, Steve Wagner. Steve had been our planner since 2001. We wish him all the best.

We welcome Jen Czysz as our new planner from NRPC.

Thank you to Sandra Maxwell for capturing our minutes accurately and thanks to Joan McKibben who maintains our daily and monthly tasks.

Respectfully submitted,

Leon Barry, Chairman
Bob Curtis, Vice-Chairman
Frank Byron, Selectmen’s Rep.
Barry Bean
Russell Blanchette
Thomas Young
Michael Croteau
Joel Kapelson (alternate)
Bob Curtis





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 2011, the LRC was comprised of six full members but no appointed alternates. We were fortunate to retain all members in 2011. Steve Perry 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 3 alternate positions available. Our current schedule for meetings is the 2nd and 4th Tuesdays of each month at 7:30pm at Town Hall.

Mr. Roy Arria continued as Custodian/Groundskeeper on a part-time basis and was joined by Mr. Ben Arria for a total of 8 to 10 hours per week. They were the only persons employed by the Parks and Recreation department in 2011. The Commission publicly thanks Roy and Ben for their dedication and service again this year. They continue 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. They have saved the Town money by performing numerous tasks and repairs that would otherwise have required the hiring of expensive contractors or be left undone.

Fields, Facilities, and Partnerships

Being composed of volunteers, the LRC rarely originates recreational events on its own. 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 under the LRC's jurisdiction in 2011 were the same as in past years:

- Roy Memorial Park (2 Wood Hawk 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
- Litchfield Girls Softball League
- Litchfield Lions Club
- Litchfield School District
- Litchfield Pickleball Association
- Litchfield Recreational Basketball League
- Litchfield Seniors Group
- Litchfield Youth Soccer Association
- St. Francis School



RECREATION COMMISSION

(continued)

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



Volunteers at the new fields

LRC Projects in 2011

In 2011 the LRC began planning for a new field project to allow for much needed space for soccer and the new lacrosse program. 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 will be 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 will be a walking trail around the perimeter of the property. 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.

We anticipate that the fields will be ready for use in the fall of 2012. There is a diagram of the project on the Town website, under the Recreation Commission area <http://www.litchfield-nh.gov/government/recreation/index.htm>.

This project has been funded with impact fees and with donations. Several meetings were held regarding the construction of the fields with significant input from the town's residents, officials and various committees. There have been many people significantly involved in this project but the Recreation Commission would like to recognize and thank Commissioner Keith Buxton for taking the lead and for the enormous amount of time and energy he has given thus far.

Our Seniors Group has continued to grow more active in 2011. 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.

New in 2011 was the formation of a co-ed adult softball group. The games were played on Sunday evenings and encompassed all skill levels. Watch for this group to start up again this year.

Plans are underway for other activities this year, including the possibilities of a toddler playgroup and various exercise classes. 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 Town's 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 2011 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
 Steve Perry, Selectman ex-officio



LITCHFIELD MOSQUITO CONTROL DISTRICT

2011 was an interesting year for the Mosquito Control District. First, we were virtually surrounded by West Nile Virus as mosquitoes testing positive were identified in Manchester, Nashua and Londonderry (as well as a number of communities in Massachusetts) but our town escaped with no indication of WNV at all. Furthermore, mosquitoes infected with Eastern Equine Encephalitis, which has shown up in the area the last few years, never appeared in Litchfield traps during 2011. 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.

Second, in years prior to 2011 the MCD filed for partial reimbursement from the State of New Hampshire for expenses incurred by mosquito control. This reimbursement of approximately 25% yearly reduced each prior year's expenditures while allowing us to maintain a level of pest control that we deemed sufficient to mitigate risk to the residents of Litchfield. However, the last biennial state budget passed removed reimbursement funds to the towns so we were not able to offset some of our contractor costs in 2011. Going forward 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.

Third, 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, up from the current three. If this legislation is passed, please consider signing up.

As you are all aware, mosquitoes present a threat to our children as they play at the town's recreational facilities throughout the summer. They don't present the only insect-borne threat however, as ticks, particularly deer ticks (the carriers of Lyme disease), are on the increase everywhere in the Northeast. To address this escalating threat, the MCD teamed with our contractor, Municipal Pest Management Services, to open a dialogue with the Recreation Commission about insect control and bite prevention. It is our intention not only to continue this cooperation but also to broaden it. The potential exists for us to work more closely with the Planning Board, Health Office and the Road Department to help make our town safer for us all and we will explore that closer cooperation in the coming years.

Finally, the 2011 numbers:

Adult mosquito surveillance was conducted from June 6 to September 29. During that period 2,720 mosquitoes were trapped at 2 locations in town. The following charts are excerpted from Municipal Pest Management Services' yearly report for 2011. Testing started in July.

EEE Testing Results

July 1, 2011 – October 7, 2011

	Prior Year Totals					
	2011	2010	2009	2008	2007	2006
Mosquito Batches Positive*	0	0	73	8	6	40
Animals Positive	0	1	7	1	2	1
Humans Positive	0	0	1	0	3	0

*A mosquito batch is a collection of mosquitoes sorted by species, date of collection, and trap location.

WNV Testing Results

July 1, 2011 – October 7, 2011

	Prior Year Totals					
	2011	2010	2009	2008	2007	2006
Mosquito Batches Positive	9	1	0	1	0	0
Animals Positive	0	0	0	0	0	0
Humans Positive	0	1	0	0	0	0



LITCHFIELD MOSQUITO CONTROL DISTRICT

(continued)

New Hampshire Arbovirus Testing – Mosquito Batches

Town or City	Date Collected	Species	Virus Result
Nashua	07/28/2011	Culex pipiens/restuans	WNV
Manchester	08/01/2011	Culex pipiens/restuans	WNV
Manchester	08/01/2011	Ochlerotatus canadensis	WNV
Nashua	08/18/2011	Culex pipiens/restuans	WNV
Manchester	08/29/2011	Culex pipiens/restuans	WNV
Manchester	09/06/2011	Culex restuans	WNV
Brentwood	09/13/2011	Culiseta melanura	WNV
Portsmouth	09/21/2011	Culiseta melanura	WNV
Keene	09/22/2011	Culex salinarius	WNV

A “Batch” consists of approximately 50 adult female mosquitoes of the same genus and species. Only vector (disease carrying) species are sent to the labs for testing. It’s important to note that no animals or humans were infected with either EEE or WNV during 2011.

Each year two traps are placed in Litchfield. The entomologists empty the traps each week, examine the species trapped, sort them by species and sex (only female mosquitoes of the vector species bite humans) and send the sorted batches off to the state’s lab for testing. The historical data compiled from these examinations helps the MCD and our contractor to develop treatment plans. When necessary, Litchfield’s Arboviral Illness, Prevention, Surveillance and Response Plan is updated based on the threat level determined by the collected data and recommendations by New Hampshire DHHS.

While we hope it won’t be necessary, positive testing next year will mandate additional larviciding or barrier spraying in targeted areas. **If you do not want your property treated** you must make a written request to the Board of Selectmen, Attn: Mosquito Control District. Include your name, address, phone number and a short description of your property with boundary information. If such a request is not received and test samples show positive in your area, your property might be treated.

Please contact the MCD if you have any questions about mosquitoes, the larvicide in use, time and type of application or for more information about EEE or WNV. As always, remove standing water on your property from wherever it may be, use an effective insect repellent (usually containing DEET), avoid areas where mosquitoes breed and congregate and take proper precautions to prevent bites. Keep your family safe.

Respectfully submitted by the Litchfield Mosquito Control District:

John Poulos – Chairman

John Latsha – Vice Chairman

Alfred Raccio



AARON CUTLER MEMORIAL LIBRARY'S 2011 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 36,960 library items: 57% children, 5% teens and 38% adults
- Counted 18,563 visits to the library
- Hosted 6,740 patrons at 235 library programs
- Added 317 new patrons
- Recorded 11,655 informational visits to our website, cutlerlibrary.blogspot.com

Library Resources

In-House Resources

- The library holds 14,318 materials in a variety of formats including: print, audiobooks, magazines, newspapers, movies and computer programs.
 - 931 new materials were cataloged and added to the collection. 8741 of these items were purchased; 57 items were donated.
 - 1,165 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.
- 24/7 wi-fi was installed to satisfy patron demand.

Online Resources

- **New Hampshire Downloadable Book Consortium**
 - eBooks became available in the Kindle format.
 - Library patrons had access to:
 - 5,325 downloadable audiobooks in MP3 and WMA formats
 - 3,079 eBooks in the epub and Kindle formats
 - 34,000 public domain titles in the pdf format
 - A complete list of compatible devices and detailed instructions for using these free downloadable resources are available on 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 25 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.
 - 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.





AARON CUTLER MEMORIAL LIBRARY

(continued)

Interlibrary Resources

Litchfield residents had access to materials around the state through the Interlibrary Loan program, in which 1,674 requested items were delivered to the library for pick-up. Patrons also signed petitions to save the Interlibrary Loan Van Service from cuts at the state level.

Library Programming

The Adult Services Department offered:

- 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.
- Novel Destinations, an 8-week summer reading club that included reading, activities and prizes.

The Tween and Teen Services Department offered:

- You Are Here!, a 7-week summer reading club for 6th-12th graders, including reading, crafts, activities, performers and prizes, featuring a Manga Illustration Workshop.
- Other crafts and contests.

The Children's Services Department offered:

- 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.
- Book Bunch, a book discussion group for children age 9-11.
- One World, Many Stories, a 6-week summer reading club for kids age 3-10, including reading, crafts, contests, performers, events and games, featuring Henry the Juggler.
- Library Card Sign-Up Month for 1st graders at GMS, and other crafts and contests.

Other Services

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

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, as well as our holiday greenery;
- the Friends of the Library for their annual 24/7 Porch Book Sale 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 35 neighboring businesses that supported our 3 summer reading clubs through donations of prizes and money;
- the 31 individuals who provided the library with a helping hand when it was needed; and
- the "Book Elf" who supplied the library with new children's books that were given away during Library Card Sign Up Month and the Holiday season.

Return on Taxpayer Investment

Weighing taxpayer investment (\$182,496) against the cost for patrons to purchase the materials and services provided to them by the library in 2011 (\$501,363), taxpayers enjoyed a return on investment of \$318,867 or 175%.

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

New home construction has been the slowest for many years in Litchfield. A total of 10 new dwelling units were built. However, we are seeing continual addition/remodeling and renovation activity which is about the same as 2010. I expect with the interest rates being low, residents will be doing more home improvement projects this coming year.

I am continuing to work on getting building applications and other permits on line. My goal was to have them completed prior to 2011, but it is still a work in progress. With relatively little demand for permits, I have focused on other activities. Another goal for 2011 was completed when contractors came in for electrical, plumbing and mechanical permits; it is now done with one stop service. The contractors have been happy with that change, as well as do it yourself home owners who need permits.

In the area of Health, one change imposed by the NH legislative this past year, was stopping the repair in kind of existing State and Town approved septic systems. As of April 2011, any home or business that has a failed septic system will need to do another test pit, design a new leachfield, and submit it to the State for approval. This has added extra cost to the owner, where in the past, if there was an existing State approved leachfield it could be repaired in place.

As a closing note for 2011, the Halloween snow storm had power out for 95% of Litchfield for approximately 6 days. Being an early snow storm, more tree damage occurs due to leaves still on the trees, thus knocking down more power lines. The early snow sealed the decision for residents contemplating a purchase of a generator. As the year ends, I was working with many residents on generator installation permits.

In closing, I hope the economy improves for all the residents of Litchfield. I thank you for your support over the past year. I would also like to thank all my co-workers and I hope 2012 is a better year.

Kevin Lynch
Code Enforcement/Building Official
Health Officer

Permits for 2011

<u>Types of Permits</u>	<u>Count</u>
Dwelling Units	10
Additions/Garages/Renovations	89
Temporary	1
Swimming Pools	13
Mechanical	82
Electrical	85
Plumbing	17
Septic Test Pit/Leach Fields	10
Well	3
Manufactured Home Replacement	1
Total Permits Issued	311
 Estimated value for Construction of New Units, Renovations, Additions, Garages, etc	 \$5,714,772.00
 Large Project for 2011	 New Asphalt Plant
Permit Fees Collected in 2011	\$22,730.00



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.

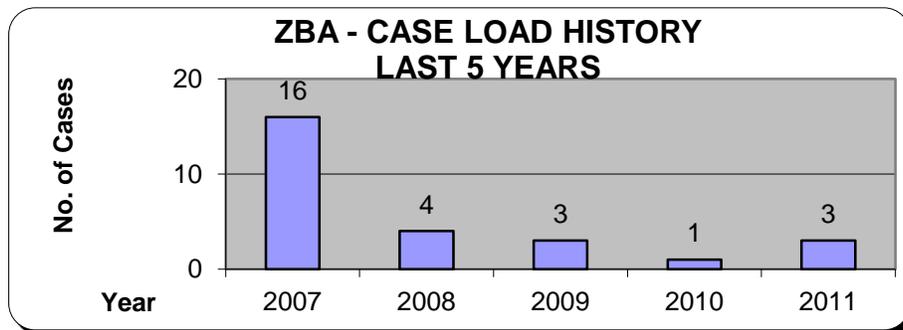
- Eric Cushing and John Regan were reappointed by the Board of Selectmen for another three years.
- Laura Gandia was nominated Vice-Chair Person in November for another one year term.
- Richard Riley was nominated Chair Person in November for another one year term.
- The Board reviewed the role of the Clerk position and made a determination that those responsibilities could be reassigned to gain efficiencies in how the ZBA handles administrative tasks. In November the Board voted to leave the position of Clerk vacant until their review is completed and a final decision to permanently eliminate the Clerk position can be considered.

	<u>Membership Start</u>	<u>Term Expiration Date</u>	<u>Years of Service</u>
Members: Eric Cushing	2005	March 2014	7
Laura Gandia - Vice Chair.	2000	March 2012	12
Albert Guilbeault	2005	March 2013	7
John Regan	1998	March 2014	14
Richard Riley Jr – Chair.	2003	March 2013	9
Alternates: Thomas Cooney	2007	March 2012	5
John Devereaux	2003	March 2013	9
Gregory Lepine	1990	March 2012	22

** I would like to call special attention to Greg Lepine, John Regan and Laura Gandia for their long standing service on the ZBA and by extension to the Town of Litchfield.

Section 2: Case Load and Decisions

In 2011 the Board heard testimony and made decisions on three (3) new cases.



Of the total case load heard in 2011:

- There were three requests for a Variance.



LITCHFIELD ZONING BOARD OF ADJUSTMENT

(continued)

Section 3: Budget

TOWN OF LITCHFIELD							
ACTUAL & BUDGETED EXPENSES & ENCUMBRANCE							
Period: January 2011 to December 2011							
Account Number	Account Name	Current Year Budget	Period Expenditures	Current Year Expenditures	Encumbrances	Balance Remaining	Percent Remaining
01-4191.30####	Report Totals	2228.00	703.90	1487.74	0.00	740.28	33.23

In 2011 the Board continued our focus on managing expenses. I would also like to point out that in 2011 the ZBA members donated miscellaneous office supplies and have voluntarily declined mileage reimbursements for travel related to site walks and training.

Section 4: Training, Seminars, Certifications

- ZBA Member and Vice-Chairperson, Laura Gandia, attended the NHOEP Spring Planning and Zoning Conference training

Section 5: Miscellaneous Business

- In 2011 the ZBA updated their application submittal process to include a provision which would allow applicants to submit requests directly to the Litchfield Building and Zoning Administrative Officer. Prior to this change applicants had to attend a regularly scheduled ZBA meeting to submit their application to the Board and then return at a later date for their case to be heard. Additional evaluation must be completed before final acceptance of changes to the application submittal process.
- In November 2011 the Board drafted a proposed revision to the ZBA By-Laws. The most significant changes are outlined below;
 - *Change Section 3 to delete the position of Clerk. Reference to the ZBA Clerk responsibilities was removed from all other sections of the document.*
 - *Change Section 4.5 to define the new application submittal process which allows applicants to submit their ZBA requests directly to the Building and Zoning Administrative Officer.*
 - *The proposed revisions are currently under review. A copy of the draft is available upon request by contacting the ZBA Chairperson.*

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



2011 ANNUAL REPORT OF NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD

The Nashua Regional Planning Commission 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 2011, 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.

Third River Crossing – With the recent opening of the Manchester Airport Access Road (MARR), NRPC began a traffic volume monitoring program to assess the impact of the MARR opening on the Town of Litchfield. Baseline data was collected prior to the opening of the MAAR and will be compared to data collected in the spring of 2012 in order to quantify the impact of the bridge opening. Additionally NRPC will hold a Third River Crossing summit in 2012 to facilitate discussion between officials from towns of Litchfield, Hudson, Merrimack and the City of Nashua to develop a path towards a mutually agreeable east west travel solution between the communities.

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.

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.



NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD

(continued)

Road Inventory – During 2011, 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 of 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.

Metropolitan Transportation Plan (MTP) – During 2011, 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 2011 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 a study of the land use and zoning in North Merrimack for the possible development of a rail station.

Regional Traffic Model – NRPC is updating the regional traffic model in conjunction with the release of new U.S. Census data and regional employment and journey to work data. 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. This will allow NRPC to 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. The projections are based upon the 2010 existing male and female population, broken down by 5 year age cohorts, and projected in 5 year increments through 2040; allowing the town to plan for its future demographic composition including school age, workforce and senior populations. Incorporated into the projection model are recent birth rates, standard survival rates, and an estimate of the future migration that considers known and anticipated future economic development, housing construction, and recent trends. Additionally, NRPC is developing similar projections for all towns in the region as is 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.



NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD

(continued)

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.

NRPC Energy Program – In 2011, NRPC continued to provide technical assistance to increase municipal energy efficiency in the Nashua Region through the Energy Technical Assistance and Planning program (ETAP). ETAP is funded by the American Recovery and Reinvestment Act and is being administered through the NH Office of Energy and Planning. Through this program, NRPC staff worked with the Town of Litchfield along with 10 additional towns and 6 school districts to form an aggregation for electricity supply. As a result of a successful bidding process, the Town will see a substantial savings on its municipal electricity bills.

Resources and Training – Through the iTRaC (Integrating Transportation and Community Planning) Program, NRPC provided a wide array of resources to town boards and staff. Fact sheets were developed on Transit Oriented Design, Overlay Districts, Bike and Pedestrian Planning, Performance Zoning and the Sustainability Series Overview. Two Planning Board and Zoning Board trainings were also offered as well as a workshop on roundabouts.

The iTRaC Program awarded the first Exemplary Spaces Awards in 2011. Awardees exhibited examples of excellent planning and design. Future awards will be granted for residential, commercial and industrial, and public spaces in the Nashua Region that exemplify the successful use of innovative planning techniques, site design, and aesthetic appeal and to recognize examples of excellent planning that enhances the community.

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 2011 Household Hazardous Waste season. In 2011, a total of 1,032 households participated in the HHW collections District-wide; of those, 29 households came from Litchfield. A total of 71,348 pounds of material was collected in 2011. Litchfield residents removed roughly 2,005 pounds of hazardous waste from the 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 notices, draft amendments and warrants for Town Meeting.



NRPC ACTIVITIES FOR THE TOWN OF LITCHFIELD

(continued)

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 the assessing department to acquire the latest set of land use and housing 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.

Census Data – NRPC collected and synthesized hundreds of datasets from the 2010 U.S. Census and the ongoing American Community Survey estimate program. Data is available at several geographic levels, from the State and Town all the way down to small Census Blocks. NRPC has presented local and regional data at several meetings throughout the year and even created an online tutorial on how to access even more data using American Fact Finder, the Census’s official website. This data has been, and will continue to be, extremely important in planning efforts and decision making for Litchfield. Updated numbers in categories such as population, race, language, employment, and housing can now be used in local plans, and will be the inputs to the updated travel demand model.

Broadband Mapping – NRPC provided data collection support to the New Hampshire Broadband Mapping and Planning Program. Tasks in the Town of Litchfield included collection broadband information from “community anchor institutions” – schools, town facilities, medical facilities, etc – and sending them to UNH for inclusion in statewide maps which help show where any service is lacking, or where better service is needed.

For more information 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.

EXISTING CONDITIONS: Households and Housing

Community	Total # Households					Average HH Size				
	1990	2000	2010	Δ 90-00	Δ 00-10	1990	2000	2010	Δ 90-00	Δ 00-10
Amherst	2,988	3,590	4,063	20.1%	13.2%	3.03	3.00	2.76	-0.03	-0.24
Brookline	811	1,343	1,631	65.6%	21.4%	2.97	3.11	3.06	0.14	-0.05
Hollis	1,942	2,440	2,811	25.6%	15.2%	2.93	2.88	2.73	-0.05	-0.15
Hudson	6,630	8,034	8,900	21.2%	10.8%	2.92	2.83	2.73	-0.09	-0.10
Litchfield	1,725	2,357	2,828	36.6%	20.0%	3.20	3.12	2.92	-0.08	-0.20
Lyndeborough	451	560	643	24.2%	14.8%	2.87	2.83	2.62	-0.04	-0.21
Mason	423	433	529	2.4%	22.2%	2.87	2.65	2.61	-0.22	-0.04
Merrimack	7,439	8,832	9,503	18.7%	7.6%	2.97	2.84	2.67	-0.13	-0.17
Milford	4,463	5,201	5,929	16.5%	14.0%	2.61	2.58	2.53	-0.03	-0.05
Mont Vernon	582	693	838	19.1%	20.9%	3.07	2.90	2.87	-0.17	-0.03
Nashua	31,051	34,614	35,044	11.5%	1.2%	2.53	2.46	2.42	-0.07	-0.04
Pelham	2,907	3,606	4,357	24.0%	20.8%	3.24	3.03	2.96	-0.21	-0.07
Wilton	1,152	1,410	1,418	22.4%	0.6%	2.71	2.65	2.59	-0.06	-0.06
Region	62,564	73,113	78,494	16.9%	7.4%	N/A	N/A	N/A	N/A	N/A
Hillsborough County	124,567	144,455	155,466	16.0%	7.6%	2.64	2.58	2.53	-0.06	-0.05
New Hampshire	411,186	474,606	518,973	15.4%	9.3%	2.62	2.53	2.46	-0.09	-0.07



LITCHFIELD CABLE ADVISORY COMMITTEE

December 31, 2011 marks the end of the seventeenth year of work by the Litchfield Cable Advisory Committee.

This is the tenth annual report being submitted to the Litchfield Board of Selectmen and citizens of Litchfield. During this time, the committee members have continued to work collaboratively with the Board of Selectmen in the oversight and coordination of the services provided to the town in the area of cable television. As in past years, the Cable Advisory Committee takes great pride in their accomplishments and the services that they provide to the town of Litchfield.

Highlights for 2011-

-We installed new state-of-the-art digital recording and playback systems at our two major cable casting facilities at the Town Hall and Campbell High School. This has allowed us to free ourselves from having to maintain an outdated DVD recording and playback process, and it has eliminated the need to transport DVD's between facilities.

-Additionally, this new digital technology has allowed us to make available all town meetings on the internet. These meetings can be streamed from your computer at home any time of the day or night. If you have not already checked out this service please do so at <http://lctv.pegcentral.com/index.php>

-Along with the Board of Selectmen, School Board, Budget, and Mosquito Control District meetings, we added the Planning Board meetings to our programming.

-We would like to make a belated public welcome to our newest cable advisory board member, Russell Blanchette. Russ is now pretty well known to those of you who have seen him operating the equipment at the Board of Selectmen and School Board meetings.

-We renewed our town cable television contract with Comcast Corporation for a 10-year period.

This will be covered in next year's annual report but in 2012 we will be installing newer cameras and microphones at both the Town Hall and Campbell High School which will provide better camera angles, better images, and improved sound.

At the close of 2011 we continue to operate three local channels, twenty-four hours a day, seven days a week, that provide Selectmen, Budget, Planning Board, Mosquito Control District, and School board meetings (both live and re-broadcast), emergency and safety information, as well as local school events produced with the help of the Campbell High School staff and students.

In closing, I am proud to present the 2011 Annual Report of the Litchfield Cable Advisory Committee. We continue to be a very small volunteer organization. It takes many hours a week to produce and record programming and maintain the automated playback systems that provide the programming that you see on Channels 20, 21, and 22.

As in years past, I would again like to take this opportunity to extend my recognition and appreciation to the Litchfield Cable Advisory Committee members. As always, their dedication, knowledge, technical assistance, self-sacrifice and patience have proven invaluable.

Respectfully Submitted, Dick Pentheny, Chairperson



CEMETERY TRUSTEES

The year 2011 was a very busy one for the Litchfield Cemetery Trustees. All three of the Town's elected Trustees attended the annual New Hampshire Trustees' Conference in Concord, NH, in June.

The summer of 2011, saw a survey of the Pinecrest Cemetery land conducted by Joseph M. Widert, land surveyor, under the direction of Neil Smith. Having completed the survey of land at the Pinecrest Cemetery, the Trustees are in the process of having a fence installed to encompass all 6.4 acres of land. Both, the Church Graveyard and the Hillcrest Cemetery, have been surveyed in recent years and are properly fenced according to statutes of the State of New Hampshire, which require that all cemeteries in the State be enclosed by a proper fence.

Beginning in the spring of 2012, Kai Nalenz, proprietor of Gravestone Services of New England, located in Bedford, NH will begin a complete restoration of all of the broken and otherwise damaged stones in all three of the cemeteries. This project is being done without the expenditure of any taxpayer funds. Funding is being provided by the old cemetery association funds which had accrued for many years from the sale of grave plots. These funds have been designated for the restoration of damaged monuments in all three of the Town cemeteries.

This past summer, it became apparent, through use of old maps and remaining stone markers, that part of the old town burial grounds on the river's edge, across from the Litchfield Historical Society building, still remains intact. A designation of this site is planned for the near future.

The Cemetery Trustees are currently in the process of updating a booklet of rules and regulations and rights of interment for our Town Cemeteries. Any suggestions that Town citizens would like to make concerning rules and regulations should be directed to the Cemetery Trustees or to Cemetery Association Members.

Respectfully submitted by,

Dr. Steven P. Calawa
Treasurer
Litchfield Cemetery Trustees



Pinecrest Cemetery



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/ece/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 are several elections this year; January 10th, March 13th, September 11th, and November 13th. 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 1,646 dogs licensed in 2011. ***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.litchfield-nh.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 2012 *Dates and fees subject to change

Jan – 2012	Delinquent notice of all taxes owed	No charge
February, 2012	Notice of impending lien certified to property owners	\$18.00
	2 nd or subsequent parcel	\$2.00
April, 2012	Notice of impending tax deed certified to property owners	\$16.00
April, 2012	Execution of Tax Lien	\$18.50
	2 nd or subsequent parcel	\$8.00
March, 2012	Identifying mortgagee holders (for Liens)	\$13.00
March-2012	Notice of executed tax lien to mortgagee holders	\$16.00
April, 2012	Identifying mortgagee holders (for Deeding)	\$18.00
April, 2012	Notice of impending tax deed to mortgagee holders	\$16.00
June, 2012	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 2012 **dates subject to change*

January 2, 2012	CLOSED
January 16, 2012	Martin Luther King – CLOSED also State Offices Closed
February 4, 2012	Deliberative Session – Town-Campbell High 10:00 a.m.
April 2012	Tax Lien Execution
February 20, 2012	President’s Day – OFFICE CLOSED
March 13, 2012	Town Election Day – OFFICE OPEN
April, 2012	Rabies Clinic – Location- Fur & Feathers Rte 102
May 28, 2012	Memorial Day – OFFICE CLOSED
July 4, 2012	Independence Day- OFFICE CLOSED
September 3, 2012	Labor Day- OFFICE CLOSED
October 8, 2012	Columbus Day- OFFICE CLOSED
October 17 – 19, 2012	Annual Town Clerk/Tax Collector Conference – OFFICE OPEN
November 12, 2012	Veteran’s Day- OFFICE CLOSED
Nov. 22-Nov. 22, 2012	Thanksgiving Holiday- OFFICE CLOSED
December 24, 2012	Christmas Eve- Hours- 7:30a.m.-12:30a.m.
December 25, 2012	Christmas Day –OFFICE CLOSED
December 31, 2012	New Years Eve- Hours 7:30a.m.-12:30a.m.

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



RESIDENT MARRIAGE REPORT

01/01/2011-12/31/2011

Name	Residence	Name	Residence	Issuance	Marriage	Marriage
BERG, WILLIAM D	LITCHFIELD, NH	DOMINICK, DONNA M	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	01/01/2011
BROUGHTON, JOSHUA S	BEVERLY, MA	DAGER, ALYSSA M	LITCHFIELD, NH	BEDFORD	BEDFORD	01/02/2011
PATTERSON, CLARK R	SEABROOK, NH	STANLEY, BARBARA J	LITCHFIELD, NH	SEABROOK	SEABROOK	02/14/2011
GAUMONT, SCOTT A	LITCHFIELD, NH	FILADORO, CRYSTAL L	LITCHFIELD, NH	NASHUA	HAMPTON FALLS	03/01/2011
HALLOWELL III, BRUCE E	HUDSON, NH	SCHOFIELD, HEATHER M	LITCHFIELD, NH	NASHUA	MANCHESTER	03/16/2011
HUGHES, ADAM W	LITCHFIELD, NH	DENNING, KRISTEN L	NASHUA, NH	NASHUA	NASHUA	04/08/2011
DESJEAN, CHRISTINE A	LITCHFIELD, NH	DESMOND JR, ROBERT W	LITCHFIELD, NH	LITCHFIELD	MANCHESTER	06/10/2011
HARRIS, KATIE M	LITCHFIELD, NH	ARCHAMBAULT, DOUGLAS	LITCHFIELD, NH	LITCHFIELD	HAMPSTEAD	07/09/2011
YOREK, JANET D	MERRIMACK, NH	BASEY, WESLIE A	LITCHFIELD, NH	LITCHFIELD	HUDSON	07/23/2011
AMBROSINO, DEBRA A	LITCHFIELD, NH	HALVORSEN, RONALD T	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	08/20/2011
BROWN, KYLA J	LITCHFIELD, NH	LUQUETTE JR, WILLIAM E	LITCHFIELD, NH	LITCHFIELD	AUBURN	08/28/2011
CURRIE, DEVIN H	LITCHFIELD, NH	BALLOK, ALICIA E	LITCHFIELD, NH	HANOVER	HANOVER	09/03/2011
RILEY, LISA A	LITCHFIELD, NH	KARSTOK, DAVID A	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	09/10/2011
REDA, RANDY A	LITCHFIELD, NH	SMITH, JACLYN M	LITCHFIELD, NH	LITCHFIELD	DERRY	09/10/2011
LANG, JANET V	LITCHFIELD, NH	FRAGALA, RYAN C	LITCHFIELD, NH	LITCHFIELD	MANCHESTER	09/10/2011
HIGGINS, BRETT M	LITCHFIELD, NH	CASTONGUAY, CHANTELE	LITCHFIELD, NH	DERRY	NASHUA	09/10/2011
OSBORNE, MATTHEW R	LITCHFIELD, NH	HANSON, JESSI L	LITCHFIELD, NH	LITCHFIELD	NASHUA	10/22/2011
STARRETT, STEPHANIE L	LITCHFIELD, NH	SMITH, MARK A	LYNN, MA	LITCHFIELD	WINDHAM	11/20/2011

Total number of records 18



RESIDENT BIRTH REPORT 01/01/2011-12/31/2011

Child's Name	Birth Date	Birth Place	Father's/Partner's Name	Mother's Name
COLE, ADELINE MONIQUE	01/08/2011	NASHUA, NH	COLE, TIMOTHY	COLE, CHANTAL
QUALEY, EMMETT VAN	02/01/2011	CONCORD, NH	QUALEY, JASON	QUALEY, MARY
KUEHN, CONNOR WILLIAM	02/28/2011	MANCHESTER, NH	KUEHN, MARK	KUEHN, JENNIFER
SABIN, LOGAN ROSS	03/08/2011	NASHUA, NH	SABIN, ROSS	SABIN, TRACEY
ALGEO, JOHN DAVID	04/03/2011	NASHUA, NH	ALGEO, PATRICK	ALGEO, AMY
RANK, EVELYNN REGINA-RAE	04/18/2011	DERRY, NH		RANK, AMANDA
KELLEY, JASMINE MAE	04/20/2011	NASHUA, NH	KELLEY, JAMES	KELLEY, SUZANNE
MOORE, LYLAH PATRICIA	06/03/2011	NASHUA, NH	BIELECKI, CHRISTOPHER	MOORE, RHONDA
KIDD, APRIL HANNAH	07/05/2011	NASHUA, NH	KIDD, MICHAEL	KIDD, DANIELLE
BRADY, BLAKE SCOTT	07/08/2011	MANCHESTER, NH	BRADY, ADAM	BRADY, MARGARET
MORGAN, JAMIESON ROSS	07/19/2011	MANCHESTER, NH	MORGAN, BRIAN	MORGAN, DANIELLE
LEIGHTON, MADELYN DAVIS	08/19/2011	NASHUA, NH	LEIGHTON, JOSEPH	LEIGHTON, MICHELLE
BORST, EMILY FAITH	08/24/2011	NASHUA, NH	BORST, CHRISTOPHER	BORST, KELLEY
BURNS, MCNALLY	08/28/2011	DERRY, NH	BURNS, CHRISTOPHER	MARKHAM-BURNS, MARADITH
LEFEBVRE, JAYCEE LORRAINE	09/06/2011	NASHUA, NH	LEFEBVRE, JUSTIN	JOHNSON, SHEENA
LABRIE, CONNOR JAY	09/06/2011	MANCHESTER, NH	LABRIE, CHAD	LABRIE, LAUREN
WEBBER, BRIAN STEVEN	09/28/2011	NASHUA, NH	WEBBER, STEVEN	WEBBER, APRIL
GILBERT, EMILY GRACE	10/05/2011	NASHUA, NH	GILBERT, TIMOTHY	GILBERT, JENNIFER
OUELLETTE, EMILY MARY	10/16/2011	NASHUA, NH	OUELLETTE, SCOTT	OUELLETTE, ALISON
KING, SIENA ROSE	10/20/2011	NASHUA, NH	KING, COREY	KING, DENISE
ALWAN, ZANE HYDER	10/24/2011	CONCORD, NH	ALWAN, HAIDER	ALABDULLA, SALLY
ULLIANI, LUCAS PAUL	10/31/2011	NASHUA, NH	ULLIANI, LEE	ULLIANI, CASANDRA
MONTMINY, CHARLES ANDRE	11/01/2011	NASHUA, NH	MONTMINY, CHRISTIAN	MONTMINY, NICOLE
LEVEILLE, ANNIKA GRACE	11/09/2011	NASHUA, NH	LEVEILLE, SCOTT	LEVEILLE, JESSICA
BLUNDON, ZACHARY WILLIAM	11/16/2011	NASHUA, NH	BLUNDON, CHRISTOPHER	BLUNDON, MEGHAN
SMALL, MICAH EDWARD	12/07/2011	NASHUA, NH	SMALL, MICHAEL	SMALL, ANDREA
KINCHLA, NATALIA MARIE	12/20/2011	NASHUA, NH	KINCHLA JR, ROBERT	EMERY, KATHERINE
HARMON, NATALIE JEAN	12/22/2011	MANCHESTER, NH	HARMON, ROBERT	HARMON, PAMELA



RESIDENT DEATH REPORT 01/01/2011-12/31/2011

Decedent's Name	Death Date	Death Place	Father's Name	Mother's Maiden Name	Military
SOULARD, RUSSELL	01/04/2011	LITCHFIELD	SOULARD, ROLAND	JEAN, ANTOINETTE	N
SPENCER, TIMOTHY	01/28/2011	MERRIMACK	SPENCER, GORDON	UNKNOWN, CECILE	N
SINIBALDI, LILLIAN	02/05/2011	MERRIMACK	LOSIER, JOHN	ST HILAIRE, BEATRICE	N
PEPIN, FLORENCE	02/13/2011	HUDSON	DAWSON, GRAHAM	CURTIS, GLADYS	N
DINA, PAMELA	02/18/2011	MANCHESTER	BARFIELD, KENNETH	GRAHAM, MARY	N
CAMPOS, FERNANDO	04/07/2011	MERRIMACK	CAMPOS, SERGIO	SABATER, ANTONIA	Y
CIRKA, CONSTANCE	06/28/2011	MANCHESTER	PROULX, JOHN	PEPIN, VIOLET	N
BOURQUE SR, RONALD	07/22/2011	BEDFORD	BOURQUE, WILFRED	CHERETTE, ALICE	N
MURPHY, MARY	09/20/2011	NASHUA	GATH SR, GEORGE	GANNON, MABEL	N
LEPORE, MARY	10/03/2011	NASHUA	FOLEY, JAMES	GRENIER, CLARA	N
STIOUPHILE, KENNETH	10/17/2011	MERRIMACK	STIOUPHILE, MARC	ROLLINS, EDNA	Y
MACELHINEY, ALICE	11/14/2011	NASHUA	LORION, ADRIEN	MONAHAN, CECILE	N
COVEY, ETHEL	12/09/2011	NASHUA	COVEY, HERBERT	STICKNEY, HELEN	N

Total number of records 13



TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending

12/31/2011

DEBITS

UNCOLLECTED TAXES AT THE BEGINNING OF THE YEAR*		LEVY FOR YEAR	PRIOR LEVIES		
			2011	2010	2009
Property Taxes	#3110	xxxxxx	\$ 460,669.86	\$ 0.00	\$ 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	\$ 96.81	\$ 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		(\$ 42,799.92)			

TAXES COMMITTED THIS FISCAL YEAR

FOR DRA USE ONLY

Property Taxes	#3110	\$ 14,280,427.44	\$ 0.00
Resident Taxes	#3180	\$ 0.00	\$ 0.00
Land Use Change Taxes	#3120	\$ 10,500.00	\$ 0.00
Timber Yield Taxes	#3185	\$ 16,651.43	\$ 0.00
Excavation Tax @ \$.02/yd	#3187	\$ 2,716.14	\$ 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		\$ 42,799.92	\$ 0.00	\$ 0.00	\$ 0.00
Interest - Late Tax	#3190	\$ 6,791.99	\$ 25,271.45	\$ 0.00	\$ 0.00
Resident Tax Penalty	#3190	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL DEBITS		\$ 14,317,087.00	\$ 486,038.12	\$ 0.00	\$ 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 12/31/2011

CREDITS

REMITTED TO TREASURER	LEVY FOR YEAR	PRIOR LEVIES		
	2011	2010	2009	2008+
Property Taxes	\$ 13,864,736.49	\$ 301,685.95	\$ 0.00	\$ 0.00
Resident Taxes	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Land Use Change Taxes	\$ 10,500.00	\$ 0.00	\$ 0.00	\$ 0.00
Timber Yield Taxes	\$ 7,708.46	\$ 96.81	\$ 0.00	\$ 0.00
Interest & Penalties	\$ 6,791.99	\$ 25,271.45	\$ 0.00	\$ 0.00
Excavation Tax @ \$.02/yd	\$ 2,716.14	\$ 0.00	\$ 0.00	\$ 0.00
Utility Charges	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Converted To Liens (Principal only)	\$ 0.00	\$ 152,211.01	\$ 0.00	\$ 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	\$ 4,183.44	\$ 4,488.68	\$ 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	\$ 8,942.97	\$ 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	\$ 407.00	\$ 0.00	\$ 0.00	\$ 0.00

UNCOLLECTED TAXES -- END OF YEAR #1080

Property Taxes	\$ 411,100.51	\$ 2,284.22	\$ 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*	\$ 0.00	xxxxxx	xxxxxx	xxxxxx
TOTAL CREDITS	\$ 14,317,087.00	\$ 486,038.12	\$ 0.00	\$ 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 12/31/2011

DEBITS

UNREDEEMED & EXECUTED	2011	PRIOR LEVIES		
LIENS		2010	2009	2008+
Unredeemed Liens Beginning of FY	\$ 0.00	\$ 0.00	\$ 100,238.08	\$48,629.92
Liens Executed During FY	\$ 0.00	\$ 163,841.48	\$ 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	\$ 0.00	\$ 0.00	\$ 0.00
Interest & Costs Collected	\$ 0.00	\$ 4,462.78	\$ 10,495.76	\$ 19,524.48
TOTAL LIEN DEBITS	\$ 0.00	\$ 168,304.26	\$ 110,733.84	\$ 68,154.40

CREDITS

REMITTED TO TREASURER	2011	PRIOR LEVIES		
		2010	2009	2008+
Redemptions	\$ 0.00	\$ 85,673.34	\$ 49,890.79	\$ 47,815.29
Interest & Costs Collected #3190	\$ 0.00	\$ 4,462.78	\$ 10,495.76	\$ 19,524.48
Abatements of Unredeemed Liens	\$ 0.00	\$ 269.90	\$ 0.00	\$ 0.00
Liens Deeded to Municipality	\$ 0.00	\$ 510.42	\$ 815.58	\$ 814.63
Unredeemed Liens End of FY #1110	\$ 0.00	\$ 77,387.82	\$49,531.71	\$ 0.00
Unredeemed Elderly Liens End of FY	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
TOTAL LIEN CREDITS	\$ 0.00	\$ 168,304.26	\$ 110,733.84	\$ 68,154.40

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

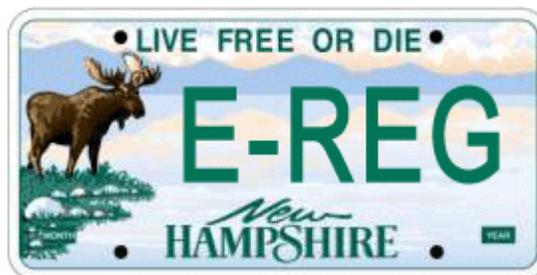


**ANNUAL FINANCIAL REPORT
LITCHFIELD, NH TOWN CLERK
January 1, 2011 through December 31, 2011**

Dogs License	\$6,819.00
Paid to the State of New Hampshire	\$3,939.00
Duplicate Tags	\$5.00
Fines and Penalties	\$3,186.00
Dredge and Fill Permits	\$10.00
Voter Checklists	\$50.00
Incorporation Filings	\$10.00
Motor Vehicles Registrations	\$1,236,160.00
Paid to the State of New Hampshire	\$595,719.00
Electronic Registration fee (due to software company)	\$1,653.00
Municipal Agent Fees	\$29,250.00
Titles	\$3,156.00
Boats	\$20,043.00
Pole Permits	\$20.00
Postage	\$8,126.00
Hunting & Fishing Licenses	\$152.00
Paid to the State of New Hampshire	\$32,390.00
Returned-Check Fees	\$800.00
UCCs	\$900.00
<u>Vital Records</u>	
Town	\$611.00
Paid to the State of New Hampshire	\$2,050.00
Total Receipts	\$1,945,049.00

A true record of Town Clerk receipts, attest:

Theresa L. Briand
Town Clerk
January 5, 2012





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, 2010, 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.

During our audit we became aware of other matters that we believe represent opportunities for strengthening internal controls and operating efficiency. The

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

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 25, 2011

STATUS OF PRIOR YEAR RECOMMENDATIONS:

✓ **1. Improve Monthly Reconciliations**

Prior Year Issue:

In the prior year, we recommended the Town establish formal procedures to reconcile key general ledger balances on a monthly basis.

Current Year Status:

In 2010 the Town established monthly reconciling procedures for all key general ledger accounts, including cash, receivables, and impact fees.

Further Action Needed:

None. This issue is resolved.

2. Develop Departmental Receipt Policies and Procedures

Prior Year Issue:

In the prior year, we recommended the Town establish formal written departmental receipt policies and procedures, which should address, at a minimum, the following:

- Standardized receipt logs
- Standardized receipt turnover forms
- Requiring two signatures on the receipt turnover form
- Requiring departments remit receipts to the Collector
- Prohibiting the collection of currency, wherever feasible
- Establishing frequencies of turnovers and physical security over receipts

We further recommended that the Town perform periodic internal audits of the various departments to assure compliance with the policies and procedures that are adopted. This would result in improved controls over departmental receipts and reduce the likelihood of irregularities occurring.

We also recommended that a copy of the departmental receipt turnover form be provided by departments directly to the Finance Manager in order to

reconcile with the receipt postings. This would provide a necessary measure of checks and balances between departments.

Current Year Status:

In 2010 the Town established a formal departmental receipt policy and departments began remitting receipt turnover forms to the Finance Manager. However, in our testing of the Library receipts, it was noted that the Library personnel was unaware of the new policies.

Further Action Needed:

We recommend all departments be reminded of the new departmental receipt policy, and that the Finance Manager begin to perform periodic internal audits of departmental receipts.

Town's Response:

Departments will be reminded of new policy and external agencies, such as the Library will be encouraged to develop a trackable internal auditing system. For Town Departments, the Finance Manager will perform internal audits at least quarterly.

3. Other Internal Control Areas

Prior Year Issue:

A key component of any financial statement audit is the evaluation of internal controls. This evaluation is accomplished through inquiry, observation and testing. The following weaknesses were noted as a result of our evaluation of controls during our 2009 audit.

Town-Wide Issues:

- Establish a formal fraud policy for Town employees.

General Ledger Issues:

- Maintain all funds (other than trustee of trust funds) in the general ledger.
- Maintain organized records for all adjusting journal entries, including explanations and support.
- Provide expenditure reports to departments at least monthly.

- Provide revenue reports to all departments that collect revenues.

Payroll Issues:

- Establish employee personnel files, including documented pay rate approval forms.
- Prohibit the distribution of paychecks until the payroll is formally approved by the Board of Selectmen.

Treasury Issues:

- Document a summary of all Town bank reconciliations on a single form to be used to prove to general ledger balances.
- Consolidate impact/escrow passbook accounts into a master bank account.
- Consider increasing collateralization of bank accounts.
- Void old outstanding checks at least annually.

Collector Issues:

- Maintain a control log to track receivable activity.
- Reconcile control log to detail receivable lists, and to Town general ledger receivable records.
- Sign off on receipt turnover forms by two individuals.

Trust Fund Issues:

- Bring library trust stock investments in house or contract with a broker.
- Track expendable and nonexpendable portions of trust funds for MS-9 Trustee report.

Current Year Status:

The Town provided corrective action for all the above issues, except the two trust fund recommendations.

Further Action Needed:

We recommend the Town address the two trust issues related to investments and the MS-9 trustee report.

Town's Response:

The Trustees of Trust Funds and Town Administrator will work collaboratively to identify the Library stock holdings, clarify ownership and transfer them to a broker for management by the end of the year.

Town staff and the Trustees will research conditions of various trusts held by the Town to define the expendable and non-expendable portions for accurate reporting on the next MS-9. Those funds, for which no clear history can be found by the end of the year, will be duly noted as under active investigation.

4. Budget for Highway Block Grant

Prior Year Issue:

In the prior year we recommended that the budgets for all self-supporting funds, such as the Highway Block Grant, be balanced on the tax rate setting forms. This will neutralize the effect on the Town's property tax rate.

Current Year Status:

This issue was addressed in 2010.

Further Action Needed:

None. This issue is resolved.

5. Other Prior Year Issues

During our prior year audit, we also noted the following issues, which are summarized very briefly.

Prior Year Issues:

Print Receipt Log - The receipt log that is maintained by the Solid Waste facility is maintained on an old computer which is not compatible with any Town printers. As a result, the receipt logs cannot be printed or retained as a permanent document. We recommended the receipt log be maintained on a computer that is capable of printing.

Monitor/Record Receivables - The Town received certain state funds for 2009 in the first week of January 2010 that were not recorded as a receivable and revenue in the Town's 2009 general ledger. Although this was recorded through the audit process, this resulted in the Town's internal accounts records being understated. We recommended the Town monitor all late receipts to determine whether receivables should be appropriately recorded in the general ledger.

Monitor Due From/To Accounts - The Town's general ledger reflects various accounts to track interfund activity. Although the interfund accounts reconciled in total, certain of the accounts reflected balances owed from fund to fund that should have been reimbursed to each other at year end. We recommended the Town periodically monitor the due from/to accounts and actually transfer cash balances between funds to clear amounts due.

Reconcile Police Detail Receivables - The Police detail receivable account balance in the Town's general ledger differed from the Police Department's records by approximately \$ 500 at December 31, 2009. We recommended the Police Department reconcile the detail receivable account with the Town's general ledger on at least a quarterly basis.

Report Interest on Abatements Separately - In 2009, we noted that the tax abatement forms combined principal and interest. We recommended that principal and interest be reported separately on the abatement form. This would provide an improved audit trail over abatement postings to the general ledger.

Current Year Status:

All the above recommendations were implemented in 2010 except for the first issue dealing with the Solid Waste Facility receipt log.

Further Action Needed:

We again recommend that the Solid Waste Facility print a receipt log.

Town's Response:

The Solid Waste Facility computer will be replaced in the summer of 2011 with the ability to generate receipt logs to be printed and/or electronically stored at Town Hall.



MELANSON HEATH & COMPANY, PC

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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, 2010, 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 of Litchfield'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, 2010, 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

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of America. We have applied certain limited procedures, which consisted principally 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
June 23, 2011

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, 2010.

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).

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 \$ 9,345,289 (i.e., net assets), a change of \$ 234,701 in comparison to the prior year.
- As of the close of the current fiscal year, governmental funds reported combined ending fund balances of \$ 2,862,240, a change of \$ 114,445 in comparison to the prior year.
- At the end of the current fiscal year, unreserved fund balance for the general fund was \$ 1,128,050, a change of \$ 267,253 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	
	2010	2009
Current and other assets	\$ 7,556	\$ 7,348
Capital assets	6,201	5,945
Total assets	13,757	13,293
Long-term liabilities outstanding	91	70
Other liabilities	4,321	4,112
Total liabilities	4,412	4,182
Net assets:		
Invested in capital assets, net	6,419	6,463
Restricted	1,517	1,717
Unrestricted	1,409	931
Total net assets	\$ 9,345	\$ 9,111

CHANGES IN NET ASSETS

	Governmental Activities	
	2010	2009
Revenues:		
Program revenues		
Charges for services	\$ 219	\$ 139
Operating grants	23	14
General revenues:		
Property taxes	2,415	2,069
Penalties and interest on taxes	184	139
Licenses and permits	1,405	1,381
Investment income	(32)	68
Intergovernmental	895	836
Other	140	63
Total revenues	5,249	4,709
Expenses:		
General government	1,244	1,126
Public safety	2,023	1,743
Highways and streets	970	1,154
Sanitation	387	314
Health and welfare	74	80
Culture and recreation	314	329
Conservation	3	3
Total expenses	5,015	4,749
Change in net assets	234	(40)
Net assets - beginning of year	9,111	9,151
Net assets - end of year	\$ 9,345	\$ 9,111

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 \$ 9,345,289, a change of \$ 234,701 from the prior year.

The largest portion of net assets \$ 6,418,952 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 \$ 1,517,218 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net assets \$ 1,409,119 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 \$ 234,701. Key elements of this change are as follows:

General fund operating results	\$ 376,240
Conservation major fund - accrual basis	164,205
Highway Block Grant major fund operating results	(302,604)
Nonmajor funds - accrual basis	392,411
Depreciation expense	(242,680)
Other GAAP accruals	(152,871)
Total	\$ <u>234,701</u>

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, unreserved 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 \$ 2,862,240, a change of \$ 114,445 in comparison to the prior year. Key elements of this change are as follows:

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General fund operating results	\$ 376,240
Conservation major fund deficit	(20,995)
Highway Block Grant major fund deficit	(302,604)
Nonmajor funds surplus	61,804
Total	\$ <u>114,445</u>

The general fund is the chief operating fund. At the end of the current fiscal year, unreserved fund balance of the general fund was \$ 1,128,050, while total fund balance was \$ 1,307,661. As a measure of the general fund's liquidity, it may be useful to compare both unreserved fund balance and total fund balance to total fund expenditures. Unreserved fund balance represents 26 percent of total general fund expenditures, while total fund balance represents 30 percent of that same amount.

The fund balance of the general fund changed by \$ 376,240 during the current fiscal year. Key factors in this change are as follows:

State and local revenues surplus	\$ 59,146
Budgetary appropriation turnbacks by departments	109,434
Excess tax collections over budget	119,643
Excess of prior year encumbrances spent in the current year over current year encumbered appropriations to be spent in the subsequent year	108,987
Use of fund balance	(19,000)
Other timing issues	(1,970)
Total	\$ <u>376,240</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 activities at year end amounted to \$ 6,200,970 (net of accumulated depreciation), a change of \$ 255,559 from the prior year. This investment in capital assets includes land, buildings and system, improvements, and machinery and equipment.

Major capital asset events during the current fiscal year included the following:

- Land purchase \$ 185,200
- Vehicle purchase \$ 137,717

Additional information on capital assets can be found in the notes to the financial statements.

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REQUESTS FOR INFORMATION

This financial report is designed to provide a general overview of the Town of Litchfield'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, 2010

	<u>Governmental Activities</u>
ASSETS	
Current:	
Cash and short-term investments	\$ 6,847,295
Investments	18,956
Receivables, net of allowance for uncollectibles:	
Taxes	435,767
Departmental and other	34,356
Intergovernmental	2,210
Other assets	68,564
Due from fiduciary funds	263
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Taxes	148,868
Capital assets:	
Land and construction in progress	3,685,734
Other capital assets, net of accumulated depreciation	<u>2,515,236</u>
TOTAL ASSETS	13,757,249
LIABILITIES	
Current:	
Accounts payable	92,518
Accrued liabilities	28,384
Other liabilities	32,243
Due to school district	4,120,603
Current portion of long-term liabilities:	
Capital lease payable	44,413
Compensated absence	3,075
Noncurrent:	
Capital lease payable, net of current portion	32,298
Compensated absence, net of current portion	<u>58,426</u>
TOTAL LIABILITIES	4,411,960
NET ASSETS	
Invested in capital assets, net of related debt	6,418,952
Restricted for:	
Grants and other statutory restrictions	1,407,666
Permanent funds:	
Nonexpendable	70,115
Expendable	39,437
Unrestricted	<u>1,409,119</u>
TOTAL NET ASSETS	\$ 9,345,289

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2010

	Expenses	Changes for Operating Grants and Services	Program Revenues Operating Grants and Contributions	Capital Grants and Contributions	Net (Expenses) Revenues and Changes in Net Assets
Governmental Activities:					
General government	\$ 1,244,083	\$ 20,649	\$ -	\$ -	\$ (1,223,434)
Public safety	2,023,618	142,508	-	-	(1,881,110)
Highways and streets	970,258	-	-	-	(970,258)
Sanitation	386,683	55,845	-	-	(330,838)
Health and welfare	73,695	-	-	-	(73,695)
Culture and recreation	313,703	-	22,941	-	(290,762)
Conservation	2,564	-	-	-	(2,564)
Total Governmental Activities	\$ 5,014,604	\$ 219,002	\$ 22,941	\$ -	(4,772,661)
General Revenues and Contributions:					
Taxes					2,414,650
Penalties, interest and other taxes					164,335
Licenses and permits					1,405,242
Investment income					(31,578)
Intergovernmental					894,972
Miscellaneous					139,741
Total general revenues					5,007,362
Change in Net Assets					234,701
Net Assets:					
Beginning of year					9,110,588
End of year					\$ 9,345,289

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See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
GOVERNMENTAL FUNDS
BALANCE SHEET
DECEMBER 31, 2010

	General	Conservation	Highway Block Fund	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Cash and short-term investments	\$ 5,553,030	\$ 863,581	\$ 32,072	\$ 398,612	\$ 6,847,295
Receivables:					
Property taxes	609,835	-	-	-	609,835
Departmental and other	2,210	-	-	34,356	34,356
Intergovernmental	-	-	-	2,210	2,210
Other assets	66,245	-	-	2,319	68,564
Due from other funds	17,511	-	224,219	79	241,809
TOTAL ASSETS	\$ 6,248,631	\$ 863,581	\$ 256,291	\$ 454,322	\$ 7,822,825
LIABILITIES AND FUND BALANCES					
Liabilities:					
Accounts payable	\$ 80,150	\$ -	\$ -	\$ 2,388	\$ 82,538
Accrued liabilities	28,581	-	-	-	28,581
Deferred revenues	445,291	-	-	-	445,291
Other liabilities	32,243	-	-	-	32,243
Due to other funds	224,299	2,259	-	14,988	241,546
Due to school district	4,120,603	-	-	-	4,120,603
TOTAL LIABILITIES	4,940,970	2,259	-	17,366	4,960,595
Fund Balances:					
Reserved for:					
Encumbrances	179,611	-	-	-	179,611
Perpetual (non-expendable) permanent funds	-	-	-	70,115	70,115
Undesignated, reported in:					
General fund	1,128,050	861,322	-	-	1,128,050
Special revenue funds	-	-	256,291	289,012	1,150,334
Capital project funds	-	-	-	38,402	294,683
Permanent funds	-	-	256,291	39,437	39,437
TOTAL FUND BALANCES	1,307,661	861,322	256,291	436,966	2,862,240
TOTAL LIABILITIES AND FUND BALANCES	\$ 6,248,631	\$ 863,581	\$ 256,291	\$ 454,322	\$ 7,822,825

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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, 2010

Total governmental fund balances	\$ 2,862,240
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	6,200,970
• Revenues are reported on the accrual basis of accounting and are not deferred until collection.	420,291
• 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.	<u>(138,212)</u>
Net assets of governmental activities	\$ <u>9,345,289</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, 2010

	General	Conservation Fund	Highway Block Grant	Nonmajor Governmental Funds	Total Governmental Funds
Revenues:					
Property taxes	2,511,872				2,511,872
Penalties, interest and other taxes	122,735				122,735
Licenses and permits	1,405,242				1,405,242
Intergovernmental	506,481		186,859		693,340
Charges for services	79,895			201,651	281,546
Investment income	9,234	19,664	20	136,106	265,024
Contributions				(60,517)	(60,517)
Miscellaneous	69,064			22,941	92,005
Total Revenues	<u>4,703,523</u>	<u>81,264</u>	<u>186,879</u>	<u>309,487</u>	<u>5,281,153</u>
Expenditures:					
Current:					
General government	1,207,441			4,441	1,211,882
Public safety	1,903,389			67,929	1,971,318
Highways and streets	403,042		489,483	126,567	1,019,092
Sanitation	470,260				470,260
Health and welfare	73,695				73,695
Culture and recreation	266,882			28,746	295,628
Conservation	2,954	102,259			104,823
Total Expenditures	<u>4,327,283</u>	<u>102,259</u>	<u>489,483</u>	<u>247,683</u>	<u>5,166,708</u>
Excess (deficiency) of revenues and other sources over expenditures and other uses	376,240	(20,995)	(302,604)	61,804	114,445
Fund Equity, at Beginning of Year	931,421	882,317	559,895	375,162	2,747,795
Fund Equity, at End of Year	<u>\$ 1,307,661</u>	<u>\$ 861,322</u>	<u>\$ 256,291</u>	<u>\$ 436,966</u>	<u>\$ 2,862,240</u>

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
 RECONCILIATION OF THE STATEMENT OF REVENUES
 EXPENDITURES, AND CHANGES IN FUND BALANCES OF
 GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES
 FOR THE YEAR ENDED DECEMBER 31, 2010

NET CHANGES IN FUND BALANCES - TOTAL GOVERNMENTAL FUNDS	\$ 114,445														
<ul style="list-style-type: none"> • Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense: <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 80%;">Capital outlay purchases</td> <td style="width: 20%; text-align: right;">515,807</td> </tr> <tr> <td>Capital dispositions</td> <td style="text-align: right;">(17,569)</td> </tr> <tr> <td>Depreciation</td> <td style="text-align: right;">(242,680)</td> </tr> </table> • Revenues in the Statement of Activities that do not provide current financial resources are fully deferred in the Statement of Revenues, Expenditures and Changes in Fund Balances. Therefore, the recognition of revenue for accounts receivable (i.e., real estate) differ between the two statements. This amount represents the net change in deferred revenue. <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: right;">(97,223)</td> </tr> </table> • The issuance of long-term debt provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the financial resources of governmental funds. Neither transaction, however, has any effect on net assets: <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 80%;">Repayments of debt</td> <td style="width: 20%; text-align: right;">61,585</td> </tr> <tr> <td>Capital lease additions</td> <td style="text-align: right;">(97,025)</td> </tr> </table> • Some expenses reported in the Statement of Activities, such as compensated absences, do not require the use of current financial resources and therefore, are not reported as expenditures in the governmental funds. <table style="width: 100%; margin-left: 20px;"> <tr> <td style="width: 80%;"></td> <td style="width: 20%; text-align: right;">(2,639)</td> </tr> </table> 		Capital outlay purchases	515,807	Capital dispositions	(17,569)	Depreciation	(242,680)		(97,223)	Repayments of debt	61,585	Capital lease additions	(97,025)		(2,639)
Capital outlay purchases	515,807														
Capital dispositions	(17,569)														
Depreciation	(242,680)														
	(97,223)														
Repayments of debt	61,585														
Capital lease additions	(97,025)														
	(2,639)														
CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	\$ 234,701														

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
 GENERAL FUND
 STATEMENT OF REVENUES AND OTHER SOURCES
 AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL
 FOR THE YEAR ENDED DECEMBER 31, 2010

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
Revenues and other sources:				
Property taxes	\$ 2,392,229	\$ 2,392,229	\$ 2,392,229	\$ -
Interest, penalties and other taxes	102,958	102,958	122,735	19,777
Licenses and permits	1,265,675	1,265,675	1,405,242	139,567
Intergovernmental	681,796	681,796	506,481	(175,315)
Charges for services	61,556	61,556	79,895	18,339
Investment income	11,000	11,000	9,234	(1,766)
Miscellaneous	10,505	10,505	68,049	58,544
Use of fund balance	19,000	19,000	19,000	-
Total Revenues	4,544,719	4,544,719	4,603,865	59,146
Expenditures and other uses:				
Current:				
General government	1,271,647	1,252,308	1,196,893	55,415
Public safety	1,888,089	1,909,238	1,976,671	(67,433)
Highways and streets	477,372	474,772	414,270	60,502
Sanitation	544,983	544,983	489,821	45,062
Health and welfare	83,618	83,618	79,699	3,923
Conservation	276,839	276,839	271,271	5,568
Culture and recreation	3,161	3,161	2,584	597
Total Expenditures	4,544,719	4,544,719	4,435,285	109,434
Excess of revenues and other sources over expenditures and other uses	\$ -	\$ -	\$ 168,580	\$ 168,580

See notes to financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
 FIDUCIARY FUNDS
 STATEMENT OF FIDUCIARY NET ASSETS
 DECEMBER 31, 2010

	<u>Agency Funds</u>
<u>ASSETS</u>	
Cash and short-term investments	\$ 1,590,435
Total Assets	<u>\$ 1,590,435</u>
 <u>LIABILITIES</u>	
Due to other funds	\$ 263
Due to other governments	154,458
Due to developers	<u>1,435,714</u>
Total Liabilities	<u>\$ 1,590,435</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 2010, 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 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.

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- The *highway block grant fund* is used to account for money received from the State of New Hampshire for construction, reconstruction, and maintenance of the Town's roads.

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 the governmental activities columns 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.

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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. Interest incurred during the construction phase of capital assets of business-type activities is included as part of the capitalized value of the assets 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, and long-term debt, and other long-term obligations are reported as liabilities in the governmental activities statement of net assets.

J. Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

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 with 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)	\$ 4,703,523	\$ 4,327,283
Subtotal (GAAP Basis)	4,703,523	4,327,283
Adjust tax revenue to accrual basis	(119,643)	-
To reverse expenditures of prior year appropriation carryforwards	-	(70,624)
To book current year appropriation carryforwards	-	179,611
To record use of fund balance	19,000	-
Other timing issues	985	(985)
Budgetary basis	\$ 4,603,865	\$ 4,435,285

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, 2010, none of the Town's bank balance of \$ 9,317,506 was 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.

The Town is not exposed to any investment credit risk. The Town's investments, totaling \$ 18,956, are invested in corporate equities which are exempt from disclosure.

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. At this time, the custodial credit risk cannot be determined.

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 lien 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, 2010 consist of the following (in thousands):

Real Estate		
2010		\$ 461
Unredeemed Taxes		
2009	100	
2008	<u>49</u>	
		<u>149</u>
Total		\$ <u>610</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. Intergovernmental Receivables

This balance represents reimbursements requested from Federal and State agencies for expenditures incurred in fiscal 2010.

8. 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, 2010 balances in interfund receivable and payable accounts:

Fund	Due From Other Funds	Due To Other Funds
General fund	\$ 17,511	\$ 224,299
Special revenue funds	79	16,385
Capital projects	224,219	862
Agency funds	-	263
Total	\$ 241,809	\$ 241,809

9. Due to School District

This represents the balance of the district assessment due to the Litchfield School District for the 2010/2011 school year.

10. Capital Assets

Capital asset activity for the year ended December 31, 2010 was as follows (in thousands):

	Beginning Balance	Increases	Decreases	Ending Balance
Governmental Activities:				
Capital assets, being depreciated:				
Buildings and improvements	\$ 1,897	\$ 16	\$ -	\$ 1,913
Machinery, equipment, and furnishings	1,816	314	(87)	2,043
Infrastructure	502	-	-	502
Total capital assets, being depreciated	4,215	330	(87)	4,458
Less accumulated depreciation for:				
Buildings and improvements	(776)	(52)	-	(828)
Machinery, equipment, and furnishings	(939)	(179)	70	(1,048)
Infrastructure	(55)	(12)	-	(67)
Total accumulated depreciation	(1,770)	(243)	70	(1,943)
Total capital assets, being depreciated, net	2,445	87	(17)	2,515
Capital assets, not being depreciated:				
Land	3,500	186	-	3,686
Total capital assets, not being depreciated	3,500	186	-	3,686
Governmental activities capital assets, net	\$ 5,945	\$ 273	\$ (17)	\$ 6,201

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

Governmental Activities:	
General government	\$ 34
Public safety	139
Highway	38
Culture and recreation	15
Sanitation	17
Total depreciation expense - governmental activities	\$ 243

11. Accounts Payable

Accounts payable represent 2010 expenditures paid after December 31, 2010.

12. 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, 2010 receivable balances, except property taxes that are accrued for subsequent 60 day collections.

13. Capital Lease Obligations

The Town is the lessee of certain equipment under capital leases expiring in various years through 2012. Future minimum lease payments under the capital and operating leases consisted of the following as of December 31, 2010:

Fiscal Year	Capital Leases
2011	\$ 49,423
2012	34,429
Total minimum lease payments	83,852
Less amounts representing interest	(7,141)
Present Value of Minimum Lease Payments	\$ 76,711

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14. Long-Term Liabilities

Changes in General Long-Term Liabilities

During the year ended December 31, 2010, the following changes occurred in long-term liabilities:

	Total Balance 1/1/10	Additions	Reductions	Total Balance 12/31/10	Less Current Portion	Equals Long-Term Portion 12/31/10
<u>Governmental Activities</u>						
Other:						
Capital leases	\$ 41,271	\$ 97,025	\$ (61,585)	\$ 76,711	\$ (44,413)	\$ 32,298
Compensated absences	58,862	2,639	-	61,501	(3,075)	58,426
Totals	\$ 100,133	\$ 99,664	\$ (61,585)	\$ 138,212	\$ (47,488)	\$ 90,724

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. Reserves of Fund Equity

"Reserves" of fund equity are established to segregate fund balances which are either not available for expenditure in the future or are legally set aside for a specific future use.

The following types of reserves are reported at December 31, 2010:

Reserved for Encumbrances - An account used to segregate that portion of fund balance committed for expenditure of financial resources upon vendor performance.

Reserved for Perpetual Funds - Represents the principal of the non-expendable trust fund investments. The balance cannot be spent for any purpose; however, it may be invested and the earnings may be spent.

17. General Fund Undesignated Fund Balance

The undesignated 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 undesignated fund balance:

GAAP basis balance	\$ 1,128,050
Deferred revenue	445,291
Tax Rate Setting Balance	\$ 1,573,341

18. Litigation

The Town of Litchfield has brought a claim in the Hillsborough County Superior Court South against its former Treasurer and Trustee of Trust Funds, Horace W. Seymour, for the misappropriation of funds from Town banking accounts under the control of Mr. Seymour. Mr. Seymour was the elected Town Treasurer from 2005 until 2008. He was also a member of the Litchfield Trustees of Trust Funds from 2002 until 2005 and was Chairman of the Town's Recreation Commission from 2003 through 2008. Based upon a detailed audit conducted by the Town's Auditors, it has been estimated that Mr. Seymour misappropriated \$ 212,030 from accounts under his control for his use and benefit. On October 22, 2010, Mr. Seymour stipulated for judgment in favor of the Town in the amount of \$ 205,980. The Town is currently undertaking collection of that judgment. The Town has received \$ 156,712 from its insurance carriers to date and has agreed to accept \$ 54,128 as final resolution of its first party insurance claim. Other than the payment of attorneys' fees, the Town will not suffer a financial loss in this matter.

19. Post-Employment Health Care 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 revenues, expenses, and changes in net assets 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 is 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 4 Chenell Drive, Concord, New Hampshire 03301-8509.

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 11.84%, 15.92%, and 8.74% for police

officers, fire employees, and general employees, respectively. The Town's contributions to the System for the years ended December 31, 2010, 2009, and 2008 were \$ 160,327, \$ 124,126, and \$ 119,774, 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.



2011 TAX RATE CALCULATION

TOWN/CITY: LITCHFIELD

Gross Appropriations	4,623,833
Less: Revenues	2,068,410
Add: Overlay (RSA 76:6)	69,030
War Service Credits	112,525

Net Town Appropriation	2,736,978
Special Adjustment	0

Approved Town/City Tax Effort	2,736,978
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**TOWN
RATE 3.39**

SCHOOL PORTION

Net Local School Budget:			
Gross Approp-Revenue	20,141,139	3,237,861	16,903,278
Regional School Apportionment			0
Less: Education Grant			-6,147,683

Education Tax (from below)	-1,749,516
Approved School(s) Tax Effort	9,006,079

**LOCAL
SCHOOL
RATE 11.16**

EDUCATION TAX

Equalized Valuation (no utilities) x	\$2.325		
752,480,030		1,749,516	
Divide by Local Assessed Valuation (no utilities)			
775,144,451			

**STATE
SCHOOL
RATE 2.26**

COUNTY PORTION

Due to County	887,193
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Approved County Tax Effort	887,193
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**COUNTY
RATE 1.10**

Total Property Taxes Assessed	14,379,766	TOTAL RATE 17.91
Less: War Service Credits	-112,525	
Add: Village District Commitment(s)	0	
Total Property Tax Commitment	14,267,241	

PROOF OF RATE

	Local Assessed Valuation	Tax Rate	Assessment
Education Tax (no utilities)	775,144,451	2.26	1,749,516
All Other Taxes	806,897,151	15.65	12,630,250
			14,379,766



2011 SUMMARY OF INVENTORY

VALUE OF LAND ONLY:

Current Use	\$	429,598.	
Conservation Restriction		2,053.	
Residential Land		297,115,200.	
Commercial/Industrial		<u>10,906,200.</u>	
Total of Taxable Land			308,453,051.

VALUE OF BUILDINGS ONLY:

Residential	\$	447,283,500.	
Manufactured Housing		4,353,800.	
Commercial/Industrial		<u>18,376,200.</u>	
Total of Taxable Buildings			470,013,500.

PUBLIC UTILITIES 31,752,700.

TOTAL VALUATION BEFORE EXEMPTIONS 810,219,251.

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

MODIFIED ASSESSED VALUATION OF ALL PROPERTIES \$ 810,183,651.

Blind Exemptions: 4 @ \$15,000 \$ 60,000.

Elderly Exemptions:

17 @ \$50,000

11 @ \$80,000

17 @ \$125,000

3,368,600.

TOTAL EXEMPTIONS (3,428,600.)

NET VALUATION ON WHICH THE TAX RATE IS COMPUTED \$ 806,755,051.

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

NET VALUATION ON WHICH TAX RATE FOR STATE EDUCATION TAX IS COMPUTED \$ 775,002,351.



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
1 - 49	6 Bradford Drive	0.00	0	23,000	23,000
19 -102	55 Brenton Street	9.31	41,700	0	41,700
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	35,400	0	35,400
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 Charles Bancroft Hwy	17.00	44,400	0	44,400
12 - 14	255/7 Charles Bancroft Hwy	2.10	143,600	510,300	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	107,400	16,400	123,800
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	56,000	0	56,000
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	756,500	1,542,600
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



SCHEDULE OF TOWN PROPERTY

(continued)

MAP-LOT	LOCATION	ACRES	VALUE	BUILDING	TOTAL
13 - 10	9A Nathan Drive	3.00	111,200	0	111,200
13 - 6	9B Nathan Drive	3.67	10,100	0	10,100
10 - 60	23.5 Nesenkeag Drive	3.11	88,600	0	88,600
19 - 132	16 Nesmith Court	4.70	17,300	0	17,300
5 - 142	57 Page Road	1.00	55,000	0	55,000
5 - 144	60 Page Road	0.16	4,600	0	4,600
5 -196	75 Page Road	8.00	247,800	0	247,800
4 - 32	111 Page Road	21.60	183,800	0	183,800
5 - 237	3 Page Road	8.00	22,000	0	22,000
13 - 158	Parcel B Grassy Pond	2.88	16,900	0	16,900
18 - 179	2 Pearson Street	2.76	106,500	33,600	140,100
9 - 30	17 Pinecrest Road	5.20	135,800	0	135,800
14 - 21	143 Pinecrest Road	5.65	187,900	0	187,900
9 - 32	19.5 Pinecrest Road	1.10	83,100	0	83,100
11 - 15	149 Pinecrest Road	16.00	41,800	0	41,800
14 - 49	9 Rookery Way	19.00	97,700	0	97,700
2 - 106	7 Rotterdam Drive	1.00	102,900	0	102,900
2 - 111	8 Rotterdam Drive	1.10	103,500	0	103,500
2 - 107	9 Rotterdam Drive	1.10	103,500	0	103,500
2 - 110	10 Rotterdam Drive	1.10	103,500	0	103,500
20 - 117	9 Sybil Lane	1.04	12,300	0	12,300
20 -119	11 Sybil Lane	1.07	12,500	0	12,500
18 - 137	13 Sybil Lane	1.09	12,600	0	12,600
18 - 136	15 Sybil Lane	1.06	12,400	0	12,400
18 - 134	17 Sybil Lane	1.32	13,800	0	13,800
7 - 62	81 Talent Road	4.10	110,600	0	110,600
7 - 64	83 Talent Road	6.77	152,200	0	152,200
14 -138	49 Tanager Way	0.93	111,500	0	111,500
17 - 38	138 Tanager Way	1.34	3,700	0	3,700
7 - 121	4 Wood Hawk Way	12.12	321,500	75,300	396,800
8 - 95	26 Wood Hawk Way	1.34	104,800	0	104,800
11 - 10	129 Wren Street	5.47	15,000	0	15,000
Total			\$11,074,100	\$2,123,700	\$13,197,800



DETAIL EXPENSE REPORT 2011

EXECUTIVE

Appropriation	16,219.00
Expended:	
Selectmen's Salaries	8,708.60
Selectmen's Expense	74.44
Public Notices & Ads	0.00
Recording Fees	12.44
Clerical Support	2,253.00
Dues & Subscriptions	5,838.33
Postage	20.00
Training	0.00
Background Checks	105.25
Total	17,012.06
Surplus/(Deficit)	(793.06)

ADMINISTRATION

Appropriation	96,349.00
Expended:	
Town Administrator	77,107.20
Health Insurance	15,755.77
Dental Insurance	1,396.08
Short-term Disability	184.80
Dues & Subscriptions	106.31
Books & Periodicals	0.00
Mileage & Tolls	193.73
Seminars	65.00
Total	94,808.89
Surplus/(Deficit)	1,540.11

TOWN MEETING

Appropriation	10,201.00
Expended:	
Ballot Clerks	484.67
Election Workers	224.43
Moderator	351.00
Optech Program	575.00
Equipment Maint. Contract	200.00
Printing	625.00
Annual Town Report	5,850.00
New Equipment	1,168.35
Ballots	861.30
Total	10,339.75
Surplus/(Deficit)	(138.75)

TOWN CLERK

Appropriation	90,295.00
Expended:	
Deputy Town Clerk	20,111.37
Clerk Wages	14,254.11
Town Clerk Salary	29,512.64

Overtime Deputy	218.20
Overtime Clerk	2.93
Health Insurance	13,240.67
Dental Insurance	1,086.75
Short-term Disability	160.38
Public Notices & Ads	0.00
Software Support	4,182.95
Equipment Maint. Contract	100.00
Dues & Subscriptions	45.00
Office Supplies	928.03
Dog Tags & License Forms	340.76
Postage	2,923.17
Election Provisions	95.77
Equipment Purchases	100.00
Mileage & Tolls	1,227.44
Seminars & Conventions	476.00
Total	89,006.17
Surplus/(Deficit)	1,288.83

VOTER REGISTRATION

Appropriation	1,795.00
Expended:	
Supervisor Salaries	984.72
Clerical Support	350.00
Postage	485.30
Total	1,820.02
Surplus/(Deficit)	(25.02)

ACCOUNTING & AUDITING

Appropriation	247,342.00
Expended:	
Sec/Bookkeeping Staff	77,239.02
Finance/HR Manager	63,885.44
Overtime Sec/Bookkeeping	130.66
Health Insurance	23,286.73
Dental Insurance	1,555.53
Short-term Disability	444.84
Software Support	3,366.00
Consulting Services	1,296.25
Printing	541.95
Dues & Subscriptions	100.00
Office Supplies	424.65
Postage	76.98
Equipment Repair/Maint	0.00
Mileage & Tolls	402.60
Seminars	165.00
Auditing Services	18,500.00
Total	191,415.65
Surplus/(Deficit)	55,926.35



DETAIL EXPENSE REPORT 2011

TAX COLLECTOR

Appropriation	93,011.00
Expended:	
Deputy Tax Collector	20,082.40
Clerk Wages	14,253.63
Tax Collector Salary	29,512.64
Overtime Deputy	219.07
Overtime Clerk	3.17
Health Insurance	13,240.51
Dental Insurance	1,086.93
Short-term Disability	160.38
Property Title Research	633.75
Recording Fees	309.81
Software Support	3,065.00
Dues & Subscriptions	20.00
Office Supplies	890.05
Postage	3,493.28
Eq. Repair/Maintenance	99.00
Equipment Purchases	41.00
Mileage & Tolls	1,229.80
Seminars & Convention	486.00
Total	88,826.42
Surplus/(Deficit)	4,184.58

TREASURY

Appropriation	9,624.00
Expended:	
Deputy Treasurer Salary	1,000.00
Treasurer Salary	6,441.16
Trustees Salaries	241.89
Postage	23.40
Mileage & Tolls	272.50
Total	7,978.95
Surplus/(Deficit)	1,645.05

BUDGETING

Appropriation	2,527.00
Expended:	
Secretarial/Steno Services	2,425.23
Seminars	80.00
Total	2,505.23
Surplus/(Deficit)	21.77

REVALUATION OF PROPERTY

Appropriation	27,722.00
Expended	
Assessing Services	0.00
Surplus/(Deficit)	27,722.00

LEGAL EXPENSE

Appropriation	59,200.00
Expended:	
Town Attorney Retainer Fee	42,900.00
Supplemental Legal Service	5,800.00
Litigation Fees	693.50
Total	49,393.50
Surplus/(Deficit)	9,806.50

PERSONNEL ADMINISTRATION

Appropriation	333,821.00
Expended:	
Flexible Spending Plan	480.37
Short Term Disability	4,827.46
Social Security Taxes	62,634.53
Medicare Taxes	26,296.70
Employee Retirement	48,098.31
Firefighter Retirement	25,781.14
Police Retirement	135,778.12
Unemployment	8,184.12
Workers Compensation	39,954.60
Total	352,035.35
Surplus/(Deficit)	(18,214.35)

PLANNING BOARD

Appropriation	67,009.00
Expended:	
Admin. Assistant	20,970.37
Health Insurance	5,373.44
Dental Insurance	486.16
Public Notices & Ads	945.28
Recording Fees	0.00
Secretarial/Steno Services	1,450.44
NRPC Planner	23,267.69
Printing	79.00
NRPC Dues	6,239.00
Postage	102.77
Mileage & Tolls	70.25
Seminars	86.00
Total	59,070.40
Surplus/(Deficit)	7,938.60

ZONING BOARD OF ADJUSTMENT

Appropriation	2,228.00
Expended:	
Public Notices & Ads	963.30
Secretarial Services	375.00
Postage	89.44
Seminars	60.00
Total	1,487.74
Surplus/(Deficit)	740.26



DETAIL EXPENSE REPORT 2011

(continued)

GENERAL GOVERNMENT BUILDINGS

FACILITIES

Appropriation	62,983.00
Expended:	
Custodian	4,468.80
Mtg. House Fire Alarm Phone	695.32
Electricity	16,838.25
Propane Gas	6,680.93
Water Charges	2,121.91
Meeting House Electricity	515.08
HVAC Maint. Contract	1,479.00
Fire Detector Test/Inspect	1,145.00
Floor Cleaning	2,215.42
TH/PS Alarm System	420.00
Generator Maintenance	590.00
Bldg. Maint & Repairs	9,039.63
Eq. Repair & Maint.	3,122.26
Custodial Maint Supplies	1,295.01
Furniture/Fixture Purchase	300.00

Total	50,926.61
Surplus/(Deficit)	12,056.39

OPERATIONS

Appropriation	30,761.00
Expended:	
Telephone Data	6,582.25
Software Support	4,954.99
Eq. Maint Contract Hardware	9,654.13
Office Supplies	1,616.50
Eq. Maint & Repairs	1,468.35
Eq. Purchases	1,854.00
Furniture/Fixture Purchase	217.00

Total	26,347.22
Surplus/(Deficit)	4,413.78

CEMETERIES

Appropriation	8,195.00
Expended:	
Pinecrest Cemetery Maint	2,619.75
Center Cemetery Maint	794.46
Hillcrest Cemetery Maint	3,504.43

Total	6,918.64
Surplus/(Deficit)	1,276.36

INSURANCE

Appropriation	72,823.00
Expended:	
General Liability	63,888.07

Total	63,888.07
Surplus/(Deficit)	8,934.93

OTHER GENERAL GOVERNMENT

Appropriation	33,000.00
Expended:	
Contingency Fund	0.00
Surplus/(Deficit)	33,000.00

POLICE DEPARTMENT

ADMINISTRATION

Appropriation	284,081.00
Expended:	
Police Chief Salary	80,046.66
Lieutenant Wages	78,686.40
Overtime Lieutenant	4,549.41
Lieutenant Court	156.06
Witness Fees	58.14
Overtime Training	28,000.76
Uniform Allowance	845.77
Health Insurance	25,902.32
Dental Insurance	2,294.02
Short-term Disability	369.60
Long-term Disability	280.00
Life Insurance	1,483.80
Uniforms & Accessories	30.00
Public Notices & Ads	238.06
Shredding Service	465.00
Telephone	12,712.91
Pre-employ Phy/Testing	3,307.93
Prosecutor Contracted	56,500.21
Eq. Maint. Contract	1,890.56
Dues & Subscriptions	355.00
Community Relations	213.53
Office Supplies	1,501.04
Postage	225.06
Books & Periodicals	509.41
Seminars & Conventions	1,487.40

Total	302,108.45
Surplus/(Deficit)	(18,027.45)

CRIME CONTROL & INVESTIGATION

Appropriation	208,776.00
Expended:	
Sergeant Wages	112,660.47
Sergeant Overtime	13,374.58
Sergeant Court Wages	1,308.15
Uniform Allowance	633.60
Health Insurance	26,425.11
Dental Insurance	1,872.40
Short-Term Disability	369.60
Long-Term Disability	420.00
Life Insurance	231.00



DETAIL EXPENSE REPORT 2011

(continued)

Uniforms & Accessories	438.44
Software Support	10,765.17
Eq. Maintenance Contract	930.00
Film & Photo Supplies	59.98
Minor Tools & Supplies	2,448.90
Equipment Purchases	1,426.42
Seminars	1,612.24
Total	174,976.06
Surplus/(Deficit)	33,799.94

TRAFFIC CONTROL

Appropriation	716,474.00
Expended:	
Master Patrolman Wages	117,636.20
Patrolman Wages	175,798.19
Corporal Wages	61,034.56
Special Officers	75,642.41
Master Patrolman OT	24,830.30
Patrolman OT	37,851.99
Corporal OT	9,712.12
Patrolman Court	2,830.97
M Patrolman Court	3,263.56
Corporal Court	1,216.62
Uniform Allowance	3,389.15
Health Insurance	90,457.46
Dental Insurance	6,401.62
Short-term Disability	1,101.56
Long-term Disability	1,181.95
Life Insurance	1,058.75
Uniforms & Accessories	5,360.55
Radar Certification	413.53
Vehicle Fuel	38,577.93
Vehicle Repairs/Maint	5,391.38
Tire Purchases	4,969.28
Radio Install/Repair	950.00
Cruiser Purchases	34,429.32
Seminars	2,416.09
Total	705,915.49
Surplus/(Deficit)	10,558.51

TRAINING

Appropriation	5,010.00
Expended:	
Ammunition	5158.21
Surplus/(Deficit)	(148.21)

SUPPORT SERVICES

Appropriation	174,178.00
Expended:	
Sec/Dispatcher Wages	74,251.84
PT Sec/Dispatcher	30,250.61

Dispatch Coverage	27,521.95
Sec/Dispatcher Overtime	302.58
Uniform Allowance	700.00
Health Insurance	29,100.05
Dental Insurance	2,154.93
Short-term Disability	303.16
Long-term Disability	313.36
Life Insurance	231.00
Emerg. Response Team	5,000.00
Dispatch Service Contract	23,655.00
Equipment Purchase/Rental	1,140.00
Printing	449.74
Total	195,374.22
Surplus/(Deficit)	(21,196.22)

POLICE STATION

Appropriation	250.00
Expended:	
Furniture Fixture Purchase	328.99
Surplus/(Deficit)	(78.99)

AMBULANCE

Appropriation	38,000.00
Expended:	
Ambulance Service Charges	18,068.32
Bad Debt	7,212.40
Total	25,280.72
Surplus/(Deficit)	12,719.28

FIRE DEPARTMENT ADMINISTRATION

Appropriation	32,815.00
Expended:	
Fire Chief	3,045.00
Telephone	8,159.76
Computer Software Cont..	735.00
Pre-employment Phy/Tests	174.65
Printing	178.50
Dues & Subscriptions	174.95
Office Supplies	146.65
Postage	0.44
Copier Charges	2,494.59
Computer Eqpt. Purchases	1,374.51
Chief's Vehicle Lease/Purch	8,995.00
Delinquent Late Charges	174.01
Total	25,653.06
Surplus/(Deficit)	7,161.94

FIRE FIGHTING

Appropriation	348,167.00
Expended:	
Firefighter/EMT Wages	113,410.26



DETAIL EXPENSE REPORT 2011

(continued)

Call Firefighters	76,433.26
Coverage for FT Firefighter	7,825.59
Saturday/Sunday Coverage	14,285.89
Fire Inspector	1,295.14
Overtime Firefighter	4,763.35
Health Insurance	22,255.44
Dental Insurance	1,884.78
Short-term Disability	3,676.86
Uniforms & Accessories	921.00
Protective Gear	5,470.94
Fire Pump Service & Cert	8,996.65
Ground Ladder Service	507.50
Vehicle Fuel	3,942.09
Diesel Fuel	11,303.95
Provisions	549.86
Equipment Purchases	16,293.15
Property Damage Claims	1,370.50
Total	295,186.21
Surplus/(Deficit)	52,980.79

FIRE PREVENTION

Appropriation	1,000.00
Expended:	
FD Community Relations	202.01
Surplus/(Deficit)	797.99

TRAINING

Appropriation	43,266.00
Expended:	
Training Wages	19,952.23
Training Classes	5,943.20
Training Eq't Purchases	1,976.19
Mileage & Tolls	471.58
Total	28,343.20
Surplus/(Deficit)	14,922.80

COMMUNICATIONS

Appropriation	17,600.00
Expended:	
Comm Eq't Maint Contract	511.20
Portable Radio Batteries	815.05
Portable Radio Repairs	1,270.01
Radio Installation & Repair	7,861.32
Total	10,457.58
Surplus/(Deficit)	7,142.42

REPAIR SERVICES

Appropriation	52,200.00
Expended:	
Equipment Repair Wages	2,219.56
Equipment Repair/Maint	2,121.64

Air Compressor Serv Cont	501.25
Scott Air Pack Maint Cont	2,124.21
Vehicle Repair/Maint	45,828.90
Tire Purchases	2,572.52
Minor Tools & Supplies	749.85
Total	56,117.93
Surplus/(Deficit)	(3,917.93)

MEDICAL SERVICES

Appropriation	10,700.00
Expended:	
Oxygen Tank Refills	1,315.71
Medical Eq't Maintenance	1,392.08
Medical Supplies	3,637.98
Medical Equipment	2,662.18
Total	9,007.95
Surplus/(Deficit)	1,692.05

FIRE STATION

Appropriation	17,475.00
Expended:	
Electricity	5,223.41
Heating Oil	7,111.77
Station Repair/Maintenance	5,556.33
Custodial Maint Supplies	670.53
Total	18,562.04
Surplus/(Deficit)	(1,087.04)

INCIDENT & FIRE INVESTIGATION

Appropriation	500.00
Expended:	
Investigation Schooling	0.00
Surplus/(Deficit)	500.00

CODE ENFORCEMENT

Appropriation	74,190.00
Expended:	
Code Enforce. Salary	67,329.60
Temp. Inspect. Wages	101.50
Dental Insurance	488.70
Short-term Disability	183.35
Telephone	516.17
Printing	12.99
Dues Licenses & Subscript	325.00
Postage	35.74
Vehicle Fuel	1,404.89
Vehicle Repair/Maint	674.94
Seminars & Conventions	220.00
Totals	71,292.88
Surplus/(Deficit)	2,897.12



DETAIL EXPENSE REPORT 2011

(continued)

EMERGENCY MANAGEMENT

Appropriation	13,000.00
Expended:	
Telephone Data	1,278.26
Haz Mat District Assess	6,188.56
Equipment Purchases	264.00
Total	7,730.82
Surplus/(Deficit)	5,269.18

ROAD AGENT'S OFFICE

Appropriation	7,129.00
Expended:	
Road Agent Salary	913.48
Public Notices & Ads	48.00
Telephone	2,707.84
Dues & Subscriptions	70.00
Postage	14.08
Bldg Maint/Repair	4,478.05
Custodial Maint Supplies	88.95
Total	8,320.40
Surplus/(Deficit)	(1,191.40)

ENGINEERING

Appropriation	12,050.00
Expended:	
Consulting Engineer Serv.	35,041.24
Surplus/(Deficit)	(22,991.24)

ROAD MAINTENANCE PROJECTS

Appropriation	15,000.00
Expended:	
Culvert Replacement	9,369.19
Surplus/(Deficit)	5,630.81

ROAD MAINTENANCE

Appropriation	282,324.00
Expended:	
Workmen Wages	80,584.78
Workmen Overtime	11,651.33
Electricity	3,042.01
Propane Gas-Garage Heat	3,381.58
Equipment Hire	77,285.50
Pavement Striping/Markings	7,496.00
Tree Removal	1,976.13
Road Sweeping	6,800.00
State Work Release Program	376.50
Road Maint/Improvement	13,387.29
Vehicle Fuel	12,902.23

Vehicle Repair/Maintenance	35,305.62
Tire Purchases	1,202.19
Gravel Purchase	521.17
Asphalt/Cold Patch Purchase	3,091.34
Signs, Posts & Accessories	2,738.31
Minor Tools & Supplies	5,677.87
Safety Equipment	2,040.23
Vehicle Lease	13,559.51
Vehicle Purchase	8,508.00

Total	291,527.59
Surplus/(Deficit)	(9,203.59)

STORM DRAINS

Appropriation	35,000.00
Expended:	
Catch Basin Clean Outs	14,950.00
Catch Basin Replacements	11,412.12
Total	26,362.12
Surplus/(Deficit)	8,637.88

SNOW PLOWING / REMOVAL

Appropriation	78,060.00
Expended:	
Plow & Spreader Repairs	9,391.49
Salt	56,004.09
Sand	6,870.81
Eqt. Purchase/Snow Removal.	3,793.43
Total	76,059.82
Surplus/(Deficit)	2,000.18

STREET LIGHTING

Appropriation	14,700.00
Expended:	
Street Lights-Utility Fees	13,154.78
Surplus/(Deficit)	1,545.22

SANITATION ADMINISTRATION

Appropriation	95,205.00
Expended:	
Facility Manager	52,200.00
Assistant Manager	24,272.67
Overtime Facility Manager	375.00
Health Insurance	14,761.80
Dental Insurance	1,353.41
Short-term Disability	177.58
Telephone	480.98
Operations License Fee	1,792.56
Seminars/Workshops	150.00
Total	95,564.00
Surplus/(Deficit)	(359.00)



DETAIL EXPENSE REPORT 2011

(continued)

INCINERATION

Appropriation	286,408.00
Expended:	
Incin. Oper/Laborers	26,652.45
Clothing Allowance	1,185.14
Pest Control Service	315.95
Electricity	6,514.22
Building Repair/Maint	6,471.09
Eq't Repair/Maint	11,545.21
Diesel Fuel	2,480.11
Incinerator Unit Fuel Oil	86,114.44
Waste Disposal	86,190.20
Signs, Post & Accessories	192.95
Minor Tools & Supplies	917.16
Skid Loader Lease	7,560.51
Total	236,139.43
Surplus/(Deficit)	50,268.57

RECYCLING

Appropriation	14,923.00
Expended:	
Propane Gas	288.63
Bldg Maint/Repair	2,833.46
Recyclables - Disposal Fee	6,366.72
Electronics Recycling	7,800.00
Total	17,288.81
Surplus/(Deficit)	(2,365.81)

HAZARDOUS WASTE

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

CONVERSION COST

Appropriation	8,900.00
Expended:	
Compactor & Equipment	1,344.00
Stair Improvements	6,050.00
Total	7,394.00
Surplus/(Deficit)	1,506.00

HEALTH DEPARTMENT

Appropriation	1,786.00
Expended:	
Health Officer Salary	1,390.52
Water Analysis	80.00
Dues & Subscriptions	25.00
Seminars & Conventions	30.00
Total	1,525.52
Surplus/(Deficit)	260.48

MOSQUITO DISTRICT

Appropriation	27,310.00
Expended:	
Larval Habitat Documents	1,750.00
Larval Control Applications	7,175.00
Catch Basin Mapping	3,425.00
Specimen Testing & Report	14,270.00
Total	26,620.00
Surplus/(Deficit)	690.00

ANIMAL CONTROL

Appropriation	19,010.00
Expended:	
Animal Control Officer	10,740.60
Mileage Allowance	2,400.00
Uniforms & Accessories	107.98
Telephone	375.06
Electricity	2,120.08
Dues & Licenses	200.00
Office Supplies	98.82
Postage	286.00
Building Repairs/Maintenance	1,307.25
Custodial Maint Supplies	149.90
Food & Accessories	71.94
Equipment Purchases	688.53
Total	18,546.16
Surplus/(Deficit)	463.84

HEALTH AGENCIES

Appropriation	6,445.00
Expended:	
Big Brother/Big Sister	475.00
Child Advocacy Center	1,900.00
Visiting Nurses	2,375.00
St Joseph Community	285.00
Bridges	78.00
Community Council	1,254.00
Total	6,367.00
Surplus/(Deficit)	78.00

WELFARE

VENDOR PAYMENTS

Appropriation	20,000.00
Expended:	
Electricity	4,649.84
Heating Oil/Gas	1,504.32
Housing (rent)	8,567.59
Water	662.63
Total	15,384.38
Surplus/(Deficit)	4,615.62



DETAIL EXPENSE REPORT 2011

(continued)

PARKS AND RECREATION

ADMINISTRATION & PROGRAMS

Appropriation	5,801.00
Expended:	
Public Notices & Ads	674.19
Telephone	330.18
Program Expenses	3,208.02
Total	4,212.39
Surplus/(Deficit)	1,588.61

MAINTENANCE OF PARKS

Appropriation	40,200.00
Expended:	
Groundskeeper Wages	2,384.12
Electricity Sprinkler System	537.90
Chem Toilet Rental	2,277.12
Equipment Repair/Maint	435.00
Gas & Oil	29.39
Field Mowing	18,160.00
Field Maintenance	13,678.00
Minor Tools & Supplies	79.58
Total	37,581.11
Surplus/(Deficit)	2,618.89

MAINTENANCE OF RECREATIONAL FACILITIES

Appropriation	35,065.00
Expended:	
Custodian Wages	3,136.88
Electricity - Talent Hall	5,609.69
Propane Gas - Talent Hall	10,000.00
Water Charges	920.18
Security Monitoring System	888.94
Cable Internet	1,000.91
Trash Container Services	3,390.27
Building Repair/Maint	3,305.51
Custodial Maint Supplies	633.08
Minor Tools & Supplies	128.31
Furniture/Fixture Purchase	1,469.60
Total	30,483.37
Surplus/(Deficit)	4,581.63

LIBRARY

Appropriation	182,496.00
Expended:	
Library Appropriation	182,496.00
Total	182,496.00
Surplus/(Deficit)	.00

PATRIOTIC PURPOSES

Appropriation	700.00
Expended:	
Printing	61.97
Flags & Holders	409.50
Wreaths	230.00
Total	701.47
Surplus/(Deficit)	(1.47)

CABLE ADVISORY COMMITTEE

Appropriation	22,275.00
Expended:	
PEG Contracted Services	4,197.00
Telephone/Internet Access	6,734.08
Electricity/Heat	2,278.81
Office Supplies	74.03
Building Repairs/Maint	299.99
Equipment Purchases	9,245.00
Total	22,828.91
Surplus/(Deficit)	(553.91)

CONSERVATION

Appropriation	2,166.00
Expended:	
Property Management	56.40
Wildlife Sanctuary Lease	1.00
Publications	20.00
Dues & Subscriptions	355.00
Mileage & Tolls	35.91
Seminars & Annual Mtg.	95.00
Youth Fishing Derby	602.07
Total	1,165.38
Surplus/(Deficit)	1,000.62

DEBT SERVICE

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



COMPARATIVE STATEMENT-REVENUE

Year Ending December 31, 2011

SOURCE	2011	2011	2012
	Estimated	Actual	Anticipated
TAXES			
Land Use Change Tax (20%)	0.00	2,100.00	0.00
Timber Taxes	500.00	7,708.46	10,000.00
Payment in Lieu of Taxes	28,489.00	28,541.37	29,000.00
Excavation Taxes	4,000.00	2,716.14	2,500.00
Penalties & Interest on Taxes	59,350.00	67,450.82	58,850.00
TOTAL	92,339.00	108,516.79	100,350.00
BUSINESS LICENSES & PERMITS			
Hawkers & Peddlers	0.00	100.00	0.00
Cable Franchise Fees	112,000.00	120,841.27	66,000.00
Home Occupation Permits	475.00	450.00	475.00
Junk Yard Permits	25.00	25.00	0.00
Incorporation Filings	0.00	10.00	0.00
UCC Filings	400.00	900.00	400.00
TOTAL	112,900.00	122,326.27	66,875.00
MOTOR VEHICLE PERMIT			
Municipal Agent	26,000.00	29,249.20	27,000.00
Motor Vehicle Registration	1,500,000.00	1,235,871.51	1,150,000.00
Motor Vehicle Title	2,500.00	3,156.00	2,500.00
TOTAL	1,528,500.00	1,268,276.71	1,179,500.00
BUILDING PERMITS			
Building Permits	20,000.00	17,598.50	16,000.00
Demolition Permits	0.00	25.00	0.00
Electrical Permits	450.00	1,755.00	450.00
Mechanical Permits	0.00	1,960.00	500.00
Plumbing Permits	125.00	140.00	125.00
Well Permits	45.00	40.00	40.00
Test Pit Permits	300.00	190.00	165.00
Septic System Permits	290.00	875.00	400.00
Swimming Pool Permits	200.00	575.00	400.00
Burner Permits	50.00	130.00	50.00
Gas Tank Removal Permits	15.00	0.00	0.00
Propane Tank Install Permits	15.00	0.00	0.00
TOTAL	21,490.00	23,288.50	18,130.00
OTHER LICENSE PERMITS & FEES			
Dog License Fees	6,500.00	6,818.50	6,500.00
Dog Fines & Penalties	4,250.00	3,186.00	3,000.00
Marriage Licenses	140.00	122.50	100.00
Certified Copies	600.00	488.00	400.00
Hunting & Fishing Licenses	80.00	152.00	100.00
Dredge & Fill Permits	20.00	10.00	20.00



COMPARATIVE STATEMENT-REVENUE

(continued)

SOURCE	2011	2011	2012
	Estimated	Actual	Anticipated
OTHER LICENSE PERMITS & FEES			
Pole Permits	0.00	20.00	20.00
Boat Registrations	21,000.00	20,042.03	19,000.00
Pistol Permit Fees	1,000.00	1,010.00	750.00
TOTAL	33,590.00	31,849.03	29,890.00
FEDERAL GOVERNMENT			
Fish & Wildlife	0.00	337.00	0.00
STATE OF NEW HAMPSHIRE			
Meals & Room	378,616.00	369,471.38	369,471.00
Mosquito District Grant	0.00	4,725.05	0.00
Highway Block Grant	186,917.00	186,917.00	177,804.00
Forest Land Reimbursement	406.00	338.98	338.00
TOTAL	565,939.00	561,452.41	547,613.00
CHARGES FOR SERVICES			
Tax Map Update Fees	0.00	25.00	.00
Planning Subdivision Applications	50.00	925.00	150.00
Site Plan Reviews	500.00	0.00	150.00
Planning Registry Recording Fee	175.00	150.00	175.00
Planning Board Abutter Notices	500.00	0.00	200.00
Planning Advertising Fees	600.00	100.00	200.00
ZBA Variance Applications	100.00	300.00	100.00
TC Postage Reimbursement	7,500.00	8,126.33	7,000.00
TC Return Check Charges	650.00	800.00	650.00
Duplicate Tax Bills	400.00	462.50	300.00
Tax Return Check Fees	100.00	0.00	0.00
Clerk Landlord Fees	0.00	25.00	0.00
Police Reports	1,250.00	1,430.00	1,000.00
Police App/Testing Charges	0.00	1,295.00	0.00
Witness & Jury Fees	2,400.00	2,301.42	2,100.00
Highway Miscellaneous	0.00	10.00	0.00
Town Office Copier Charges	250.00	700.90	450.00
Welfare Assistance Reimbursement	0.00	20.00	0.00
Parking Tickets	0.00	50.00	0.00
Incinerator	58,922.00	90,200.72	75,000.00
TOTAL	73,397.00	106,921.87	87,475.00
INSURANCE			
Property Liability Ins. Refunds	0.00	515.00	0.00
MISCELLANEOUS			
Seymour Insurance	0.00	47,760.79	0.00
Meeting House Lease	1.00	1.00	1.00



COMPARATIVE STATEMENT-REVENUE

(continued)

SOURCE	2011	2011	2012
	Estimated	Actual	Anticipated
MISCELLANEOUS			
Meeting House Electricity	540.00	444.86	540.00
District Court & Parking Fines	500.00	0.00	500.00
Voided Stale Checks	0.00	650.65	0.00
Timber Cutting	0.00	2,999.00	0.00
Fire Detail Admin Fees	0.00	501.22	500.00
Police Detail Admin Fees	0.00	1,691.44	1,450.00
IRS	0.00	5,100.69	0.00
Ambulance Reimbursement	0.00	0.00	1,000.00
Miscellaneous	0.00	4,432.18	0.00
TOTAL	1,041.00	63,581.83	3,991.00
INTEREST			
Interest on Investments	15,650.00	4,478.73	4,515.00
Bank Credits	0.00	1,895.92	0.00
TOTAL	15,650.00	6,374.65	4,515.00
FINES & FORFEITS			
Restitution Property Damage	0.00	3,070.00	0.00
TOTAL OF ALL SOURCES	2,444,846.00	2,296,510.06	2,038,339.00

Sharon Harding Reed,
Treasurer and Linda
Langille, Finance/HR
Manager, reconciling
monthly statements.





COMPARATIVE STATEMENT-EXPENSE 2011-2012

Account	2011 Appropriation	2011 Actual	2012 Requested
Board of Selectmen	16,219.00	17,012.06	15,037.00
Administration	96,349.00	94,808.89	97,585.00
Town Meeting	10,201.00	10,339.75	14,682.00
Town Clerk	90,295.00	89,006.17	91,077.00
Voter Registration	1,795.00	1,820.02	1,385.00
Accounting	247,342.00	191,415.65	210,316.00
Tax Collection	93,011.00	88,826.42	90,919.00
Treasury	9,624.00	7,978.95	8,594.00
Budgeting	2,527.00	2,505.23	2,507.00
Revaluation of Property	0.00	0.00	43,722.00
Legal	59,200.00	49,393.50	54,479.00
Personnel Administration	333,821.00	352,035.35	398,968.00
Planning	67,009.00	59,070.40	60,669.00
Zoning	2,228.00	1,487.74	1,770.00
General Government Facilities	62,983.00	50,926.61	50,188.00
General Government Operations	30,761.00	26,347.22	37,661.00
Cemeteries	8,195.00	6,918.64	7,203.00
Insurance	72,823.00	63,888.07	63,888.00
Contingency Fund	33,000.00	0.00	0.00
Police Administration	284,081.00	302,108.45	299,463.00
Police Crime Control & Invest	208,776.00	174,976.06	201,736.00
Police - Traffic Control	716,474.00	705,915.49	718,325.00
Police Training	5,010.00	5,158.21	5,010.00
Police Support Services	174,178.00	195,374.22	178,875.00
Police Station	250.00	328.99	0.00
Ambulance	38,000.00	25,280.72	43,000.00
Fire Administration	32,815.00	25,653.06	41,364.00
Fire - Fighting	348,167.00	295,186.21	301,862.00
Fire - Prevention	1,000.00	202.01	500.00
Fire - Training	43,266.00	28,343.20	41,966.00
Fire - Communications	17,600.00	10,457.58	17,600.00
Fire - Repair Services	52,200.00	56,117.93	51,950.00
Fire - Medical Services	10,700.00	9,007.95	10,700.00
Fire Station	17,475.00	18,562.04	15,500.00
Fire Incident & Investigations	500.00	0.00	0.00
Fire Hydrants	0.00	0.00	275,872.00
Code Enforcement	74,190.00	71,292.88	72,861.00
Emergency Management	13,000.00	7,730.82	8,244.00



COMPARATIVE STATEMENT-EXPENSE 2011-2012 *(continued)*

Account	2011 Appropriation	2011 Actual	2012 Requested
Highway Administration	19,179.00	43,361.64	28,365.00
Road Maintenance Projects	15,000.00	9,369.19	192,804.00
Road Maintenance	282,324.00	291,527.59	309,714.00
Storm Drains	35,000.00	26,362.12	35,000.00
Snow Plowing/Removal	78,060.00	76,059.82	77,821.00
Street Lighting	14,700.00	13,154.78	14,000.00
Sanitation - Administration	95,205.00	95,564.00	94,795.00
Sanitation - Waste Disposal Incineration	0.00	0.00	259,814.00
Sanitation - Recycling	286,408.00	235,360.66	0.00
Hazardous Waste	14,923.00	17,288.81	14,088.00
Sanitation - Conversion Cost	6,229.00	6,229.00	6,229.00
Health Department	8,900.00	7,394.00	0.00
Mosquito District	1,786.00	1,525.52	1,686.00
Animal Control	27,310.00	26,620.00	26,910.00
Health Agencies	19,010.00	18,546.16	17,306.00
Welfare	6,445.00	6,367.00	6,852.00
Parks & Rec. Administration	20,000.00	15,384.38	20,000.00
Maintenance of Parks	5,801.00	4,212.39	5,210.00
Maint. of Rec. Facilities	40,200.00	37,581.11	53,400.00
Library	35,065.00	30,483.37	37,284.00
Patriotic Purposes	182,496.00	182,496.00	197,999.00
Cable Advisory Committee	700.00	701.47	949.00
Conservation	22,275.00	22,828.91	25,000.00
Debt Service	2,166.00	1,165.38	2,191.00
	1.00	0.00	1.00
TOTAL	4,494,248.00	4,215,059.79	4,962,896.00



Big Blue's Replacement



TREASURER'S REPORT

Cash Management Account \$1,150,369.26
Cash Management Sweep Account \$4,333,605.62
Total TD Bank \$5,483,974.88

ESCROW ACCOUNTS

AMP Properties	\$5,269.58
Continental Paving Quarry	\$5,190.98
Continental Paving Inc.	\$2,086.22
Continental Paving Storage	\$3,887.69
Homes by Paradise Inc.-Tanager	\$3,584.46
110 Page Road LLC	\$498.03
VAB Properties	\$4,564.08
43 Cutler Road	\$43.93
Homes by Paradise-Moose Hollow	\$1,743.10
Cutler and Page LLC	\$0.72
Pinecreek Village LLC	\$5,379.84
R and D Development LLC	\$4,483.15
Maurice B. Morin-Windsor	\$2,770.39
Cutler and Page LLC	\$1,130.17
Stage Crossing LLC	\$2,523.50
Tim's Turf and Landscaping	\$1,391.10
Cutler and Page LLC IV	\$301.50
Heritage	\$6,030.25
Maurice B. Morin	\$28,353.90
K and M Developers LLC	\$5,635.36
Maxton Technology Inc.	\$983.87

CLOSED ESCROW ACCOUNTS

Bernice Cahill	.00
Carcon	.00
Continental Paving Golf Project	.00
Grace Free Church	.00
Homes by Paradise	.00
Beverly McQuesten Boucher	.00
Brian J. O'Neil	.00
Sanborn Development	.00

TD Bank Certificates of Deposit

SUB ACCOUNT

Baler	Closed
Cable Equipment	\$154.69
Civil Defense	Closed
Conservation Education	\$3,952.73
Conservation Land Fund	\$870,395.51
D.A.R.E.	\$6,579.76
Environment Fund	\$1,108.14
FEMA	Closed
Fire Pond	\$2,757.99
Fire Special Detail	\$1,227.05
Footbridge Fund	\$17,245.69
Highway Block Grant	\$170,192.13
Industrial Development	\$16,531.09
New Hampshire Grants	\$6.23
Off Site Improvements	\$11,934.30
Office Complex	Closed
Police Forfeiture	\$1,609.01
Regional Pandemic Planning	\$2,663.80
Recreation Commission Revolving	\$8,939.59
Recreation Timber	\$34,345.96
Police Special Detail	\$22,638.81
SB Recreation Fund	\$19,468.48
Stimulus - Bike Path	\$50,446.91
275th Anniversary	\$4,374.65
Town Hall Timber	\$3,013.53
Total	\$1,249,586.05

IMPACT FEES

Campbell High School	\$15,636.81
Elementary Schools	\$494,776.46
Fire	\$15,291.52
Library	\$21,317.31
Municipal	\$4,599.81
Police	\$5,862.70
Recreation	\$197,072.11
Road	\$14,147.99
Total	\$768,704.71



AARON CUTLER MEMORIAL LIBRARY

TRUSTEES REPORTS FOR 2011

Board of Trustees Fines and Fees Account

RECEIPTS

Interest	\$ 12.24
Fines	2430.60
Copies/printer/fax fees	268.85
Replacement fees	423.53
Donations	98.87
Summer Reading Donations	705.00
Miscellaneous	280.50
Reimbursements from Building Maintenance Trust Fund	12650.70
Balance on hand January 1, 2011	<u>7157.13</u>
Total Receipts	\$24027.42

EXPENDITURES

Administrative Supplies	\$ 69.99
Building Maintenance-Reimbursable from Building Maintenance Trust Funds	8000.70
Replacement Materials	287.86
Summer Reading	885.00
IT	2800.00
Children's Room (Sheer Insurance Settlement Funds)	62.00
Miscellaneous	<u>1321.29</u>
Total Expenditures	\$13426.84
Balance on hand December 31, 2011	\$10620.58

Respectfully submitted,

Gail Musco

Treasurer,
Aaron Cutler Memorial Library Trustees



AARON CUTLER MEMORIAL LIBRARY

REPORTS FOR 2011

TOWN APPROPRIATIONS ACCOUNT-INCOME AND EXPENSE REPORT

RECEIPTS

Town Appropriation \$182,496.00

EXPENSES

Social Security \$ 8,026.83
 Medicare 1,877.53
 Library Director 49,404.18
 Children's Librarian 31,267.71
 Adult Services Librarian 26,716.95
 Assistant Librarian 16,607.97
 Grounds Maintenance-Wages 220.00
 Custodian 3,866.65
 Page 6,206.00
 Telephone 897.53
 Software Purch. & License 1,108.05
 Electricity 4,936.13
 Heating Oil 2,317.98
 Equip. Maintenance Contracts 2,456.58

Water Supplies 36.23
 Trash Services 992.76
 Dues and Subscriptions 724.93
 Community Programs 448.67
 Postage 304.09
 Library Supplies 1,943.11
 Building Maintenance & Repair 2,049.89
 Equip. Maintenance & Repair 2,230.86
 Custodial Supplies 346.53
 Septic Tank Cleaning 270.00
 Grounds Maintenance 1,567.46
 Books & Media 12,911.86
 Periodicals 1,273.96
 Equipment Purchases 141.98
 Mileage & Tools 476.74
 Seminars 623.59
 Children's Programming Supplies 243.25

Children's Room Insurance Settlement Savings Account

RECEIPTS

Interest \$ 1.03
 Balance on hand January 1, 2011 2057.27
 Total Receipts \$2058.30

EXPENDITURES

There were no expenditures for 2011 0
 Total Expenditures \$0
 Balance on hand December 31, 2011 \$2058.30

Respectfully submitted,

Gail Musco

Treasurer,
Aaron Cutler Memorial Library Trustees



TRUSTEES OF THE TRUST FUND

In mid-year the Trustees moved all the funds out of a Citizens Bank checking account into a CD-based account at People's United Bank which increased the interest rate on the town's Funds to .88%. Prior to this change, the ROI was less than .20%. Excluding withdrawals, the value of the town's Capital Reserve and Common Trust Funds was increased by \$5,389.10 during the year. The Library Maintenance Fund saw the most activity with withdrawals made totaling over \$11,000 to cover the cost of new windows, replacing flooring and plumbing after water damage and replacing the front stairs.

One new fund was started during the year, the Vacation Accrual Fund, the purpose of which is directed by the Board of Selectmen.

While analyzing the return on investments made over the last few years the Trustees became aware of an error made in 2008. Prior to that time the dividends from stocks had been deposited in the Library Maintenance Fund. In February of that year dividends started to be deposited in the Library Memorial Fund and that mistake continued until the move to People's United Bank was made in 2011. The error resulted in more than \$20,000 being credited to the wrong Fund.

The Trustees contacted the Attorney General's Office, Charitable Trust Unit, to get direction on how this mistake could be rectified. The Attorney General's office advised that the 2011 accounting should remain as it was for 2011. Beginning in January of 2012, however, the Trustees must correct the error and report on dividends as part of the Maintenance Fund. Along with the mandated Trustee yearly reports, a letter will be filed with the Attorney General's office explaining the change in value of the individual Funds.

Respectfully submitted by the Trustees of Trust Funds,

Michael Falzone

Maureen Lascelles

John Poulos

STOCKS

Invested in	Type	Shares	12/31/2011 Share Value
AT&T	Common Stock	879	\$26,580.96
AT&T	Common Stock	1347	\$40,733.28
Verizon	Common Stock	522	\$20,942.64
Frontier	Common Stock	125	\$643.75
TOTAL			\$88,900.63
Aaron Cutler Building Maintenance Trust Fund owns all stocks held in trust.			



TRUSTEES OF THE TRUST FUND

(continued)

Name of Trust Fund	Purpose	Type of Investment	1/1/2011 Balance	12/31/2011 Balance	Increase/Decrease
Town Celebration Fund	Celebration	Capital Reserve	\$2,331.76	\$2,340.24	\$8.48
Farmland/Development Fund	Farmland purchase	Capital Reserve	\$119,254.26	\$119,687.05	\$432.79
Fire Facilities Fund	Constructing fire facilities	Capital Reserve	\$15,975.86	\$16,033.86	\$58.00
Hillcrest Cemetery Funds	Lot Maintenance	Common Trust	\$7,117.76	\$7,143.58	\$25.82
Pinecrest Cemetery Funds	Lot Maintenance	Common Trust	\$23,069.49	\$23,153.21	\$83.72
Aaron Cutler Library Memorial Fund	Non-capital use	Common Trust	\$21,119.23	\$25,132.49	\$4,013.26
Aaron Cutler Library Maintenance Fund	Maintenance	Capital Reserve	\$39,289.57	\$27,970.39	(\$11,319.18)
School Capital Improvement Fund	School Dept.	Capital Reserve	\$52,216.90	\$52,406.43	\$189.53
School Capital Education Fund	School Dept.	Capital Reserve	\$102,241.32	\$102,612.38	\$371.06
TOTAL			\$382,616.15	\$376,479.63	-\$6,136.52
Name Of Fund	Purpose	Type of Investment	*Initial Deposit July 2011	12/31/2011 Balance	Increase/Decrease
Vacation Accrual Fund	Municipal Employees	Capital Reserve	\$58,862.00	\$59,068.44	\$206.44
*The Vacation Accrual Fund was started in July of 2011					



MS-7

BUDGET OF THE TOWN WITH A MUNICIPAL BUDGET COMMITTEE

OF: Litchfield

BUDGET FORM FOR TOWNS WHICH HAVE ADOPTED
THE PROVISIONS OF RSA 32:14 THROUGH 32:24

Appropriations and Estimates of Revenue for the Ensuing Year January 1, 2012 to December 31, 2012

or Fiscal Year From _____ to _____

IMPORTANT:

Please read RSA 32:5 applicable to all municipalities.

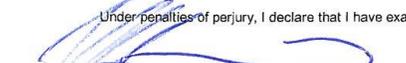
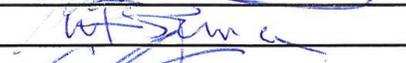
1. Use this form to list the operating budget and all special and individual warrant articles in the appropriate recommended and not recommended area. All proposed appropriations must be on this form.
2. Hold at least one public hearing on this budget.
3. When completed, a copy of the budget must be 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): 1/30/12

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

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Budget - Town of Litchfield FY 2012

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	122769	122161	127304		127304	
4140-4149	Election, Reg. & Vital Statistics	4	92090	90826	92462		92462	
4150-4151	Financial Administration	4	352504	290726	356058		356058	
4152	Revaluation of Property				0		0	
4153	Legal Expense	4	59200	49393	54479		54479	
4155-4159	Personnel Administration	4	333821	352035	398968		398968	
4191-4193	Planning & Zoning	4	69237	60558	62439		62439	
4194	General Government Buildings	4	93744	77274	87849		87849	
4195	Cemeteries	4	8195	6919	7203		7203	
4196	Insurance	4	72823	63888	63888		63888	
4197	Advertising & Regional Assoc.				0		0	
4199	Other General Government	4	33000	0	0		0	
PUBLIC SAFETY								
4210-4214	Police	4	1389503	1383861	1403409		1403409	
4215-4219	Ambulance	4	38000	25281	43000		43000	
4220-4229	Fire	4	523723	443530	758314		758314	
4240-4249	Building Inspection	4	74190	71293	72861		72861	
4290-4298	Emergency Management	4	13000	7731	8244		8244	
4299	Other (Including Communications)							
AIRPORT/AVIATION CENTER								
4301-4309	Airport Operations							
HIGHWAYS & STREETS								
4311	Administration	4	19179	43362	28365		28365	
4312	Highways & Streets	4	410384	403319	615339		615339	
4313	Bridges							

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Budget - Town of Litchfield FY 2012

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	4	14700	13155	14000		14000	
4319	Other							
SANITATION								
4321	Administration	4	95205	95564	94795		94795	
4323	Solid Waste Collection				0		0	
4324	Solid Waste Disposal	4	316460	267051	280131		280131	
4325	Solid Waste Clean-up				0		0	
4326-4329	Sewage Coll. & Disposal & Other							
WATER DISTRIBUTION & TREATMENT								
4331	Administration							
4332	Water Services	4	69989	66256				
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	29096	28145	28996		28596	400
4414	Pest Control	4	19010	18546	17606		17606	
4415-4419	Health Agencies & Hosp. & Other	4	6445	6367	6852		6852	
4441-4442	Administration & Direct Assist.				0		0	
4444	Intergovernmental Welfare Payemnts				0		0	
4445-4449	Vendor Payments & Other	4	20000	15384	20000		20000	

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Budget - Town of Litchfield FY 2012

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	81066	72277	95894		95894	
4550-4559	Library	4	182496	182496	197999		197999	
4583	Patriotic Purposes	4	700	701	949		949	
4589	Other Culture & Recreation	4	22275	22829	25000		25000	
CONSERVATION								
4611-4612	Admin.& Purch. of Nat. Resources	4	2166	1165	2191		2191	
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		1	0	1		1	
4790-4799	Other Debt Service							
CAPITAL OUTLAY								
4901	Land							
4902	Machinery, Vehicles & Equipment							
4903	Buildings							
4909	Improvements Other Than Bldgs.							
OPERATING TRANSFERS OUT								
4912	To Special Revenue Fund							
4913	To Capital Projects Fund							
4914	To Enterprise Fund							
	- Sewer							
	- Water							

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Budget - Town of Litchfield FY 2012

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)
OPERATING TRANSFERS OUT (cont.)								
	- Electric							
	- Airport							
4917	To Nonexpendable Trust Funds							
4919	To Fiduciary Funds							
OPERATING BUDGET TOTAL			4564971	4282093	4964596	0	4964196	400

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Budget - Town of Litchfield FY 2012

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	4	2100	0	0
3180	Resident Taxes				
3185	Timber Taxes	4	7708	10000	10000
3186	Payment in Lieu of Taxes	4	28541	29000	29000
3189	Other Taxes				
3190	Interest & Penalties on Delinquent Taxes	4	67451	58850	58850
	Inventory Penalties				
3187	Excavation Tax (\$.02 cents per cu yd)	4	2716	2500	2500
LICENSES, PERMITS & FEES					
3210	Business Licenses & Permits	4	122326	66875	66875
3220	Motor Vehicle Permit Fees	4	1268277	1179500	1179500
3230	Building Permits	4	23289	18130	18130
3290	Other Licenses, Permits & Fees	4	31849	29890	29890
3311-3319	FROM FEDERAL GOVERNMENT	4	337	0	0
FROM STATE					
3351	Shared Revenues		0		
3352	Meals & Rooms Tax Distribution	4	369471	369471	369471
3353	Highway Block Grant	4	203371	177804	177804
3354	Water Pollution Grant				
3355	Housing & Community Development				
3356	State & Federal Forest Land Reimbursement	4	339	338	338
3357	Flood Control Reimbursement				
3359	Other (Including Railroad Tax)	4	4725	0	0
3379	FROM OTHER GOVERNMENTS				
CHARGES FOR SERVICES					
3401-3406	Income from Departments	4	107216	87475	87475
3409	Other Charges				
MISCELLANEOUS REVENUES					
3501	Sale of Municipal Property	4	810	0	0
3502	Interest on Investments	4	6375	4515	4515
3503-3509	Other	4	79143	4041	4041
INTERFUND OPERATING TRANSFERS IN					
3912	From Special Revenue Funds				
3913	From Capital Projects Funds				

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Budget - Town of Litchfield FY 2012

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			98378	98378
	Estimated Fund Balance to Reduce Taxes				
TOTAL ESTIMATED REVENUE & CREDITS			2326044	2136767	2136767

****BUDGET SUMMARY****

	ADOPTED BUDGET	SELECTMEN'S RECOMMENDED BUDGET	BUDGET COMMITTEE'S RECOMMENDED BUDGET
Operating Budget Appropriations Recommended (from pg. 5)	4564971	4964596	4964196
Special Warrant Articles Recommended (from pg. 6)		28378	28378
Individual Warrant Articles Recommended (from pg. 6)		91100	70000
TOTAL Appropriations Recommended		5084074	5062574
Less: Amount of Estimated Revenues & Credits (from above)		2136767	2136767
Estimated Amount of Taxes to be Raised		2947307	2925807

Maximum Allowable Increase to Budget Committee's Recommended Budget per RSA 32:18: _____ 5568831
 (See Supplemental Schedule With 10% Calculation)

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DELIBERATIVE SESSION Town of Litchfield February 4, 2012

Meeting called to order at 10:06 a.m. at Campbell High School in auditorium by Moderator John Regan.

Present were: Selectman Steve Perry - Chairman; John Brunelle—Vice Chairman, Frank Byron, and George Lambert; Budget Committee members John Harte - Chairman; William Spencer, Mike Falzone, Chris Pascucci. Town Counsel David Lefevre, Jason Hoch, Town Administrator, Theresa Briand, Town Clerk and approximately 70 Litchfield voters and 8 non-voters.

Ballot Clerks on duty were Joan McKibben, Bertha Mieckowski 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, John and Phil were volunteers.

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

There was no discussion so article will appear 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 Section 200, Definitions, to insert a new definition for Multi-Family Residence as Section 200.16 and renumbering all subsequent definitions.

This amendment has Planning Board approval.

Russ Blanchette spoke to the article stating that the Planning Board would like to amend Section 200, Definitions, to insert a new definition for Multi-Family Residence. The Planning Board did approve this at a recent meeting by a unanimous vote. The wording that will be added to the ordinance will read as follows: To define a multi-family resident as three or more attached dwelling units contained in a single building. Very simple and helps keep us in line with state requirements.

Janine Lepore – 17 Greenwich Road - asked if there was a tax impact? Russ explained that this is just a change in the definition and her question relates to the next article.

No further discussion and the article will appear 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 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.



DELIBERATIVE SESSION

(continued)

This amendment has Planning Board approval.

Tom Young spoke to the article – This article does not have anything to do with the workforce housing. This is strictly auxiliary, apartment in your house, and this is the only reason we are doing this. The reason we are doing this is because as people get older or have problems they need in-house care and this is the most economical way of doing this.

Janine Lepore – 17 Greenwich Road - asked if there was a tax impact due to addition town services that may be required such as ambulance. Tom stated that there are none that he was aware of. Property tax wise, there would be if an addition was added.

Jason Guerette – 11 Perry Court - asked what prompted the change, have we seen an increase in living conditions? Tom stated this was long overdue to be updated and as stated it would relieve the burden on some people in town.

Anja Duprat – 5 Ronisa Avenue - how are you going to determine not for rent? Are you going to ask five years down the road? Also there are several of these homes already in town, so why the need for this now? Tom stated that the town feels that this is a fair way to do this. As for who is living in the house the building inspector is in charge of this. John Regan stated that it is a code enforcement issue.

Bob Curtis Vice-Chair, stated that the primary reason for doing this was for safety as far as who is living there and whether or not rent is collected is out of our control. Anyone can rent a bedroom out.

Steve Perry stated that this is already happening in town and this just puts regulations on this. Now the building inspector has something to enforce.

George Lambert – 3 Lydston Lane – without this change isn't it true that kitchens cannot be installed?
Tom – Yes kitchens could not be installed in the past without this ordinance.

No further discussion and the article will appear 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, \$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.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 8-0-0)

John Brunelle spoke to this article just to highlight a few changes in the budget it obviously represents an increase from last year. The majority of budget increase of \$469,948 is directly related to voter approved items from 2011. \$275,872 in fire hydrant fees, eliminating charges on Pennichuck East customer bills; \$177,804 in Highway Block Grant Funds moved into the regular operating budget; \$13,716 in increase in Police union salaries and benefits with approval of contract. Without these prior year allocations, total increase is \$2,556 of additional funds over 2011 budget. I think that it shows a good attempt to keep our taxes flat and continue the services we have today.

Susan Seabrook -18 Bear Run Drive – Could you please explain the \$ 275,872 Fire Hydrant Fee's? John explained that this was a Warrant Article that was approved which allowed the Town to assume the cost of the hydrant maintenance fees from Pennichuck. Prior to approval, it was a fee on your water bill of like \$12 - \$15.



DELIBERATIVE SESSION

(continued)

No further discussion and the article will appear as written.

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.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 8-0-0)

Frank Byron spoke to the article - Town Hall was built in 1998. The shingles were manufactured by IKO Industries, LTD, Aristocrat model with a 25 year warranty. The shingles were considered a "green" shingle in its day composed of wood fiber organic matter. Sometime in 2006 the roof began to fail in several locations. The town had a consultant come in and do a roof inspection. During that inspection he found that the ridge cap and valleys were failing, brittle shingles as well as nails coming through overlying shingles. The Town has contacted the manufacturer to exercise the warranty. There is also a class action suit against the manufacturer for these shingles. The roof was repaired in 2011 to see if we could stretch the useful life. The replacement roof is made of an Architectural grade shingle with a 30 year warranty. There will be 4ft. of metal along the roof's drip edge and valleys with 6ft ice and water shield on roof edge and valleys. The plywood problems will be repaired. The Town obtained 3 estimates ranging from \$51,000 - \$75,000. Work will go to bid prior to awarding a contract.

Ralph Boehm – 6 Gibson Drive - Are we replacing with real shingles? Frank – Yes

Jason Guerrette – 11 Perry Court - I would like to first thank the Board for getting us the information. My question is the Article states that the net cost to replace the roof is \$0. Isn't this money that was left over in the budget and if it was returned to the taxpayer and gone through the budget process would it have the same effect? Frank stated, no it would not have the same effect. We would have had to ask the taxpayer for \$70,000 again.

William Barrett – 53 Pilgrim Drive – What is the projected time and outcome of the Class Action Suit? Frank stated that he did not know the projected time because that is out of the town's hands but what is in the town's hands is the ability to go after the company on the warranty. The problem with going with the law suit is that an amount gets rewarded and the majority of the money gets taken by lawyers and you get a small fraction of what is really due.

Janine Lapore – 17 Greenwich Road - Is it certain that we will join the Class Action Suit or will the Town explore the warranty? Frank – That is exactly what we are doing we are going today to file a claim for the warranty. We would get more exploring the warranty than going with the suit. Janine – Can we go after the contractor that installed the roof for the other items listed? It seems that these things should have been done when roof was installed? Frank – I do not believe that we can go after the contractor; this seems to be a direct result from the shingles.

Andrew Cutter – 6 Moose Hollow Road – You previously stated that the manufacturer was out of business and we had to go with the class action suit. Is this not the case? Frank – It is not the case. Andrew - so we do have an opportunity to go after the warranty? Frank- Yes. Andrew - So you mentioned that we are filing the paperwork on this today? Frank – Yes. Andrew- We noticed this in 2008? Frank- No, 2006. Andrew - 2006 so why are we just getting around to this now? Frank – Because the town has tried to do some repair and see if we could try to keep the shingles from failing any further.

No further discussion and the article will appear as written.

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.



DELIBERATIVE SESSION

(continued)

Recommended by the Board of Selectmen (Vote: 5-0-0)

Steve Perry spoke to the article stating that this was a petition article in 2011 to convert the Fire Chief position to an appointed by the Selectmen. There is an option for a term provided by law. Fixing a term prompts for regular reviews of performance, ability and expectations. This will allow for either the Chief or the Selectmen to determine at the end of a term to reappoint or not.

Jason Guerrette – 11 Perry Court – Just curious as to how you came up with a three year term instead of an annual term where you would have much more flexibility? Steve stated that they figured that the current Chief was on a three year term.

Ralph Boehm – 6 Gibson Drive – just looking for clarification.

Nick D’Alleva – 15 Cutler Road – What does indefinite entail? Steve explained the indefinite means that the person will remain in the position until he/she decides they don’t want the position or they do something to cause them to be removed from the position.

Ann Moody – 28 Garden Drive – Is this going to be a full time position? A part time position? Will it include benefits? Is it going to be an increase to the taxpayers? Steve stated that this was all explained on the warrant article from last year. It will be a part time 24 hour max. position.

Lynn Ober – State Rep. – just wanted to state that the Fire Chief and the Police Chief have the same protection under law if the town does not choose the one or three year term, they will be protected under the law as indefinite.

Chris Pascucci – 12 Colonial Drive - Just wanted to explain to people how we got to this point with an appointed Fire Chief versus an elected Fire Chief. We turned over our responsibility to have the choice.

Jason Guerrette - 11 Perry Court – Does this position qualify for benefits? Steve stated that it does with a 50% ratio.

Jason made a motion to make this position a 1 Year Term rather than a 3 Year Term. Steve stated that was what the Board was looking for as a default.

Article 6 Amended – To see if the town will vote to set the term of the appointed Fire Chief for 3 years subject to the conditions and requirements of RSA 154:5. If this article fails, the Fire Chief will be appointed for 1 year.

The article will appear on the ballot as amended.

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.

Recommended by the Board of Selectmen (Vote: 5-0-0)

George Lambert spoke to the article George stated that this is a piggy bank. As part of cable franchise renewal in 2011, the Board of Selectmen reduced franchise fee from 5% to 2%. The franchise fee is paid by all cable subscribers on top of their bill for television services. All franchise fees currently go into the general fund and serve to offset taxes. Franchise fee received in 2011 were \$120,841. Cable operation in



DELIBERATIVE SESSION

(continued)

2011 budgeted at \$22,275. This article proposes taking the revenues from franchise fee payments and depositing them in a separate account to cover cable operations and equipment.

Bill Spencer – 9 Cranberry Lane – made an amendment to the wording of the article to help the residents understand where this money is coming from.

Article 7 Amended 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.

Recommended by the Board of Selectmen (Vote: 5-0-0)

The article will appear on the ballot as amended.

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.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 8-0-0)

For several years the Board of Selectmen have been budgeting a contingency line to cover unexpected cost such as snow removal. This article uses \$20,000 of fund balance for Trust Fund – no additional taxes being raised. If unused, money will remain in Trust Fund until needed. If used, a future Town Meeting may be asked in a warrant article to put additional money in the Trust Fund. As an example a late season snow storms could leave the Town in a position where bills need to be paid (contractors, salt, sand), but insufficient funds to do so. Being so late in the year, it may not be possible in December to reallocate funds from other parts of the budget to cover these.

No further discussion and the article will appear as written.

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 \$4758 for this purpose, with \$4420 representing the wage cost and \$338 representing the cost of associated taxes.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Not recommended by the Budget Committee (Vote: 1-7-0)

The Recreation Coordinator is responsible for management of all recreation facilities in order to provide clean and safe opportunities for sport and recreation and promote a healthy lifestyle for all community residents. This individual will work under the supervision of the Recreation Commission, who assigns areas



DELIBERATIVE SESSION

(continued)

of responsibility, outline policy, reviews work in progress and/or completion and provides instructions as needed.

Chris Pascucci - 12 Colonial Drive - offered an amendment to the article changing the dollar amount to \$1000.00 to be as a stipend. The amendment fails by voice vote.

(See end of meeting for further discussion and amendment to Article 9.)

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.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Frank Byron spoke to the article stating that the 1996 warrant creates inefficiencies; it does not address the use of State Bid items; it does not cover non capital items; it does not consider items from a single source supplier. It requires that vendors submit "sealed" bids not just an "open" bid. Sets a limit for bidding at \$7,500.00. Ads would be placed in two newspapers with no consideration of the internet. These limits have been in effect for 16 years. In 2009, the Board of Selectmen instituted a purchasing policy. It is the belief of the Board of Selectmen that the purchasing system required by the 1996 warrant is outdated and in need of revision. This article does not do away with the competitive bidding and it allows the Board of Selectmen to expend monies not approved by the voter. This article will save the taxpayer's money.

Chris Pascucci – 12 Colonial Drive - I happen to agree with Mr. Byron, we did have an issue a few years back with a truck and time was of the essence. It was a state bid, we almost lost it, but we did manage to get through it. Newspapers are outdated there are things that need to be changed but why can't this be corrected. Let's fix the warrant and not give all the authority to the Board of Selectmen.

No further discussion and the article will appear as written.

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.

Recommended by the Board of Selectmen (Vote: 5-0-0)

Recommended by the Budget Committee (Vote: 8-0-0)

Jason Hoch, Town Administrator will speak to the article – For those of you who were here last year this is the same we submitted this same article for town employees. This fund would take money already in the Town's General fund and set it aside in a special account for covering the expenses of personnel leaving the employ of the Library. The article will have no impact on the taxes appropriated. Currently, payment of unused vacation time would be required to come from the fiscal year's budget.

No further discussion and the article will appear as written.

Article 12 To see if the Town will vote to raise and 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.



DELIBERATIVE SESSION

(continued)

Recommended by the Board of Selectmen (Vote: 5-0-0)

Not recommended by the Budget Committee (Vote: 3-4-1)

George Lambert will speak to the article - The last cost of living adjustment for Town Staff was in 2010. Proposed 1.5% increase effective April 1 is less than increase in Consumer Price Index of 2.9 % for Boston/Nashua and COLA given to Social Security recipients (3.6%) for 2012. 1/3 of the employees in this group are not eligible for any other pay adjustment this year because they are at a step threshold or max step. Our town employers work very hard for us and this is a great thing to do for them.

William Barrett – 53 Pilgrim Drive – Can we hear from the Budget Committee as to their opposition on this article?

John Harte spoke on behalf of the Budget Committee – The Budget Committee voted down the COLA for two reasons; one being that we didn't feel that with the current economy a COLA was necessary. We also feel that there is a problem with the grade/step system.

Chris Pascucci - Budget Committee member - I abstained from this vote because I feel each individual needs to vote as they feel necessary. It goes along with your current situation. This is not a raise it is a cost of living increase.

Tim Kearns – Brickyard Drive – Are there any employees who are not considered regular? George stated that yes there are regular part time employees and there are call part time employees which refers to the Fire Department. Tim proposed an amendment to the article striking the word regular. Amendment is denied because it changes the intention of the article.

No further discussion and the article will appear as written.

Article 9 – reopened for discussion

George Lambert – 3 Lydston Lane - made an amendment to the Article to change the amounts of money. George stated that if we change the amount of money on the article the Budget Committee can change their recommendation.

John Harte of the Budget Committee stated that the reasoning behind the Budget Committee not recommending this article was that the Recreation Commission did not come to them with a complete job description. Because they did provide all that information today the Budget Committee may reconsider their vote.

Article 9 Amended 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.

No further discussion and the article will appear as written.

The Moderator then read a few more announcements regarding election on March 13th. A special thank you to was extended to Dr. Elaine Cutler from the Board of Selectmen for her years of service and all her much appreciated help. She will be missed dearly. With no further questions or business to discuss at 1:35 p.m. John Regan moved to adjourn. Seconded by George Lambert. The motion carried by voice vote.

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 4, 2012 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 3, 2012 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:
Moderator - 1 - 3 Year Term
Selectman - 1 - 3 Year Term
Budget Committee - 2 - 3 Year Terms; 1 - 2 Year Term
Checklist Supervisor - 1 - 6 Year Term
Library Trustee - 1 - 3 Year Term
Trustee of the Trust Fund 1 - 3 Year Term
Cemetery Trustee 1 - 3 Year Term

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 200.16 and renumbering all subsequent definitions.

This amendment has Planning Board approval.

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.

This amendment has Planning Board approval.



TOWN WARRANT (continued)

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.

Recommended by the Board of Selectmen (Vote: 5-0-0)
Recommended by the Budget Committee (Vote: 8-0-0)

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.

Recommended by the Board of Selectmen (Vote: 5-0-0)
Recommended by the Budget Committee (Vote: 8-0-0)

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.

Recommended by the Board of Selectmen (Vote: 5-0-0)

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.

Recommended by the Board of Selectmen (Vote: 5-0-0)

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.

Recommended by the Board of Selectmen (Vote: 5-0-0)
Recommended by the Budget Committee (Vote: 8-0-0)



TOWN WARRANT

(continued)

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 \$4758 for this purpose, with \$4420 representing the wage cost and \$338 representing the cost of associated taxes.

Recommended by the Board of Selectmen (Vote: 5-0-0)
Not recommended by the Budget Committee (Vote: 1-7-0)

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.

Recommended by the Board of Selectmen (5-0-0)

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.

Recommended by the Board of Selectmen (Vote: 5-0-0)
Recommended by the Budget Committee (Vote: 8-0-0)

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.

Recommended by the Board of Selectmen (Vote: 5-0-0)
Not recommended by the Budget Committee (Vote: 3-4-1)

Given under our hands and seal this 23rd day of January, in the year of our Lord Two Thousand Twelve.

TOWN OF LITCHFIELD - Board of Selectmen

Steve Perry, Chairman

John Brunelle, Vice-Chair

Frank Byron

George Lambert

Brent Lemire