

TOWN OF LITCHFIELD BOARD OF SELECTMEN

March 11, 2013

Selectmen's Meeting

Members Present: John R. Brunelle, Chairman
George Lambert, Vice Chairman
Frank Byron
Brent Lemire
M. Patricia Jewett (arriving after start of meeting)

Also Present: Jason Hoch, Town Administrator

5:00 p.m. Paperwork review
5:45 p.m. Non-Public Session per RSA 91-A:3 II (c)
6:09 p.m. Call to Order

Pledge of Allegiance

Review of Items for Consent:

1. Minutes of February 25, 2013
2. Approval of Payroll & Accounts Payable for weeks of March 4 and March 11
3. Appointment of Tom Young as Representative to NRPC and Joel Kapelson as alternate Representative to NRPC
4. Appointment of Deputy Wardens Edward Glancy and Robert Desmond
5. Paperwork correction for Certification numbers regarding Retirement Program

Approval of Consent Items

Selectman B. Lemire **motioned** to the Board of Selectmen to approve items for consent.
Selectman G. Lambert **seconded** the motion. **Vote carries 4-0-0.**

Request for Items - Other Business

Selectman F. Byron would like to discuss the following items, status of Employee signatures on the Town Fraud Policy, inventory of store credit cards for the Town, Outstanding accounts for Police and Fire Detail.

Road Agent Regarding Albuquerque repaving

Jack Pinciario states that he requested bids from 3 companies for the repaving of Albuquerque. One bid out of the 3 has been received in the amount of \$202,000 by Continental Paving. The option to construct a passing lane would be an additional \$18,000. Mr. Pinciario mentions that was more than had been anticipated for the passing lane; he thought it would be more like \$12,000 to \$15,000. Therefore, will not be adding a passing lane to Albuquerque at this time. Jack goes on to discuss that out of the \$202,000 quote, around \$14,000 could be saved by

not going as far back on the sides of the road, or holding the pavement cut at intersections to the curb cut near certain roads that lead off Albuquerque. His thought is after discussion with Jason that they could do possibly another road project with the money that would be saved, adding in the \$20,000 that is in Highway Improvements. If not, it would be limited to just paving Albuquerque with the savings of \$14,000 bringing the amount to \$180,642.

Selectman F. Byron asks what are the potential problems that can come up from cutting back on the sides of the road. Jack responds by saying it is still hot asphalt in a sealer that finishes the edge, it just would not go back as far. Selectman F. Byron asks why doesn't everyone do this to save money. Mr. Pinciario states normally there is a 4 to 8 foot buffer and cutting it back will not harm anything in certain areas of Albuquerque, so long as the roads connecting are being fixed and paved in the near future. He as of yet has not decided which roads this will be done to, but is just giving you the numbers that have been agreed upon. This bid from Continental includes the repaving, shoulders and stripping of Albuquerque.

Selectman J. Brunelle asks about the turnout lane in front of Campbell High School that was talked about being added. Mr. Pinciario states that nothing will be added, it will be kept and paved just as is to keep the cost down. He also mentions that he is working with someone regarding the lights in front of the High School, and with Police enforcement he thinks it will help with the traffic situation.

Selectman P. Jewett asks where will the grinding start? Jack states from Talent to the seam at the north end of Grouse, around 3,360 feet. There was discussion regarding conditions of roads in need of repair throughout the Town, with the conclusion that it is not in the budget this year. But Mr. Pinciario states the Town has been fixing and repairing roads, including 3 culverts that needed to be replaced and the Page Road repairs, which were costly. They have completed some large projects and can hopefully chip away at some of the smaller projects as money is available.

Selectman F. Byron asks Mr. Pinciario where he stands on the mapping software that was purchased. Mr. Pinciario states he has not had a chance to really look at it. Administrator Hoch mentions that the field data information has been updated. But it has been put on a back burner because an update is suppose to be coming from the provider of the software. Information that was put in two years ago needs to be adjusted and updated, along with pricing information.

Selectman F. Byron asks Jason if he can give access of this information to Jack. J. Hoch states that neither he nor Jack have access to the information due to the software was shut down waiting for the update to come thru from the provider. Mr. Pinciario states that he has kept very good documents and inventory of what has been done to all roads, dates, maintenance, striping, signs anything dealing with the roads it is all logged on his office computer.

Selectman J. Brunelle asks Mr. Pinciario if a plan of action for road repair and priority of roads to be repaired can be put together and be more formalized, to give the public an action plan of what the Town has in mind for road maintenance.

Selectman F. Byron states that is why the software is needed, and he can not believe that a software company would shut down existing software when an update has not been issued yet. Jason Hoch tells the Board that he made a request for the update last Spring. He moved on to other projects and did not get back to this, but will check into it further and get answers as to what the delay is with the company. Selectman J. Brunelle mentions that Jack has kept records and has all information up to date.

Selectman F. Byron states that he feels that the software should be updated and used as intended or else if it is not going to be used just let it go and not continue to bother with updates. However, with trying to prioritize the road repairs and maintenance especially for the public he feels this is where the software would come in handy.

Mr. Pinciario states that come spring he would like Northpoint to go around the Town with him and survey roads so that he can get bids and have prices on 2 or 3 roads in worst need of repair. So when he appears in front of the Budget Committee and Board of Selectmen he will have some accurate prices at budget time. Then the following Spring/Summer those projects can be on the agenda to be done if the budget permits.

Selectman J. Brunelle discusses the need to put the road repair information out to the public possibly on the web. Wonders if a map could be color coded and roads listed by priority of repair. Mr. Pinciario states that is possible because the roads are color coded for plowing and that he will work on getting something together. Selectman J. Brunelle states he will help and they could do something with an overlay and Google Maps.

Selectman P. Jewett states that she would hate to spend money again to have another inventory done of the Town's roads. She feels we can all ride around and see what needs to be done, that she does not wish to spend another \$26,000 as was done in the past to get an inventory.

Administrator Hoch states for the record and so the public watching understands and is very clear that what Selectman Jewett is talking about was years ago, around 2001. The last survey was free and was in partnership with UNH in early 2011. They updated scores and listed roads, and populated that first data base for the Town at no charge.

Selectman J. Brunelle goes on to discuss picking the worst 4 or 5 roads and scoring them and getting this information out to the public so they have an idea as to what roads will be up for repair or maintenance. Jack mentions that if there is a bad winter or other weather issue it could change the order of repairs, that it should be understood that the document would have to be flexible.

Selectman F. Byron asks Mr. Pinciario for the reason why only one bid was given. Mr. Pinciario states that bids were asked for from three different asphalt companies: Pike, Brox and Continental. Ads were also posted online per the Towns new policy. But the only bid received was from Continental. He states that no contractor will bid against this company. Selectman F. Byron asks if it should be rebid. Selectman B. Lemire asks why, three companies were asked to bid, it was posted with no further response, why put out any further bids and who else would you go to?

Selectman G. Lambert mentions that a few years ago bids were asked for a project and Continental was not anywhere near the lowest bidder and that project went to American Excavating. Also that American has done other paving projects in the past as well, Continental is not favored in any way, it is whoever has the lowest or best bid for the Town. Jack goes on to mention that Continental has only done the paving portion in the Talent/Page road project in the last few years. But they have bid every project that the Town has had. Jack feels they should award the job to Continental, they are here and they get the work done quickly and efficiently. Plus, any other Company has to purchase the asphalt from Continental and the markup would be greater. Selectman F. Byron asks what was the amount Northpoint gave as an estimate for the job. Mr. Pinciario states that they were about \$4,000 off, and one of the reasons is because

the liquid asphalt has increased again.

Selectman G. Lambert expresses a concern that with the elections pending with two new Board members possible, should this be delayed for the new Board. Selectman F. Byron feels that you then have two new members who have no information or background regarding this matter.

Selectman B. Lemire makes a **motion** to award the bid to Continental as presented. Selectman P. Jewett **seconds** the motion. **Vote carries 5-0-0.**

Public Input: No members of the public were present

Administrator Report

New Business

Acceptance of Trust Fund

Administrator J. Hoch states that as part of the clean-up of funds between the Cemetery Associations and the Cemetery Trustees, there was an outstanding balance that was intended to be used in 2012 for gravestone repair. That work was unable to be completed by the end of the year. So, the funds have been properly placed with the Trustees of Trust Funds to close out the year. In order to make sure these funds are properly classified, the Board of Selectmen should accept these funds for transfer to the Trustees of Trust Funds with the understanding that the purpose of these funds is for the repair of gravestones and that there is no restriction on the use of principal (i.e. all funds can be exhausted for this work - which was the original intention). The amount being accepted is \$7,943.44.

Selectman B. Lemire makes a **motion** to accept the amount of \$7,943.44. Selectman G. Lambert **seconds** the motion.

Selectman F. Byron states that this is a dollar amount that in the past interest has been added to and there ends up being a few cents sitting out there that needs to be corrected. So is this the full amount or will interest be added? J. Hoch states that this will be the full amount because it came in the form of a check from the Association which is unlike the Town's money that is sometimes moved around or left hanging to accumulate interest. **Vote carries 5-0-0.**

Cell Phone Stipend Policy

Administrator J. Hoch mentions this topic was discussed briefly at one point then put on the backburner. But a request has come forward from the Fire Chief who would like to discontinue the use of several Town issued phones in lieu of allowing personal phones. A stipend would reduce the Town's costs and allow employees who are eligible to avoid carrying two phones. Selectman G. Lambert asks Jason if he currently has a number for the stipend. Mr. Hoch states that a starting point of around 75% of what the Town would pay for a phone, so smart phone \$45 a month and basic phone \$30 a month.

Selectman B. Lemire questions why pay 75% of the cost, he feels 50% would be enough. Especially if they are using their own phones, they would not be used 75% of the time for Town business. Jason states that it is not 75% of their bill it is 75% of what the Town pays now. Selectman J. Brunelle adds that he feels \$25 for a basic phone and \$35 for a smartphone is a sufficient amount.

Administrator J. Hoch states that he just attached a figure to this topic to start a discussion so he could get some feedback and any additional concerns that the Board may have, and to see if a plan could be put together in the next couple of weeks. He recalls the last conversation, was bogged down on the public record component. There is unfortunately no definitive guidelines on this topic.

Selectman B. Lemire mentions that he knows another Municipality that follows the lines of what Selectman J. Brunelle stated a figure of 50%. It is difficult to gage personal use from municipal use and that seems to be a fair amount. He is in favor of the Town saving some money for the convenience of Employees having one phone instead of two.

Selectman G. Lambert states that he has a point of view different from the other members, in that he agrees with the 75% figure. He would like to give the incentive for people to take this.

Selectman J. Brunelle asks Jason if this stipend is for everyone across the board, and eliminate Town phones altogether. Jason responds by saying no, there is only a small group of Town employees who have Town phones. If they choose to swap and no longer take a Town phone then the stipend would be activated, he is not looking to eliminate Town phones for everyone.

Some will continue with two phones, others would like the convenience of having only one. However, they need to understand that information generated on their personal phone may be considered a public record. This is where the conversation got tabled the last time.

Selectman J. Brunelle states that now you cannot get records of your own bill never mind someone elses without a subpoena, so that concern may be in the past. Jason adds that some exposures of the past seem to no longer apply as laws and privacy issues change.

Selectman J. Brunelle asks what employees have cell phones currently. To which Jason replies the Road Agent, Building Inspector, Health Inspector, Fire and Police Chiefs, Deputy Fire Chief, Lieutenants, and Captains. Selectman J. Brunelle feels that the Board should not take action on the policy tonight but gather more information and address some of the issues mentioned, forward any concerns to Jason and come back sometime in April to take action on the policy.

Selectman F. Byron adds that he is not opposed to the stipend but feels that the policy needs to be worked on and reviewed much more in depth.

Defibrillator/Monitor RFP

Administrator Hoch states that Paramedic Jim Rea has been preparing an RFP (request for proposal) for Defibrillator/Monitors so that if approved at tomorrow's Town Meeting they can move quickly and get out bids as soon as possible. Per requirements of the Purchasing Policy - they will be available for 14 days, and targeted to likely vendors and posted on the website. The question Jason has for the Board is would they like to proceed with the purchase, delegating him to continue with the Department Heads, or would the Board like to bring it back for BOS to review.

Selectman B. Lemire states that he would like it to come back to the Board for review of what will be purchased for the \$70,000, when the final bids are looked at.

Selectman F. Byron mentions that this has already been done; however, he understands Selectman Lemire's point. That if for example Acme sells to six Companies and each has a different price, who are you buying from and is it the best price. Selectman B. Lemire states that for the money he would just like to know who and why they chose whatever particular vendor, and feels the public would be interested as well. Selectman J. Brunelle asks if it could be put on

the agenda for the meeting on the 25th. J. Hoch states that he could put it at the beginning of the meeting on March 25th. Jason also mentions the bid is written for new equipment as well as an alternative for refurbished equipment with information about the service and warranties from the manufacturers. Other surrounding Towns have done this with a significant savings, so we wanted to see if that may be a way to save money.

Selectman G. Lambert asked if the equipment is bought refurbished from the Manufacturer with the same service and warranties he would like that better than purchasing new, because it has been thru testing twice.

Selectman P. Jewett asks Jason if there are any Companies that would give the Town money to turn our old equipment in. J. Hoch states that they are asking, but our equipment is so old and out of date that no one will likely purchase them for reuse, but they are asking for any trade in value if its possible and this is included in the proposal.

Selectman J. Brunelle states that the final information will be discussed at the March 25th Board meeting.

Planning Board Road Approval Process

Administrator J. Hoch states that as part of the on-going discussions with the Board of Selectmen and with the Planning Board regarding trying to clarify when does a road go from Construction Bond to Maintenance Bond and when does the Town accept that road. The Planning Board has been trying to clear some of the confusion up and provide a clearer set of guidelines so everyone has a better idea of how the process can go forward.

Selectman F. Byron adds that what the Board is looking to do is to put in place a means to accept roads that makes sense for the Town, protects the citizens and the people who live on these roads. So the Planning Board has put together some draft language and the meeting is this month on the 19th, and a vote will be taken then. This was brought forward to let the various groups that have an interest in this express their opinions and give advice about things they wish to see different. He suggests that the Board members review the documents and if they have any concerns or changes to notify himself or the Chair of the Planning Board. The Board goes on to discuss instances that they know of where the law and Towns have not been clear and it creates a series of legal troubles for everyone involved, therefore showing why this matter is in front of the Boards to clarify and put better procedures in place.

Audit Schedule

J. Hoch tells the Board that the Auditors will be on site the week of April 29th (the primary Auditor has been on leave for a time, which has pushed the schedule back). Jason states that he has received their request for various documents and reports, which are being deposited into a shared Google Drive folder for access by the Auditors (who have tested the setup and it works for them).

Selectman F. Byron states that the Auditors normally send a document asking the Town if anyone has areas that the Town feels the Auditors should look into, and is wondering if that request has come thru yet. Jason tells Selectman F. Byron that nothing has been requested or provided as of yet. Selectman F. Bryon would like to make sure that the Board of Selectmen has access to that survey letter so that they can have areas where they have concerns looked

into and addressed. Selectman J. Brunelle does not recall in his years serving on the Board seeing a letter, but states that maybe it was something that the Chair was provided with and addressed. J. Hoch adds that he feels in case the Auditors survey letter does not arrive that if the Board has concerns, please compile them and it will be brought to the attention of the Auditors. Selectman J. Brunelle asks the Board if there is anything that stands out that someone is concerned about. Selectman F. Byron mentions that he has a few areas of concern such as Trust Fund Management, Petty Cash Management and Cash Receipts. Selectman F. Byron would like to point out that he in no way feels there is any issue going on, but these are areas where a high level of transaction are being done and feels it should be looked at.

Old Business

Ambulance Billing

Administrator J. Hoch states that in November if the Board recalls they were pushed into digging further into the rate basis for Ambulance billing with Hudson, it was realized that the benefit rate being applied was not covering their costs. The rate at 25% is less than the NHRS employer share for Firefighters (nearly 30%). As in the Town Budget, the real benefit rate number is closer to 45%. He provided a letter from Hudson that reflects the change in billing effective January 1.

As part of the Budget process, the idea was raised about soliciting proposals for Ambulance Services and funds were added to the Budget. Those funds subsequently were removed in the Budget process. Jason is looking for input on how the Board wants to proceed with a contract renewal. This billing update is a reminder that the Board intended to overhaul the whole contract, something that he initiated a year and a half ago with Hudson. So Jason would like to know if the preference of the Board is to solicit quotes for services or to update and revise a draft contract for renewal with Hudson.

Selectman J. Brunelle would like to defend the Budget Committee's actions by saying that the Committee took out around \$1,800, from the Budget, there was an RFP to go around and check out options. The Budget Committee asked the Fire Chief what were the Town's options, the Chief's response was that there really wasn't much. Hudson delivers a service that no other Municipality can compete with due to the close proximity of Hudson to Litchfield. As well as, they do the Town's dispatch, our Department trains with them, their Department is well prepared, there are numerous benefits. Also there would be numerous costs to the Town in switching to another Town that would have to be considered.

Selectman B. Lemire mentions that this rate increase is across the board for any vendor, it is not just with Hudson.

Administrator J. Hoch would like to make one additional point, pending the outcome of Tuesday's vote on the Revolving Fund for the Ambulance. He plans to have a clearer update about fund status, accounts receivable and any accounting changes that can be made if the article passes. He is not sure that he will be able to package all of this information by the end of next week, so plans on definitely having it for the first April BOS meeting.

Legal Services

J. Hoch states that this is just a confirmation for the next Board of Selectmen's meeting on March 18th at 7:00pm, Attorneys Office Hages & Hodes will be here to talk about Legal Services. Also on the March 25th BOS meeting the Office of Donahue Tucker & Ciandella as well as Mitchell Municipal will be here to talk about Legal Services starting at 6:00pm.

Legislative Items

J. Hoch would like to bring to the Board's attention some items of interest that will be in the coming week.

House Bill 522 - Allow signing of Manifests outside of a meeting. By changing the law dealing with the Town Treasurer. The Treasurer will be able to pay upon order by the Selectmen in a public meeting or by a non contemporaneously signed manifest signed by a majority of the Board.

House Bill 278 - Which is in reference to voluntary installation of fire suppression sprinklers

House Bill 183 - Processing of previously received absentee ballots will allow ballots to be done 2 hours after the opening of the polls. The current law makes you wait until 1:00pm after the opening of the polls.

House Bill 342 - Relative to Part-time employment of retired members in the retirement system. This bill as originally drafted would have reduced the number of hours NH retirees could work from 32 to 24 and down to 1000 hours annually. However this language has been eliminated entirely from the Bill.

Stormwater Permit

J. Hoch states that he attended the informational workshop held on March 5th at NRPC. This process will require additional paperwork, field monitoring, mapping and tracking. The good news is that the eligible portion of the Town is only about half of the area. He pointed out that much of Charles Bancroft Highway is excluded, as is the Highway Department, Solid Waste Facility and new Recreation Fields. So, the Town's plan will only really need to cover the regulated area. The Nashua Regional Stormwater Group is discussing some collaboration to prepare documents, handle field testing etc. Many of us are still concerned about the potential cost implications of this - some members won't see a new Budget available until July 2014. He did follow-up on a potential waiver based on the Town's situation. Unfortunately, while there is technically a provision for communities under 10,000 residents that meet conditions that we likely would meet, in practice, waivers are not considered for towns over 1000 people as there is a standard used that basically excludes waivers if there is ever a possibility of future stormwater contamination (a pretty impossible bar).

Jason will be attending the public hearing on the 14th and plans on submitting a written comment after that by the April deadline about increasing the waiver possibilities for certain Communities and any other items that become clearer as we all digest these requirements. Selectman F. Byron states that he believes under the existing Stormwater Permit that you have to update it each March, even though it may be expired EPA has to be updated by March. He is wondering what the Town's status is, or if this has changed. Because the Town received a fine

for this back in 2009.

Jason states that he will confirm this information with the EPA and see since the new permit information is in motion what the status is.

Other Items

Town Meeting Coverage

Selectman G. Lambert states that he is ineligible to help inside the polls where he is a candidate.

Selectman B. Lemire states he can do 7-11 and can come back at 5:00 to finish if necessary.

Selectman P. Jewett will cover from 11:00 till whenever needed. Selectman F. Byron has a meeting in Concord but will hope to be at the polls for around 10:30.

Informational Items

Administrator J. Hoch has some informational items to discuss with the Board.

The AED's for the Town Hall and the Recycling Center have been ordered, next will be setting up some training with Paramedic Rea to go along with this purchase. Also Paramedic Rea is working on getting those units registered with the State as required by law.

Annual Policy Reviews are needed to be read and reviewed once again, they include Cash Receipts, Conference and Meetings, Credit Cards, Fund Balance Policy, Investment Policy, and Purchasing Policy. They are in a folder waiting your review and see if there is anything that may need to be revisited.

J. Hoch states that he has spent quite a bit of time with Attorney Hodes drafting a letter regarding the Primex surplus Insurance Pool. Also there has been some additional paperwork filed in the LGC case. Another concern regarding the Primex situation is the Town use to be a Property Liability customer and we are no longer, so what does that mean for the Town? Plus looking into the settlement agreement with the Secretary of State we took a look at the Workers Compensation premium holiday for 2014. According to the settlement agreement, we would be eligible because we were customer in 2009, but not eligible if we are not a customer in 2014. However, if the Town leaves Primex they would no longer be eligible to receive that share of the surplus return.

Selectman G. Lambert asks J. Hoch how much would this cost the Town.

J. Hoch states that the amount of surplus money or premium holiday discount would be about \$18,000 to \$20,000.

Administrator J. Hoch goes on to mention to the Board that the Planning Board has received the grant that they discussed several meetings ago. So there will be some additional paperwork coming through as that gets processed.

J. Hoch mentions the Board has asked about minutes from prior years and their status for various Boards and Committees. With the help of the Town Clerk's Office, they reviewed what had been filed for paper records for the Board of Selectmen, Budget Committee, Planning

Board, ZBA, Conservation Commission, Mosquito Control District, Recreation Commission and Trustees of Trust Funds. Jason states that they updated paper records for a few where they had electronic submissions that had not been printed. The only outstanding one on his list is the Recreation Commission, who he has sent an inquiry to last week. He mentions that he seemed to have misfiled a set from the Cemetery Committee but those are being forwarded to him.

Selectman F. Byron asked Jason if he could answer a few questions regarding the items he just mentioned. The first is regarding the Insurance return of surplus to the Town, this was not only regarding the insurance but also the premiums that were paid in excess that the Secretary of State is handling. But this is additional premiums the Town paid prior to 2005 which is the start date he believes for them to consider. If the Town was paying this before 2005 then the Town should be including this information in the letter that the Attorney sends to the various organizations Primex and LGC, requesting monies that were paid before 2005.

Selectman F. Byron's next asks what is the status of the employees signing of the Fraud Policy letter. He thought it was needed to be signed every year. J. Hoch states that no it is every three years as long as there are no policy re-issues. He will double check but feels that Karen had pursued everyone on the list and had it completed after it was sent out last April.

Selectman F. Byron mentions he would like to know the amounts that are outstanding from the Police and Fire Detail accounts. He would like to know the dollar amount and length of time. Administrator J. Hoch states that the bottom line for the Police Department is \$8,781.98 which is invoiced up until February 26. Fire Departments bottom line is \$2,081.69 invoiced thru February 26th as well. Jason will confirm the numbers but believes all billing is up to date. Jason goes on to mention that of the dollar amount due for the Police \$3,300 of that is the Town's own problem from billing that went on with the Page/Talent project. The Town billed it into the project cost so we then bill American Excavating who in turn then pays us. Jason states that he and Mr. Pinciario discussed in the future incorporating detail in our internal project costs rather than bill back and forth.

J. Hoch states his last informational item is the working on developing a Records Retention Policy. There is a draft circulating around affected departments for edits, comments and expansion. Appendix A lists all items required under State Statute and Appendix B will list other records that we retain beyond the statutory listing that should have a retention plan. Jason is aiming to have this wrapped up by the end of April on the staff end.

Selectman Reports

Selectman P. Jewett states there was a Conservation meeting held last Thursday and the date for the Fishing Derby will be Saturday, May 11, 2013

Selectman J. Brunelle states that tomorrow Tuesday, March 12, 2013 will be Election Day. The polls at Campbell High School will be open from 7 to 7.

Selectman F. Byron states that last week the Planning Board met and as mentioned this evening they are looking for feedback from the Board of Selectmen regarding the Road Acceptance Procedure. If anyone has anything to add please forward it to him or the Planning

Board Chairman. Also he would like to mention that the Planning Board has not starting working yet with the individual from the Company that will generate the document reports necessary for the Impact Fee Analysis. He is asking the Planning Board to please step that up. If he does not get a response he will be coming to the BOS asking for that money to be returned to the General Fund.

Selectman G. Lambert mentions that campaign signs can be on both sides of the roadway.

Selectman P. Jewett states that everyone must bring a license or form of ID with them to the polls tomorrow, or fill out an affidavit form in order to vote.

Items moved from consent None

Other Business

Selectman F. Byron states that tonight under consent the Board approved the appointment of Tom Young and Joel Kapelson to represent Litchfield as Primary and Alternate to the NRPC. He would like to make a **motion** that a letter be sent to the National Regional Planning Commission, with copies being sent to Kerrie Diers, Mr. Blanchette as well as Mr. Young and Mr. Kapelson, from the Board of Selectmen confirming their nominations. Selectman J. Brunelle **seconds** the motion. **Vote carries 5-0-0.**

Selectman B. Lemire makes a **motion** to adjourn. Selectman P. Jewett **seconds** the motion. **Vote carries 5-0-0.**

Meeting adjourns at 8:15pm

The next Board of Selectmen's meeting will be on March 18, 2013 at 6:00pm at Town Hall

Approved March 18, 2013