

TOWN OF LITCHFIELD

NEW HAMPSHIRE



Annual Reports

Year ending December 31, 2014

also

Annual Report of the School District

Year ending December 31, 2014

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TOWN OFFICIALS

BOARD OF SELECTMEN

John R. Brunelle, Chairman-2016

Kevin Bourque – 2016
Frank A. Byron – 2017

Brent Lemire – 2017
Steve Perry – 2015

TOWN ADMINISTRATOR

Jason Hoch
Finance Manager
Karen White

DIRECTOR OF LIBRARY SERVICES

Vicki L. Varick

POLICE CHIEF

Joseph O’Brion

CODE ENFORCEMENT

Kevin Lynch

TRANSFER STATION

David Mellen

TOWN CLERK/TAXCOLLECTOR

Theresa L. Briand – 2017

DEPUTY TOWN CLERK/TAX COLLECTOR

Patricia A. Textor – 2017

MODERATOR

John Regan – 2015

ASSISTANT MODERATOR

Philip M. Reed – 2015

ROAD AGENT

Jack Pinciario – 2015

FIRE CHIEF

Frank Fraitzl – 2015

FOREST FIRE WARDEN

Frank Fraitzl - 2015

TREASURER

Sharon Harding Reed – 2015

DEPUTY TREASURER

Debra Hogencamp – 2015

CHECKLIST SUPERVISORS

Shirley Reed – 2018
Joan McKibben – 2020
Robert Redding – 2016

CABLE ADVISORY COMMITTEE

Russell Blanchette – 2016
Timothy Kearns – 2017
Richard Pentheny – 2017
Brian Maillet - 2017
Cynthia Couture – 2017

HEALTH OFFICER

Kevin Lynch - 8/13/2015

ZONING BOARD OF ADJUSTMENT

Gregory Lepine – (Alt) 2015
Laura Gandia – 2015
Richard Riley Jr. – 2016
Albert Guilbeault – 2016
John R. Devereaux–(Alt)-2017
John Regan – 2017
Eric Cushing – 2017
Thomas Cooney-2015

PLANNING BOARD

Robert Curtis – 2015
Thomas R. Young – 2015
Jason Guerrette – 2016
Russell Blanchette – 2017
Michael Croteau – 2017
Michael Caprioglio -2015
Kevin Bourque-Selectmen Rep

TRUSTEES OF TRUST FUND

Steven P. Calawa – 2015
Michael Falzone – 2016
John Poulos Jr. – 2014

CEMETERY TRUSTEES

Steven P. Calawa – 2015
Warren W. Adams – 2016
Jody Fraser – 2017

MOSQUITO DISTRICT COMMISSION

Alfred Raccio – 2017
John Latsha – 2016
David Tate - 2015

BUDGET COMMITTEE

Andrew Cutter – 2015
Cynthia Couture -2016
William Spencer – 2015
Daniel Vaillancourt - 2016
Chris Pascucci – 2017
Raymond Peeples – 2017
Kerry Douglas - 2017
Brian Bourque- School Rep.
Frank Byron -Selectmen Rep
Michelle Flynn – Recording Sec

RECREATION COMMISSION

Keith Buxton – 2015
Colleen Gamache – 2015
Elizabeth Darling – 2016
Andrew Collins – 2016
Sandra Vance – 2017
John Bryant – 2017
Jessica Philbrick - 2017
Kevin Bourque–Selectmen Rep

LIBRARY TRUSTEES

Gail Musco – 2015
Lynne Clifford – 2016
Kristin Robert – 2016
Peggy Drew – 2017
Christine McKim – 2017

CONSERVATION COMMISSION

Roger St. Laurent Jr. – 2016
Sharon Jones – 2016
Richard Husband – 2015
Marion Godzik – 2015
Thomas W. Levesque Sr.-2017
Joan McKibben – 2017
Michael Croteau – 2017

TOWN OFFICIAL AND EMPLOYEE EARNINGS

SELECTMENS OFFICE

Hoch, Jason	90,346.91
White, Karen	53,729.22
Brodeur, Theresa	45,940.41
<u>Baril, Donna</u>	<u>36,605.68</u>
Total	226,622.22

TOWN CLERK/TAX COLLECTOR'S

Briand, Theresa L.	62,942.80
Textor, Patricia A.	42,383.14
<u>Croteau, Claire L.</u>	<u>30,355.32</u>
Total	135,681.26

TOWN TREASURER

Harding Reed, Sharon	7,121.76
<u>Hogencamp, Debra</u>	<u>1,253.07</u>
Total	8,374.83

TRUSTEES OF TRUST FUNDS

Falzone, Michael	87.96
<u>Poulos Jr., John</u>	<u>87.96</u>
Total	175.92

VOTER REGISTRATION & ELECTIONS

Lepine, Christine E.	82.06
Briand, Ashley	38.20
McKibben, Joan	246.18
Briand, Leo	71.63
Redding, Robert M.	328.24
Reed, Shirley-Ann	678.24
Regan, John G.	548.60
Reed, Philip M.	486.20
Jones, Sharon	413.04
Pinciaro, Nancy	458.41
<u>Regan, Patricia</u>	<u>503.77</u>
Total	3,854.57

TOWN AND TALENT HALL, LIBRARY

CUSTODIANS AND GROUNDSKEEPERS

Arria, Ben	8,923.08
<u>Pilon, Gerald F</u>	<u>8,255.72</u>
Total	17,178.80

PLANNING BOARD

McKibben, Joan A.	27,293.32
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POLICE DEPARTMENT

Does not include Special Detail

Includes uniform allowance

O'Brion Jr., Joseph E.	95,314.72
Donnelly, David A	94,517.75
Brown, Anthony P.	63,273.09
Costa, Jeffrey	21,776.93
Gott, Gary L.	89,053.34
Hartley III, Russell	58,349.47
Ivas III, George	71,128.64
O'Donaghue, Timothy	92,570.59
Sargent, Benjamin E	92,495.04
Savage, Heath	93,487.29
Bennett, Robert D	3,635.84
Corl, Michael T	35,683.95
Harris, Steve P	7,062.36
Houle, Michael R	37,129.39
Lang, Rachel	15,905.99
Tessier Jr., Dennis	78,664.97
Bessette, Carol A.	48,420.16
Diviny, Paul J.	51,861.64
<u>Baril, Andrea</u>	<u>34,038.91</u>
Total	1,084,370.07

TOWN OFFICIAL AND EMPLOYEE EARNINGS

(continued)

FIRE DEPARTMENT

Does not include Special Detail

Fraitzl, Frank X.	40,101.84
Nicoll, Douglas M	76,735.12
Rea Jr., James	59,005.64
Adams, Warren W.	163.20
Allard, Paul	4,420.19
Bavaro, James	1,394.00
Bouley, Charles	6,130.00
Bourque, Kevin C.	1,705.44
Croteau, Michael G.	4,949.29
Desmond Jr., Robert	6,931.50
Dube, Steven W	4,125.49
Earle, Derek	3,574.08
Fecteau, Corey J.	4,778.50
Garand, Pierre J.	32.64
Gaumond, Glenn G.	1,462.48
Glancy, Edward C.	9,127.00
Hubbard, Jason	2,121.60
Jack III, Row W.	346.00
Jack, Timothy R.	1,191.36
Kearns, Timothy F.	783.36
Kimball, Brian S.	4,845.00
Lemay, Mark T.	2,040.00
McLavey, Andrew	2,815.20
Miller, Seth L.	8,067.50
Morin, Cory	277.44
Newell, Jeffrey A.	5,336.64
Nicoll, Jason	1,362.72
Patten, Christopher	1,841.50
Patti, Christopher	155.00
Perault, Nicholas W	862.50
Pinard, Normand J.	114.24
Raccio, Daniel	1,884.96
Ricard, Jason	2,113.44
Richardson, Timothy	6,796.98
Rumrill, Larry O.	2,211.36
Schofield, Brian	3,051.84
Schofield, Christopher	6,111.84
Smith, Kelly P	1,844.16
Travis Jr., John F.	4,503.29
Welch II, Robert W	16.32
Total	\$284,984.66

BUILDING/HEALTH DEPT.

Lynch, Kevin A	70,014.94
Gilcreast Jr., John	446.60
Total	70,461.54

HIGHWAY DEPARTMENT

Pinciario, John	61,561.01
Blundon, Leslie W	41,578.75
Cady, David M	736.40
Goudreau, Kyle R.	821.44
Lesperance, Kevin J.	4,070.40
Total	108,768.00

SOLID WASTE DISPOSAL

Mellen, David L.	55,362.50
Worster, David E.	24,388.53
Minervini, Derek	11,442.75
Belanger, Zachary S.	2,961.32
Briggs, James D.	1,714.38
dePontbriand, Bryan	18,261.86
Total	114,131.34

ANIMAL CONTROL OFFICER

Pilon, Gerald F.	13,347.15
<i>(Includes mileage allowance and Town Hall custodian)</i>	

LIBRARY

Varick, Vicki L.	51,500.05
Allen, Ada	4,012.56
Antosca, Kerri A	22,686.61
Briggs, Jeffrey	774.40
Lantagne, Lauren K	2,544.79
Pace, Carrie-Anne	32,978.97
Paquette, Helena	4,395.52
Robinson, Alexandra	30,434.47
Santos, Jacqueline	58.92
Total	149,386.29

TOTAL WAGES **\$2,244,629.97**

CHAIR OF BOARD OF SELECTMEN

2014 has been a busy year, and like past years; it was all possible because of our employees and volunteers; all willing to give their time to make Litchfield a community to be proud of. Thank you to all of you, your time makes a difference!!!!

Operating under a default budget required the board to refocus priorities and closely monitor spending and expectations to ensure that we could continue providing expected services within the budget allocation. With the assistance of our Department Heads, we were able to make necessary adjustments during the year to stay within this target.

The Board of Selectmen worked on several priorities and projects this year; with support of our department heads:

As planned in 2013, the highway department completed all the work that was outlined in 2014. Completed all the projects within budget on time and we continue to focus on those roads identified in our 5 year plan. With continued support from the community, we will continue this effort with new projects in 2015.

Expansion and implementation of a community notifications system, called CodeRED. The use of this system was directly responsible for aiding the Police Department in closing several criminal cases. In addition; it has provided us a method to communicate to the community around emergencies and important notices. If you haven't done so, go to the town website (<http://litchfieldnh.gov>) and sign up.

We had another successful audit in 2014; with finding no concerns and approving of our policies and methods. Thank you to Karen White and Terry Brodeur for all the hard work you both do during the audit period; but more importantly throughout the year.

Over the past year, I have benefited from the guidance and support of my colleagues on the Board - Frank Byron, Brent Lemire, Steve Perry and Kevin Bourque and am honored to have served as chair of this leadership team. Thank you again for the opportunity to serve your community.

Respectfully,
John Brunelle
Board of Selectmen, Chairman

TOWN ADMINISTRATOR

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

Operating with a default budget again this year required close attention to spending and managing through situations that arise throughout the year. Our department heads closely monitored spending and expectations to ensure that we could continue providing expected services within the budget allocation. Assisting us in this were staff changes in the Police Department and implementation of a wood recycling program. While these one-time fixes helped us with the budget challenge during the year, it continues to be challenging to provide the level of service we believe the community requires within limited budgets.

With the assistance of the Road Agent, the Town has updated its road improvement plan. There are approximately 77 miles of roads maintained by the town and 74% are in good and fair condition. However, the remaining 26% that are in poor condition have a current repair cost of over \$4.5 million. To put some of that number in perspective, at the end of 2012, it was estimated that the value of town owned roads was just under \$36 million. The plan has a pavement quality score assigned to each road and will help the Town prioritize planning for road improvements each year. With the generous support of the voters in 2014, we were able to double our investment in road repair and began to make progress on this project.

Over the past year, we continued to work on many behind the scenes processes to ensure smoother operations of Town government. All of our standing policies were reviewed and updated and we continue to enhance financial control systems. We implemented a new Personnel Policy approved at the end of last year. We continue to enhance our use of electronic services. With the organization wide adoption of Google Apps for Government, we have increased collaborative work on documents and have reduced paper usage in the administrative offices by over 25%. In addition, over the past year, we consolidated several telecommunications contracts into one master account, increasing our ability to monitor and track.

We continue to seek new ways to serve and to engage the community. As part of this effort, you will see ongoing improvements to the Town's website. Additionally, for the timeliest updates from us, please consider following the Town on Facebook at www.facebook.com/litchfieldnh. Over the past year, many residents have enrolled in our CodeRed emergency notification system; if you have not yet signed up; visit our webpage at www.litchfieldnh.gov to register. I welcome anyone with questions or concerns, no matter how large or small to contact me via phone, email or best of all, a visit to the office.

Thank you again for the opportunity to serve your community.

Respectfully,
Jason Hoch
Town Administrator

ELECTION/BALLOT VOTING RESULTS

March 11, 2014

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 1, 2014 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.

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 11, 2014 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:

Board of Selectmen

Frank A. Byron
George Lambert
Brent Lemire

2 - 3 year terms

987 - Elected
615
936 - Elected

Board of Selectmen

Jason Guerrette
Steven Perry
Alfred C. Raccio

1 - 1 year term

430
822 - Elected
244

Budget Committee

Keri B. Douglas
Chris Pascucci
Raymond C. Peeples

3 - 3 year terms

1014 - Elected
884 - Elected
1022 - Elected

Town /Clerk/Tax Collector

Theresa L. Briand

1 - 3 year term

1323 - Elected

Library Trustee

Christine L. McKim
Peggy Drew

2 - 3 year term

1089 - Elected
1102 - Elected

Cemetery Trustee

Jody L. Fraser

1 - 3 year term

1252 - Elected

Trustee of Trust Fund

John J. Poulos., Jr.

1 - 3 year term

1232 - Elected

Supervisor of Checklist

Joan A. McKibben

1 - 6 year term

1212 - Elected

AQUIFER PROTECTION DISTRICT

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?

Amendments to section 1250 "Aquifer Protection District" of the Zoning Ordinance to clarify existing provisions including adding further details and examples to the definition of impervious, clarify that while the maximum impervious surfaces permitted are 15% applicants may apply for a conditional use permit to exceed that amount, and correct references to underlying zoning districts.

Recommended by the Planning Board

Yes 1077 No 470

MULTI-FAMILY OVERLAY DISTRICT

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

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

Recommended by the Planning Board

Yes 750 **No 859**

COMMERCIAL DISTRICTS

Article 4: Are you in favor of the adoption of Amendment No. 3 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend sections 600 "Highway (Route 102) Commercial District," 700 "Southwestern Commercial District," 800 "Northern Commercial District," 900 "Transitional District," 950 "Northern Commercial/Industrial District," and 1000 "Southern Commercial/Industrial District" of the Zoning Ordinance as follows to require development compatible in character, style and scale with the abutting properties and the small New England Village and agricultural character of the town. New section 408 includes new standards (landscaping, lighting, screening unsightly features) to protect community character. The frontage

requirements are reduced to 200 feet on Routes 3A and 102. Permitted uses are amended as follows: expand agricultural uses permitted in all 6 districts; large regional shopping type uses, such as department stores, exceeding a footprint of 20,000 square feet are not permitted in the Northern and Southwestern Commercial Districts; antique stores and bed and breakfasts are permitted in the three commercial districts; disallow hotels in the Northern and Southwestern Commercial Districts; clarify that motor vehicle sales do not include salvage yards; and disallow car dealerships in the Southwestern Commercial District. Supporting definitions to the expanded permitted agricultural uses are added to section 200. Within all six districts clarify that "site coverage" is synonymous with impervious surfaces. The zoning district boundaries are revised to update parcel references to correspond to the current assessing maps. The three parcels currently zoned Commercial-Industrial and Transitional at the intersection of Morgan Road, Colby Road and Route 3A are rezoned as Northern Commercial. To reduce instances of split lot zoning the various parcels in the Transitional District along Route 3A (south of Page Road) and the southern town-line are rezoned as Commercial or Commercial-Industrial. Several parcels south of Page Road and east of Route 3A are rezoned to be entirely in the Transitional district. The Highway Commercial district is revised to follow parcel boundaries of those currently either entirely or partially within the district and to include those south of Woodburn Road and east of Bixby road and exclude residential parcels along Derry Road.

Recommended by the Planning Board

Yes 1025 No 531

OPERATING BUDGET

Article 5: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling, \$5,130,166. Should this article be defeated, the default budget shall be \$5,007,408 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.

Estimated 2014 tax rate: \$3.58

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 5-3-0)

Yes 664 **No 921**

ROAD IMPROVEMENT

Article 6: To see if the Town will vote to raise and appropriate the sum of \$170,000 for the purpose of road pavement improvement projects. This sum matches the amount expected to be received and appropriated by the Town through the NHDOT Highway Block Grant. It is anticipated that these funds will be used toward the costs of repairs to Cutler Road and Stark Lane. This is a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the improvements are completed or by December 31, 2016, whichever is sooner.

Estimated 2014 tax rate impact: \$0.21

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

Recommended by the Budget Committee (Vote: 6-2-0)

Yes 1111 No 492

FIRE DEPARTMENT AIRPACK REPLACEMENT

Article 7: To see if the Town will vote to raise and appropriate the sum of \$207,000 for the purchase of replacement breathing apparatus equipment, \$21,000 to be raised from taxation with the remaining \$186,000 representing Litchfield's share of a regional grant being applied for by the towns of Litchfield, Goffstown, Dunbarton, Weare, New Boston and Bedford. If the grant is not received, the amount to be raised and appropriated will be reduced to \$21,000 and the expected grant funds will be raised and appropriated at a future town meeting. This is a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the equipment is purchased or by December 31, 2016, whichever is sooner.

Estimated 2014 tax rate impact: \$0.03

Recommended by the Board of Selectmen (Vote: 4-0-0)

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

Yes 1305 No 305

POLICE CONTRACT

Article 8: 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:

2014: \$44,562

2015: \$31,355 (estimated)

And further, to raise and appropriate the sum of \$44,562 for the 2014 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 time dispatchers.

This contract contains no raise for 2014 and a 2% raise in 2015.

Estimated 2014 tax rate impact: \$0.05

Recommended by the Board of Selectmen (Vote: 4-1-0)

Recommended by the Budget Committee (Vote: 6-2-0)

Yes 965 No 649

CONTRACT SPECIAL MEETING

Article 9: Shall the Town, if article 8 is defeated, authorize the governing body to call one special meeting, at its option, to address Article 8 cost items only? (Majority vote required).

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

Yes 929 No 671

STORMWATER MANAGEMENT TRUST FUND

Article 10: To see if the Town will vote to establish a Stormwater Management Expendable Trust Fund pursuant to RSA 31:19-a. Furthermore to raise and appropriate the sum of \$40,000 for deposit into this Fund and to appoint the Board of Selectmen as agents to expend from the fund. The Fund can be used for the costs associated with engineering, documenting, repair and planning of stormwater and drainage systems as well as compliance with EPA stormwater system permits.

Estimated 2014 tax rate impact: \$0.05

Recommended by the Board of Selectmen (Vote: 4-1-0)

Recommended by the Budget Committee (Vote: 4-3-1)

Yes 748 **No 849**

REPAINTING OLD TOWN HALL

Article 11: To see if the town will vote to raise and appropriate the sum of \$20,000 for repainting the Old Town Hall and to fund this appropriation by authorizing the withdrawal of that amount from the unexpended fund balance as of December 13, 2013. This price includes legally required abatement of lead paint. This would have a net cost to 2014 general taxation of \$0.

Estimated 2014 tax rate impact: \$0.00

Recommended by the Board of Selectmen (Vote: 4-1-0)

Recommended by the Budget Committee (Vote: 7-0-1)

Yes 1213 No 421

TALENT HALL ROOF

Article 12: To see if the Town will vote to raise and appropriate the sum of \$43,120 for the replacement of the roof on Talent Hall and to fund this appropriation by authorizing the withdrawal of that amount from the unexpended fund balance as of December 31, 2013. This would have a net cost to 2014 general taxation of \$0.

Estimated 2014 tax rate impact: \$0.00

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

Recommended by the Budget Committee (Vote: 6-1-1)

Yes 1357 No 292

HUMAN SERVICES AGENCIES

Article 13: To see if the Town will vote to raise and appropriate the sum of \$4,952 to support the requests of Human Services agencies including Big Brothers/Big Sisters, Home Health & Hospice, St. Joseph's Community Services, Bridges and Community Council of Nashua.

Estimated 2014 tax rate impact: \$0.01

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

Recommended by the Budget Committee (Vote: 6-1-1)

Yes 1094 No 526

EARNED TIME EXPENDABLE TRUST FUND

Article 14: To see if the Town will vote to discontinue the Vacation Accrual Expendable Trust Fund created in 2011 and return the balance of such fund to the Town's general fund. The balance of this fund as of December 31, 2013 is \$59,629. And further, to see if the Town will vote to establish an Earned Time Accrual Expendable Trust Fund under the provisions of RSA 31:19-a for the purpose of annually accounting for the cost of earned but unused vacation time so that the expenses associated with employee resignations, retirements and buyouts of accrued earned time do not impact the current year budget, and to raise and appropriate the sum of \$59,629 to put in the fund, with this amount to come from the unexpended fund balance as of December 31, 2013; and to further to appoint the Board of Selectmen to serve as agents to expend from the fund. This would have a net cost to 2014 general taxation of \$0.

Recommended by the Board of Selectmen (Vote: 4-0-0)

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

Yes 1210 No 314

EXTEND LIQUOR SALES

Article 15: To see if the Town will vote to allow on premise licensees for liquor sales to sell until 2:00 am as authorized by RSA 179:17 II(b).

Recommended by the Board of Selectmen (Vote: 4-1-0)

Yes 726 **No 823**

CONSERVATION FUND CAP

Article 16: To see if the Town will vote to amend the 2011 vote regarding the deposit of land use change tax funds into the Conservation Fund to authorize 80% of the land use change tax collected pursuant to RSA 79-A:25 to be deposited into the conservation fund in accordance with RSA 36-A:5, III, as

authorized by RSA 79-A:25, II; however, in no event shall the balance in the Conservation Fund be permitted to exceed \$1,000,000.

Recommended by the Board of Selectmen (Vote: 4-0-0)

Yes 1080 No 405

LAND USE CHANGE TAX FUND

Article 17: Shall we adopt the provisions of RSA 79-A:25-a to account for revenues received from the land use change tax in a fund separate from the general fund? Any surplus remaining in the land use change tax fund shall not be part of the general fund until such time as the legislative body shall have had the opportunity at an annual meeting to vote to appropriate a specific amount from the land use change tax fund for any purpose not prohibited by the laws or by the constitution of this state. After an annual meeting any unappropriated balance of the land use change tax revenue received during the prior fiscal year shall be recognized as general fund revenue for the current fiscal year. Any land use change tax which is to be placed in the conservation fund in accordance with RSA 79-A:25, II, shall first be accounted for as revenue to the land use change tax fund before being transferred to the conservation fund at the time of collection.

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

Yes 1059 No 418

EXPAND CONSERVATION FUND USES

Article 18: To see if the Town will vote to rename the fund which has in the past been referred to interchangeably as the Town Conservation Fund, the Conservation Land Acquisition Fund and the Conservation and Land Acquisition Fund to the "Conservation Fund," and to confirm that this fund may be used for all purposes authorized for conservation funds under RSA 36-A.

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

Yes 1113 No 378

ROUTE 102 INTERSECTION STUDY

Article 19: To see if the Town will direct the Board of Selectmen to bring to the 2015 annual meeting, an article to study alternatives and potential costs for a controlled intersection allowing access to Route 102.

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

Yes 993 No 536

APPOINT CAPITAL IMPROVEMENT PROGRAM COMMITTEE

Article 20: To see if the Town will authorize the Board of Selectmen to appoint a Capital Improvement Program Committee pursuant to RSA 674:5, which shall include at least one member of the Planning Board and may include but not be limited to other members of the Planning Board, the Budget Committee, or the Board of Selectmen, to prepare and amend a recommended program of municipal capital improvement projects projected over a period of at least 6 years.

Recommended by the Board of Selectmen (Vote: 4-0-0)

Yes 1044 No 461

ELDERLY EXEMPTIONS

Article 21: Shall we modify the elderly exemption from property tax in the Town of Litchfield, based on assessed value for qualified taxpayers, for persons 65 years of age up to 75 years, \$50,000; for persons 76 years of age up to 80 years, \$80,000; and for persons 81 years of age or older, \$125,000. To qualify, the person must have been a New Hampshire resident for at least 3 consecutive years, own the real estate individually or jointly, or if the real estate is owned by such person's spouse, they must have been married to each other for at least 5 consecutive years. In addition, the taxpayer must have a net income in each applicable age group of not more than a dollar amount determined by the town of not more than \$30,000, or, if married, a combined net income of not more than a dollar amount determined by the town of not more than \$45,000; and own net assets not in excess of \$300,000, excluding the value of the person's residence and one automobile (the automobile of greatest value if more than one is owned). The modifications will take effect April 1, 2014.

Recommended by the Board of Selectmen (Vote: 4-0-0)

Yes 1115 No 525

APPOINTED ROAD AGENT

Article 22: To see if the Town will vote to discontinue the elected office of Highway Agent, and to authorize the Selectmen to appoint the Highway Agent. The current Highway Agent shall continue to hold the office until the 2015 Annual Town Meeting election, at which time, the elected office shall terminate. If adopted, the authority of the Selectmen to appoint the Highway Agent shall continue in effect until changed by a majority vote at an annual or special town meeting.

Recommended by the Board of Selectmen (Vote:4-1-0)

Yes 789 No 781

BY PETITION

Article 23: Pursuant to RSA 154:16, to see if the town shall provide a Fair, Honest and reasonable hourly wage for employees willing to risk their life, as determined by the selectmen in conjunction with the Fire Chief.

Recommended by the Board of Selectmen (Vote: 2-1-1)

Yes 897 No 661

BY PETITION

Article 24: To see if the Town will vote to protect the Safety and Welfare of on call fire department personnel. For approximately 13 years, the Town has provided Health and Accident insurance for on call fire department personnel who are NOT union and NOT regular part time Town Employees or otherwise under contract or of a bargaining unit.

Recommended by the Board of Selectmen (Vote: 3-0-1)

Yes 1116 No 460

BY PETITION

Article 25: To see if the town will direct the Board of Selectmen to encourage the Fire Chief to continue to lead, teach and train the on call members of the fire department in the current arts and skill of Fire, Emergency Medicine and Rescue Operations in accordance with his contract or other written policies as the selectmen may adopt.

Recommended by the Board of Selectmen (Vote: 3-0-1)

Yes 1275 No 295

WARRANT AS AMENDED BY FIRST SESSION OF TOWN MEETING, FEBRUARY 1, 2014

Total Voters on 3/11/2014 1,685

EXCERPTS FROM PREVIOUS TOWN REPORTS

≈2004≈

Selectmen's Report ".....The Town held its first Pearl Harbor Day Memorial Service, well attended and we plan to make it an annual event....."

Highway Department ".....The Town of Litchfield qualified for Federal Emergency Management Agency (FEMA) monies for a 2004 snowstorm. The Town was reimbursed \$17,000 for expenses incurred during that event..."

Recreation Commission".....A new playground facility was built at the Jeff Lane Park to serve the residents on the north end of town....."

≈1994≈

In Memoriam ".....David Anderson Campbell Sr., January 1, 1913 – September 14, 1994. Chief of Police, Town Moderator, Trustee of Town Trust Funds, Library Trustee, Volunteer Fire Department and Forest Fire Warden....."

Selectmen's Report ".....Last year's Selectmen's Report stated that Litchfield was finally recognized in the Zip Code listings. That information, given to the Board by the US Postal Service was apparently in error. We wish to correct the record and tell you that the Postal Service still does not know Litchfield exists....."

≈1984≈

Resident Population ".....ages birth – 17, 1,578; ages 18 – 64, 2,657; age 65, 114 for a total population of 4,349....."

250th Anniversary 1734 - 1984 ".....This year Litchfield marked the 250th year of its incorporation as a town. The Town celebrated with various community events as it paused to think of its beginnings in 1734 as a primitive rural settlement along the banks of the sparkling Merrimack River....."

Selectmen's Report ".....As Litchfield completes its 250th anniversary, we reflect back on the accomplishments of the past year. During 1984 progress was made on improving town roads and completion of projects undertaken in previous years. The Litchfield dog kennel nears completion and the contract was awarded for repairs to the roof of the Darrah Pond building. The 250th Anniversary Celebration exceeded everyone expectations with terrific fireworks, very large crowds, and a parade down the Charles Bancroft Highway. Visitors included Governor John Sununu, Senator Gordon Humphrey, Representative Judd Gregg and many other state officials....."

Vital Statistics".....**Births**... Amy Jean Charbonneau born in Nashua to Mark and Donna Charbonneau, Julie Marie Lynch born in Nashua to Kevin and Pauline Lynch....."

≈1974≈

Building Department ".....There were 64 Building Permits issued this year, 13 single family dwellings and 1 two family building....."

Selectmen's Report ".....Two new housing developments were built and several others are in the planning stage at this time. Our population has grown to 2,061 from 1,976 in 1973. The Town hall renovations were completed and we took occupancy of the Building in April. This marks the first time that all of our town officials have been housed under one roof....."

≈1964≈

Report of Forest Fire Warden ".....The 1964 forest fire season surpassed the record year of 1963 in both length and severity. For the second successive year, we experienced a rainfall deficiency of more than ten

EXCERPTS FROM PREVIOUS TOWN REPORTS

inches and the compounding of such drought conditions together with the many days of strong, dry winds, characterized 1964 as one of the most hazardous years in the past half century....”

Building Department “..... A total of 35 Building Permits were issued during 1964...”

Vital Statistics” **Marriages** ... “Warren Adams of Litchfield, NH and Patricia Malette of Nashua....”

≈1954≈

Town Officers Salaries”Town Clerk, Barbara Campbell - \$50.00, Town Treasurer, Sterling Colby - \$50.00, Selectman, George Adams - \$150.00, Selectman, Roland Levesque - \$100.00, Selectman, Fred McQuesten, 100.00, Tax Collector, Frank P. Hayes, Jr. - \$125.00, Chief of Police, David A. Campbell - \$50.00, Fire Chief, Robert Jerry - \$50.00.....”

Vital Statistics“**Births**....Kevin Arthur, born in Nashua to Mr. and Mrs. Arthur Lynch, July 8, 1954. Karen Janice, born in Nashua to Mr. and Mrs. John Illgs....”

Highway Report”Total Spent by Highway Department for 1954 - \$1,230.12....”

≈1934≈

Town Hall Expenses “G.B.L. Hill, janitor service - \$5.00, N.H.P.S. Co. Electrical energy - \$15.60, Piper-McIntire, tuning piano - \$3.50.....”

Report of School Board “Enrollment January 2 1934: Grade I – 7, Gade II – 4, Grade III – 5, Grade IV – 6, Grade V – 8, Grade VI – 0, Grade VII – 9 and Grade VIII - 5....”.

≈1924≈

Old Home Day “Last March, Litchfield invited her sons and daughters to come home and celebrate “Old Home Day” August 23, 1923. 180 of them from 6 states answered her call and with 137 townspeople celebrated the occasion. The program started promptly at 10:00 in the morning with a ball game....”

Expenses for Old Home Day “Meat - \$27.26, Ice Cream - \$31.00, Butter – \$6.00, Ribbon and Invitations - \$5.00, Groceries - \$28.90, Registrars supplies - \$.55, Stamps - \$4.00, Dishes - \$10.00, Kerosene - \$.85, Decorations - \$2.30, Grange Hall - \$4.00, War Tax - \$5.00, Speaker \$11.00, Orchestra - \$20.00 and Banners - \$21.00.....”

≈1914≈

Salaries “Isaac N. Center, Town Clerk- \$12.00, Frederick L. Center, Town Treasurer- \$10.00, Arthur S. Campbell, Selectman and Assessor - \$28.00.....”

Report of The Library “During the year the Library has been successfully answering the wise purpose for which it was established. Next to the church and the public school no institution is worth more to the citizens of any town than it’s a free public library.....”

≈1894≈

Town Officers “Isaac N. Center, services as town clerk - \$12.00, W.E.McQuesten, services as Town Treasurer \$10.00, D.S. Leach, services as Selectman - \$28.00, A.H.Powers , services as Selectman - \$25.00 and Charles H. Chase, services as Selectman, \$20.00.....”

Aid to Indigent Soldier”Paid Dr. G.M. Davis, medical attendance, C.P. Blodgett, \$13.75

Sundry Bills”Fred McQuesten, Damage to Plow \$1.87, J.L. Senter, snow bill - \$14.95, D.S. Leach, bounty on hawks, - \$2.50.....”

CONSERVATION COMMISSION

The Litchfield Conservation Commission (LCC) is an all-volunteer advisory board established by the Town pursuant to RSA Chapter 36-A “for the proper utilization and protection of the natural resources and for the protection of watershed resources” within Litchfield. The Conservation Commission is currently comprised of six appointed commission members, one alternate, and a Selectmen’s representative.

We had Aquatic Control Technology treat part (4 acres) of Darrah Pond for milfoil this year, after receiving a State permit. We will be looking at a long-term solution for treating the milfoil that may not include the use of chemicals.

At the end of August 2014 the commission purchased 13 acres of farmland along Rte. 3A the parcel has 150 feet of frontage on the Merrimack River. The intent of this purchase is to keep the land in active agriculture.

We worked closely with Hillsborough and Rockingham County Conservation Districts to restore habitat on several town parcels along Route 3A and a State parcel across from the Cutler Library for the New England Cottontail, a native species.

Two members attended the NH Association of Conservation Commissions annual meeting in November at the Laconia Middle School and attended a variety of seminars ranging from information on identifying vernal pools, to identifying emerald ash borer (one reason for a state firewood quarantine on transporting firewood) www.nhbugs.org for more information. We also learned about farm-friendly easements and how to successfully engage students in your conservation commission work, among other topics.

In addition we continue to:

Work with the Recreation Commission on the February Winter Fest

Hold the children’s fishing derby in May

Monitor local rainfall

Participate in the State’s Adopt-A-Highway program

Monitor 13 conservation properties in Town.

Work with the Lower Merrimack River Advisory Committee and the Litchfield Planning Board.

The LCC holds monthly meetings at 7:00 p.m. on the first Thursday of the month at the Litchfield Town Hall; the public is encouraged to attend.

Respectfully submitted,

Tom Levesque, Sr., Chairman

Joan McKibben, Vice-Chairman

Sharon Jones

Roger St. Laurent

Marion Godzik

Richard Husband

Michael Croteau, alternate

John Brunelle, Selectmen’s Rep.



LOWER MERRIMACK RIVER LOCAL ADVISORY COMMITTEE (LMRLAC)

The Lower Merrimack River Local Advisory Committee (LMRLAC) was created in 1990 after the Lower Merrimack was designated a protected river in the State of NH. The Lower Merrimack River Corridor, which extends shoreward ¼ mile in the Towns of Hudson, Litchfield and Merrimack, and the City of Nashua, is managed and protected under RSA 483 in accordance with the State's Rivers Management and Protection Program (RMPP).

Members of the LMRLAC are nominated by each riverfront municipality and are approved by the State's 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 (CMP),
- 2) Advise local, state and federal governing bodies and agencies and developers of potential activities which may affect the water quality or flow of the protected river or segment, and
- 3) review and comment on any prospective federal, state or local plans for projects within the Corridor that would alter the resource values and characteristics for which the river or segment is designated, including recreational and scenic values.

Members:

Gene Porter (Chair) – Nashua (Appointed and elected Chair in 2014)

Michael Redding - Merrimack

Karen Archambault (Secretary) -- Nashua

George May – Merrimack

Nelson Disco (Vice Chair) – Merrimack

Michael Croteau (Treasurer) – Litchfield

Christine Dupree –Hudson (Appointed 2014)

Rick LeBourdais – Hudson (Appointed 2014)

Meetings are held at the Nashua Public Library on the 4th Thursday of the month at 7pm

We encourage new membership. Applications and additional information can be found at

<http://www.nashuarpc.org/about/related-organizations/lmrlac>

2014 Activities

In 2014 LMRLAC commented to owners, developers, local boards and the DES on several permit applications for projects the River Corridor. Improved stormwater management practices were encouraged as well as greater public access to the river, both for boats and for viewing.

The major projects reviewed were two riverside residential developments on the eastern shore. Phase IV of the Sparkling River Project in Hudson was judged reasonably well planned with regard to drainage, but lacking in

LOWER MERRIMACK RIVER LOCAL ADVISORY COMMITTEE (LMRLAC)

(continued)

provisions for boat access and shoreside trails. The new smaller Autumn Circle development on the Hudson/Litchfield line envisions ten new lots, with one on the Riverfront. The latter was noted to include a legacy ramp to the River but the LMRLAC's recommendation that provision be made for public access at that point was not accepted by the developer or the Hudson Planning Board or the DES. The DES noted that they do not have authority to require provisions for trails or public access easements as a condition for approval of shoreside construction projects

Formal comments were submitted on three other projects, none of which raised substantial concerns about water quality or public access.

During the year it was noted that the timing of notification to the LMRLAC of prospective projects was dominated by the formal permitting process of the State DES. The details of this notification and review process were the subject of several DES-sponsored workshops during the Fall which were attended by two or more LMRLAC members. The result was an action plan at DES to improve the coherence of the process and to try to standardize the response times required by the various permitting offices.

Nevertheless, it became apparent during the year that waiting for the formal DES permit application notification process to kick in frequently resulted in the LMRLAC not being able to be fully effective in meeting its advisory responsibilities. Of particular note was the observation that owners, developers and municipalities have an obligation under RSA 483 to notify the LACs anytime future projects in the Corridor are being considered – an obligation that is not generally understood. Consequently the LMRLAC is preparing an updated "outreach" briefing on this topic that is intended to be used by members during 2015 to educate and encourage municipalities and developers to provide more timely involvement of the LMRLAC in shoreside project planning.

Several other topics were addressed during 2014.

Nashua's Independence Rowing Club informally briefed on their plans to convert their shoreside trailer storage pad to a clubhouse, and were advised to seek DES and City permits.

The State project manager for the remediation of the creosote seepage into the River in Nashua's North End updated the LMRLAC on the current monitoring program that is a precursor to the construction of a new retaining wall, hopefully to start in 2015.

The LMRLAC commented on the NRPC's new Draft Regional Plan. The three major comments were accepted by the Commission at their formal review meeting.

The State Public Water Access representative to the State's Public Water Access Advisory Board took note of the lack of public access to the 10 miles of navigable river in NH that is the Lower Merrimack and initiated a review of options such as the needed upgrade of the Greeley Park ramp in Nashua. In that regard it was noted that the pending installation of crest gate head pond level controls on the Pawtucket Dam in Lowell MA would help stabilize the level of the Lower Merrimack and make it even more attractive to the public.

Greater public access to, and use of, the Lower Merrimack River is a prerequisite for greater public involvement in, and support of, needed protection activities.

HIGHWAY DEPARTMENT

A year has passed and in 2014 the Highway Department has been very active in completing the following projects:

Mc Elwain Drive – Mc Elwain Drive was repaved

Nightingale Lane – Nightingale Lane was repaved.

Stark Lane – Half of Stark Lane repaved. The rest will be completed next year.

Robyn Avenue – Reclaimed

Mike Lane – Rebuilt, including major drainage repairs

Masquah Drive - Overlaid

Winter Overnight Parking Ban – Between the months of November through April The Town of Litchfield has an overnight parking ban between the hours of



Removal of Encumbrances from Town Right-of Way – Pursuant to RSA 236:32, it is the policy of the Town of Litchfield to remove any encumbrance (i.e. fencing, basketball hoops, posts, etc) from the Town's right-of way. If the Road Agent determines that an object is an encumbrance, the owner of the encumbrance will be notified by certified mail that the encumbrance shall be removed and give the owner 14 calendar days to remove it. Any person who shall place any obstruction or encumbrance in any town road or highway shall be subject to civil liability to the Town of Litchfield pursuant to the provisions of RSA 236:39, for all damages and costs which the Town shall be compelled to pay any person injured by such obstruction, defect, insufficiency or want of repair.

Projects for 2015 – In the spring, the remainder of Stark Lane will be paved as well as the Easterly end of Nesenkeag. A number of other paving projects are being considered. Catch Basins are ongoing.

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

Respectfully submitted,

John Pinciario,
Road Agent



TRANSFER STATION AND RECYCLING FACILITY



Litchfield Residents,

The transfer and recycling facility is now fully operational. In addition to the change over efforts, the facility staff has been hard at work improving the site and increasing our recycling efforts with the continued support of the residents. During 2013 the facility processed the following recycling products.

Material/Amount			
Cardboard	116.24 tons	Air Conditioner	116 units
Glass	157.10 tons	Refrigerators	92 units
Aluminum Cans	26,196 lbs	Tires	367 units
Steel Cans	15.73 tons	Concrete/Brick/Asphalt	62 tons
Mixed Paper	108.15 tons	Propane Tanks	167 units
Scrap Metal	148.7 tons	Fluorescent Bulbs	
Electronics	28.69 tons	4'	1598 units
Plastics	38.7 tons	2'	30 units
Vegetable Oil	122 gal	8'	120 units
Used Motor Oil	2200 gal	Circular	39 units
Wet Cell Batteries	2750 lbs	Compact	1440 units
Rigid Plastics	5.82 tons	U Bulbs	24 units
Scrap Aluminum	6170 lbs	Dehumidifiers	53 units
Mercury Devices	8 lbs	Textiles	17.10 tons

Other Materials Recycled in 2014

Cell Phones, Ink cartridges, toilets, sinks, lamps, propane tanks, fluorescent bulbs, ceramic tile, thermostats, smoke detectors, eye glasses, nickel cadmium batteries, dishes, mugs and yard waste.

Totals 2014 775.06 Tons Recycled

For comparison, in 2013 we recycled 629.83 tons of material. That's an additional 145.23 tons of recycling material over the last year! The bulk of this increase comes from wood products which we did not recycle in 2013. This increase is due entirely from you, the Town residents. You are recycling more and more every year. This is good for both the environment and for the Town's budget. While this is a great increase in recycling, we can do even better.

In 2013 we recycled 129.14 tons of mixed paper. This year that figure is down more than 10 tons. We have noticed most trash bags contain at least some paper products that can be recycled. Our mixed paper is not just for computer paper and newspaper. Just about any paper product (from plates to old books) can be recycled in with the mixed paper. If it's a paper product and it rips, it can be thrown in with the mixed paper.

Last year was a great year for recycling in the Town of Litchfield. Together we can make next year even better.

New for 2015

Ridged plastic recycling
 Brass/copper recycling
 Wood recycling area
 Oil Filter crushing/recycling
 Hazardous materials collection day.

TRANSFER STATION AND RECYCLING FACILITY

(continued)



Where does it go

Scrap Metal – Argentina and Turkey for reconstruction
Plastic 1 thru 7 – Georgia USA for park benches, detergent bottles and rugs
Steel cans – Everett, MA for sale overseas
Aluminum cans – New Hampshire for new Aluminum cans
Mixed Paper – Michigan/Canada for new paper products and insulation
OCC – China for paper products
Tires – Massachusetts – chipped and used as a fuel source
Rigid Plastic – chipped and used as a fuel source
Propane tanks – New Hampshire – reconditioned and reused
Vegetable Oil – New Hampshire – used as a fuel source
Lead acid batteries – used to make new car batteries
Glass – New Hampshire – used in road construction and drainage
Electronics – New Jersey for lead removal, metal and plastic recycling
Fluorescent Bulbs – Massachusetts for recycling into glass products



Respectfully submitted,

Dave Mellen
Transfer and Recycling Facility Manager





NORTHEAST RESOURCE RECOVERY ASSOCIATION
"Partnering to make recycling strong through economic and environmentally sound solutions"
 Northeast Resource Recovery Association, 2101 Dover Road, Epsom, NH 03234
 Telephone: (603) 736-4401 or 1-800-223-0150 Fax: (603) 736-402
 E-mail: info@nrna.net Web Site: www.nrra.net

Town of Litchfield, NH

Congratulations for being such active recyclers!

Below please find information on the positive impact this recycling has had on your environment.

The recyclable materials listed below were sent to market to be remanufactured into new products through your non-profit recycling organization, the Northeast Resource Recovery Association.

Recyclable Material	Amount Recycled In 2014	Environmental Impact! Here is <u>only one</u> benefit of using this recycled material rather than natural resources (raw materials) to manufacture new products.
Aluminum Cans	26,196 lbs	Conserved enough energy to run a television for 2,666,753 hours!
Electronics	55,290 lbs	Conserved enough energy to power 9.2 houses for one year!
Paper	49.12 tons	Saved 835 trees!
Scrap Metal	137.17 gross tons	Conserved 136,891 lbs of coal
Steel Cans	14.30 gross tons	Conserved enough energy to run 60 watt light bulb for 833,040 hours
Tires	4.69 Tons	Conserved 4.7 barrels of oil!



NORTHEAST RESOURCE RECOVERY ASSOCIATION
 “Partnering to make recycling strong through economic and environmentally sound solutions”

Northeast Resource Recovery Association, 2101 Dover Road, Epsom, NH 03234
 telephone: (603) 736-4401 or 1-800-223-0150 Fax: (603) 736-402
 E-mail: info@nrna.net Web Site: www.nrra.net

Dear NRRA Member,

As a member of Northeast Resource Recovery Association (NRRA), your community has access to all the services of this first in the nation, 33-year old recycling cooperative. Your member-driven organization provides you with:

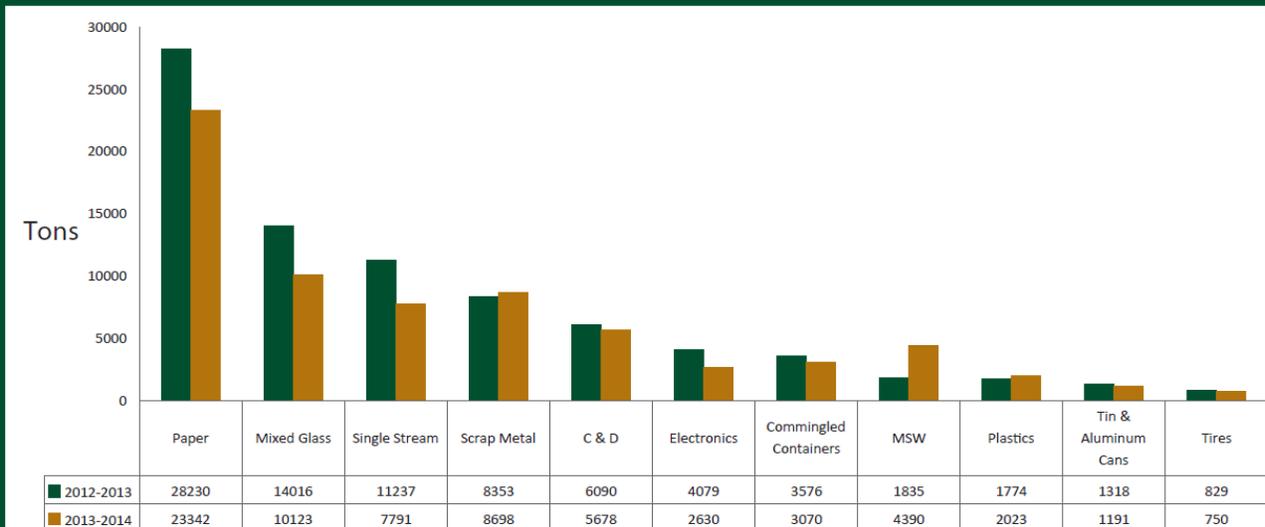
- Up-to-date **Technical Assistance** in waste reduction and recycling including solid waste contract negotiations;
- **Cooperative Marketing** to maximize pricing and **Cooperative Purchasing** to minimize costs;
- Current **Market Conditions** and Latest **Recycling Trends, both regionally and nationwide;**
- **Innovative Programs** (i.e. Dual Stream, Consolidation and Single Stream);
- **Educational and Networking Opportunities** through our Annual Recycling Conference, our new Bi-weekly “Full of Scrap” email news, monthly Marketing meetings, website, and Fall Facility Tours;

- **School Recycling Club** - a program to assist schools to promote or advance their recycling efforts;
- **NH DES Continuing Ed Credits;**
- **NH the Beautiful Signs, Grants, Bins and Recyclemobiles.**

NRRA membership has grown to include more than 400 municipalities, businesses and individuals in New Hampshire, Vermont, Massachusetts, Connecticut and Maine. NRRA, as a non-profit organization, is unique in that we do not charge a “brokerage fee” or work to maximize profit gains, but rather has a minimal “Co-op” Fee” which is re-invested to further your recycling programs and solid waste reduction efforts in schools and municipalities.

Through your continued support and dedication, NRRA has assisted our members to recycle over 69,686 tons in fiscal year 2013-2014!

NRRA Marketing Tonnages



POLICE DEPARTMENT

Litchfield Residents and Honorable members of the Board of Selectmen,

It is with pleasure that I submit for your perusal the 2014 Annual Report for the citizenry of Litchfield, New Hampshire.

I would like to welcome Rachael Lang to the ranks of police officer. Mrs. Lang was selected after successfully completing a written examination, physical agility test, oral board and psychological exam along with an extensive background check. Her excellent scores and corrections officer background proved to elevate her as the most qualified choice. We continue to be committed to finding the best candidates and an overall good fit for the Town of Litchfield.

I would like to congratulate Master Patrol Officers Russell Hartley III and Gary Gott for their promotions to Corporal. Both of these officers have been employed with the Litchfield Police Department for over seven (7) years and have successfully passed the Sergeant's Promotional Test. The completion of this exam shows that these officers have mastered advanced police techniques and principles. As the Chief, I am always proud to be able to provide advancement opportunities to officers from within our own department who have the drive and proven skills to do so.

Also, Lieutenant David Donnelly was promoted to the rank of Captain. This was a well deserved promotion as Dave has served as the second in command for over three years. Captain Donnelly has also dedicated himself to the residents of the Town of Litchfield for over 24 years. His outstanding leadership qualities embrace the philosophies our department instills in all of our officers.

We would like to thank Sergeant Jeffrey Costa for his ten (10) years of service with the Litchfield Police Department. His decision to leave Litchfield for the New Hampshire State Police had saddened all of us however; we wish him the best of luck in his career endeavors.

With the opening of a Patrol Sergeant's position, an internal promotional process was conducted which included a written Sergeant's exam, an outside member oral board, an in-basket exam and a Chief's interview. The end result of this rigorous process produced our new Sergeant Benjamin Sargent. Ben has been a certified police officer for over ten (10) years and has served the town since 2011. His formal college education combined with his participation in advanced police training techniques along with his serving in the capacity of detective prior to this promotion, made him the most highly qualified for this advancement.

Given the unfortunate budget climate and ultimate default, the police department was unable to complete much of the necessary advanced training that is career enhancing to our patrol staff. We were able however to update our failing firearms which is critical for officer and resident safety. Sig Sauer was able to offer brand new firearms at a reasonable cost to the citizens.

In 2013 we purchased our first cross-over style police cruiser. It replaced the Crown Victoria sedan which Ford no longer produces. These vehicles have now become the police industry standard vehicle as I'm sure everyone has seen throughout the country. We are hopeful to eventually have our entire fleet replaced by such vehicles as they have proven to be reliable, efficient and conducive to the north east winter conditions we all face.

POLICE DEPARTMENT

(continued)

We pride ourselves in keeping our community safe while maintaining a quaint feel with a philosophy of community policing. Unfortunately like most communities in the United States, we have our share of criminal activity such as burglaries. We have noticed that many of our burglaries are to vacant residences and the common theme is the theft of the copper piping inside. I urge residents to continue to report suspicious activity especially if a neighboring residence is vacant. Our small community was also faced with the reality of an armed robbery at Darrah Pond in which one of the male subjects was stabbed repeatedly.

We all like to think that these crimes only happen in the big cities however can take place right in our own backyard. This serious crime only reinforces our drive to maintain efficient and effective patrols of all areas of our town and the importance of our comprehensive training program.

We are pleased to announce the opening of a DRUG DROP BOX in the town hall. You may drop off prescription, prescription patches, prescription medications, over-the-counter medications, vitamins, samples and medications for pets. You may not drop off needles, aerosol cans, inhalers, hydrogen peroxide, or ointments or liquids. The Town Hall Lobby area is open Monday through Friday 7am-11pm. We thank CVS for the donation of the drop box.

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 Selectmen's Office, Town Administrator, Fire Department, Road Agent, Town Clerk/Tax Collector, Litchfield Schools, and Code Enforcement for their support throughout the year. A special "thank you" to Selectman John Brunelle for all the volunteer hours he does at the police department keeping our IT department running smooth.

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



POLICE DEPARTMENT

(continued)

Report of the Captain

The Captain reports directly to the Chief of Police and is responsible for overseeing Patrol, Detectives, and Prosecution. The Captain is responsible for the supervision, training, and control of all officers, as well as the efficiency and effectiveness of the department. Some of the training classes officers attended in 2014 included Taser, Use of Force, Domestic Violence, and Firearms skill builder. Firefighter Jim Rae of the Litchfield Fire Department recertified the police officers in CPR training. The various training classes are important for career development and allow the officers to have the competence to make critical decisions in difficult situations.

Legal

Adult and juvenile cases are prosecuted by Attorney Lonnie McCaffrey. The legal bureau handles violations, misdemeanors, felony probable cause hearings, as well as juvenile matters at the Merrimack District Court. Typical cases that have been prosecuted are DWI, Simple Assaults, Possession of Drugs and Motor Vehicle Violations. Any Felony case is brought to the 9th Circuit Court District Merrimack for an arraignment and followed up by a probable cause hearing. The case is then prepared and submitted to the Hillsborough County Attorney's Office for prosecution. Attorney McCaffrey presents felony indictments to the Grand Jury at the Hillsborough County South Superior Court for Litchfield cases.

Detective Bureau

Some investigations are in too in depth and time consuming for an officer to devote attention away from patrol. Child abuse and sexual assaults are typical cases that will be turned over from patrol to a detective. A detective investigates property crimes such as thefts and criminal mischief's which are slightly higher, and Burglaries which are slightly lower for this past year. Nineteen burglaries were investigated by the detective bureau. The drug cases continue to occur and involved prescription pills, marijuana, and heroin. Heroin overdoses resulting in death have been on the rise. Fraud and scam cases continue to be reported by Litchfield residents who had their identity compromised. The detective bureau continues to work with various local, state, and federal agencies concerning criminal cases of mutual interest. Two separate cases of Child Pornography were investigated in conjunction with the Internet Crimes Against Children Task Force (ICAC) resulting in the execution of search warrants and felony arrests.

Communications Division

The communications function for the department is handled by two full time dispatchers. The dispatchers are the public's first point of contact with the department. The patrol officers use dispatch as an information link during routine calls for service as well as critical incidents and traffic stops. The department's lobby and dispatch function is open Monday through Friday from 7:00a.m. to 11:00 p.m., holidays excluded. At all other times, the dispatching function is handled by the Hillsborough County Sheriff's Department in Goffstown.

Patrol

The patrol division is supervised by Sgt. Benjamin Sargent and Sgt. Timothy O'Donaghue. The patrol officers continue to deliver effective, professional service to the citizens of Litchfield. Many more warnings were issued than summons (tickets) for motor vehicle infractions. Motor vehicle enforcement has an effect of deterring other types of criminal activity as well as being a reason for the low number of traffic crashes involving serious bodily injury here in Litchfield.

POLICE DEPARTMENT

(continued)

2014 OFFENSE LOG STATISTICS

	2014	2013		2014	2013
Arrests			Issuing Bad Checks	7	5
Adult	90	113	Loitering	1	0
Juvenile	25	19	Lost Property	0	8
Protective Custody	10	5	Medical Emergency	85	83
Abandoned 911 Calls	29	32	Missing Person	3	7
Alarms	143	171	Neighbor Dispute	1	4
Alcohol, Prohibited Sales	2	4	Noise Complaint	23	31
Alcohol, Unlawful Possession	6	5	Obstructing Report of a Crime	2	1
Animal Involved Incidents	19	137	Open Door/Unsecured Building	0	0
Arson	0	1	Paperwork Service	241	198
Assaults (All)	35	46	Pawn Shop Sales	57	46
Attempted Suicide	1	1	Pistol Permit Application	208	238
Bench Warrant	2	3	Police Information	97	128
Burglary	19	25	Police Service	36	153
Burglary, Attempt to Commit	1	6	Pornography, Child	2	3
Bylaws as to Non Attendance, School	0	0	Receiving Stolen Property	2	3
Civil Standby	44	35	Recovered Property	1	0
Computer Related Crime	1	1	Resisting Arrest	3	7
Criminal Mischief	48	54	Robbery	0	0
Criminal Threatening	13	6	Robbery, Armed	1	0
Criminal Trespass	20	8	Robbery, Armed, Conspiracy to Commit	0	0
DWI (ALL)	25	39	Runaways	0	5
Default/Breach of Bail Conditions	2	4	Sex Offenders, Registration of	13	14
Department Assist	1	39	Shoplifting	0	1
Destruction/Vandalism	48	53	Shots Fired	0	0
Detaining Books, Overdue Matter	0	0	Stalking	13	1
Dog Control/Running at Large	11	10	Suicide	1	1
Dog a Menace, Nuisance/Vicious	4	3	Suspicious Activity	108	126
Dog, License Required	1	2	Suspicious Persons	49	40
Domestic Disturbance	17	44	Suspicious Vehicles	114	137
Drug Law Violation	31	26	Theft	32	29
False Information	3	0	Theft by Deception	8	1
False Report to Law Enforcement	3	0	Theft from a Motor Vehicle	15	5
Felon/Possession of Dangerous Weapon	0	0	Theft of a Motor Vehicle	2	4
Fire	4	10	Tobacco Violations	6	1
Fire Code Violations	0	0	Town Ordinance Violations	1	0
Fireworks, Display of	0	4	Truancy	0	0
Fireworks, Possession of	0	0	Unlawful Activities (Littering)	1	0
Forgery	0	1	Unruly Juvenile	3	13
Found Property	12	15	Untimely Death	4	4
Fraud, Attempt to Commit	1	5	Unwanted Person	1	14
Fraudulent Use of Credit Card	4	6	Vehicle Repossession	0	0
Harassment	19	19	Violation of Protective Order	6	5
Hindering Apprehension	01	0	Welfare Check	165	58
Identity Fraud	11	6	Wire Fraud, Attempt to Commit	0	0
Involuntary Emergency Admission	2	3	Business Checks	11,605	10,713
			*New Data Total Calls Handled	22,268	22,089

ANIMAL CONTROL

Litchfield Residents:

This report summarizes the activities of the Litchfield Animal Control Department, for Calendar year 2014.

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 2015

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>2013</u>	<u>Revenue</u>	<u>2014</u>	<u>Revenue</u>
Unlicensed Dog	94	\$2,350.00	61	\$1,525.00
Dogs Running at Large	0	\$0.00	4	\$100.00
Nuisance	1	\$25.00	0	\$0.00
Menace	0	\$0.00	0	\$0.00
Vicious	2	\$200.00	1	\$100.00
No Tags	0		0	
Rabies Vaccination	50	\$1,250.00	0	\$0.00
Kennel Fees	0	\$0.00	5	\$180.00
To appear in court	2	\$0.00	0	\$0.00
Service Fee	75	\$375.00	52	\$260.00
Total	224	\$4,200.00	123	\$2,165.00



ANIMAL CONTROL

(continued)

	<u>2013</u>	<u>2014</u>
WARNINGS		
Unlicensed Dog	26	10
Dogs Running At Large	39	40
Nuisance	16	14
Menace	2	0
Vicious	0	0
No Tags	3	2
Rabies Vaccination	2	0
Total	88	66
WILD ANIMAL CALLS		
Bat	5	9
Bear	0	12
Beaver	0	1
Bird	5	8
Coyote	12	13
Deer	27	36
Fisher	13	6
Fox	15	14
Goose	0	0
Horse	5	7
Opossum	5	5
Porcupine	1	1
Raccoon	9	11
Skunk	13	12
Snake	3	1
Squirrel	0	4
Turkey	0	1
Turtle	2	0
Woodchuck	17	12
Other	5	2
Animals tested for Rabies	0	0
Birds tested for West Nile	0	0
Trap Set for Wild Animal	0	0
Disposal of Wild Animal	13	0
Total	150	155

OTHER CALLS FOR SERVICE	<u>2013</u>	<u>2014</u>
Calls about Cats	23	19
Cat Bites or Scratches	0	2
Cats Hit By Motor Vehicle	0	0
Cats Euthanized	0	0
Feral Cats	1	2
Traps set for cats	1	0
Dog Bites	7	5
Dogs Hit By Motor Vehicle	0	0
Dogs Left In Motor Vehicle	0	0
Dogs to another shelter	0	0
Dogs Euthanized	1	0
Dogs Tested For Rabies	0	0
Dogs Picked Up	37	31
Dogs Brought To Kennel	24	17
Total	93	76

LICENSED DOGS	1,672	1,725
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TELEPHONE

In Station	138	106
Out Station	133	90
In Home	49	56
Out Home	48	55
Total	368	307

HOURS WORKED

In Town	452	519
At Home	260	376
At Kennel	24	29
Training	4	12
Total	740	936

VEHICLE

Mileage	3,929	3,784
Cost For Gas	\$2,335.00	\$2,298.00



FIRE DEPARTMENT

2014 was another very successful and productive year for the fire department. Based on the positive feedback and results of our emergency medical services training program initiated in 2013, we began a similar fire training program in 2014. After a request for proposals, Innovative Fire Training Consultants was hired to provide several of the department's fire training topics during the year. These included a full day of ice rescue training, as well as evening trainings on self contained breathing apparatus, forcible entry and incident management programs.



March 2014 Ice Rescue training



Forcible Entry training using the NH Fire Academy training prop

The department also was offered to opportunity to utilize the Eastern Propane training facility in September and received two evenings of training from Eastern personnel on handling flammable gas emergencies.

Several members attained advanced training levels in both fire and emergency medical services.

FIRE DEPARTMENT

(continued)



September Flammable Liquids training

At the present time all non-probationary LFD personnel are certified firefighter 1 with many holding firefighter 2 or higher certification. Many hold specialty training (Hazardous Materials, Ice Rescue, Swift Water Rescue, etc). Of the 35 members of the department, 25 are Nationally Registered Emergency Medical Technician (NREMT) or hold higher levels of licensure to provide emergency medical care. Currently 16 are EMT's, 7 are advanced EMT's and 2 are Paramedics. All are required to complete annual continuing education and skill recertification.

As part of the departments Capital Improvement Program (CIP) one of the critical needs identified was replacement of our self contained breathing apparatus (SCBA). The current SCBA's were purchased in 2002. The compressed air cylinders which allow firefighters to breathe clean air and work in environments that are not immediately dangerous to life and health have a 15 year life span. Most of ours were manufactured in 2001 which means that they will reach their end of service life very soon. As such, we worked with five other surrounding departments to apply for a regional grant through the Assistance to Firefighters Grant program. Unfortunately we were not successful in our request. This year we have applied for the same program as a single again in hopes of being awarded a grant to offset the cost of replacing these critical tools. As a contingency plan, there is also a warrant article to allow the purchase from unreserved fund balance should we not be awarded the grant. We would ask for your support of this article.

Spring of 2014 brought a couple vehicle maintenance challenges for the department. The 1999 explorer used for fire prevention, training and on-call coverage did not pass inspection and was removed from service and sold at auction. During annual motor vehicle inspections, severe corrosion of the underbody of the Forestry pick-up bed that carries the forestry tank and pump

FIRE DEPARTMENT

(continued)

required replacement. Since this vehicle is stored outside and a standard pick-up bed does not provide any protection for the tools and equipment, a flat bed body was installed with tool boxes along the sides to protect and secure the forestry equipment. Due to the weight of the water carried, tools, equipment and personnel this vehicle is over its rated capacity.



Forestry 1 prior to bed replacement.



Forestry 1 with replacement bed.

As a solution to both issues, we have proposed purchasing a used cab and chassis that will have a gross vehicle weight capable of carrying the 3000+ pounds of forestry equipment, water and ancillary equipment.

Weight estimates:

Forestry unit (tank and pump)	500 lbs.
Water 216 gallons (216@8.34 lbs)	1800 lbs
Forestry tools and equipment	200 lbs
Hose, foam, portable pumps, etc	300 lbs
Firefighter's w/gear (2@250 lbs)	<u>500 lbs</u>
Estimated total weight	3300 lbs

Article 8 will allow the department to acquire a used chassis with a gross vehicle weight capable of carrying the weight of the forestry equipment. The current truck would be retained as a utility vehicle and used for the same purposes as the explorer was as well as picking up dirty

and contaminated equipment (hose, SCBA's, tools, etc.) after a fire; as well as emergency access to homes and buildings during snow storms. This will also allow us to tow our trailer

FIRE DEPARTMENT

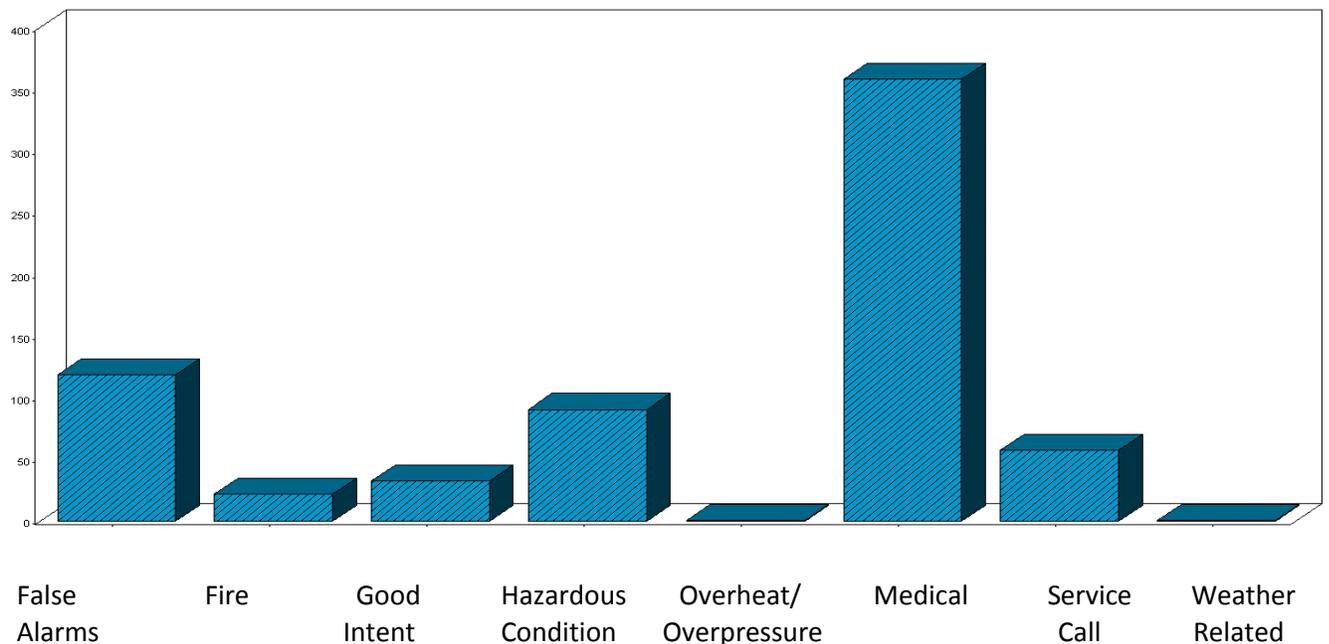
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(boat, light tower, special operations) units without having to remove forestry equipment or water from the tow vehicle. The decision to purchase used is primarily based on the amount of use that the forestry vehicle gets and the fact that most of that use is off road where it can be subjected to narrow paths and uneven terrain. Quite frankly, to purchase a new vehicle for this purpose is not economically sound.

The capital improvement analysis also identified the need to address apparatus replacement and fire station space and modernization needs. While Litchfield's apparatus is in good shape, two of the four engines are more than 20 years old. A comprehensive replacement program needs to be established to ensure that apparatus is replaced in a timely and fiscally prudent manner.

The fire station has also reached a critical point where there is not enough space for current needs let alone the rapidly changing needs of the fire service. A comprehensive assessment of the current facility should be completed in order to provide a plan of action to resolve the space needs, accessibility and provide a healthier and safer facility for the employees. The current facility lacks adequate office, training, gear and equipment storage space, vehicle exhaust removal system and fire sprinkler system. In addition, it has considerable energy efficiency and electrical needs.

As in the past, members of the department provided first aid and CPR training for several different organizations resulting in over 100 people certified or recertified in CPR and Automatic External Defibrillator (AED). We continue to offer car seat installation inspections assisting parents and grandparents in the proper installation of child safety seats. The department offers a wide variety of programs for the community, some of which include: Basic first aid, CPR and AED, Car Seat safety inspections, Seasonal fire permits program and inspections and School safety and fire drill programs.



FIRE DEPARTMENT

(continued)

The department responded to a total of 684 emergency requests for service in 2014. Medical calls attributed the largest percentage of our calls. The year's calls are broken down by incident

Year	Incident Total	Year	Incident Total
1985	198	1999	376
1986	212	2000	456
1987	265	2001	449
1988	233	2002	513
1989	245	2003	488
1990	266	2004	556
1991	283	2005	620
1992	300	2006	707
1993	278	2007	823
1994	337	2008	913 (2 week Ice Storm)
1995	333	2009	721
1996	???	2010	778
1997	380	2011	786
1998	401	2012	564
		2013	520
		2014	684

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

We are always looking for individuals interested in serving their community. No experience required, all you need is the commitment and dedication, we will provide everything else. Come join the Litchfield Fire family!

*We would also like to thank you, the residents for your continued support of **your** fire department!*

Yours in Safety,



Francis X. Fraitzl, III, EFO, CFO
Fire Chief

FIRE DEPARTMENT

(continued)

Report of Forest Fire Warden and State Forest Ranger

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

This past fire season started in early April with the first reported fire on April 7th. April, which is the traditional start to our spring fire season, began very dry with unseasonably dry conditions continuing through the entire month. This dry pattern continued through the first half of May. 80% of our reported fires this season occurred during this six week period. The largest fire was 24 acres, occurring in the town of Tamworth. From mid May through early September, above average rainfall kept our total acreage burned statewide at 72 acres. This is the smallest amount of acreage burned statewide in several years. Late August through late September though brought a dry trend to northern areas, resulting in several deep-burning remote fires. Our fire danger days correlated well with the days that there were fires actually reported. The statewide system of 16 fire lookout towers continues to operate on Class III or higher fire danger days. Our fire lookouts are credited with keeping most fires small and saving several structures due to their quick and accurate spotting capabilities. The towers fire spotting capability was supplemented by the NH Civil Air Patrol when the fire danger was especially high. Many homes in New Hampshire are located in the wildland urban interface, which is the area where homes and flammable wildland fuels intermix. Several of the fires during the 2014 season threatened structures, and a few structures were burned, a constant reminder that forest fires burn more than just trees. Homeowners should take measures to prevent a wildland fire from spreading to their home. Precautions include keeping your roof and gutters clear of leaves and pine needles, and maintaining adequate green space around your home free of flammable materials. Additional information and homeowner recommendations are available at www.firewise.org. Please help Smokey Bear, your local fire department, and the state's Forest Rangers by being fire wise and fire safe!

SOUTHEASTERN NEW HAMPSHIRE HAZARDOUS MATERIALS DISTRICT

About the District:

The Southeastern New Hampshire Hazardous Materials Mutual Aid District's membership is comprised of 14 communities, covering approximately 350 square miles with a population of over 175,000 people. The District was formed in 1993 to develop a regional approach for dealing with the increasing amounts of hazardous materials being used and transported within these communities. This District is recognized by the State of New Hampshire as the Regional Emergency Planning Committee (REPC) for the member communities. The REPC, consisting of representatives from local government, industry, and the general public, works with industry to insure their compliance with federal regulations for the reporting of chemicals used within and traveling through the District.

The District draws its funding from an annual assessment from each community as well as from grants and donations. The 2014 operating budget for the District was \$113,882.00. Additionally, in 2014 the District applied for and received federal grants for equipment, training, and operational expenses totaling \$107,589.58. The Fire Chiefs from each of the member communities' make-up the Operations Committee of the District. The Operations Committee is overseen by a Board of Directors consisting of elected representatives from each community. It is the Board of Directors who approves the budget and any changes to the bylaws of the District. The Executive Board of the Operations Committee, which consists of the Chairman, Vice-Chairman, Treasurer, Technician Team Liaison, and one Member at Large, manages the operations of the District within the approved budget. The District employs a part-time REPC Director to manage the administrative functions of the District, including grants management, financial management, and emergency planning.

District Facility

The District maintains a facility in Windham that provides space to house two response trucks, technician trailer, and operations trailer, as well as provide office and meeting space for the REPC Director. In addition, the District is able to utilize the facility for monthly training for the Emergency Response Team.

The Emergency Response Team:

The District operates a Technical Emergency Response Team. This Response Team is overseen by one of the member community's Chief Fire Officer who serves in the Technical Team Liaison position. The Team maintains a three level readiness response posture to permit it to immediately deploy an appropriate response to a District community's request for help involving an unplanned release of potentially dangerous chemicals within their jurisdiction. While the Team primarily prepares for response to unplanned accidental chemical releases it is also equipped and trained to deal with a variety of Weapons of Mass Destruction (WMD) scenarios. The team maintains a host of specialized response equipment to deal with chemical and environmental emergencies.

The Emergency Response Team is made up of 31 members drawn from the ranks of the fire departments within the District. The Team consists of 6 Technician Team Leaders, 20 Technician Level members, 3 Communication

SOUTHEASTERN NEW HAMPSHIRE HAZARDOUS MATERIALS DISTRICT

(continued)

Specialists, and 1 Information Technology Specialists. In addition to members drawn from member fire departments, the team also includes an industrial chemist from a local industry.

The Team maintains a fleet of vehicles and specialized equipment with a value of approximately \$1,000,000. The vehicles consist of a Mobile Command Support Unit, two Response Trucks, three Spill Trailers, a Technician Trailer, an Operations/Spill Trailer and a Firefighting Foam Trailer.

This mobile apparatus carries the team's equipment which includes chemical detection and identification instruments, containment supplies, plugging, patching and intervention supplies, communication equipment, computer based and other chemical reference guides as well as chemical protective equipment. The two Response Trucks along with the Technician and Operations Trailers are housed in our Windham facility, while spill trailers are located in Derry, Hooksett and Plaistow, allowing for rapid deployment. The Command Support Unit is housed at Londonderry Fire and the Foam Trailer is housed by Salem Fire. Activation of the team is made by the request of the local Incident Commander through the Derry Fire Department Dispatch Center.

Response Team Training

In 2014 the Emergency Response Team completed 1490 hours of training consisting of monthly training drills and specialized classes attended by team members. These specialized classes included Computer Aided Management of Emergency Operations (CAMEO), Homemade Explosive Devices and Response to Rail Car Emergencies.

The Team also provided 55 hours of instruction to member fire departments, in various subjects, including use of the Emergency Response Guidebook, basic spill control and containment, decontamination, chemical protective equipment, and response to suspicious/unknown packages or substances.

Emergency Responses

In 2014 the Team responded to twelve incidents within the District. These incidents included requests for technical assistance for member departments where a Response Team Leader provided consultation to the fire department on the handling of an incident. Additionally, team responses included spill trailer responses for hydrocarbon fuel spills and assisting the local police departments with identifying unknown substances. District resources were also utilized to support local fire departments, including the mobile command post, at large incidents and portable shelters to support firefighter rehab.

For further information about the Southeastern New Hampshire Hazardous Materials District please visit our website at www.senhazmat.org

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.

Over the past year, the Litchfield Planning Board has been involved in several projects. The Board has been working on updating the Impact Fees methodologies and schedules. Additionally, the board reviewed and approved the first Conservation Open Space Development subdivision since this amendment was adopted in 2010. This ordinance was enacted to enhance and protect the health, safety, convenience, and general welfare of the residents of Litchfield while encouraging flexibility in the design and development of land, promote environmentally sound planning, conserve open space, retain and protect important natural and cultural features, provide for efficient use of land and community services, and preserve the traditional rural character of Litchfield to advance the goals stated in the master plan. This subdivision was 12 lots with a total of 57 acres of open space.

Following are highlights of the items worked on by the Planning Board in 2014:

Planning Board Zoning Ordinances:

Some components of The Town of Litchfield Zoning Ordinances were updated in 2014. Some changes include the district boundaries for the Highway Commercial District (Route 102) and the Southwestern Commercial District (3A), along with updated performance standards.

Multi-Family Residential Overlay District:

The Planning Board decided that the Multi-Family Residential Overlay District will be put forth again at Town Meeting to ensure the town is in compliance with State law. The statute requires multi-family residential construction be allowed in every town & municipality. The proposed district would permit multi-family homes in the northern and southern ends of town and requires a minimum of 2 acres of land. Multi-family structures would be required to be designed consistent with the town's single family character. The minimum lot size proposed is 2 acres for the first 3 dwelling units, with an additional 5,000 square feet required for each additional unit and no more than 6 dwelling units may be permitted in any one structure. The proposed district boundaries are the Residential, Commercial, and Transitional Districts north of Leach Brook and the Residential, Commercial and Transitional Districts east of 3A and south of Chase Brook, west of Albuquerque Ave, then south of Page Road.

Impact Fee Ordinance Amendments:

Over the past couple years the Litchfield Planning Board has been working to review and update both the Impact Fee Ordinance and Fee Schedules. The Board is proposing a complete overhaul of both to clarify and modernize the process. The two separate Impact Fee Ordinances that exist today (Sections 1300 and 1400 of the Zoning Ordinance) are proposed to be replaced with a single ordinance that consolidates both sets of provisions, reorganizes content to clarify the process, and update select provisions to meet current

PLANNING BOARD

(continued)

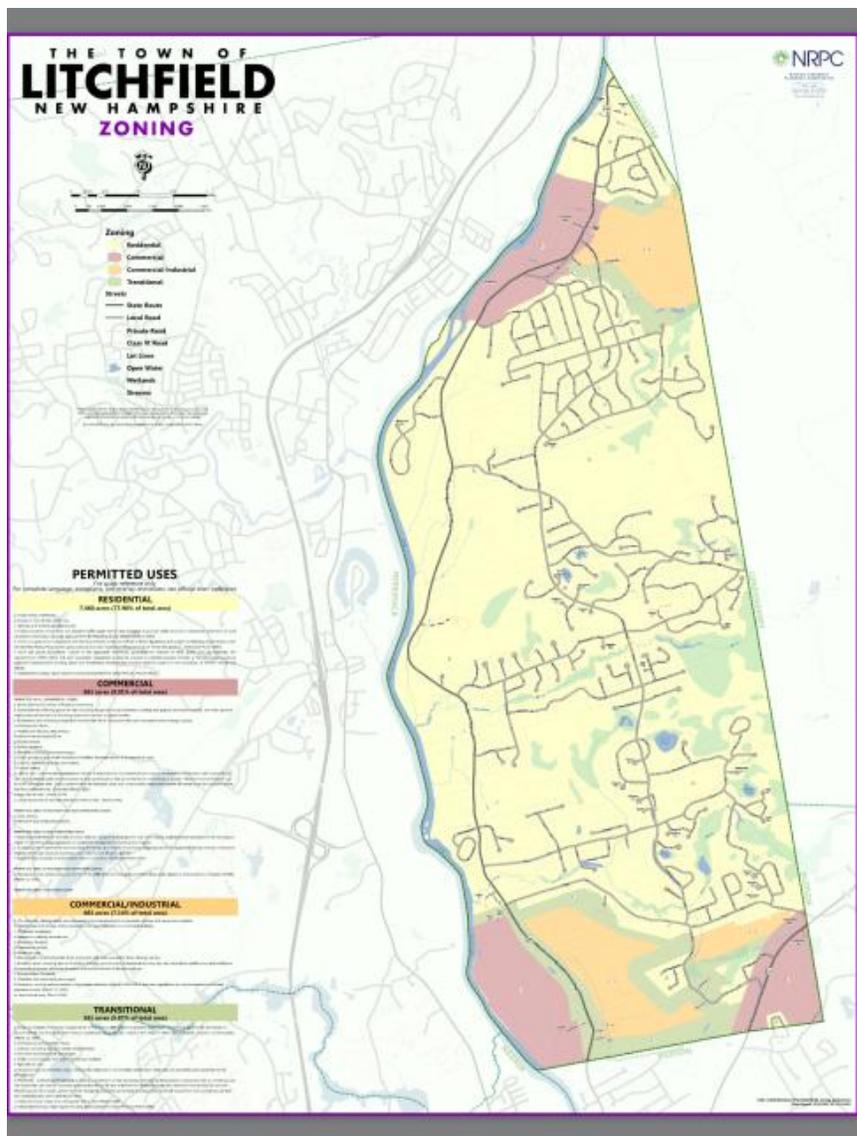
state law, practices and standards. Section 1300 is used as the basis for the merged provisions and language unique to Section 1400 has been incorporated as applicable.

Accessory Dwelling Unit Ordinance Amendments:

The Town's Accessory Dwelling Unit ordinance (Section 507 of the Zoning Ordinance) was adopted in 2012. Since that time, as part of the building permit application review process, it has become apparent that the maximum of 650 square feet for an accessory unit is not always adequate – particularly in instances where a handicap accessible design is needed or there may be 2 people living in the unit. The proposed amendment seeks to increase the maximum size of such units from 650 to 800 square feet.

Respectfully submitted,

Michael Caprioglio, Chairman
Thomas Young, Vice-Chairman
Kevin Bourque, Selectmen's Rep.
Bob Curtis
Michael Croteau
Russell Blanchette
Jason Guerrette (alternate)



RECREATION COMMISSION

The Litchfield Recreation Commission (LRC) was established by the Town in 2000, pursuant to State law RSA 35-B. The LRC provides leadership for the Town's Parks and Recreation Department. Unlike most towns in the local metropolitan area, Litchfield has no professional parks and recreation director or administrative staff, so all 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 2014, the LRC was comprised of six full members. We lost one full time member, Betty Darling, who we thank for her enormous help over the years. She has continued to volunteer her help with many of our programs. Jessica Philbrick became a full member in Betty's place. 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 4 alternate positions available. Our current schedule for meetings is the 2nd and 4th Tuesdays of each month at 7:30pm at Town Hall.

Mr. Ben Arria continued as Custodian/Groundskeeper on a part-time basis for a total of 10 hours per week. He was the only person employed by the Parks and Recreation department in 2014. The Commission publicly thanks Ben for his dedication and service again this year. He continues to keep Talent Hall and the various parks in good repair and cleanliness, including restocking supplies, removing ice and snow around Talent Hall, making numerous minor repairs, and repainting walls. He continues to give of his time beyond his scheduled hours to assist us in various programs throughout the year.

Fields, Facilities, and Partnerships

The LRC interacted with Town schools, civic organizations, and local sports leagues to cooperatively provide recreational opportunities. The LRC acts as an approval and scheduling authority for field and facility requests, sets rules for proper usage and access, and provides for maintenance of fields and facilities. Those facilities under the LRC's jurisdiction in 2014 were the same as in past years.

Roy Memorial Park (2 Woodhawk Way), including Talent Hall and all park grounds including the new pavillion

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)

Litchfield Park at Sawmill Brook

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.

RECREATION COMMISSION

(continued)

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):

Bootcamp at Darrah Pond	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 Playgroup
Litchfield Recreational Basketball League	Litchfield Seniors Group
Litchfield Youth Lacrosse League	Litchfield Youth Soccer Association
Litchfield Youth Wrestling	St. Francis School

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

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

LRC Projects in 2014

In 2014 the LRC opened the new pavilion located at Darrah Pond. Thank you to all who were involved in the project – from funding to donating supplies, and for the labor of building the pavilion. Our goal is to add other activities and facilities as space and funding permit in the years to come, creating a facility with something to offer to all age groups and interests.

The courts at Darrah Pond had four new basketball hoops installed by the Litchfield Recreational Basketball League.

We held our 2nd annual Litchfield WinterFest at Darrah Park in February of 2014. An estimated 600+ residents took part in the various activities. The event began with a night of children's activities and movie night at Talent Hall and continued with events on Saturday including sled dog rides, kids snowmobile rides, a residents vs responders hockey game, chili cook off and a bake sale. There was also the premier of the annual 5K run and 2K kid run. Other events included a mechanical bull, cornhole tournament, pancake breakfast on Sunday morning, archery, ice fishing and snowshoeing. Special thanks to Commissioners Keith Buxton and Colleen Gamache for taking the lead and recruiting a great group of community volunteers to make this event happen.

RECREATION COMMISSION

(continued)

A group of volunteers again built a skating rink at Darrah which was open for public skating. Families, individuals and groups wishing to play hockey all used the rink. We received many positive comments from residents who appreciated an in-town skating area.

Litchfield's 2nd Annual Turkey Bowl was held on the Sunday after Thanksgiving Day, 2014. The game was moved to Sunday due to a snowstorm and power outage on Thanksgiving Day. We had a great turnout again and this year the North side was victorious, despite having to play on the South side home field due to the snow at Litchfield Park. Will the South side or the North side come out victorious in 2015 to break the tie?

Litchfield's 1st cornhole tournament was held in September, as a fundraiser with the Litchfield Girls Softball League. There was a huge turnout and the funds raised were used to replace the concession stand at Darrah.

Our Seniors Group continued to be very active in 2014. The group meets on a regular basis for luncheons, entertainers, speakers and many other activities. This group is led by Betty Darling and Pat Jewett.

The Litchfield Playgroup continues to meet weekly at Talent Hall. They held another successful Easter Egg Hunt at Roy Memorial Park/Talent Hall last spring. They can be found on Facebook for additional information.

The Litchfield Pickleball Association continues to grow rapidly. They also contribute funds on a regular basis, so that the Recreation Commission can help to fund events such as the Easter Egg hunt. Their donations also helped greatly in the construction of the Pavillion at Darrah.

In the fall of 2014 Kevin Lynch again led the effort of obtaining hundreds of hours of manual labor from a program offered by the NH Department of Corrections. The project included continuing the clearing of trees/brush at our recreational fields and painting the interior of Talent Hall.

The Commission is always interested in hearing of other activities that residents have an interest in. Please contact us with ideas or suggestions or to offer to help with our programs. You can reach us by email at rc@litchfieldnh.gov or on Facebook. You can also visit our website at www.litchfieldrec.com

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

--Submitted by the 2014 Litchfield Recreation Commission:

John Bryant, Chairman

Sandy Vance, Secretary

Keith Buxton, Member

Steve Perry, Selectman ex officio

Andy Collins, Vice-Chairman

Jess Philbrick, Member

Colleen Gamache, Member

MOSQUITO CONTROL DISTRICT

The Litchfield Mosquito Control District with our vendor continues to try and prevent mosquito borne illnesses like EEE and WNV as well as tick disease like Lyme disease in our community. This year in N.H., we had 3 human cases and 3 animals test positive for EEE and no human or animals tested positive for WNV. The Litchfield Mosquito Control District was fortunate to win a mosquito week competition sponsored by the American Mosquito Control Association which ran from June 22nd through June 28th for our efforts on mosquito awareness and prevention (some states participating were Connecticut, Oregon, and Texas); the winner received a full 1 year membership. I would also like to thank our area businesses for distributing our flyers on mosquito control and prevention and tick disease as well as our 3 area school's Principals and school Superintendent Dr. Brian Cochrane. In conclusion, the Litchfield Mosquito Control District could not continue without the dedication of our town residents Vice Chairman Dave Tate and former Selectmen and District member Al Raccio.

Respectfully Submitted,

Chairman John Latsha



AARON CUTLER MEMORIAL LIBRARY

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

Borrowed 38,927 library items

Counted 21,203 visits to the library

Hosted 6,069 patrons at 338 library programs

Added 255 new patrons

Library Resources

In-House Resources

The library holds 15,314 materials in a variety of formats including: print, audiobooks, magazines, newspapers, movies and computer programs.

1132 new materials were cataloged and added to the collection. 1,050 of these items were purchased; 82 items were donated.

376 out-of-date, lost, damaged, and non-circulating materials were withdrawn.

Internet ready computers equipped with Microsoft Word, Excel and Power Point were provided for use, and an Early Literacy Station, equipped with 50 educational software programs for children ages 2 through 10, was available in the Young Readers' Room.

Wi-Fi is available during business hours inside the library, and 24/7 outside on the library grounds.

NEW: The NH Astronomical Society donated a telescope to the library for patron use.

Online Resources

New Hampshire Downloadable Book Consortium

eBooks became available in the Kindle format.

Library patrons had access to:

8,020 downloadable audiobook titles in MP3 and WMA formats

10,038 eBooks titles in the ePub, Open ePub and Kindle formats

40,000 public domain titles in the pdf format

A complete list of compatible devices and detailed instructions for using these free downloadable resources are available through the library website.

AARON CUTLER MEMORIAL LIBRARY

NHewLink Databases

Library patrons had access to thousands of magazine, journal, newspaper, encyclopedia and other sources, through subscription services provided by the library. These 21 database resources provided homework and research help, as well as recreational reading, in a wide variety of popular and academic subjects. A complete listing of these resources is available on the library's website.

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 received online reader's advice from NoveList Plus, a service that provides recommendations on over 100,000 fiction and non-fiction titles, series info, read-alikes, 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.

KOHA Integrated Library System allowed patrons to place holds, renew items, create reading lists, comment and rate what they've read, receive email reminders of items coming due, etc.

Interlibrary Resources

Litchfield residents had access to materials around the state through the Interlibrary Loan program, in which 2,148 requested items were delivered to the library for pick-up, some of which were loaned several times.

Library Programming

Highlights from the Adult Services Department:

All Booked Up, a book discussion group, on the 1st Wednesday of the month at 6:30 p.m.

History Buffs, an American history book discussion group, on the 3rd Thursday of the month at 6:30 p.m.

Book of the Month Club, with a monthly featured title.

Literary Elements, a 6-week summer reading club that included reading, activities and prizes, featuring concerts on the lawn by *Jazz First* and *Jeff Warner*.

In Stitches, a drop-in knitting group, on the 1st and 3rd Thursdays of the month from 10:00-12:00.

Unraveled, a drop-in knitting group, on the 2nd and 4th Thursdays of the month from 6:00-8:00.

Monthly programs such as cooking with chocolate, a Russian Nesting Dolls painting workshop, estate planning, traditional rug hooking, sky watching, and card making.

NEW: Movie Night, 2nd Wednesday of the month.

Highlights from the Tween and Teen Services Department:

Page Turners, a book discussion group for tweens in grades 6-8, 2nd Thursday of the month at 2:30 p.m. Bus transportation from LMS is available.

Spark a Reaction, a 6-week summer reading club for 6th-12th graders, including reading, crafts, activities and prizes, featuring *Doctor Who Trivia Night*, and *Lasers, Lights & Optics Demo*.

- **NEW: Readers of the Round Table**, a book discussion group for high school teens, 4th Thursday of the month at 4:15 p.m. Last bus transportation from CHS available.

- **NEW: Dungeons & Dragons** role playing game, every Tuesday from 6:00-8:00 p.m.

AARON CUTLER MEMORIAL LIBRARY

Highlights from the Children's Services Department:

- *Book Babies*, a 20-minute lap-sit program for babies (newborn to 18 months) and their caregivers on Fridays at 10:30, featuring simple board books, rhymes and songs.
- *Tiny Tales*, a lap-sit program for toddlers (18-35 months) and their caregivers on Fridays at 11:30, bridging *Book Babies* and *Preschool Story Time*.
- Preschool Story Time on Tuesdays at 10:30 a.m. or Wednesdays at 12:30 p.m.
- Pajama Story Time on the 1st Thursday of the month at 6:30 p.m.
- Make 'n Take Crafts each month.
- *Stuffed Animal Sleepover*, a special Story Time for children and their stuffed animals. The children leave, and the animals stay for a night of amazing adventure documented in photos on our website.
- *Book Bunch*, a book discussion group for kids in grades 3-5, 3rd Wednesday of the month at 4:00 p.m.
- *Fizz, Boom, READ!*, a 6-week summer reading club for kids age 3-11, including reading, crafts, contests, performers, events and games, featuring *Lindsay & Her Puppet Pals*, and *Magic of Science*.
- Library Card Sign-Up Month for 1st graders at GMS.
- *The Polar Express Event*, the story brought to life with costumed characters, music, hot cocoa and a visit from Santa Claus, co-sponsored with the Litchfield Lion's Club.

Other Services

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

Community Support

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

the Litchfield Garden Club for their continued provision of plantings and maintenance for our beautiful flower beds, our holiday greenery, and participation in the children's summer reading club; the Friends of the Library for their annual 24/7 Book Sale on the porch, as well as the ongoing sale indoors, that puts gently used books into the hands of the community, the Annual Holiday Gingerbread Contest, and their donations of activity passes to the SEE Science Center (Manchester) & Museum of Science (Boston), McAuliffe Shepard Discovery Center (Concord), summer reading funds and prizes, etc.; the 53 individuals who provided the library with a helping hand when it was needed; the 44 neighboring businesses that supported our 3 summer reading clubs through donations of prizes and funding; the 8 local groups and professionals who donated their time and expertise to library programs; and the individual who provided the library with activity passes to the Currier Museum of Art (Manchester) and Canterbury Shaker Village (Canterbury).

Return on Taxpayer Investment

Weighing taxpayer investment (\$205,180) against the cost for patrons to purchase the materials and services provided to them by the library in 2014 (\$620,621), taxpayers enjoyed a return on investment of \$415,441 or 202%. (Based on NH Library Assoc. Value Calculator.)

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. Director

DEPARTMENT OF BUILDING SAFETY, HEALTH & CODE ENFORCEMENT

Building permits for 2014 was geared more to homeowners doing additions/garages and renovations. A total of 110 different permits were issued for this. The housing market has been slow with only 16 new dwelling unit permits issued.

The Construction trend has been that more homeowners are looking to make improvement to what they already own.

Another trend occurring is that the family units are changing. There are more and more families building Accessory Dwelling Units, so that their parents and or other family members can live within the same home in separate units.

As for Commercial/Industrial construction this past year, there was one new building at the Continental Asphalt Plant for a 9,000 square foot storage and maintenance building.

On another note, concerning the maintenance and care of our buildings and land; the town has been using the Work Release Program from the Valley Street Correctional System. This has been a great resource in getting field maintenance and building repair. We have used this program to repair the School, recreation building and maintain our recreation fields and cemeteries.

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

Kevin Lynch
Code Enforcement/Building Official
Health Officer

Permits for 2014

<u>Types of Permits</u>	<u>Count</u>
Dwelling Units	16
Additions/Garages/Renovations	110
Swimming Pools	18
Mechanical	94
Electrical	95
Plumbing	30
Septic Test Pit/Leach Fields	6
Well	5
Commercial	1
<hr/> Total Permits Issued	<hr/> 375

Permit Fees Collected in 2014

\$29,067.40

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.

- John Regan was approved by the Board of Selectmen as Board member for another three year term. John Devereaux was approved by the Board of Selectmen as Board member. Eric Cushing was approved by the Board of Selectmen as an alternate Board member.
- Laura Gandia was elected Vice Chairperson by the ZBA Board in May for another one year term.
- Richard Riley was elected Chairperson by the ZBA Board in May for another one year term.

Litchfield Zoning Board of Adjustment

	<u>Membership Start</u>	<u>Term Expiration</u>		<u>Years of Service</u>
		<u>Date</u>		
Members: John Devereaux	2011	March	2016	12
Laura Gandia - Vice Chairperson	2000	March	2015	15
Albert Guilbeault	2005	March	2016	10
John Regan	1998	March	2017	17
Richard Riley Jr - Chairperson	2003	March	2016	12
Alternates: Thomas Cooney	2007	March	2015	8
Gregory Lepine	1990	March	2015	25
Eric Cushing	2005	March	2017	10
OPEN				
OPEN				
 <u>Current Term Year</u>	 2014-15			

ZONING BOARD OF ADJUSTMENT

(Continued)

Section 2: Case Load and Decisions

In 2014 the Board heard testimony and made decisions on four (4) new cases.

Case #	Case Type	Case Description	ZBA Decision
2014-01	A variance from LZO §701.00; Permitted Uses. The existing Lot on record is in the Southwestern Commercial Zone as defined by LZO §700.01. The applicant is requesting a residential use of five lots which is not a permitted use.	The Code Enforcement Officer made a determination that the building permit, as submitted, was not permissible without relief from the ordinances described above	Approved
2014-02	A variance from LZO §801.00; Permitted Uses. The existing Lot on record is in the Northern Commercial Zone as defined by LZO §800.01. The applicant is proposing to construct an approximate 5880 sq. ft. warehouse building which is not a permitted use.	The Code Enforcement Officer made a determination that the building permit, as submitted, was not permissible without relief from the ordinances described above	Approved
2014-03	A variance from LZO §507.04b; Accessory Dwelling Units. The proposed accessory dwelling is 1188 sq. ft. where a maximum of 650 sq. ft. of gross living area is allowed	The Code Enforcement Officer made a determination that the building permit, as submitted, was not permissible without relief from the ordinances described above	Approved
2014-04	A variance from LZO §502.03; Setbacks. The proposed 28x24 ft. attached garage is 10 ft. from the east property line where a minimum of 20 ft. side line set back is required.	The Code Enforcement Officer made a determination that the building permit, as submitted, was not permissible without relief from the ordinances described above	Approved

Section 3: Budget

- Refer to Town Report

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

Respectfully submitted,
 Richard Riley - Chairperson
 Litchfield Zoning Board of Adjustment

CEMETERY TRUSTEES

During the year, the Trustees met on numerous occasions to draft a handbook of rules and regulations for the three cemeteries. The Pinecrest and Hillcrest Cemetery Associations reviewed and approved the proposed handbook, and the handbook is now under review by the Town Attorney.

The Trustees have asked the Town Attorney to draft a Right of Interment document to meet the interment status of the State of New Hampshire.

Restoration to four antique gravestones in Pinecrest and Hillcrest cemeteries were completed by Kai Nalenz of Gravestone Services of New England, located in Bedford, NH.

During the summer, the gate and fences at Hillcrest Cemeteries were painted as part of the NH prisoner work program. A request has been made that the gate and fences at Pinecrest Cemetery be painted by the NH prisoner work program.

Pruning of shrubs and trees was completed at all three cemeteries by the crew of Bradley Tree Service.

Respectfully submitted by,

Jody L. Fraser
Litchfield Cemetery Trustee

NRPC 2014 ANNUAL REPORT OF SERVICES FOR THE TOWN OF LITCHFIELD

In a region with a long and storied history, the Nashua Regional Planning Commission strives to honor the past and preserve its historic traditions while working to make the region the best possible place to live, work, and play both today and for the benefit of future generations. The NRPC provides comprehensive planning services for local land use, transportation, and environmental planning efforts, and delivers extensive mapping and data assistance utilizing the latest technologies. Membership in NRPC allows communities to access customized services by request as well as resources such as:

- **Transportation Planning:** Grant writing, custom traffic counts and data, transportation modeling, intersection analysis, road safety audits, road surface management system, parking studies.
- **Land Use Planning:** Customized land use board training and materials, draft ordinance and regulation review, special projects and research assistance, fact sheets, guidebooks and educational resources, master plan consultation, and project scoping.
- **Data and GIS Mapping:** Demographic data and analysis, mapping data and standard map sets, GIS community needs assessments, production of annual tax maps and NRPC Live Maps.
- **Environment and Energy:** Group energy purchase for municipal and school facilities, consultation for local Energy Committees, MS4 Permit coordination, household hazardous waste collections.

In 2014, NRPC launched our new website at www.nashuarpc.org. The site is intuitive to navigate and information is easier to find. It promotes understanding about NRPC: our mission, our services, and the value we provide. The site contains a wealth of data resources presented in a modern, creative, and interactive manner to meet the evolving expectations of our communities. For each of our core planning areas, Transportation, Land Use Planning, GIS, and Environment, there are pages that summarize our service offerings with illustrative work examples. In addition, there is a transportation data viewer, a searchable Document Library and new flagship application called Live Maps that allows users to create their own parcel level maps.

In 2014, NRPC provided the following services to the Town of Litchfield:

TRANSPORTATION

Traffic Data Collection – NRPC collected traffic counts at 5 locations within Litchfield. These counts are part of an ongoing data collection project that is intended to monitor the effects on traffic along NH3A and Albuquerque Avenue of the Manchester Airport Access Bridge. The data that was collected includes directional volume and speed data. NRPC also maintains 8 traffic count locations in cooperation with NH Department of Transportation to support the Highway Performance Monitoring System. NRPC staff has also collected data at other locations in recent years to support various town requests. Historical data for all locations may be found at <http://www.nashuarpc.org/trafficcount/index.htm>.

Transportation Improvement Program (TIP) – NRPC develops and maintains the TIP so that federal highway transportation dollars are available to Litchfield and the rest of the region. Throughout 2014, NRPC carefully monitored the status of projects in the TIP that affect Litchfield to ensure that project information and changes initiated by NHDOT were communicated to the Town staff.

2015-2040 Metropolitan Transportation Plan (MTP) - NRPC develops and maintains the MTP so that federally funded and regionally significant transportation projects can be advanced towards design and construction. The MTP lists multimodal projects over a 25-year planning horizon and is the source from which specific projects are identified, prioritized and selected for funding through the Ten Year Plan and TIP. This is a critical step to ensure federal highway transportation dollars are available to Litchfield and

NRPC 2014 ANNUAL REPORT OF SERVICES FOR THE TOWN OF LITCHFIELD

(continued)

the rest of the region. NRPC is working to advance projects through the transportation planning process to support Litchfield, including:

- **North Merrimack River Crossing:** Construct a northern crossing of the Merrimack River to provide a four lane roadway connecting NH 102 in Hudson, NH 3A in Litchfield and US 3 in Nashua. Exact location of crossing to be determined.

GEOGRAPHIC INFORMATION SYSTEMS (GIS)

Data Services – NRPC continues to maintain an authoritative digital GIS basemap for the region. In addition to an ongoing program of data maintenance for roads, parcels, zoning boundaries, and conserved lands, NRPC completed a region-wide set of building footprints in 2014, and initiated a project of inventorying existing trail data. NRPC also facilitated a data transfer of Litchfield Conserved lands over to NH Granit for inclusion in the state conserved lands datalayer.

Custom Hard-Copy Maps and Analysis – NRPC continues to provide ad-hoc mapping services. In 2014, NRPC amended the Zoning Districts map for Litchfield. Furthermore, NRPC maintains Litchfield’s official tax maps on a GIS platform, and in 2014 NRPC created a new tax sheet street index to facilitate address lookups on these maps.

Applications – MapGeo, NRPC’s award-winning Live Maps App, is a public-facing resource for property information in the region. NRPC’s Transportation Data Viewer hosts the most up-to-date traffic counts and transportation project information, in an easy-to-use Google Interface.

Training and Workshops – NRPC hosted the free, instructor-led classroom training, “Introduction to American Factfinder with Thematic Mapping.” We also continued the quarterly GIS Brownbag Lunch Series, an informal knowledge-exchange among GIS users in the region. Geared towards municipal GIS users and open to the public, each meeting features general news and announcements, followed by a guest speaker or open group discussion on a particular GIS project or topic. In 2014 NRPC developed expertise in CommunityViz scenario planning software and presented a regional build-out model to our towns.

LAND USE AND ENVIRONMENT

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 draft amendments and warrants for Town Meeting. In 2014, NRPC assisted Litchfield with the merger of the two existing impact fee ordinances, facilitated the update of the impact fee methodology, and continued development of a multi-family housing ordinance.

Household Hazardous Waste Program – On behalf of the Nashua Regional Solid Waste Management District, NRPC conducts six HHW collections each year to allow residents to properly dispose of hazardous products. Five of the events were located at the Nashua Public Works Garage and one was held in Milford. Residents of Litchfield may attend any of the six events.

In 2014, a total of 1,623 households participated in the HHW collections District-wide; 31 households came from Litchfield. In 2014, participation rates among Litchfield households have increased in recent

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 run-off 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/ececd/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, surf to www.litchfieldnh.gov and renew online using your checking account or Credit Card (your decals are mailed to you), or renew by mail using a check the renewal notice and return to us.

Residents only have to write one check to the Town of Litchfield for registrations.

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 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 1999 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. All vehicles year 2000 and newer must have a title.

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. Campers and motorcycles are to be inspected by June 1 of each year and will get an inspection 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.

Boat Registration – The Town Clerk's office can register your boats bring us your State Renewal notice and for a \$5.00 Municipal Agent fee we can provide you with your new decals.

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

Elections: There will be one election this year Town Elections on March 10th. 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 at the polls. 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 on Election Day or at the Town Clerks office. New law requires that a State approved photo id be shown when voting. Voting will take place at Campbell High School from 7:00 am – to 7:00 pm.

Dogs: There were 1,735 dogs licensed in 2014. **DOG TAGS EXPIRE APRIL 30 OF EACH YEAR.** Resident's can renew dog licenses starting January 2nd. Due to budget restraints we will not be sending out a reminder notice. If we have your current phone number and or e-mail address you will receive a phone call or e-mail reminder from our office. 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. 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 or E-mail (tbriand@litchfieldnh.gov) 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-

TOWN CLERK/TAX COLLECTOR

(continued)

date. If you cannot find your vaccination certificate or license from 2012 call the office and we can research your records. You may renew your dog's license via the mail or the internet as long as the rabies vaccine is up to date. To register by mail please include: a check made payable to the Town of Litchfield (**NO CASH PLEASE**), and a self-addressed-stamped envelope for return of your new license and dog tag. To register via internet go to www.litchfieldnh.gov and click on the icon of the dog. When entering the license number include 12-then your dogs license number. If you have questions please call the office we will be more than happy to walk you through the process.

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

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. _

Tax Collector Lien/Deed Calendar for 2015 ***Dates and fees subject to change**

February 17, 2015	Delinquent notice of all taxes owed	No charge
April 20, 2015	Notice of impending lien certified to property owners	\$18.00
	2 nd or subsequent parcel	\$2.00
May 4, 2015	Notice of impending Tax Deed Certified to Property Owners	\$16.00
May 22, 2015	Execution of Tax Lien	\$18.50
	2 nd or subsequent parcel	\$8.00
June 8, 2015	Execution of Tax Deed	\$10 plus recording fees

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.

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

Respectfully Submitted

Theresa L. Briand, Town Clerk/Tax Collector



RESIDENT MARRIAGE REPORT

01/01/2014 - 12/31/2014

Name	Residence	Name	Residence	Issuance	Marriage	Marriage
WILSON, MARC P	LITCHFIELD, NH	PARADISE, LISA M	MERRIMACK	MERRIMACK	DERRY	03/16/2014
BONANNO, ROBERT J	DERRY, NH	GEE, JENNIFER E	LITCHFIELD, NH	DERRY	JACKSON	03/23/2014
HEINSTROM, TRAVIS W	LITCHFIELD, NH	SEMASKI, MEGAN L	LITCHFIELD, NH	LITCHFIELD	AMHERST	04/05/2014
CHAPUT, TYLER M	LITCHFIELD, NH	NICHOLS, ANASTASIA E	LITCHFIELD, NH	LITCHFIELD	SANDOWN	06/07/2014
RICHARDSON, ANDREW M	LITCHFIELD, NH	VARGAS, KARINA A	NASHUA, NH	LITCHFIELD	LONDONDERRY	06/14/2014
SHERWIN, GREGORY E	LITCHFIELD, NH	FIGLIOLI, KRYSTAL R	LITCHFIELD, NH	LITCHFIELD	LONDONDERRY	06/20/2014
SCHOFIELD, BRIAN T	LITCHFIELD, NH	FITZGERALD, ANGELA C	LONDONDERRY	LITCHFIELD	ATKINSON	07/12/2014
DIMASCIO, ANTHONY T	LITCHFIELD, NH	BARNABY, JENNIFER L	LITCHFIELD, NH	NASHUA	LYNDEBOROUGH	07/19/2014
TAYLOR, NATHANIAL G	LITCHFIELD, NH	TORRES, LUCIANA	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	07/19/2014
CALANDRELLA, STEVEN J	LITCHFIELD, NH	COSSAR, TAMMY L	LITCHFIELD, NH	LITCHFIELD	NOTTINGHAM	09/14/2014
MARTIN, NICHOLAS P	LITCHFIELD, NH	COOPER, JESSICA L	LITCHFIELD, NH	LITCHFIELD	HUDSON	09/20/2014
SURETTE, RACHEL D	LITCHFIELD, NH	CONNELL, TIMOTHY R	LITCHFIELD, NH	LITCHFIELD	NEWBURY	09/20/2014
D'ALLEVA, MADDELINA	LITCHFIELD, NH	POWERS, SCOTT G	LONDONDERRY	LONDONDERRY	PELHAM	09/27/2014
HEBERT, TIMOTHY J	LITCHFIELD, NH	OSWALD, ANNE K	LITCHFIELD, NH	LITCHFIELD	DURHAM	10/24/2014
MESSICK, DANIEL J	MANCHESTER	THERRIEN, ELYSE B	LITCHFIELD, NH	LITCHFIELD	LITCHFIELD	10/24/2014
WALCOTT, NICHOLAS A	LITCHFIELD, NH	ROBSON, RACHEL L	LITCHFIELD, NH	LITCHFIELD	AMHERST	10/25/2014
SICO, OLIVIA H	LITCHFIELD, NH	COTE, MATTHEW P	MANCHESTER	LITCHFIELD	BEDFORD	11/02/2014

Total Number of Records 17



RESIDENT BIRTH REPORT 01/01/2014-12/31/2014

Child's Name	Birth Date	Birth Place	Father's/Partner's Name	Mother's Name
MORRIS, LILLIAN VERA	01/27/2014	MANCHESTER, NH	MORRIS, BRYANT	MORRIS, CATHERINE
GAPONOV, EVALYN GRACE	02/13/2014	NASHUA, NH	GAPONOV, NICKOLAY	GAPONOV, TANYA
KING, SAVANNAH HOPE	03/03/2014	NASHUA, NH	KING, COREY	KING, DENISE
MERRICK, SIERRA ROSE	03/09/2014	NASHUA, NH	MERRICK, RUSSELL	MERRICK, CHRISTINE
MARR, ANTHONY JAMES	03/16/2014	NASHUA, NH	MARR, MICHAEL	RUBINO, GELSOMINA
WINTERS, ETHAN ARMAND	03/27/2014	NASHUA, NH		WINTERS, LAURRA
LEVASSEUR, HENRY PAUL	04/15/2014	MANCHESTER, NH	LEVASSEUR, PAUL	LEVASSEUR, NICOLE
MARICH, BRODY CHRISTOPHER	04/24/2014	NASHUA, NH	MARICH, CHRISTOPHER	MARICH, MEGAN
WILCOX, JACK CHRISTOPHER	04/29/2014	NASHUA, NH	WILCOX, JEFFREY	WILCOX, MEGHAN
OUELLETTE, AVA CHRISTINA	15/18/2014	NASHUA, NH	OUELLETTE, SCOTT	OUELLETTE, ALISON
FOURNIER, GISELLE JUDITH	02/22/2014	NASHUA, NH	FOURNIER, PATRICK	EDWARDS, RENE
BOOTH, AUSTIN DANIEL	05/29/2014	MANCHESTER, NH	BOOTH, ELGIN	SICSAI-BOOTH, MONICA
PARISI, DALTON SALVATORE	06/03/2014	MANCHESTER, NH	PARISI, ROSARIO	PARISI, CATHY
ALGEO, JOSEPH MICHAEL	05/05/2014	NASHUA, NH	ALGEO, PATRICK	ALGEO, AMY
SICARD, CLARE FAITH	06/10/2014	MANCHESTER, NH	SICARD, SCOTT	SICARD, KELLY
JOHNS, OLIVER DECLAN	06/11/2014	NASHUA, NH	JOHNS, PAUL	JOHNS, MEGHAN
CUMMINGS, KALIANNE PATRICIA	07/11/2014	NASHUA, NH	CUMMINGS, MICHAEL	CUMMINGS, JENNIFER
THOMAS, GRAYSON TIMOTHY	07/20/2014	NASHUA, NH	THOMAS, DANIEL	PETTIS, SHANNA
TERNULLO, ELAINA ROSE	07/22/2014	NASHUA, NH	TERNULLO, JOHN	TERNULLO, MELISSA
DOYLE, EMMA ROSE	08/02/2014	NASHUA, NH	DOYLE, SEAN	DOYLE, CHRISTINA
ALIU, ARION	08/07/2014	NASHUA, NH	ALIU, AGRON	ALIU, HIDAJETE
DURAND, OWEN DEXTER	08/11/2014	NASHUA, NH	DURAND, BRIAN	DURAND, KRISTEEN
SURETTE, HADLEIGH CHARLENE	08/24/2014	MANCHESTER, NH	SURETTE, KEVIN	SURETTE, NICOLE
FLETCHER, EMILY ANN	09/14/2014	NASHUA, NH	FLETCHER, NATHAN	FLETCHER, JENNIFER
FLETCHER, LILY MAE	09/14/2014	NASHUA, NH	FLETCHER, NATHAN	FLETCHER, JENNIFER
COLE, MACKENZIE STACIA	09/15/2014	NASHUA, NH	COLE, TIMOTHY	COLE, CHANTAL
WARENDA, ELIZABETH ALICE	09/21/2014	NASHUA, NH	WARENDA, ROBERT	WARENDA, KERRI
STEVENS, LUKE HENRY	09/24/2014	NASHUA, NH	STEVENS, ANDREW	STEVENS, KATHARINE



RESIDENT BIRTH REPORT
01/01/2014 - 12/31/2014
(continued)

Child's Name	Birth Date	Birth Place	Father's/Partner's Name	Mother's Name
ULLIANI, DANIELLE MARIE	10/09/2014	NASHUA, NH	ULLIANI, LEE	ULLIANI, CASANDRA
SISLER, TUCKER RYAN	11/14/2014	NASHUA, NH	SISLER, MARSHALL	SISLER, SARAH
CARSON, MIRABELLA LOUISE	12/01/2014	NASHUA, NH	CARSON, CHRISTOPHER	CARSON, DEBORAH
MCGRADY, GAGE MICHAEL	12/13/2014	NASHUA, NH	MCGRADY, ERIC	TEAGUE, CATHERINE
LOFTON, JAHRELL	12/21/2014	NASHUA, NH	LOFTON JR, LONNIE	ARIAS, ASHLEE
QUACH, NATALIE ELIZABETH	12/23/2014	NASHUA, NH	QUACH, JIMMY	QUACH, AMY

Total number of records 34



RESIDENT DEATH REPORT 01/01/2014 - 12/31/2014

Decedent's Name	Death Date	Death Place	Father's Name	Mother's Maiden Name	Military
LANGLOIS, RICHARD	01/21/2014	MANCHESTER	LANGLOIS, EDMOND	LABBE, LORETTE	Y
SAVOIE, BRENDA	01/22/2014	LITCHFIELD	BALDWIN, THOMAS	TILTON, ALICE	N
SAVAGE, BARBARA	02/08/2014	NASHUA	KNOWN, NOT	SALLISKY, EVELINA	N
SLATTERY, MICHAEL	02/25/2014	LITCHFIELD	SLATTERY, MICHAEL	SAVAGE, MARY	N
CRASPER, ALICE	03/04/2014	NASHUA	SULLIVAN, JEREMIAH	MILLER, OLIVE	N
PHILBRICK, BEVERLY	03/18/2014	WINDHAM	BASTOW, MILES	TAYLOR, EMMA	N
SYMONDS, DAVID	03/29/2014	LITCHFIELD	SYMONDS, ROBERT	RICKER, DOROTHEA	N
MANNING, CLAIRE	05/25/2014	GOFFSTOWN	ROUSSEAU, PHILIAS	LESSARD, ANITA	N
GOULETTE, KATHERINE	05/28/2014	LITCHFIELD	KLEIN, HENRY	UNKNOWN, DORIS	N
MCLAM SR, TERRANCE	06/03/2014	CONCORD	MCLAM, CHESTER	DEXTER, FRED	U
MANDY, ANDREW	06/10/2014	LITCHFIELD	MANDY, MICHAEL	ONDA, SUSAN	Y
LERCH, PAULINE	06/29/2014	LITCHFIELD	SURDAM, CHESTER	TROW, BARBARA	N
RIOUX, CONSTANCE	07/17/2014	NASHUA	LEVESQUE, GEORGE	DESJARLAIS, LAURETTA	N
O'NEIL, BRIAN	07/18/2014	LITCHFIELD	O'NEIL, JOHN	PHILLIPS, ELIZABETH	N
BENOIT, JOSEPH	07/29/2014	MILFORD	BENOIT, RICHARD	BARTON, MARY	Y
SMITH, FRANCIS	08/14/2014	BEDFORD	SMITH, ELAPHILET	COLBY, LUCINDA	N
HEBERT, LINDA	08/31/2014	LITCHFIELD	BORTHWICK, JAMES	LAFERTE, IRENE	N
RIEL JR, LEWIS	09/07/2014	NASHUA	RIEL SR, LEWIS	BALDWIN, ETHEL	N
MACLEAN, ALEXANDER	09/07/2014	HUDSON	MACLEAN, COLIN	MCECHERN, MARY	N
MORLOCK, RICHARD	09/18/2014	MERRIMACK	MORLOCK, CHARLES	BIGRIS, BELLA	N
FLANAGAN, STEVEN	10/03/2014	MERRIMACK	MESSLER, WILLIAM	FOREMAN, RITA	Y
PARADIS, KENNETH	10/18/2014	LITCHFIELD	PARADIS, GERARD	O'HARA, MAUREEN	N
ROCHUSSEN JR, ARTHUR	10/26/2014	BEDFORD	ROCHUSSEN, ARTHUR	UNKNOWN, RUTH	N
SIMARD, YVETTE	10/29/2014	MANCHESTER	COTE, EDOUARD	PINSONNEAULT, ALICE	N
SIROIS, NANCY	11/08/2014	NASHUA	BABCOCK, HENRY	WAKEFIELD, LORRAINE	N
FREEMAN, BARBARA	12/02/2014	NASHUA	FREEMAN, THEODORE	GLICK, ESTHER	N

Total number of records 26



TAX COLLECTOR'S REPORT

MS-61

For the Municipality of

LITCHFIELD

Year Ending

12/31/2014

DEBITS

UNCOLLECTED TAXES AT THE BEGINNING OF THE YEAR*		LEVY FOR YEAR 2014	PRIOR LEVIES		
			2013	2012	2011
Property Taxes	#3110		\$ 487,165.46		
Resident Taxes	#3180				
Land Use Change Taxes	#3120		\$22,000.00		
Timber Yield Taxes	#3185				
Excavation Tax @ \$.02/yd	#3187				
Utility Charges	#3189				
Betterment Taxes					
Prior Years' Credits Balance**					
This Year's New Credits					

TAXES COMMITTED THIS FISCAL YEAR

FOR DRA USE ONLY

Property Taxes	#3110	\$ 16,879,153.00		
Resident Taxes	#3180			
Land Use Change Taxes	#3120	\$ 86,530.00		
Timber Yield Taxes	#3185	\$ 179.43		
Excavation Tax	#3187	\$ 1,083.98		
Utility Charges	#3189			
Betterment Taxes				

OVERPAYMENT REFUNDS

Property Taxes	#3110	\$26,047.24		
Resident Taxes	#3180			
Land Use Change	#3120			
Yield Taxes	#3185			
Excavation Tax	#3187			
Credits Refunded				
Interest - Late Tax	#3190	\$ 11,029.06	\$ 19,672.71	
Resident Tax Penalty	#3190			
TOTAL DEBITS		\$ 17,004,022.71	\$ 528,838.17	

*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 12/31/2014

CREDITS

REMITTED TO TREASURER	LEVY FOR YEAR	PRIOR LEVIES		
	2014	2013	2012	2011
Property Taxes	\$ 16,501,841.84	\$ 384,510.54		
Resident Taxes				
Land Use Change Taxes	\$ 86,530.00	\$ 22,000.00		
Timber Yield Taxes	\$ 149.30			
Interest	\$ 11,029.06	\$ 17,520.21		
Penalties		\$ 2,152.50		
Excavation Tax	\$ 1,083.98			
Other Taxes				
Conversion to Lien (principal only)		\$ 102,627.39		
Discounts Allowed				

ABATEMENTS MADE

Property Taxes	\$ 11,998.00	\$ 27.53		
Resident Taxes				
Land Use Change Taxes				
Timber Yield Taxes	\$ 30.13			
Excavation Tax				
Other Taxes				
CURRENT LEVY DEEDED				

UNCOLLECTED TAXES -- END OF YEAR #1080

Property Taxes	\$ 391,360.40			
Resident Taxes				
Land Use Change Taxes				
Timber Yield Taxes				
Excavation Tax				
Other Taxes				
Property Tax Credit Balance*				
TOTAL CREDITS	\$ 17,004,022.71	\$ 528,838.17		

*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 12/31/2014

DEBITS

UNREDEEMED & EXECUTED	LY	PRIOR LEVIES		
LIENS		2013	2012	2011
Unredeemed Liens Beginning of FY			\$ 59,035.66	\$19,168.64
Liens Executed During FY		\$ 110,664.12		
Interest & Costs Collected		\$ 2,848.64	\$ 6,912.78	\$ 6,293.33
TOTAL LIEN DEBITS		\$ 113,512.76	\$ 65,948.44	\$ 25,461.97

CREDITS

REMITTED TO TREASURER	LY	PRIOR LEVIES		
		2013	2012	2011
Redemptions		\$ 39,126.36	\$ 31,904.75	\$ 16,831.91
Interest & Costs Collected #3190		\$ 2,848.64	\$ 6,912.78	\$ 6,293.33
Abatements of Unredeemed Liens				
Liens Deeded to Municipality		\$ 5,918.93	\$ 5,699.12	\$ 2,336.73
Unredeemed Liens End of FY #1110		\$ 65,618.83	\$21,431.79	
TOTAL LIEN CREDITS		\$ 113,512.76	\$ 65,948.44	\$ 25,461.97

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

Theresa L. Briand

DATE _____

1/13/2015

MS-61

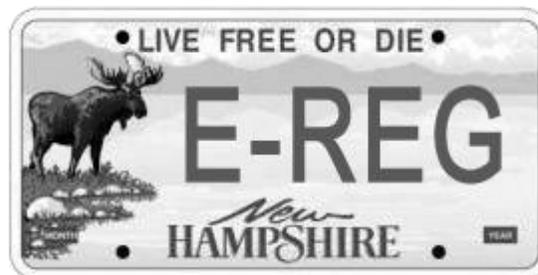


**ANNUAL FINANCIAL REPORT
LITCHFIELD, NH TOWN CLERK
January 1, 2014 through December 31, 2014**

Dogs License - Town	\$6,764.00
State of New Hampshire	\$3,903.00
Duplicate Tags	\$5.00
Fines and Penalties	\$2,059.00
Dredge and Fill Permits	\$0.00
Voter Checklists	\$160.00
Incorporation Filings	\$0.00
Motor Vehicles Registrations	\$1,432,691.00
State of New Hampshire	\$493,191.00
Municipal Agent Fees	\$31,146.00
Titles	\$3,334.00
Boats	\$18,017.00
Pole Permits	\$30.00
Postage	\$8,505.00
Hunting & Fishing Licenses	\$302.00
State of New Hampshire	\$6,618.00
Returned-Check Fees	\$650.00
UCCs	\$1,005.00
	<u>Vital Records</u>
Town	\$1,358.00
State of New Hampshire	\$2,352.00
Total Receipts	\$2,012,100.00

A true record of Town Clerk receipts, attest:

Theresa L. Briand
Town Clerk
January 15, 2015



INDEPENDENT AUDITORS' REPORT

To the Board of Selectmen
Town of Litchfield, New Hampshire

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

Report on the Financial Statements

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 December 31, 2013, and for the year then ended, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

The Town's management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express opinions 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 from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such

opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

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, New Hampshire, as of December 31, 2013, and the respective changes in financial position thereof and the respective budgetary comparison for the general fund for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that management's discussion and analysis be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the *Governmental Accounting Standards Board*, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with evidence sufficient to express an opinion or provide any assurance.

Melanson Heath

June 23, 2014

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 year ended December 31, 2013.

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

The Statement of Activities presents information showing how the Town's net position changed during the most recent year. All changes in net position 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 periods (e.g., uncollected taxes and earned but unused vacation leave).

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

Governmental funds. Governmental funds are used to account for essentially the same functions reported as governmental activities in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balances of spendable resources available at the end of the 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 year, the total of assets exceeded liabilities by \$28,816,650 (i.e., net position), a change of \$(324,594) in comparison to the prior year.
- As of the close of the current year, governmental funds reported combined ending fund balances of \$3,473,029, a change of \$(250,481) in comparison to the prior year.
- At the end of the current year, unassigned fund balance for the general fund was \$1,239,719, a change of \$(176,707) in comparison to the prior year.
- Total long-term debt (i.e., bonds payable) at the close of the current fiscal year was \$108,803, a change of \$63,803 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 years (in thousands).

NET POSITION

	Governmental Activities	
	<u>2013</u>	<u>2012</u>
Current and other assets	\$ 8,221	\$ 8,126
Capital assets	<u>25,336</u>	<u>25,255</u>
Total assets	33,557	33,381
Long-term liabilities outstanding	218	154
Other liabilities	<u>4,523</u>	<u>4,086</u>
Total liabilities	4,741	4,240
Net position:		
Net investment in capital assets	25,265	25,235
Restricted	2,017	2,113
Unrestricted	<u>1,534</u>	<u>1,793</u>
Total net position	<u>\$ 28,816</u>	<u>\$ 29,141</u>

CHANGES IN NET POSITION

	Governmental Activities	
	<u>2013</u>	<u>2012</u>
Revenues:		
Program revenues:		
Charges for services	\$ 247	\$ 326
Operating grants	36	44
Capital grants and contributions	170	233
General revenues:		
Property taxes	2,597	2,766
Penalties and interest on taxes	148	153
Licenses and permits	1,424	1,430
Investment income	19	31
Intergovernmental	392	479
Other	<u>1,077</u>	<u>97</u>
Total revenues	6,110	5,559
Expenses:		
General government	1,350	1,225
Public safety	2,584	2,666
Education	138	169
Highways and streets	1,572	1,096
Sanitation	382	378
Health and welfare	70	78
Culture and recreation	338	324
Conservation	<u>1</u>	<u>2</u>
Total expenses	<u>6,435</u>	<u>5,938</u>
Change in net position	(325)	(379)
Net position - beginning of year, as restated	<u>29,141</u>	<u>29,520</u>
Net position - end of year	<u>\$ 28,816</u>	<u>\$ 29,141</u>

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. At the close of the most recent year, total net position was \$28,816,650, a change of \$(324,594) from the prior year.

The largest portion of net position \$25,264,806 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 position \$2,017,618 represents resources that are subject to external restrictions on how they may be used. The remaining balance of unrestricted net position \$1,534,226 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 position of \$(324,594). Key elements of this change are as follows:

General fund operations, as discussed further in Section D	\$ (292,274)
Conservation fund operating results	49,645
Non-major funds - accrual basis	(29,751)
Depreciation expense	(1,129,205)
Donated roads	894,000
Other	<u>(182,991)</u>
Total	<u>\$ (690,576)</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, unassigned fund balance may serve as a useful measure of a government's net resources available for spending at the end of the year.

As of the end of the current year, governmental funds reported combined ending fund balances of \$3,473,029, a change of \$(250,481) in comparison to the prior year. Key elements of this change are as follows:

General fund operating results	\$	(292,274)
Conservation fund operating results		49,645
Non-major funds operating results		<u>(7,852)</u>
Total	\$	<u><u>(250,481)</u></u>

The general fund is the chief operating fund. At the end of the current year, unassigned fund balance of the general fund was \$1,239,719, while total fund balance was \$1,455,413. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total general fund expenditures. Refer to the table below.

<u>General Fund</u>	<u>12/31/13</u>	<u>12/31/12</u>	<u>Change</u>	<u>% of Total General Fund Expenditures</u>
Unassigned fund balance	\$ 1,239,719	\$ 1,416,426	\$ (176,707)	25.2%
Total fund balance	\$ 1,455,413	\$ 1,747,687	\$ (292,274)	29.6%

The total fund balance of the general fund changed by \$(292,274) during the current year. Key factors in this change are as follows:

State and local revenues surplus	\$	24,525
Budgetary appropriations turnbacks by departments		63,881
Tax collections shortfall compared to budget		(48,508)
Prior year encumbrances to be spent in the current year over current year encumbrances to be spent in the subsequent year		(115,941)
Change in capital reserve fund balance		374
Use of fund balance		(200,000)
Other timing issues		<u>(16,605)</u>
Total	\$	<u><u>(292,274)</u></u>

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

	<u>12/31/13</u>	<u>12/31/12</u>	<u>Change</u>
Capital reserve	\$ <u>137,010</u>	\$ <u>136,636</u>	\$ <u>374</u>
Total	\$ <u><u>137,010</u></u>	\$ <u><u>136,636</u></u>	\$ <u><u>374</u></u>

E. GENERAL FUND BUDGETARY HIGHLIGHTS

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

F. CAPITAL ASSET AND DEBT ADMINISTRATION

Capital assets. Total investment in capital assets for governmental and business-type activities at year-end amounted to \$25,336,378 (net of accumulated depreciation), a change of \$81,043 from the prior year. This investment in capital assets includes land, buildings and system, improvements, and machinery and equipment.

Major capital events during the current year included the following:

- Donated roads for \$894,000

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

Long-term debt. At the end of the current fiscal year, total bonded debt outstanding was \$108,803, all of which was backed by the full faith and credit of the government.

Additional information on long-term debt can be found in the Notes to the Financial Statements.

REQUESTS FOR INFORMATION

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

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

TOWN OF LITCHFIELD, NEW HAMPSHIRE

STATEMENT OF NET POSITION

DECEMBER 31, 2013

	<u>Governmental Activities</u>
ASSETS	
Current:	
Cash and short-term investments	\$ 7,082,479
Investments	506,929
Receivables, net of allowance for uncollectibles:	
Taxes	499,257
Departmental and other	43,607
Intergovernmental	7,025
Other assets	11,396
Noncurrent:	
Receivables, net of allowance for uncollectibles:	
Taxes	70,384
Capital assets:	
Land and construction in progress	3,941,634
Other capital assets, net of accumulated depreciation	<u>21,394,744</u>
TOTAL ASSETS	33,557,455
LIABILITIES	
Current:	
Accounts payable	185,603
Accrued liabilities	43,124
Other liabilities	32,481
Due to school district	4,185,581
Current portion of long-term liabilities:	
Bonds payable	54,123
Capital lease payable	13,585
Compensated absence	7,865
Noncurrent:	
Bonds payable, net of current portion	54,680
Capital lease payable, net of current portion	14,334
Compensated absence, net of current portion	<u>149,429</u>
TOTAL LIABILITIES	4,740,805
NET POSITION	
Net investment in capital assets	25,264,806
Restricted for:	
Grants and other statutory restrictions	1,706,397
Permanent funds:	
Nonexpendable	38,843
Expendable	272,378
Unrestricted	<u>1,534,226</u>
TOTAL NET POSITION	\$ <u>28,816,650</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED DECEMBER 31, 2013

	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Governmental Activities:				
General government	\$ 1,349,885	\$ 14,073	\$ -	\$ -
Public safety	2,583,709	165,127	5,959	-
Education	138,491	-	-	-
Highways and streets	1,571,980	69	-	-
Sanitation	381,769	59,197	2,500	-
Health and welfare	70,236	-	27,500	-
Culture and recreation	337,628	8,916	339	170,065
Conservation	862	-	-	-
Total Governmental Activities	<u>\$ 6,434,560</u>	<u>\$ 247,382</u>	<u>\$ 36,298</u>	<u>\$ 170,065</u>
		General Revenues and Contributions:		
		Taxes	Penalties, interest and other taxes	Licenses and permits
		Investment income	Intergovernmental	Miscellaneous
		Total general revenues	Change in net position	Net Position:
		Beginning of year, as restated	End of year	\$ 29,141,244
		<u>\$ 28,816,650</u>		<u>\$ 28,816,650</u>
				(5,980,815)
				2,596,451
				148,329
				1,423,619
				19,097
				391,803
				1,076,922
				5,656,221
				(324,594)

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
 GOVERNMENTAL FUNDS
 BALANCE SHEET
 DECEMBER 31, 2013

	<u>General</u>	<u>Conservation</u>	<u>Nomajor</u>	<u>Total</u>
	<u>Fund</u>	<u>Fund</u>	<u>Funds</u>	<u>Governmental</u>
				<u>Funds</u>
ASSETS				
Cash and short-term investments	\$ 5,586,382	\$ 962,720	\$ 533,377	\$ 7,082,479
Investments	-	-	506,929	506,929
Receivables:				
Property taxes	594,641	-	-	594,641
Departmental and other	3,484	-	40,123	43,607
Intergovernmental	-	-	7,025	7,025
Other assets	11,396	-	-	11,396
Due from other funds	16,808	17,600	-	34,408
TOTAL ASSETS	<u>\$ 6,212,711</u>	<u>\$ 980,320</u>	<u>\$ 1,087,454</u>	<u>\$ 8,280,485</u>
LIABILITIES				
Accounts payable	\$ 185,603	\$ -	\$ -	\$ 185,603
Accrued liabilities	43,124	-	-	43,124
Other liabilities	32,481	-	-	32,481
Due to other funds	17,600	-	16,808	34,408
Due to school district	4,185,581	-	-	4,185,581
TOTAL LIABILITIES	4,464,389	-	16,808	4,481,197
DEFERRED INFLOWS OF RESOURCES	292,909	-	33,350	326,259
FUND BALANCES				
Nonspendable	-	-	38,843	38,843
Restricted	-	980,320	998,452	1,978,772
Committed	137,010	-	1	137,011
Assigned	78,684	-	-	78,684
Unassigned	1,239,719	-	-	1,239,719
TOTAL FUND BALANCES	<u>1,455,413</u>	<u>980,320</u>	<u>1,037,296</u>	<u>3,473,029</u>
TOTAL LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES	<u>\$ 6,212,711</u>	<u>\$ 980,320</u>	<u>\$ 1,087,454</u>	<u>\$ 8,280,485</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE

RECONCILIATION OF TOTAL GOVERNMENTAL FUND
BALANCES TO NET POSITION OF GOVERNMENTAL
ACTIVITIES IN THE STATEMENT OF NET POSITION

DECEMBER 31, 2013

Total governmental fund balances	\$ 3,473,029
• Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	25,336,378
• Revenues are reported on the accrual basis of accounting and are not deferred until collection.	301,259
• 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>(294,016)</u>
Net position of governmental activities	<u>\$ 28,816,650</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE

GOVERNMENTAL FUNDS

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES

FOR THE YEAR ENDED DECEMBER 31, 2013

	<u>General</u>	<u>Conservation Fund</u>	<u>Nonmajor Governmental Funds</u>	<u>Total Governmental Funds</u>
Revenues:				
Property taxes	\$ 2,676,820	\$ -	\$ -	\$ 2,676,820
Penalties, interest and other taxes	100,797	48,101	-	148,898
Licenses and permits	1,423,319	-	-	1,423,319
Intergovernmental	537,645	-	60,521	598,166
Charges for services	76,263	-	138,070	214,333
Investment income	4,340	1,544	12,645	18,529
Miscellaneous	37,736	-	164,508	202,244
	<u>4,856,920</u>	<u>49,645</u>	<u>375,744</u>	<u>5,282,309</u>
Total Revenues				
Expenditures:				
Current:				
General government	1,281,430	-	45,160	1,326,590
Public safety	2,371,922	-	205,593	2,577,515
Education	-	-	138,491	138,491
Highways and streets	670,884	-	106,253	777,137
Sanitation	356,422	-	-	356,422
Health and welfare	65,284	-	-	65,284
Culture and recreation	90,313	-	220,971	311,284
Capital outlay	82,678	-	-	82,678
Conservation	862	-	-	862
	<u>4,919,795</u>	<u>-</u>	<u>716,468</u>	<u>5,636,263</u>
Total Expenditures				
Other Financing Sources				
Bond proceeds	-	-	103,473	103,473
Transfer in	-	-	234,074	234,074
Transfer out	(229,399)	-	(4,675)	(234,074)
	<u>(229,399)</u>	<u>-</u>	<u>332,872</u>	<u>103,473</u>
Total Other Financing Sources				
Net Changes in Fund Balance	(292,274)	49,645	(7,852)	(250,481)
Fund Equity, at Beginning of Year, as restated	<u>1,747,687</u>	<u>930,675</u>	<u>1,045,148</u>	<u>3,723,510</u>
Fund Equity, at End of Year	<u>\$ 1,455,413</u>	<u>\$ 980,320</u>	<u>\$ 1,037,296</u>	<u>\$ 3,473,029</u>

The accompanying notes are an integral part of these 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, 2013

Net changes in fund balances - total governmental funds	\$	(250,481)																					
<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="margin-left: 40px; width: 80%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Capital outlay purchases</td> <td style="width: 10%;"></td> <td style="width: 20%; text-align: right;">1,229,570</td> </tr> <tr> <td>Loss on capital dispositions</td> <td></td> <td style="text-align: right;">(19,322)</td> </tr> <tr> <td>Depreciation</td> <td></td> <td style="text-align: right;">(1,129,205)</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="margin-left: 40px; width: 80%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 10%;"></td> <td style="width: 20%; text-align: right;">(47,020)</td> </tr> </table> • The issuance of long-term debt (e.g., bonds and leases) 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 position: <table style="margin-left: 40px; width: 80%; border-collapse: collapse;"> <tr> <td style="width: 70%;">Repayments of debt</td> <td style="width: 10%;"></td> <td style="width: 20%; text-align: right;">52,547</td> </tr> <tr> <td>Bond additions</td> <td></td> <td style="text-align: right;">(103,473)</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="margin-left: 40px; width: 80%; border-collapse: collapse;"> <tr> <td style="width: 70%;"></td> <td style="width: 10%;"></td> <td style="width: 20%; text-align: right;">(57,210)</td> </tr> </table> 			Capital outlay purchases		1,229,570	Loss on capital dispositions		(19,322)	Depreciation		(1,129,205)			(47,020)	Repayments of debt		52,547	Bond additions		(103,473)			(57,210)
Capital outlay purchases		1,229,570																					
Loss on capital dispositions		(19,322)																					
Depreciation		(1,129,205)																					
		(47,020)																					
Repayments of debt		52,547																					
Bond additions		(103,473)																					
		(57,210)																					
Change in net position of governmental activities	\$	<u>(324,594)</u>																					

The accompanying notes are an integral part of these 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, 2013

	Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
Revenues and other sources:				
Property taxes	\$ 2,725,328	\$ 2,725,328	\$ 2,725,328	\$ -
Penalties, interest and other taxes	87,811	87,811	90,397	2,586
Licenses and permits	1,406,399	1,406,399	1,423,319	16,920
Intergovernmental	548,859	548,859	540,784	(8,075)
Charges for services	80,075	80,075	76,263	(3,812)
Investment income	4,574	4,574	3,966	(608)
Miscellaneous	26,753	26,753	44,267	17,514
Use of fund balance	200,000	200,000	200,000	-
Total Revenues	<u>5,079,799</u>	<u>5,079,799</u>	<u>5,104,324</u>	<u>24,525</u>
Expenditures and other uses:				
Current:				
General government	1,273,969	1,258,528	1,206,393	52,135
Public safety	2,418,117	2,362,859	2,371,072	(8,213)
Highways and streets	627,081	623,615	627,884	(4,269)
Sanitation	375,297	369,462	353,072	16,390
Health and welfare	73,916	70,253	65,727	4,526
Culture and recreation	289,227	287,923	275,980	11,943
Conservation	2,191	2,206	1,612	594
Capital outlay	-	104,952	102,678	2,274
Debt service	1	1	-	1
Transfers out	20,000	-	11,500	(11,500)
Total Expenditures	<u>5,079,799</u>	<u>5,079,799</u>	<u>5,015,918</u>	<u>63,881</u>
Excess of revenues and other sources over expenditures and other uses	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 88,406</u>	<u>\$ 88,406</u>

The accompanying notes are an integral part of these financial statements.

TOWN OF LITCHFIELD, NEW HAMPSHIRE
FIDUCIARY FUNDS
STATEMENT OF FIDUCIARY NET POSITION
DECEMBER 31, 2013

	Agency Funds
<u>ASSETS</u>	
Cash and short-term investments	\$ <u>216,363</u>
Total Assets	\$ <u><u>216,363</u></u>
 <u>LIABILITIES</u>	
Due to other governments	\$ 104,375
Due to developers	<u>111,988</u>
Total Liabilities	\$ <u><u>216,363</u></u>

The accompanying notes are an integral part of these 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 Town 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 year 2013, 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 Position and the Statement of Activities) 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 Town considers property tax revenues to be available if they are collected within 60 days of the end of the current 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 Town 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 fund* is used to account for 80% 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.

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 year are referred to as either "due from/to other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans).

G. Capital Assets

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

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

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

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

I. Long-Term Obligations

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

J. Fund Equity

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

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

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

- 1) Nonspendable funds are either unspendable in the current form (i.e., inventory or prepaid items) or can never be spent (i.e., perpetual care).
- 2) Restricted funds are used solely for the purpose in which the fund was established. In the case of special revenue funds, these funds are created by statute or otherwise have external constraints on how the funds can be expended.

- 3) Committed funds are reported and expended as a result of motions passed by the highest decision making authority in the government (i.e., Town Meeting).
- 4) Assigned funds are used for specific purposes as established by management. These funds, which include encumbrances, have been assigned for specific goods and services ordered but not yet paid for. This account also includes fund balance voted to be used in the subsequent year.
- 5) Unassigned funds are available to be spent in future periods.

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

Net Position - Net position represents the difference between assets/deferred outflows and liabilities/deferred inflows. Net investment in capital assets, consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction or improvement of those assets. Net position is reported as restricted when there are limitations imposed on their use either through the enabling legislation adopted by the Town or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. The remaining net position is reported as unrestricted.

K. Use of Estimates

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

2. Stewardship, Compliance, and Accountability

A. Budgetary Information

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

The final version of the budget is then submitted for approval at the annual Town Meeting. The approved budget is subsequently reported to the State

of New Hampshire on the statement of appropriation form in order to establish the current property tax rate.

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

B. Budgetary Basis

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

C. Budget/GAAP Reconciliation

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

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

<u>General Fund</u>	<u>Revenues and Other Financing Sources</u>	<u>Expenditures and Other Financing Uses</u>
Revenues/Expenditures (GAAP basis)	\$ 4,856,920	\$ 4,919,795
Other financing sources/uses (GAAP basis)	-	<u>229,399</u>
Subtotal (GAAP Basis)	4,856,920	5,149,194
Adjust tax revenue to accrual basis	48,508	-
Reverse beginning of year appropriation carryforwards from expenditures	-	(194,625)
Add end-of-year appropriation carryforwards from expenditures	-	78,684
To remove capital reserve funds	(374)	-
To record use of fund balance	200,000	-
Other timing issues	<u>(730)</u>	<u>(17,335)</u>
Budgetary basis	<u>\$ 5,104,324</u>	<u>\$ 5,015,918</u>

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, 2013, \$2,359,358 of the Town's bank balances of \$7,864,381 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.

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

<u>Investment Type</u>	<u>Fair Value</u>	<u>Minimum Legal Rating</u>	<u>Exempt From Disclosure</u>	<u>Rating as of Year End</u>			
				<u>Aaa</u>	<u>A</u>	<u>BBB</u>	<u>BB</u>
Certificates of deposits	\$ 402		\$ -	\$ 402	\$ -	\$ -	\$ -
Corporate equities	105	N/A	-	-	78	26	1
Total investments	<u>\$ 507</u>		<u>\$ -</u>	<u>\$ 402</u>	<u>\$ 78</u>	<u>\$ 26</u>	<u>\$ 1</u>

B. Custodial Credit Risk

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

C. Concentration of Credit Risk

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

<u>Investment Issuer</u>	<u>Amount</u>	<u>% of Total Investments</u>
AT&T	\$ 78,266	15%
Verizon	25,651	5%
TD Bank CD	<u>402,430</u>	79%
Total	<u>\$ 506,347</u>	

D. Interest Rate Risk

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

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

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

<u>Investment Type</u>	<u>Investment Maturities (in Years)</u>		
	<u>Fair Value</u>	<u>Less Than 1</u>	<u>N/A</u>
Certificates of deposit	\$ 402	\$ 402	\$ -
Corporate equities	<u>105</u>	<u>-</u>	<u>105</u>
Total	<u>\$ 507</u>	<u>\$ 402</u>	<u>\$ 105</u>

5. Taxes Receivable

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

Taxes receivable at December 31, 2013 consist of the following (in thousands):

Real Estate			
2013 Real Estate	\$	487	
Land Use		<u>22</u>	
			509
Unredeemed Taxes			
2012		59	
2011		19	
2010		<u>1</u>	
			79
Deferred Taxes			<u>7</u>
Total	\$		<u><u>595</u></u>

Taxes Collected for Others

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

6. Allowance for Doubtful Accounts

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

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

7. Interfund Fund Receivables/Payables

Although self-balancing funds are maintained, most transactions flow through the general fund. In order to obtain accountability for each fund, interfund receivable and payable accounts must be utilized. The following is an analysis of the December 31, 2013 balances in interfund receivable and payable accounts:

<u>Fund</u>	<u>Due From Other Funds</u>	<u>Due To Other Funds</u>
General Fund	\$ 16,808	\$ 17,600
Special Revenue Funds:	<u>17,600</u>	<u>16,808</u>
Total	<u>\$ 34,408</u>	<u>\$ 34,408</u>

8. Due to School District

This represents the balance of the district assessment due to the Litchfield School District for the 2013/2014 school year.

9. Capital Assets

Capital asset activity for the year ended December 31, 2013 was as follows (in thousands):

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Governmental Activities:				
Capital assets, being depreciated:				
Buildings and improvements	\$ 2,223	\$ 52	\$ -	\$ 2,275
Machinery, equipment, and furnishings	2,111	283	(164)	2,230
Infrastructure	<u>35,809</u>	<u>894</u>	<u>-</u>	<u>36,703</u>
Total capital assets, being depreciated	40,143	1,229	(164)	41,208
Less accumulated depreciation for:				
Buildings and improvements	(925)	(66)	-	(991)
Machinery, equipment, and furnishings	(1,351)	(163)	145	(1,369)
Infrastructure	<u>(16,553)</u>	<u>(901)</u>	<u>-</u>	<u>(17,454)</u>
Total accumulated depreciation	<u>(18,829)</u>	<u>(1,130)</u>	<u>145</u>	<u>(19,814)</u>
Total capital assets, being depreciated, net	21,314	99	(19)	21,394
Capital assets, not being depreciated:				
Land	<u>3,942</u>	<u>-</u>	<u>-</u>	<u>3,942</u>
Total capital assets, not being depreciated	<u>3,942</u>	<u>-</u>	<u>-</u>	<u>3,942</u>
Governmental activities capital assets, net	<u>\$ 25,256</u>	<u>\$ 99</u>	<u>\$ (19)</u>	<u>\$ 25,336</u>

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

Governmental Activities:	
General government	\$ 53
Public safety	85
Highway	943
Culture and recreation	27
Sanitation	<u>22</u>
Total depreciation expense - governmental activities	<u>\$ 1,130</u>

10. Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses represent 2013 expenditures paid in 2014.

11. Capital Lease Obligations

The Town is the lessee of certain equipment under capital and operating leases expiring in various years through 2015. Future minimum lease payments under the capital and operating leases consisted of the following as of December 31, 2013:

<u>Year</u>	<u>Capital Leases</u>
2014	\$ 15,121
2015	<u>15,121</u>
Total minimum lease payments	30,242
Less amounts representing interest	<u>2,323</u>
Present Value of Minimum Lease Payments	<u>\$ 27,919</u>

12. Long-Term Debt

A. General Obligation Bonds

The Town issues general obligation bonds to provide funds for the acquisition and construction of major capital facilities. General obligation bonds have been issued for governmental activities. General obligation bonds currently outstanding are as follows:

<u>Governmental Activities:</u>	<u>Serial Maturities Through</u>	<u>Interest Rate(s) %</u>	<u>Amount Outstanding as of 6/30/13</u>
Ford F-450	07/09/15	3.66%	\$ 30,545
Police Cruisers	11/18/15	3.30%	<u>78,258</u>
Total Governmental Activities:			<u>\$ 108,803</u>

B. Future Debt Service

The annual payments to retire all general obligation long-term debt outstanding as of December 31, 2013 are as follows:

<u>Governmental</u>	<u>Principal</u>	<u>Interest</u>	<u>Total</u>
2014	\$ 54,123	\$ 3,537	\$ 57,660
2015	<u>54,680</u>	<u>1,890</u>	<u>56,570</u>
Total	<u>\$ 108,803</u>	<u>\$ 5,427</u>	<u>\$ 114,230</u>

C. Changes in General Long-Term Liabilities

During the year ended December 31, 2013, the following changes occurred in long-term liabilities:

<u>Governmental Activities</u>	<u>Total* Balance 1/1/13</u>	<u>Additions</u>	<u>Reductions</u>	<u>Total Balance 12/31/13</u>	<u>Less Current Portion</u>	<u>Equals Long-Term Portion 12/31/13</u>
Bonds payable	\$ 45,000	\$ 103,473	\$ (39,670)	\$ 108,803	\$ (54,123)	\$ 54,680
Other:						
Capital lease	40,796	-	(12,877)	27,919	(13,585)	14,334
Compensated absences	<u>100,084</u>	<u>57,210</u>	<u>-</u>	<u>157,294</u>	<u>(7,865)</u>	<u>149,429</u>
Totals	<u>\$ 185,880</u>	<u>\$ 160,683</u>	<u>\$ (52,547)</u>	<u>\$ 294,016</u>	<u>\$ (75,573)</u>	<u>\$ 218,443</u>

*Note: Beginning balance has been reclassified from the prior year

13. Deferred Inflows of Resources

Deferred inflows of resources are the acquisition of net assets by the government that are applicable to future reporting periods. Deferred inflows of resources have a negative effect on net position, similar to liabilities.

The following is a summary of deferred inflow of resources balances as of December 31, 2013:

	General <u>Fund</u>	Nonmajor <u>Fund</u>
Unearned revenues	\$ 292,909	\$ 33,350

14. Restricted Net Position

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

Permanent fund restricted net position is 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.

15. Governmental Funds - Balances

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

The following types of fund balances are reported at December 31, 2013:

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

Restricted - Represents amounts that are restricted to specific purposes by constraints imposed by creditors, grantors, contributors, or laws or regulations of other governments, or constraints imposed by law through constitutional provisions or enabling legislation. This fund balance classification includes general fund encumbrances funded by bond issuances, various special revenue funds, and the income portion of permanent trust funds.

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

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

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

Following is a breakdown of the Town's fund balances at December 31, 2013:

	General Fund	Conservation Fund	Nonmajor Governmental Funds	Total Governmental Funds
Nonspendable				
Nonexpendable permanent funds	\$ -	\$ -	\$ 38,843	\$ 38,843
Total Nonexpendable	-	-	38,843	38,843
Restricted				
Conservation	-	980,320	-	980,320
Special Reueve Fund	-	-	660,924	660,924
Bonded Projects	-	-	65,149	65,149
Expendable Permanent Funds	-	-	272,379	272,379
Total Restricted	-	980,320	998,452	1,978,772
Committed				
Capital reserve funds	137,010	-	-	137,010
Capital project funds	-	-	1	1
Total Committed	137,010	-	1	137,011
Assigned				
For encumbrances:				
General government	64,018	-	-	64,018
Public safety	13,916	-	-	13,916
Conservation	750	-	-	750
Total Assigned	78,684	-	-	78,684
Unassigned				
Unassigned	1,239,719	-	-	1,239,719
Total Unassigned	1,239,719	-	-	1,239,719
Total Fund Balance	\$ 1,455,413	\$ 980,320	\$ 1,037,296	\$ 3,473,029

16. General Fund Unassigned Fund Balance

The unassigned general fund balance reported on the balance sheet is stated in accordance with generally accepted accounting principles (GAAP), which differs in respect to how undesignated fund balance is reported in accordance with the budgetary basis for reporting for the State of New Hampshire for tax rate setting purposes. The major difference is the State of New Hampshire

considers revenues in connection with property tax receivables to be available to liquidate liabilities when billed rather than received.

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

GAAP basis balance	\$ 1,239,719
BTLA liability	79,542
Unearned revenues	<u>292,909</u>
Tax Rate Setting Balance	<u>\$ 1,612,170</u>

17. **Commitments and Contingencies**

Outstanding Legal Issues - There are several pending legal issues in which the Town is involved. The Town's management is of the opinion that the potential future settlement of such claims would not materially affect its financial statements taken as a whole.

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

18. **Post-Employment Healthcare and Life Insurance Benefits**

The Town has implemented GASB Statement 45, *Accounting and Financial Reporting by Employers for Post-Employment Benefits Other Than Pensions*. Statement 45 requires governments to account for other post-employment benefits (OPEB), primarily healthcare, on an accrual basis rather than on a pay-as-you-go basis. The effect is the recognition of an actuarially required contribution as an expense on the Statement of Activities when a future retiree earns their post-employment benefits, rather than when they use their post-employment benefit. To the extent that an entity does not fund their actuarially required contribution, a post-employment benefit liability is recognized on the Statement of Net Position 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.

19. Retirement System

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

A. Plan Description

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

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

B. Funding Policy

The System is supported by member contributions, employer contributions, and net earnings on the investments of the trust fund. Member contribution rates are set by statute at 7.00% of member's compensation for *Group I* members (employees and teachers), 11.55% of member's compensation for *Group II* Police, and 11.80% of member's compensation for *Group II* Fire. Employer contributions are set by the System's Board of Trustees based on biennial actuarial valuations prepared as of June 30 on the odd numbered years (2011, 2013, etc.).

From January 1 through June 30, 2013, the Town was required to contribute 8.80% to the System for its eligible *Group I* employees, 19.95% for its eligible *Group II* Police employees, and 22.89% for its eligible *Group II* employees. From July 1 through December 31, 2013, the Town was required to contribute 10.77% to the System for its eligible *Group I* employees, 25.30% for its eligible *Group II* Police employees, and 27.74% for its

eligible *Group II* Fire employees. The Town's total contributions to the System for the years ended December 31, 2013, 2012, and 2011 were \$284,062, \$221,674, and \$213,693, respectively, which equaled its annual required contributions for each of these years.

20. 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 Town 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 years.

21. Beginning Fund Balance Reclassification

The Town's major governmental funds for fiscal year 2013, as defined by GASB Statement 34, have changed from the previous fiscal year. Accordingly, the following reconciliation is provided:

	Fund Equity 1/1/13 (as previously reported)	<u>Reclassification</u>	Fund Equity 1/1/13 (as restated)
General Fund	\$ 1,809,510	\$ (61,823)	\$ 1,747,687
Nonmajor funds	<u>983,325</u>	<u>61,823</u>	<u>1,045,148</u>
Total	\$ <u>2,792,835</u>	\$ <u>-</u>	\$ <u>2,792,835</u>

22. Beginning Net Position Restatement

The beginning (January 1, 2013) net position of the Town has been restated as follows:

Government-Wide Financial Statements:

	<u>Governmental Activities</u>
As previously reported	\$ 28,614,544
To adjust prior year capital assets for properties and athletic field improvements previously not recorded	<u>526,700</u>
As restated	\$ <u>29,141,244</u>

23. Implementation of New GASB Standards

The GASB has issued Statement 68 *Accounting and Financial Reporting for Pensions*, which is required to be implemented in 2015. Management's current assessment is that this pronouncement will have a significant impact on the Town's basic financial statements by recognizing as a liability and expense, the Town's applicable portion of the New Hampshire Retirement System's actuarially accrued liability.

2014 TAX RATE CALCULATION

TOWN/CITY: LITCHFIELD

Gross Appropriations	5,370,671
Less: Revenues	2,455,630
Add: Overlay (RSA 76:6)	51,5554
War Service Credits	113,227

Net Town Appropriation	3,079,823
Special Adjustment	0

Approved Town/City Tax Effort	3,079,823	TOWN RATE 3.74
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SCHOOL PORTION

Net Local School Budget: Gross Approp-Revenue	21,130,304	2,539,281	18,591,023
Regional School Apportionment			0
Less: Education Grant			-5,669,288

Education Tax (from below)	-1,869,085		LOCAL SCHOOL RATE 13.42
Approved School(s) Tax Effort		11,052,650	

EDUCATION TAX

Equalized Valuation (no utilities) x	\$2.480			
753,663,168		1,869,085		STATE SCHOOL RATE 2.35
Divide by Local Assessed Valuation (no utilities)				
793,969,548				

COUNTY PORTION

Due to County	978,905
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Approved County Tax Effort	978,905	COUNTY RATE 1.19
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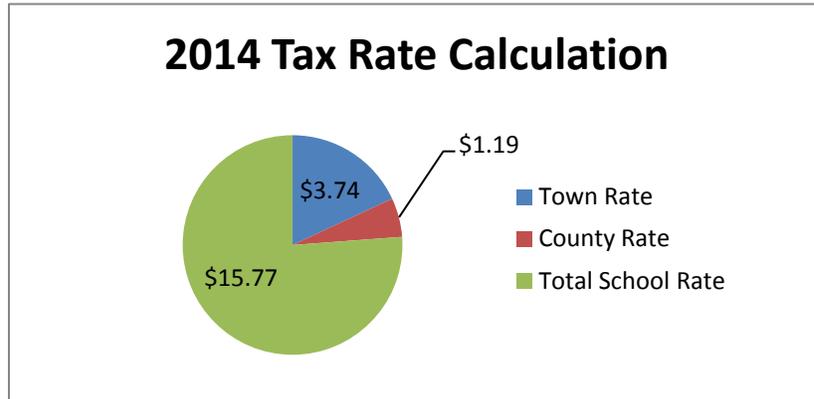
Total Property Taxes Assessed	16,980,463	TOTAL RATE 20.70
Less: War Service Credits	-113,227	
Add: Village District Commitment(s)	0	
Total Property Tax Commitment	16,867,236	

PROOF OF RATE

Local Assessed Valuation		Tax Rate	Assessment
Education Tax (no utilities)	793,969,548	2.35	1,869,085
All Other Taxes	823,685,848	18.35	15,111,378
			16,980,463

2011-2014 TAX RATE CALCULATION

2014 TAX RATE CALCULATION	
Town Rate	\$3.74
County Rate	\$1.19
Total School Rate	\$15.77
Total Rate	\$20.70



2013 TAX RATE CALCULATION	
Town Rate	\$3.54
County Rate	\$1.16
Total School Rate	\$15.87
Total Rate	\$20.57

2012 TAX RATE CALCULATION	
Town Rate	\$3.57
County Rate	\$1.09
Total School Rate	\$15.15
Total Rate	\$19.81

2011 TAX RATE CALCULATION	
Town Rate	\$3.39
County Rate	\$1.10
Total School Rate	\$15.15
Total Rate	\$17.91

2014 SUMMARY OF INVENTORY

VALUE OF LAND ONLY:

Current Use	\$	382,048.	
Residential Land		297,786,200.	
Commercial/Industrial		<u>10,915,800.</u>	
Total of Taxable Land			309,084,048.

VALUE OF BUILDINGS ONLY:

Residential	\$	463,708,800.	
Manufactured Housing		4,422,100.	
Commercial/Industrial		<u>20,795,700.</u>	
Total of Taxable Buildings			488,926,600.
Tax Exempt and Non-Taxable Buildings			30,610,400.

UTILITIES			<u>29,716,300.</u>
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TOTAL VALUATION BEFORE EXEMPTIONS			827,726,948.
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Improvements to Assist Persons w/ Disabilities			<u>35,400</u>
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MODIFIED ASSESSED VALUATION OF ALL PROPERTIES			\$ 827,691,548.
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Blind Exemptions:	\$	45,000.	
Elderly Exemptions:		<u>3,960,700.</u>	

TOTAL EXEMPTIONS			\$4,005,700.
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NET VALUATION ON WHICH THE TAX RATE IS COMPUTED			\$ 823,685,848.
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Less Public Utilities:			<u>29,716,300</u>
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NET VALUATION WITHOUT UTILITIES ON WHICH TAX RATE FOR STATE EDUCATION TAX IS COMPUTED			\$ 793,969,548.
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IMPACT FEE ACTIVITY 2014

MUNICIPAL IMPACT FEE SUMMARY			
Impact Fees last used in 2007			
Impact fees used were assess and collected 8/24/2003 – 8/27/2007			
CK Date	Expended	Name	Purpose
1/6/2014	\$41.32	Grapevine Invest.	Refund 6 yr
1/10/2014	\$222.90	Lamontagne Bldrs	Refund 6 yr
1/23/2014	\$47.61	John Gerossi	Refund 6 yr
2/14/2014	\$37.74	Grapevine Invest.	Refund 6 yr
2/21/2014	\$35.89	One Line Realty	Refund 6 yr
2/27/2014	\$52.65	Ashwood Develop	Refund 6 yr
3/21/2014	\$35.74	Raymond Bullock	Refund 6 yr
5/30/2014	\$31.23	Ashwood Devel.	Refund 6 yr
7/24/2014	\$56.71	Scott Taylor	Refund 6 yr
8/21/2014	\$27.62	NBR Company	Refund 6 yr
8/21/2014	\$42.23	TCM Building	Refund 6 yr
8/28/2014	\$33.30	Taschereau Inv.	Refund 6 yr
8/28/2014	\$133.22	Sterling Homes	Refund 6 yr
9/19/2014	\$42.98	Grapevine Invest.	Refund 6 yr
10/10/2014	\$36.01	Sterling Homes	Refund 6 yr
10/10/2014	\$37.84	Taschereau Inv	Refund 6 yr
10/10/2014	\$71.34	Lamontagne Bldr.	Refund 6 yr
10/17/2014	\$47.22	Grapevine Invest.	Refund 6 yr
11/4/2014	\$47.11	Grapevine Invest.	Refund 6 yr
11/7/2014	\$17.22	Carrie Colby	Refund 6 yr
12/24/2014	\$31.69	Lamontagne Bldr.	Refund 6 yr
Total 2014	\$1,129.57		
COLLECTED \$594.74 IN 2014			

LIBRARY IMPACT FEE SUMMARY SHEET						
Encumbered Engineering New Library						
Impact Fees were assessed and collected 9/27/2007 – 8/21/2009						
COLLECTED \$2,153.82 IN 2014						
Date	Encumbered	Purpose	Expended	Date	Vendor	Purpose
9/23/2013	\$2,500.00	New Library	\$158.71	6/13/2014	Sara Morin	Refund 6 yrs
12/9/2013	\$5,800.00	New Library				
Total Remaining	\$8,300.00					
COLLECTED \$2,153.82 IN 2014						

RECREATION IMPACT FEE SUMMARY
Impact Fees last used on 11/5/2013 of encumbered on 2/7/2012
Impact Fees were assessed and collected 8/6/2011 – 2/24/2012
COLLECTED \$19,789.29 IN 2014

IMPACT FEE ACTIVITY 2014

ROAD IMPACT FEE SUMMARY					
Impact Fees used were assessed and collected 8/25/2011 – 11/2/2011					
COLLECTED \$22,223.84 IN 2014					
DATE	ENCUMBERED	PURPOSE	CK DATE	EXPENDED	PURPOSE
	\$0		9/25/2014	\$4,121.60	Albuquerque extension Master Plan

POLICE IMPACT FEE SUMMARY	
Impact Fees last used in 2010	
Impact Fees used were assessed and collected 2/6/2009 – 7/7/2010	
COLLECTED \$2,446.29 IN 2014	

CAMPBELL HIGH SCHOOL IMPACT FEE SUMMARY SHEET	
Impact Fees last used in 2011 Encumbered 2/20/2011	
Impact Fees used were assessed and collected 2/25/2005 – 9/10/-2010	
COLLECTED \$17,667.00 IN 2014	

ELEMENTARY IMPACT FEE SUMMARY			
Encumbered 11/28/2011			
Impact Fees used were assess and collected 11/29/2005 – 3/9/2006			
CK Date	Expended	Vendor	Purpose
2/14/2014	\$4,161.65	Grapevine Invest.	Refund 6 yrs
2/21/2014	\$3,966.78	One Line Realty	Refund 6 yrs
3/21/2014	\$3,955.62	Raymond Bullock	Refund 6 yrs
7/24/2014	\$6,173.46	Scott Taylor	Refund 6 yrs
8/21/2014	\$4,653.89	TCM Building	Refund 6 yrs
8/28/2014	\$14,687.32	Sterling Homes	Refund 6 yrs
8/28/2014	\$3,666.29	Taschereau Invest.	
9/19/2014	\$4,720.23	Grapevine Invest.	Refund 6 yrs
10/10/2014	\$3,958.33	Sterling Homes	Refund 6 yrs
10/10/2014	\$4,164.06	Taschereau Invest.	Refund 6 yrs
10/17/2014	\$4,850.19	Grapevine Invest.	Refund 6 yrs
11/11/2014	\$4,836.29	Grapevine Invest.	Refund 6 yrs
11/11/2014	\$1,876.39	Carrie Colby	Refund 6 yrs
Total Refunded in 2014 \$65,670.50			
COLLECTED \$35,151.48 IN 2014			

SCHEDULE OF TOWN PROPERTY

MAP-LOT	LOCATION	ACRES	LAND	BUILDING	TOTAL
1-4	12 Charles Bancroft Hwy	37.70	345,200	0	345,200
1-78	24 Amsterdam Circle	1.10	56,700	0	56,700
1-79	26 Amsterdam Circle	1.01	56,200	0	56,200
1-80	25 Amsterdam Circle	1.10	56,400	0	56,400
1-92	22 Amsterdam Circle	1.35	57,100	0	57,100
10-60	23.5 Nesenkeag Drive	3.11	88,600	0	88,600
11-10	129 Wren St.	5.47	13,500	0	13,500
11-15	149 Pinecrest Road	16.00	37,600	0	37,600
12-12	250 Charles Bancroft Hwy	8.80	137,300	0	137,300
12-14	255/5 Charles Bancroft	2.10	143,600	582,200	725,800
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
12-22A	269A Charles Bancroft Hwy	0.26	7,000	0	7,000
12-23	275 Charles Bancroft Hwy	15.70	224,300	0	224,300
12-25	B273 Albuquerque Ave	51.10	315,400	0	315,400
12-33	258 Charles Bancroft Hwy	0.84	20,400	0	20,400
13-10	9A Nathan Drive	3.00	111,200	0	111,200
13-158	Parcel B Grassy Pond	2.88	16,900	0	16,900
13-54	12 Muscovy Drive	3.86	10,600	0	10,600
13-6	9B Nathan Drive	3.67	9,600	0	9,600
13-60	Albuquerque Ave	8.70	114,700	0	114,700
13-70	4 Greenwich Road	21.12	151,300	0	151,300
13-86	1 Carlisle Drive	0.32	83,000	0	8,300
13-51	13 Muscovy Drive	4.20	11,000	0	11,000
14-21	143 Pinecrest Road	5.65	187,900	0	187,900
14-36	27 Locke Mill Drive	43.07	203,600	0	203,600
14-48	5 Hollcrest Road	6.80	125,400	0	125,400
14-49	9 Rookery Way	19.00	97,700	0	97,700
14-66	Hillcrest Road	32.50	225,500	0	225,500
14-67	24 Hillcrest	25.39	39,500	0	39,500
14-125	22 Evergreen Circle	18.50	136,000	0	136,000
14-138	49 Tanager Way	0.93	106,000	0	106,000
15-10	321 Charles Bancroft Hwy	0.97	92,500	0	92,500

SCHEDULE OF TOWN PROPERTY

(continued)

MAP-LOT	LOCATION	ACRES	VALUE	BUILDING	TOTAL
15-22	296 Charles Bancroft Hwy	13.62	457,100	0	457,100
15-28	151 Hillcrest Road	35.35	388,100	283,300	671,400
15-31	152 Hillcrest Road	2.80	122,600	0	122,600
16-42	2 Liberty Way	20.50	786,100	731,500	1,517,600
16-9	119 Hillcrest Road	19.56	50,600	0	50,600
17-10	27 Colonial Drive	52.90	200,000	0	200,000
17-2	BL41 Heron Drive	21.00	198,300	0	198,300
17-38	138 Tanager Way	1.34	3,700	0	3,700
17-4	98 Hillcrest Road	23.46	60,000	0	60,000
17-5	55 Aldrich St.	55.50	291,700	0	291,700
18-79	2 Pearson St.	2.76	106,500	37,200	143,700
18-134	17 Sybil Lane	1.32	13,800	0	13,800
18-136	15 Sybil Lane	1.06	12,400	0	12,400
18-137	13 Sybil Labe	1.09	12,600	0	12,600
18-150	25 Garden Drive	0.29	8,100	0	8,100
19-101	123 Aldrich St.	15.00	146,200	0	146,200
19-132	16Nesmith Court	4.70	17,300	0	17,300
19-142	17 Garden Drive	2.77	16,100	0	16,100
19-244	58 Brenton St.	34.77	212,000	0	212,000
19-245	85 Brenton St.	17.47	115,200	0	115,200
19-77	56 Century Lane	1.92	17,200	0	17,200
19-102	55 Brenton St.	9.31	23,500	0	23,500
2-106	7 Rotterdam Drive	1.00	102,900	0	102,900
2-107	9 Rotterdam Drive	1.10	103,500	0	103,500
2-110	10 Rotterdam Drive	1.10	103,500	0	103,500
2-111	8 Rotterdam Drive	1.10	103,500	0	103,500
2-115	15 Amsterdam Circle	1.10	103,200	0	103,200
2-128	27 Cutler Road	4.11	110,600	0	110,600
2-132	18 Amsterdam Circle	1.35	58,000	0	58,000
2-133	46 Cutler Road	7.06	118,500	0	118,500
2-43	286 Derry Road	0.28	800	0	800
2-83	31 Cutler Road	0.99	11,000	0	11,000
2-87	51 Cutler Road	4.20	165,100	0	165,100
2-120	14 Amsterdam Circle	2.43	106,800	0	106,800
20-117	9 Sybil Lane	1.04	12,300	0	12,300

SCHEDULE OF TOWN PROPERTY

(continued)

MAP-LOT	LOCATION	ACRES	VALUE	BUILDING	TOTAL
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
20-46	17 Jeff Lane	1.09	103,400	1,800	105,200
20-119	11 Sybil Lane	1.07	12,500	0	12,500
21-59	16 Jeff Lane	1.11	103,500	0	103,500
22-10	520 Charles Bancroft Hwy	13.45	158,200	0	158,200
22-13	528 Charles Bancroft Hwy	19.50	146,900	0	146,900
22-23	12 Brook Road	5.30	160,700	18,800	179,500
23-109	Lamper Drive	0.32	34,100	0	34,100
4-32	111 Page Road	21.60	183,800	0	183,800
5-133	12 Cranberry Lane	1.50	103,600	0	103,600
5-136	8 Cranberry Lane	1.01	97,800	0	97,800
5-142	57 Page Road	1.00	55,000	0	55,000
5-144	60 Page Road	0.16	4,600	0	4,600
5-147	Albuquerque Ave	0.96	25,800	0	25,800
5-150	9 Albuquerque Ave	12.25	118,500	0	118,500
5-237	3 Page Road	8.00	22,000	0	22,000
5-196	75 Page Road	8.00	247,800	0	247,800
7-119	2 Grouse Lane	1.41	102,200	17,200	119,400
7-121	4 Wood Hawk Way	12.12	321,500	75,300	396,800
7-124	19 Charles Bancroft Hwy	17.00	44,400	0	44,400
7-62	81 Talent Road	4.10	110,600	0	110,600
7-64	83 Talent Road	6.77	152,200	0	152,200
8-129	4 Grouse Lane	1.78	141,700	0	141,700
8-130	6 Grouse Lane	1.57	139,400	0	139,400
8-2	17 Foxwood Lane	25.73	190,900	0	190,900
8-95	26 Wood Hawk Way	1.34	104,800	0	104,800
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
9-30	17 Pinecrest Road	5.20	135,800	0	135,800
9-32	19.5 Pinecrest Road	1.10	83,100	0	83,100
9-42	13.5 Brickyard Drive	4.70	100,900	1,900	102,800
9-74	11 McElwain Drive	0.91	29,300	0	29,300
Total			\$11,521,400	\$2,175,300	\$13,696,700

DETAIL EXPENSE REPORT 2014

EXECUTIVE		
Appropriation		108,788.00
Expended:		
	Town Administrator	88,712.11
	Selectmen's Salaries	0.00
	Health Insurance	7,659.27
	Dental Insurance	1,395.24
	Recording Fees	0.00
	Clerical Support	3,863.19
	Dues & Subscriptions	120.00
	Books & Periodicals	0.00
	Mileage & Tolls	235.66
	BOS Training	135.00
	Background Checks	100.00
	Total	102,220.47
Surplus/(Deficit)		(437.47)

TOWN MEETING		
Appropriation		10,059.00
Expended:		
	Ballot Clerks	1,888.53
	Election Workers	245.92
	Moderator	2,019.52
	Clerical Support	350.00
	Equipment Maint.	
	Contract	437.00
	Annual Town Report	637.87
	Election Provisions	68.51
	Optech Programming	3,182.50
	Support	
	Mileage & expen Reimb	37.24
	Ballots	1,810.00
	Total	10,677.09
Surplus/(Deficit)		(618.09)

TOWN CLERK		
Appropriation		94,750.00
Expended:		
	Deputy Town Clerk	20,707.88
	Clerk Wages	14,847.04
	Town Clerk Salary	30,877.60
	Overtime Deputy	70.72
	Health Insurance	14,399.31
	Dental Insurance	1,081.10
	Software Support	4,623.15

	Dues & Subscriptions	120.00	
	Dog Tag & License Form	378.90	
	Printer Cartridges	590.70	
	Postage	5,344.20	
	Equipment Purchases	0.00	
	Mileage & Tolls	1,631.21	
	Seminars & Conventions	<u>598.72</u>	
	Total	95,270.53	
Surplus/(Deficit)			(520.53)

ACCOUNTING & AUDITING

Appropriation Expended: 197,813.00

	Sec/Bookkeeping Staff	133,532.19	
	Stipend-Treasurer & Deputy	8,000.00	
	Stipend-Trustees of TF Overtime	175.92	
	Sec/Bookkeeping	160.88	
	Health Insurance	25,271.02	
	Dental Insurance	1,464.78	
	Software Support	4,483.95	
	Consulting Services	0.00	
	Printing	107.63	
	Dues & Subscriptions	40.00	
	Office Supplies	1,584.48	
	Postage	1,325.59	
	Mileage & Tolls	202.34	
	Seminars	580.00	
	Auditing Services	<u>19,000.00</u>	
	Total	195,928.78	
Surplus/(Deficit)			1,884.22

INFORMATION TECHNOLOGY

Appropriation Expended: 59,604.00

	Telephone & Data	28,535.19	
	Software Support	12,675.13	
	Equipment & Maintenance	6,899.27	
	Equipment Purchase	5,374.49	
	Equipment Lease	4,747.25	
	Furniture/Fixture Purchase	<u>0.00</u>	
	Total	58,231.33	
Surplus/(Deficit)			1,372.67

TAX COLLECTOR

Appropriation 92,636.00
Expended:

Deputy Tax Collector	20,708.08
Clerk Wages	14,847.84
Tax Collector Salary	30,877.60
Overtime	71.02
Health Insurance	14,399.46
Dental Insurance	1,081.32
Property Title Research	539.46
Recording Fees	239.05
Software Support	3,239.00
Dues & Subscriptions	20.00
Postage	5,282.51
Equipment Purchases	0.00
Mileage & Tolls	1,449.15
Seminars & Convention	603.72
Total	<u>93,358.21</u>

Surplus/(Deficit) (722.21)

BUDGETING

Appropriation 2,507.00
Expended:

Secretarial/Steno Services	2,105.46
Seminars	60.00
Total	<u>2,165.46</u>

Surplus/(Deficit) 341.54

REVALUATION OF PROPERTY

Appropriation 45,240.00
Expended:

Assessing Services	3,107.64
Assessing Software	3,118.00
Total	<u>6,225.64</u>

Surplus/(Deficit) 39,014.36

LEGAL EXPENSE

Appropriation 20,400.00
Expended

Town Atty. Legal Svs. 11,160.58

Surplus/(Deficit) 9,239.42

PERSONNEL ADMINISTRATION

Appropriation 472,597.00
Expended:

Health Insurance	
Return	6,460.28
Flexible Spending Plan	-1,372.91
Reimbursed Wages	-505.82
Short Term Disability	9,610.48
Social Security Taxes	64,515.46
Medicare Taxes	29,438.94
Employee Retirement	50,537.38
Firefighter Retirement	37,721.08
Police Retirement	214,531.90
Unemployment	5,651.18
Workers Compensation	<u>30,294.77</u>
Total	455,882.74

Surplus/(Deficit) 16,714.26

PLANNING BOARD

Appropriation 54,651.00
Expended:

Admin. Assistant	26,691.26
Health Insurance	7,659.27
Dental Insurance	479.16
Public Notices & Ads	436.79
NRPC Planner	17,369.14
Postage	3.17
Books & Periodicals	24.00
Mileage & Tolls	79.52
Seminars	<u>95.00</u>
Total	52,837.31

Surplus/(Deficit) 1,813.69

ZONING BOARD OF ADJUSTMENT

Appropriation 480.00
Expended:

Public Notices & Ads	413.35
Books & Periodicals	16.00
Seminars	<u>0.00</u>
Total	429.35

Surplus/(Deficit) 50.65

GENERAL GOVERNMENT BUILDINGS

Appropriation 105,908.00
Expended:

Custodian	8,102.60
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	Mtg. House Fire Alarm		
	Phone	0.00	
	County Prison Comm.	900.01	
	Electricity	16,501.14	
	Propane Gas	7,877.17	
	Water Charges	1,971.28	
	Meeting House		
	Electricity	488.14	
	Building Maint. &		
	Repairs	4,368.79	
	Eqt. Repair & Maint.	6,147.00	
	Gasoline	59,308.06	
	Generator Fuel	269.71	
	Custodial Maint		
	Supplies	1,606.57	
	Furniture/Fixture		
	Purchase	418.81	
	Total	<u>107,959.28</u>	
Surplus/(Deficit)			(2,051.28)

CEMETERIES

Appropriation			8,148.00
Expended:			
	Grounds keeping	8,402.26	
	Pinecrest Water	198.74	
	Hillcrest		
	Bldg/Monument Repair	172.28	
	Tolls/Mileage	53.93	
	Total	<u>8,827.21</u>	
Surplus/(Deficit)			(679.21)

INSURANCE

Appropriation			60,516.00
Expended:			
	General Liability	58,326.36	
	Insurance Deductibles	798.67	
	Total	<u>59,125.03</u>	
Surplus/(Deficit)			1,390.97

ADVERTISING & REGIONAL ASSNS

Appropriation			13,902.00
Expended:			
	Printing	840.00	
	Public Notice & Ads	321.75	
	Dues & Subscriptions	12,943.69	
	Total	<u>14,105.44</u>	
Surplus/(Deficit)			(203.44)

POLICE DEPARTMENT

ADMINISTRATION

Appropriation

1,305,166.00

PD Salary-Administration	171,283.74
PD Wages-Officers	514,221.37
Wages-Admin Asst.	33,140.30
Part-Time Officers	73,337.51
Overtime-Officers	94,841.56
Overtime Lieutenant	11,230.65
PD Wages-Court OT	4,562.69
Overtime Training	17,096.57
Uniform Allowance	4,750.00
Community Detail	5,120.67
Health Insurance	178,943.99
Dental Insurance	11,811.71
Long-term Disability	1,960.78
Life Insurance	895.50
Uniforms & Accessories	10,149.61
Emergency Response Team	5,000.00
Shredding Service	130.00
Telephone	2,742.00
Pre-employ Phy/Testing	1,344.17
Prosecutor Contracted	59,899.32
Clerical Services	1,755.00
Dues & Subscriptions	575.00
Software Support	9,463.00
Community Relations	333.30
Office Supplies	1,789.42
Postage	195.06
Books & Periodicals	736.91
Equipment Purchase	11,673.53
Cruiser Purchase	41,634.49
Ammunition/Supplies	5,189.36
Tire Purchase	3,093.72
General Supplies	1,029.22
Equipment Maint. & Repair	1,199.10
Printing	317.38
Vehicle Repair & Maintenance	12,567.19
Seminars & Conventions	11,932.69
Detail Vehicle Reimbursement	<u>-11,966.25</u>
Total	1,293,980.26

Surplus/(Deficit)

11,185.74

SUPPORT SERVICES

Appropriation 138,434.00
 Expended:

Sec/Dispatch wages	92,335.20
Dispatch Coverage	4,577.07
Sec/Disp Overtime	868.21
Uniform Allowance	800.00
Health Insurance	11,800.91
Dental Insurance	990.72
Dispatch Serv. Contract	<u>27,384.00</u>
Total	138,756.11

Surplus/(Deficit) (322.11)

AMBULANCE

Appropriation 51,500.00
 Expended:

Ambulance Service	
Charges	42,612.89
Bad Debt	<u>11,500.00</u>
Total	54,112.89

Surplus/(Deficit) (2,612.89)

FIRE DEPARTMENT**ADMINISTRATION**

Appropriation 489,252.00
 Expended:

Wages-Fire Chief	36,952.96
Wages-FT	
Firefighter/EMT	115,799.60
Wages-Call Firefighter	60,719.13
Wages-Training	42,842.15
Saturday/Sunday	
Coverage	2,747.39
Fire Inspector	3,969.52
Overtime-	
Firefighter/EMT	8,206.52
Overtime-Training-FF	8,600.48
Dispatch Service	
Contract	7,200.00
Instructor Services	7,609.43
Electricity	4,645.74
Heat	2,962.62
Station Repairs &	
Maintenance	5,381.44
General Supplies	435.33
Community Relations	
Supplies	620.53

Equipment Repair & Maintenance	18,176.16
Vehicle Fuel	7,249.00
Custodial Maintenance	540.65
Vehicle Repairs & Maint	28,002.96
Tire Purchases	4,619.95
Medical Supplies	2,830.14
Provisions	518.49
Equipment Leases	1,566.62
FD Mileage & Tolls	587.72
FD Seminars & Conventions	8,209.84
Short Term Disability	3,676.00
Dental Insurance	1,890.60
FD Health	29,463.65
FD Uniforms & Accessories	2,600.70
Telephone	300.68
Computer Software Cont.	1,617.46
Pre-employment Phy/Tests	1,277.50
Dues & Subscriptions	1,334.00
Office Supplies	911.91
Postage	55.49
FD Books & Periodicals	263.01
Protective Gear	12,355.63
Equip. Purchases	12,006.29
Chief's Vehicle Lease/Purch	0.00
Delinquent Late Charges	0.00
Total	<u>449,246.95</u>

Surplus/(Deficit) 40,005.05

FIRE HYDRANTS

Appropriation Expended: 295,658.00

FD Hydrants	<u>288,086.80</u>
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Surplus/(Deficit) 7,571.20

CODE ENFORCEMENT

Appropriation Expended: 76,899.00

Code Enforce. Salary	67,119.21
Temp. Inspect. Wages	446.60
Dental Insurance	495.36

	Health Insurance	6,225.16	
	Telephone	0.00	
	Printing	135.20	
	Dues Licenses & Subscript	175.00	
	Books & Periodicals	105.50	
	Vehicle Repair/Maint	751.64	
	Seminars & Conventions	230.00	
	Totals	<u>75,683.67</u>	
Surplus/(Deficit)			1,215.33

EMERGENCY MANAGEMENT

Appropriation			8,885.00
Expended:			
	Software Support	2,336.00	
	Hazmat District Assess	6,583.52	
	Equipment Purchases	0.00	
	Total	<u>8,919.52</u>	
Surplus/(Deficit)			(34.52)

HIGHWAY AND STREETS

Road Agent's Office			
Appropriation			25,238.00
Expended:			
	Road Agent Salary	913.48	
	Consulting Engineer Service	19,883.03	
	Electricity	4,614.82	
	Propane Heat	5,301.36	
	Dues & Subscriptions	85.00	
	Seminars	200.00	
	Bldg Maint/Repair	3,027.00	
	Total	<u>34,024.69</u>	
Surplus/(Deficit)			(8,786.69)

ROAD MAINTENANCE

Appropriation			550,280.00
Expended:			
	Workmen Wages	92,440.28	
	Workmen Overtime	13,919.40	
	Contractor Services	85,057.50	
	Catch Basin Clean Outs	5,365.00	
	Catch Basin Replacement	8,600.00	
	Equipment Rental	2,951.66	
	Pavement	10,761.94	

Striping/Markings	
Tree Removal	625.00
Road Sweeping	7,000.00
Culvert Replacement	600.00
Road	
Maint/Improvement	18,210.00
General Supplies	5,223.84
Vehicle Fuel	10,646.20
Vehicle	
Repair/Maintenance	46,608.44
Tire Purchases	957.80
Gravel Purchase	180.97
Sand	2,376.86
Salt	86,052.34
Asphalt/Cold Patch	
Purchase	6,327.17
Signs, Posts &	
Accessories	1,636.65
HW Block Grant Road	
Improvements	148,006.26
Equipment Purchase	1,700.00
Vehicle Lease	23,690.72
Vehicle Purchase	9,095.00
Total	590,033.03

Surplus/(Deficit) (39,753.03)

STREET LIGHTING

Appropriation 10,925.00
Expended:

Street Lights-Utility	
Fees	12,054.60

Surplus/(Deficit) (1,129.60)

SANITATION

ADMINISTRATION
Appropriation 385,520.00
Expended:

Facility Manager	52,000.00
Wages-Staff	56,432.04
Overtime	2,212.50
Health Insurance	16,543.86
Dental Insurance	1,395.24
Dues/Northeast	
Resource	6,717.55
Electricity	5,568.09
Propane	276.00
Building Repair &	
Maintenance	4,398.71

	General Supplies	1,270.11	
	Equipment Repair & Maint	4,864.81	
	Diesel Fuel	2,406.69	
	Uniforms & Accessories	1,083.27	
	Demolition Material Disposal	64,702.80	
	Solid Waste Disposal	99,554.25	
	Recyclables Direct Disposal	2,012.36	
	Electronics Recycling	1,570.00	
	Equipment Lease	9,538.67	
	SW Mileage & Tolls	128.15	
	Seminars/Workshops	150.00	
	Total	<u>332,825.10</u>	
Surplus/(Deficit)			25,694.90

HEALTH DEPARTMENT

Appropriation Expended:			1,636.00
	Health Officer Salary	1,390.52	
	Water Analysis	120.00	
	Dues & Subscriptions	35.00	
	Seminars & Conventions	0.00	
	Total	<u>1,545.52</u>	
Surplus/(Deficit)			90.48

MOSQUITO DISTRICT

Appropriation Expended:			29,9950.00
	Contracted Services	<u>28,950.00</u>	
Surplus/(Deficit)			0.00

ANIMAL CONTROL

Appropriation Expended:			16,807.00
	Animal Control Officer	10,740.60	
	Mileage Allowance	2,400.00	
	General Supplies	350.02	
	Electricity	1,742.97	
	Dues & Licenses	240.00	
	Building Repairs/Maintenance	2,722.00	
	Equipment Purchases	0.00	
	Total	<u>18,195.59</u>	
Surplus/(Deficit)			(1,388.59)

HEALTH AGENCIES

Appropriation		1,900.00
Expended:		
	Child Advocacy Center	<u>1,900.00</u>
Surplus/(Deficit)		0.00

WELFARE

VENDOR PAYMENTS

Appropriation		20,000.00
Expended:		
	Prescriptions/Medical	80.11
	Electricity	1,939.49
	Heating Oil/Gas	2,847.52
	Groceries, household items	0.00
	Housing (rent)	2,044.02
	Funeral	750.00
	Water	<u>490.86</u>
	Total	8,152.00
Surplus/(Deficit)		11,848.00

PARKS AND RECREATION

ADMINISTRATION & PROGRAMS

Appropriation		84,130.00
Expended:		
	Wages-Custodian	8,605.08
	General Supplies	1,016.46
	Electricity	6,950.03
	Chem Toilet Rental	1,610.20
	Equipment Repair/Maint	267.50
	Field Improvement/Cap	3,125.44
	Field Maintenance	43,741.55
	Equipment Purchases	626.00
	Furniture/Fixture Purchase	0.00
	Public Notices & Ads	330.92
	Water	899.27
	Building Repair & Maint.	9,739.55
	Propane-Talent Hall	5,002.58
	Trash Container Services	3,277.15
	Program Expenses	<u>808.84</u>
	Total	86,000.57
Surplus/(Deficit)		(1,870.57)

LIBRARY

Appropriation		201,506.00
Expended:		
	Library Appropriation	<u>205,180.00</u>
	Total	205,180.00
Surplus/(Deficit)		(3,674.00)

PATRIOTIC PURPOSES

Appropriation		902.00
Expended:		
	Mem Day Gen Supplies	<u>1,612.52</u>
	Total	1,612.52
Surplus/(Deficit)		(710.52)

CONSERVATION

Appropriation		4,431.00
Expended:		
	Dues & Subscriptions	375.00
	General Supplies	42.93
	Mileage & Tolls	0.00
	Seminars & Meetings	120.00
	Youth Fishing Derby	<u>662.44</u>
	Total	1,200.37
Surplus/(Deficit)		230.63

DEBT SERVICE

Appropriation		1.00
Expended:	0.00	
Surplus/(Deficit)		1.00

WARRANT ARTICLES

Appropriation		363,263.00
Expended:		
	2014 Article Roads	168,479.15
	2014 Article Police Contract	29,497.95
	2014 Paint Old TH	19,702.00
	2014 Human Services	4,952.00
	2014 Earned Time Trust Fund	59,629.00
	2014 Talent Hall Roof	<u>20,600.00</u>
	Total	302,860.10
Surplus/(Deficit)		60,402.90

COMPARATIVE STATEMENT-REVENUE
Year Ending December 31, 2014

SOURCE	2014	2014	2015
	MS-4	Actual	Anticipated
TAXES			
Land Use Change Tax (20%)	17,230.00	17,306.00	10,000.00
Timber Taxes	180.00	179.43	0.00
Payment in Lieu of Taxes	31,095.00	31,989.78	31,095.00
Excavation Taxes	1,085.00	1,083.98	1,085.00
Penalties & Interest on Taxes	30,266.00	38,784.09	28,000.00
TOTAL	79,856.00	89,343.28	60,180.00
BUSINESS LICENSES & PERMITS			
Hawkers & Peddlers	100.00	100.00	100.00
Junk Yard Permits	25.00	25.00	25.00
Home Occupation Permits	525.00	525.00	525.00
Various Misc Town Clerk Fees	45.00	45.31	0.00
UCC Filings	800.00	1,005.00	800.00
TOTAL	1,495.00	1,700.31	1,450.00
MOTOR VEHICLE PERMIT			
Municipal Agent	31,290.00	31,146.00	31,500.00
Motor Vehicle Registration	1,395,953.00	1,432,438.49	1,416,000.00
Motor Vehicle Title	3,450.00	3,510.00	3,400.00
TOTAL	1,430,693.00	1,467,094.49	1,450,900.00
BUILDING PERMITS			
Building Permits	17,984.00	26,892.00	21,500.00
Electrical Permits	1,800.00	2,130.00	1,600.00
Mechanical Permits	2,000.00	2,285.00	1,500.00
Plumbing Permits	275.00	275.00	250.00
Well Permits	40.00	80.00	40.00
Septic System Permits	500.00	675.00	500.00
Swimming Pool Permits	510.00	610.00	250.00
Burner Permits	20.00	100.00	50.00
TOTAL	23,129.00	33,047.00	25,690.00
OTHER LICENSE PERMITS & FEES			
Dog License Fees	6,600.00	6,764.00	6,600.00
Dog Fines & Penalties	1,500.00	2,034.00	1,750.00
Marriage Licenses	200.00	196.00	200.00
Certified Copies	875.00	1,162.00	900.00
Hunting & Fishing Licenses	300.00	302.00	250.00
Pole Permits	20.00	30.00	0.00

COMPARATIVE STATEMENT-REVENUE

(continued)

SOURCE	2014	2014	2015
	<u>MS-4</u>	<u>Actual</u>	<u>Anticipated</u>
OTHER LICENSE PERMITS & FEES			
Boat Registrations	18,000.00	18,017.35	18,000.00
Pistol Permit Fees	1,500.00	2,070.00	1,500.00
TOTAL	28,995.00	30,575.35	29,200.00
FEDERAL GOVERNMENT			
Fish & Wildlife	398.00	398.00	398.00
	398.00	398.00	398.00
STATE OF NEW HAMPSHIRE			
Meals & Room	370,000.00	401,596.21	402,000.00
Highway Block Grant	170,500.00	172,785.61	173,000.00
Forest Land Reimbursement	90.00	90.03	90.00
TOTAL	540,258.00	539,801.81	539,890.00
CHARGES FOR SERVICES			
Tax Map Update Fees	25.00	200.00	25.00
Planning Subdivision Applications	1,400.00	2,225.00	1,200.00
CC Wetland Decals	0.00	54.00	0.00
Sign Permit Applications	0.00	50.00	0.00
Site Plan Reviews	0.00	500.00	300.00
Planning Board Abutter Notices	220.00	383.94	200.00
Planning Advertising Fees	200.00	400.00	200.00
ZBA Variance Applications	200.00	400.00	200.00
TC Postage Reimbursement	8,550.00	8,505.45	8,500.00
TC Return Check Charges	600.00	650.00	350.00
TC Copier Charge	0.00	14.00	0.00
Duplicate Dog Tag	0.00	5.00	0.00
Duplicate Tax Bills	100.00	46.00	100.00
Incinerator Permits	0.00	48.00	0.00
FD Copies Fire Report	0.00	10.00	0.00
Police Reports	1,000.00	1,020.00	1,000.00
Police App/Testing Charges	210.00	210.00	0.00
Witness & Jury Fees	1,000.00	1,136.21	1,000.00
Town Office Copier Charges	0.00	4.00	0.00
PB Staff/Secretarial Reimbursement	0.00	386.66	0.00
Welfare Assistance Reimbursement	0.00	3,522.62	0.00
Voter Checklist Sales	160.00	160.00	0.00
CoOp Various Recyclables	20,000.00	17,895.32	20,000.00
	12,000.00	12,094.40	12,500.00
	10,000.00	8,306.60	10,000.00
	1,500.00	1,762.06	1,500.00
TOTAL	57,165.00	59,941.26	57,075.00

COMPARATIVE STATEMENT-REVENUE

(continued)

	2014	2014	2015
	<u>MS-4</u>	<u>Actual</u>	<u>Anticipated</u>
MISCELLANEOUS			
Seymour Restitution	168.00	377.92	100.00
Meeting House Lease	1.00	1.00	1.00
Meeting House Electricity	480.00	485.86	480.00
Parking Tickets	50.00	0.00	0.00
Voided Stale Checks	0.00	-104.66	0.00
Fire Detail Admin Fees	100.00	168.00	0.00
Police Detail Admin Fees	2,300.00	2,616.12	4,000.00
School Fuel Reimbursement	2,500.00	2,545.73	3,400.00
Insurance Claims Proceeds	16,893.00	17,270.07	0.00
Miscellaneous	280.00	3,105.27	500.00
TOTAL	22,722.00	26,465.31	8,481.00
SALE OF MUNICIPAL PROPERTY			
Sale of Town Property	<u>3,225.00</u>	<u>3,345.00</u>	<u>500.00</u>
Sale of Cemetery Lots	<u>0.00</u>	<u>1,400.00</u>	<u>0.00</u>
INTEREST			
Interest on Investments	1,300.00	3,032.84	2,000.00
Bank Credits	0.00	0.00	0.00
TOTAL	1,300.00	3,032.84	2,000.00
FINES & FORFEITS			
Restitution Property Damage	50.00	1,040.66	600.00
INSURANCE DIVIDENDS & REIMBU			
Property Liability Ins Refunds	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OF ALL SOURCES	2,189,618.00	2,287,110.35	2,211,564.00

COMPARATIVE STATEMENT 2014-2015

Account	2014 Appropriation	2014 Actual	2015 Requested
Board of Selectmen/Executive	101,783.00	102,220.47	114,135.00
Town Meeting	10,059.00	10,677.09	6,689.00
Town Clerk	94,750.00	95,270.53	94,180.00
Accounting	197,813.00	195,928.78	204,266.00
Information Technology	59,604.00	58,231.33	128,929.00
Tax Collection	92,636.00	93,358.21	91,115.00
Assessing	45,240.00	6,225.64	57,046.00
Legal	20,400.00	11,160.58	20,400.00
Personnel Administration	572,597.00	455,882.74	497,988.00
Planning	54,651.00	52,837.31	53,302.00
Zoning	666.00	429.35	596.00
General Government Facilities	105,908.00	107,959.28	94,779.00
Cemeteries	8,148.00	8,827.21	7,483.00
Insurance	60,516.00	59,125.03	63,505.00
Advertising & Regional Assns	13,902.00	14,105.44	14,109.00
Police Administration	1,305,166.00	1,293,980.26	1,424,541.00
Police Support Services	138,434.00	138,756.11	146,846.00
Ambulance	51,500.00	54,112.89	51,500.00
Fire Administration	489,252.00	449,246.95	483,104.00
Fire Hydrants	295,658.00	288,086.80	295,308.00
Code Enforcement	76,899.00	75,683.67	76,195.00
Emergency Management	8,885.00	8,919.52	11,756.00
Road Agent	25,238.00	34,024.69	25,238.00
Road Maintenance	550,280.00	590,033.03	565,976.00
Street Lighting	10,925.00	12,054.60	10,925.00
Sanitation - Administration	358,520.00	332,825.10	342,125.00
Health Department	1,636.00	1,545.52	1,636.00
Mosquito District	29,950.00	29,950.00	31,150.00
Animal Control	16,522.00	18,195.59	15,417.00
Health Agencies	1,900.00	1,900.00	0.00
Welfare	20,000.00	8,152.00	16,750.00
Parks & Rec Administration	84,130.00	86,000.57	80,317.00
Library	201,506.00	205,180.00	202,689.00
Patriotic Purposes	902.00	1,612.52	902.00
Conservation	1,431.00	1,200.37	1,580.00
Debt Service	1.00	0.00	1.00
Reserved for Encumbrances	78,684.00	72,861.00	101,172.91
Total	5,086,092.00	4,976,560.18	5,333,650.91

TREASURER'S REPORT

General Fund Account	\$1,984,168.18
Money Market Account	\$3,564,657.21
Total TD Bank	\$5,548,825.39

ESCROW ACCOUNTS

Continental Storage	\$3,893.53
Continental Quarry	\$5,198.77
Continental Quarry Project	\$2,089.35
K&M	\$6,644.40
M. Morin	\$28,396.46
M. Morin (Windsor)	\$2,774.55
Paradise Moose Hollow	\$742.56
Paradise Tanager	\$1,070.13
Pinecreek	\$5,387.92
R&D (Heron Drive)	\$1,905.76
Sousa Hamel Circle	\$8,748.00
Sousa Pinewood	\$9,673.16
Sousa Road Bond	\$30,020.68
Sousa Trench	\$2,500.84
Theroux Property	\$1,849.25
VAB	\$1,066.61
Vigeant	\$4,476.80

IMPACT FEES

Campbell High School	\$202,374.10
Elementary Schools	\$56,290.16
Fire	\$23,118.14
Library	\$2,914.20
Municipal	\$5,031.78
Police	\$23,246.85
Recreation	\$57,592.59
Road	\$76,608.91

SUB ACCOUNTS

Ambulance Revolving	\$11,034.13
Cable Equipment	\$45,038.83
Cable Revolving	\$65,202.03
Conservation Education	\$4,076.16
Conservation - Land	\$422,115.84
D.A.R.E.	\$4,693.21
Fire Special Detail	\$21,744.24
Footbridge Fund	\$17,298.03
Highway Block Grant	\$0.83
Industrial Development	\$16,626.86
LGC Surplus	\$15.99
NH Grants	\$1.15
Off Site Improvements	\$12,003.44
Planning Board Grant	\$3.39
Police Forfeiture	\$1,568.37
Police Special Detail	\$1,685.66
Recreation Commission Revolving	\$4,982.81
SB Recreation Fund	\$8,520.89
Stimulus-Bike Path	\$61,548.93
Town Hall Timber	\$2,104.44
275 th Anniversary	\$1,950.52
Unanticipated Revenue	\$25,397.62

LIBRARY BOARD OF TRUSTEES

The Trustees of the Aaron Cutler Memorial Library want to extend a sincere thank you to all of our patrons who make the library so special. We are thrilled with the ever-supportive community present here in Litchfield. And thank you to our trustees Peggy Drew, Christine McKim, Gail Musco, and Kristen Robert. Your hard work is appreciated.

We'd especially like to thank the hardworking staff of the library, lead by Vicki Varick. Their hard work and dedication to the library is what makes it a gem in our small town. The staff has been able to diversify what the library can offer. Besides books and videos, there have been concerts and lectures, book discussion groups, and clubs like Dungeons and Dragons and the drop-in knitting group. There is even a telescope available to loan. The library is more than books alone.

If you are unfamiliar with the library, we invite you drop by for a visit. We think you'll be pleasantly surprised by the warm and inviting staff and the well-maintained building. Thank you for a great 2014 and we look forward to 2015.

Respectfully submitted,
Lynne Clifford, Chairperson
Aaron Cutler Memorial Library Trustees

AARON CUTLER MEMORIAL LIBRARY

Board of Trustees Fines and Fees Account Income and Expense Report

INCOME	
Appropriation Reimbursement	\$ 100.00
Bank Error	0.26
Bank Fees	15.00
Computer Printing	82.20
Copies	40.20
Donations—General	35.78
Donations—Programming	729.21
Grants—KBA	340.00
Grants—NHHC	734.50
FAX	104.00
Interest Income	54.56
Materials Fines	2237.03
Miscellaneous	1.00
Movie Passes	565.50
Non-Resident Library Cards	60.00
Replacement Materials	520.04
Returned Check Fees	20.00
Returned Check Repayment	132.88
Young Readers Room Savings Reimbursements	98.91
Total Receipts	<u>\$5,871.07</u>

EXPENDITURES	
Activity Passes	\$ 149.00
Bank Fees	30.00
Books and Media	228.00
Books and Media—Multiple Copies	633.46
Books and Media--Replacements	534.96
Building Trust Funds	615.00
Furniture and Fixtures	504.80
Gifts and Memorials	450.00
Library Supplies	54.97
Movie Passes	1,300.00
Programs	382.87
Programs—KBA	340.00
Programs—NHHC	834.50
Summer Reading Programs	781.92
Returned checks	106.83
Children's Room Supplies	88.83
Total Expenditures	<u>\$7,035.14</u>

Respectfully submitted,
Gail Musco
Treasurer
Aaron Cutler Memorial Library Trustees

TRUSTEES OF TRUST FUNDS

In 2014, the Trustees increased the value of the Town's Expendable Trusts by \$7026.60 from \$358,859.10 to \$365,885.70. Private Trust Funds, i.e. funds donated by private citizens for specific purposes (care of cemetery plots, funds created for specific uses at the Library, etc.) ended the year at \$102,226.16, up from \$89,235.51 in January. Most of this increase is attributable to the movement of the Gravestone Repair Fund from Town to Private category which corrected a bank error.

The Cutler Library Maintenance Fund's stocks saw a decrease in overall value during the year, dropping from an evaluation of \$104,645.25 on January 2nd to \$100,024.25 on December 31st.

The Town's Vacation Accrual Fund was fully depleted during the year and the withdrawn amount was used to populate a new fund, Earned Time Expendable Trust per the March Warrant article establishing the latter.

In mid-year the School Department deposited \$50,000 into the School Capital Improvement fund, a fund that was depleted in 2013.

Fund investments comprise two Money Market accounts deposited in People's United Bank.

John J. Poulos Jr.
Michael Falzone
Dr. Steven Calawa

TRUSTEES OF TRUST FUNDS

<u>Account Name</u>	Year End	Dec-14			
Account No. 6100193358	Starting Balance	Deposits	Withdrawals	Interest	Ending Balance
Town Expendable Trust Funds					
Earned Time Expendable Trust	\$53,646.78	\$ -	\$29,804.88	\$11.12	\$23,853.02
Vacation Accrual Fund	\$ -	\$ -	\$ -	\$ -	\$ -
Town Celebration Fund (2)	\$2,374.40	\$ -	\$ -	\$0.49	\$2,374.89
Farmland/Development Fund (3)	\$121,101.49	\$ -	\$ -	\$25.10	\$121,126.59
Fire Facilities Fund (4)	\$16,223.32	\$ -	\$ -	\$3.36	\$16,226.68
School Capital Improvement Fund (9)	\$50,810.47	\$ -	\$ -	\$10.53	\$50,821.00
School Capital Education Fund (10)	\$103,825.00	\$ -	\$ -	\$21.51	\$103,846.51
Public Works Expendable Trust Fund	\$20,192.03	\$ -	\$ -	\$4.18	\$20,196.21
Library Vacation Accrual Expendable Trst.fnd	\$7,353.42	\$ -	\$ -	\$1.52	\$7,354.94
Building Systems Trust Fund	\$20,081.70	\$ -	\$ -	\$4.16	\$20,085.86
	\$395,608.61	\$ -	\$29,804.88	\$81.97	\$365,885.70
Account No. 6500274167					
Private Donated Funds					
Gravestone Repair	\$7,747.14	\$ -	\$ -	\$1.65	\$7,748.79
Hillcrest Cemetery Funds (5)	\$6,875.05	\$100.00	\$ -	\$1.47	\$6,976.52
Pinecrest Cemetery Funds (6)	\$22,987.78	\$ -		\$4.90	\$22,992.68
Aaron Cutler Library Memorial Fund (7)	\$1,892.25	\$ -	\$ -	\$0.40	\$1,892.65
Aaron Cutler Library Maintenance Fund (8)	\$61,474.95	\$287.10		\$13.10	\$61,775.15
Selah Bixby Library Fund	\$111.91	\$ -	\$ -	\$0.02	\$111.93
John Kennard Libray Fund	\$548.04	\$ -	\$ -	\$0.12	\$548.16
Robert Chase Library Fund	\$180.24	\$ -	\$ -	\$0.04	\$180.28
	\$101,817.36	\$387.10	\$ -	\$21.70	\$102,226.16

Appropriations

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
General Government								
0000-0000	Collective Bargaining		\$0	\$0	\$0	\$0	\$0	\$0
4130-4139	Executive	5	\$116,737	\$112,793	\$121,075	\$0	\$120,825	\$0
4140-4149	Election, Registration, and Vital Statistics	5	\$94,893	\$95,262	\$94,180	\$0	\$94,180	\$0
4150-4151	Financial Administration	5	\$337,226	\$344,616	\$382,460	\$0	\$424,310	\$0
4152	Revaluation of Property	5	\$46,840	\$45,239	\$57,046	\$0	\$57,046	\$0
4153	Legal Expense	5	\$20,400	\$10,375	\$20,400	\$0	\$20,400	\$0
4155-4159	Personnel Administration	5	\$472,597	\$455,883	\$497,988	\$0	\$497,988	\$0
4191-4193	Planning and Zoning	5	\$55,290	\$49,883	\$55,118	\$0	\$53,898	\$0
4194	General Government Buildings	5	\$72,112	\$125,003	\$108,932	\$0	\$94,779	\$0
4195	Cemeteries	5	\$7,178	\$8,827	\$8,148	\$0	\$7,483	\$0
4196	Insurance	5	\$59,528	\$59,125	\$63,505	\$0	\$63,505	\$0
4197	Advertising and Regional Association	5	\$6,904	\$12,944	\$14,109	\$0	\$14,109	\$0
4199	Other General Government		\$0	\$0	\$0	\$0	\$0	\$0
Public Safety								
4210-4214	Police	5	\$1,527,564	\$1,457,101	\$1,583,742	\$0	\$1,571,386	\$0
4215-4219	Ambulance	5	\$51,500	\$54,113	\$51,500	\$0	\$51,500	\$0
4220-4229	Fire	5	\$797,105	\$737,609	\$793,429	\$0	\$778,412	\$0
4240-4249	Building Inspection	5	\$79,284	\$75,684	\$76,195	\$0	\$76,195	\$0
4290-4298	Emergency Management	5	\$9,885	\$8,920	\$11,756	\$0	\$11,756	\$0
4299	Other (Including Communications)		\$0	\$0	\$0	\$0	\$0	\$0
Airport/Aviation Center								
4301-4309	Airport Operations		\$0	\$0	\$0	\$0	\$0	\$0
Highways and Streets								
4311	Administration	5	\$28,238	\$33,397	\$28,238	\$0	\$25,238	\$0
4312	Highways and Streets	5	\$733,291	\$772,335	\$566,712	\$0	\$565,976	\$0
4313	Bridges		\$0	\$0	\$0	\$0	\$0	\$0
4316	Street Lighting	5	\$11,500	\$12,046	\$10,925	\$0	\$10,925	\$0
4319	Other		\$0	\$0	\$0	\$0	\$0	\$0

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
Sanitation								
4321	Administration	5	\$360,044	\$317,175	\$342,479	\$0	\$342,125	\$0
4323	Solid Waste Collection		\$0	\$0	\$0	\$0	\$0	\$0
4324	Solid Waste Disposal		\$0	\$0	\$0	\$0	\$0	\$0
4325	Solid Waste Cleanup		\$0	\$0	\$0	\$0	\$0	\$0
4326-4329	Sewage Collection, Disposal and Other		\$0	\$0	\$0	\$0	\$0	\$0
Water Distribution and Treatment								
4331	Administration		\$0	\$0	\$0	\$0	\$0	\$0
4332	Water Services		\$0	\$0	\$0	\$0	\$0	\$0
4335-4339	Water Treatment, Conservation and Other		\$0	\$0	\$0	\$0	\$0	\$0
Electric								
4351-4352	Administration and Generation		\$0	\$0	\$0	\$0	\$0	\$0
4353	Purchase Costs		\$0	\$0	\$0	\$0	\$0	\$0
4354	Electric Equipment Maintenance		\$0	\$0	\$0	\$0	\$0	\$0
4359	Other Electric Costs		\$0	\$0	\$0	\$0	\$0	\$0
Health								
4411	Administration	5	\$31,676	\$31,496	\$32,786	\$0	\$32,786	\$0
4414	Pest Control	5	\$15,122	\$17,846	\$15,417	\$0	\$15,417	\$0
4415-4419	Health Agencies, Hospitals, and Other		\$6,852	\$6,852	\$0	\$0	\$0	\$0
Welfare								
4441-4442	Administration and Direct Assistance		\$0	\$0	\$0	\$0	\$0	\$0
4444	Intergovernmental Welfare Payments		\$0	\$0	\$0	\$0	\$0	\$0
4445-4449	Vendor Payments and Other	5	\$20,000	\$8,152	\$20,000	\$0	\$16,750	\$0
Culture and Recreation								
4520-4529	Parks and Recreation	5	\$128,000	\$104,325	\$83,633	\$0	\$80,317	\$0
4550-4559	Library	5	\$218,192	\$205,180	\$203,689	\$0	\$202,689	\$0
4583	Patriotic Purposes	5	\$902	\$1,613	\$902	\$0	\$902	\$0
4589	Other Culture and Recreation		\$0	\$0	\$0	\$0	\$0	\$0
Conservation and Development								
4611-4612	Administration and Purchasing of Natural Resources	5	\$2,181	\$1,200	\$1,480	\$0	\$1,580	\$0
4619	Other Conservation		\$0	\$0	\$0	\$0	\$0	\$0

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Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4631-4632	Redevelopment and Housing		\$0	\$0	\$0	\$0	\$0	\$0
4651-4659	Economic Development		\$0	\$0	\$0	\$0	\$0	\$0
Debt Service								
4711	Long Term Bonds and Notes - Principal		\$0	\$0	\$0	\$0	\$0	\$0
4721	Long Term Bonds and Notes - Interest		\$0	\$0	\$0	\$0	\$0	\$0
4723	Tax Anticipation Notes - Interest	5	\$1	\$0	\$1	\$0	\$1	\$0
4790-4799	Other Debt Service		\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay								
4901	Land		\$0	\$0	\$0	\$0	\$0	\$0
4902	Machinery, Vehicles, and Equipment		\$0	\$0	\$0	\$0	\$0	\$0
4903	Buildings		\$0	\$0	\$0	\$0	\$0	\$0
4909	Improvements Other than Buildings		\$0	\$0	\$0	\$0	\$0	\$0
Operating Transfers Out								
4912	To Special Revenue Fund		\$0	\$0	\$0	\$0	\$0	\$0
4913	To Capital Projects Fund		\$0	\$0	\$0	\$0	\$0	\$0
4914A	To Proprietary Fund - Airport		\$0	\$0	\$0	\$0	\$0	\$0
4914E	To Proprietary Fund - Electric		\$0	\$0	\$0	\$0	\$0	\$0
4914S	To Proprietary Fund - Sewer		\$0	\$0	\$0	\$0	\$0	\$0
4914W	To Proprietary Fund - Water		\$0	\$0	\$0	\$0	\$0	\$0
4918	To Non-Expendable Trust Funds		\$0	\$0	\$0	\$0	\$0	\$0
4919	To Agency Funds		\$0	\$0	\$0	\$0	\$0	\$0
Total Proposed Appropriations			\$5,311,042	\$5,164,994	\$5,245,845	\$0	\$5,232,478	\$0

Special Warrant Articles

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4916	To Expendable Trust Fund		\$0	\$0	\$0	\$0	\$0	\$0
4917	To Health Maintenance Trust Funds		\$0	\$0	\$0	\$0	\$0	\$0
4915	To Capital Reserve Fund	10	\$0	\$0	\$12,970	\$0	\$12,970	\$0
Purpose: Public Works Expendable Trust Fund Deposit								
Special Articles Recommended			\$0	\$0	\$12,970	\$0	\$12,970	\$0

Individual Warrant Articles

Account Code	Purpose of Appropriation	Warrant Article #	Appropriations Prior Year as Approved by DRA	Actual Expenditures Prior Year	Selectmen's Appropriations Ensuing FY (Recommended)	Selectmen's Appropriations Ensuing FY (Not Recommended)	Budget Committee's Appropriations Ensuing FY (Recommended)	Budget Committee's Appropriations Ensuing FY (Not Recommended)
4155-4159	Personnel Administration	14	\$0	\$0	\$30,000	\$0	\$30,000	\$0
Purpose: Non-Union Wage Plan Implementation								
4194	General Government Buildings	9	\$0	\$0	\$70,000	\$0	\$70,000	\$0
Purpose: Fire Department/Old Town Hall Lot Paving								
4220-4229	Fire	7	\$0	\$0	\$163,000	\$0	\$163,000	\$0
Purpose: Fire Department Airpack Replacement								
4220-4229	Fire	8	\$0	\$0	\$20,000	\$0	\$20,000	\$0
Purpose: Fire Department Utility Vehicle								
4311	Administration	12	\$0	\$0	\$160,000	\$0	\$0	\$160,000
Purpose: Route 102 Intersection								
4312	Highways and Streets	6	\$0	\$0	\$200,000	\$0	\$200,000	\$0
Purpose: Road Improvement								
4312	Highways and Streets	11	\$0	\$0	\$7,500	\$0	\$0	\$7,500
Purpose: Highway Paint Striping Machine								
4444	Intergovernmental Welfare Payments	13	\$0	\$0	\$11,250	\$0	\$11,250	\$0
Purpose: Human Services Agencies								
Individual Articles Recommended			\$0	\$0	\$661,750	\$0	\$494,250	\$167,500

Revenues

Account Code	Purpose of Appropriation	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
Taxes					
3120	Land Use Change Tax - General Fund	5	\$17,306	\$10,000	\$10,000
3180	Resident Tax		\$0	\$0	\$0
3185	Yield Tax		\$179	\$0	\$0
3186	Payment in Lieu of Taxes	5	\$31,990	\$31,095	\$31,095
3187	Excavation Tax	5	\$1,084	\$1,085	\$1,085
3189	Other Taxes		\$0	\$0	\$0
3190	Interest and Penalties on Delinquent Taxes	5	\$38,784	\$28,000	\$28,000
9991	Inventory Penalties		\$0	\$0	\$0
Licenses, Permits, and Fees					
3210	Business Licenses and Permits	5	\$1,700	\$1,450	\$1,450
3220	Motor Vehicle Permit Fees	5	\$1,467,094	\$1,450,900	\$1,450,900
3230	Building Permits	5	\$33,047	\$25,690	\$25,690
3290	Other Licenses, Permits, and Fees	5	\$30,575	\$29,200	\$29,200
3311-3319	From Federal Government	5	\$398	\$398	\$398
State Sources					
3351	Shared Revenues		\$0	\$0	\$0
3352	Meals and Rooms Tax Distribution	5	\$401,596	\$402,000	\$402,000
3353	Highway Block Grant	5	\$172,786	\$173,000	\$173,000
3354	Water Pollution Grant		\$0	\$0	\$0
3355	Housing and Community Development		\$0	\$0	\$0
3356	State and Federal Forest Land Reimbursement	5	\$90	\$90	\$90
3357	Flood Control Reimbursement		\$0	\$0	\$0
3359	Other (Including Railroad Tax)		\$0	\$0	\$0
3379	From Other Governments	7	\$0	\$163,000	\$163,000
Charges for Services					
3401-3406	Income from Departments	5	\$59,905	\$57,075	\$57,075
3409	Other Charges		\$0	\$0	\$0
Miscellaneous Revenues					
3501	Sale of Municipal Property	5	\$11,375	\$500	\$500
3502	Interest on Investments	5	\$3,033	\$2,000	\$2,000
3503-3509	Other	5	\$25,065	\$9,081	\$9,081

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Account Code	Purpose of Appropriation	Warrant Article #	Actual Revenues Prior Year	Selectmen's Estimated Revenues	Budget Committee's Estimated Revenues
Interfund Operating Transfers In					
3912	From Special Revenue Funds		\$0	\$0	\$0
3913	From Capital Projects Funds		\$0	\$0	\$0
3914A	From Enterprise Funds: Airport (Offset)		\$0	\$0	\$0
3914E	From Enterprise Funds: Electric (Offset)		\$0	\$0	\$0
3914S	From Enterprise Funds: Sewer (Offset)		\$0	\$0	\$0
3914W	From Enterprise Funds: Water (Offset)		\$0	\$0	\$0
3915	From Capital Reserve Funds		\$59,629	\$0	\$0
3916	From Trust and Fiduciary Funds		\$0	\$0	\$0
3917	From Conservation Funds		\$0	\$0	\$0
Other Financing Sources					
3934	Proceeds from Long Term Bonds and Notes		\$0	\$0	\$0
9998	Amount Voted from Fund Balance		\$0	\$0	\$0
9999	Fund Balance to Reduce Taxes		\$0	\$0	\$0
Total Estimated Revenues and Credits			\$2,355,636	\$2,384,564	\$2,384,564

Budget Summary

Item	Prior Year Adopted Budget	Selectmen's Recommended Budget	Budget Committee's Recommended Budget
Operating Budget Appropriations Recommended	\$5,130,166	\$5,245,845	\$5,232,478
Special Warrant Articles Recommended	\$476,629	\$12,970	\$12,970
Individual Warrant Articles Recommended	\$112,634	\$661,750	\$494,250
TOTAL Appropriations Recommended	\$5,719,429	\$5,920,565	\$5,739,698
Less: Amount of Estimated Revenues & Credits	\$2,551,997	\$2,384,564	\$2,384,564
Estimated Amount of Taxes to be Raised	\$3,167,432	\$3,536,001	\$3,355,134

DELIBERATIVE SESSION
Town of Litchfield
January 31, 2015

Meeting called to order at 10:01 a.m. at Campbell High School in auditorium by Moderator John Regan.

Present were: Selectmen Chairman- John Brunelle, Frank Byron, and Kevin Bourque. Budget Committee members - Chairman - Cindy Couture, William Spencer, Kerry Douglas, Dan Vaillancourt, Andrew Cutter, Brian Bourque-School Board Rep. Chris Pascucci. Town Counsel Paul Fitzgerald, Jason Hoch, Town Administrator, Theresa Briand, Town Clerk and approximately 25 Litchfield voters and 5 non-voters.

Ballot Clerks on duty were Patricia Regan and Sharon Jones.

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.

ELECTION OF OFFICERS

Article 1: To elect by ballot the following Town Officers: One Selectmen - Three year term; Two Budget Committee members - Three year terms; One Moderator - Three year term; One Cemetery Trustee - Three year term; One Trustee of Trust Funds - Three year term; One Library Trustee - Three year term

There were amendments so the article will appear on the ballot as written.

MULTI-FAMILY RESIDENTIAL OVERLAY

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?

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

Recommended by the Planning Board

Mike Caprioglio spoke to the article - This is required by State Statute 9RSA 674:58-61). Needed to prevent legal challenges. This is good for economic development and enables more housing options for employees of local businesses.

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

DELIBERATIVE SESSION

IMPACT FEE ORDINANCE REVISION

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?

Repeal Zoning sections 1300.00 Public Capital Facilities Impact Fees and 1400.00 Public School Facilities Impact Fee and replace with New Section 1300.00 Impact Fees. The purpose of the repeal and replacement of these articles is to merge and reorganize the Towns two largely redundant Zoning sections relative to Impact Fees, as well as, update language to be consistent with current state law, practices, and standards.

Recommended by the Planning Board

Mike Caprioglio spoke to the article.

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

ACCESSORY DWELLING UNITS

Article 4: Are you in favor of the adoption of Amendment No. 3 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend Section 507.04 of the Accessory Dwelling Unit section of the Zoning Ordinance to increase the maximum size of such units from 650 to 800 square feet.

Recommended by the Planning Board

Mike Caprioglio spoke to article

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

OPERATING BUDGET

Article 5: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling \$5,232,478. Should this article be defeated, the default budget shall be \$5,136,261 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.

Estimated 2015 tax rate increase of proposed budget is 11¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

Cindy Couture spoke to the article explaining the budget committee's process of the Town Budget.

DELIBERATIVE SESSION

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

ROAD IMPROVEMENT

Article 6: To see if the Town will vote to raise and appropriate the sum of \$200,000 for the purpose of road pavement improvement projects. It is anticipated that these funds will be used toward the cost of repairs to Pinecrest Road and Blue Jay Way as well as other roads as necessary.

Estimated 2015 tax rate impact: 24¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

John Brunelle spoke to the article explaining total road mileage and the 2014 road projects.

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

FIRE DEPARTMENT AIRPACK REPLACEMENT

Article 7: To see if the Town will vote to raise and appropriate the sum of \$163,000 for the purchase of replacement breathing apparatus equipment to replace apparatus scheduled to be out of service in 2015. It is the intention of the Fire Department to seek grant funding for this replacement and to fund this appropriation fully with the grant. If the grant is not received, this appropriation is to be funded by authorizing the withdrawal of that amount from the unexpended fund balance as of December 31, 2014. This would have a net cost to 2015 general taxation of \$0.

Estimated 2015 tax rate impact: \$0.00

Recommended by the Board of Selectmen (Vote: 3-0-1)

Recommended by the Budget Committee (Vote: 9-0-0)

Chief Frank Fraitzl spoke to the article The Standard life expectancy under NFPA for these airpacks is 15 years. Current packs were manufactured in 2001. FEMA Assistance to firefighters Grant covers 90% of cost for each community.

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

FIRE DEPARTMENT UTILITY VEHICLE

Article 8: To see if the Town will vote to raise and appropriate the sum of \$20,000 for the replacement of the utility vehicle used by the Fire Department.

Estimated 2015 tax rate impact: 2¢

Recommended by the Board of Selectmen (Vote: 3-0-1)

Recommended by the Budget Committee (Vote: 7-2-0)

DELIBERATIVE SESSION

Chief Frank Fraitzl spoke to article

- Current vehicle is a 2003 Ford F-350
 - Gross vehicle weight (GVW) 9700 lbs.
 - Functions primarily as a Forestry vehicle
 - Skid unit (500#): 216 gallons of water (1800#) & pump, hose, foam and tools
 - 2014 the bed rusted beyond repair, replacement bed installed.
 - Tool boxes added to protect the equipment (weather & security)
- Fully loaded the vehicle exceeds 10,500 lbs.
- Purchase used vehicle to use as forestry, retain current vehicle as utility (tow trailers, clean-up at incidents, emergency access to driveway, trees/wires calls, training, staff usage, etc.)
- Provides ability to purchase when a viable used vehicle is available on the private market or through State surplus program (as used by the Highway Department)

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

FIRE DEPARTMENT/OLD TOWN HALL LOT PAVING

Article 9: To see if the Town will vote to raise and appropriate the sum of \$70,000 to reclaim and repave the parking lot of the municipal lot serving the Old Town Hall and Fire Station.

Estimated 2015 tax rate impact: 8¢

Recommended by the Board of Selectmen (Vote: 3-0-1)

Recommended by the Budget Committee (Vote: 9-0-0)

Kevin Bourque spoke to the article- Parking lot shows significant wear, cracking and water pooling. This bid includes full depth pulverization of 3500 sq. yds. grading for proper draining, 2" basecoat and 1" finish coat. Also includes adjusting existing pipes, manholes and drainage structures. Installation of 100 ft. of underdrain.

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

PUBLIC WORKS EXPENDABLE TRUST FUND DEPOSIT

Article 10: To see if the Town will vote to raise and appropriate the sum of \$12,970 for deposit into the Public Works Expendable Trust Fund previously established. Said sum represents the amount withdrawn in 2014 for replacement of a baler at the Solid Waste Facility.

Estimated 2015 tax rate impact: 2¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

Jason Hoch spoke to the article

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

DELIBERATIVE SESSION

HIGHWAY PAINT STRIPING MACHINE

Article 11: To see if the Town will vote to raise and appropriate the sum of \$7,500 for the purchase of a paint striping unit for the Highway Department for the purpose of painting stop bars, roadway wording and parking lots.

Estimated 2015 tax rate impact: 1¢

Recommended by the Board of Selectmen (Vote: 3-1-0)

Not recommended by the Budget Committee (Vote: 3-6-0)

- Kevin Bourque spoke to the article
- Currently budget \$10,000 for striping purposes in Highway Budget which is insufficient for all striping
- Includes not only fog lines and double yellow lines, but also stop bars, crosswalks, "STOP", "SCHOOL" and "AHEAD" words, turn arrows
- To paint all fog and center lines (8664 ft. of double yellow and 16,848 ft. of white) - approximately \$12,365. So, not all are painted annually
- Albuquerque has 134 stop bars, 8 "STOP", 13 arrows, 1 "ONLY", 2 "SCHOOL"s and 8 "AHEAD"s - cost in 2014 to paint - \$5,606
- Remainder of town - 220 stop bars, 36 crosswalks, 28 "STOP"s
- Additional parking lot striping at Town Hall and Fire Department
- Estimated cost to paint all pavement markings annually \$28,000
- This would allow for Highway Department to paint everything except double yellow and fog lines
- In first year, would also allow for relocation of some stop bars to more appropriate locations
- Budget allocation would allow for painting for yellow and fog and paint for this machine

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

ROUTE 102 INTERSECTION/ALBUQUERQUE AVE EXTENSION

Article 12: To see if the Town will vote to raise and appropriate the sum of \$160,000 for planning, design, engineering and permitting for extending Albuquerque Avenue to a new intersection along NH Route 102. This is the result of the approval of 2014 Article 19 directing the Board of Selectmen to bring forward an article to study alternatives and potential costs for a controlled intersection allowing access to Route 102.

Estimated 2015 tax rate impact: 19¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Not recommended by the Budget Committee (Vote 2-7-0)

- Frank Byron spoke to the article explaining that in 2014 an article directed the Board of Selectmen to bring to the 2015 annual meeting, an article to study alternatives and potential costs for a controlled intersection allowing access to Route 102
-

DELIBERATIVE SESSION

- Road Agent and consulting engineer reviewed options starting with improving existing Page Road/102 intersection
- Current intersection at Page and Route 102 has constraints
 - Located in Hudson
 - Angle would require change; potential acquisition of property needed by Town of Hudson or NHDOT
 - Loss of local control in Litchfield, but requirement to spend Litchfield taxpayer money
 - Insufficient width on Route 102 to add turning lanes
 - Commercial and residential driveways close to intersection
 - These factors led to rejecting improving existing Page Road/102 as a viable recommendation early in process

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

HUMAN SERVICES AGENCIES

Article 13: To see if the Town will vote to raise and appropriate the sum of \$11,250 to support the requests of Human Service agencies including Big Brothers/Big Sisters, Home Health & Hospice Care, St Joseph's Community Services (Meals on Wheels), Bridges and Community Council of Nashua.

Estimated 2015 tax rate impact: 1¢

Recommended by the Board of Selectmen (Vote:)

Recommended by the Budget Committee (Vote: 3-0-6)

John Brunelle spoke to the article

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

NON UNION WAGE PLAN IMPLEMENTATION

Article 14: To see if the Town will vote to raise and appropriate the sum of \$30,000 for implementation of the first phase of a revised employee wage plan, as approved by the Board of Selectmen in 2013, for non-union employees. The wage schedule for these employees has not been adjusted since 2010. It is estimated that implementing this plan will take three years.

Estimated 2015 tax rate impact: 3¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

- No Cost of Living increase since 2010
- Many employees, because of their longevity, have hit a plateau in old wage plan, so have not received increase for some or all of this period
- Covers 20 positions
- \$30,000 represents approximately 2.5% of affected wages
- Local data shows improving economy

DELIBERATIVE SESSION

- 2014 tax payments - 96% by due date
- Lien interest down 29% from 2013
- New vehicle registrations increased 7.7% in 2014 over 2012
- December 2014 new vehicle registrations up 15.7% over previous December

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

CAPITAL RESERVE FUND MANAGEMENT

Article 15: To see if the Town will vote, pursuant to RSA 35:9-a-II, to authorize the Trustees of Trust Funds to pay for capital reserve fund investment management services and other expenses incurred, from capital reserve funds income. No vote by the Town to rescind such authority shall occur within five years of the original adoption of this article.

Recommended by the Board of Selectmen (Vote: 4-0-0)

Jason Hoch spoke to the article.

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

TAX CAP

Article 16: Shall the Board of Selectmen present to next year's annual meeting, an article adopting the provisions of RSA 32:5-b which could implement a tax cap whereby the Budget Committee shall not submit a recommended budget that increases the amount to be raised by local taxes, based on the prior fiscal year's actual amount of local taxes raised, by more than than a certain dollar amount or percentage?

Recommended by the Board of Selectmen (Vote: 4-0-0)

Frank Byron spoke to the article

- This article does not implement a tax cap
- Intended to gauge if there is interest for the Board of Selectmen to propose a cap next year
- If proposed, would include Board's recommended dollar amount or percentage of cap
- A cap would affect Budget Committee's recommended budget, not the ability of Deliberative Session to amend budget (subject to current 10% cap set by Municipal Budget Law)

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

BUDGETING FOR LEASE/PURCHASES

Article 17: Shall the Budget Committee be directed to incorporate into their calculation of budgets, all related appropriations for equipment lease/purchases as proposed by the governing body consistent with RSA 33:7-e.

Recommended by the Board of Selectmen (Vote: 4-0-0)

DELIBERATIVE SESSION

- Advisory article
- Board of Selectmen recommends lease/purchase of certain items to reduce tax burden in a given year
- Have used for purchases such as cruisers and copiers
- When anticipated in budget, would show in proposed budget
- Budget Committee has preferred full purchase cost in budget
- This has effect of increasing tax burden
- Selectmen were prevented from proposing Police cruiser lease this year and included 2 full purchases instead

Bill Spencer - Cranberry Lane made a motion to amend article 17 to read as follows.

Amended Article 17 Shall the Budget Committee be directed to incorporate into their calculation of budgets, all related appropriations for equipment lease/purchases as proposed by the governing body consistent with RSA 33:7-e. THIS IS AN ADVISORY ARTICLE ONLY

A voice vote was taken and all were in favor so article will appear on ballot as amended

AGRICULTURAL COMMISSION

Article 18: Shall the Town establish an Agricultural Commission as authorized by RSA 674:44-e with members of the Commission to be appointed by the Board of Selectmen. The Commission shall be comprised of not less than 3 members and no more than 7 members. The purpose of such a Commission is the proper recognition, promotion, enhancement, encouragement, use, management, and protection of agriculture and agricultural resources, tangible or intangible that is valued for their economic, aesthetic, cultural, historic or community significance within their natural, built, or cultural contexts.

Recommended by the Board of Selectmen (Vote: 4-0-0)

Frank Byron spoke to the article

- Planning Board survey showed strong interest in preserving agricultural land and uses
- A Commission can serve as an advocate for protection and encouragement of agricultural uses
- Advisory role only - state law does not give a commission regulatory power or the ability to purchase land
- Envision Commission working collaboratively with Conservation Commission who has adopted this focus in the absence of an Agricultural Commission and providing advice to Board of Selectmen and Planning Board as needed

Ralph Boehm asked if this commission would have any authority in what the local farms can and cannot do.

Frank answered no with the assistance of Town Council.

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

DELIBERATIVE SESSION

BY PETITION

Article 19: (By Petition) To see if the Town will vote to hire a part-time cable coordinator to be paid through the Cable Revolving Fund. It is estimated that the total cost of wages and related taxes should not exceed \$17,000, with the coordinator working approximately 20 hours per week. This would have a net cost to 2015 general taxation of \$0.

Recommended by the Board of Selectmen (Vote: 3-1-0)

Jason Hoch spoke to the article on behalf of John Latsha

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

No further business to conduct and a motion was made to close the meeting at 11:46.

A true record of business conducted at the Deliberative session, attest:

Theresa L. Briand
Town Clerk

2015 WARRANT

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 January 31, 2015 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.

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 10, 2015 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:

Moderator	3 year term
John G. Regan	

Selectmen	3 year term
Steven Perry	
Jason Guerrette	

Budget Committee Members	3 year term
William Spencer	
Robert Keating	

Cemetery Trustee	3 year term
Steven P. Calawa	

Library Trustee	3 year term
Gail Musco	

Trustee of Trust Funds	3 year term
Steven P. Calawa	

MULTI-FAMILY RESIDENTIAL OVERLAY

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?

2015 WARRANT

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

Recommended by the Planning Board

IMPACT FEE ORDINANCE REVISION

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?

Repeal Zoning sections 1300.00 Public Capital Facilities Impact Fees and 1400.00 Public School Facilities Impact Fee and replace with New Section 1300.00 Impact Fees. The purpose of the repeal and replacement of these articles is to merge and reorganize the Towns two largely redundant Zoning sections relative to Impact Fees, as well as, update language to be consistent with current state law, practices, and standards.

Recommended by the Planning Board

ACCESSORY DWELLING UNITS

Article 4: Are you in favor of the adoption of Amendment No. 3 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

Amend Section 507.04 of the Accessory Dwelling Unit section of the Zoning Ordinance to increase the maximum size of such units from 650 to 800 square feet.

Recommended by the Planning Board

OPERATING BUDGET

Article 5: To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling \$5,232,478. Should this article be defeated, the default budget shall be \$5,136,261 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.

2015 WARRANT

Estimated 2015 tax rate increase of proposed budget is 11¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

ROAD IMPROVEMENT

Article 6: To see if the Town will vote to raise and appropriate the sum of \$200,000 for the purpose of road pavement improvement projects. It is anticipated that these funds will be used toward the cost of repairs to Pinecrest Road and Blue Jay Way as well as other roads as necessary.

Estimated 2015 tax rate impact: 24¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

FIRE DEPARTMENT AIRPACK REPLACEMENT

Article 7: To see if the Town will vote to raise and appropriate the sum of \$163,000 for the purchase of replacement breathing apparatus equipment to replace apparatus scheduled to be out of service in 2015. It is the intention of the Fire Department to seek grant funding for this replacement and to fund this appropriation fully with the grant. If the grant is not received, this appropriation is to be funded by authorizing the withdrawal of that amount from the unexpended fund balance as of December 31, 2014. This would have a net cost to 2015 general taxation of \$0.

Estimated 2015 tax rate impact: \$0.00

Recommended by the Board of Selectmen (Vote: 3-0-1)

Recommended by the Budget Committee (Vote: 9-0-0)

FIRE DEPARTMENT UTILITY VEHICLE

Article 8: To see if the Town will vote to raise and appropriate the sum of \$20,000 for the replacement of the utility vehicle used by the Fire Department.

Estimated 2015 tax rate impact: 2¢

Recommended by the Board of Selectmen (Vote: 3-0-1)

Recommended by the Budget Committee (Vote: 7-2-0)

FIRE DEPARTMENT/OLD TOWN HALL LOT PAVING

Article 9: To see if the Town will vote to raise and appropriate the sum of \$70,000 to reclaim and repave the parking lot of the municipal lot serving the Old Town Hall and Fire Station.

Estimated 2015 tax rate impact: 8¢

Recommended by the Board of Selectmen (Vote: 3-0-1)

Recommended by the Budget Committee (Vote: 9-0-0)

2015 WARRANT

PUBLIC WORKS EXPENDABLE TRUST FUND DEPOSIT

Article 10: To see if the Town will vote to raise and appropriate the sum of \$12,970 for deposit into the Public Works Expendable Trust Fund previously established. Said sum represents the amount withdrawn in 2014 for replacement of a baler at the Solid Waste Facility.

Estimated 2015 tax rate impact: 2¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

HIGHWAY PAINT STRIPING MACHINE

Article 11: To see if the Town will vote to raise and appropriate the sum of \$7,500 for the purchase of a paint striping unit for the Highway Department for the purpose of painting stop bars, roadway wording and parking lots.

Estimated 2015 tax rate impact: 1¢

Recommended by the Board of Selectmen (Vote: 3-1-0)

Not recommended by the Budget Committee (Vote: 3-6-0)

ROUTE 102 INTERSECTION/ALBUQUERQUE AVE EXTENSION

Article 12: To see if the Town will vote to raise and appropriate the sum of \$160,000 for planning, design, engineering and permitting for extending Albuquerque Avenue to a new intersection along NH Route 102. This is the result of the approval of 2014 Article 19 directing the Board of Selectmen to bring forward an article to study alternatives and potential costs for a controlled intersection allowing access to Route 102.

Estimated 2015 tax rate impact: 19¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Not recommended by the Budget Committee (Vote 2-7-0)

HUMAN SERVICES AGENCIES

Article 13: To see if the Town will vote to raise and appropriate the sum of \$11,250 to support the requests of Human Service agencies including Big Brothers/Big Sisters, Home Health & Hospice Care, St Joseph's Community Services (Meals on Wheels), Bridges and Community Council of Nashua.

Estimated 2015 tax rate impact: 1¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 3-0-6)

NON UNION WAGE PLAN IMPLEMENTATION

Article 14: To see if the Town will vote to raise and appropriate the sum of \$30,000 for implementation of the first phase of a revised employee wage plan, as approved by the Board of Selectmen in 2013, for

2015 WARRANT

non-union employees. The wage schedule for these employees has not been adjusted since 2010. It is estimated that implementing this plan will take three years.

Estimated 2015 tax rate impact: 3¢

Recommended by the Board of Selectmen (Vote: 4-0-0)

Recommended by the Budget Committee (Vote: 9-0-0)

CAPITAL RESERVE FUND MANAGEMENT

Article 15: To see if the Town will vote, pursuant to RSA 35:9-a-II, to authorize the Trustees of Trust Funds to pay for capital reserve fund investment management services and other expenses incurred, from capital reserve funds income. No vote by the Town to rescind such authority shall occur within five years of the original adoption of this article.

Recommended by the Board of Selectmen (Vote: 4-0-0)

TAX CAP

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Recommended by the Board of Selectmen (Vote: 4-0-0)

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Recommended by the Board of Selectmen (Vote: 4-0-0)

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Recommended by the Board of Selectmen (Vote: 4-0-0)

2015 WARRANT

BY PETITION

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Recommended by the Board of Selectmen (Vote: 3-1-0)

Given under our hands and seal this 20th of January, in the year of our Lord Two Thousand Fifteen.

Litchfield Board of Selectmen
John R. Brunelle, Chairman
Frank A. Byron, Vice Chairman
Kevin C. Bourque
Brent T. Lemire
Steven D. Perry

As amended at Deliberative Session, January 31, 2015