

**TOWN OF LITCHFIELD**  
**2017 VOTER GUIDE AND SAMPLE BALLOT**  
**VOTE – MARCH 14, 2017**

Polls open at Campbell High School at 7:00 AM and close at 7:00 PM  
*Photo ID required to vote - You may register to vote at the polls*

For the 2016 Annual Report and 2017 Budget Information visit:  
[www.litchfieldnh.gov](http://www.litchfieldnh.gov)

**EXPLANATION OF WARRANT ARTICLES**

**Article 2 – Accessory Dwelling Units**

Amendments to the existing Accessory Dwelling Unit Ordinance to comply with NH Senate Bill 146, enacted in 2016 and effective June 2017. The proposed amendment eliminates the requirement that Accessory Dwelling units be occupied by a caregiver or relative and not be rented given that the new State Legislation prohibits regulating occupancy or rental status. Additionally, for the sake of consistency, the amendments propose to adopt the statutory definition of Accessory Dwelling Unit. No other provisions are proposed to be changed in the ordinance. Accessory Dwelling Units will remain secondary to the single family home and will continue to be required to blend in.

**Article 3 – Telecommunications Facilities**

The proposed amendments to Section 1052.02 of the Telecommunications Facilities Ordinance eliminates the height restriction for Amateur Radio Antennas. The amendments incorporate existing language and are consistent with State and Federal Regulations. The rationale for the proposed change is that height restrictions on such towers are unenforceable and in direct conflict with Federal Preemption.

**Article 4 – Dimensional Standard Requirements**

Last year at town meeting the existing dimensional requirements were relocated from separate sections (500-1000) to one single table in section 300. The purpose of that change was to create a simple and easy to use reference point for all standards. However, there was some confusion after the changes were made. This article proposes housekeeping to reduce confusion and clarify last year's reorganization. To clarify, the table of dimensional requirements was given its own section number and title, which will add the new section to the Zoning Ordinances Table of Contents for easy identification. This also allows the new section number and title to be called out as a specific reference point under all districts' lot requirements. Additionally, some of the lot requirement subsection titles (legacy titles) have been renamed to better reflect the content that remained after last year's reorganization. The actual requirements remain exactly as is and are unchanged.

**Article 5 – 2017 Operating Budget**

The operating budget recommended by the Budget Committee and Board of Selectmen is \$5,755,806 an increase of \$396,089 or 7.39% over the 2016 approved budget. The default budget, should the proposed budget fail, is \$5,686,994 a reduction of \$68,811 from the proposed budget. If approved, the recommended operating budget represents a tax rate increase of \$0.08 per thousand dollars of assessed value.

## **Article 6 – Full Time Police Officer**

This article is unanimously supported by the Board of Selectmen and Budget Committee. It seeks to implement the 2008 Municipal Resources Inc. (MRI) report which recommended 2 man 24 hour patrol coverage for the community of Litchfield. Currently the department does not have staffing to provide this most important safety concern. It is critical to provide the town with adequate police coverage and the officers the safety to enforce the laws. If approved, it may take up to 1 year before a new officer is certified and fully trained.

## **Article 7 – Road Improvement Projects**

This article continues the road repair / improvement program supported by voters in the past years. The town maintains approximately 76 miles of roads. 61% are considered in “good condition”, 13% are considered in “Fair Condition” and 26% are considered to be in poor condition. The five-year road repair plan estimated repair cost at approximately \$2.2 million. Like in 2016, these funds will be combined with state Highway Block Grant funds in the operating budget for road improvements and any emergency repairs that may take precedence over planned repairs. Proposed projects for 2017 include, but are not limited to, Robyn Ave - Drainage Improvements, Underwood Dr - Reclaim & Pave, Hildreth Dr - Reclaim & Pave, Whittemore Dr - Reclaim & Pave, Nathan Dr - Reclaim & Pave, Gibson Dr - Reclaim & Pave, McQuesten Circle - Reclaim & Pave and Parker Cir - Reclaim & Pave. Other projects being considered include High Plain Ave - Reclaim & Pave, Molsom Cir - Reclaim & Pave and Page Rd - Reclaim & Pave from Albuquerque to #99 (“The Pines”).

## **Article 8 – Second Year of Library Non Union Wage Plan Implementation**

The Library Board of Trustees adopted the Town’s three year wage plan implementation program in 2015. This warrant funds year-two of said plan.

## **Article 9 – Library Earned Time Accrual Expendable Trust Fund**

The Library’s earned time expendable trust fund covers payout of unused earned time for resignations and buybacks. The current fund balance as of 12/31/16 is \$7,374. One employee is planning to resign in 2017, depleting the current fund by over 50% and leaving an insufficient balance should a second employee resign in a single year. There are no funds available in the Library’s operating budget for this purpose. The total earned time liability is \$17,137.00

## **Article 10 – Town Earned Time Accrual Expendable Trust Fund**

The town’s earned time expendable trust fund was established in 2014 to cover costs of unused earned time for town employees upon separation of employment, retirement or in accordance with the town’s Personnel Policies and Procedures Manual (buyback policy). The current fund balance is approximately \$30,000 and the average annual costs are about \$40,000. There are currently five employees that could retire in 2017 at an estimated cost of \$108,000. The total unfunded town liability, according to the 2015 financial statements, is \$180,257. This warrant will be funded from the town’s unreserved fund balance and will not raise taxes.

## **Article 11 – Human Services and Health Agencies**

This article will provide financial assistance to St. Joseph’s Community Services Meals on Wheels program (\$1,600), Big Brothers and Big Sisters (\$500) and Bridges Domestic Violence program (\$300). All these programs provide services to Litchfield residents.

**Article 12 – Fire Vehicle And Equipment Repair Expendable Trust Fund**

This article is to establish an expendable trust fund for fire department vehicle and equipment repairs that exceed \$5,000. Department vehicles and equipment are aging which could result in expensive unanticipated repairs ranging from \$5,000 to \$30,000 and sometimes more. The Fire Department operating budget does not include funding for these types of major repairs. If approved, the funds will remain in the fund and can only be used for this purpose. Below is a list of the primary vehicles and some of the major equipment.

<b>PRIMARY APPARATUS</b>	<b>SUPPORT VEHICLES</b>
Engine 1 - 2004	Forestry 1 - 2004
Engine 4 - 2001	Forestry 2 - 1976
Rescue 1 - 1997	Utility 1 - 2003
Engine 2 - 1995	Car 1 - 2007
Tanker 3 - 1991	

<b>EQUIPMENT</b>
SCBA Air Compressor - 2002
Hurst Tools (Jaws of Life) - 1996



### **Article 13 – Architectural And Engineering Fees For New Fire Station**

Based on the findings of the 2016 fire station feasibility study, the Board of Selectmen and Budget Committee both support this article. The purpose of the article is to update the existing 2004 fire station design plans. The plans were completed and paid for in 2004 but need to be revised to conform with current building, electrical, mechanical, plumbing, fire and ADA codes as well as industry best practices. Once the construction and site plans are final, the town will conduct a public competitive bid process to select a contractor that submits a proposal that is in the best interest of the Town. This will provide the community with a complete proposal and actual cost to construct a new fire station that will meet the town's current and future safety needs. This article has **no tax impact**, funding will come from the unassigned fund balance and impact fees. The fire station feasibility study and the latest "In Litchfield" video where John Latsha tours the fire station with Chief Fraitzl can be found in the 2017 Budget Information on the town's website at [www.litchfieldnh.gov](http://www.litchfieldnh.gov)

### **Summary of the Fire Station Feasibility Study:**

Warrenstreet Architects completed a feasibility study in July 2016 to evaluate the existing fire station located at 257 Charles Bancroft Highway. The study concluded that the building is marginal at best to support the current needs of the fire department. The height of the ceilings prevents firefighters from completing maintenance & service of trucks inside the building, there is inadequate storage space for gear and equipment and lack of meeting and training space. The building has no elevator and no second means of egress on both the first and second floors. The building is not ADA compliant because it was constructed before accessibility regulations were in place. This makes it difficult for residents and staff to visit, conduct business and work at the station. The building cannot house all the trucks and equipment forcing some to be stored outside in the weather and the overhead doors barely allow trucks access into the building. Future trucks will need to be ordered with custom specifications to fit inside which will increase replacement cost tremendously. The study also identified severe deficiencies in life safety and building codes and asbestos could be between the cement block walls which would require very expensive environmental abatement work if the walls were reinforced during renovation/expansion. In addition to the many building deficiencies, the current location has many constraints and is not considered the optimal location for providing coverage throughout the town. The site is shared with the Litchfield Presbyterian Community Church, Litchfield Community Television and the Litchfield Historical Society (old town hall) making parking and storage space limited. It would be difficult to construct an addition to the building without overwhelming the site and losing parking spaces.

### **Article 14 – Non-Lapsing Appropriation**

The purpose of this article is to revoke the non-lapsing provision of Article 8 approved last year for training expenses associated with hiring a new full time firefighter / paramedic in the amount of \$37,600. The Fire Department was fortunate to hire a firefighter certified as a paramedic since 1989. Therefore, these funds are no longer required. If approved, this article will allow said funds to return to the general fund

### **Article 15 – Tax Cap**

This article was approved last year 807 votes for and 297 votes against. However, the final public hearing notice was not published as scheduled which rendered the article invalid. Therefore, citizens are required to vote on this article again this year. If approved, this article will establish a tax cap that will regulate the maximum growth of the town budget (not school) as authorized under RSA 32:5-c. This will require the Budget Committee to propose a budget that increases no more than \$175,000 over the prior year's tax effort. This restriction can be overruled by citizens at deliberative session and may be amended through a warrant article at the annual meeting. Requires 3/5<sup>th</sup> majority vote for adoption.

## **Article 16 – All Veterans’ Tax Credit**

This article will expand the standard Veteran’s Tax Credit to all Veterans’ who served at least 90 days of active duty including honorably discharged Veterans’, Reservists / National Guardsmen and spouse or surviving spouse. Currently, 361 residents qualify for the \$300 standard credit. The total amount of credits awarded in 2016 was \$114,752. If passed, the new eligibility criteria would become effective in the 2017 tax year. It is unknown how many additional residents will be eligible to receive the \$300 credit.



### **PLEASE VOTE**

Tuesday, March 14, 2017 from 7am to 7pm at Campbell High School Gymnasium

### **INFORMATION**

2017 Budget Information is available on the Town’s website at:  
[www.litchfieldnh.gov](http://www.litchfieldnh.gov)

### **QUESTIONS**

For further information please contact Troy Brown, Town Administrator  
by email: [tbrown@Litchfieldnh.gov](mailto:tbrown@Litchfieldnh.gov)  
by phone: 603-424-4046 ext 1250  
by office visit: 2 Liberty Way, Litchfield, NH



**ABSENTEE  
OFFICIAL BALLOT  
ANNUAL TOWN ELECTION  
LITCHFIELD, NEW HAMPSHIRE  
MARCH 14, 2017**

BALLOT 1 OF 2

*Theresa L Briand*  
TOWN CLERK

**INSTRUCTIONS TO VOTERS**

- A. TO VOTE, completely fill in the OVAL to the RIGHT of your choice(s) like this: ●
- B. Follow directions as to the number of candidates to be marked for each office.
- C. To vote for a person whose name is not printed on the ballot, write the candidate's name on the line provided and completely fill in the OVAL.

<p align="center"><b>TOWN CLERK / TAX COLLECTOR</b></p> <p align="center">Vote for not Three Year Term more than ONE</p> <p><b>Theresa L. Briand</b> <input type="radio"/></p> <p>_____ <input type="radio"/></p> <p align="center">(Write-in)</p>	<p align="center"><b>BUDGET COMMITTEE</b></p> <p align="center">Vote for not Three Year Term more than THREE</p> <p><b>Keri B. Douglas</b> <input type="radio"/></p> <p><b>Cory Izbicki</b> <input type="radio"/></p> <p>_____ <input type="radio"/></p> <p align="center">(Write-in)</p> <p>_____ <input type="radio"/></p> <p align="center">(Write-in)</p>	<p align="center"><b>CEMETERY TRUSTEE</b></p> <p align="center">Vote for not Three Year Term more than ONE</p> <p><b>Jody L. Fraser</b> <input type="radio"/></p> <p>_____ <input type="radio"/></p> <p align="center">(Write-in)</p>
<p align="center"><b>SELECTMEN</b></p> <p align="center">Vote for not Three Year Term more than TWO</p> <p><b>Brent T. Lemire</b> <input type="radio"/></p> <p><b>Kurt Schaefer</b> <input type="radio"/></p> <p>_____ <input type="radio"/></p> <p align="center">(Write-in)</p> <p>_____ <input type="radio"/></p> <p align="center">(Write-in)</p>	<p align="center"><b>BUDGET COMMITTEE</b></p> <p align="center">Vote for not One Year Term more than ONE</p> <p>_____ <input type="radio"/></p> <p>_____ <input type="radio"/></p> <p align="center">(Write-in)</p>	<p align="center"><b>TRUSTEE OF TRUST FUNDS</b></p> <p align="center">Vote for not Three Year Term more than ONE</p> <p><b>John J. Poulos, Jr.</b> <input type="radio"/></p> <p>_____ <input type="radio"/></p> <p align="center">(Write-in)</p>
		<p align="center"><b>LIBRARY TRUSTEE</b></p> <p align="center">Vote for not Three Year Term more than TWO</p> <p><b>Peggy Drew</b> <input type="radio"/></p> <p><b>Christine L. McKim</b> <input type="radio"/></p> <p>_____ <input type="radio"/></p> <p align="center">(Write-in)</p> <p>_____ <input type="radio"/></p> <p align="center">(Write-in)</p>

**ARTICLES**

**ARTICLE 2 - ACCESSORY DWELLING UNITS**

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

Amend Section 501, Residential District Permitted Uses, and Section 507, Accessory Dwelling Units to comply with Senate Bill 146, New Hampshire's Accessory Dwelling Unit (ADU) law, which takes effect on June 1, 2017. Proposed amendments clarify that Accessory Dwelling Units are allowed in single family residences and delete all provisions requiring or limiting occupancy to a family member or family caregiver to comply with the State law. Additionally, the definition of Accessory Dwelling Unit is amended to match the statutory definition.

YES   
NO

*Recommended by the Planning Board.*

**ARTICLE 3 - TELECOMMUNICATIONS FACILITIES**

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?

Amend Section 1052.02 Telecommunications Facilities, Applicability, Amateur Radio Antennas to bring Litchfield's Amateur Radio Antenna requirements in line with State and Federal protections and eliminates height restrictions for such towers. Amateur radio is a hobby whose antenna support structures are protected under federal law (47 CFR 97.15(e)) as well as state law and as such height limits are preempted by State and Federal law.

YES   
NO

*Recommended by the Planning Board.*

**TURN BALLOT OVER AND CONTINUE VOTING**

## ARTICLES CONTINUED

### ARTICLE 4 - DIMENSIONAL REQUIREMENTS

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 the Zoning Ordinance to to make editorial changes throughout the Ordinance regarding dimensional requirements, specifically with regard to Additional Requirements within Setbacks and Grandfathered Structures. There are no proposed substantive changes to the dimensional requirements currently in effect. No changes are proposed to the actual requirements themselves.

YES   
NO

*Recommended by the Planning Board.*

### ARTICLE 5 - 2017 OPERATING BUDGET

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 \$5,755,806. Should this article be defeated, the default budget shall be \$5,686,994 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 2017 tax rate increase is \$0.08

YES   
NO

*Recommended by the Board of Selectmen (4-0-0)  
Recommended by the Budget Committee (6-3-0)*

### ARTICLE 6- FULL TIME POLICE OFFICER

To see if the town will vote to hire a full time police officer effective July 1, 2017 at an annual salary and related costs of \$86,047 and further vote to raise and appropriate the sum of \$39,055 for wages and benefits for the period of July 1, 2017 to December 31, 2017. Estimated 2017 tax rate impact: \$0.04.

FT Officer	2017	2018
Wages	\$24,440.00	\$51,927.70
Health (2 person)	\$ 6,869.00	\$16,487.04
Dental (2 person)	\$ 340.60	\$ 817.44
NHRS	\$ 7,192.69	\$15,282.47
Workers Comp	\$ 366.68	\$ 778.91
Medicare	\$ 354.38	\$ 752.94
Total	\$39,054.47	\$86,046.20

YES   
NO

*Recommended by the Board of Selectmen (5-0-0)  
Recommended by the Budget Committee (9-0-0)*

### ARTICLE 7 - ROAD IMPROVEMENT PROJECTS

To see if the Town will vote to raise and appropriate the sum of \$200,000 for the purpose of road improvement projects. It is anticipated that these funds will be used toward the cost of repairs to Robyn Avenue, Underwood Drive, Hildreth Drive, Whittemore Drive, Nathan Drive, Gibson Drive, McQuesten Circle, Parker Circle and other roads as necessary. Estimated 2017 tax rate impact: \$0.23.

YES   
NO

*Recommended by the Board of Selectmen (3-2-0)  
Recommended by the Budget Committee (5-4-0)*

### ARTICLE 8 - SECOND YEAR OF LIBRARY NON UNION WAGE PLAN IMPLEMENTATION

To see if the Town will vote to raise and appropriate the sum of \$10,186.00 to fund salary adjustments to bring Library employee salaries in line with the non-union employee wage plan, as approved by the Library Board of Trustees in 2015. This article represents the second year of a three year implementation plan. Estimated 2017 tax rate impact: \$0.01.

YES   
NO

*Recommended by the Board of Selectmen (4-0-0)  
Recommended by the Budget Committee (9-0-0)*

### ARTICLE 9 - LIBRARY EARNED TIME ACCRUAL EXPENDABLE TRUST FUND

To see if the Town will vote to raise and appropriate the sum of \$5,000.00 to be placed in the Library Earned Time Accrual Expendable Trust Fund as previously established. Estimated 2017 tax rate impact: \$0.01.

YES   
NO

*Recommended by the Board of Selectmen (4-0-0)  
Recommended by the Budget Committee (8-1-0)*

### ARTICLE 10 - TOWN EARNED TIME ACCRUAL EXPENDABLE TRUST FUND

To see if the Town will vote to raise and appropriate the sum of \$60,000 to be placed in the Earned Time Accrual Expendable Trust Fund as previously established. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2017 tax rate impact: \$0.00.

YES   
NO

*Recommended by the Board of Selectmen (5-0-0)  
Recommended by the Budget Committee (9-0-0)*

**GO TO NEXT BALLOT AND CONTINUE VOTING**



**ABSENTEE  
OFFICIAL BALLOT  
ANNUAL TOWN ELECTION  
LITCHFIELD, NEW HAMPSHIRE  
MARCH 14, 2017**

BALLOT 2 OF 2

*Thomas L. Briand*  
TOWN CLERK

**ARTICLES CONTINUED**

**ARTICLE 11 - HUMAN SERVICES AND HEALTH AGENCIES**

To see if the Town will vote to raise and appropriate the sum of \$2,400.00 to support Human Services and Health Agencies as follows:

- St Joseph's Community Services (Meals on Wheels) - \$1,600
- Big Brothers/Big Sisters - \$500
- Bridges (domestic violence) - \$300
- Home Health & Hospice Care - \$0.00
- Greater Nashua Mental Health Center - \$0.00
- Lamprey Health Care - \$0.00
- Court Appointed Special Advocates - \$0.00
- American Red Cross - \$0.00

YES

NO

Estimated 2017 tax rate impact: \$0.01.

*Recommended by the Board of Selectmen (3-2-0)  
Not Recommended by the Budget Committee (4-5-0)*

**ARTICLE 12 - FIRE VEHICLE AND EQUIPMENT REPAIR EXPENDABLE TRUST FUND**

To see if the Town will vote to establish a Fire Vehicle and Equipment Repair Expendable Trust Fund pursuant to RSA 31:19-a for unanticipated repairs greater than \$5,000 for fire vehicles and equipment and to raise and appropriate the sum of \$50,000.00 to be placed in said fund. Further, to name the Board of Selectmen as agents to expend from said fund. The primary purpose of this article is to create an expendable trust fund for Fire Department vehicle and equipment repair. Defeat of this article would not bar expenditures for repairs to the Fire Department equipment and vehicles. Estimated 2017 tax rate impact: \$0.06.

YES

NO

*Recommended by the Board of Selectmen (4-0-0)  
Not Recommended by the Budget Committee (1-6-1)*

**ARTICLE 13 - ARCHITECTURAL AND ENGINEERING FEES FOR NEW FIRE STATION**

To see if the Town will vote to raise and appropriate the sum of \$66,000.00 for the purpose of funding architectural and engineering services to revise and update existing building and site plans for the future construction of a new fire station at Liberty Way. This sum to come from the unassigned fund balance and no amount to be raised from taxation. It is anticipated that an additional \$34,001.00 shall be spent from the Fire Station and Municipal Office Impact Fee Accounts for this purpose. Estimated 2017 tax rate impact: \$0.00.

YES

NO

*Recommended by the Board of Selectmen (4-0-0)  
Recommended by the Budget Committee (6-0-0)*

**ARTICLE 14 - NON-LAPSING APPROPRIATION**

To see if the Town will vote to revoke the non-lapsing provisions of Article 8 from the 2016 town meeting, which raised and appropriated \$37,600 for expenses associated with training one full time firefighter as a paramedic, as the funds are no longer needed for this purpose. This will allow the funds to lapse into the general fund. Estimated 2017 tax rate impact: \$0.00.

YES

NO

*Recommended by the Board of Selectmen (5-0-0)  
Recommended by the Budget Committee (6-0-0)*

**ARTICLE 15 - TAX CAP**

To see if the Town will vote to adopt the provisions of RSA 32:5-b, and 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 \$175,000. (3/5 vote required.)

YES

NO

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

**ARTICLE 16 - ALL VETERANS' TAX CREDIT**

To see if the Town will vote to adopt the provisions of RSA 72:28-b, All Veterans' Tax Credit? If adopted, the credit will be available to any resident, or the spouse or surviving spouse of any resident, who (1) served not less than 90 days on active service in the armed forces of the United States and was honorably discharged or an officer honorably separated from services and is not eligible for or receiving a credit under RSA 72:28 or RSA 72:35. If adopted, the credit granted will be \$300.00, the same amount as the standard or optional veterans' tax credit voted by the Town under RSA 72:28.

YES

NO

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

**YOU HAVE NOW COMPLETED VOTING THIS BALLOT**