

TOWN OF LITCHFIELD BOARD OF SELECTMEN

September 11, 2017

Selectmen's Meeting

Members Present: Brent T. Lemire, Chairman
Steven D. Perry, Vice Chairman
Kevin C. Bourque
Kurt D. Schaefer

Absent: John R. Brunelle - Excused

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork review

6:00 p.m. Call to Order

Selectman B. Lemire mentioned he would like everyone to take a moment before pledging allegiance to the flag to remember all those who were lost on September 11, 2001, when the World Trade Center towers and the Pentagon were attacked 16 years ago today. He asked that we keep all those families and public safety personnel then and now who keep us all safe in your thoughts and prayers.

Pledge of Allegiance

Review and Approval of Consent Items:

1. Approval of Board of Selectmen Meeting Minutes from August 28, 2017
2. Approval of Account Payable Manifest 9/5/2017 (\$1,601,866.79) & 9/12/2017 (\$23,789.68)
3. Approval of Payroll Manifest 9/7/2017 (\$48,590.43) & 9/14/2017 (48,630.83)

Approval of Consent Items

Selectman B. Lemire reads aloud the Consent Items

Selectman S. Perry **motioned** for the Board of Selectmen to approve the Items of Consent
Selectman K. Schaefer **seconds** the motion. **Vote carries 4-0-0.**

Request for Additional Items/Other Business - None

Business

Conservation Commission - River Access Update/Proposal

Members of the Conservation Commission and River Access Committee are here this evening to update the Board of Selectmen on the proposal for the River Access Project. In attendance are

Jayson Brennen, Pete Psaledas and Richard Lascelles (River Access Committee)

Joan McKibben (Conservation Commission) and John Bryant (Recreation Commission). Jayson Brennen shared maps, and a slide presentation for those present and home watching. He states the goal of the River Access Committee is to try and find the most suitable location for small craft boats, canoes, and kayaks to gain river access in the Town of Litchfield. They first formed a Committee and researched possible sites all along the Merrimack river, some which were privately owned, owned by the State as well as owned by the Town of Litchfield. They then developed criteria on what would make a site suitable, which included gentle slopes to the water, visibility and safety, amount of trees needed to be removed (if any), river conditions etc. Jason mentions at this time they did site walks of there most suitable sites to see how the criteria they set up worked within each site. Most were ruled out due to the steepness of the slope to the river, or the private property owner did not wish to allow access to their property. Based on these walks and the criteria the Committee felt the property at 296 Charles Bancroft Highway suited all the needs and requirements. This property is owned by the Town, the 13.6 acres was purchased by the Conservation Committee and the land is being leased and currently being farmed by McQuesten Farms in Town. Jason states this land has a gentle slope, somewhat of an access ramp already in place, no trees need to be removed.

Selectman B. Lemire and Joan McKibben discuss a piece of State owned property that was a possible site years (over 15 years ago), but it was found to be to steep of an embankment and would require to much work. Jason mentions they checked into this site and the State will not permit this location, so it is not an option.

Jason continues to discuss the only possible site they feel will work and meets all the criteria is the property at 296 Charles Bancroft Highway. He shared a map/site plan showing the Committee's proposal. He states there is 1200ft of frontage by the road (3A) and 200ft of frontage to the river. While walking this site, they came up with a few options, and locations for the entrance road.

1. Follow the existing farm road, but the Conservation Commission did not like this idea because it split the land in half.
2. Follow the south side of the property line down close to the river area and have a small parking lot for 6-10 cars.

They then met with the farmers who are currently farming the land to see what concerns they may have. There main concern was people having access to the fields and vandalizing or taking product out of the fields. So they came up with option

3. Was to bring the driveway and parking lot only part of the way down, this would allow the Police and others to see any cars from the road.

Jason states they met as a Committee a few weeks ago and after reviewing the options decided as a group to move forward with option #2. This options was best due to this being a carry and drop in river access plan (too far to walk carrying a boat with other option). Also for ADA Compliance issues this was the best option. So with as low impact and minimal disturbance as possible to the area their proposal is as follows. They would bring the road down along the southern property line. There would be a locked gate up by the entrance from CBH, along with an entrance sign. There would be a second gate further down on a gravel road that will be approximately 20ft wide and 525 ft long, it will be wide enough for fire trucks/apparatus to have access to the area and river. There will be fencing or a variation of boulders/trees along the road

to prevent access to the farm fields, and a 50ft X 75ft parking area with additional signage posted stating rules and that it is for Litchfield residents. The Committee is also looking into the possibility of installing security cameras if necessary. Jason mentions there will be a pathway (one already exists) to the river for boat access (carry/drag in only). There is currently a 250ft shoreland line, so anything within that area they may need to get a permit, but they have already discussed this with the State and do not foresee any issues. So out of the 13.6 acres the Town/Conservation Commission owns they are proposing to use only a little over one acre of this property.

Jason mentions Rich Lascelles spoke with the Fire Department and they currently have limited access to the river, so they discussed what they required for their trucks/equipment to access this area. The Department stated they will be able to get into the area with their trucks and equipment, with the site specifications as presented. Jason states they also reviewed ADA Compliance issues and the only requirement is a 3ft wide path which has to be hard packed. Rich Lascelles also mentions the area will be wheelchair accessible.

Jason also reminds everyone there is no boat ramp being constructed on this site, it is a carry and drop in site only. He mentions they see no State permitting issues, and have done deed research and there are no covenants, and have checked into construction options. He states they have vetted these properties and options every which way possible, they have reviewed everything with the State as well. They have left no stone unturned, and this piece of property has checked off all the requirements necessary.

Jason mentions next the Committee checked into what costs will be associated with this project. It came down to two options, one is to use the Army Reserve to help and support construction (approximate cost \$7,600) or option two if they go with a combination of volunteers and contractors (approximate cost \$28,600).

Rich mentioned in the 1980's the building Talent Hall at Darrah Pond had been burned a few times, leaking and in a state of disrepair and was boarded up. He states they got a group of volunteers together and thought they would try and save the building. They approached the Army Reserve for assistance, and upon inspection felt it was a great building for them to use for training. So for just the cost of materials and volunteers time they were able to save the building with the Army Reserves help. Rich tells everyone they thought they would approach the Army Reserve to see if this project would be of any interest, they sent a group down to look at and review the plans and were delighted and felt the project could be used for another training exercise. Rich tells the Board this is not an easy task to get the Army Reserve's approval, the Conservation Commission and Board of Selectmen have to submit an application to the Army Reserve for the construction of the road and parking lot area as a training exercise. They are looking for their assistance with construction in May of 2018, so time is an issue in getting this paperwork processed in a timely manner.

Rich mentions if it is approved the cost with the Army would be for fuel and any necessary materials. He also mentions Rick Charboneau owner of Continental Paving has agreed to donate all the necessary rock and gravel for the project. Jason discusses the breakdown of pricing with the 2 options, other expenses are for the signage, fencing/gates with option 1 the Army Reserve, and with option 2 and largest expense is for the installation of the fencing/gates if it is contracted out (they will save it is something that can be done by volunteers). They are

hoping to get approval by the Army Reserve as the best option for all.

John Bryant from the Recreation Committee states they have looked at all the information, and are of course hoping option 1 with the Army Reserve pans out. But they are looking to use any Impact Fees that might still be available or they would like to place it in their budget for 2018.

They know the Jeff Lane Baseball Project has used most if not all of the Impact Fees, but does not know what the Town is expecting for additional money for next year.

They all discussed the security camera options, from if electricity needs to be run down to the site to less expensive solar powered cameras. This could possibly be a large expense and at this time are unsure if it will be needed. They mention the boulders/trees will close in the area restricting anyone from getting into the fields, and the area will be closed for the winter. During the rest of the year the gates will be locked every evening and property checked by the Police Department. They state the Recreation Commission at Darrah has probably used their cameras twice during the past 10 year, members and residents self patrol the area often. So they all feel they will research this idea more and discuss at a future time.

Rich Lascelles mentions he has received a lot of positive feedback, and feels the public will be using this access area often. He tells the Board they will post on the signs it is for Litchfield residents only, but will not be policing the area unless issues arise. If that happens they thought they could possibly issue decals to put on the window of your car like the town issued dump stickers.

Jason states they have researched every aspect of this project to have it be the best place possible and feel they are taking everything into consideration.

Selectman B. Lemire commends the group on all their hard work. He asks if they have spoken with Police Chief O'Brion regarding their security concerns. Jason states they have. Chief O'Brion is present so Brent asks him if he would like to speak on this project.

Police Chief O'Brion states he does not see an issue, this will be part of an Officer's patrol. He feels the more police presence people see over time the less likely there will be any problems, and being right off 3A he does not see security being an issue.

Selectman B. Lemire mentions Jason stated the people farming the field had concerns regarding possible harm to the property or people taking their product from the fields. He states this is a valid concern. He asks if the rocks and trees will deter people from going into the fields. Jason states it is a concern and possible risk, but feel the boulders and trees and amount of people who will be in and out of this space that it would be difficult for someone to gain access to the field to take vegetables.

Pete Psaledas and John Bryant mention it is a very visible area, and feel it is no more of a risk for theft than the numerous other fields in town.

Joan McKibben states they can post no trespassing signs along the property also.

Rich Lascelles states it is a valid concern for the family farming the land.

Selectman K. Schaefer asks who will manage the gates on a daily basis when this is open.

Police Chief O'Brion states the Officers will patrol and can open and close the gates as they use to at Darrah Pond or for other facilities in town.

Selectman B. Lemire asks Joan when did the Conservation Commission purchase the land.

Joan states about 3 years ago in 2014. He asks if there is a conflict if the Conservation purchased but it becomes the jurisdiction/authority of the Recreation Committee.

Joan states the Conservation Commission can purchase the land they cannot own it. So it is set up that the Town/Board of Selectmen own the land, and the Conservation Commission manages it. She states they purchased it to protect the farmland, but river access was also discussed when purchased.

Selectman B. Lemire asked about putting this as a Warrant Article.

John Bryant states they would rather not put this as a Warrant Article, they wish to fund this through Impact Fees, or by putting it into their budget for next year (2018). He mentions the Recreation Commission has already approved this project and the funding it if possible. And due to the time frame (May of 2018) they need to seek application approval from the Army Reserve as soon as possible. Which is why they are looking tonight for the BOS to let them know if the application can be completed and sent to the Army Reserve for approval. Then if the Army approves the project they will have a better idea what the final dollar amount may be. Selectmen S. Perry asks what is the distance between the two driveways. Jason states about 120-150 ft. he has checked with the NHDOT and there are no stipulations on the distances between driveways off a State highway. There is only a stipulation between a driveway and a crossing road.

Jason mentions the State DOT Representative for this area he has spoken to and he had no issues and sees no problems with permitting.

Selectman S. Perry asks if the abutter had any issues.

Jason states the abutter actually was on the River Access Committee and was not on board with the project the Committee voted on this project and the final vote was 10-1. Jason states he cannot speak for her, but her concerns seemed to be just having people in general people down along her property and using her docks/piers. John mentions he spoke with her stating they will post the area for her, letting people know they are not to use or go on the property. He said she was willing to work with them on signage. They also discuss her property is separated slightly by a stream on both sides, so that should also keep people from her dock/piers or gaining access to the property.

Board discussed this matter, and the river terrain in this area.

Selectman S. Perry does not oppose this project but feels the Board should hold a public hearing to allow people to voice their opinions and concerns. Board is in agreement with this, and discuss holding the hearing at the next BOS meeting.

Jason states tonight they are looking for the Boards approval and a signature on the application for assistance by the Army Reserve to help with this project, due to time being of the essence. He mentions the application is non-binding, but would allow them to move forward with the project.

Town Administrator T. Brown states the deadline for the application for the Army is September 30th.

Board agrees if it is a non-binding application they have no issue approving and signing the application, but the project as a whole is still pending approval after a public hearing.

Board discuss the funding from Impact Fees for the Recreation Commission.

Troy mentions with the Jeff Lane Project there is only about \$500 left in the Impact Fee Fund. He also mentions this fall there will be impact fees coming with the Page Road Development Project. Troy and the Board mention there is time to discuss adding this to the Recreation

Commission's budget after they hold the public hearing and discuss final approval.

Selectman S. Schaefer asks if the river is running rough and someone gets swept away further downstream, will it be easy to get out and back to the access location.

John Bryant states no one without experience should be on the Merrimack river, and if they cannot control their craft that would be on them as a boater. There are areas to get out further down river and it would up to them to get back to their vehicle. Board discuss this matter and the liability this may have on the Town.

John Bryant mentions it is like Darrah Pond the water is not under control of the Town, and this is a State controlled waterway there would be no liability to the Town.

Joan McKibben also mentions the area will be posted and the Town is not charging any fees, so there is no liability.

Rich Lascelles mentions this group has done a remarkable job and worked so hard on this project. He is so proud to be associated with these two young guys. He would like to bring something to the Board of Selectmen's attention, there is a tape from the last Conservation Commission meeting he would like the Board to take a look at. He feels they will see there is a problem with conflict of interest, who the Town collects rent from (and how the rent is established) and who a tenant is for Town property. He thinks as Town Managers and Board of Selectmen they need to take a look at what the Town has as prospective policies and look at this taped meeting, and previous meetings also because he feels there is a real problem with conflict of interest on the Conservation Commission. Rich states he is a big boy has been around and can take a lot, but is alarmed when there are young people who have gone out of their way to do a good job and they have to listen to and see this. There are two new young members of the Conservation Commission, and when they have to witness absurd and blatant conflict of interest on a town board the Selectmen need to take action.

Selectman B. Lemire states the Board will take this under advisement.

Board discusses approval to allow the application be filed with the Army Reserve before the deadline of September 30th.

Selectman S. Perry **motioned** for the Board of Selectmen to allow and authorize Town Administrator T. Brown to sign on the Boards behalf a non-binding application for the Army Reserve to construct a road and parking lot for the River Access Project.

Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

Board will hold a public hearing at their next meeting on September 25th, here at Town Hall.

Board thanks everyone for their hard work and presentation this evening.

Public Input - None

2018 Budget Review

Town Administrator T. Brown tells the Board of Selectmen he will not have the Health Insurance rates for 2018 until late October/November. So any Department having a Health Insurance line he has shown an increase of 10% in anticipation of the rate increases for 2018 throughout the budget.

Troy also mentions the Board of Selectmen have not implemented the 2017 Wage Adjustments, so he had shown a 2-½% increase throughout the budget for salary increases, knowing the

Board is still working on this matter. The Board agreed at the last meeting to place all the salary increase funds as a lump sum under Personnel (instead of each Department's salary line) to disperse later.

He has also shown a 5% increase for electricity throughout the budget.

He tells the Board the numbers are still changing and the charts are being updated as information becomes available.

Board proceeds with a review of the 2018 Budget

Road Agent - 4311.10

Jack Pinciaro present to speak with Board

Bottom line changed - increase of \$1,192 from \$44,658 to \$45,850 due to

Salary - increase \$87

Hwy Propane Gas (Garage Heat) - increase \$1,105 (up from \$1.12 to \$1.34 a gallon)

Selectman S. Perry **motioned** for the Board of Selectmen to increase **Highway Salary (Road Agent) - line #130** from a stipend of \$913 to \$1,000.

Selectman K. Schaefer **seconds** the motion. **Vote carries 4-0-0.**

Selectman S. Perry **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Road Agent-4311.10** in the amount of \$45,850.

Selectman K. Bourque **seconds** the motion.

Troy reminds the Board they agreed to place the salary funds as a lump sum under Personnel.

He recommends due to the wage lines changing the Board hold off on bottom line votes this evening.

Selectman S. Perry states there is no salary line in this budget just a stipend. **Vote carries 4-0-0.**

Road Maintenance - 4312.10

Jack Pinciaro present to speak with Board

Bottom line changed - increase of \$39,651 from \$634,433 to \$674,084 due to

Wages - increase \$3,736

Contractor Services - increase \$3,840

Troy tells the Board he and Jack were getting feedback from the contracted drivers that provide their own plow vehicle asked for a \$5 increase per hour. This brought them from \$70 to \$75,

Jack states they have not had a raise in 9 years.

Tree Removal - increase \$3,875

Jack states they are dealing with a dangerous situation with some of the trees in Town, some need to be removed by a professional tree service. They need to put aside funds to do so, this will only do minimal work but it's a start.

Catch Basin Replacement - increase \$3,500 Troy states they are finding as they work on some of the catch basin's a lot of the old galvanized pipes are corroded and need replacing (with plastic piping).

Vehicle Fuel - increase \$1,000 (diesel at \$2.75 a gallon)

Vehicle Repairs & Maintenance - increase \$5,000

Sand Purchases - increase \$2,500

Salt Purchases - increase \$16,200 (from \$52.48 to \$54.00 a ton)

Due to changes coming to the salary/wage line for tonight the Board decides to wait on any further motions to the bottom lines of budgets that will have to be changed later.

Town Administrator T. Brown reviews the two Warrant Articles for the Highway Department Jack would like to present.

HIGHWAY DEPARTMENT PLOW TRUCK LEASE PURCHASE To see if the Town will vote to authorize the selectmen to enter into a eight (8) year lease purchase agreement for the sum of \$166,728 for the purpose of lease purchasing a plow truck with equipment and attachments for the Highway Department and to raise and appropriate the sum of \$20,841 for the first year's payment for that purpose. This lease agreement contains an escape clause

Jack tells the Board he had the Town trucks inspected. For the past few years he states the mechanics have been warning him the frames are an issue, well they made him reinforce them this year. He feels they may not pass next year. Jack tells the Board the two salt trucks the Town bought from the State for \$8,500, they have gotten 9-½ years out of one and almost 6 from the other. They worked hard, and owe the Town nothing, but they need to replace one. Jack got some lease prices/bids he has shared with the Board and Troy. He is recommending they go with the least expensive one for \$141,000, which is the best deal and less than the first plow truck years ago. It includes everything the truck, body, hydraulics, angle plow, wing and everything needed.

Selectman K. Schaefer asks if this quote is from Freightliner, and Jack states yes, International quoted about \$10,000 more, and Mac would not even touch these prices, they were over \$100,000 for just the chaise. Board and Jack discuss they purchased the last one for \$50,000 for the body and then had everything else added for a total of about \$150,000.

The next Warrant Article is

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.

Troy tells the Board he and Jack have worked on a 5 year plan for improvements to the Town roads that would level fund what would be needed for this time frame. They have listed the roads for 2018 they would like to repair and they are Broadview Drive, Kemo Circle, Pakesso Drive, Sata Way, Kokokehas Circle and other roads as necessary. These improvements total \$412,000, Jack states he feels it will be less. This is the first time they have put an actual number to the roads they are planning on repairing. Board and Troy discussed the road improvements and how they graded them, and where its shows the level of work needed some need reclaiming, spot grinding others paving etc.

Selectman S. Perry mentions Jack and the Board discussed last year he would not be asking the voters for \$200,000 for improvements this coming year. Jack states he did, but feels the road work needed is not even halfway completed and it has to be done and done right.

Selectman S. Perry states the Town will never be halfway done with its roads. He is not questioning Jack and the Departments work, he feels they are doing a great job. However, the Town is trying to get a new Fire Station passed and feels they should be putting that as the priority. He feels these two Warrants should be put on hold for this year, asking for all this will crush the taxpayers.

Jack states only if the Fire Station passes, that is a big word.

Selectman S. Perry states it is a big word, but the Board has to plan like it can.
Jack states he is not saying he is not in favor of the new station, but does that mean they turn their backs on everything needed in Town because we need a new fire station.
Selectman S. Perry states the Town will still have Impact Fees and the approximate \$175,000 from the State's Block Grant Funding to do road improvements.
Jack states it is the Boards call, what they ask the voters for in Warrant Articles. He just feels they sometimes put too many eggs into one basket and expect a different result.
Selectman S. Perry states sometimes you have to, he asks what is more important the truck or the roads.
Jack states he will not make that choice, it is the Boards decision.
Troy reminds the Board the truck is a lease purchase, they will not be asking the voters to fund the whole \$141,000 this year (only about \$20,000).
Board and Troy discuss leasing options and the Board would like Troy to get lease prices for a shorter term lease for comparisons.
Jack states his biggest worry is he sends one of the two trucks in for inspection, and they tell him it is done, then what does he do.
Selectman K. Schaefer states how would the town plow its roads if they had no trucks.
Selectman S. Perry states you contract it out if needs be, it's been done before.
Jack tells the Board that is not easy to do anymore it has become an issue, these guys that plow have and need steady routes. Most are not sitting waiting for that occasional call to come plow.
Board and Jack discuss the fleet of trucks (4) and the number of contracted workers the town has (3), along with the number of routes (7) the town plows.
Jack tells the Board the trucks are in that bad of condition, that he would pick the plow truck if it came down to a choice between Warrant Articles.
Selectman S. Perry asks if Jack has looked at any auctions to see if there is anything out there. He mentions if the town trucks are that bad, maybe there is another deal to be had like last time, and they can maybe find a few bucks at the end of the year in the budget for a used plow truck.
Jack states he plans on looking.
Board thanks Jack for coming in this evening.

Police Administration - 4210.10

Police Chief O'Brien and Captain Sargent present to speak with Board
Bottom line changed - increase of \$38,889 from \$1,608,004 to \$1,646,894 due to
Salary - Administration - increase \$11,113 (contractual increases)
Salary - Officers - increase \$45,403 (increase due to Union Contract & new Patrol Officer)
Wages Administrative Assistant - increase \$500
Wages Overtime Officers - decrease \$-7,823
Wages Overtime Captain - decrease \$-119
Overtime (Court) - increase \$4,210 (more court activity due to new Officers, as well as work and situations where the Prosecutor cannot just attend an Officer has to be present)
Uniform Allowance - increase \$550
Community Detail - decrease \$-3,500

Health Insurance - increase \$7,921
Dental Insurance - increase \$817
Long-term Disability Insurance - \$100
Software Support - increase \$1,885
Pre-Employment Screening - increase \$1,600
Community Relations Supplies - increase \$300
Office Supplies - increase \$500
Vehicle Repairs & Maintenance - increase \$1,000
Uniforms & Accessories - increase \$750
Equipment Purchase - increase \$5,733

Chief and the Board discuss the copy machine which is part of this increase (a purchase price), and the Chief states he has figures for purchasing and leasing he can share with the Board. They will discuss at a future meeting.

Cruiser Purchase - decrease \$-35,000 (Department is only budgeting for one cruiser). Board and the Chief discuss how the vehicles will be swapped out as detail vehicles and parts reused in other vehicles.

Due to changes coming to the salary/wage line for tonight the Board decides to wait on any further motions to the bottom lines of budgets that will have to be changed later.

Town Administrator T. Brown tells the Board the Town Prosecutors contract is up for renewal in December, so they will have to have some discussion on this matter soon.

Police Support - 4210.50

Police Chief O'Brion and Captain Sargent present to speak with Board
Bottom line changed - increase of \$9,728 from \$150,788 to \$160,516 due to

Wages Dispatcher - increase \$4,938 (increase due to Union Contract)

Wages Dispatch Coverage- increase \$2,069

Overtime Dispatcher - decrease \$-3038

Uniform Allowance - decrease \$-450

Health Insurance - increase \$5,853

Dental Insurance - increase \$855

Uniforms & Accessories - decrease \$-500

Due to this being a fixed contract, the wage figures will not be changing, the Board made a bottom line vote.

Selectman S. Perry **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Police Support-4210.50** in the amount of \$160,516.

Selectman K. Schaefer **seconds** the motion. **Vote carries 4-0-0.**

Animal Control - 4414.10

Police Chief O'Brion and Captain Sargent present to speak with Board
Bottom line changed - increase of \$3,859 from \$15,556 to \$19,415 due to

Salary Animal Control Officer - increase \$4,259

Chief O'Brion has asked for an increase to this line for the past 14 years, he begs the Board to please increase the stipend pay for Mr. Pilon. He has not received a raise for as long as records

have been kept and that is 2001. Upon looking at the Policy Handbook he is paid \$4 less than someone hired new at a first step. He has worked for the Town for 20 years and is a valuable and stellar employee. His duties and workload have increased substantially over the years. So the Chief would like to increase his stipend (currently \$10,741) so it is competitive with the market. He has looked at other towns such as Londonderry (PT \$18.79), Hudson (PT \$15.61), and Merrimack (PT \$15.91) and is not looking to increase Mr. Pilon to that level. He works approximately 20 hours a week and currently receives \$200 a week, he would like to increase his stipend to \$14,560 annually, right around \$14hr. instead of currently \$10.42hr. Board and the Chief discuss this issue

Selectman S. Perry **motioned** for the Board of Selectmen to approve an increase to **Salary Animal Control Officer - line #128** to \$15,000.

Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

Electricity - decrease \$-400

Selectman S. Perry **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Animal Control-4414.10** in the amount of \$19,415.

Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

Board thanks the Chief and Captain for coming in this evening.

Fire - 4220.10

Fire Chief Fraitzl and Captain Nichols present to speak with Board

Bottom line changed - increase of \$59,758 from \$567,625 to \$627,383 due to

Salary Fire Chief - increase \$1,166

Wages Call Firefighter - increase \$1,119

Training Wages - increase \$5,000

Chief states this was cut by the Budget Committee and they are replacing it this year. They have put a few individuals through Fire I and Fire II due to changes in personnel.

Overtime Firefighter - increase \$1,744

Health Insurance - increase \$10,148

Computer Software Contracts - decrease \$-3,445

Dispatch Service Contract - increase \$400 (due to new law for fingerprint and background checks)

Pre-Employment Screening - increase \$450

Instructor Services - increase \$700

Electricity - increase \$1,000

Heating - increase \$1,066

Dues & Subscriptions - increase \$50

Equipment Repair & Maintenance - increase \$36,000 due to replacement of rescue tools on the rescue truck, and adding back in money that was taken out of the budget last year.

Vehicle Fuel - increase \$2,810

Uniforms & Accessories - increase \$1,000

Protective Gear - increase \$500

Medical Supplies - increase \$1,500 currently \$700 over budget with the remainder of the year left.

Selectman B. Lemire asks if the Department has to pay for its Narcan. Chief says no they do not, patient gets billed from hospital. But tells the Board the Town is seeing issue with the opioid crisis, and medical calls.

Equipment Purchases - decrease \$-1,750

Chief discusses with the Board change in technology and now camera's are in the masks of the firefighters instead of the handheld. He has purchased 9 camera kits to install in to upgrade the masks. Their breathing apparatus is new enough they can retrofit to accommodate some of these technology changes. He mentions it is \$1,200 to upgrade a mask, they paid \$10,000 for a handheld camera.

Equipment Lease - increase \$300 (due to copier)

Chief Fraitzl states he has kept the budget lean due to the Department asking for a New Fire Station.

Due to changes coming to the salary/wage line for tonight the Board decides to wait on any further motions to the bottom lines of budgets that will have to be changed later.

Ambulance - 4215.10

Fire Chief Fraitzl and Captain Nichols present to speak with Board

Bottom line changed - none \$67,500

Town Administrator T. Brown states they have not received the ambulance bills from Hudson as of yet, they should be in sometime in October. He recommends holding off on the bottom line vote for this budget.

Fire Hydrants - 4220.90

Fire Chief Fraitzl and Captain Nichols present to speak with Board

Bottom line changed - increase of \$143,132 from \$296,128 to \$439,260 due to

Hydrants - increased \$1,43,132 (City of Manchester 1 hydrant & Pennichuck Water 241 hydrants)

Chief Fraitzl states 42 hydrants have been added over the past year, and there are more to come.

Troy also mentions the Page Road Development will be adding an additional 12 and those will be billed by January 1, 2018. He recommends holding off the vote on this budget until the Page Road amounts are in.

Emergency Management - 4290.10

Fire Chief Fraitzl and Captain Nichols present to speak with Board

Bottom line changed - increase of \$250 from \$14,272 to \$14,522 due to

Haz Mat District - increase \$250 (dues)

Selectman S. Perry **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Emergency Management-4290.10** in the amount of \$14,522

Selectman K. Schaefer **seconds** the motion. **Vote carries 3-0-1.**

Troy and Chief Fraitzl tell the Board they reconsidered the Warrant Article for a Utility Truck and have removed the article due to the request for a new Fire Station. Chief also mentions the

Department was in need of the additional tools more than the truck at this time. He tells the Board the Department did their pump testing about 6-8 weeks ago and found concerns with the 1 & 4 Pump Trucks. They are believe they are going to need to be rebuilt in the very near future, at a cost of \$16,500 each. There is money in the fund for the repairs on the two trucks before the end of next year, but it will deplete this account. Chief feels he is good for next year, he is not seeing anything at this point in time, and only 50% of his budget is expended so far for this year. They came through inspections ok and are in good shape (he was concerned). Board thanks the Chief and Captain for coming in this evening.

Draft Warrant Articles

Troy reads to the Board what he is proposing and the revisions to the possible Draft Warrant Articles for the Town Meeting in 2018. He is still working with Town Departments as well as preparing and writing the Articles. He is looking for the Board to review the Warrant Articles and to give their input regarding expanding on or dismissing as well as the placement of the Warrant Articles.

ARTICLE 1 - ELECTION OF OFFICERS

ARTICLE 2 - RESERVED FOR PLANNING BOARD

ARTICLE 3 - RESERVED FOR FIRE STATION BOND

ARTICLE 4 - 2018 OPERATING BUDGET

ARTICLE 5 - FULL TIME POLICE OFFICER

ARTICLE 6 - ROAD IMPROVEMENT PROJECTS

ARTICLE 7 - HIGHWAY DEPARTMENT PLOW TRUCK LEASE PURCHASE

ARTICLE 8 - THIRD YEAR OF LIBRARY NON UNION WAGE PLAN IMPLEMENTATION

ARTICLE 9 - HUMAN SERVICES AND HEALTH AGENCIES

ARTICLE 10 - TOWN EARNED TIME ACCRUAL EXPENDABLE TRUST FUND (current balance (\$90k but liability of \$75,000 in December)

ARTICLE 11 - BUILDING SYSTEMS TRUST FUND (current balance \$30k)

ARTICLE 12 - ALBUQUERQUE BIKE AND PEDESTRIAN PATHWAY EXPENDABLE TRUST FUND

ARTICLE 14 - RESERVED FOR PETITION ARTICLES

Troy states he has removed the PFOA Warrant Articles, due to a possible “no means no” situation.

He discusses with the Board Article 12, this article has no impact on the taxpayer. It just cleans up the Town’s books and places it in the Capital Reserve Expendable Trust Fund. He believes some of these small funds need to be cleared off the Town’s books.

Fire Department has removed the Warrant for the Utility Truck

Library has also removed their Earned Time Expendable Trust Fund Warrant this year.

He tells the Board at the next meeting they will need to vote on the Warrant Articles because the Budget Committee wants them and their Budget by September 29th.

Selectman S. Perry states last year they were upset when the Board mad changes to the Budget, in previous years the Board has waited until January to take some final votes on budgets. He states there will be changes made to the Budget before the end of the year.

Troy states they need/want to know because all the Warrant Articles play a role in the newly adopted tax cap that was passed.

Board states the Fire Hydrants blow up the tax cap, and they will not be able to recommend the budget anyway. Troy and the Board discuss if there is any action that can be taken as far as a possible recalling of the tax cap. Troy states he spoke with NHMA and they feel the Town would be in for a huge battle to try and change the language of the RSA voted in by the citizens for a tax cap.

Building and Fire Inspection Services

Selectman B. Lemire states during the past several years members of this Board and previous Boards have been studying operations and reviewing proposals and options for streamlining both Code Enforcement and Building Operations. He mentions over the past several months he has asked Town Administrator T. Brown and Fire Chief Fraitzl to work with the Code Enforcement Officer (Kevin Lynch) to review the applications of the codes, and to research options that could simplify the permitting process and application of the fire life safety and building codes. The intent would be to offer residents and businesses doing business in Litchfield a path which would be seamless and result in a one stop operation. Well, in the long term also provide an increase in the level of service at no increased cost to the taxpayer. Well researching the many options one that stood out and was the most feasible for a town the size of Litchfield, and an option that several towns have or are in the process of adopting is the model that combines all of the code enforcement and health functions into a division within the Fire Department. He tells the Board as both agencies conduct inspections , issue permits and provide life safety functions it seems reasonable to place these functions under one agency, eliminating duplicitous functions and enhancing the services provided by the Department. Well any change recognized will require detailed planning for logistical changes, and updated job descriptions. He has asked the Fire Chief for proposals in these areas and they are currently being worked on. Updating operations and changes are always challenging, but in this case he feels the stakeholders will work to insure this becomes a model of efficiency for all concerned. So this evening he is asking the members of the Board to adopt the framework for this change to take place. So the town can move forward and create a model that will serve the citizens of Litchfield well in the years to come. Consequently he is asking for a motion to approve the consolidation of the Code Enforcement, Building & Health and Zoning Application functions into the Fire Department under the direction of the Fire Chief. He would like this to be effective Sunday September 17, 2017.

Selectman S. Perry states without a model for the job description and how the process will go forward, is it right to make this change effective immediately or should it be once they come up with a model.

Selectman B. Lemire states right now there is no change to the personnel functions and as they move forward the job descriptions can be worked on. Because there is no changes at this point it is just a logistical issue and personnel matter they can move forward and work with the stakeholder and see how the logistical functions are coming together as the Fire Chief continues to work on the matter. All the functions of these departments are staying the same they are just sliding under the direction of the Fire Chief. Any changes to be made will have to come back

step by step for the Board to approve.

Selectman S. Perry **motioned** for the Board of Selectmen to approve the consolidation of Code Enforcement, Building & Health and Zoning Application functions into the Fire Department under the direction of the Fire Chief effective Sunday September 17, 2017.

Selectman K. Schaefer **seconds** the motion. **Vote carries 3-0-1.**

Jeff Lane Recreation Park - Irrigation Well

Town Administrator T. Brown tells the Board, Selectman K. Schaefer is a volunteer who is helping to build the Jeff Lane Baseball Field. Troy and he meet with Rich Charboneau a contractor in town (Continental Paving) who has done a tremendous job helping with and donating time, equipment and material to help get this project completed. In the Spring they all discussed and Rick volunteered to install a dug well for irrigation purposes at the ball field. He has been unable to dig the well to date due to his busy schedule, but is planning to do it in the next few weeks. So Troy mentions they want to be prepared for when he is ready because it is critical to establish grass on the fields now before the end of September, so they can be playing on the fields in the Spring.

They are hoping a dug well will produce enough water and that Mr. Charboneau can install the well within the next couple of weeks. But if not they have contacted Skillings and Sons, Inc as a backup, they can install a well within two weeks, they are meeting with them to view the site tomorrow morning. So Selectmen K. Schaefer and he would like the have authority from the Board to use Skillings and Sons if Rick is unable to install the dug well within the next couple of weeks, to install the well if necessary and to waive the Purchasing Policy requirements (of three quotes) due to the project time constraints. Troy mentions Skillings and Sons is aware they have not been able to get other competitive quotes and they have waived their mobilization fee to help reduce some of the cost. Troy has shared the proposal for an artesian well with the Board, it is only an estimate because everything is charged by actual work completed. The cost is estimated at approximately \$10k to \$13k depending on depth of well, hydrofracking and well pump size needed.

Selectman K. Schaefer states the odds of the dug well working effectively are very good. They had a company last year dig three test point driven wells, but hit ledge and clay and feel a point driven well would not produce enough water. But the field is literally on a pond that was filled in, the water table is so high in the area, he feels a dug well will be successful. He states there is a small chance of failure for this dug well, and if so he just want to have a backup plan in place.

Selectman S. Perry asks how much the dug well will cost.

Selectman K. Schaefer states Rick is donating everything and completing the well for free.

Board asks where the \$10k will come from if the artesian well is needed.

Selectman K. Schaefer states from Impact Fees that were designated for the Jeff Lane Project.

Selectman S. Perry asks why they have not gotten prices from any other contractor.

Kurt states they have been talking with Skillings and Sons and they know the area and time is of the essence. He states there is probably only one other company they can get a quote from and that would be Northeast. It will slow the process, but they can get another quote.

Selectman S. Perry is not worried about the policy, he just wants something for comparison to prove this quote from Skillings is not so far out there, he wants something to compare to.

Troy states if they do not have to go through the sealed bid aspect they can probably get one other company to quote the project.

The Board asks Troy and Selectmen K. Schaefer to get another quote for the next meeting, they hold off on making any decisions this evening.

Recycling Equipment Grant Application

T. Brown tells the Board David Mellen would like the Board of Selectmen to authorize him to submit the attached grant application to New Hampshire the Beautiful. He believes the Solid Waste Department could get \$500 to \$1,000 dollars towards the purchase of the dumpster recently approved by the BOS.

Selectman K. Schaefer **motioned** for the Board of Selectmen to authorize Dave Mellen from the Solid Waste Department to submit a grant application to NH the Beautiful for the purchase of a 30 yard roll off container.

Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

Administrator Report

Troy tells the Board last meeting they had a discussion regarding Mel's liquor license "extended service area" He contacted the Liquor Commission after the meeting and was informed they just needed a town official to authorize the extension of the service. He learned in the years past the Police Chief and Building Inspector have handled this with the Liquor Commission. So Police Chief O'Brien and the Building Inspector K. Lynch completed the necessary paperwork for this last week.

Troy mentions he completed a "code red" message informing citizens about Pennichuck completing their fall paving projects for all the roads who had watermains put down. They will be putting down a top coat on ½ the roads now and the other ½ in the Spring.

He mentioned he had informed the Board of a sinkhole at the bottom of Temple Drive they had to repair. They had a contractor trench down 12-15 feet and they discovered at some point in time someone damaged the stormwater pipe that is connected to the catch basin. Jack thinks the only time anyone did work in this area was when work was done on the sewer line (it was not the current waterline project that damaged this). Anyway they must of punctured a hole in the pipe and they repaired it by wrapping and bolting an old street sign to it for repair, and now it let go. Troy tells the Board Jack took pictures of this. Troy states unfortunately they are expecting the repair to be somewhere around \$7,000-\$8,000.

Troy mentions the Town Clerk has informed him today the Part-time Clerk Assistant that was recently hired has given her resignation today, she was offered a full-time job this weekend.

Also he has posted and started the application process for a Bookkeeper. He misunderstood the Board and posted the position as part-time but the Board wishes it to be full-time. Troy states where it is already out there he and the Board will evaluate the applications and if necessary re-post the position if necessary.

Selectman B. Lemire mentioned combining the two positions and have one person switch between the two jobs. Board and Troy discussed and feel do to the work involved they need to keep the positions separate.

Selectman Reports

Selectman S. Perry states the Planning Board meet last week and the workshop for discussing the Master Plan he believes will be at their next meeting. They have accepted him as the alternated from the Board of Selectmen on the Committee for the Master Plan.

Items moved from consent - None

Other Business - None

Selectman S. Perry **motioned** for the Board of Selectmen to adjourn the public portion of the meeting to go into a non-meeting and a non-public session per RSA 91-A:3,II(a) - Compensation and RSA 91-A:3,II(c) - Reputation.

Roll call vote - Selectman K. Bourque (yes), Selectman S. Perry (yes), Selectman B. Lemire (yes) and Selectman K. Schaefer (yes). **Vote carries 4-0-0.**

Board of Selectmen will only come out of non-public to adjourn.

The next Board of Selectmen's meeting will be on September 25, 2017 at 6:00pm at Town Hall

Brent T. Lemire, Chairman

Steven D. Perry, Vice Chairman

John R. Brunelle

Kevin C. Bourque

Kurt D. Schaefer