

TOWN OF LITCHFIELD BOARD OF SELECTMEN
October 23, 2017

Selectmen's Meeting

Members Present: Brent T. Lemire, Chairman
Steven D. Perry, Vice Chairman
John R. Brunelle
Kurt D. Schaefer

Absent: Kevin C. Bourque - Excused

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork review

6:00 p.m. Call to Order

Pledge of Allegiance

Review and Approval of Consent Items:

1. Approval of Board of Selectmen Meeting Minutes from October 16, 2017
2. Approval of Account Payable Manifest 10/24/2017 (\$48,871.49)
3. Approval of Payroll Manifest 10/26/2017 (\$53,425.10)

Approval of Consent Items

Selectman B. Lemire reads aloud the Consent Items

Selectman J. Brunelle **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

Resignation Acceptance - Matthew Shoemaker, Planning Board Member

Selectman B. Lemire and T. Brown state this is a formality for the Board of Selectmen to accept the resignation.

Selectman K. Schaefer **motioned** for the Board of Selectmen to accept the resignation of Matthew Shoemaker from the Planning Board as requested.

Selectman J. Brunelle **seconds** the motion. **Vote carries 4-0-0.**

Appointment Of Joe Blanchette, Planning Board Member (term expires 3/31/2018)

Selectman S. Perry states Joe Blanchette has been an alternate member for the Planning Board for a little over a year. From what he know Joe has had good attendance and been a good participant.

Selectman S. Perry **motioned** for the Board of Selectmen to approve the appointment of Joe Blanchette as a Planning Board Member with a term to expire on 3/31/2018.

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

2017 Budget Review

Town Administrator T. Brown tells the Board he has good news to share, after expressing some concerns last week regarding some unexpected costs and the budget for end of year. He has consulted with all the Department Heads, met with Police Chief O'Brien and his staff as well as with the Finance Manager Karen White. They believe if all stays on course they should have a turn in of about \$60,000 from the Police Budget, which is a big help with end of year costs. Other areas where he is expecting a turn in with the Budget will be in Accounting due to the Bookkeeping position not being filled and no payment of salary or insurance being paid out for a few months. Also the Road Agent had money raised for Engineering Services which have not been needed due to roads just being overlaid or shimmed and these services were not needed. Troy states the Stormwater Management funds are still available due to the delay of this project by the State for one more year. He does mention there has been some discussion from the Budget Committee for the Board to Encumber these funds if they are not used by the end of year. Troy tells the Board the Solid Waste Administration could have a turn in of about \$7,000, Welfare about \$3,000-\$4,000 and Parks and Recreation a possible \$4,000 to \$5,000 depending what happens in these last few months of the year. So he is projecting it will be very tight, but thinks they could possibly have \$28,000 remaining in the budget come the end of the year. Troy states one assumption he built into the Budget and one really big wild card is still the Winter weather conditions for November and December. He states he and the Road Agent looked back at the records and they paid out last year \$25,000 in contracted services. He has assumed this in the budget and mentions if necessary they also have a safety net if needed and could use a Capital Reserve Fund for any overages if needed.

Troy mentions another area they may save is with the Warrant Article for the full-time Police Officer they started in July, these funds were appropriated as a Special Warrant Article and are not populated into the Operating Budget, but they do affect the bottom line of the Budget. So if all goes as planned he is looking at a possible turnback of about \$30,000 - \$60,000. Troy mentions the Fire Chief was away, but he spoke with him today. He had some areas of concern which he will look at this week and they will discuss soon. He states things change quickly, but they are better off then he first thought and will continue to monitor and keep the Board updated moving forward.

2018 Health Insurance Rates

Town Administrator T. Brown mentions he wanted to update the Board of Selectmen after the discussion last week regarding the 2018 Health rate increase from InterLocal Trust of 17.39%. He met with the President of the Union and they reviewed some of the figures with the Finance Director and has been in contact with Healthtrust. They have have an agreement with the Union to have a discussion about the feasibility of changing from InterLocal Trust to Healthtrust in the hopes of leveling the cost of health insurance. They have an informational meeting set up for Friday at 1:30 here at Town Hall. He has also sent out emails to Non-Union Employees and

Retirees who may want to come discuss the current plans and compare what else is available. He hopes the plans are comparable, and all will be interested in lowering cost. Troy mentions November is open enrollment, and due to the small workforce they can push things a little, but they need decisions to be made as December approaches. But for today he has put into the Default Budget the effects of the 2018 increase of 17.39%.

2018 Proposed Budget

Troy states the Budget Committee will be discussing their deductions or increases at their meeting this Thursday, October 26, 2017. He states a couple of things have changed since the last time the Board reviewed the Budget. He has had the Property Liability policy, Workers Compensation policy and Unemployment all come in, and everything has been at a decrease which he has now included in the Budget. He mentions there is a lot of discussion regarding the Tax Cap, which is the Net amount raised last year versus Net amount proposed and raised this year (which is the Operating Budget and all Warrant Articles). Troy tells the Board as of now they are exceeding the Tax Cap by \$78,272, which includes the 17.39% health insurance increase. So the Budget Committee will be trying to decrease the Budget by \$78,272, he states it is their job by law to do so. Troy mentions a portion of this is the health insurance, \$150,000 is also due to the Fire Hydrant Rental fee increase this year due to all the new hydrants. He states the Board would of put together a Budget that would of been below the Tax Cap for this first year otherwise.

2018 Proposed Default Budget

Town Administrator T. Brown tells the Board he has reviewed the 2018 Budget and compared what was raised and appropriated in 2017, and it appears the Default Budget for 2018 is \$6,164,207. This is an increase of \$408,401 over last year, this does include the fire hydrant rental fees and the Default Budget.

Administrator Report

T. Brown states he did start advertising for the full-time Bookkeeping position, and the Public Works part-time position as they discussed at the last meeting and they have started to see some activity.

He would like to thank the Highway Department and Dave Mellen for their work on putting up all the brackets and flags along 3A on Friday, they did a terrific job. Troy and the Board state they have all heard nothing but great comments regarding the flags. Jason from Litchfield "What's Up" posted a moving video of the flags, and had positive responses for all. They will be put up for a few weeks around Memorial Day, Independence Day and Veterans Day.

Selectman Reports

Selectman J. Brunelle states last week was vacation day there was no Budget Committee meeting.

Selectman S. Perry states as discussed at the last Board meeting he was unable to attend the

Planning Board meeting. Selectmen B. Lemire states he will be having a discussion with the Board to see if they can arrange coverage.

Selectman K. Schaefer states there was no Recreation Commission meeting, but tomorrow there is a meeting and they will be voting on the Grounds Keeper 2 year contract. He mentions there were two bids received one for \$50,000 per year for a total of \$100,000 and one for \$43,000 for the first year and \$44,000 for the second for a total of \$87,000.

Items moved from consent - None

Other Business - None

Public Input - Selectman B. Lemire states because they are finished the meeting early they will adjourn to go into non-public and come out if anyone is present for Public Input.

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

Roll call vote - Selectman J. Brunelle (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 November 13, 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