

TOWN OF LITCHFIELD BOARD OF SELECTMEN

November 13, 2017

Selectmen's Meeting

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

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 23, 2017
2. Approval of Account Payable Manifest 11/7/17 (\$46,301.47) & 11/14/17 (\$1,130,383.08)
3. Approval of Payroll Manifest 11/9/17 (\$54,408.67) & 11/16/17 (\$51,571.43)
4. Timber Tax Levy (1) - \$590.30
5. Treasurer Reconciliation - September

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 5-0-0.**

Request for Additional Items/Other Business - None

Business

2018 Health Insurance Plan - Proposal to Change to HealthTrust

Town Administrator T. Brown mentions the Board of Selectmen previously discussed meeting with the Union to discuss the possibility of changing health care providers from InterLocal Trust to Health Trust. Troy mentions previously the Town transitioned from a July/June enrollment with InterLocal Trust to a calendar year enrollment period. During this transition there was a 5% increase to the rates, then once on a calendar year (last year) the Town saw a 22% rate increase and for 2018 they are looking at another rate increase of 17.39%. So upon the Board's request he checked into other health care providers and spoke with the BOS and representatives from Health Trust, then meet with the Union and their Officials who agreed these plans are comparable and were willing to make a switch. Troy states the plans offer about

the same coverage except there will some changes to copays and they have two plans a Point of Service (POS) where the increase to copays will be from \$5 to \$20, and a Health Maintenance (HMO) which will increase copays from \$5 to \$10, the prescriptions (RX) will change from \$5/\$15/\$30/\$50 to \$10/\$20/\$45.

Troy states the Town pays 80% of the premium costs and the Employee pays 20%, this looked like the best option for the Town, Town Employees and Union Employees.

Troy tells the Board he also had an informational meeting with the Town's Retired Employees. Their rates would increase under the Health Trust plan, and there is nothing the BOS can do, except possibly offer a subsidy to help transition these Employees to a new plan. Troy mentions he is not sure if this is a wise practice to start, but has shared a spreadsheet with the Board to show what a subsidy would look like and the cost if they choose to do so. He mentions Health Trust did an evaluation of the current Medicomp Plan, and a lot of the out of pocket expenses will go away under the Health Trust Plan which is one of the reasons this plan is a little bit more expensive for the retired employees. This is why Troy mentioned the Board may like to consider offering a small subsidy to help transition the retiree's on to the new insurance plan. He mentions Health Trust can assist the Town with implementing a subsidy into the retiree's billing. Troy also states the Employees are not obligated to take the Town's insurance plans, they can go out and get a plan from any insurance provider.

Troy tells the Board they have not done open enrollment, and has heard some employees might be making some changes. So the figures can change up or down based on this, but by switching the Town's insurance plan to Health Trust they are looking at removing approximately \$75,000 from the Proposed Operating Budget.

Selectman J. Brunelle asks Troy if the Employees will still be able to do Flexible Spending Accounts.

Troy tells the Board yes Town employees can, but not retiree's.

Troy and the Board discuss the possible \$75,000 savings to the Town and how much per week the employee's will save (approximately \$30 per week). They also discuss the option of a subsidy, and how much or how long should they offer. Troy tells the Board insurance premiums will always be increasing, and do they want to set a president. But mentions a one year small subsidy could be offered to help with the transition for those on a fixed income. The Board of Selectmen agree to offering a small subsidy, one hundred dollars a month to each retiree (5) for one year in 2018.

Selectman S. Perry **motioned** for the Board of Selectmen to approve a subsidy of \$100 dollars be paid per month to each retired employee listed (5) for a period of one year in 2018. This subsidy will total \$6,000 in 2018 only.

Selectman J. Brunelle **seconds** the motions. **Vote carries 5-0-0.**

Maintenance Bond Release - Fallon Estates

Troy tells the Board of Selectmen the Planning Board approved the release of a two year performance bond in the amount of \$53,765 on September 19, 2017 for Fallon Drive, Juniper Court and Hemlock Court. Roads have been inspected and approved by L.C. Engineering, and inspected by the Town Road Agent. Both recommended the release of the bond to the Planning Board who approved the release, and now are asking for the Board of Selectmen to do the

same.

Selectman S. Perry **motioned** for the Board of Selectmen to release the Performance Bond for Fallon Drive, Juniper Court and Hemlock Court in the amount of \$53,765 be released to a 2 year Maintenance Bond.

Selectman J. Brunelle **seconds** the motion. **Vote carries 5-0-0.**

Route 3A Travel Lanes

Town Administrator T. Brown mentions Bill Fisk a resident of Litchfield who is an active cyclist, approached him stating he asked NHDOT to consider changing the travel lane width on Route 3A next year when he learned it is being resurfaced/restriped. Troy states instead of having approximately a 12 foot travel lane the lane width would be less to allow travel lanes for bicycles and pedestrians. Troy states at first he was not interested in having this discussion, but he agreed to meet with the State Official. They drove him around showing him roads in different Towns who have implemented this, it has worked for some but not all. He mentions NHDOT will stick to their normal procedures for striping the roadway, unless the Board of Selectmen submit a request asking for a re-striping of the roadway allowing a larger lane width for bicycles and pedestrians. Troy mentions there is still time to consider this matter before the work is completed next year, however, the decision needs to be made within a few weeks. Larry Keniston from NHDOT is willing to meet with some Selectmen, the Fire Chief, Road Agent, Police Chief etc. to present information and answer any questions.

Selectman B. Lemire asks if anyone has weighed in on this matter.

Troy states no not as of yet, he was discussing the issue with the Board to see if they wished to proceed further with an informational meeting. He states it is just informal to discuss if something like this makes sense, or for safety reasons it may not.

Selectman B. Lemire states when he sees a bicycle on 3A with all the traffic he kindges, and would not make a decision without hearing more. He would like to schedule an informal meeting with NHDOT and all the individuals mentioned earlier to hear information on the issue and their input, but is making no commitments. Troy will set this up and report back to the Board.

Selectman S. Perry states he would like to make it clear there will be no way he will ever vote to approve narrowing the travel lanes on 3A, to accommodate a cyclist. Because there is not enough room currently and the day anyone would ever get killed or injured he does not want his name attached to it in anyway.

Authorization to Hire - Scott Cavanagh as Cable Operator

Troy mentions Richard Pentheny, LCTC Director is recommending the Board of Selectmen hire Scott Cavanagh as a Cable Operator at \$12.00 per hour. Troy tells the Board Scott worked as a Cable Operator for the Town quite a few years ago, and would like the position.

Selectman K. Schaefer **motioned** for the Board of Selectmen to approve the hiring of Scott Cavanagh as Cable Operator at a pay rate of \$12.00 per hour.

Selectman K. Bourque **seconds** the motion. **Vote carries 5-0-0.**

2017 Equalization

Town Administrator T. Brown states the Department of Revenue Administration is beginning the

2017 Equalization process. The Municipal Assessment Data Certificate (an annual form) needs to be signed by the Board of Selectmen to start the process. Once approved by the Board of Selectmen, Avitar the Town's contracted assessor will complete the rest of the documentation and submit it to the State of New Hampshire.

NHAAO Membership

Troy tells the Board generally Towns do not vote at the annual New Hampshire Association of Assessing meeting. However, in the past, Loren Martin, the contracted assessor from Avitar voted on behalf of the Town of Litchfield. She is willing to vote again this year if so authorized. Selectman J. Brunelle **motioned** for the Board of Selectmen to authorize Loren Martin from Avitar to vote on behalf of the Town of Litchfield.

Selectman K. Bourque **seconds** the motion. **Vote carries 5-0-0.**

BOS Meeting Schedule - December 2017

Town Administrator T. Brown mentions to the Board the fourth Monday (scheduled BOS meeting) in December falls on Christmas. He would like to know if the Board would like to meet the Monday before instead.

Selectman J. Brunelle states the Board would still need to need to meet closer to the end of year in order to vote on all necessary items. He suggests another day of the week the last week in December. Board agrees, and decides on Wednesday December 27, 2017 at 6:00 here at Town Hall.

Town Administrator Performance Review/Merit Increase

Selectman B. Lemire mentions the Board of Selectmen completed the Town Administrator's review on October 23, 2017. The Board needs a motion to ratify this review in public session. He suggests the following motion be worded as follows: To grant the Town Administrator T. Brown a 3% merit wage increase effective July 1, 2017 in accordance with the Personnel Policy and his employment agreement.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the motion as read by Chairman B. Lemire.

Selectmen K. Schaefer **seconds** the motion. **Vote carries 5-0-0.**

Public Input - None

Administrator Report

Troy mentions he has talked with some of the Employees about the annual Christmas Party. A suggestion was made to see if the Town Offices could be closed and the Office be able to leave and go to a local restaurant for a Christmas Celebration. This is suggested due when it is held here in the conference room, people and residents are coming in and out and some people do not get to really relax and participate in the festivities. So he is running it past the Board to see if they would find it acceptable. Board asks what day are they thinking of holding the party.

Troy states they have not picked a definite date, but was thinking of Tuesday December 19th.

Selectman S. Perry tells the Board closing early and having a party is not enough, now they

want to close the whole day in order to go some place else.

Troy mentions they were looking to close early, maybe noon and go to a restaurant.

Selectman K. Bourque asks if they would be using their earned time

Troy state with it being the holidays and a Christmas party, in the spirit of the season it could be something the Town could give the Employees.

Selectman B. Lemire states at least with the party being on site, if members of the public come in someone is here to help them. Also, the problem with going off site is not everyone can do this and join in on the celebration such as the Fire/Police Departments. So in the fairness to everyone he thinks the celebration should remain in house, unless the Employee's choose to do it late afternoon or early evening on their own time after hours.

Board discussed this matter, and decided to keep the Holiday Party here in house at the Town Hall.

Selectman Reports

Selectman J. Brunelle was not able to attend the last Budget Committee meeting. He states he watched the meeting and they discussed the School, they have focused on the School for the past two weeks. He mentioned Troy sent over the Health Insurances changes for the Town, and this should adjust the remaining \$15,000 needed for meeting the Tax Cap.

Selectman S. Perry states the Planning Board meet last week, and states Mr. Thomas Young is no longer with us. So the Planning Board had a signed application come in, however, there was no action because there was no one to present. There was a lot line adjustment of the trailer park off of Page Road that got approved. Also Optimum Building Solutions is looking to expand, by tearing down the home on Colby Road and building a warehouse. This expansion was not finalized, they will be returning to the Planning Board on December 17, 2017.

Selectman S. Perry also reminds the Board he can no longer attend meetings for the Planning Board as he discussed at a previous BOS meeting and states the next meeting is 11/21 where they will be discussing the Master Plan.

Selectman B. Lemire states Selectman K. Schaefer will be attending the meetings in November. He will be covering for December and Selectman K. Bourque will be attending the January meetings.

Selectman S. Perry states the Planning Board will be voting a new Chairman at the next meeting.

Steve also requests the Planning Board and other Board and Committees website be updated.

Selectman J. Brunelle states he is still waiting on information from others in order to update the information on the websites.

Troy states it is time to update the Town Report, so he will get the updated information to John.

Selectman B. Lemire mentions the NHMA is hosting their annual conference Wednesday and Thursday at the Radisson in Manchester. He mentions if anyone is free during the day, it is a worthwhile conference to attend. They have something for all Municipal Employees and Elected Officials. He will forward the information to Troy so he can share with anyone interested.

Selectman K. Schaefer states the Recreation Commission has not meet since the last BOS meeting. However, they do have a Comedy Night on November 25 at 6:00-8:00pm, it is \$20 per person to attend. He mentions Jayson Brennen and Peter Psaedas will be spinning vinyl. At 8:00pm they have three Comedians and after they are finished they will be having Karaoke for everyone. The Benefit is for the Justin Bissett Memorial Baseball Complex at Jeff Lane. He mentions they are in the home stretch now the field got hydro seeded last week, they are drilling for the well today for irrigation and the concrete company has set up their forms for pouring the foundation for the snack shack.

Items moved from consent - None

Other Business - None

Selectman J. Brunelle **motioned** for the Board of Selectmen to adjourn the public portion of the meeting to go into two non-public sessions per RSA 91-A:3,II(a) - Compensation/Hiring
RSA 91-A:3,II(a) - Compensation/Hiring

Selectman K. Schaefer **seconds** the motion.

Roll call vote - Selectman K. Bourque (yes), Selectman J. Brunelle (yes), Selectman S. Perry (yes), Selectman B. Lemire (yes) and Selectman K. Schaefer (yes). **Vote carries 5-0-0.**
Board of Selectmen will only come out of non-public to adjourn.

The board returned back to public session at 7:26pm. Selectman S. Perry **motioned** for the Board of Selectmen to seal the minutes until February 1, 2018 because disclosure would render the proposed action ineffective. Selectmen K. Schaefer **seconds** the motion. **Vote carries 5-0-0.**

Meeting adjourned at 7:26pm

The next Board of Selectmen's meeting will be on November 27, 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