

TOWN OF LITCHFIELD BOARD OF SELECTMEN

January 22, 2018

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 January 8, 2018
2. Approval of Account Payable Manifest from (2017) 1/16/18 \$35,323.24 & 1/23/18 \$70,019.60
3. Approval of Account Payable Manifest 1/16/28 \$29,684.55 & 1/23/18 \$29,047.32
4. Approval Payroll Manifest 1/18/2018 \$53,327.53 & 1/25/2018 \$50,735.28
5. Veteran's Exemption - (5)
6. November Reconciliation - Town Clerk
7. December Reconciliation - Tax Collector
8. December Reconciliation - Town Clerk

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 5-0-0.**

Request for Additional Items/Other Business - None

Business

Selectman B. Lemire states the Board of Selectmen were at the Public Hearing and he would like to tell the public/taxpayers of this Town that the Board heard you all. He mentions there were several questions and concerns about the new fire station construction project and they listened and took action regarding these concerns. A group convened Monday afternoon that included himself Selectmen J. Brunelle, Selectman K. Schaefer, Town Administrator T. Brown, Vice Chairman of the Budget Committee Kerri Douglas, Fire Chief Fraitzl, Deputy Chief Nicholas

along with representatives from Eckman Construction and WarrenStreet Architects. Their purpose was to sharpen pencils and see what could be done to bring down the cost of this project to get it more in line with what the public wanted it to be. Selectman B. Lemire is very proud to say after 6 hours of intense talks they were able to accomplish this task. He would like to thank all involved especially Eckman Construction and WarrenStreet Architects for their hard work. All involved are in unanimous agreement that what they are going to present this evening is the best product of a collaborative effort seen in Town in a very long time. He feels it was good responsive Government at its best, doing what needed to be done for this town.

WarrenStreet Architects & Eckman Construction - Fire Station Project

Present: Jonathan Halle - WarrenStreet Architects, Preston Hunter - Eckman Construction and Fire Chief Fraitzl.

Chief Fraitzl states he agrees with Selectman B. Lemire everyone involved listened to the public concerns and worked hard on revising the project. He introduces Preston Hunter who will be presenting the changes to the Fire Station Project this evening.

Preston mentions John Deloria from Eckman is also here this evening to help address any questions. Preston has a slide presentation he is showing the Board of Selectmen and the public watching on cable television. Anyone wishing to review the documents shown this evening or listen to additional information regarding the proposed Fire Station Project can do so at this

website <https://litchfieldfirestation.com/> , or view this meeting on Youtube or LCTV

Preston starts by showing (chart #1) the Revised Budget for the new Fire Station Project for Litchfield.

	1/3/2018	1/19/2018
	13,100 SF	11,000 SF
Construction Costs	\$4,789,500	\$4,789,500
Accepted Value Engineering	<u> -</u>	<u>(1,542,600)</u>
Construction Cost Subtotal	4,789,500	3,246,900
Soft Costs	<u>\$5,469,000</u>	<u>\$ 4,82,500</u>
	\$5,469,000	\$3,729,400
Total Project Cost per Square Foot	417	339

The revised budget is a reduced cost saving (or Value Engineering) on Construction Cost of \$1,542,600, and on Soft Costs (Owners costs) reduced by \$197,000 for a total saving on the project of \$1,739,600.

Preston moves to (chart #2) showing the Value Engineering Items. This list contains about 30 items. He states the biggest savings came from replacing the 10 overhead apparatus doors with folding doors. Also they eliminated the back of the station site work, which allowed for drive-thru bays. The Department will now be backing into the bays off of Albuquerque at the front of the building. Also they eliminated 1 bay and reduced the overall size of the bays, and removed 3 offices and a hallway. Preston continues to read the items listed.

1. Replace 10 folding doors with overhead doors
2. Site: No work at back of station per limits of work on revised site plan
3. HVAC & Plumbing reductions (forced hot air heat, simple t-stats, PVC waste, 6" trench drains, manual faucets)

4. Eliminate one (1) bay and reduce bay lengths.
5. Delete three (3) offices and hallway
6. Replace concrete portal walls and CMU end walls with wood
7. Electrical reductions, smaller generator, no lighting controls, less expensive light, less electrical for simplified HVAC systems.
8. Miscellaneous cosmetic reductions inside and out (flooring, ceilings, trim, window, cupola)
9. Delete radiant heated concrete apron
10. Delete additional gear storage room
11. Builder risk insurance by Owner
12. Delete back four (4) overhead doors (framed openings for future)
13. Remove the all interior bollards in the truck bays
14. Construction testing and special inspections by Owner
15. Kitchen Equipment provided by Others
16. Delete damp proofing on foundation wall (no basement)
17. Delete Station sign on Albuquerque
27. Remove base cabinets and use adjustable shelving in Medical Equipment Room
28. Remove PVC Interior base trim around exterior wall in truck bay area
29. Remove PVC trim around the truck bay doors
30. Remove base cabinets in the Community Resource Room

Preston continues with (chart #3) Owner Soft Cost Items

Chief Fraitzl states the largest reduction was the deferring of the antenna, foundation and tower, and cutting the furniture, furnishings and equipment.

- Moving existing equipment
- Vehicle exhaust system
- Utility company charges
- Building permit and fees (no charge)
- Furniture/furnishings/owner equipment
- Antenna and foundation (deferred)
- Communication
- Architectural/engineering and other design consultant fees
- Builders risk insurance
- Testing and special inspections
- Legal
- IT equipment/security system/card access/video
- Owner's contingency (5%)

Preston goes on to discuss (chart #4 and #5) which show the comparisons with other towns on the Total Project Cost per SF and the Construction Costs per SF. He states this is difficult because all stations are different and there are different cost drivers. But he has shown comparison charts, showing Litchfield at \$339 per sf on a 11,000 sf building about in the middle by comparison.

Jonathan from WarrenStreet Architects discusses the updated Site Plans (chart #6 and #7). He mentions they have removed a bay and redesigned and reduced the bay design. They eliminated the rear site work. It will no longer be a drive-thru Fire Station they will be backing up off of Albuquerque. The Floor plan has been revised eliminating 3 offices and a hallway (which can be added back), and the elimination of the apparatus overhead doors and replacing them with overhead door. Also the parking lot has been changed, but they believe it will accommodate both public and private use.

Town Administrator T. Brown states (chart #8) the Revised Tax Impact information for the project, the Board will be discussing as an agenda item. He states at the time he reached out to the bond band and put together these figures the dollar amount was 3.9 million, but they have found additional savings and now have the project cost is \$3,750 million so he will have to revise these figures showing the additional savings.

Selectman K. Schaefer states this 3.7 million dollar project he can now support. He feels this will not be getting any cheaper, and they need to act while they have the ability.

Selectman K. Bourque mentions he will speak as a Board member and as a FireFighter on the Department. He usually abstains from voting on any Department matters because of the conflict of interest. But states he will vote in support of this project this evening because the Department and Town truly need this station. He tells the public if anyone has any question please feel free to contact him directly.

Selectman S. Perry states he will ask the questions others will not. He states he understands making the project more affordable, and at the public hearing many spoke against the project due to the cost. He understands they have a better chance of the voters passing a cheaper Fire Station. But what about those who supported the price of the first station and felt that was what was best for the Town and its future growth. He states maybe it should be considered this new plan is subpar. Steve feels taking away the drive-thru aspect of the design is a mistake and that backing up off of Albuquerque is a safety issue. This part of the plan should at least be added back in, even if it is just for the trucks to be able to drive around for safety reasons, this is his only negative with the project.

He states for what is being saved, how much is being compromised.

Jonathan states my eliminating the back of the station, it was a saving of approximately \$275,000.

Selectman B. Lemire mentions one of the conversations they had was that at the back of the station the doors will be framed and can be added on at another time if the Town/Department wish to in the future. He also mentions the project has not gone out to bid as of yet, so there could be a savings that might be able to be used and have this added back into the project. It was a conversation they had regarding the site work.

Jonathan states he thinks it is a little naive to think the would be \$250,000 worth of savings to be made on this project after it is bid and the project moves forward. At this point it is either an in or out issue with the project.

Selectman B. Lemire states it was an if they do, this would be addressed.

Jonathan mentions there were very difficult conversations between everyone involved over the past few weeks. Everyone knows this Fire Station is much needed, and had to find a way to get it passed. The Chief was and is to the point where he cut and did what is essential in order to get a much need fire station passed with the voters.

John Delora from Eckman Construction mentions a lot of time as a group was spent on this project. They listened to the people who spoke, and that was by both dollar and size that they scaled back but still are presenting a functioning Fire Station. Construction wishe they also tried to keep some options open for future expansion or build out (example framing out the back doors). Albuquerque was discussed regarding the backing in of equipment being a safe situation or not, and it was agreed that it was not a safety risk. These difficult conversations

were had, and as a group set this up to do what it needs to do, and meets the Department and Chiefs needs at a price tag hopefully the voters can support.

Selectman K. Schaefer feels it is a perfect fit right now.

Selectman S. Perry backed the 5.5 million dollar station because it was what is needed for the next 30 years.

Selectman B. Lemire states they had to get it to a possible yes vote from the voters.

Chief Fraitzl states it came down to wants and needs, but had to get to a place where the project could be accepted and receive a yes from the voters. The design is a safer, healthier than what they are working in right now.

Selectman B. Lemire thanks all involved.

Public Input

George Lambert 3 Lydston Lane. Mr. Lambert states Selectman S. Perry made a fantastic point that there are some people who might invest in the more expensive fire station. So he makes a suggestion to approach DRA and ask if the town could put both options in front of the voters.

One proposal for the 5.5 million and one for the new revised 3.7 million and let the voters choose which one they will support. But he mentions he is not here this evening to discuss the fire station, but thanks the Board for all their hard work in addressing the public's concerns with the project.

He mentions he is here to discuss the public's concerns about the costs surrounding a new Kindergarten. George states the Board of Selectmen is the agent to approve and expend Impact Fees for the school. The Board has to approve any Impact Fee requests to spend these funds from the school.

Town Administrator Troy Brown tells the Board he believes this is correct.

Mr. Lambert mentions when he was on the Board the legal opinion from the towns attorney at the time Hage Hodes stated this was correct. Presently money has been collected over the past 7 years for expansion or impact to the community in Impact Fees, specifically collected for the Elementary School in the amount of \$223,205 including interest. This information was obtained directly from the Planning Board Office, which lists where all the funds have come from. He also checked the Capital Improvement Plan (CIP) which mentions the expansion of the school a few years ago, so this is no surprise expansion. He mentions he has all these documents which he will gladly email to anyone who wishes to view them, and he has also made them public for everyone to view. Mr Lambert states since the town has collected funds in the form of Impact Fees specifically for the expansion of the school which are readily available and the Board is the discretionary agent to make this decision. He would encourage the Board if they receive a request from the School Board that the Board approve to release those funds. So he would like to know if the Board of Selectmen would commit to the release of these funds if they have a valid plan from the school, so the cost to the taxpayers could be reduced if this is approved by the voters.

He reads aloud the legal opinion from Hage Hodes the towns legal counsel, which was used when he was on the BOS.

"In my opinion in order to construct a legitimate basis for paying for doublewide classrooms at the Elementary School with Impact Fee Funds there needs only sufficient

justification from the school. This information should demonstrate that the new students being housed at the new Elementary School did not arrive on the schools doorstep solely because of a new Kindergarten mandate by the State of NH”.

So he tells the Board the expansion being requested is not solely the result of a mandate by the State so as the previous legal opinion stated which was dated December 1, 2010, this would give reasonable justification for the use of those fees.

George hopes he has given the Board enough information, but not taken up to much time. He will be glad to answer any questions.

Selectman B. Lemire wants to make it clear that George is not asking the Board to contact the School Board and push this issue. He is just asking if the school does make such a request for the release of these funds and it meets all legal requirement, would the Board vote in favor.

Mr. Lambert states he just would like the Board to commit to releasing such funds if the School requests the usage of them for the Kindergarten expansion if it is legally justifiable.

Selectman S. Perry states he has absolutely no problem committing to approving this. He does not see the school using their Impact Fees at all, and he has been outspoken stating they need to find reasons to use these funds.

George asked if the Board would make a motion committing to this.

Selectman J. Brunelle states their past shows they have no problems releasing funds to the school if requested, they have never said no.

Selectman B. Lemire states they cannot make a motion because they have no request in front of them yet. But the Board can give a consensus.

Board of Selectmen unanimously agree they are in favor of releasing the use of the Schools Impact Fees if requested.

Mr. Lambert states he can go adamantly to the public and in front of the School Board and Budget Committee stating the BOS will properly review and if legally justified release those funds.

Selectman B. Lemire states absolutely there would be no justification in holding them.

Town Administrator T. Brown states he would add a condition that as long as the proposed use of these funds is consistent with the intent and purpose of the use of Impact Fees.

Selectman J. Brunelle would like to make it clear that as far as he can recall the Board has never said no to a request from the school to use funds available. The Board has always wanted them to use the funds, they are there for such a purpose.

George mentions he asked the Superintendent at the School Budget Hearing if they had made an attempt to spend this money, and it was stated they were under the impression they could not do so. This is why he asked for the legal opinion, and is now asking for the Boards opinion. He would like to save the taxpayers of Litchfield the cost of this Kindergarten build out by giving this money back.

Selectman B. Lemire states he has been given the consensus of this Board that if they are within their rights legally, and everything is within the specified intent there is no problem for funds to be released.

Mr. Lambert states he appreciates this and thanks the Board. He states the taxpayers of Litchfield will appreciate this also, because this will save everyone money.

George also wanted to thank the Board for working so hard on the Fire Station Proposal, and

encourages them to look into the option of placing the two decisions in front of the voters. Because no one could then say they did not have the right choice and maybe the town can finally get a fire station.

Selectman B. Lemire closes public input.

Approval of 2018 Warrants

Town Administrator T. Brown states the Board needs to approve Warrant Article #4 for the Fire Station Bond.

Selectman B. Lemire asks what number would the Board like to request for the Bond \$3,750.00. Board is in agreement. He reads the Article as written:

ARTICLE 4 - FIRE STATION BOND

To see if the Town will vote to raise and appropriate the sum of \$3,750,000 for the purpose of constructing and equipping a new Fire Station building, and to authorize the issuance of not more than \$3,750,000 of bonds or notes in accordance with the provisions of the Municipal Finance Act (RSA 33), and to authorize the selectmen to issue and negotiate such bonds or notes and to determine the rate of interest thereon and the maturity and other terms thereof; and to authorize the selectmen to take any other action relative thereto (3/5 ballot vote required). Estimated 2018 tax rate impact: \$0.00.

Selectman S. Perry **motioned** for the Board of Selectmen to recommend Article 4 - Fire Station Bond as written.

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

Jonathan Halle asks if now with the Boards recommendation does this go back in front of the Budget Committee.

Selectman B. Lemire states it now goes to Deliberative Session at \$3,750,000, the Budget Committee will have to vote after the Deliberative Session to change their recommendation if they desire (this will appear on the ballot). Then it goes in front of the voters on Election Day in March.

Jonathan asks what would the Board like from Eckman and WarrenStreet at the Deliberative Session.

Selectman B. Lemire states they will discuss what is needed and get back to them.

Board thanks he and Preston very much for their time and effort.

Troy tells the Board he has reviewed past minutes and could not find where the Selectmen voted to recommend a few more Articles, so he would like the Board to do so now.

ARTICLE 6 - FULL TIME POLICE OFFICER

To see if the Town will vote to hire a full time police officer effective July 1, 2018 and vote to raise and appropriate the sum of \$40,899 for wages and benefits for the period of July 1, 2018 to December 31, 2018. Estimated 2018 tax rate impact \$0.05.

FT Officer	2018 (6 months)	2019 (12 months)
Wages	\$24,929.00	\$52,998.00
Health (2 person)	\$ 7,557.00	\$18,136.00

Dental (2 person)	\$ 341.00	\$ 818.00
NHRS	\$ 7,337.00	\$15,997.00
Workers Comp	\$ 374.00	\$ 795.00
Medicare	<u>\$ 361.00</u>	<u>\$ 768.00</u>
Total	\$40,899.00	\$89,512.00

Selectman J. Brunelle **motioned** for the Board of Selectmen to recommend Article 6 - Full Time Police Officer as written.

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

ARTICLE 9 - THIRD YEAR OF LIBRARY NON UNION WAGE PLAN IMPLEMENTATION

To see if the Town will vote to raise and appropriate the sum of \$10,401 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 third year of a three year implementation plan. Estimated 2018 tax rate impact \$0.01.

Selectman J. Brunelle **motioned** for the Board of Selectmen to recommend Article 9 - Third Year Of Library Non Union Wage Plan Implementation as written.

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

ARTICLE 11 - BUILDING SYSTEMS TRUST FUND

To see if the Town will vote to raise and appropriate the sum of \$25,000 to be placed in the Building Systems Trust Fund as previously established. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2018 tax rate impact: \$0.00.

Selectman S. Perry asks what is currently in the account

Troy states \$30,904 is the current balance

Selectman J. Brunelle **motioned** for the Board of Selectmen to recommend Article 11 - Building Systems Trust Fund as written.

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

Selectman B. Lemire states at the Public Hearing there was a request for a new additional Warrant Article. He reads it aloud:

ARTICLE 13 - DISPOSAL OF FIRE STATION BUILDING

To see if the Town will vote to authorize the Board of Selectmen to demolish or transfer ownership of the Fire Station Building located at 257 Charles Bancroft Highway. This article is contingent on an affirmative vote on Article 4, which approves funding for the construction of a new Fire Station Building. Should Article 4 fail, this article shall be null and void.

Selectman J. Brunelle **motioned** for the Board of Selectmen to recommend

Article 13 - Disposal Of Fire Station Building as written.

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

Selectman K. Bourque and Selectman S. Perry ask why would the Town demolish the current Fire Station it is still a town asset.

Selectman J. Brunelle states the public wants to know exactly what will be done with the building. He mentions the Budget Committee is under the perception is it will be a draw on the tax base if kept.

Selectman B. Lemire states they do not want the town to maintain this building after the new one is built.

Selectman S. Perry asks who runs the town.

Selectman J. Brunelle states the Board.

Selectman B. Lemire states the voters do have a say and this allows them to determine this.

Selectman S. Perry asks why would the town ever get rid of building they could use for cold storage, that would cost nothing a year to maintain.

Selectman J. Brunelle states it would be argued that is not an accurate statement.

Board discussed the possibility of transferring ownership of the building in the future.

Selectman B. Lemire asks the Board for a vote. **Vote fails 2-3-0.**

Motion fails but the Board decides it will leave the Article as written to appear on the ballot, for the voters to decide. It will appear without the Boards recommendation.

Selectman B. Lemire states this was a petition article from the Deliberative Session. He reads it aloud:

ARTICLE 14 - BEAUTIFICATION EXPENDABLE TRUST FUND (by petition)

To see if the Town will vote to establish a Town Beautification Expendable Trust Fund pursuant to RSA 31:19-a, for the purpose of enhancing community pride and identity in a variety of ways, such as but not limited to, purchasing flowers, trees, shrubs, signs, holiday decorations, monuments and other amenities to improve the visual appearance of town buildings, facilities, roadsides and landscaping; further to raise and appropriate \$2,500 to put in the fund; furthermore to name the Board of Selectmen as agents to expend from said fund based on proposals or petitions received from town citizens, groups and/or boards and committees. Estimated 2018 tax rate impact: Less than \$0.01.

Selectman S. Perry states this is a petition Warrant Article correct

Selectman B. Lemire states yes, and the Board does not have to recommend

Selectman J. Brunelle tells the Board the article is asking for money so the Board does have to vote to recommend or not. He states why he hesitates to recommend is because citizens already donate and do a lot of this already. John also states if someone wanted to beautify the Town Hall the Board would be in favor, and it would come out of the town's budget.

Selectman B. Lemire tells the Board he understands the intent, and its a way for people to contribute to a fund and engage in these types of activities and improve the appearance of town assets.

Selectman J. Brunelle states they are not asking for contributions they are asking the taxpayers to give \$2,500.

Selectman B. Lemire states yes to start the fund, but then donations can be made in the future.

Selectman J. Brunelle asks if they can fund the Warrant with \$1 and let other contribute.

Board states no because it's a petition warrant it cannot be changed.

Town Administrator T. Brown tells the Board he reached out to legal counsel and he wants them to be aware this is not a Revolving Fund its an Expendable Fund. So if anyone comes forward and they donate money for example "flowers", the Board has to vote to accept those funds and have to hold those funds separately (they cannot be deposited in this fund) and then those funds can only be used for flowers.

So the Board states what would the purpose of this be, and was it explained to the person who came forward with the petition.

Troy states he worked with the petitioner on the wording of this article, and he is aware of how it functions.

Selectman S. Perry **motioned** for the Board of Selectmen to recommend Article 14 - Beautification Expendable Trust Fund (by petition) as written. Selectman J. Brunelle **seconds** the motion. **Vote carries 3-2-0**

Moderator Regan - Review Draft Warrant Articles

Mr. Regan the Town Moderator is here this evening to discuss with the Board of Selectmen who will be speaking to the Warrant Articles at the Town Deliberative Session being held on Saturday, February 3, 2018 @10am. This is so he can prepare notes and be ready for the day. Troy updates him on the two new articles and the dollar amount change to the Fire Station Bond which was discussed this evening. The Board and Mr. Regan discuss the Articles as follows:

ARTICLE 2 - ZONING AMENDMENT No. 1 - Troy will find someone from the Zoning Board to speak to this Article and let Mr. Regan know.

ARTICLE 3 - ZONING AMENDMENT No. 2 - Troy will also find someone from the Zoning Board to speak to this Article and let Mr. Regan know.

ARTICLE 4 - FIRE STATION BOND - Selectman B. Lemire and Fire Chief Fraitzl will speak to this Article. Eckman Construction and WarrenStreet will present the new proposal and will also help answer any question.

ARTICLE 5 - 2018 OPERATING BUDGET - Town Administrator T. Brown will speak to this Article

ARTICLE 6 - FULL TIME POLICE OFFICER - Police Chief O'Brion and Captain Sargent will speak to this Article.

ARTICLE 7 - ROAD IMPROVEMENT PROJECTS - Selectman S. Perry and the Road Agent will speak to this Article.

ARTICLE 8 - PLOW TRUCK LEASE PURCHASE - Selectman S. Perry and the Road Agent will speak to this Article.

ARTICLE 9 - THIRD YEAR OF LIBRARY NON UNION WAGE PLAN IMPLEMENTATION - Troy will ask someone from the Library to speak to this Article and let Mr. Regan know.

ARTICLE 10 - TOWN EARNED TIME ACCRUAL EXPENDABLE TRUST FUND - Town Administrator T. Brown will speak to this Article

ARTICLE 11 - BUILDING SYSTEMS TRUST FUND - Town Administrator T. Brown will speak to this Article.

ARTICLE 12 - HERITAGE COMMISSION - Kim Queenan, Vice Chairman of the Planning Board will speak to this Article.

ARTICLE 13 - DISPOSAL OF FIRE STATION BUILDING - Selectman J. Brunelle will speak to this Article.

ARTICLE 14 - BEAUTIFICATION EXPENDABLE TRUST FUND (by petition) - Jason Brennon will speak to this Article.

Mr. Regan and the Board discussed the attendance at the Public Hearing. Mr Regan tells the Board he does not monitor the towns web page to see what it going on or when upcoming meetings are being held. He states he would like to attend as others in town would probably like to also. John mentions there is a subscriber list for the school and for emergency announcements is there one for the town to send to interested parties regarding meetings/events.

Selectman J. Brunelle states no there is not, its posted social media such as on the town websites, Twitter, Facebook and Youtube.

Mr. Regan states it was just a suggestion.

Troy states he will get John an updated copy of the Warrant Articles and he will confirm the names of the presenters for the Planning Board, Police and Library.

Fire Station Bond Financing Options

Town Administrator T. Brown tells the Board last week he shared information showing the different bond financing options. The information was based on payment information for 15, 20, 25 and 30 year terms for the bonds. With the financing based on a "level principal" bond repayment or a "level debit" bond repayment and he shared the payments based on homes valued from 300k to 450k.

He feels the Board should come to a consensus on which type financing they wish to use, so they can answer questions if asked at the Deliberative Session.

Selectman S. Perry states looking at the number why would you not choose the Level Debt.

Selectman B. Lemire states because the interest payments is higher.

Troy mentions he has not had anyone approach him suggesting a long term note, he has had discussions and heard from residents and Budget Committee member that most would choose a 15 year repayment (mentions the school was for 15 years).

Selectman B. Lemire and Selectman K. Schaefer state they would be in favor of a 15 year bond.

Troy mentions with a 15 year Level Bond the first years payment is the highest tax impact, each year following the annual debt payment decreases. He also states over the next 15 years is should not be a secret there will be some capital needs on both the school side and there will be a need for additional fire equipment. So it would be good to have a structure where the debt payments would be going down.

Board agrees on a Level Debt repayment, but have a discussion on having it for 15 or 20 years.

Selectman K. Schaefer feels a 15 year repayment term, which shows a homeowner with a \$350,000 home would have to pay \$154 a year for the next 15 years would be reasonable and quite a savings on interest in the long run.

Selectman B. Lemire agrees on the 15 year.

Selectman S. Perry states if it was his money he would go with the 15 year. But thinks they need to consider the taxpayers because they spoke out wanting to reduce the cost of this Fire Station, does the Board not think they would not want to reduce the payment coming from their wallets. So he feels a 20 year Level Debt bond based on the same \$350,000 home value would be perfect and his choice because it drops the payment to \$114 a year, making it more affordable for citizens on a more fixed income.

Board continues to discuss this issue.

Troy also mentions the figures they are discussing are based on 3.9 million dollars, and the project is now for 3.750 million so the figures will be a little less.

Selectman S. Perry **motioned** for the Board of Selectmen to approve a 20 year Level Debt Bond for the Proposed Fire Station.

Selectman K. Bourque **seconds** the motion. **Vote carries 4-1-0.**

Selectman J. Brunelle asks if the bond can be prepaid

Troy states he does not know the answer to that.

Year End Financial Update/Encumbrances

T. Brown tells the Board the books are not completely closed yet, but everything is pretty much wrapped up. He states the numbers have not changed much from what was projected. The operating budget has an unexpended balance of \$87,917. As he reported last time they have not spent any funds for the Police Departments warrant article (#6), which appropriated for 6 months for a new police officer leaving a balance of \$39,054. Also with the action the Board of Selectmen took with crediting the purchase of the cruiser using the Special Detail Fund of \$14,237. Brings a total estimated Unexpended balance this year of \$141,208. Troy tells the Board this number is mostly driven by the Police Department where there were vacancies and changes in staff, as well as in the Accounting Department where there were also some vacancies, with a few other turnbacks throughout the budget. He just wanted the Board to be aware of this, and does not anticipate any surprises. He states it was a good year with a very strong ending considering all they faced.

Troy mentions the last time the Board took action they did a bottom line Encumbrance. Now he is asking the Board to do a line by line encumbrance for the end of year, the figures have decreased slightly. He tells the Board he would like each line reflected in the minutes, because the auditors refer to this every year. Troy mentions there is no action necessary on the Re-Encumbrances.

Selectman B. Lemire states he will read each Encumbrance and ask the Board to make one motion and take a vote.

Selectman S. Perry asks what did the Earned Time Buyout cost last year for Chief O’Brion. Troy states about \$58,000.

Selectman S. Perry mentions this because he wonders if the Board would like to bump that number up a little bit. There are a few extra dollars available (turnbacks) and it’s an expense they have anyway

Troy states that is a good question, and mentions it was on the agenda to discuss this evening. He feels that would be a wise decision. Board agrees and changes the amount to \$58,000.

Selectman B. Lemire reads the Encumbrances aloud in order to enter them into the minutes

<u>2017 Account</u>	<u>Department</u>	<u>Purpose</u>	<u>Amount</u>
01-4220.10-342	Fire Department	Software Contract to Bridge Hud/Litc	\$ 3,500
01-4520.10-730	Recreation	River Access Project	5,000
01-4152.10-312	Assessing Services	Update & Pennichuck Abatement	30,000
01-4311.10-310	Road Agent	MS-4 Stormwater Permit	10,000
01-4194.10-750	General Gov Bldgs	Meeting Room Conference Table	5,000
014194.10-430	General Gov Bldgs	ADA Door Closure	4,000
01-4150.20	Information Techno	Technology	5,763
01-4210.10-760	Police Department	Scanners/IT	1,479
Bottom Line	General Gov Bldgs	Welcome Town Sign	3,000
Bottom Line	General Gov Bldgs	Earned Time Buyout	<u>58,000</u>
Total Encumbrances			

\$125,742

Selectman S. Perry **motioned** for the Board of Selectmen to Encumber these funds as read and approved by the Board.

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

Earned Time Buy Back Request

Troy mentions as the Board is aware they have a memorandum of understanding with Police Chief O'Brion to purchase his unfunded liability of earned time he has accrued during his tenure of service amounting to \$58,000 (all calculated benefits and payroll taxes are included). Chief O'Brion is requesting for reimbursement of earned time as he did in 2017 with the Boards approval. He would like to sell back approximately 920 hours (460 hrs vacation and 460 hrs of sick time) which would be at the agreed upon hourly rate of \$48.13 which is not his current rate of pay today.

Selectman S. Perry **motioned** for the Board to approve Chief O'Brion's request as discussed and make payable in January 2018.

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

Troy states funding would come from 2017 Encumbrances and the balance charged to the Expendable Trust Fund.

Earned Time Waiver Request

Town Administrator T. Brown mentions Financial Director Karen White has asked if the Board would consider waiving the maximum accrual amount of earned time, due to staffing shortages. Karen is covering for the vacant Accounts Payroll Clerk, and Treasurer. Troy states she is accruing 2-½ days a month, and looking ahead it seems it will be difficult for her to take any vacation time in the near future. So she has asked for the Board to waive this requirement to the end of this year and re-evaluate then.

Selectman K. Bourque states this is crazy, to have one person solely responsible for such a responsibility is absolutely crazy to him.

Selectman J. Brunelle mentions this is why they hired the new person.

Selectman K. Bourque state to have one person be responsible for a whole town is crazy, there needs to be some cross training.

Board continues to discuss this issue, and if the Police Administrator could help or a Temp be hired.

Troy tells the Board the Temp Agency he used, and the person who specialized in Municipal payroll has moved on to a permanent position. So that option is no longer available. He states anyone else has to be trained and it is to time consuming for Karen to do so at this time.

Selectman K. Bourque mentions he understands the situation, but feels it is unfair to Karen.

Troy and the Board agree.

Selectman S. Perry asks if the Board should just offer to pay her for her time in order to reduce it for her, and she does not lose her time. He has no problem doing this for this year, but does not want it to carry into next year.

Troy states he did not discuss with Karen the option to buyback her time. But if the Board is willing to grant her a waiver till December, with the option to buyback some of her time. He feels if she is allowed to manage a combination of the two she would be ok with that.

Selectman S. Perry **motioned** for the Board of Selectmen to approve Karen White to extend the earned time accrual till the end of 2018. With an option to buyback 2-3 weeks of her accumulated vacation time.

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

Board continued to discuss coverage and training options that might be available.

Surplus Property - Print Cartridges

T. Brown tells the Board Town Clerk Terri Briand is requesting permission from the Board of Selectman to sell surplus ink cartridges. Troy states the cartridges are no longer needed because the IT Department recently installed new printers for her Department. She has reached out to other Town Clerks/Tax Collectors and has found a town that is willing to purchase them for \$125 plus shipping.

Selectman S. Perry asks how many does she have and how much did they cost.

Troy states she has 3-4 cartridges and the original purchase price was \$175.

Selectman S. Perry **motioned** for the Board of Selectman to authorize Town Clerk/Tax Collector Terri Brian to sell the surplus ink cartridges as requested.

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

Administrator Report

Town Administrator T. Brown tells the Board he was speaking with a member of the Conservation Commission and they are still looking at the boat launch project and ways it could be funded. He also mentions they discussed how the Board of Selectmen are the authorized agent to actually lease the property. So he wanted to bring this conservation to the Board, because as we are moving towards Spring and planting starts happening (reminder the CC leased land to a local farmer) a conversation should be had with the Conservation Commission. Board agrees and would like Troy to schedule them for the next meeting to come discuss their plans for the boat ramp and future leasing use of the property. Troy also mentions the Board of Selectmen are only able to lease property for one year, any multi year lease action would require a town vote.

Troy states the Pennichuck Water Tax Abatement mediation session will be held on February 16, 2018 at 11am in Concord. He needs some of the Selectmen to attend.

Selectman B. Lemire states he can get there after a NHMA meeting he has to attend in the morning.

Selectman K. Schaefer states he can attend as well.

Selectman Reports

Selectman J. Brunelle states all he had was the Budget Committee Bond Hearing which has already been discussed.

Selectman B. Lemire states he attended the two intense meeting regarding the Fire Station

project.

He also covered the Planning Board meeting for Selectman K. Bourque on January 16th, where they discussed community design in 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-public session per RSA 91-A:3,II(c) - Reputation.

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.

Selectman B. Lemire mentions the Deliberative Session will be on Saturday, February 3, 2018 at 10:00am at Campbell High School. The Town will be going first, followed by the School.

The next Board of Selectmen's meeting will be on February 12, 2018 at 6:00pm at Town Hall

Brent T. Lemire, Chairman

Steven D. Perry, Vice Chairman

John R. Brunelle

Kevin C. Bourque

Kurt D. Schaefer