

TOWN OF LITCHFIELD BOARD OF SELECTMEN

April 23, 2018

Selectmen's Meeting

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

Absent: Steven J. Webber

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork review

545 p.m. Non-Public Session - RSA 91-A:3,II(1) - Legal Counsel
RSA 91-A:3, II (b) - Hiring

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

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

6:00 p.m. Call to Order

Pledge of Allegiance

Melissa Allen - Full-time Police Officer Appointment

Chairman B. Lemire states the Board of Selectmen went into a Non-Public Session to interview a candidate for a full-time Police Officer for the Litchfield Police Department. He asks the Board of Selectmen to make a motion.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the hiring of Melissa Allen as a full-time Police Officer to the Litchfield Police Department.

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

Chairman B. Lemire asks Melissa Allen to come forward and introduces her, and welcomes her to the Litchfield Police Department.

Police Chief O'Brion proceeds to swear Melissa Allen in as the newest full-time Police Officer to the Department.

The Board of Selectmen welcome Melissa Allen and wish her the best for a long and successful career with the Town of Litchfield.

Review and Approval of Consent Items:

1. Approval of Board of Selectmen Meeting Minutes from April 9, 2018
2. Approval of Account Payable Manifest 4/17/18 \$85,446.38 & 4/24/18 \$16,853.66
3. Approval of Payroll Manifest 4/19/18 \$52,742.69 & 4/26/18 \$52,800.95
4. Tax Collector Reconciliation - March
5. Town Clerk Reconciliation - March
6. Treasurer Reconciliation - March
7. Veterans' Tax Credit (5)
8. Elderly Exemptions (3)
9. Timber Tax Levy (\$995.45)
10. Current Use Application - Map 3, Lot 10
11. Report of Cut

Approval of Consent Items

Chairman B. Lemire reads aloud the Consent Items

Selectman K. Bourque **motioned** for the Board of Selectmen to approve the Items of Consent
 Selectman J. Brunelle **seconds** the motion. **Vote carries 4-0-0.**

Request for Additional Items/Other Business - None

Business

Police Cruiser - Purchase Order Approval

Town Administrator T. Brown mentions in reviewing the Purchasing Policy for the Town, there has been a practice with everyone in Town that if there is a vendor listed in "Appendix A" that this vendor is exempt from the competitive bidding process outlined within the policy. This includes items that may have already been place to bid, or in most cases they are State or Federal contracts. He mentions typically it is the Fire Department or Police Department purchasing it items through State contracts. Troy mentions he noticed what is being failed to be done in these situations is getting the Purchase Order approval from the Board of Selectmen for any item exceeding \$12,000. He mentions a few meetings ago he came to the Board asking for a waiver on the Purchasing Policy for the paving of the roads this year, and also to the Purchase Order for the plow truck.

So Troy mentions this evening Police Chief O'Brion informed him in order to get the State bid pricing he has ordered the new police cruiser which was approved by the voters in March, in the amount of \$33,976.00 (this does not include any trade-in vehicles). Troy mentions \$45,000 was approved in the budget, so the extra funds will go to the fit up of the vehicle.

Selectman J. Brunelle mentions the immediate thing he notices is that the vehicle is a "Tahoe" not the "Ford Explorer" normally ordered.

Troy states the Chief explained to him this was due to maintenance costs and warranty issues with the Explorer's. After discussing this with others the Tahoe was highly recommended, and thought the Town may be able to get at least an extra year of use if not more from this vehicle unlike the Ford Explorer.

Board discusses the fit up of equipment for this new vehicle, and what can be used from the Explorer on the new Tahoe. Troy tells the Board most everything except some brackets and the

cage can be reused in the new vehicle. He mentions the Chief wants to check out the Tahoe to see what the experience will be with another make/model of vehicle. Troy mentions the Fire Department has an older Tahoe (2007) and they think the vehicle handles extremely well and the maintenance has been minimal, they highly recommend it.

Selectman J. Brunelle mentions the issue with the Police Department vehicles is the idling time, these cars are constantly idling, which is the cause of most issues. He mentions he is not opposed to the idea of changing vehicles, and agrees the Tahoe may be a better choice. His issue is with the Board not being notified of this change before it was ordered, and that they are in a 2-1-2 cycle of ordering vehicles and if successful next year it would be two Tahoes and he has concerns of what this will do to the detail fleet. Board agrees with Selectman J. Brunelle about the Board not being told up front of this change.

Selectman K. Schaefer **motioned** for the Board of Selectmen to authorize in pursuant to the Town's Purchasing Policy, the purchase of a 2018 Chevrolet Tahoe 4X4 Police Package in the amount not to exceed \$33,976.00 and to authorize the Police Chief to trade-in surplus cruisers to reduce the said purchase price.

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

Purchasing Policy - Review and Update

Town Administrator T. Brown mentions the Purchasing Policy is reviewed by the Board of Selectmen once a year. After reviewing "Appendix A" in the Purchasing Policy, and discussing it with all Department Heads, and sharing it with the Board of Selectmen, he has updated this part of the policy, including the vendor list. Troy is recommending the language regarding Purchase Orders and Competitive Bidding be changed. He states it is so important that any item from any Department being purchased in an amount exceeding \$12,000 (even if exempt from the Competitive Bidding process) has to be brought in front of the Board of Selectmen for approval of a Purchase Order before going to any vendor. This is to prevent a purchase being made without the Board's knowledge, such as what just happened with the Police purchase of the Tahoe. Troy mentions he will make this clear with all Department Heads as well as all Committee and Commission Boards.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the Town of Litchfield's Purchasing Policy as reviewed and amended on April 23, 2018.

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

Bond Bank Application/Resolution

Town Administrator T. Brown states he received an email today stating the Bond Bank needs documents he has shared with the Board signed and sent back by May 8, 2018. He has reviewed the documents, one is the bond application the other is the Town Clerk's certification that the Board of Selectmen has adopted the Resolution (which does not need to be read but a motion needs to be made). Troy tells the Board the application has been accepted by the NH Municipal Bond Bank. All information has been given to the Town's legal counsel, and is currently under review and waiting for their final stamp of approval.

Selectman K. Bourque **motioned** for the Board of Selectmen to approve the Bond Bank Application Resolution as written.

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

Troy mentions if all goes well the Town should have the check prior to July 1, 2018.

New Hampshire Retirement System - Group II Position Certification

Chairman B. Lemire states the NH Retirement System Group II Certification Form has been signed as required and does not need any further approval because it was approved by the voters. This is just to notify NH Retirement that the Town has created a new Police Officer position.

Public Input - None

Beautification Expendable Trust Fund

Town Administrator T. Brown states this fund was created by a Petition Warrant Article #14 and approved by the voters. The initial funds of \$2,500 were placed in the fund from the Town's Unassigned Fund Balance (known as the General Fund). So in order to transfer these funds to the Beautification Expendable Trust Fund the Board of Selectmen need to make a motion. Selectman J. Brunelle **motioned** for the Board of Selectmen to authorize and approve the transfer of \$2,500 from the General Fund to the Beautification Expendable Trust Fund as approved on March 13, 2018 as Article 14.

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

Draft Memorandum of Understanding - River Access Facility

Troy states the construction of the River Access Facility started today, and will continue over the next 2-3 days to complete the driveway and parking lot area. Then the River Access Committee will work on the fencing, gates and other necessary items. He states the purpose of the MOU is to document the responsibilities of all the parties involved. First is the Conservation Commission who funded/owns the land, but have granted permission for this facility to be constructed. Next the Board of Selectmen who plays a role in overseeing Town property, and any leasing of Town land. Also the Recreation Commission who has agreed to take on the annual operating costs maintaining this facility. Troy mentions this draft has been shared with the Board of Selectmen and all others involved for their review and input. No action needs to take place this evening, but he will bring the formal document back to the Board for approval at the next meeting. He also mentions he had a conversation with the farmer who leases the land, and he still wishes to continue. So Troy and Legal Counsel are working on a lease agreement which he will also share with the Board at a future meeting.

Nashua Solid Waste Management District Appointments

Representative - David Mellen, Transfer Facility Manager

Alternate Representative - Troy Brown, Town Administrator

Troy states the District is looking for confirmation from the Town of the reappointments of Dave Mellen and himself as representatives to the Nashua Regional Solid Waste Management District.

Selectman J. Brunelle **motioned** for the Board of Selectmen to confirm that Dave Mellen as the

Town's Representative on the Nashua Regional Solid Waste Management District and Town Administrator T. Brown is the Alternate Member.

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

Administrator Report

Town Administrator T. Brown mentions another thing authorized by the voters for the 2018 Budget was funding for the Non-Union Wage increases. Troy states last year after reviewing the current employees and wages the Board agreed to set a maximum cap of 3%. He states not everyone was eligible for a 3% increase, it is the total maximum amount from the budget. So Troy is looking for direction from the Board how they would like to proceed this year, so he can communicate with all the Departments in order for them to start Performance Review process so they can be completed by July 1, 2018 and wage increases submitted to the Finance Department.

Troy tells the Board he asked the Finance Director to construct a sheet showing a 3% increase including all costs/benefits for all non-union employees and call firefighters, the total came to \$16,324. So Troy is recommending the Board approve the same 3% maximum cap for the 2018 budget.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve funding for the Non-Union Wage increase at a maximum cap of 3% for the 2018 Budget.

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

Selectman Reports

Selectman J. Brunelle mentions the Budget Committee has appointed Cindy Couture as Chairman and Kerri Douglas as Vice Chairman to the Committee. He states they felt how they scheduled their meetings last year worked out well for the Budget process, and will be keeping with the same type of schedule. John also mentions there was a lot of discussion regarding the Town going "live" on FaceBook with Committee and Board meetings. He mentions a lot of this came from the School Board updating them on this matter. Cindy Couture expressed her concerns, one of which was how would the Committees and Boards handle the live comments. John told them to ignore it the same as the Board of Selectmen has done, no one is available to engage and respond to comments made in this manner. They did ask what legal counsel's opinion was, and John stated he told them to ignore it. John mentions the School Board is also against this matter, they had discussion with him about purchasing another service to provide private streaming for them, they want to be able to control it. He mentions this evening the Board of Selectmen's meeting was aired live on YouTube. He feels it is a great way to allow people who do not have access to the television channels to see meetings in Town. He hopes as the Budget Committee and School Board view the "live" interactions it will ease their concerns.

Selectman K. Bourque states the Conservation Commission meets next week.

Selectman K. Schaefer states Rich Lascelles came to him with a plan to utilize the National Guard to build a parking lot at Jeff Lane. He mentions they were going to put that job out to bid. However, with another local Company donating the road/parking lot work at the River Access Facility, they are hoping to redirect the option of using the National Guard over at their project at

Jeff Lane. He is hoping this happens in July, and will keep the Board informed.

Items moved from consent - None

Other Business - None

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

Roll call vote - Selectman K. Bourque (yes), Selectman J. Brunelle (yes), Selectman B. Lemire (yes), and Selectman K. Schaefer (yes). Selectman K. Schaefer motioned to adjourn the meeting at 7:12pm and seal the nonpublic minutes until July 1, 2018 because the disclosure would render the proposed action ineffective Selectman J. Brunelle seconds the motion. Roll call vote - Selectman B. Lemire (yes), Selectman J. Brunelle (yes), Selectman K. Bourque (yes), and Selectman K. Schaefer (yes). **Vote carries 4-0-0.**

The next Board of Selectmen's meeting will be on May 14, 2018 at 6:00pm at Town Hall

Brent T. Lemire, Chairman

John R. Brunelle, Vice Chairman

Kevin C. Bourque

Kurt D. Schaefer

Steven J. Webber