

TOWN OF LITCHFIELD BOARD OF SELECTMEN

September 10, 2018

Selectmen's Meeting

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

Absent: Kevin C. Bourque

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork Review and Tour Of New Fire Station

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 August 27, 2018
2. Approval of Account Payable Manifest 9/4/18 \$787,366.35 & 9/11/18 \$19,034.99
Brent mentions the 9/4 AP Manifest includes some payments for the New Fire Station
3. Approval of Payroll Manifest 9/6/18 \$50,796.74 & 9/13/18 \$47,249.93
4. Junk Yard Permit
5. Purchase Order for Fire Portable Radios/Mobile Radio - \$40,849.19

Approval of Consent Items

Chairman B. Lemire reads aloud the Consent Items

Selectman S. Webber **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

2019 Budget Review

Town Administrator T. Brown tells the Board of Selectmen he and the Department Heads are still working on their final numbers in preparing the 2019 Budget. Troy mentions he will not have the Health Insurance rates for 2019 until late October/November. So in anticipation of a rate increase for 2019, any Department that has a health insurance line he has shown an increase of 10% throughout the budget. He tells the Board the numbers are still changing and the charts are being updated as information becomes available.

They agree they will not be voting on the budget reviews this evening, it's still too early.

Troy and the Board proceed with a review of the 2019 Budget.

Police Administration - 4210.10

Police Chief O'Brion and Sergeant Ben Sargent are present to speak with the Board of Selectmen

Bottom line changed - increase of \$79,910 from \$1,648,142 to \$1,728,051

Salary - Administration - increase \$1,747 due to the Captain's Contract

Officers - increase \$43,227 due to Officer salary increases, and a new Police Officer

Wages Administrative Assistant - increase \$1,232, due to wage increase

Wages Overtime Officers - decrease \$5,360 due to new Officer, one out on WC and one training

Wages Captain Overtime - decrease \$6,690 due to contract

Overtime Court - decrease \$5,933 due to Prosecutors cases and more efficiency with experience

Uniform Allowance (Cleaning) - increase \$400 due to new Officer

Community Detail - increase \$1,500 due to School activities, Road Agent coverage etc.

Health Insurance - increase \$3,782

Dental Insurance - decrease \$3,465

Long-Term Disability Insurance - increase \$800

Prosecutor Contracted Services - increase \$4,000

Software Support - increase \$1,840 due to new tracking software to help with locating wanted individuals.

Child Advocacy Center - increase \$500 due to increase in the number of victims interviewed (15)

Pre-Employment Screening - increase \$400

Printing - increase \$300

Dues - increase \$150

Uniforms & Accessories - increase \$500 due to new Officer

Equipment Purchase - decrease \$8,313

Cruiser Purchase - increase \$49,292 due to additional cruiser purchase

The Board and Chief O'Brion discuss how the Officers and he like the last cruiser purchase of a Tahoe compared to the Explorer which was the vehicles purchased previously for the police cruiser fleet.

Police Support - 4210.50

Police Chief O'Brion and Sergeant Ben Sargent are present to speak with the Board of Selectmen

Bottom line changed - increase of \$3,191 from \$158,773 to \$161,964

Wages Dispatcher - increase \$1,234 due to wage increase

Wages Dispatch Coverage - decrease \$12,492 due to full-time dispatchers providing coverage

Overtime Dispatcher - increase \$12,492 due to moving funds from the above wage category here for holiday and vacation time used during the year.

Health Insurance - increase \$1,957

Town Administrator T. Brown wanted to mention (after Sergeant Sargent thanked him for his work on the Departments insurances) that Karen White does all the work behind the scenes work regarding the Town's Health and Dental Insurance, he just gave her directions about increasing it 10% this year. So he wanted to make sure she gets all the credit.

Animal Control - 4414.10

Bottom line has not changed - remains \$19,415

Fire Administration - 4220.10

Chief Fratzel tells the Board this year they will be holding a "Closing House" instead of their usual Open House and it will be held on October 13, 2018 from 1-4pm. There will be shuttle parking from Griffin Memorial School's parking lot. The Department will also be having the annual Fire Truck Parade on Friday October 12, 2018 starting at Griffin Memorial heading South to North, it will include a drive by of the New Fire Station.

Fire Chief Fratzel is present to speak with the Board of Selectmen

Bottom line changed - increase of \$45,370 from \$626,230 to \$671,600

Salary Fire Chief - increase \$14,848 due to new contract adjustments

Wages FireFighter/EMT - increase \$3,890 due to wage increases

Wages Call FireFighter - increase \$9,991 due to increase of calls this year, heading towards 750 instead of about 625 yearly

Training Wages - increase \$6,593 due to increase in wages and the turn out at training sessions

Fire Inspector - increase \$316 due to amount of building happening in Town

Overtime FireFighter - increase \$405 due to wage increases

Overtime Training FireFighter - increase \$2,581 due to wage increases and addition of training hours

Health Insurance - decrease \$1,203

Dental Insurance - decrease \$672

Short Term Disability Insurance - increase \$174

Dispatch Service Contract - increase \$1,200 due to increased call volume

Pre-Employment Screening - increase \$600

Instructor Services - increase \$415

Chief Fratzel mentions the following increases in electricity, heat and water are due to the New Fire Station, they are moving from a 5,000 sq ft building to a 11,000 sq ft building. These are estimated costs and may need to be adjusted. He mentions the propane tanks have been installed and were filled but they may need to be filled again before the end of the year, because the town is responsible for maintaining the heat in the building during construction. This was not calculated in his estimated figures as of yet. Troy and the Chief discuss once PSNH provides the poles and electricity service is supplied they will be coming off generator power and will be charged for the electricity. Chief Fratzel mentions due to the current station not having a water meter since the hook up with Pennichuck he has nothing to compare to so he went with \$100 a month. Pennichuck will have a line into the new station that will not be on a meter, allowing for

the tankard trucks to be filled at no expense (currently filled at hydrants). Chief Fratzel mentions the Town will be paying for two buildings for a few months.

Electricity - increase \$10,600

Heating - increase \$4,583

Water - increase \$1,200

Station Repairs & Maintenance - increase \$1,200 due to moving from one septic tank to 3 at the New Station. (a 1,000 gal. septic, 1,000 gal. BioHazard tank and a water separator tank (oil/water) for the apparatus)

Dues & Subscriptions - increase \$20

Office Supplies - increase \$350 due to new letterhead and business cards

Equipment Repair & Maintenance - decrease \$20,000

Custodial Maintenance Supplies - increase \$250 due to new station

Uniforms & Accessories - increase \$1,700 due to starting a dress uniform program for the call Firefighters.

Protective Gear - increase \$300

Medical Supplies - increase \$500 due to the call volume

Equipment Purchase - increase \$5,000 due to replacement of thermal imaging cameras

Seminars and Conventions - increase \$530

Board discusses once the Department moves out of the old building the costs to maintain that building will be moved to the General Government Building Budget which is maintained by the Town. Chief Fratzel mentions the Departments radio system will be staying within the building so they will have to figure the final adjustments for electricity and heat.

Health Department - 4411.10

Fire Chief Fratzel is present to speak with the Board of Selectmen

Bottom line changed - increase of \$150 from \$1,755 to \$1,905

Dues and Subscriptions - increase \$70 due to addition of Deputy Health Officers

Seminars and Conventions - increase \$80 due to additional Deputy Health Officers

Ambulance - 4215.10

Town Administrator T. Brown mentions the Town has currently not received the third quarter bill from Hudson for service charges as of yet. They usually see the increase from Hudson's annual budget on this bill. So he has increased it slightly from last year for now. Troy has a meeting with Chief Buxton and they will be discussing this matter. Troy tells the Board they usually carry \$10,000 for Ambulance Bad Debt which is placed into the Revolving Fund each year. He mentions Litchfield is responsible for any uncollected funds that Hudson cannot collect for an ambulance call to Litchfield. They do reduce the bill to what the Medicare cost is, and we do send these bills to a collection agency in order to try and collect any funds. So this budget is to keep the Revolving Fund healthy in order to pay Hudson. Troy mentions the Fund currently has \$22,000, but there is a large chunk of bills coming this Fall because there was another issue with Comstar, which he will be discussing at his meeting with Chief Buxton and a Comstar Representative.

Bottom line changed - increase of \$5,000 from \$62,500 to \$67,500

Ambulance Bad Debt - increase \$5,000

Code Enforcement - 4241.20

Fire Chief Fratzel is present to speak with the Board of Selectmen

Bottom line changed - increase of \$17,389 from \$83,179 to \$100,568

Salary Code Enforcement - decrease \$500 due to position vacancy

Health Insurance - increase \$16,403 Troy states this position is vacant but they still have to carry a family Health and Dental plan

Dental Insurance - increase \$961

Printing - increase \$200

Dues, Licenses & Subscriptions - decrease \$175

Uniforms - increase \$500

Emergency Management - 4290.10

Fire Chief Fratzel is present to speak with the Board of Selectmen

Bottom line changed - increase of \$750 from \$14,522 to \$15,272

Equipment Repair & Maintenance - increase \$750 due to generator at the High School, created this line and this expense from the Fire Department.

General Government Buildings - 4194.10

Fire Chief Fratzel is present to speak with the Board of Selectmen

Troy and the Chief state this budget will adjust as they figure out what is needed to maintain the current station as they move to the new station.

Bottom line changed - increase of \$3,525 from \$93,674 to \$97,199

Electricity - decrease \$1,100

Gasoline - increase \$4,625 due to price increases.

Troy mentions he has kept usage at the 18,500 gallons at \$2.25 per gallon (price for the past 3 years), but is increasing to \$2.50 per gallon as an estimate this year.

Public Input - None

Administrator Report

Town Administrator T. Brown reminds everyone Elections will be held tomorrow Tuesday September 11, 2018 from 7:00am to 7:00pm at Campbell High School. He and the members of the Board discuss who will be covering during the elections.

Troy mentions he has a Nashua Regional Planning Commission (NRPC) meeting tomorrow September 11th at 10am to discuss the bid results for the electric provider (mentions there was only 1 bid). He will report the information to the Board at the next meeting.

He also tells the Board he has a meeting with an Eagle Scout, Police Captain Sargent and Paul Kelly from the Fire Department at 3pm to discuss a project for a Police and Fire Memorial project a Scout would like to do.

Troy also has an New Hampshire Municipal Association (NHMA) Budget Workshop all day on September 12, 2018. He mentions Karen and Heather will be joining him.

Troy also has an NRPC Stormwater meeting on September 13, 2018 at 1pm.

Also on September 14 he and Karen White will be meeting with Hudson Ambulance at 1:30pm to discuss the ambulance billing and bad debt write-offs.

Chairman B. Lemire asks if Troy received the Voter Delegate card for the Legislative Policy Conference being held by NRMA on Friday. He mentions Troy will not be attending, so he would need the card in order to vote. Because they will be discussing the issue regarding the Town Moderators authority in our voting policies. Chairman Lemire will be moderating the meeting and can vote on the Town of Litchfields behalf and interest.

Troy mentions PSNH will be doing line inspections and experimenting with drones throughout the area.

Troy tells the Board of Selectmen at the October 1st Board meeting PretiFlaherty is available to come in and discuss the St. Gobain matter if the Board can be available at 5pm. Board states they are ok with this. Troy mentions the Auditors will also be in attendance to present the Board with their final report on the Town Audit that evening.

Selectman Reports

Selectman S. Webber states the last Planning Board meeting was cancelled due to holiday

Selectman J. Brunelle states nothing to report from the Budget Committee

Selectman K. Schaefer states the next Recreation Commission meeting is tomorrow evening

Other Business - None

Items moved from consent - None

Selectman J. Brunelle **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 B. Lemire (yes), Selectman S. Webber (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 24, 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