

TOWN OF LITCHFIELD BOARD OF SELECTMEN

September 24, 2018

Selectmen's Meeting

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

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 September 10, 2018
2. Approval of Account Payable Manifest 9/18/2018 \$34,240.48 & 9/25/2018 \$322,208.66
3. Approval of Payroll Manifest 9/15/2018 \$38,457.01 & 9/25/2018 \$55,630.68
4. DRA PA-28 Inventory of Taxable Property Form
5. Purchase Order for Cruiser Communication Equipment \$13,345.00
6. August Reconciliations - Town Clerk, Tax Collector & Treasurer
7. LUCT- Land Use Change Tax (3)- \$12,500, \$12,500 & \$51,200

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 5-0-0.**

Request for Additional Items/Other Business

Town Administrator T. Brown mentions he received a letter and forwarded it to the Board of Selectmen. It stated that Sharon Harding Reed, the Town Treasurer has given her resignation effective September 30, 2018. Troy mentions Sharon would like to stay on as Deputy Treasurer, and she is recommending Debra Hogencamp who is her current Deputy be appointed by the Board as Treasurer.

Selectman J. Brunelle **motioned** for the Board of Selectmen to accept the resignation of Sharon Harding Reed as Treasurer for the Town of Litchfield, effective September 30, 2018.

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

Selectman S. Webber **motioned** for the Board of Selectmen to appoint Debra Hogencamp as Treasurer for the Town of Litchfield, effective September 30, 2018

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

Selectman S. Webber **motioned** for the Board of Selectmen to appoint Sharon Harding Reed as the Deputy Treasurer for the Town of Litchfield, effective September 30, 2018

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

Chairman B. Lemire and the Board of Selectmen wish Sharon all the best with this change and thank her for her outstanding work as Treasurer for the Town.

Business

Response to Building Inspector Petition

Chairman B. Lemire mentions the Board of Selectmen received a Petition requesting that it reconsider its decision to change the position of Code Enforcement Officer. Chairman B. Lemire states the Board consulted with Legal Counsel regarding this matter, received guidance and is ready to take action according to Counsel's guidance.

Selectman J. Brunelle reads aloud the Boards decision

"The Litchfield Board of Selectmen received a Petition on Monday July 23, 2018 requesting that it reconsider its decision to change the position of the Code Enforcement Officer from a Department Head to an employee under the authority of the Fire Chief and to reinstate the former Code Enforcement Officer back to the original position. By way of background, in 2013, the Board of Selectmen, due to budget pressures, began considering changing the Building Inspector position to either a part time position with no benefits, or combining the position with the Fire Inspector position and moving it to the Fire Department. It ultimately decided the latter was the better course of action; and on September 11, 2017, the Board of Selectmen voted to merge the responsibilities of Code Enforcement, Building Inspection, Health and Zoning into the Fire Department. The position's salary and benefits did not change; but as part of the reorganization, the job description was rewritten to require Fire Inspector 1 and Fire Inspector 2 certifications. Until his resignation on July 2, 2018, the former Building Inspector held the combined positions.

The decision to combine the positions was long considered and made for legitimate reasons. I see no reason to reconsider that decision, and move to deny the relief requested in the Petition. Selectman J. Brunelle **motioned** for the Board of Selectmen to deny the request in the Petition to reconsider their decision.

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

Chairman B. Lemire mentions to Tim Hebert who is present in the audience that the Board will be glad to supply him with a copy of the written narrative via email if he would like. Tim states that would be perfectly fine. He also thanks the Board for their time and for considering his petition request.

Chairman B. Lemire thanks Tim for being a good public participant during the process.

2019 Budget Review

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.

Library - 4550.20

Vicki Varick is present to speak with the Board of Selectmen
Chairman B. Lemire states the Library does not technically have to present their budget to the Board of Selectmen, but in the interest of good Government and as a courtesy Vicki has. He thanks her for doing so this evening.

Bottom line changed - increase of \$14,395 from \$258,318 to \$272,713

Wages - increase \$1,038 due to merit increases

Vicki mentions health insurance buyout added for full-time employees phased in over two years. Amount is based on current single subscriber plan, and will not increase with every rate increase.

Social Security/Medicare - Not included, due to no one is in need

Health/Dental Insurance - decrease of \$5,469 due to Staff member not taking the insurance

Heating Oil - Vicki mentions they are waiting on the new contract rate

The following have increases of \$100 or more

Building Maintenance & Repair - increase of \$332 based on 5 year average

Septic Tank Cleaning - increase of \$300 tank cleaned in odd numbered years

Equipment Purchases - increase of \$150 due to miscellaneous items that come up each year

The following have decreased of \$100 or more

Electricity - decrease of \$133 based on 5 year history

Water Usage - decrease of \$324 adjusted from estimated to actual

Information Technology - 4150-20

Selectman J. Brunelle is presenting the Budget to the Board

Bottom line changed - increase of \$10,236 from \$106,083 to \$116,319

Go Telephone & Data - increase of \$4,992 due to run rates and the New Fire Station services taking effect next year.

Go Software Support - increase of \$924 due run rates for all Departments

Go Equipment Maintenance - increase of \$1,320 due to all the hardware maintenance necessary at Town Hall, Fire Department, Highway etc. John raises a concern that he and Town Administrator T. Brown are currently working on. In 2011 the new technology was installed, and now 7 years later the equipment is at the end of any support. He explains the Town did not take advantage of a 3 year contract the year before so they have lost 2 years of service. So a lot of equipment goes out of service by the middle of 2019 (some has already expired). He mentions this because this line has dropped a little from the past, and he is currently working with Troy on a Warrant Article that will hopefully help with the life cycle of this equipment. Because an investment needs to be made to refresh this technology,

Go Equipment Purchase - increase of \$3,000 includes lease agreement for new copier at Town Hall. Also includes upgrade to Windows on all equipment.

Parks & Recreation - 4520-10

Town Administrator T. Brown mentions Chairman of the Recreation Commission John Bryant was unavailable this evening and will be present next week for the Board to ask questions. Troy mentions there are no big changes, and the area he is not sure of is the Field Maintenance line which has the decrease of \$6,000. He believes this was money used for the River Access Project.

Bottom line changed - decrease of \$6,000 from \$96,102 to \$90,102

Field Maintenance - decrease of \$6,000

Board will discuss this budget at next Monday's meeting with John Bryant.

Health Agencies - 4415

Town Administrator T. Brown states he does not have all the requests from all Agencies. He mentions the Board only funded three Organizations last year. There have also been two new Organizations that have approached him for donations this year. Troy mentions he scheduled them to come speak before the Board of Selectmen at the next meeting on October 1 to discuss what they do and how they help the Community. He is hoping to wrap up all the information by next week. Then the Board will have to make a decision if they choose to place it on a Warrant Article for the voters to decide or put it into the Operating Budget as has been done in the past.

Personnel Administration - 4155-10

Town Administrator T. Brown mentions he has not received the figures for Workers Compensation or Unemployment Taxes as of yet, and is not expecting them till mid October.

Bottom line changed - increase of \$5,742 from \$642,942 to \$647,684

Employee Short Term Disability - increase of \$720

FSA Administration - increase of \$528

Social Security Taxes - increase of \$1,571

Medicare Taxes - increase of \$919

Employee Retirement - increase of \$4,288

FireFighter Retirement - increase of \$2,193

Police Retirement - decrease of \$10,446

Workers Compensation Insurance - increase of \$6,497

Town Insurance - 4196

Bottom line - no change from \$60,536

Troy mentions they have not received their insurance rates as of yet, so this reflects no change at this time.

Warrant Articles

Town Administrator T. Brown just wanted to update the Board on the current "Draft" Warrant Article.

"DRAFT"

2019 WARRANT ARTICLES

TOWN OF LITCHFIELD, NEW HAMPSHIRE

To the inhabitants of the Town of Litchfield in the County of Hillsborough in said State, qualified to vote in Town Affairs:

You are hereby notified that the first session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on **February 3, 2019 at 10:00 a.m.** for explanation, discussion and debate of each warrant article. Warrant articles may be amended at this session per RSA §40:13, IV. You are hereby notified that the second session of the annual meeting of the Town of Litchfield will be held at Campbell High School, 1 Highlander Court, in said Litchfield on **Tuesday, March 13, 2019 at 7:00 o'clock** in the forenoon for the choice of Town Officers elected by official ballot to vote on questions required by laws to be inserted on the official ballot and to vote on all warrant articles from the first session on official ballot per RSA §40:13, VIII. The polls for the election of town officers and other action required to be inserted on said ballot will be open on said date at 7:00 o'clock in the forenoon and will not close earlier than 7:00 o'clock in the evening.

ARTICLE 1 - ELECTION OF OFFICERS

| | |
|--------------------|---------------|
| 2 Selectmen | 3 - Year Term |
| 2 Budget Committee | 3 - Year Term |
| 1 Cemetery Trustee | 3 - Year Term |
| 2 Library Trustee | 3 - Year Term |

ARTICLE 2 - RESERVE FOR PLANNING BOARD PROPOSED ZONING AMENDMENTS

Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

ARTICLE 3 - RESERVE FOR PLANNING BOARD PROPOSED ZONING AMENDMENTS

Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

ARTICLE 4 - 2019 OPERATING BUDGET

To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth there in, totaling \$0,000,000. Should this article be defeated, the default budget shall be \$0,000,000 which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Estimated 2019 tax rate impact: \$0.00.

ARTICLE 5 - POLICE CONTRACT

To see if the Town will vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State, County and Municipal Employees which provides for the following increases in wages and benefits at the current staffing level and further to raise and appropriate the sum of \$00,000 for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by

the new agreement over those that would be paid at current staffing levels. Estimated 2019 tax rate impact: \$0.00.

2019 \$00,000

2020 \$00,000 (estimated)

ARTICLE 6 - TOWN EARNED TIME ACCRUAL EXPENDABLE TRUST FUND

To see if the Town will vote to raise and appropriate the sum of \$50,000 to be placed in the Earned Time Accrual Expendable Trust Fund as previously established. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2019 tax rate impact: \$0.00.

Troy mentions this is a new article Selectman J. Brunelle and he have been working on. So much of this technology and communication equipment is so costly, they feel funds need to be put aside in case of a failure or eventually for upgrades. The Fire, Police and Highway Departments need this equipment in order to communicate back and forth, and the technology is constantly changing. Troy mentions the numbers for long term technology can be from \$100,000 to \$300,000 easily. He we are not the size of Londonderry but mentions Londonderry just took out a bond to cover communication technology for their Police and Fire Department that was for over one million dollars.

ARTICLE 7 - TECHNOLOGY & COMMUNICATION EXPENDABLE TRUST FUND

To see if the Town will vote to establish a Technology and Communication Expendable Trust Fund per RSA 31:19-a, for the purchase and repair of technology and communication equipmentment and software and to raise and appropriate the sum of \$50,000 to be placed in the fund; further to name the selectmen as agents to expend from the fund. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2019 tax rate impact: \$0.00.

Troy mentions he had a resident ask if the Board or he had put any thought into the expense for the site improvements the Board discussed they would like to have done after purchasing this property. Troy mentions he has not discussed this expense with the Road Agent yet, but feels this should be addressed. Just in case it cannot be done in house and has to be contracted out, they may wish to add additional funds to this warrant article.

ARTICLE 8 - LAND PURCHASE

To see if the Town will vote to raise and appropriate the sum of \$90,000 to purchase a parcel of land in the Town of Litchfield described as Map 30, Lot 1 on Hillcrest Road for the purpose of making ingress and egress safety improvements to the Transfer / Recycling Facility and Highway Garage and provide for future expansion of operational needs. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2019 tax rate impact: \$0.00.

ARTICLE 9 - TOWN FLAG

To see if the Town will vote to adopt a Town Flag?

ARTICLE 10 - KENO

To see if the Town will vote to allow the operation of Keno within the town pursuant to the provisions of NH RSA 284:41 through 51?

ARTICLE 11 - (by petition)

To see if the Town will vote to.....

Troy mentions he removed the Road Maintenance Warrant Article which asks for additional funds for road improvements. This was done due to the feedback he was getting from the Board, but mentions it can be added back in if they change their minds.

Beautification Fund Request

Town Administrator T. Brown mentions Jayson Brennen has a beautification fund request he would like the Board of Selectmen to consider. It involves sprucing up the Moore's Falls Conservation Area entrance on 3A (north end of town). He mentions Continental Paving just did a really nice job improving the parking area but the entrance could use a little TLC. Troy shared a photo Jayson made showing the improvements, it included a white vinyl fence, some crushed rock and decorative trees. Jayson has reached out to the Conservation Commission to see if they have any comments or concerns. But is looking for approval/authorization from the Board of Selectmen to see if he can pursue this beautification project. Troy mentions if so Jayson will move forward with pricing and possibly some fundraising. Board is in agreement on allowing Jayson to move forward with this project.

Selectman J. Brunelle mentions this is Town Conservation Land, and owned by the Conservation Commission. He thought they can draw out of their account funds to help with these improvements.

He believes the Board of Selectmen has authority (from a Warrant Article) to use a designated amount of conservation funds. He feels this would be a perfect use of funds for their property and leave the \$2,500 in the Beautification Fund for another use. Board discusses this issue and would like to have Troy check into the matter with the Conservation Commission and report back at a future meeting.

Lions Tailgate Trick or Treat

Town Administrator T. Brown mentions the Lions Club held its first tailgate trick or treat last year at the Town Hall parking lot. Due to its success they are hoping to hold it again this year, with the Board of Selectmen's approval. He mentions the Fire Station construction site is secure and safe surrounded by a chain link fence and should not be an issue. Board agrees it was a fun and worthy event for the children and families in town.

Selectman K. Schaefer **motioned** for the Board of Selectmen to approve/authorize the Lion's Club to host a Tailgate Trick or Treat event at the Town Hall Office Parking Lot on Halloween. Selectman J. Brunelle **seconds** the motion. **Vote carries 5-0-0.**

Public Input

Mr. David Cook, 18 Cutler Road mentions to the Board he was here one year ago to discuss the property and condemned building on Bixby Lane. He was assured by the Board at that time it would be taken care of. Mr. Cook mentions this was a year ago, but this has been an ongoing matter for 4-5 years. He started by speaking with the Building Inspector Kevin Lynch, the old Town Administrator, current Town Administrator T. Brown and the Board of Selectmen now on a

few occasions, but so far to no avail. He tells the Board he was promised they were on top of it, paperwork was initiated and the matter would be cleaned up.

Chairman B. Lemire states the paperwork has been filed.

Town Administrator T. Brown tells Mr. Cook the last time (1 yr. ago) he was before the Board is was one of the first times they were informed nothing had been done with the property. Due to personnel changes this year they learned the former Building Inspector who was handling this matter for the past few years, had only had a verbal agreement with the property owner. They thought they had compliance with the property owner to remove the cars, have a section of the building removed and the rest of the building secured with window and doors covered with plywood and the property protected with fencing, but unfortunately this verbal agreement did not materialize and nothing was done. So the Town got legal counsel involved and issued a formal letter to the property owner giving them the last necessary notification. Now that the appropriate notification has been given and documented they can move forward with the courts to have the situation addressed. Troy mentions unfortunately this could take up to a year before they can get in front of a Judge to have this case rectified. They are hoping for sooner rather than later, but it will take some time to proceed with the courts.

Mr. Cook asked why a year ago did the Board not put their foot down and make sure the paperwork was done.

Chairman B. Lemire states the Board tried, they directed the paperwork to be done. But unfortunately that was not the case.

Administrator Report

Town Administrator T. Brown tells the Board they have a meeting at the next BOS meeting on October 1, 2018 with Special Legal Counsel PretiFlaherty at 5pm to discuss the PFOA St. Gobain matter. They also have the Auditors coming at 6pm to discuss the Town Financial Statements and present their financial review. They will also be meeting with the 2 new Non-Profit Groups, then have additional action on the Budget.

Troy also mentions he received a letter dated September 18, 2018 from a resident who lives on Corning Road, and due to the increasing amount of truck traffic traveling this road to gain access to 3A he is requesting the Board check into implementing a "No Through Trucking" on this road.

The resident understands 3A is a State road and Litchfield has no jurisdiction regarding that road, but does have authority over Corning Road.

Board discusses this matter and understands the problem with this area. They have received numerous complaints over the past few years as traffic has increased due to construction in the area and travel to the Sand and Gravel location here in Litchfield. They will check with legal counsel to see if Litchfield has the authority to implement such a request, and report back at a future meeting.

Selectman Reports

Selectman S. Webber mentions he was unable to attend the last meeting of the Planning Board, but was informed they discussed the Master Plan.

Selectman J. Brunelle mentions the next Budget Committee meeting is Thursday evening 9/27

Selectman B. Lemire mentions they are still negotiating with the Police Union
Selectman K. Bourque states the next Conservation Commission meeting is October 4, 2018
Selectman K. Schaefer mentions he was unable to attend the last Recreation Commission meeting because he was covering at the voting polls.

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 a non-public session per RSA 91-A:3,II(a) - Compensation and
RSA 91-A:3,II(c) - Reputation.

Selectman S. Webber **seconds** the motion.

Roll call vote - Selectman K. Bourque (yes), Selectman J. Brunelle (yes),
Selectman B. Lemire (yes), Selectman S. Webber (yes) and Selectman K. Schaefer (yes).

Vote carries 5-0-0.

Board of Selectmen will only come out of non-public to adjourn.

The next Board of Selectmen's meeting will be on October 1, 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