

TOWN OF LITCHFIELD BOARD OF SELECTMEN  
November 26, 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**

**Chairman B. Lemire asked everyone present to please stand for a moment of silence to acknowledge the passing of two esteemed members of the Community, Police Officer Robert Bennett and John Bryant, Chairman of the Recreation Committee. They both contributed so much to the Town of Litchfield and will be greatly missed.**

**Review and Approval of Consent Items:**

1. Approval of Board of Selectmen Meeting Minutes from November 5, 2018
2. Approval of Account Payable Manifest 11/20/2018 \$68,819.15 & 11/27/2018 \$47,863.15
3. Approval of Payroll Manifest 11/21/2018 \$48,683.55 & 11/29/2018 \$50,857.43
4. October Reconciliation - Tax Collector
5. October Reconciliation - Town Clerk
6. Abatement - Map 12-Lot 79 (\$185)
7. Land Use Change Taxes (5)

**Approval of Consent Items**

Chairman B. Lemire reads aloud the Consent Items

Selectman John Brunelle **motioned** for the Board of Selectmen to approve the Items of Consent

Selectman S. Webber **seconds** the motion. **Vote carries 5-0-0.**

**Request for Additional Items/Other Business - None**

**Elderly Exemptions**

Town Administrator T. Brown mentions at the last meeting they discussed a letter from a

resident asking the Board of Selectmen to consider sponsoring a Warrant Article to increase the elderly exemption amounts for the Town of Litchfield. He asked his assistant to log on to the DRA website to compare Litchfields exemption figures to other Communities comparable in size within the State. Troy states based on these findings Litchfield is in line with other Communities and in the Asset Limits category we are higher at \$300,000. The Town allows a single person to have assets of \$300,000 or less. He mentions if an individual qualifies within the specified age groups your house and the first acre of land is exempt from that calculation (a married person is the same dollar amount). So Troy states based on this information he cannot recommend supporting any changes to our current Elderly Exemption Policy limits, unless the Board feels otherwise. He is recommending with the Boards support to contact this resident and explain these findings and why they are not in favor of any changes at this time, but will review again in the future. He also mentions he will explain to the resident he could proceed with a petition Warrant Article at the Town Deliberative Session if so chooses.

Selectman B. Lemire and Selectman K. Schaefer state in reviewing the information shared Litchfield is the highest in the Median Asset category at \$300,000 (for single and married) where out of approximately 20 towns the next highest is \$90,000.

Board agrees with Town Administrator T. Brown and would like him to share this information with the resident and make him aware of his options for the upcoming Deliberative Session.

### **Review 2019 Warrant Articles**

Town Administrator T. Brown mentions the Budget Committee will be meeting on December 6th to review the Town Warrant Articles. So he would like to review/discuss them with the Board and have them vote this evening on the ones that are complete. Troy begins by mentioning the Board cannot vote on Article 4 - 2019 Operating Budget because the Budget Committee has not established what the figure is to be placed within this warrant. So the Board will have to vote on Article 4 at a future meeting.

### **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.

Troy mentions Article 5 - Police Contract is being discussed by the Board in a non-meeting later this evening, and there has been no formal agreement in place as of yet. So until the Union has meet and agrees with the tentative agreement, this will be continued to a future meeting also.

### **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.

Town Administrator T. Brown mentions these are the figures requested by the agencies listed below. At a previous meeting the Board had agreed to place all the amounts on a Warrant Article and let the voters decide how much and to what agencies they would like to donate. He tells the Board the Anne-Marie House has no dollar amount attached because they never requested a specific amount, so he will let the voters decide if they wish to donate and how much.

Selectman K. Schaefer mentions the 10 agencies listed as well as the dollar amounts requested can be amended by the voters at the Town Deliberative Session. Troy states yes.

#### **ARTICLE 6 - HUMAN SERVICES AND HEALTH AGENCIES**

To see if the Town will vote to raise and appropriate the sum of \$39,037 to support Human Services and Health Agencies as follows:

- Big Brothers/Big Sisters - \$500
- Home Health & Hospice Care - \$6,500
- St Joseph's Community Services (Meals on Wheels) - \$2,295
- Bridges (domestic violence) - \$300
- Greater Nashua Mental Health Center - \$19,795
- Lamprey Health Care - \$800
- Court Appointed Special Advocates - \$500
- American Red Cross - \$3,847
- United Way - \$500
- Harbor Homes - \$4,000
- Anne-Marie House - \$0,000

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and recommend **Article 6 - Human Services and Health Agencies** as written.

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

Town Administrator T. Brown mentions he is recommending the Board place \$50,000 from Unassigned Fund Balance into this Trust Fund.

He states there will be no estimated impact to the 2019 tax rate

#### **ARTICLE 7 - 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.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and recommend **Article 7 - Town Earned Time Accrual Expendable Trust Fund** as written.

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

Town Administrator T. Brown mentions he is recommending the Board place \$50,000 from Unassigned Fund Balance into this new Trust Fund being established specifically for Technology & Communications. This would be for purchasing and replacing both hardware and software.

He states there will be no estimated impact to the 2019 tax rate.

Selectman J. Brunelle states this is a very small step, but very necessary.

Troy states it is a small amount being added but will help establish the Trust Fund and give a little emergency contingency funding. But in no way addresses what the future will be holding as the Town's technology is in need of updating, due to the Town's existing equipment aging and so many changes in technology taking place.

Selectman K. Schaefer asks if this is for Police as well as the Fire Department.

Selectman J. Brunelle states it is for all technology and communications within the Town.

### **ARTICLE 8 - 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.

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

**Article 8 - Technology & Communication Expendable Trust Fund** as written.

Selectman S. Webber **seconds** the motion. **Vote carries 5-0-0.**

Town Administrator T. Brown states this Article is for the land purchase for the property located at Map 30, Lot 1 on Hillcrest Road. He mentions the purpose of the Town purchasing this is to help address safety concerns for site distance with customers, contractors and employees exiting/entering the Recycling Center. Troy states the agreed purchase price is \$90,000. But tells the Board it was mentioned to him that the Board may want to add additional funds for tree removal and possible site work to slope the area for a better site distance. So he is wondering if the Board would like to change this dollar amount to \$100,000 from the Unassigned Fund Balance.

Selectman K. Bourque mentions Hillcrest is a State Road.

Troy mentions it is a State maintained road, the State maintains it in the Summer and the Town maintains the road in the Winter.

Selectman B. Lemire mentions it is an agreement with the State due to the State Forest located on the road.

Selectman K. Bourque mentions this because due to it being a State road are there any special permits or requirements that will be needed in order to do any work on this property. If site work becomes involved such as sloping areas, there will be drainage and runoff issue to address.

Troy mentions they will have to work with the State to address this, but feels the removal of trees and a gentle sloping of the area will work into the already existing drainage.

Chairman B. Lemire recommends the Board approve only the purchase price at this time, were no one is sure at this time what other cost need to be incurred.

Troy states he has no issue with this, there could be a lot of engineering issues and permits necessary in order to complete work on this site. Board agrees

Troy states he was at a Regional Planning Commission meeting a few weeks ago discussing the Town's road needs and what the Commission could do to help the Town. This issue came up and they mentioned if the Town did acquire this land there are some possible State funds available, such as the 80% State and 20% Town match when Pinecrest Road/3A intersection was widened.

**ARTICLE 9 - 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.

Selectman K. Bourque **motioned** for the Board of Selectmen to approve and recommend **Article 9 - Land Purchase** as written.

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

Town Administrator T. Brown states this is a no cost item. He is working with Legal Counsel on the wording for this Warrant Article. He is also looking into if this is a Board of Selectmen's authority matter to adopt a Town Flag. This will be continued to a future meeting.

**ARTICLE 10 - TOWN FLAG**

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

Town Administrator T. Brown and Chairman B. Lemire states this is not a Board of Selectmen's matter, it was a request and the Board agreed to let it go to the voters.

**ARTICLE 11 - 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?

Selectman K. Bourque **motioned** for the Board of Selectmen to approve and recommend **Article 11 - Keno** as written.

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

Troy mentions Article 12 is just a placeholder if there is any petition articles.

**ARTICLE 12 - (by petition)**

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

**Inspector Position Status**

Chief Fraitzl tells the Board of Selectmen MRI (Municipal Resources Inc.) has completed its interviews and he had a conversation with the Consultant and a phone conversation with Mr. Gould the president of MRI. Despite the reports not being finalized as of yet, they are comfortable with the Fire Department moving forward with filling the Building Inspectors position due to the time it may take (estimates of possibly 60-120 days). The Chief was looking at them for a contracted Inspector earlier in the year, they have had one become available as of 2

weeks ago. So before going down this road they looked at if they were close enough to be able to hire their own to fill the position first, without the need of a contracted Inspector for only a month or two. So it was recommended by MRI that the Department move forward to hire their own Inspector. Chief Fraitzl is not sure if he needs the Boards approval on moving forward with this matter, or if it is just a matter of making the Board aware of his intentions.

Chairman B. Lemire would like to make it clear for those listening at home, there are inspection services now.

Chief Fraitzl states there is a part-time Inspector providing services for the Town.

#### **Utility Truck Purchase - Fire Department**

Chief Fraitzl tells the Board of Selectmen the 2003 Ford F-350 Utility Truck which was originally with Forestry has been struggling for the last year or two, and is need of significant repair work. He states this is the primary vehicle assigned to the Departments detail work such as Nightmare New England. He mentions the Fire Department has money in its Special Detail Fund that can be used to offset the cost of the purchase of a new Utility Truck along with possibly using money from the Unassigned Fund Balance.

Town Administrator T. Brown states at the end of the year they would look at encumbering funds or expend surplus funds, they would over expend a line within the budget.

Selectman J. Brunelle states they are already tapping into a lot of year end funds for other challenges that are occurring.

Troy states at this point in time he is looking at introducing this to the Board and lining things up and getting prices. So as they get closer to year end they can review all the costs and see what they can figure out with the funds they have.

Chief Fraitzl states they are looking at investing in a new 2019 Ford Super Duty F-250 Crew Cab, with a plow package.

Chairman B. Lemire asks what year the current utility truck is.

Chief states it is a 2003, this is the vehicle 4-5 years ago they put a new body and skid unit on and ran into some weight issues. Which prompted the Department to purchase a used Ford F-550 chassis to convert into the Forestry vehicle and the 2003 became the Utility vehicle (they added a plow) and has been used for the Department. He states the Utility truck and plow have been repaired, but now the repairs are getting costly and due to the age of both he is not recommending they continue. Chief Fraitzl states he is looking long range and the Town and Department are looking at larger fire apparatus that will need to be purchased in the coming years, so he is trying to plug away at the Departments needs as they can fund them.

Selectman J. Brunelle asks if all the funds from the Detail work the Department did for Nightmare New England are in, and if the current Special Detail Fund balance is up to date. If so the Fire Department is approximately \$10,000 short in the Fund.

Troy states all funds are in and the balance is current.

The Board discusses the continuing repairs to the existing vehicle and plow and what is involved (such as removing the engine each time the oil pan needs repairs).

Troy mentions they would receive nothing for it as a trade in, so he hopes they can still use it for plowing or at the Recycling Center until it no longer functions.

The Board agrees to allow Chief Fraitzl to proceed with gathering price information for the truck, plow and fit up and report back to the Board with his findings at a future meeting.

## **Public Input**

Joe Cabral 7 Brickyard Drive, mentions he noticed the Command vehicle for the Fire Department has had all the lettering and decals removed and would like to know the reasoning for this.

Town Administrator T. Brown states the vehicle just recently came out of the body shop and the lettering and decals will be going back on.

Joe states he knows the Chief drives back and forth from home with the Command vehicle and would like to know why he cannot take another vehicle

Chairman B. Lemire states the Chief does not take any vehicle home, he asks Joe to let them manage their Departments.

Joe states its a Command vehicle and he feels if a fire breaks out it should be in Town.

Selectman J. Brunelle states the on-call Officer may take it home, because he is on call in Town and responses from his home in Town.

Mr. Cabral mentions he has an issue with the Contractors and snow removal, which was always handled by the Road Agent. However, the Board took this responsibility away from him, but due to the problems with the last storm it has been given back.

Chairman B. Lemire states the situation has been taken care of, the responsibility is back with the Road Agent. He asked the Board of Selectmen for help and additional resources were given to him, and he is satisfied with how things have worked out since the first snow storm.

Joe mentions he heard a rumor the Fire Department spent a large amount of money (\$1,700) on a new refrigerator.

Selectman J. Brunelle states the Departments refrigerator failed at the current Fire Station. So they went out and bought a new one which will be going into the New Fire Station.

Joe asks if they needed to spend that kind of money.

Chairman B. Lemire states it was purchased for the New Station and is part of the whole package.

Joe asks if that includes new chairs and everything.

Chairman B. Lemire states absolutely it has to be furnished.

Joe asks what is wrong with the stuff they are using now.

Selectman K. Bourque asks Mr. Cabral if he has been inside the current Fire Station.

Mr. Cabral states he has not.

Selectman K. Bourque tells him if he takes a walk inside he will notice the new Fire Station definitely needs new chairs. He assures Mr. Cabral the things in the current Fire Station has seen its time.

Joe states they couldn't find a cheaper refrigerator, keep costs down. He mentions he is not beating the Board up over it, but feels they could be considerate to the taxpayers (they don't have \$1,700 dollar refrigerators).

Chairman B. Lemire and the Board state that it what they cost now, nothing is cheap.

## **Administrator Report**

Town Administrator T. Brown tells the Board he is working to clear up loose ends with the Budget and Default Budget. He has asked Department Heads to forward their year end

numbers and get any requests for Encumbrances. Troy will have those numbers and requests for the next Board meeting. He is also working with Towns Legal Counsel on the final wording of the Warrant Articles, and has Counsel scheduled for attendance at the Town Deliberative Session.

Troy also mentions the second BOS meeting in December falls on Christmas Eve, so he has tentatively penciled in a meeting for December 17th if it is needed.

Board is in agreement and feels by the next meeting they will have a better idea if they will need to have a meeting on that date.

### **Selectman Reports**

Selectman K. Schaefer states due to the passing of John Bryant he is not sure if the Recreation Commission will be meeting this week, he is not sure what the will of the Board will be.

Selectman B. Lemire mentions calling hours will be Thursday at the Peabody Funeral Home in Londonderry between 4-7pm.

Selectman K. Bourque states he has nothing to report at this time.

Selectman B. Lemire mentions he Selectman J. Brunelle and Town Administrator T. Brown have been in negotiations with the Police Department and have reached a tentative agreement. He will be also covering for John Brunelle this Thursday at the next Budget Committee meeting. Mentions he will be attending the first Heritage Commission Meeting on December 11, 2018.

Selectman J. Brunelle states there has not been a Budget Committee meeting.

Selectman S. Webber states he attended the last Planning Board meeting where they approved a request for a Home Occupancy Permit for a cake decorating business. The Board also met with the owners of Mel's Fun Park for a site walk (Saturday) of the properties being discussed for a site consolidation and site line adjustments and will be continuing discussions at a future meeting on December 18, 2018.

### **Items Removed from Consent - None**

### **Other Business - None**

Non-Public Session - RSA 91-A:3,II(a) - Compensation

Selectman K. Bourque **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.

And a non-meeting session to discuss the Collective Bargaining Agreement

Selectman K. Schaefer **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 December 10, 2018 at 6:00pm at Town Hall

**MOTION TO RECONVENE PUBLIC SESSION:**

K. Schaefer motioned and seconded by J. Brunelle to return to public session. Motion passed

**MOTION MADE TO SEAL THE MINUTES:**

K. Schaefer motioned and seconded by J. Brunelle to seal the minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

**ROLL CALL VOTE:**

B. Lemire (yes), J. Brunelle (yes), K. Bourque (yes), K. Schaefer (yes), S. Webber (yes)  
Motion passed.

**MOTION MADE TO ADJOURN**

K. Schaefer motioned and seconded by J. Brunelle to adjourn. Motion passed.

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Brent T. Lemire, Chairman

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John R. Brunelle, Vice Chairman

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Kevin C. Bourque

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Kurt D. Schaefer

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Steven J. Webber