

Town of Litchfield, New Hampshire

Board of Selectmen

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Meeting Date: 4/22/19

Call to Order: 6:00 pm

Meeting Location: Town Hall

Meeting Called By: Board of Selectmen
Type of Meeting: Selectmen's Meeting
Facilitator: Steven J. Webber
Note Taker: Matthew Sullivan
Minutes Approved: ___/___/_____

Five Selectmen were in attendance:
1. Steven J. Webber, Chairman
2. Kurt D. Schaefer, Vice Chairman
3. F. Robert Leary, Sr.
4. Brent T. Lemire
5. Kevin A. Lynch

In Attendance: Troy Brown, Town Administrator
Memo: NH School Vacation Week

No Selectmen were absent:

Agenda Topic: Call to Order

Presenter: Selectman S. Webber

1. 5:00pm - Paperwork Review
2. 6:00pm - Call to Order
3. 6:00pm - Pledge of Allegiance

Agenda Topic: Review and Approval of Consent Items

Presenter: Selectman S. Webber

1. Board of Selectmen Meeting Minutes from April 8, 2019
2. Accounts Payable Manifest from April 16, 2019 of \$323,582.43 and April 23, 2019 of \$160,857.09
3. Payroll Manifest from April 18, 2019 of \$56,294.14 and April 25, 2019 of \$54,981.96
4. Elderly Exemption (2) - Approval
5. Elderly Exemption (1) - Denial
6. Veteran's Credit (4)
7. Treasurer's Reconciliation - March

Discussion: None

Motion (Selectman Lemire / Selectman Leary) To approve the Items of Consent.

Vote: (5-0-0) The motion carried.

Agenda Topic: Items Moved from Consent

Presenter: Selectman S. Webber

1. None

Agenda Topic: Items Added to Consent

Presenter: Selectman S. Webber

1. Selectman Webber requested to add Organizational Communication

Planning Board Regular Member Appointment - James Boffetti (2021):

1. James Boffetti, 137 Charles Bancroft Highway
2. Mr. Boffetti has worked for the Attorney General's Office for the past 12 ½ years. Mr. Boffetti recently moved to Litchfield and has been involved in public service most of his life.
3. The Town Administrator, Troy Brown, mentioned appointment forms will be given to the Town Clerk. Mr. Boffetti can schedule a time to be sworn into office.

Discussion: None

Motion (Selectman Lemire / Selectman Schaefer) To accept Mr. Boffetti as a member of the Planning Board.

Vote: (5-0-0) The motion carried.

Planning Board Regular Member Appointment - Joshua Smith (2021):

1. Joshua Smith, 29 Circle Drive
2. Mr. Smith is a professional engineer for a medical device company.
3. Mr. Smith has lived in Litchfield for five to six years.
4. The Town Administrator, Troy Brown, mentioned appointment forms will be given to the Town Clerk. Mr. Smith can schedule a time to be sworn into office.
5. The Board of Selectmen confirmed the two appointments to the Planning Board are for regular and not alternate appointments.

Discussion: None

Motion (Selectman Lemire / Selectman Schaefer) To accept Mr. Smith as a member of the Planning Board.

Vote: (5-0-0) The motion carried.

Second Public Hearing - Flag Adoption:

1. Matt Lepore attended the second public hearing for the adoption of a town flag.
2. Matt Lepore believed he had had nothing else to add to the discussion.
3. Matt offered the Board of Selectmen his town flag, to be used for indoor use.
4. The Board of Selectmen thanked Matt Lepore for his hard work.
5. No one from the public was present.
6. The town will start looking into purchasing flags and to have an official flag ceremony.

Discussion: None

Motion (Selectman Lemire / Selectman Leary) The Town of Litchfield to adopt the flag as presently designed and presented by Matthew Lepore and thank him for his efforts.

Vote: (5-0-0) The motion carried.

Mosquito Control District Commission Status:

1. John Latsha, Chairman of the Mosquito Control District Commission, emailed the Town Administrator, Troy Brown, about the possibility of dissolving the commission.
2. If the commission was dissolved, John Latsha believed the responsibility and authority should be assigned to the Health Officer, John Gilcreast, Jr.
3. Troy Brown believes a town vote is required to dissolve a commission.
 - a. Troy will research how to dissolve a commission
4. Chief Fraitzl and the Health Officer, John Gilcreast, Jr. believes the authority should remain with the Board of Selectmen.

5. The responsibility of managing the annual contract and taking necessary actions would belong to the Board of Selectmen.
6. Selectman Lemire mentioned the Highway or Public Works Department would be a better choice than the Board of Selectmen.
7. The Board of Selectmen agreed to table the discussion until they know:
 - a. If the Board of Selectmen should seek new membership for the Mosquito Control District Commission
 - b. How to Dissolve a commission
 - c. Where to transfer the responsibility of the Mosquito District Commission

Review Town Policies:

Town Administrator, Troy Brown wanted to discuss the highlights of each policy.

1. **Investment Policy:**
 - a. Required by state law
 - b. Protects the safety of the principal
 - c. Specific staff members must meet certain bonding requirements
 - d. Before making long-term investments, the town must look at the Cash-Flow Analysis
 - e. Town Treasurer has the authority to delegate the deposit responsibilities.
 - i. All three (3) employees in the Town Clerk's and Tax Collector's Department have the authority to deposit money.
 - f. Troy Brown does not recommend making any changes.

Discussion: None

Motion (Selectman Lemire / Selectman Schaefer) To approve the Investment Policy as written.

Vote: (5-0-0) The motion carried.

2. **Credit Card Policy:**
 - a. Changes to the credit card limits:
 - i. IT credit limit increased to \$10,000
 - ii. Police Department credit limit increased to \$5,000
 - iii. Rec Commission credit card was canceled
 - b. Overall credit for the town is \$30,000 with the People's bank.
 - c. Policy:
 - i. Explains what may be purchased
 - ii. No Cash-Advance
 - iii. Procedures to submit receipts for payments
 - iv. Procedure for lost credit cards
 - d. Troy Brown does not recommend making any changes.

Discussion: None

Motion (Selectman Lemire / Selectman Schaefer) To approve the Credit Card Policy as written.

Vote: (5-0-0) The motion carried.

3. **Conference and Travel Policy:**
 - a. The procedures employees must follow when attending workshops and seminars.
 - b. Covers:
 - i. Lodging
 - ii. Airfare
 - iii. Meals
 - c. If employees are traveling within a certain radius, the policy allows for employees to submit a per diem rate.
 - d. Procedures for traveling a short distance
 - e. Unless approved by the Town Administrator, expenses for the family traveling with an employee are not covered by the town.

- f. Troy Brown does not recommend making any changes.

Discussion: None

Motion (Selectman Lemire / Selectman Schaefer) To approve the Conference and Travel Policy as written.

Vote: (5-0-0) The motion carried.

4. **Financial Reconciliation Policy:**

- a. The town has these employees submit their reconciliations to the Finance Manager:
 - i. Tax Collector
 - ii. Town Clerk
 - iii. Town Treasurer
- b. The town implemented having independent accountability and different finances.
- c. This consists of all the funds not managed by the trustees of the trust funds.
 - i. Impact Fees
 - ii. Special Detail
 - iii. Revolving Fund
 - iv. General Fund
- d. Troy Brown does not recommend making any changes.

Discussion: None

Motion (Selectman Lemire / Selectman Schaefer) To approve the Financial Reconciliation Policy as written.

Vote: (5-0-0) The motion carried.

Agenda Topic: Public Input - started at 6:28 pm

Presenter: Selectman S. Webber

None

Agenda Topic: Other Business

Presenter: Town Admin, Troy Brown

Review Town Contracts and Agreements:

These contracts have been signed, and the town is not amending the contracts.

1. **Town Administrator (TA) Contract:**

- a. Effective Date - 3/12/18
- b. Expiration Date - 6/30/21

- c. 3/12/18 - the salary was \$93,730
- d. 7/1/18 - the salary was \$96,541
- e. 7/1/18 - the Town Administrator will be subject to a performance review. This review is the same as all non-union employees receive.
- f. 7/1/20 - As agreed with the Board of Selectmen, there will be a 2% adjustment to the base salary. The position would also be eligible for another performance review.
- g. The position is a salaried position. Benefits include:
 - i. Short and Long-Term Disability
 - ii. Life Insurance
 - iii. \$1,350 allowance to enroll in a Certified Public Manager course.
 - 1. Troy Brown has enrolled in the course. The course starts July 2019.
 - iv. Everything else is under the non-union personnel policy.

2. Police Chief Contract:

- a. Effective Date - 1/1/19
- b. Expiration Date - 3/31/20
- c. Retiring - 3/31/20

- d. The salary was adjusted, a 1% raise was given, effective 1/1/19.
- e. No more adjustments to the salary will be made.
- f. The base salary is \$105,185.
- g. The current employee accrued a lot of Earned Time, Vacation, and Sick Time. The Board of Selectmen came to a financial agreement of three installments over a three year time period.
 - i. 3/1/19 - final payment was made, in the amount of \$36,000. This payment covered Earned Time, Vacation, and Sick Time.
- h. The position is a salaried position. Benefits include:
 - i. Short and Long-Term Disability
 - ii. Life Insurance
 - iii. \$400 Uniform Allowance
 - iv. Eligible to receive a match of \$1,000 towards his 457 retirement plan.
 - 1. He can receive this match by working Special Detail.
 - a. The town will match \$1 for \$1, up to \$1,000.
 - v. The position is assigned a town vehicle.
 - vi. Everything else is under the non-union personnel policy.

3. Police Captain Contract:

- a. Effective Date - 1/23/17
- b. Expiration Date - 12/31/19

- c. The town and the Police Captain need to sit down and negotiate a new deal.
- d. 7/1/19 - The Notification Process is required.
- e. In 2017, the Board of Selectmen were trying to change the position from hourly to salary.

- f. 2017 - The salary was \$85,000 a year.
 - i. Due to a staffing shortage, this position was required to cover unfilled shifts. The position received overtime pay.
 - ii. Allowed to participate in Special Detail.
 - iii. The hourly salary was not to exceed 15% of the base salary.

- g. 2018 - The salary was \$86,700 (an increase of 2%)
 - i. Allowed to earn overtime and Special Detail pay.
 - ii. The hourly salary was not to exceed 7.5% of the base salary.

- h. 7/1/19 - The salary was \$88,434 (an increase of 2%)
 - i. No longer eligible for overtime shift coverage, except when for callbacks.

- i. Benefits include:
 - i. Upon completion of a Master's Degree Program, he will be eligible to receive a one-time payment of \$6,000.
 - ii. Short and Long-Term Disability
 - iii. Life Insurance
 - iv. \$500 Uniform Allowance
 - v. Eligible to receive a match of \$2,000 towards his 457 retirement plan.
 - 1. The town will match \$1 for \$1, up to \$2,000.
- j. The position is assigned a town vehicle.
- k. Everything else is under the non-union personnel policy.i

4. Fire Chief Contract:

- a. Effective Date - 4/1/18
- b. Expiration Date - 3/31/21

- c. The position is a part-time position.
- d. 4/1/18 - the salary was \$56,160
- e. 1/1/19 - The salary is \$57,283
- f. 1/1/20 - Performance Review - Same process as non-union employees go through.
- g. 1/1/21 - Performance Review - Same process as non-union employees go through.
- h. The minimum hours required to work - 24 hours a week
- i. The maximum hours allowed to work - 32 hours a week

- j. Benefits include:
 - i. Six paid holidays
 - ii. Health and Dental Insurance is offered at 50% of the cost
 - iii. Earned Time buyback is eliminated
 - iv. A one-time bonus of \$5,000, upon completion of the fire station
 1. The Board of Selectmen must agree the fire station is completed.
 - v. Short and Long-Term Disability
 - vi. \$400 Uniform Allowance
 - vii. The position is assigned a town vehicle.
 - viii. Everything else is under the non-union personnel policy.

5. Prosecutor Contract:

- a. Effective Date - 1/1/18
- b. Expiration Date - 12/31/20

- c. 2018 - The salary was \$68,000.
- d. 2019 - The salary is \$72,000.
- e. 2020 - The salary will be \$76,000.
- f. The minimum hours required to work - 24 hours a week
- g. The contractor must work 50 weeks a year.
- h. The contractor has the right to take two weeks off a year.
- i. Termination of contract - A 60-day notice is required from the contractor.
- j. Just Cause - The town has the right to terminate the contract immediately.
- k. The position does not offer benefits.

Review Select Board Action Items:

1. The Board of Selectmen agree the first four items under Policies and Procedures have been taken care of.
2. The Board of Selectmen would like to add to the Board Action Items list:
 - a. Hiring a new Police Chief
 - b. Create a calendar of expiring employee contracts

Agenda Topic: Administrator Report

Presenter: Town Admin, Troy Brown

1. Town Inspector position was advertised:
 - a. Union Leader
 - b. Hudson Litchfield News
 - c. New Hampshire Municipal Associations Website
2. The Fire Chief informed Troy Brown there has been interest in applying for the position, both formal and informal.

3. Hiring Procedure:
 - a. Friday, April 26, the Fire Chief will view all the applications
 - i. If the applications are not acceptable, the town will readvertise for the position.
 - b. The Fire Chief will interview the accepted applicants.
 - c. The Fire Chief will recommend an applicant to the Board of Selectmen for hire.
 4. The Board of Selectmen discussed the control, of the Fire Chief, to select and interview the applicants without the Boards approval.
 - a. The Board of Selectmen agreed they would request to view the applications.
 5. Public Input:
 - a. A resident requested to have the fire department call log submitted the Hudson Litchfield News for publication.
 - b. A monthly report will be submitted to the Hudson Litchfield News, Facebook, and the town's website.
 6. Paving Projects:
 - a. A couple of cul-de-sacs off Mayflower Drive were not completed
 - b. Albuquerque - Milled the sections that were in poor condition and added a 1" overlay.
 - c. Cardinal - Continental Paving did a reclamation with a 2" binder.
 - d. Mayflower - Continental Paving did a reclamation with a 2" binder.
 - e. The town has to wait for the final bill. The cost to pave was an estimate. The exact amount of tonnage needed was not known until after the paving was completed.
 - f. John Pinciario is getting the line striping quotes together.
 7. Town Administrator, Troy Brown informed the Board of Selectmen he signed a purchase order for the Highway Department.
 - a. The Highway Department needs a bigger trailer.
 8. The fire station had concrete poured in front of Bay One and Bay Three. The company will come back and pour concrete in front of Bay Two and Bay Four.
 9. Department of Labor and Wages:
 - a. The Department of Labor and Wages came to the town a couple of weeks ago and performed an audit.
 - b. The town received high praise for their recordkeeping.
 - c. The town was fined for a minor working too many hours (state law).
 - i. The town later realized the error was with the recordkeeping.
 - d. The town will likely be written up for the recordkeeping error, and the town will appeal.
 - e. The Department of Labor and Wages will call about six town employees and perform a phone interview. If the interviews raise any flags, the Department of Labor and Wages will return.
 10. The town received a pleasant surprise:
 - a. The DOT is paving from Manchester down to Page Road.
 - b. At the same time, Division Five (5) is paving from Hudson to Page Road.
 - i. ¾" Paver Shim
 11. The Hudson VFW has an annual loyalty award ceremony and Craig Cartier has been nominated. Selectman Steven Webber has been invited to attend. The ceremony is Friday, May 3 at 7 pm.
 12. The Tax Collector is required to submit a notice to the BTLA, regarding RSA 76:13.
 - a. This is notice to the BTLE is the final date tax bills were mailed.
 - b. The Tax Collector reported back on October 19, 2018
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Agenda topic: Selectman Reports

Presenter: Selectman S. Webber

Selectman B. Lemire - Heritage Commission:

1. Attended the Heritage Commission meeting. Similar to the Rec Commission, the Heritage Commission is working on their bylaws. The commission will bring the bylaws to the Board of Selectmen for approval.

Selectman R. Leary - Budget Committee:

1. Attended the Budget Committee meeting, and the committee approved their bylaws. The Budget Committee tabled most subjects

Selectman K. Lynch - Planning Board:

1. Planning Board meeting went well.

Selectman K. Schaefer - Recreation Commission:

1. Attended the Rec Commission on April 8. The Rec Commission is working on their bylaws, once completed the Rec Commission will bring the bylaws to the Board of Selectmen for approval.

Selectman S. Webber - Conservation Commission:

1. Nothing to report

Agenda Topic: Organizational Communication

Presenter: Selectman S. Webber

1. Selectman Webber mentioned when the Board of Selectmen had questions for department heads, they would go to the Town Administrator. The Town Administrator would go to the department heads and get the answer for the Board of Selectmen.
2. This process worked well in the past, and Selectman Webber wanted to make sure the Board of Selectmen wanted to keep this process of communication.
3. The Board agreed to keep Town Administrator, Troy Brown as the conduit between the Selectmen and the department heads..

Agenda Topic: Adjourn the Public Portion of Meeting

Presenter: Selectman S. Webber

Discussion: None

Motion: (Selectman Lemire / Selectman Schaefer) To adjourn the public portion of the meeting to go into non-public session per:

- a. RSA 91-A:3, II(a) - Dismissal of an Employee
- b. RSA 91-A:3, II(c) - Reputation of an Employee
- c. RSA 91-A:3, II(c) - Pending Litigation
- d. Roll Call Vote -
 - i. Selectman R. Leary - yes
 - ii. Selectman B. Lemire - yes
 - iii. Selectman K. Lynch - yes
 - iv. Selectman K. Schaefer - yes
 - v. Selectman S. Webber - yes

Vote: (5-0-0) The motion carried. Entered non-public session at 7:19 pm.

Next Regular Meeting: May 13, 2019 @ 6 pm

Approved by the Board of Selectmen:

Steven J. Webber, Chairman

Kurt D. Schaefer, Vice Chairman

F. Robert Leary, Sr.

Brent T. Lemire

Kevin A. Lynch