

Town of Litchfield, New Hampshire

Board of Selectmen

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Meeting Date: 9/16/19

Call to Order: 6:02 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: ___/___/_____
Memo: 2020 Budget Review

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

One Selectmen was absent:
1. Kevin A. Lynch

Agenda Topic: Call to Order

Presenter: Selectman S. Webber

1. 5:30 pm - Paperwork Review
2. 6:00 pm - Call to Order
3. 6:00 pm - Pledge of Allegiance

Agenda Topic: Business

Presenter: Selectman S. Webber

1. **Police Administration 4210.10:**

- a. Captain Benjamin Sargent representing the Litchfield Police Department.
- b. The Board of Selectmen and Captain Sargent agreed to discuss the line items that have changed.
- c. Captain Sargent discussed each Line Item
 - i. **Line Item 110** - These salaries are contractual, negotiated between the town, Police Chief, and Police Captain.
 - ii. **Line Item 111** - These salaries are contractual, negotiated between the town and the police union. Increases occur with the longevity pay, certified officers, shift differentials
 - iii. **Line Item 120** - The increase for the administrative assistant consists of a \$500 longevity stipend and she received a raise after her review with Chief O'Brion.
 - iv. **Line Item 125** - This is an increase of \$10,141. This is the result of the contract negotiation. Two of the retired F/T officers received a larger raise based on their experience.
 - v. **Line Item 140** - This is a savings of \$13,269. This is a result of the chief and captain creating overlapping schedules that will reduce overtime.
 - vi. **Line Item 141** - This is a savings of \$10,075. This would leave \$3,000 for certain call-outs that the captain would handle.
 - vii. **Line Item 144** - This is an increase of \$508. The increase accounts for the pay increase per the union contract.
 - viii. **Line Item 149** - This line shows a reduction of \$10,348. There is an increase in the same amount at Line Item 811, Seminars and Conventions. The combination of Line Items 149 and 811 will have no impact on the budget.
 - ix. **Line Item 191** - This is an increase of \$1,800. The increase is per the union contract.
 - x. **Line Item 199** - This is an increase of \$7,000. The police detail rate has gone up.
 - xi. **Line Item 210** - This is an increase of \$20,242. These numbers are prepared by the Town Administrator.

- xii. **Line Item 211** - This is an increase of \$320. These numbers are prepared by the Town Administrator.
- xiii. **Line Item 325** - This is an increase of \$4,000. As per the prosecutor's contract, there is an increase.
- xiv. **Line Item 342** - This is an increase of \$485. These numbers are prepared by John Brunelle.
- xv. **Line Item 355** - This is a decrease of \$1,600. If the chief was to retire the \$1,000 would allow the Police Department to run necessary tests during the hiring process (psychological and physical exams).
- xvi. **Line Item 610** - This is an increase of \$800. The disposable drug box can no longer be disposed of for free. The fee is \$200 per quarter.
- xvii. **Line Item 620** - This is an increase of \$1,000. A cabinet for the Honor Guard Uniforms would cost around \$1,000.
- xviii. **Line Item 680** - This is an increase of \$13,050. The union contract gives the full-time and permanent part-time officers an allowance to replace worn uniforms.
- xix. **Line Item 740** - This is an increase of \$13,074. The police department would like to purchase police shields for two of the cruisers. The department would also like to replace four of their portables.
- xx. **Line Item 760** - This is a decrease of \$46,292. The department is on schedule purchasing two cruisers one year then one cruiser the next year.
- xxi. **Line Item 811** - This is an increase of \$10,348. This increase zeroes out the decrease from Line Item 149
- xxii. The total increase with the budget is \$58,690.

2. **Police Support Services 4210.50:**

- i. **Line Item 110** - This is an increase of \$7,838. The increase is contractual, the increase will start halfway through the year.
- ii. **Line Item 140** - This is an increase of \$468. The increase reflects the contractual pay increase.
- iii. **Line Item 191** - This is an increase of \$200. The increase reflects the increase in the cleaning contract.
- iv. **Line Item 211** - This is an increase of \$45. The Town Administrator provides this number.
- v. **Line Item 291** - This is an increase of \$500. The dispatchers uniform allowance increased.
- vi. The total increase with the budget is \$9,052.

3. **Animal Control 4414.10:**

- i. There are no increases or decreases in the animal control budget

4. **Fire Department 4220.10:**

- a. Chief Frank Fraitzl represented the Litchfield Fire Department.
 - i. **Line Item 110** - This is a decrease of \$5000. There is no bonus for completing the fire station this year.
 - ii. **Line Item 111** - This is an increase of \$3,994. This is because of the merit increases done this past July.
 - iii. **Line Item 120** - This is an increase of \$2,156. This is because of the merit increases done this past July.
 - iv. **Line Item 127** - This is an increase of \$2,940. This is because the average salary went from \$18.75 to \$19 an hour.
 - v. **Line Item 129** - This is an increase of \$138. This is because of a salary adjustment.
 - vi. **Line Item 140** - This is an increase of \$416. This is caused by a salary adjustment.
 - vii. **Line Item 149** - This is an increase of \$347. This is caused by a salary adjustment.
 - viii. **Line Item 211** - This is an increase of \$54. The Town Administrator provides this number.
 - ix. **Line Item 212** - This is an increase of \$115. The Town Administrator provides this number.
 - x. **Line Item 213** - This is an increase of \$27. The Town Administrator provides this number.
 - xi. **Line Item 342** - This is an increase of \$552.
 - xii. **Line Item 391** - This is an increase of \$198. The salaries of the instructors increased.

- xiii. **Line Item 410** - This is a decrease of \$2,100. This only reflects 10 Liberty Way.
- xiv. **Line Item 411** - This is an increase of \$1,135. The estimated cost is \$375/month.
- xv. **Line Item 412** - This is an increase of \$1,620.
- xvi. **Line Item 430** - This is an increase of \$8,225. Outsourced the work to test equipment.
- xvii. **Line Item 630** - This is a decrease of \$7,000.
- xviii. **Line Item 680** - This is an increase of \$1,500.
- xix. **Line Item 682** - This is an increase of \$1,175.
- xx. **Line Item 740** - This is a decrease of \$4,000.
- xxi. **Line Item 741** - This is an increase of \$300.
- xxii. **Line Item 810** - This is an increase of \$250.
- xxiii. **Line Item 811** - This is an increase of \$975.
- xxiv. The total increase in the budget is \$7,717.

5. **Fire Hydrants 4220.90:**

- a. Tabled until T.A. Troy Brown is present

6. **Emergency Management 4290.10:**

- i. **Line Item 560** - This is an increase of \$705. This increase is from the hazmat fees.
- ii. The total increase in the budget is \$705.

7. **Code Enforcement 4241.20:**

- i. **Line Item 110** - This is a decrease of \$11,149. New Code Enforcement Officer
- ii. **Line Item 129** - This is an increase of \$1,000. Increased the hours for p/t Inspector
- iii. **Line Item 140** - This is an increase of \$1,692. After hour call outs
- iv. **Line Item 211** - This is an increase of \$36. The Town Administrator provides this number.
- v. **Line Item 660** - This is an increase of \$1,000.
- vi. **Line Item 670** - This is an increase of \$250. Increased for books and periodicals
- vii. **Line Item 811** - This is an increase of \$1,500. Increase for seminars and conventions.
- viii. The total decrease in the budget is \$5,671.

8. **Health Department 4411.20:**

- i. **Line Item 128** - This is an increase of \$0.
- ii. **Line Item 356** - This is an increase of \$20. Increase in Water Analysis
- iii. **Line Item 560** - This is an increase of \$35. Increase Dues and Subscriptions
- iv. **Line Item 811** - This is an increase of \$70. Conventions and Seminars
- v. The total increase in the budget is \$125.

Agenda Topic: Public Input - started at 7:14 pm

Presenter: Selectman S. Webber

- 1. None

Public Input ended at 7:14 pm

Agenda Topic: Adjourn the Public Portion of Meeting

Presenter: Selectman S. Webber

1. **The Next Meeting:**

- a. September 23, 2019 @ 6:00 pm

2. **Motion Made To Adjourn:**

Discussion: None

Motion: Selectman R. Leary motioned and seconded by Selectman B. Lemire to adjourn the meeting.

Vote: (4-0-0)

The meeting adjourned at 7:15 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