

TOWN OF LITCHFIELD BOARD OF SELECTMEN

December 27, 2017

Selectmen's Meeting

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

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork review
5:30 p.m. Call to Order

Pledge of Allegiance

Review and Approval of Consent Items:

1. Approval of Board of Selectmen Meeting Minutes from December 11, 2017
2. Approval of Account Payable Manifest 12/19/17 (\$49,297.15) & 12/26/17 (\$227,258.84)
3. Approval of Payroll Manifest 12/16/17 (\$36,311.58) & 12/28/17 (\$48,693.85)
4. Tax Collector's Reconciliation - November
5. Town Clerk's Reconciliation - November
6. Veteran's Tax Credits (14)

Approval of Consent Items

Selectman 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 4-0-0.**

Request for Additional Items/Other Business - None

Business

Public Hearing - Dog License Fees

Town Administrator T. Brown states Town Clerk T. Briand has requested the Board of Selectmen consider increasing the cost of all Dog Registrations by \$1.00 for 2018. She has researched this and found all surrounding Communities have opted to go with this increase. Terri states the price to purchase the registration tags has increased and is the reason for this request. Troy states this does require a Public Hearing and approval from the BOS before this increase of \$1.00 can occur. He mentions currently the registration fee is \$6.50 for dogs that have been altered and \$9.00 for all others all will increase by \$1.00 effective January 1, 2018. Selectman B. Lemire asks if there is any input from members of the Board, because there is no

one from the public present.

Selectman S. Perry arrives to the meeting

**Litchfield Board of Selectmen
NOTICE of PUBLIC HEARING
Dog Licensing Fees**

The Litchfield Board of Selectmen will conduct a public hearing in the Town Office Meeting Room, 2 Liberty Way, Litchfield, NH on Wednesday, December 27, 2017 at 5:30pm. The purpose of the hearing is receive public comment on the proposal to add \$1.00 to the sum due for each dog license effective January 1, 2018. Male/female dogs will increase from \$9.00 to \$10.00 and altered dogs will increase from \$6.50 to \$7.50. Written comments can be submitted by letter or email no later than 12:00 pm on Wednesday, December 27, 2017 to: Tbrown@Litchfieldnh.gov or Town of Litchfield, Attn: Troy Brown, Town Administrator, 2 Liberty Way, Litchfield, NH. 03052

Selectman B. Lemire closes public input.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve pursuant to RSA 466:39 to increase male/female dog registration / license fees from \$9.00 to \$10.00 and altered dogs from \$6.50 to \$7.50 effective January 1, 2018.

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

Avitar Clerk/Motor Vehicle Software

Troy Brown mentions the Town Clerk and IT Director J. Brunelle have met with Avitar a Software Company that specializes in Municipal Software, they currently provide the Town Clerks software and assessing packages used by the Town. After meeting and participating in a demonstration of the software they and the staff felt it would be an asset and improve efficiency for the Town Clerk/Tax Collectors Office and are recommending to change the Town Clerk software to Avitar Clerk/Motor MAAP System. Troy states the new system will be far superior than the current software, and will be cloud based (offering online hosting (Icloud). The initial cost is \$10,400, which will be covered by the 2017 Town Clerk and IT Budget.

Selectman J. Brunelle makes a correction that this system is not cloud based, the online services are cloud based, but the backend of the system is much more modern than what the Town currently has. Workflow is much smoother, more thought in how customers are processed and how customers can access the information online. This new system should correct the support and availability issues they are currently experiencing, plus they are familiar with Avitar and they are a local company. They would like to start the conversion process January 1st and go live the last weekend of the month. Then terminate with the current provider.

Selectman K. Schaefer asks when the licensing ends with the current software provider.

Selectman J. Brunelle states January 1, and expects they will be billed for the month of January, he will deal with this matter.

Selectman K. Schaefer **motioned** for the Board of Selectmen to approve the purchase of new a software system for the Town Clerk - Avitar Clerk/Motor MAAP System.

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

Acceptance Unanticipated Funds - "Welcome to Litchfield" Sign

Selectman B. Lemire mentions there was a picture in the HLN Newspaper of the new "Welcome to Litchfield" sign the Highway Department installed at the Hudson/Litchfield Town Line. He was able to pick up Pat Jewett and bring her to the unveiling of the sign and she was thrilled with it. Troy tells the Board Pat had been phoning him, wanting to make sure this was going to be installed before Christmas. He states there were a few issues with the sign company and NHDOT and the Turnpike Authority had to get involved, but they were able to get it resolved and the sign installed.

Troy thanks the Highway Department and Greenworks for their help in getting the sign installed due to the weather this time of the year. He also thanks Pat Jewett who donated \$3,000 for the purchase of the new "Welcome to Litchfield" sign, everyone is commenting on how wonderful it looks. She hopes this is the beginning of others getting involved and hopes another will be installed at the other end of Town.

Selectman K. Schaefer **motioned** for the Board of Selectmen to accept the monetary gift in the amount of \$3,000.00 from Pat Jewett for the purchase of a new "Welcome to Litchfield" sign and ask that the Town Administrator send a thank you letter to Mrs. Jewett on behalf of the Board of Selectmen.

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

2018 Mileage Rate

Town Administrator T. Brown states every year the Board of Selectmen according to the Personnel Policy are required to review the annual mileage rate set by the IRS. He tells the Board this year effective January 1, 2018 the standard mileage rate for the use of a personal vehicle is 53.5 cents, an increase of 1 cent from 2017.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the standard mileage rate as established by the IRS, at 54.5 cents effective January 1, 2018.

Selectman K. Schaefer **seconds** the motion. **Vote carries 4-1-0.**

Special Detail Fund Balance

T. Brown mentions as the Board is aware, they pay for all kinds of expenses related to "special detail" and agreements with the Union from the Police Special Detail Fund. He mentions currently there is a balance in the Police Special Detail Fund of \$38,237.14. However, with the sidebar agreement, the Town is required to reserve \$2,000/per Officer in the fund for the ensuing year to cover Employer 457 contributions. This will leave a balance of \$14,237.14.

Troy is recommending this balance in the Special Detail Fund be transferred to the Operating Budget to offset Police Department costs, and they credit this amount to the police cruiser purchase line which is overspent by \$18,627.90. This is due to the purchase of computer/video/camera equipment, also due to the waterline installation project there were times in which multiple cruisers were out at the same time handling special details. Troy believes this would be an appropriate use of these funds.

Selectman B. Lemire asks if the Auditors will allow them to credit this to a specific line or just as a Revenue. Troy states they will allow this as a credit, it has been done in the past.

Selectman B. Lemire asks if he is sure, he thought it was only allowed if there was an

Unanticipated Expense. Which this is not considered. He agrees with moving the credit over, but feels it can only be done as a Revenue

Board discussed this issue, and agree it can be done as an adjustment entry to the Budget. Selectman J. Brunelle **motioned** for the Board of Selectmen to authorize the transfer of \$14,237.14 from the Police Special Detail Fund to the Police Department Cruiser Purchase Account #01-4210.10-760.

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

LCTV Camera Operators Minimum Work Hours

Town Administrator T. Brown states he and Richard Pentheny have become aware over the past several months that LCTV staff have showed up for meetings which do not last more than 1 hour, or meetings that have no quorum or that have been cancelled without notification to the LCTV staff. This has taken up their time to show up/set-up and breakdown equipment. So Richard Pentheny and Troy would like to recommend that LCTV staff be paid a minimum of two hours for each meeting attended. LCTV staff are currently paid \$12.50 per hour. Funding for this would come directly from the Cable Fund so there is no impact to the General Fund.

Selectman K. Schaefer **motioned** for the Board of Selectmen to approve that LCTV Camera Operators shall be compensated a minimum of two (2) hours for recording and broadcasting live Town, School and other Public Meetings.

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

Charles Bancroft Highway - Bicycle & Pedestrian Lane

Town Administrator T. Brown states he Selectmen B. Lemire and Selectman K. Schaefer attended an informational meeting on December 12, 2017. This meeting was held with representatives from NHDOT, NRPC, Board of Selectmen, Fire, Police, Highway, Town Administrator and a local resident/business owner. The purpose of the meeting was to discuss the feasibility of creating bike/pedestrian lanes on the Charles Bancroft Highway. Troy states the meeting was very informative but after serious consideration it was the general consensus that the Charles Bancroft Highway was too narrow to add accommodations for a Bike / Pedestrian Lane.

2017 Budget Review

Troy states it is a lot easier to sit here and forecast the Budget now with a few days remaining, and it is better than was thought a few months earlier even with the recent storms. He tells the Board with this in mind, he will not know the actual numbers for at least another 45 days. This is due to all the bills still needed to come in, one more payroll and the possibility of any storms before years end.

Troy states he anticipated a Turnback of \$54,705 in Unexpended Funds for 2017 Operating Budget.

He mentions there is a Warrant Article which was raised for a PT Police Officer, and these funds (\$39,054) were never transferred it has remained a part of the Operating Budget but designated for this purpose. This was due to changes in payroll within the Department (such as Officer Donnelly and his pay situation) they push back funds and pay all Officers salaries from their

Operating Budget. Also the Special Detail Credit of \$14,237, which was discussed earlier. Troy states with all this included it would bring the budget to \$107,996 of Unexpended Funds for 2017.

2017 Budget Encumbrances

Troy reminds the Board they are looking at a possible balance of Unexpended Funds in the amount of \$108,000. He states over the past year he is learning more about Encumbrances. Troy mentions they have to keep in mind when they encumber funds, it is done with the condition those funds are available. However, as mentioned this will not be known with certainty for another 45 days.

So after working with Department Heads he has but a list together of some items he is aware he would like to encumber. It is possible they will not be able to entertain all these items but he would like to have them on record if the Board supports them. Then if funds are available they can move forward, if not he comes back to the Board to revise the 2017 Encumbrances.

01-4220.10-342	Fire Department	Software Contract to Bridge Hudson/Litchfield	\$ 3,500.00
01-4520.10-730	Recreation	River Access Project	5,000.00
01-4152.10-312	Assessing Services	Update & Pennichuck Abatement	30,000.00
01-4311.10-310	Road Agent	MS-4 Stormwater Permit	10,000.00
01-4194.10-750	General Gov Bldgs	Meeting Room Conference Table	5,000.00
01-4194.10-430	General Gov Bldgs	ADA Door Closure	4,000.00
01-4150,20-###	Information Technology	Technology	8,834.00
01-4210.10-760	Police Department	Scanners/IT	1,479.00
Bottom Line	General Gov Bldgs	Welcome Town Sign	3,000.00
Bottom Line	Personnel	Earned Time Buyout	<u>50,000.00</u>
		Total Encumbrances	\$120,813.00

Troy goes through the list:

He states the Fire Departments Operating Budget they had budgeted \$3,500 for software to bridge the communications between Hudson and Litchfield.

Next the Recreation Commission asked the BOS to encumber \$5,000 for the River Access Project. Selectman B. Lemire states he felt this was a Conservation Commission issue and coming out of Conservation Funds.

Selectman J. Brunelle and S. Perry states it is at their discretion if they use their funds.

Troy states the CC is in support of the River Access Project being constructed on their property, but not necessarily in supporting it financially.

Selectman J. Brunelle asks who will be maintaining this area.

Troy states he felt the Recreation Commission was going to maintain the area.

Selectman B. Lemire supports this project, but does not feel the Town alone should fund the project, he feels the Conservation Commission should contribute as well. The Board should also have knowledge as to who will have the responsibility of maintaining the area it is the Conservation Commissions land.

Selectman K. Schafer states he heard from Joan McGibbon this could be a Warrant Article issue.

Board discusses this issue, but are unaware of any Warrant Articles to date.

Selectman S. Perry states he is in favor of upping this dollar figure in order to see this project

get done.

Selectman B. Lemire states he agrees with the project, but feels the Town should not be shouldering everything, when the Conservation Commission has funds available and it is their land.

Selectman K. Schaefer agrees with B. Lemire.

Troy states the expenses are from \$8,000 to \$30,000 depending if the National Reserve is able to contribute.

Selectman B. Lemire states the Board needs clarification on this matter.

Selectman J. Brunelle states the Board can still encumber the funds for now.

T. Brown moves to Assessing Services and states there is still the abatement with Pennichuck, which is an ongoing process, but will be coming up soon in 2018. The consultant used for the commercial assessment of the Pennichuck system is extremely expensive. Troy states the contract the Town has with him, brings everything to be court ready, but his time now from January 1 forward will be billed hourly. He is anticipating this to be a large expense. He also wanted some funds available for Avitar to do its quarterly assessing updates, so is asking for a total of \$30,000 to be Encumbered.

Next the MS-4 Stormwater Permit he is looking for \$10,000. He mentions the Budget Committee made an adjustment in their recommended budget. The BOS had asked for \$20,000 and they reduced it to \$10,000, asking the Board to find the \$10,000 in the 2017 Budget. Board discussed this matter.

Troy states the next item is for a meeting room conference table \$5,000. He mentions starting in January 2018 the School Board and the Budget Committee will be holding their meeting in this Conference room. So it is his feeling they will need to be able to create more of a horseshoe type table for everyone to be seen on camera, and interact with the public within the room. He is guessing at the \$5,000, and hopes it would be enough to work with the State Prisoners program, that makes furniture from their woodworking shop. If not going into Manchester to a used surplus store to see what would be available. Board discussed the reasons for them moving into this room and it is for the audio/camera equipment is too costly for them to upgrade to the quality the Town has upgraded to here.

Selectman S. Perry asks why can't they move one of the tables they currently use here to the Conference room. Board discussed the need for a new set up.

Selectman S. Perry stated he is baffled, everyone should make due with what is available. Board continued to discuss.

Next Troy discusses the ADA door closure for the Town Hall front entrance. This would allow one of the doors to have the ADA panel to be pushed for wheelchair accessibility.

Selectman B. Lemire states the Town Hall is not ADA compliant.

Troy mentions Kevin got a quote from an installer and an electrician in the amount of \$4,000.

Troy next discusses Technology in the amount of \$8,834.00, this is the balance left in the Technology Budget, and he would like to Encumber all these funds.

Next discussion is for the Police Department and scanners/IT in the amount of \$1,479.00.

Selectman J. Brunelle states this is a balance left over from a PO for the computers installed in the cruisers, plus the upgrades for the license scanning and ticketing. He states there are three more vehicles to finish. Troy mentions a \$6,000 Grant helped offset this expense.

Troy mentions next he is asking to Encumber \$3,000 for a Welcome Town sign, for the North end of Town. This amount is as long as breakaway posts are not needed, but he is anticipated it is a possibility and this would increase the amount possibly by a few thousand.

Next Troy discusses the Earned Time Buyout which he is looking to Encumber \$50,000. He states they currently have one employee they are trying to buydown, and this money would be primarily for this situation. Troy and the Board discuss the designated account which could have 0-\$30,000 by years end and the Warrant Article in March, both of which are unknowns at this point. Troy states last year they paid \$54,000 out. Troy mentions this Encumbered money would not go into the existing fund it would be placed in an account of its own, and be good for 12 months. If not used it would come back for the board to re-encumber or lapse.

Next Troy discusses the Re-Encumbrances for 2017

01-4916.17-013	Fire Department	Fire Station Design	\$13,935.56
01-9551.16-009	Information Technology	IT Domain Laptop,Firewall,Software	7,230.76
01-9551.16-005	Information Technology	Security Camera,wiring,printer,computer repl	<u>2,512.52</u>
		Total Re-Encumbrances	\$23,678.84

Town Administrator T. Brown states this is money that has already been encumbered. He mentions the Fire Station if not really an encumbrance it is money from a Warrant Article and was not non-lapsing. So this balance of \$13,935.56 needs to be Encumbered.

The other two IT items were previously Encumbered. He mentions the \$7,230 once re-encumbered could be used to purchase the new Town Clerks software with Avitar.

Selectman B. Lemire asks if the Board has any comments.

Selectman S. Perry would like to take \$20,000 from the Earned Time Buyout of \$50,000 and move it to the River Access Project. Then the \$30,000 left in the Earned Time Buyout retitle it to Fire Station (eliminating the Earned Time Buyout) all together. He states there is already a fund set up and a Warrant Article if passed will add money into this account to keep it going. So by adding \$20,000 more to the River Access for a total of \$25,000 this would allow the Board to go to the Conservation Commission and say we have \$25,000 now you match it and the project can be completed. And the \$30,000 Earned Time Buyout money he is suggesting go to the fire station because he feels every dime will be needed if that Warrant Article passes.

Selectman K. Schaefer states then take all the \$50,000 from the Buyout and put it towards the fire station. Board continues to discuss this matter, and states this money Encumbered is not cut in stone the Board can change their mind on the use of these funds depending on what happens in March.

Troy reminds the Board as far as the Earned Time Buyout, that come January they have a responsibility to pay out if funds are available a year two payment to the Chief. But as discussed earlier there may only be between 0-\$30,000 (if money is not added) which would not leave enough for this buyout alone. So he reminds the Board between the Police Department and the Non-Union Employees \$54,000-\$58,000 was paid out this year in earned time.

Selectman J. Brunelle tells Selectman S. Perry this \$120,813.00 in Encumbrances is just an earmark, things can be adjusted later if the Board feels they should be adjusted after the March vote and they see what passes and what funds are now available.

Selectman K. Schaefer states it has to be narrowed down to \$107,000 because that is what's

currently available, this is a wish list of ideas totalling \$120,813.00.

Selectman S. Perry asks if the Board can Encumber a larger amount and adjust it later. Because the Board always under shot the Encumbrances to make sure funds were available in the past. Selectman B. Lemire agrees.

Troy states it can be done, it was speaking with a Town Manager who stated they do not do their Encumbrances until the end of January. But he feels it is better to be on record before the books are closed for the year.

Selectman B. Lemire states the motion should read "based on fund availability".

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve to Encumber for 2017 the not to exceed amount of \$120,813.00 for the items outlined and discussed depending on availability of funds and may be subject to change.

Selectman K. Bourque **seconds** the motion.

Board continues to question if they can encumber funds like this if the money is not available, and they thought you always had to have a bill in hand for specific amounts.

Troy states for the past 3 Budget years this has not been the case, and he has not had bills in hand and the accountants/auditors have had no issues.

Selectman B. Lemire states the Board should just Encumber the bottom line and adjust the figures to these lines if necessary at a future meeting when more is known. This would account for everyone's preferences. **Vote carries 5-0-0.**

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve to Re-Encumber for 2017 the amount of \$23,678.84 for the 3 items outlined and discussed.

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

2018 Warrant Articles Review

Troy mentions the Board has not acted on the Operating Budget as of yet. Neither has the Budget Committee, they are waiting for input from their Public Hearing. He has all the other Warrant Articles as supported by the Board of Selectmen.

Selectman B. Lemire states he is under the impression the Board of Selectmen do not have to recommend this because this is a Budget Committee number.

Troy states the Board does not have to agree with the Budget Committee, but the Board does have to recommend the number.

Selectman J. Brunelle states the wording of the Operating Budget Warrant Article lines up with the Budget Committees calculations. Troy states yes.

Selectman J. Brunelle thought they approved the Budget. Selectman B. Lemire states they did approve it at their last meeting. The Warrant Article reads as follows

ARTICLE 5 - 2018 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 \$6,215,024. Should this article be defeated, the default budget shall be \$6,112,492 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 2018 tax rate increase is \$0.51

Pending review and approval by the Board of Selectmen

Pending review and approval by the Budget Committee

Selectman J. Brunelle **motioned** for the Board of Selectmen to recommend Article 5 - 2018 Operating Budget as written.

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

Selectman B. Lemire mentions the Board should not recommend the Fire Station Bond until all the figures and information are available. They discuss the special meeting the Budget Committee is holding on January 4, 2018 to discuss the Fire Station.

Troy states this Friday at 1:00 he will be having a meeting with the Contractor and Architect to go over all their estimates, costs and updated information in preparation for the meeting being held on January 4th, any Board members who would like to attend are welcome. The goal is by the end of this meeting they will have a number for the Fire Station.

Selectman B. Lemire states the BOS meets on January 8th before the Towns Deliberative and could vote to recommend at that meeting. Board agrees.

Troy mentions they have to hold a Bond Public Hearing, and the goal was to piggyback it with the Budget Committee meeting on January 11th. So he feels for the flow of the meeting it would be best to have the School go first, then the Town and it is wrapped up with the Bond Public Hearing.

Board agrees.

Public Input - None

Town Administrator Report - None

Selectman Reports

Selectman B. Lemire states the next Planning Board Meeting is cancelled.

The Welcome to Litchfield sign and the Bicycle & Pedestrian Lane were already discussed.

Nothing else to report this evening.

Items moved from consent - None

Other Business - None

Selectman B. Lemire on behalf of the Board wishes all its Employees and Residents a Happy Healthy and Safe New Year.

Selectman J. Brunelle **motioned** for the Board of Selectmen to adjourn

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

The next Board of Selectmen's meeting will be on January 8, 2017 at 6:00pm at Town Hall

Brent T. Lemire, Chairman

Steven D. Perry, Vice Chairman

John R. Brunelle

Kevin C. Bourque

Kurt D. Schaefer