

**TOWN OF LITCHFIELD, NEW HAMPSHIRE  
INFORMATION TECHNOLOGY DIRECTOR  
EMPLOYMENT CONTRACT**

**AGREEMENT** made this **19th day of October 2020** by and between the Town of Litchfield (hereinafter "EMPLOYER") and JOHN BRUNELLE (hereinafter "EMPLOYEE").

**WHEREAS** the EMPLOYER desires to employ the services of EMPLOYEE as Part-time Information Technology Director;

**WHEREAS** the EMPLOYEE desires to accept employment as Part-time Information Technology Director for the EMPLOYER;

**FOR AND IN EXCHANGE OF** the mutual promises contained herein, the parties hereby agree that the following terms and conditions shall govern the responsibilities and recognition to which EMPLOYEE shall be obligated and entitled.

**1.0 DURATION**

This Agreement shall be in effect for five years commencing on January 1, 2021 and ending December 31, 2025.

**2.0 COMPENSATION AND BENEFITS**

**2.1 Salary.**

Effective January 1, 2021, EMPLOYEE shall receive an annual salary of **\$26,400** of which \$4,400 shall be paid in advance on or before December 31, 2020. The remaining salary shall be paid in gross installments of \$423.08 per week.

Effective January 1, 2022, EMPLOYEE shall receive an annual salary of **\$26,928** paid in gross installments of \$517.85 per week. (2% increase)

Effective January 1, 2023, EMPLOYEE shall receive an annual salary of **\$27,467** paid in gross installments of \$528.21 per week. (2% increase)

Effective January 1, 2024, EMPLOYEE shall receive an annual salary of **\$28,016.34** paid in gross installments of \$538.78 per week. (2% increase)

Effective January 1, 2025, EMPLOYEE shall receive an annual salary of **\$28,576.67** paid in gross installments of \$549.55 per week. (2% increase)

**2.2 Hours of Work.**

EMPLOYEE shall not be entitled to work more than 25 hours per week except for emergency situations. It is acknowledged and agreed that EMPLOYEE is an "exempt" employee as that term is defined in the Fair Labor Standards Act.

**2.2 Benefits.**

EMPLOYEE shall be eligible to receive benefits as outlined in the Town's Personnel Policy as a part-time employee working 25 hours or less per week.

### 3.0 DUTIES AND RESPONSIBILITIES

- 3.1 EMPLOYEE agrees to devote appropriate time and attention to the management of the EMPLOYER's information technology systems across all operating departments of the EMPLOYER.
- 3.2 The EMPLOYEE will be accountable to the individual department head for department IT needs and generally to the Board of Selectmen, through the Town Administrator, for the cross-departmental needs of the EMPLOYER.
- 3.3 The EMPLOYEE will undergo appropriate record checks as required for access to departmental data including fingerprint supported check of the NH Criminal History Bureau and an FBI Triple I check.
- 3.4 The EMPLOYEE will maintain and support the following areas specifically:
- Deskside Support (general user assistance)
  - Software updates monthly
  - Server-side maintenance (user, printers and google apps)
    - Telephone Infrastructure
      - Cisco Call Manager (50 devices)
      - Cisco Unity Connection (voicemail)
    - Computer Infrastructure (AD, DHCP, DNS, SMTP, and Printing)
    - Support devices (Printers, Scanners, etc)
  - Business Applications (BMSI, Avitar, and other business applications)
    - Quarterly Software Updates
    - Vendor assistance
    - backups and data transfers
  - Police Department
    - In-Car Computer Support
    - Communications Modules
    - IMC - Perform Applications
    - In-House Video and Audio Systems
  - Town Communications Systems
    - Base, Repeater, Mobile and Remote Sites
    - Programming all town assets
  - Network Infrastructure
    - Core Network (Town Hall / Fire Department)
    - Border Firewalls (4 devices)
    - Wireless (Cisco)
    - 3G/4G network (car-to-station)
- 3.5 The EMPLOYEE will maintain and support additional infrastructure and applications that the EMPLOYER may add during the duration of the contract.
- 3.6 The EMPLOYEE will develop appropriate documentation of system design and applicable hardware and software licenses.
- 3.7 The EMPLOYEE will place in secure deposit with the Town Clerk, all necessary passwords, identifications, and similar credentials to all protected hardware, software, and services, such that any and all services maintained by the EMPLOYEE can be accessed in the event of the EMPLOYEE's absence.
- 3.8 The EMPLOYEE will engage and serve as the primary point of contact for the EMPLOYER with an additional IT maintenance vendor. This supplemental vendor will provide coverage for key systems when the EMPLOYEE is not

available. At the EMPLOYEE's discretion, in consultation with appropriate town departments and subject to available budget, maintenance, and support of tasks itemized above may be transitioned in whole or in part to the third-party vendor.

**4.0 RENEWAL AND TERMINATION**

- 4.1 Nothing herein shall prevent the EMPLOYER and the EMPLOYEE from renegotiating the terms and conditions of this Agreement subsequent to its execution. Any changes to the within Agreement must be in writing signed by both parties.
- 4.2 This Agreement may be voluntarily terminated with thirty (30) days written notice by the EMPLOYER and the EMPLOYEE.
- 4.3 This Agreement shall terminate on December 31, 2025.

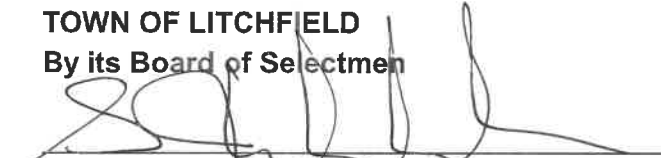
**5.0 COMPLETE AGREEMENT; CHANGES AND SEVERABILITY**

This Agreement supersedes all prior contracts and understandings between the EMPLOYER and the EMPLOYEE. No changes or modifications of this Agreement shall be valid unless they are in writing and signed by both parties. The invalidity of any part or parts of this Agreement shall not affect the validity of the remaining parts. The foregoing terms represents the entire agreement between the EMPLOYER and the EMPLOYEE.

**EXECUTED this 19th day of 2020**

**TOWN OF LITCHFIELD**

**By its Board of Selectmen**




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Steven J. Webber, Chairman



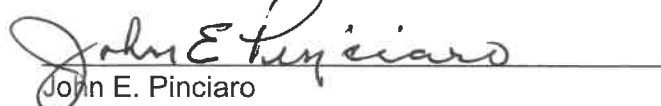

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F. Robert Leary Sr., Vice-Chairman




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Kevin A. Lynch




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John E. Pinciario

Richard W. Lascelles

**EMPLOYEE**




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John Brunelle