

TOWN OF LITCHFIELD BOARD OF SELECTMEN

November 7, 2012

Selectmen's Meeting

Members Present: John R. Brunelle, Chairman
George Lambert (Vice Chair)
Frank Byron
M. Patricia Jewett

Members Absent: Brent Lemire (excused)

Also Present: Jason Hoch, Town Administrator

5:00 p.m. Paperwork review

6:00 p.m. Call to Order

Pledge of Allegiance

Review of Items for Consent:

1. Approval of Accounts Payable for October 29 - \$36,935.72 and November 5 - \$145,067.66 and \$500,000. Prospective approval of Accounts Payable for November 12 and 19.
2. Approval of Payroll for November 1 - \$52,484.51 and November 8. Prospective approval of Payroll for November 15 and 22.
3. Minutes of October 22, 2012
4. Abatement Map 1, Lot 49

Approval of Consent Items

Selectman G. Lambert **motioned** to the Board of Selectmen to approve the items for consent. Selectman J. Brunelle **seconded** the motion. The motion carried **3-0-0**.

Request for Items - Other Business

Selectman Byron - discuss Warrant Articles

Public Input

No members of the public present

Budget Review

Mosquito Control District - revised request

Chairman Al Raccio came in front of the Board to consider his request for a laptop. Mr. Raccio stated that over the last year the State has defunded the testing of our State laboratory, so the state will no longer be providing testing services. This year there is partial funding left but they are still not sure whether it is for the entire year of the upcoming season. The Mosquito Board

was made aware of this earlier this year and have started down a path that will basically will involve extensive amounts of research, in order to present a case to the Town on its potential options regarding how the Board moves forward. The reason for their request for a laptop is based on new current events such as the amount of research the Board is going to have to do across the New England Region, and given the facts that they are a volunteer committee for the most part, after hours, is their primary time to do this work and research.

Selectman P. Jewett is now present

Mr. Raccio stated that they do not rely heavily on Town resources now, regarding the conduct of the district and not having an asset available like the laptop or comparable mobile equipment between the four members is going to represent a significant increase in workload on the secretarial services of the Town as we request additional research and contact through the normal business day, as opposed to being able to self fulfill that through their various members. Mr. Raccio stated that originally they had the asset, they no longer have any assets that are directly reachable by the membership in the evening hours; so in effect, if they were at home trying to do work on the committee stuff, they would have to come into Town Hall and access a computer or resource and then produce the documents. Mr. Raccio stated that what they are asking for is consideration to provide them with a mobile resource that will allow them for this year and possibly even into early next year to provide the resources necessary to conduct the analysis so they can present an accurate case. Mr. Raccio stated that there are two extremes; this could drive cancellation of the entire program, why would they test and continue to larvicide if they didn't understand the effects of that or conversely, if they were to adopt a philosophy that says they will subcontract either through their existing relationships with Mr. Morrison or directly with the State Labs.

Mr. Brunelle asked Mr. Raccio how one laptop helps the district with being more efficient, and stated that the reason he is asking the question is that the Town is providing a Google apps environment that will allow them to read e-mail, work on documents, spreadsheets, etc. all inside a cloud based container. Mr. Brunelle stated that he realizes there were past concerns about Town documents being on someone's personal computer which is why the Town has moved towards the Google apps type of environment. This environment is available from anywhere, public computer, private computer. Mr. Raccio stated that some of their members do not have computers, and some of the members do not have access to cable, when they look at all considerations, no one is saying that the Town's adopted position is right or wrong, its literally a point of our membership needs the resources, whether they are google or conventional internet. Mr. Brunelle asked that for those members who do not have access to the internet, how does this laptop help them. Mr. Raccio stated that they can create the documents and various elements and if its wired for wireless, when they meet here, they can use the wireless network benefits. Mr. Brunelle stated that they have made a laptop available to the district, it is available on demand. Mr. Brunelle stated that there is a floater laptop available, the concern is that the floating laptop be sequestered in someone's home and not being able to get access to by anybody else in the Town that requires access to it. Mr. Raccio stated that the plain facts are that their volunteer committee is making the request. Mr. Byron stated to Mr.

Raccio that he started out by saying the state lab was closing down and that was going to generate a type of need for a laptop, and is not seeing the direct connection. How does this generate the need for a laptop? Mr. Raccio stated that they are going to be faced with a lot of independent research requirements as they begin to understand the magnitude of the analysis that they are going to try to put together for you. Mr. Byron asked if the Mosquito District was going to be analysing sampling data from the field? Mr. Raccio stated no, what the analysis is, is basically to be used as a metrics of understanding of what options are available, what the cost trades are, what the benefits to the Town and community are against ultimately shutting the program down. Mr. Byron asked if he was suggesting that they need a laptop to go out to bid. Mr. Raccio stated that they wouldn't go out to bid without informing the BOS what they are bidding for, the analysis is purely to support the facts so the BOS can make an educated decision on how they would like to proceed with the given facts. Mr. Byron asked if he needs access to the internet to do searches. Mr. Raccio stated that they are going to need access to the internet, tools like excel and things that are available either through google or conventional microsoft products. However the Town decides to move forward and present that, as a tool set to them or not, is basically what they are looking for, they need resources to do their jobs, some of the Board does not have all the resources necessary to help the Town in personal assets. Mr. Byron asked Mr. Raccio if the ability to use a computer either here at Town Hall when you would want to come in or to have a laptop provided to you on a loaner basis is not suitable? Mr. Raccio stated that he can only bring forward what the District has asked him to do, he wouldn't answer for the District, those exact questions without giving them the courtesy to respond to that. Mr. Raccio stated that personally speaking, he believes that the seriousness of what they are potentially up against is probably as big as when they first started this 8 years ago. It is the biggest thing that has driven their cost factors since they started and as they look at the request for \$1000 or what ever the Town's current contract can support against the in excess of \$22,000 that the district has returned to the Town which is just about a year's free service. Mr. Raccio stated that he is torn between, is the Board concerned over the \$1,000 or is it concerned over a set of directives that they have laid down. Mr. Raccio stated that in either case whether the equipment is temporary, they are asking for this tool for a year or so to get them through this, or it is reallocated from a pool. Selectman Brunelle stated that the two things he see's being outlined is, one is that we have members of the district who don't have the facilities to actually execute on their responsibilities. Mr. Raccio stated that he does not believe this is an accurate statement, that their volunteers execute to the best of their abilities whether they have computers or not. Mr. Brunelle stated that the second part that concerns him is when you are talking about volunteers who have full time daytime jobs, that may not be able to act to a demand or need quickly; this concerns him more than the request for a laptop. Mr. Brunelle asked if this is now a health concern or big issue for the Town and now needs to come back into the Town to be managed out of Town Office by a full time employee of this Town. Mr. Raccio stated no. Mr. Brunelle stated that he is then at a loss as to what the concern is for the upcoming year. Mr. Raccio stated that the loss of the State funding at the State Lab where their contracted vendors sends their pre-sorted samples to be analyzed is the issue. Mr. Brunelle stated that the contracted price that they just went to the Budget Committee with could go up? Mr. Raccio stated not this year. Mr. Brunelle asked what is going to drive workload up in the

future, is it increments in an RFP to find another vendor who is going to do the testing, or the whole end to end service which includes testing? Mr. Raccio stated that would be embodied in the research they provide the Board to make those considerations. Mr. Byron asked Mr. Brunelle the status of the loaner computer was. Mr. Brunelle stated that it sits in the Town Administrator's office 95% of the time. Mr. Byron asked who has used it the other 5% of the time. Mr. Hoch stated the Mosquito Control District, Planning Board, Rec Commission and here at meetings. It is available. Mr. Byron asked Mr. Raccio what his time line was for the research that he talked about? Mr. Raccio stated that Mr. Morrison is coming next week for their end of the year analysis. Mr. Raccio stated that he has also asked Mr. Morrison to address this issue to better inform them on what the actual time line is. Mr. Raccio stated that they know the funding has been cut, but what they do not know is the extent of next year, and they talked a little bit about opening up the flexibility of their work schedules with him, so that perhaps they don't allocate of of their testing and funding early in the season, but they have pushed later when the state may or may not be available to test, focusing more on the late July, August, September timeframe is when they see their activities really peak. Mr. Byron asked if the state was going to continue to do the testing in terms of mosquito identification. Mr. Raccio stated this year only. Mr. Byron asked if they are going to do any testing in the warmer months of 2013? Mr. Raccio stated that this year they held back one testing month, they didn't start on time, Mr. Raccio believes they will do at least that, and depending on how they close the books this year, maybe even a month and a half, would be his best guess. Mr. Hoch stated that the funding for the Public Health Lab is through June 30, 2013. After further discussion, Selectman F. Byron **motioned** to the Board of Selectmen to direct the resources as to the spare computer to the Mosquito Control District until January 1, 2013. Selectman J. Brunelle **seconded** the motion. The motion carried **4-0-0**.

Fire 4220.10 - \$517,742

Chief Fraitzl was present at the meeting.

Administrator Hoch stated that this budget reflects an overall bottom line increase of \$66,093. Salary reflects an average of the same 24 hrs a week, but for full year.

Firefighter EMT line reflects a movement through the scale on longevity for the two full time staff.

The Call line reflects a small increase of \$2,730 - the basic call level for response is kept unchanged at \$58,000. The coverage for the third person coverage was reduced to an estimate of \$1,575.

The notable change is an on-call officer stipend of \$100 a week for having one member of the officer group be on-call, for the week to respond to calls off hours. Selectman P. Jewett asked if this was something new and if the Chief could explain. Chief Fraitzl explained that in the past it has been basically whoever has been around went. They have been trying the concept so that there is always an officer available to handle calls and non-emergency calls, without having to dispatch it and generate an emergency type call. They have access to the command vehicle to utilize for that and they are expected to respond to any incident. In the case of a more significant incident, they will initiate supervision or running incident command of

the incident. This is basically a stipend because they are committing to be more or less in Town for the week. There has never been anyone to be dedicated to be around . Mr. Fraitzl stated that they have been doing this informally for three months, to make sure it is working. Mrs. Jewett had concerns about having too many personnel show up for a call. Mr. Byron stated that he believes the Chief was talking about a command officer, who will take and handle an emergency when it comes up. Mr. Fraitzl stated that basically they will be the supervisor for the week. They will go to medical calls. There is an expectation that someone from the Litchfield Fire Department will show up at a call be it medical or otherwise. This will ensure that there is someone available to do that. Chief Fraitzl explained that the on-call person will be the person that is responsible for the week, if for some reason the on-call cannot make it due to other reasons there will be a person available. Whoever the scheduled on call officer is will receive the stipend.

Mr. Byron asked a question regarding the 3 person coverage, why do we need 3 person coverage and not 2? Mr. Hoch stated that this happens very rarely, this is based on 90 hours per year. The Chief stated that this line has been there. This is more for incidents when we have a storm which allows the Chief to bring somebody in, in anticipation of the storm so that there is adequate coverage. Chief Fraitzl stated that coverage was there to handle any trees on the wires, poles on fire; all the non-emergency stuff. The emergencies we had were dispatched no different than they would be without a storm around, they were paid accordingly out of the call line. Mr. Byron asked the Town Administrator if it would make better sense to change the purpose or to expand the purpose of the revolving fund? Mr. Hoch stated no, because that is for special detail. Mr. Hoch stated that this is an item that has been in the budget for multiple years and we actually reduced the item, this is a description item.

Training Wages 127- The first line reflects 40 members at 2 hours, 24 trainings a year . The changes that are coming in this line (the \$11,000) is adding 5 new members going to training at Firefighter 1 (this training is a 220 hour training) . What the Chief has proposed here is a \$10.00 an hour rate, rather than paying the full already certified call firefighter rate for someone who is going through the training. The ideal would be recognize that time in class with a training type wage and as they move through and get certifications, then they would move into the rest of the schedule within the department. Selectman P. Jewett asked the Chief how many men he has in his department right now. The Chief stated that right now there is 31, there are 4 companies with three of them having 6 and one has 5 (one member resigned). Chief Fraitzl explained that out of that 31, they have 2 members who have been with the department for a number of years that are in a reserved status, they are not active firefighters, but they can come in and man the radios during a storm and they can come in and support; they will not be on a truck or wearing gear. Then there are the two deputies and the Chief, and two full time staff. The Chief stated that he would like at least one more per company. Chief Fraitzl explained that the \$10.00 per hour is to put them through the State certification. The Chief stated that his feeling is that if they are requiring someone to take a class as a minimum requirement, they have an obligation to pay them for that time. Right now, they pretty much have one rate of pay for everybody regardless of time in the department, experience, certification. The Chief and the Deputies are in the process of coming up with a structured scale to recognize the brand new person, the length of time and what you have done and what you can do. We are currently a lot more than

\$10.00 per hour, and if we hire somebody under the way it has been, we are going to start them at the same rate everybody else is making, and the Chief does not think this is right, because the newest person right now has at least 3 years with the department.

128 Saturday and Sunday Coverage - Based on 24 hours per weekend for 50 weekends. Chief Fraitzl explained that weekend coverage used to be 8:00 - 2 on Saturday and 9:00 -1 on Sundays. The Chief standardized with 8:00 - 2 for both Saturday and Sunday, for consistency for the benefit of the residents. Last year they were looking at 45 weeks, this year 50 weeks. The Chief stated that when he did all the math, he came out lower than what was budgeted. The \$21,000 is for 50 weeks a year from 8:00 -2 for both days and 2 people. Selectman P. Jewett asked how the Chief determines who is going to this. The Chief stated they sign up for it and Deputy Travis schedules on a rotating basis by qualifications. There is a driver and one EMT scheduled.

129 Fire Inspector - 4 hours per week @ \$22/hr for 50 weeks a year for a total of \$4,400. Increased based on prior year which was based on 30 weeks per year and the recommendation is to make sure that the inspector services are regularly scheduled for 50 week per year. The Inspector is scheduled for Wednesday evenings.

140 Overtime - Approx. 10 hours of Overtime/Month @ \$77.72/hr (Nicoll \$44.52/Rea \$30.86). Increase of \$326.00. Pulled out line 149 - Overtime for Training.

341 Communications - reflects the verizon wireless lines and air cards. Have centralized the internet service that serves the whole bldg.

342 Software Contracts - The radio programming license line - reduced from \$900 to \$300 Firehouse software - (database management system) \$1,900, moving from a standalone network to a cloud based system. Software Package called "I Am Responding" - the system is a multifaceted system, which puts the call out to a text message, email or however you want to receive it. This system will kick up in the station, the goal is to put a monitor right inside the door. This also allows the FD to put equipment in and out of service to reminder messages about training. It can be accessed anywhere. This is being used in several departments within the State. This can also be accessed through a smartphone.

344 Secretarial Services - removed

345 Dispatch Service Contract - reduced by \$2,400 based on what our experience has been based on the last 6 months.

355 Pre-Employment Screening - the increase is connected to bringing in some additional firefighters - pre-employment physicals 5 at \$500.

391 Instructor Services - Administrator Hoch stated that they had mixed some training things before and have broken them out in two ways. This Instructor Services line is intended to recognize the cost of when we are bringing somebody into the department to teach the staff. \$3,000 is the EMT recertification continuing education program. This training would be done on a monthly basis. The Chief stated that one of the things they are looking at with the vendors they have selected is that they do this for other departments and by getting in with them it would allow our people (if they cannot make our training, due to a conflict) to go to any one of the other departments around us.

410 Electricity - decreased

411 Heating - decrease - this cost is an estimate, working with a new system that has not been operational for a full season yet.

412 Water - added water service earlier this year, based on a \$75 per month.

430 Station Repairs and Maintenance - reallocated for materials and supplies for building repair and septic cleaning. The new items are materials for exterior stairway repairs and an estimate for exterior painting of the Building. The exterior painting will be approximately \$3,000.

440 Equipment Rental - decreased to \$0

550 Printing - combined with office supplies

555 Public Notices and Ads - removed

560 Dues and Subscriptions - the main items are retaining the current memberships as well as dues for the Chief's membership in the International Association of Fire Chiefs. The NH State Firemens Association (Statewide organization) that would engage our call firefighters in the State Organizations. 35 Firefighters at \$15. each.

610 General Supplies - unchanged

613 Community Relations - \$250 increase

620 Office Supplies - unchanged

625 Postage - unchanged

630 Equipment Repair & Maintenance - the overall expectation is a drop from \$26,450 to \$23,120.

635 Vehicle Fuel - 900 gallons

640 Custodial Maintenance Supplies - increase \$200

660 Vehicle Repairs & Maintenance - adjusted downwards

662 Tire Purchases - decrease \$1,000

680 Uniforms and Accessories - reallocate some of the numbers here and pulled down what was noted as full time staff before, and created a provision for \$100 a year for members of the call company.

682 Protective Gear - this number reflects a specific plan of looking at a 5 year replacement program, looking at turning things over in full set (coat, hat, boots and helmet). This is about \$2,500 each.

Selectman J. Brunelle asked where the safety gear come from if you hire 5 members. The Chief stated that they come from the closet to the degree that they have some. The Chief stated that the standard for gear is a 10 year life expectancy; by going to a five year plan, it allows you to run the gear as primary for five years, and then start the replacement process which would allow them to downgrade that gear. The Chief stated that he would not expect someone here to wear out a set of gear in five years. The Chief stated that for the most part, it would allow them to have spare gear or gear for newer folks who are going through trainings so that they are beating up older gear and not new gear. It will also allow them to have spare gear after an incident or trainings when gear needs to be washed and dried. Selectman Byron asked if they were going to do 8 sets a year, so that you will have 40 sets within 5 years. The Chief stated this was correct and then you would start the rotation again. Selectman Byron stated that the oldest would be a five year set and there is a ten year life expectancy and it was mentioned that this department wouldn't wear them out that quickly. The Chief stated that in five years they would, this is ideally a five year, the other thing you have is that people come

and go. There was question as to where all this spare gear was going to be stored. The Chief stated that some of it will be damaged and thrown away and another issue is sizing. Gear is sized to an individual. Selectman Brunelle stated that the plan here is to do a 5 year life cycle program, to actually ensure we are always refreshing this gear because it is their safety gear. Selectman Brunelle wondered if for a call department, is 5 years the right number for Litchfield and suggested the Chief to do more research on this.

683 Medical Supplies - adjusted based on what our experience has been

740 Equipment Purchase - adjusted the allocation for some of these items, down slightly. medical operations (gear) - reduced

Notable item is replacement of one of the two defibrillators on board the vehicles, we have two that are at the end of their recommended life and need to be replaced. The approach is looking at one this year and one next year. The ideal situation would be to replace both at the same time. Selectman Brunelle asked what the life expectancy of the equipment. Chief Fraitzl explained that he called the EMS coordinator and mentioned that it is a computer, the technology changes before the unit wears out, for example, new technology lets us do a 12 lead ekg. The two we have now, one is a 3 lead and the other is a 4 lead. The Chief stated that with new technology, they can actually transmit to whatever hospital they are going to. Our current units do not do this today. Each of these machines cost approximately \$30,000 and would go out for bid. The Chief stated that they are in the process of demoing some models from different vendors. One of the considerations that will be made is their consistency with the bordering towns, particularly Hudson. Selectman G. Lambert asked the Chief why do we have one of these, and not use the one on the ambulance, and do we actually take our unit and put it in the ambulance when they go. The Chief stated that they switch it over, because the leads are compatible. The Chief stated that they use them on a number of medical calls and allows them to start looking ahead before they get here. Selectman Brunelle asked if we are required to have certain types of equipment to maintain our certification. The Chief stated they are required to have this type of device in order to maintain paramedic level skills. Selectman Byron asked the Chief to explain the comment about the purchase proposal, which was to get one this year and one next year, and there was a comment made of some concern about making sure some of the technologies between the two purchases do not change. Mr. Byron stated that he was asking the question because he is wondering if it should be taken out of a budget and put into a warrant article. Chief Fraitzl stated that if you are asking him his recommendation, the answer would be yes, to purchase them both at the same time. The chief says that he says this with the understanding that it is replacing them both again at the same time, and there is an advantage to a cycle, but believes there is a bigger advantage to having the same units, right now they have two different units, which are a couple of years apart and both are at least 2002 vintage. One of them can not even get serviced anymore. Selectman F. Byron **motioned** that the Board of Selectmen remove \$30,000 from line item 740 and replace it with a warrant article for the purchase of two replacement 12 lead defibrillators. Selectman G. Lambert **seconded** the motion. Selectman P. Jewett questioned the need for two. Chief Fraitzl explained that they run one on engine 1 and one on the rescue vehicle. The motion carried **4-0-0**.

760 Mileage and Tolls - reduced based on using own vehicles

811 Seminars and Conventions - \$5,000 was cut out up above training/Instructor services. Off site training.

FF1 5 new hires, there is a tuition cost of \$650 each.

FF2 Certification for 3 members at \$450 each

National Fire Academy (continuation) and the contract the Board has with the Chief includes a provision for professional development.

The new bottom line is \$517, 942. Selectman J. Brunelle **motioned** that the Board approve for account **4220.10 Fire** to the Budget Committee for \$517,942. Selectman G. Lambert **seconded** the motion. The motion carried **4-0-0**.

4290.10 Emergency Management - \$13,744

128 - EM Emergency Management Director - around 12 hours a month. \$1,000 Stipend.

330 - EM Emergency Planning - \$1,000

342 - Software Support - \$4,488 - Code Red Emergency notification system - change from Blackboard Connect (had been \$6,400) ly used some of the proceeds from Last Halloween's storm reimbursement to get started in the program called Blackboard Connect.

The bottom line number is \$13,744. Selectman J. Brunelle **motioned** that the Board approve for account **4290.10 Emergency Management** to the Budget Committee for \$13,744.

Selectman G. Lambert **seconded** the motion. The motion carried **4-0-0**.

4196.90 Town Insurance - \$59,174

520 - General Liability Insurance - decrease of \$9,714

Selectman F. Byron **motioned** that the Board approve for account **4196.90 Town Insurance** to the Budget Committee for \$59,174. Selectman P. Jewett **seconded** the motion. The motion carried **4-0-0**.

4155.10 Personnel Administration - \$429,382

The retirement rate for the Town goes up on July 1st. Mr. Hoch stated that our impact is about \$44,000 - \$45,000 for the retirement changes. This is for half a year.

Town employee retirement - increase \$8,650

Firefighter retirement - increase 2 FT - \$6,611

Police Retirement - increase \$20,328

Unemployment Tax - decrease \$1,929

Workmens comp - overall premium went up, but have a Premium Holiday which is \$13,000.

Selectman F. Byron **motioned** that the Board approve for account **4155.10 Personnel Administration** to the Budget Committee for \$429,382. Selectman P. Jewett **seconded** the motion. The motion carried **4-0-0**.

Administrator Report

New Business

Storm Follow Up

Administrator Hoch stated that there was a storm last week, we had a really good working group between the Police, Fire and Highway Departments. The departments were able to work well together. We had good support from DOT when we had an issue that needed to be taken care of quickly on Rt. 102. PSNH was communicative with the Town on the status of our buildings.

Old Business

Pennichuck - Abatement piece that has been in superior court, there is a reasonable distance between what Avitar's view is and Pennichuck's view is. Jason stated that he shared some correspondence from Counsel on this. At one point it looked like this would be going to court in November and has now been postponed until February.

The Fairpoint paperwork has been filed in the collaborative group.

Wage Schedule - Mr. Hoch stated that the Board had a goal of trying to get part of this moving, Jason has given the board a preliminary piece that say here is what he has compiled, and where does the Board want him to take this next. Jason stated that he took a draft table to try to put some of the positions we have into some grades, and then tried to reconcile where he could get reasonable market data from the LGC's wage study. Mr. Hoch asked the Board where they would like him to take this next. Selectman Brunelle stated that this has been sitting there for a while and we need to look at our employees to see if they are in the right market place as far as their wages go. Selectman F. Byron stated that there is a couple of points he would make, one being that he is used to this type of system, but is not sure how much the rest of the Board has experience in it, and if we are going to use or go to this type of a system, then he believes that they need to have an education and ability to discuss this as a Board so everyone understands it and what the implications are. The next step would be to make a decision as to what they want to do and explain it to the employees as well. Mr. Byron stated that this will be a big change. Mr. Brunelle stated that whatever they do here, it is going to cascade through the steps program, change all the limits, and believes the Board really needs to sit down and go through this. Mr. Hoch stated that their next meeting was going to primarily be a work session on the Personnel Policy on the 26th of November.

Selectmen's Report

Selectman J. Brunelle stated that there is a Budget Meeting tomorrow night at 7:00 pm.

Items moved from consent

None

Other Business

Selectman P. Jewett asked the Permission of the Board to have boxes for service men and women for Christmas. Selectman J. Brunelle **motioned** to the Board to allow Mrs. Jewett to organize and execute on the boxes for the service men and women for Christmas. Selectman G. Lambert **seconded** the motion. The motion carried **3-0-1**.

Warrant Articles - Selectman F. Byron asked when they will be discussing warrant articles. Administrator Hoch stated this would be done the first week of December. Selectman F. Byron stated that he was advising the Board that one of the Warrant Articles that he would want to bring forward would be a cap on Town expenditures, under the RSA. All warrant articles will be reviewed on December 6th. Selectman Lambert mentioned that if there are any citizens who would like to propose that we consider a warrant article notify the Town Administrator and potentially show up at the meeting and give public input.

Selectman J. Brunelle **motioned** to adjourn the public meeting to go into non public per RSA. 91-A:3 II (a) for the dismissal, promotion or compensation of any public employee. Selectman P. Jewett **seconded** the motion. Roll Call Vote: Selectman Jewett - Aye, Selectman Byron - No, Mr. Lambert - Aye and Mr. Brunelle - Aye. The motion carried **3-1-0**. The meeting adjourned at 9:30 pm

Approved - November 26, 2012.