

# TOWN OF LITCHFIELD BOARD OF SELECTMEN

## September 9, 2013

### Selectmen's Meeting

Members Present: John R. Brunelle, Chairman  
Frank Byron, Vice Chairman  
Kevin C. Bourque  
M. Patricia Jewett  
Brent Lemire

Also Present: Jason Hoch, Town Administrator

5:00 p.m. Paperwork review  
5:45 p.m. Non-Public Session per RSA 91-A:3 II(C) - Matters which, discussed in public affect adversely the reputation of any person (Tax)  
6:00 p.m. Call to Order

### **Pledge of Allegiance**

#### **Review of Items for Consent:**

1. Minutes of August 26
2. Approval of Accounts Payable (\$43,335.68) & Payroll (\$43,295.57) week of September 9

Selectman F. Byron would like clarification on the two sets of minutes for approval. He mentions one is the Workshop and one is the Minutes to the BOS meeting.

Jason states that they are one set of complete minutes separated into two sections, which includes the Workshop and BOS meeting.

### **Approval of Consent Items**

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the items for consent  
Selectman K. Bourque **seconds** the motion. **Vote carries 5-0-0.**

### **Request for Items - Other Business**

Selectman F. Byron would like to have a discussion regarding Health Care

**Public Input:** No members of the public were present

### **Administrator Report**

#### **New Business**

#### **Request of Colby Litchfield LLC to reconsider renaming of Sterling Road/St. Francis Way**

Attorney Richard Maloney, from Auburn, is representing the Colby family. He states that while visiting their property in Litchfield, two family members noticed that the road dedicated as Sterling Road had been changed to St. Francis Way. They were unaware and were never

notified of a name change to the road. He states that their bills from the Town still come to the address known as Sterling Road. Attorney Maloney states that an agreement was made with the Diocese when the property was sold to the Church that the road be named Sterling Road, which the Town accepted. He would thereby request that the Board of Selectmen return the name back to the dedicated name of Sterling Road.

Selectman B. Lemire and Selectman J. Brunelle have a discussion with Attorney R. Maloney regarding the road name change. They state that the Town is not obligated to notify abutters. The name change was for easier access in locating St. Francis Church from Charles Bancroft Highway. Also there was an understanding that a road that turns off St. Francis Way and circles out South to Charles Bancroft, was to be named Sterling Road if future development took place, and this would accommodate both parties.

Attorney Maloney states that there are two large signs showing the location of the Church and School on CBH. Also that the only reason the Church was able to build is due to the Colby's selling the Parish the land and having an agreement on the naming of the road.

Selectman F. Byron states that the Colby's agreement may be with the Church/Diocese and that should be taken up with that organization. Naming the road is the Town's responsibility and the Board was petitioned to make a change and agreed with that change. He states the Colby's could petition the Board as well.

Selectman J. Brunelle asks the Board if they would like to discuss a motion to rename the road. Board of Selectmen declines taking any action at this time.

## **Budget Reviews**

### **Town Clerk - 01-4140.10**

Administrator J. Hoch explains the columns on the budget worksheet to the Board. First column is the 2013 revised budget, this is the proposed budget that this Board recommended. Second column is the revised default budget, which are the numbers the Departments are working towards. Next gray column is the 2014 proposed. Fourth column is the 2014 target budget, which shows the Boards requested 5% less, than the first column which is the 2013 revised budget. Jason states that if you look at the bottom of the page you will see 95% 2013 and a figure of \$87,632 this is last years budget less the 5%, which is the target number. He also states that if you look at the bottom of the gray column you will see a figure of \$5,231, this is the difference between the Department's proposed budget and that 5% target number. He mentions that he and the Department Heads get together and work on this gray column, then try and figure where they can cut or adjust that figure by \$5,231. J. Hoch states that the items in blue are carried over amounts that are waiting more for end of year adjustments, such as dental, gas, etc.

Selectman F. Byron asks Jason if the 2013 Revised Budget column is what the Budget Committee put together. Jason states yes this is the budget number that went to the voters.

Administrator J. Hoch states that he and Theresa Briand will start with the Proposed Budget. There is a slight increase in the overtime wage by \$50. Software support is increased due to vehicle registration, but was offset by new printer cartridge savings of \$100. He states that postage was increased by \$500 this is due to the company Bill Trust, which the Town used for handling bulk mailing of registrations and tax bills no longer services New Hampshire. Jason

and Theresa Briand are negotiating with other vendors and are hoping to lower this number. Theresa Briand also states that the State is proposing an increase in postage as well.

J. Hoch states that the Proposed Budget is a bottom line of \$92,864, which is an increase of \$554 over the Default Budget.

Selectman J. Brunelle states that in order to cut that 5% (5,231) you are looking at cutting hours or wages and how would cutting 20 hours at the service window impact customers. Theresa Briand states that she does not see anywhere else where she can cut her budget other than hours, and unfortunately customers are looking for the service windows to open longer.

J. Hoch states that it is a complex situation, you can go from 2 to 20 people in a matter of minutes. Or have an individual with only one transaction, but it takes you an hour to complete. There are so many unknowns in servicing the citizens of this Town.

Selectman F. Byron mentions that he did research on 10 other Towns to see what hours were kept by the Town Clerks and Tax Collectors. He noticed that the Tax Collector hours were less than ours in most Towns, and could we cut hours there, as well as if there is a slow day or time could the service window can be closed.

Terri Briand states that the majority of time the window is servicing registrations, but when someone comes in to pay a tax bill or has a tax questions is she suppose to tell them sorry the tax side is closed.

The Board continues to discuss the option of closing the service window, possibly earlier on Tuesday, and opening a little longer in the evening, or splitting a shift. Also discussed cutting back hours on one or both clerks.

Selectman J. Brunelle states he would like to defer this vote and see how the budget process proceeds and if there are other areas that money can be saved. He has a difficult time thinking about shutting down a service area that is utilized by everyone in this Community.

Selectman F. Byron makes a **motion** that the Board of Selectmen request that the Town Clerk take a look at the level of staffing for Tuesdays and if possible to close and extend other evening hours and bring back that information to the Board.

Selectman P. Jewett **seconds** the motion.

Theresa Briand asks Selectman Byron how many hours is she to cut, or is she just switching hours to accommodate for busier times, such as evenings.

Selectman J. Brunelle states that there is only one worker staffing the window on Tuesday, that cut has already been made of eliminating staff. He reminds the Board that this vote is only to have Theresa Briand check into this matter and report back to the Board her findings.

Selectman B. Lemire mentions that If she feels this is not in the best interest of the Town or her Department to please report that as well. **Vote carries 5-0-0.**

### **Tax Collector - 01-4150.40**

Administrator J. Hoch states that the bottom line increase proposed for this Department is \$339, which is due to postage. There was a reduction in research and recording fees, there were fewer lien's as the economy has improved. Jason states that the same amount is being applied to overtime, there will be a slight increase of \$100 in wages due to a math error made last year. Also for the 5% target there is a cut needed of \$4,980.

There is a discussion with Theresa and the Board regarding the job that the company Bill Trust did for the Town with their bulk mailings. She states the problem is the Town cannot get the

same bulk rate by doing this themselves as Bill Trust did for the Town. Terri states that she is researching other companies and will report back to the Board when she has that information. T. Briand states that online registrations are increasing, however tax bills can not be done online as of yet, but the State is working on this.

Selectman J. Brunelle states that this vote will be deferred till the next Board of Selectmen's meeting so Theresa Briand can research the staffing and service window issues and report back to the Board.

### **Town Meeting - 01-4130.30**

Administrator J. Hoch states that there are three elections next year in 2014, so the Ballot Clerk is increased by \$1,050, Election Workers by \$303, Moderator and Checklist Supervisors totals all increase due to this factor. He states that programming support is a slight increase. Town reports Jason anticipates a 5% increase, he has decreased the amount printed about as low as possible. Ballots has a slight increase of \$81, but can change depending what, and how much information is to be printed on these. Jason states that this Recommended Budget is \$12,091, which is an increase of \$2,584 over the past year. With a target of 5% off this would require cutting \$1,604.

Jason states in order to accomplish this Election Workers who previously have gotten paid, will change to unpaid volunteers if needed.

Selectman F. Byron states that under State law the parties that participate in the elections are suppose to nominate individuals to serve as the Ballot Clerks, which would create a cost saving to the Town.

T. Briand states that they can nominate individuals, but they still have to be paid.

Selectman F. Byron states that to have a fair and open election there is nothing in the law stating they have to be paid. He states that the Parties or Board of Selectmen nominate individuals or if none are chosen then the Moderator chooses.

T. Briand states no one has ever contacted her to choose anyone for Ballot Clerks. Just as observers. She states that the Town has always paid the Ballot Clerks.

Administrator J. Hoch states that he has lowered the amount of the Annual Town Report books as much as possible to still make it cost effective with the traditional type of printed book. He has budgeted \$1,000 which no longer includes bound copies, they will be provided electronically instead, and a small number of spiral bound copies will be supplied as well as CD/DVD copies.

Selectman J. Brunelle makes a **motion** to approve the 5% less Proposed Town Meeting Budget 01-4130.30 in the amount of \$8,508.

Selectman B. Lemire **seconds** the motion.

Selectman F. Byron asks if any additional booths are needed for the elections?

J. Hoch and Theresa Briand state no the Town is fine. **Vote carries 5-0-0.**

## **Administrator Report**

### **New Business**

#### **Energy Aggregation**

J. Hoch tells the Board that he attended a meeting on August 28 at NRPC regarding electricity group pricing. This group was organized 2 years ago and includes Amherst, Brookline, Hollis ,

Hudson, Litchfield, Lyndeborough, Milford, Mont Vernon, Pelham and schools in Mason, Milford, Wilton-Lyndeborough and Pelham-Windham. Jason mentions that the Town renewed with the chosen vendor, Hess, last year.

This year they have to go back out to bid, due to Hess getting out of the business. NRPC is covering their staff time related costs through member dues: however, there are third party costs associated with preparing and reviewing the RFPs and negotiating contracts. They tell Jason there is a cash need of just under \$10,000 that will be split between the participating Towns based on electricity usage, which makes Litchfield's cost approximately \$250. Also, there is a possibility of adding some other large municipal and school users in the region, which will help drive down the groups cost even further.

Jason states that by participating with this group over the last few years the Town has saved approximately \$12,000 in electric costs. NRPC has provided a Memo of Understanding, which is basically the same agreement that was entered into two years ago. They will be doing all the research, Litchfield's end is much easier where the Town has been recording all electricity usage since the last bid. Jason feels the Board should proceed with this in order to have a new vendor in place when the contract with Hess expires in January.

Selectman B. Lemire makes a **motion** for the Town Administrator to proceed with the memorandum provided by NRPC regarding Energy Aggregation.

Selectman P. Jewett **seconds** the motion. **Vote carries 5-0-0.**

### **NRPC Live Maps**

Administrator J. Hoch also went to a presentation at NRPC to see their new Live Maps program. He states that their board has set a priority for the Organization to deliver more data to the public and to member communities and to move from fixed static maps to more active maps. This is being offered at no additional cost. So this would be a great way for Litchfield to jumpstart a GIS program, they pointed out that only 3 of their 13 members have an online GIS. Jason mentions that the whole system is web browser based and does not have any local hardware or specific software requirements. This is planned to be launched by the end of the year. J. Hoch states that he got to view a preliminary version. For users, it is a full screen view with intuitive tools (similar to Google Maps). There are streets, parcels, soils, land use, flood zones, zoning (coded regionally for similar densities). Users will also be able to do a basic search for property information. It will link to Google Street View and Bing Obliques maps will be included for specific queries as well. Users will be able to generate printable maps (can mark up maps on the fly with measurements, notes, shapes, etc.).

Selectman B. Lemire asks Jason if this relates in any way with the 911 Emergency GIS interface. Jason states that in some ways it will, however the people maintaining the 911 maps are not always willing to share their data.

Jason states that they expect to provide a Memorandum of Understanding to each community to clarify what data will be published. The system will also have a separate login section - this will be able to lead to future iterations where there is a public view and a staff view. Jason mentions there should be a limited launch by December, and he will keep the Board up to date.

### **Planning Board re Impact Fees**

J. Hoch shared a memo from the Planning Board Chairman, stating they held a hearing on August 20th with the intent of not changing fees at this time. However, they have received an update from BCM Planning who is the company they are working with to update the Impact Fees. Jason states that they expect to have Phase 1 completed by the end of September, which includes adjustments to fees for Schools and Roads. So, at this time the Planning Board is proposing no changes to those fees and will hold a future hearing after receipt of that report to adjust any fees as needed.

Jason mentions that Phase 2 will not be completed for several months. As a result of the hearing on August 20th the Board is recommending applying the Cost Escalator Factors to the remaining fees and they are scheduling a hearing for September 17th to discuss those fees. Selectman J. Brunelle asks when the Board is going to review the Capital Plan that supports these Impact Fees.

Selectman Byron states that he understands it will be sometime this year, he anticipates possibly in the Fall. He mentions to Jason that he also understood he was to run the CIP exercise on a yearly basis and provide that to the Planning Board. Jason states that he is working on this with the Department Heads

## **Old Business**

### **Budget Review Schedule**

Administrator J. Hoch tells the Board that as the budgets are confirmed by departments, he is posting them to the budget site. He is still working on scheduling the remaining few.

Selectman J. Brunelle states that the Board did present a compressed schedule to the Budget Committee, assuming that by September 26th a lot of the major budgets would be approved. He adds that things are on schedule with both Boards at this time.

### **Fairpoint Assessment Case**

Administrator J. Hoch tells the Board that Fairpoint has added 2012 to their lawsuit regarding assessments of right of way. Copies have been provided to Avitar as well as Upton & Hatfield. Similar suits have been filed again against approximately 140 towns in the State. Jason states that the Town Clerk has been helpful in providing them the history of the Poll Permits, as well as with all the other documents that have been requested.

### **Library Health Insurance Costs**

J. Hoch mentions that this is just a clean up item that the Library and he came across while preparing their 2014 Budget. He states that back in January when the Board decided not to proceed with the Library's request for a Health Insurance Trust Fund, the decision was made to provide a memo of understanding that the Town would cover any unanticipated health cost that the Library was unable to accommodate in their overall appropriation from the Town.

Selectman F. Byron makes a **motion** that the Board of Selectmen authorizes the Chairman to sign a Memo of Understanding with the Library to cover unanticipated health/dental insurance costs.

Selectman B. Lemire **seconds** the motion. **Vote carries 5-0-0.**

### **Mosquito Spraying**

Selectman J. Brunelle mentions that an announcement went out today stating that the Town was barrier spraying.

Administrator J. Hoch tells the Board that the Town is barrier spraying all of the Recreation Fields as well as the Schools Fields this evening. Barrier spraying is done along the ground not in the air. Notices went out to abutting property owners as well as notification thru the Schools. Selectman J. Brunelle states that this was already approved and scheduled to be done because of the high level of concern of positive tests in surrounding communities. He states that Litchfield did get a positive hit on our testing late Friday or early Saturday.

### **MS-1 Correction**

Administrator J. Hoch states that after the Board of Selectmen approved the MS-1 last week, he received a correction from Avitar related to the ongoing utility right of way dispute. This correction changed the Towns Net Valuation from \$816,118,454 to \$816,159,454 and utilities from \$29,700,800 to \$29,966,300.

### **Pole License Amendments**

Administrator J. Hoch states that it has been recommended as part of the Right of Way Valuation, that Pole Licenses be amended. He would like to make it clear that this is due to the use of right of way with things attached to the poles is subject to taxation. In order to clear this up it will involve a public hearing probably sometime next month.

### **Replacement of Fuel Facility**

J. Hoch tells the Board that after reviewing known and anticipated project expenses, as well as those items that are adding new capacity vs. replacing existing, his plan is to allocate costs in the following manner:

50% of costs to be paid through General Fund (replacing existing) - basic determination was old system had one 500 gallon tank and new system has two 500 gallon tanks.

Remaining 50% of costs to be paid through Impact Fees with the following breakdown (based on 2012 and 2013 YTD fuel consumption):

75% Police, 2% High School, 2% Elementary School (he tracked school as one unit, split costs between both), 5% Fire, 3% Town Hall, 14% Highway.

Selectman B. Lemire made a **motion** for the Board to approve the allocation of fees, 50% coming from Current Budget and 50% from Impact Fees broken down as stated.

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

### **Utility Valuation**

Administrator J. Hoch states that he spoke with Loren Martin at Avitar this week to clarify their plans for a utility valuation for the 2015 revaluation. Jason reminds the Board that the Town received a letter from them some time ago stating they were getting out of the utility assessing business. Which is why he was looking at other alternatives. Well Jason states that he was told Avitar is going to continue providing utility values since their clients were not interested in using the States values. This means that the Town does not need to proceed with searching for an alternate utility assessor. Avitar will provide the Town with a utility valuation for 2015, and it is

included in the services that are already in the budget.

### **Water District**

J. Hoch states the Board had requested a letter be sent to the Mayor of Nashua reminding her of her prior commitments. He has shared a copy of the letter Selectman J. Brunelle sent. Representative Raymond Peeples has also forwarded this letter to all members of the Water District. Jason believes that the Water District was meeting on the 5th, and anticipates an update from Mr. Peeples soon.

Selectman F. Byron states that a letter was also suppose to be sent to the PUC as well. Jason states that he has spoken with Counsel and they are preparing a letter, in regards to the discussion surrounding Dividends.

### **Selectman Reports**

Selectman J. Brunelle would like to have a discussion with the Board regarding the sale of the old telephone system for parts.

He states that the Town Hall has completed the final phase of switching over to the new phone system. All Town Hall office employees are now on the new phone and voicemail system. Over the next few weeks the Fire and Police Departments will be switched over to this new system as well. He will be fine tuning the system, but so far everything is working well.

Selectman J. Brunelle tells the Board that it has not been discussed what to do with the old system. He believe there is value and would like to possibly sell it to the company that services the phone system for parts. If any monies are recouped they could be used to offset the phone projects cost rather than just throwing the old system away. So John would like an authorization from the Board to proceed with the possible sale of the old phone system.

Selectman B. Lemire makes a **motion** to allow Selectman J. Brunelle to proceed with the recouping of any value for the old phone system on behalf of the Town.

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

Selectman J. Brunelle asks Jason if any money is received where would the funds have to be placed.

J. Hoch states there are two choices, first would be to deposit monies into the General Fund for sale of Town property, which could then be used to offset taxes next year. Second would be to accept the funds as unanticipated revenue, then a hearing would need to be held and the Board could allocate those funds be used however they see fit.

Selectman J. Brunelle mentions he would like any money to be put back into the project, possibly to defer 2-3 years worth of maintenance on the new system. He states that the first year was covered in the original purchase price, but there will be a maintenance cost for future years. He tells the Board that he will report back with any totals he is able to receive for the system.

Selectman P. Jewett attended the Conservation Meeting which was held Thursday night September 5th.

On Friday she distributed backpacks with school supplies. She would like to thank everyone who donated or volunteered. Selectman P. Jewett would also like to thank the Hudson Kiwanis Club and its President for donating 20 calculators, as well as many other items that were greatly

appreciated.

She would also like an update regarding the 102 traffic study.

Administrator J. Hoch states that while she was away the summer traffic study showed the speed limit on 102 was exactly where it should be. He will forward the data from the study to her. Jason also mentions that a new back to school date has not been scheduled as of yet, for a new traffic study.

Selectman F. Byron states that on September 18th at 7:00pm NRPC will be holding a Litchfield night. There will be some discussion regarding matters affecting the Town, and anyone who would like to attend is welcome.

He also mentions the window to file Legislative Service Requests or potential Bills has started today and proceeds till September 27th . So if the Board has any Bills or requests please let your State Representative know.

### **Items Moved From Consent - None**

### **Other Business**

Selectman F. Byron would like the Board of Selectmen to have a separate discussion during the Budget cycle regarding the Towns health care, he believes the last look into this was about four years ago. He is not proposing changing any plans, just compare and see what is available.

J. Hoch states they had taken a glance at the prescription benefit plan to try and save some money, as well as other plans with health savings account options. He states he had a difficult time a few years ago finding new options that did not involve a radical undertaking from the current way of thinking. But feels this is an area that can certainly be looked into. Jason states that the Towns health care costs review comes in October some time, but he can have a more structured conversation with the Board at one of the next meetings.

Selectman F. Byron asks if the Town is separated from the School as of yet

J. Hoch states no, due to the teachers contract not being approved the two are still merged.

Which he mentions the Town benefits from with receiving a much lower rate.

Selectman F. Byron asks if while Jason is meeting with NRPC are there any consortiums that deal with health care purchases.

Jason mentions that there are three in the State, Health Trust, School Care and Inner Local Trust, these companies picked up offering Harvard Pilgrim when Primex left the State. He states also that it is difficult for the Town to leave or move within Health Trust, due to the refund of surplus that the Town receives.

Selectman F. Byron also asks if a liaison from LGC might come in front of the Board for a discussion regarding what they offer for health care options.

J. Hoch states that the next few BOS meetings are full due to review of Budgets, but he will start researching this and report back to the board in a timely manor.

### **Budget Review**

#### **Debt Service- 01-4723.10**

Selectman F. Byron makes a **motion** for the Board of Selectmen to approve the proposed Budget for Debt Services accounts 01-4723.10, 01-4711-10, 01-4721-10.

Selectman P. Jewett **seconds** the motion. **Vote carries 5-0-0.**

### **Legal 01-4153.10**

Selectman J. Brunelle states that this is for legal services that are contracted out to Mitchell Municipal Group.

Administrator J. Hoch is proposing a decrease in the Budget by \$10,000 which is greater than the 5% which was asked.

Selectman F. Byron asks how much of this decrease is based upon the usage of NHMA Attorney's.

J. Hoch states none.

Selectman J. Brunelle makes a **motion** to approve \$30,600 for Legal 01-4153

Selectman B. Lemire **seconds** the motion. **Vote carries 5-0-0.**

### **Street Lighting 01-4316-30**

Administrator J. Hoch states that there is a slight increase here from \$11,500 to \$11,650. He mentions that the target budget of under \$11,000 will be difficult to implement with the current pricing.

Selectman F. Byron asks if there is a chance of eliminating any additional street lights.

J. Hoch states maybe 2 or 3, which would save a few hundred dollars.

Selectman B. Lemire states that he is not in favor of taking any lighting away from intersections that would impact the safety of the Police or Fire Departments.

Selectman J. Brunell makes a **motion** for the Board of Selectmen to approve Street Lighting 01-4316-30 for the amount of \$10,925.

Selectman B. Lemire **seconds** the motion. **Vote carries 5-0-0.**

### **Advertising and Regional Associations 01-4197.10**

Selectman F. Byron asks if they have uncoupled NHMA from the Health Trust

J. Hoch states that he believes they have

Selectman F. Byron would like to know the benefits that the Town receives from their \$6,000 membership dues that is paid and is it worth the expense. Or should the Town become a Manchester Satellite and no longer join NHMA.

Administrator J.Hoch states that the Town receives the benefits of NHMA training, publications, advocacy, and limited free legal services. Jason states he has not gotten any information on dues updates as of yet, he states that NHMA is still unraveling from the separation from the Insurance Trust and feels the Board should not rush to a decision.

Selectman F. Byron states he feels the dues will not be going down and thinks there are not enough benefits for the Town.

Selectman B. Lemire mentions that he feels it's too soon to tell and is not comfortable making a decision on this matter now, feels the Board should wait and see what will be offered and discuss further at that time.

J. Hoch agrees and feels he cannot tell the Board the value of the \$6,000 as of yet, let NHMA notify the Town what they have to offer, and make a decision at that time.

Selectman J. Brunelle states that he noticed printing services have been cut, and this includes the paper ballot flyer that is distributed to the citizens of the Town, he feels this is important to maintain.

Selectman B. Lemire agrees and feels it would be a disservice to the people of this Town who count on receiving that sample ballot for information.

Selectman F. Byron proposes posting it on the website for public viewing and publishing it in the body of the local paper, or the Town makes copies here and stuffs them as a flyer in the paper (which he feels would be cheaper).

There is a discussion amongst the Board regarding cutting this expense altogether, as well as for the small saving of \$275 this is a service that many depend on for their information at the polls. It is mentioned that printing any document here at the Town incurs a cost, as well as stuffing.

Selectman J. Brunelle makes a **motion** for the Board of Selectmen to approve Advertising and Regional Associations 01-4197.10 for the amount of \$13,375.

Selectman B. Lemire **seconds** the motion. **Vote carries 3-2-0.**

### **Assessing 01-4152.10**

Administrator J. Hoch proposes an increase of \$46,585 for contracted services. He states that there is a need to raise more funds, due to year 5 being the largest revaluation year. This was a 5 year process with Avitar and there was a known cost for years 2012 - 2014 of \$11,500 for general assessing services. Jason states in order to cover costs in years 2014 2015 the amount of \$135,170 needs to be raised, retained in savings so far is \$42,000. This leaves \$46,585 to be budgeted for the next two years. If you factor in the 5% deduction this brings the total to \$51,787 to be budgeted in 2015.

Selectman F. Byron asks if the Town currently has a contract with Avitar, and the \$3,000 for software does that include having assessments online.

J. Hoch states yes we do have a 5 year contract and no it does not include assessments online.

Selectman B. Lemire states that this needs to be funded, it is an expense we knew about over the 5 year period and this cannot be a bigger burden next year for taxpayers

Selectman B. Lemire makes a **motion** for the Board of Selectmen to approve Assessing 01-4152.10 in the amount of \$49,643

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

### **Patriotic Purposes 01-4583.10**

J. Hoch states that the proposed budget is \$1,100 with an increase of \$151 this is to cover the Memorial Day expenses. He tells the Board the increase is due to the Town needing to replenish flag holders. With the 5% decrease the budgeted amount would be \$902.00.

Selectman F. Byron states that in the past it has been the Historical Society that purchased the flags and is wondering why now the purchase is coming to the Town.

J. Hoch states that for the past few years the Historical Society has purchased flags and supplies but then sought reimbursement from the Town.

Selectman B. Lemire makes a **motion** for the Board of Selectmen to approve Patriotic Purposes 01-453.10 in the amount of \$902.

Selectman P. Jewett **seconds** the motion. **Vote carries 5-0-0.**

**Hydrants 01-4220.90**

Administrator J. Hoch states that the proposed budget is \$299,319 with an increase of \$34,299 which is due to the requested rate for PUC which totals \$24,943.26 per month. Jason states that the rate until that time will be lower (7%) but there is a recapture of the difference between the temporary and permanent rate. With the permanent rate increase at 14.5%, expect the recapture will need to make up the additional 7.5% difference between the temporary and permanent rates.

Selectman J. Brunelle makes a **motion** for the Board of Selectmen to approve Hydrants 01.4220.90 in the amount of \$299,319.

Selectman B. Lemire **seconds** the motion. **Vote carries 4-1-0.**

Selectman B. Lemire makes a **motion** to adjourn

Selectman P. Jewett **seconds** the motion. **Vote carries 5-0-0.**

The next Board of Selectmen's meeting will be on September 14,2013 from 9:00 - 4:00pm at Town Hall

*Approved September 23, 2013*