

TOWN OF LITCHFIELD BOARD OF SELECTMEN

November 4, 2013

Selectmen's Meeting

Members Present: John R. Brunelle, Chairman
Frank Byron, Vice Chairman
M. Patricia Jewett

Absent: Brent Lemire- excused
Kevin C. Bourque- excused

Also Present: Jason Hoch, Town Administrator

5:00 p.m. Non-Public Session per RSA 91-A:3 II(a) - Compensation
6:00 p.m. Non-Public Session per RSA 91-A:3 II(c) - Waiver of Fine
6:30 p.m. Call to Order

Pledge of Allegiance

Review of Items for Consent:

1. Minutes of October 28
2. Non-Public Minutes of October 28
3. Approval of Accounts Payable (\$78,083.05) & Payroll Manifests (\$45,457.04)

Approval of Consent Items

Selectman J. Brunelle reads aloud the items for consent.

Selectman F. Byron **motioned** for the Board of Selectmen to approve the items for consent

Selectman P. Jewett **seconds** the motion. **Vote carries 3-0-0.**

Request for Items - Other Business - None

Public Input: No members of the public were present

Administrator Report

New Business

Scheduling of Deliberative Session

Selectman J. Brunelle mentions to the Board that the Litchfield voters wanted the Town and School Deliberative sessions to be held together. Jason and the Board discussed the Deliberative sessions be held on Saturday with the choice of dates being February 1, 2014 or February 8, 2014. The Board would like to have it on the 1st if possible. Jason states that he will reach out to Counsel, the School as well as the Moderator for confirmation of this date.

Old Business

Wage Plan Update

Selectman J. Brunelle states that the Wage Plan Update will be deferred until the next Board of Selectmen's meeting on November 18, 2013 due to not having a full Board present this evening.

2013 Projections

Administrator J. Hoch states that he has worked through a line by line projection of anticipated spending for 2013, and based on what he is seeing now it shows \$60,000 to \$80,000 as remaining to the bottom line. He states that he tends to err on the side of caution when doing this, so this number may adjust as the year wraps up. Jason mentions that for the past two years there have been unusual circumstances that boosted the Town's end of year balance. He states that the prospect of applying funds from the end of year toward removing items from the budget will be rather limited based on what he sees now. In addition, the Town will not likely be in a position to replenish the fund balance in a large chunk from unspent appropriations. He tells the Board that the spreadsheets he shared are his working documents, and they reflect his projections for 2013, and he updates these regularly.

Other Items

Contract Renewal

Selectman J. Brunelle tells the Board that within the Town Administrators contract there is an obligation to notify Jason Hoch by October 1, 2013 if the Town intends to go into negotiations to renew his contract.

Selectman J. Brunelle **motioned** that the Board of Selectmen intends to renew and negotiate with Jason Hoch his contract as Town Administrator, before the expiration date of his current contract April 1, 2014.

Selectman P. Jewett **seconds** the motion. **Vote carries 3-0-0.**

Selectmen Reports

Selectman P. Jewett tells the Board that she would like permission to collect Christmas packages for the servicemen and women who are in the military. Selectman P. Jewett would like to be able to place a free ad in the local newspaper stating that she is looking for donations as well as addresses of men and women serving here and overseas. She will be placing a box in the lobby at the Town Hall for all collections.

Selectman F. Byron **motioned** for the Board of Selectmen to authorize Selectman P. Jewett to collect Christmas packages and addresses for the men and women serving here and overseas.

Selectman J. Brunelle **seconds** the motion. **Vote carries 2-0-1.**

Selectman P. Jewett states there is a Conservation Committee meeting Thursday November 7, 2013 at 7:00 pm at the Town Hall

Selectman F. Byron states there is a Planning Board meeting Wednesday November 6, 2013 at 7:00 pm at the Town Hall.

Selectman J. Brunelle would like to remind everyone that the Town Hall will be closed on Monday November 11, 2013 in recognition of Veteran's Day.

Items moved from consent - None

Other Business - None

Selectman P. Jewett **motioned** for the Board of Selectmen to adjourn.

Selectman J. Brunelle **seconds** the motion. **Vote carries 3-0-0.**

The next Board of Selectmen's meeting will be on November 18, 2013 at 6:00pm at Town Hall

Approved November 18, 2013