

TOWN OF LITCHFIELD BOARD OF SELECTMEN

December 9, 2013

Selectmen's Meeting

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

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. Minutes of November 18, 2013
2. Approval of Accounts Payable (\$1,035,801.91) and Payroll Manifests (\$45,087.64)
3. Ratification of tax warrant in the amount of \$8,621,465.50
4. ACH Authorization - December School Payments - \$2,750,000
5. Abatement to Tax Collector - Exemption correction
6. Fish & Game OHRV grant authorization (added)

Approval of Consent Items

Selectman J. Brunelle reads aloud the items for consent

Selectman K. Bourque **motioned** for the Board of Selectmen to approve the items for consent

Selectman P. Jewett **seconds** the motion. **Vote carries 4-0-0.**

Request for Items - Other Business - None

Planning Board Alternate Member Application - Jason Guerrette

Jason Guerrette 11 Perry Court, Litchfield is speaking with the Board of Selectmen regarding his application for appointment as an alternate member to the Planning Board.

Selectman J. Brunelle mentions that the Planning Board has approved moving forward with this application, and that the Board of Selectmen will approve and appoint the term for serving.

Selectman P. Jewett asks Mr. Guerrette if he has any other property in Town that he could be developing, other than his home. Jason Guerrette states no.

Selectman J. Brunelle mentions to J. Guerrette that at a previous Planning Board meeting he addressed concerns regarding the Towns use of the NRPC, he asks Jason how he will be able to work with the NRPC representative and the Planning Board.

Jason Guerrette states that he does not object to using NRPC he feels that the Town relies too heavily on them. He feels that as a multi member board, he will just bring a different observation and opinion to the table. He considers himself a diligent and hardworking individual that enjoys giving back to this Town and will bring a different viewpoint to the Planning Board.

Selectman P. Jewett asks if Jason is opposed to any type of development within the Town such as (commercial, cluster, farming, transitional etc). J. Guerrette states that he is not opposed to any, however he likes Litchfield as it is and does not wish for it to become a Town like Hudson. Selectman F. Byron states that at a November Planning Board meeting, Mr. Guerrette mentioned that he is in favor of the elimination of the Regional Planning Commissions altogether.

Jason states that he does not know if he supports that altogether but believes the Town relies on them too much, and he feels at times NRPC directs the flow of the planning board meetings, not the Board. He mentions that with alot of the board members being new they tend to take things at face value and may not have researched the goals behind NRPC or the Granite State Futures.

Selectman F. Byron asks Mr. Guerrette if he knows who controls the Nashua Regional Planning Commission (NRPC). J. Guerrette states the Town. Selectman F. Byron mentions then how would the NRPC take over Litchfield. Jason states that would be a lengthy conversation that he was not prepared for, however would be glad to bring all his documents (which he supplied for the minutes to the Planning Board) to a future meeting with this board.

Selectman F. Byron states that in the minutes to this November meeting Mr. Guerrette stated that he found it disturbing the Federal Bureaucrats decide what is best for Litchfield, and asks how so. J. Guerrette states that in the same way Federal monies come into this Town (by School or State) they have caveats to any money taken from them. He believes this is done through the Department of HUD. Jason mentions it is detailed in the report he supplied to the Planning Board and has not memorized it, but would gladly supply it to this Board.

Selectman F. Byron asks Jason what are his opinions on impact fees.

Jason Guerrette states that impact fees are collected for very specific uses regarding growth to the Town which may impact services such as fire, schools etc. They are not to be used as a fund for maintenance of buildings, vehicles etc. He is not against the collection of these fees, feels they are valuable to the growth of the community, but they need to be spent as they were designed for.

Selectman P. Jewetts asks Jason if he could give an example as to where he felt the Town has mis-spent impact fees. Mr. Guerrette states that he could not think of any examples and has lived here since 2005, he cannot think of any issues that he is aware of. Board discusses the time commitment involved and Jason states he is aware and willing to commit his time and attention to the Board.

Selectman J. Brunelle asks Mr. Guerrette if he has any questions for the Board of Selectmen. Jason states not at this time.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve as recommended by the Planning Board the appointment of Jason Guerrette as an Alternate to the Planning Board with a term to be determined.

Selectman P. Jewett **seconds** the motion. **Vote carries 2-1-1.**

Public Hearing - Acceptance of Volunteer Fire Assistance Grant Funds \$1,334.71

Administrator J. Hoch tells the Board the Fire Department has received a grant in the amount of \$1,334.71 from the Department of Resources and Economic Development, which is a Division of Forests and Lands. J. Hoch states that this is a program the Fire Department has participated in over previous years, it is a 50/50 matching grant program for the purpose of acquiring and replacement of forest fire equipment. Administrator J. Hoch mentions that the Towns portion of the match comes from the equipment purchase budget. It is specifically used to purchase 8 nomex shirts, 4 wildland helmets, 6 headlamps, 18 goggles, 24 pairs of gloves and 8 100' lengths of forestry hose.

Selectman J. Brunelle opens the meeting for Public Input

No one from the Public is present

Selectman J. Brunelle closes Public Input

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the Grant for the Fire Department in the amount of \$1,334.71.

Selectman P. Jewett **seconds** the motion. **Vote carries 3-0-1.**

Administrator Report

New Business

Library Impact Fees

Administrator J. Hoch mentions to the Board that the Library Trustees are requesting \$5,800 from impact fees to continue with the second phase of preliminary engineering and design. He reminds the Board that a few weeks ago they had approved \$2,500 for the first phase, this second phase incorporates the data from the first phase to determine space needs. Jason also states that had the Library considered the potential expiration of fees at the end of the year, they would have requested the fees for the entire project at once since phase one and two go together. The Board discusses the possible expiration of the impact fees. Also that phase one was the initial collection of data, and phase two takes this information and proposes the necessary space needs the Library will need to serve the community.

Board of Selectmen have a discussion regarding if the library can ever be used for another purpose or be expanded upon. Administrator Hoch states that is not known at this time and has nothing to do with going forward with this aspect of the project. He mentions the use of the building will come into play possibly later on, but the studies recommendation may be to add on to the site and not move the library. Jason states that the library has been apart of the Capital Improvement Plan, and has requested the need for more space. This study is to see what are the options for expansion or if necessary the moving of the library.

Selectman F. Byron **motioned** for the Board of Selectmen to approve and allow the Library Trustees use of \$5,800 from the Library Impact Fees for Phase two of their building analysis program..

Selectman K. Bourque **seconds** the motion. **Vote carries 3-1-0.**

Sale of 1956 Farm All Tractor

Administrator J. Hoch mentions to the Board that the Highway Department has an unused 1956 Farm All Tractor. He states the plan had been to solicit sealed bids. J. Hoch states that the Road Agent's view was that the approximate value was under \$1,000, however it appears that value may be slightly over \$1,000. He discusses with the Board that items under \$1,000 he has the authority to oversee the disposition of, but the Board of Selectmen retains this for over \$1,000. So he is seeking approval to sell by sealed bid from the Board in case the value does exceed \$1,000.

Selectman J. Brunelle **motioned** the Board of Selectmen to authorize Administrator J. Hoch to oversee the disposition of the Towns 1956 Farm All Tractor by sealed bid.

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

Tax Rate

Administrator J. Hoch states that the tax rate was set on November 19th. Board of Selectmen ratified and signed the warrant to the Tax Collector in the amount of \$8,621,465.50. J. Hoch states that the retained surplus is \$1,586,376, which is just over the 8% bottom threshold recommended by Government Finance Officers Association (GFOA). Jason mentions at Town Meeting, the anticipated revenues were approximately \$70,000 less than actually used and had planned to apply \$200,000 of Fund Balance to offset taxes, these were the numbers used in the discussion of potential tax rates. He states that in the fall when it came time to set the tax rate the Town counted the approximately \$70,000 of higher revenues and then applied an additional \$170,000 of Fund Balance to offset taxes this year, (so, a net effect of \$240,000 relative to the Town Meeting expectation). Jason discusses a comparison to prior year:

	2012		2013
Town -	\$ 3.57	Town -	\$ 3.54 (-0.03)
Local School -	12.79	Local School -	13.52 (+0.73)
State School -	2.36	State School -	2.35 (-0.01)
County -	1.09	County -	1.16 (+0.07)
TOTAL -	\$19.81	TOTAL -	\$20.57 (+0.76)

Jason states that Bills will be due December 23, 2013.

Public Input:

Jason Guerrette 11 Perry Court, Litchfield states that he would like to remind everyone that he takes the default budgets very seriously, and feels the Board has done a great job with the default budget. He wanted to mention that there are four things in the language of a default budget as far as what should be included in the default budget, he states it is a simple math formula. He mentions it is not a choice for the voters, it is do you want a proposed budget or not, in order for the Town to operate.

Regarding impact fees he mentions that the School Board will be asking the Board of Selectmen for the use of some of these fees. Mr. Guerrette reads a quote on Impact Fees from an Attorney Newman stating that impact fees are intended to draw a direct connection between

Capital Improvements and an increased need for services created by new development. He tells the Board that NRPC states, impact fees and charges are assessed against new development to generate revenue for the construction or expansion of capital facilities which are required to serve that development. They cannot be used for the operation, maintenance, repair, alteration or replacement of capital facilities. Can only be used to finance new facilities or to expand and enlarge existing facilities, which are substandard or under capacity due to the growth of that specific development. The objective is to ensure adequate public facilities and the fees are not a panacea for generating alternate sources of funds to finance capital projects. Capital Improvement Expenditures for physical improvements are costs, for acquisition of existing buildings, land or interest in land, construction of new building structures, additions or major alterations of streets, highways and utility lines. They are not for regular operating expenses which should be in a budget. Mr. Guerrette states that he feels this Board in his opinion has always made the correct choice when it came to using Impact Fees. He knows the new Attorney for the Town has some new opinions regarding the use of fees, but feels the documents speak very clear. J. Guerrette states that this is a tax on the community (right and needful) however, if the Town cannot use it in the appropriate manner intended it needs to be given back.

Old Business

Year End Funds

Administrator J. Hoch states that he estimates the Year End Funds to be \$70,000. But would recommend not committing more that \$30,000, and that would be higher than his normal comfort level. Jason tells the Board that he did go through the items that have been approved so far for the 2014 budget to find some of those “one off” type equipment expenses that could be moved, and used by these funds. He mentions that a lot of the costs are recurring expenses that these funds are not a good use for. However, he did find in the Police Budget the SOU rifle (\$1,982) and the Firearms replacement (\$5,670).

Selectman J. Brunelle suggests the Tasers. Administrator J. Hoch discusses with the Board that the Tasers, are being paid for over a period of 3 years ($\frac{1}{3}$ each year) so he felt this was a recurring cost and did not want to deplete all the funds for this item. He was looking for more of a one time you're done type of purchase.

Selectman J. Brunelle mentions that the Tasers life expectancy is 7 years, so if the funds were to be used now it would be done and out of the budget, and is fairly inexpensive (\$14,250).

Board discusses the life span and replacement of the tasers.

Selectman P. Jewetts asks J. Hoch what is recommended by the State to keep in the Towns End of Year Balance.

Administrator J. Hoch states that it is a percentage, and the Town is considered a shade over or on the high side with 1.5 million, Jason feels we are in the ballpark of where we should be. He states that the Town is in good shape, he just wants to make sure we are covered for any unexpected expenses till January and mentions that the Town cannot spend over that bottom line. J. Hoch tells the Board he feels he has pretty reliable numbers and the Departments all appear to be in good shape, however he likes to be prepared for the unknowns.

Selectman F. Byron states that he would recommend the Board defer any approval of purchases and not encumber anything until December 30th. Then encumber items at the December 30th meeting, pending closure of the books, which happens at the end of January.

Selectman J. Brunelle states that he thinks the Board has done a good job managing the budget especially on a default year, and feels they were able to run the Town effectively.

Administrator J. Hoch tells the Board the other item he flagged was the Code Red expense, he reminds the Board that for 2013 they split the cost between the Emergency Management Budget and Prior Years Funds, and makes a suggestion to do that again this year.

Jason mentions that as well as discussing items that are coming out of the 2014 budget, he would also like to discuss the reason the Board is meeting on December 30th, which is because there are still some items that have not been finished as of yet. He mentions that one of these open items from Budget reviews was the replacement of the Fire Departments Explorer vehicle, which they spoke about buying outright, or adding a lease. Jason reminds the Board that the Fire Chief explained that the vehicle need was to be able to carry four people with gear to training. There was a preferred side benefit of having the ability to haul equipment and other materials, he had been thinking about an extended cab pickup truck. Nothing overly compelling has been found on the used market at the moment, and new pricing seems higher than makes sense for a utility vehicle. J. Hoch states that they have also reviewed other options, such as a smaller SUV and/or equivalent to the PD crossover vehicle. So taking a broader look at the situation, it makes more sense to adjust between departments rather than solve within one department. Jason recommends reassigning the current Building Departments Explorer to the Fire Department and acquiring a small pickup for the Building Department. He feels this would be a more effective use for the Building Department. They have also discussed having a small pickup available for occasional use of Recreation Department and/or other departments that may need something "off hours", he feels the Building Departments vehicle would be easy to share this way. J. Hoch would expect that replacement vehicle will be between \$25,000 and \$30,000 depending on what is chosen. Board discusses that the Explorer may not solve the problem the Fire Chief came to the Board for. There is also a discussion regarding the Command vehicle the Fire Department has, but it is felt that has a room issue also for 4 men along with their gear. Also that the Command Vehicle needs to be available in Town, and should not be taken away for training.

Selectman F. Byron mentions why not take one of the Police cruisers that will be taken out of service (with purchase of new vehicles) put any necessary money into it for repair and give that to the Building Department and the Explorer to the Fire Department. Board is in agreement that this would be a good temporary solution to the problem.

Administrator J. Hoch states that he will look into this idea and see what is the best use of funds and continue the discussion at the December 30th meeting. He also mentions that he was going to suggest holding \$20,000 to put toward the purchase of a vehicle, from the current year fund. He was trying to find a way to bundle some part of vehicle acquisition with the cruisers to create a situation where the Town can meet the bank's threshold for writing a loan at the lower interest rate, and then have an immediate first year payment, as was done this year. The difference in interest rates, based on past experience is approximately 3 to 4%.

2014 Budget Revision

Selectman J. Brunelle mentions to the Board that after approving these revisions, the Budget will need to be reopened at the Budget Committee meeting tomorrow night Tuesday December 10th.

Administrator J. Hoch states that he has updated the budget spreadsheets with the revisions, with a new column titled 2014 Revised Budget. Changes are flagged in yellow with notes at the bottom of the sheet. A few items are in blue which represent differences between the BOS approved and Budget Committee's approved figures. J. Hoch also states that in some cases where the Budget Committee made an adjustment, he also is recommending that change, with the added benefit of several more months of expenses or other data points, Jason feels these reductions are reasonable. He tells the Board that most of the revisions are due to health/dental insurance increases. There were a few minor reshuffling of items from one budget to another, in those cases the previously approved numbers just moved to a better location.

Executive - 4130.10

Bottom line - increase to \$108,204

Reflects changes to Health/Dental Insurance

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Executive-4130.10** in the amount of \$108,204

Selectman P. Jewett **seconds** the motion. **Vote carries 4-0-0.**

Town Meeting - 4130.30

Bottom line - increase to \$8,533

Reflects changes to bills for Programming Support of Optech-(voting machine programming), and Equipment Maintenance Contract for voting machine annual contract.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Town Meeting-4130.10** in the amount of \$8,533

Selectman P. Jewett **seconds** the motion. **Vote carries 4-0-0.**

Town Clerk - 4141.10

Bottom line - increase to \$94,974

Reflects changes to Health/Dental Insurance and Postage

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Town Clerk-4141.10** in the amount of \$94,974

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

Accounting - 4150.10

Bottom line - increase to \$198,829

Reflects changes to Health/Dental Insurance, Finance Software, Printing, Postage and Seminars

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Accounting-4150.10** in the amount of \$198,829

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

Information Technology - 4150.20

Bottom line - increase to \$61,104

Reflects changes which consolidated all Departments voice telephone services with Fairpoint and Comcast. They have moved to the IT budget, as they are now in master contracts. This

includes all landlines and wireless phones (with the exception of the Police Departments direct circuit line).

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Information Technology-4150.20** in the amount of \$61,104

Selectman F. Byron **seconds** the motion. **Vote carries 4-0-0.**

Tax Collection - 4150.40

Bottom line - increase to \$92,664

Reflects changes to Health/Dental and Software Support Services

Selectman J Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Tax Collection-4150.40** in the amount of \$92,664

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

Selectman J. Brunelle would like to advise the public that the Budget Committee is aware of all these revisions being made, it is being done slightly different this year by separating each department instead of lumping the changes all together. But is part of the end of year budget process.

Assessing - 4152.10

Bottom line - increase to \$49,703

Reflects changes to Assessing Software

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Assessing-4152.10** in the amount of \$49,703

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

Legal Expense - 4153

Bottom line - decrease to \$20,400

Reflects changes to Town Attorney Legal Service - 5-8 hrs a month. No longer on retainer no billing by hours used instead, which has been a savings

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Legal Expense-4153** in the amount of \$20,400

Selectman P. Jewett **seconds** the motion. **Vote carries 4-0-0.**

Personnel Administration - 4155.10

Selectman J. Brunelle states this has not been approved by the Budget Committee as of yet.

Bottom line - decrease to \$470,302

Reflects changes to Return of Surplus from HealthTrust, Short Term Disability (changed plans), Recalculations to Social Security, Medicare and Retirements, Unemployment tax, Workers Compensation Insurance

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Personnel Administration-4155.10** in the amount of \$470,302

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

Planning Board - 4191.10

Bottom line - increase to \$54,701

Reflects changes to Health/Dental Insurance

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Planning Board-4191.10** in the amount of \$54,701
Selectman P. Jewett **seconds** the motion. **Vote carries 4-0-0.**

Zoning Board - 4191.30

Bottom line - decrease to \$666.00

Reflects changes to Books and Periodicals

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Zoning Board-4191.30** in the amount of \$666.00
Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

General Government Buildings - 4194.10

Bottom line - increase to \$107,089

Reflects changes to Furniture and Fixtures (moved from IT), County Prison Community Service Program - instead of separating into departments all usage moved to General Government Buildings, Jason calculated 4 weeks including all Departments for a total of \$4,000.

Selectman F. Byron **motioned** to modify line 396 from \$4,000 (4 weeks) to \$2,000 (2 weeks)

Selectman P. Jewett **seconds** the motion. **Vote carries 4-0-0.**

also Gasoline - J. Hoch states that all gasoline has been aggregated to General Government Buildings. He explains that breaking out the separate uses and constructing internal billing is a paperwork burden and the cross department billing is somewhat imprecise. Because the Town allocates gallons, but applies it to a pending bill which doesn't necessarily reflect the actual price of each of the Departments used gallons. Jason states that the Town will continue to maintain use logs for monitoring overall use and to control for variances, but will not be billing Town departments separately. The School, as it is outside of the Town budget, will continue to be billed for their usage.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **General Government Buildings-4194.10** in the amount of \$107,089

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

Cemeteries - 4195

Bottom line - decrease to \$8,308

Reflects change to separating clean up costs

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Cemeteries-4195** in the amount of \$8,308

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

Town Insurance - 4196.90

Bottom line - increase to \$59,028

Reflects change for all Liability Insurance costs from LGC (which reflects a 9% increase)

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Town Insurance-4196.90** in the amount of \$59,028

Selectman P. Jewett **seconds** the motion. **Vote carries 4-0-0.**

Board discusses the possibility of self funding Liability Insurance. Decide to look into this, as well as other packages with higher deductibles and discuss at a future meeting.

Advertising & Regional Associations - 4197.10

Bottom line - increase to \$13,644 (possible decrease to \$6,929 - Tabled)

Reflects change for Dues and Subscription to NHMA and NRPC

Selectman F. Byron **motioned** for the Board of Selectmen to reduce line 560 by \$6,715 eliminating the NHMA portion of the membership dues

Selectman K. Bourque **seconds** the motion

Board reviews a lengthy conversation from a previous BOS meeting regarding the members views regarding pros and cons of continuing membership with NHMA. Which ended with the Board deciding to continue with its membership while the Association goes through its reorganization. **Vote carries 3-1-0.**

Selectman K. Bourque asks if Selectman P. Jewett fully understands and is clear on how she voted. Jason states that it was for the Town to no longer participate in the New Hampshire Municipal Association, to lose all the services from this Association.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Advertising & Regional Associations-4197.10** in the amount of \$6,929

Selectman K. Bourque **seconds** the motion. **Vote carries 3-1-0.**

Selectman P. Jewett tells the Board she did not want to vote to remove the Town from the NHMA.

Selectman F. Byron **motioned** for the Board of Selectmen to reconsider reducing line 560

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

Selectman J. Brunelle **motioned** for the Board of Selectmen to increase line 560 in the amount of \$6,715 reinstating the NHMA portion of the membership dues.

Selectman F. Byron **seconds** the motion. **Vote fails 2-2-0.**

Administrator J. Hoch request the BOS table this vote until it can be voted on by a full Board, due to the back and forth discussions on this matter. Board agrees to table till next meeting when a full Board will be present.

Police-Administration - 4210.10

Bottom line - decrease to \$1,354,513

Reflects changes for Contract with Police Chief, Special Officers, Part-time Officer reduction, Overtime Training- Line 149 Jason states this amount the BOS approved \$9,000 the BC approved reducing to \$4,000. Selectman F. Byron states again that the figures to not have to match and the amount the BOS submitted on form MS-7 should remain.

Uniform Allowance, Health/Dental, Office Supplies, Telephone and Data (wireless removed to IT), Vehicle Fuel (moved to General Government), Cruiser Purchase, Vehicle Repair and

Maintenance BOS approved \$14,000 and BC approved \$12,000, Equipment Purchase - discussion regarding removing Tasers from this line and using End of Year Funds. Board decides to leave line in place for now.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Police-Administration-4210.10** in the amount of \$1,354,513

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

Police-Support - 4210.50

Bottom line - increase to \$143,167

Reflects changes to Health/Dental Insurance

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Police-Support-4210.50** in the amount of \$143,167

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

Ambulance - 4215.10

Bottom line - increase to \$51,500

Reflects changes to an adjustment for estimates

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Ambulance-4215.10** in the amount of \$51,500

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

Fire - 4220.10

Bottom line - decrease to \$499,084

Reflects changes to Fire Inspector, Overtime FireFighter, Health/Dental Insurance, Telephone (moved to IT), Station repairs and Maintenance, Fuel (moved to General Government)

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Fire-4220.10** in the amount of \$499,084

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

Fire Hydrants - 4220.90

Bottom line - currently unchanged (see note) \$299,319

Reflects a change that Administrator J. Hoch states the PUC requested rate will be \$24,943.26 per month come July. Temporary 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%, the recapture amount the Town will need to make up the additional 7.5% difference between the temporary and permanent rates.

Selectman J. Brunelle states this is unchanged so no motion is necessary.

Code Enforcement - 4241.20

Bottom line - decrease to \$76,900

Reflects changes to Health/Dental Insurance, Telephones (moved to IT), Fuel (moved to General Government).

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Code Enforcement-4241.20** in the amount of \$76,900

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

Emergency Management - 4290.10

Bottom line - decrease to \$9,885

Reflects changes to Emergency Management Director - BC removed stipends, and Software Support, Code Red encumbrance ½ paid 2013 other ½ coming from Year End Funds.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Emergency Management-4290.10** in the amount of \$9,885

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

Road Agent - 4311.10

Bottom line - decrease to \$28,238

Reflects changes to Telephone (moved to IT), Propane Gas, Building Maintenance

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Road Agent-4311.10** in the amount of \$28,238

Selectman P. Jewett **seconds** the motion. **Vote carries 4-0-0.**

Road Maintenance - 4312.10

Bottom line - decrease to \$575,930

Reflects changes to Culvert Replacement, Catch Basin Clean-Out, and Fuel (moved to General Government)

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Road Maintenance-4312.10** in the amount of \$575,930

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

Solid Waste Administration - 4321.10

Bottom line - decrease to \$358,472

Reflects changes to Health/Dental Insurance, Equipment Repair and Maintenance

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Solid Waste Administration-4321.10** in the amount of \$358,472

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

Parks & Recreation - 4520.10

Bottom line - decrease to \$84,880

Reflects changes to Capital Outlay, Furniture & Fixtures, and Telephones (moved to IT), Mileage- BC removed funds from this line, Board discusses why this is not being used.

Administrator J. Hoch states that the employee does not request mileage.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Parks & Recreation-4520.10** in the amount of \$84,880

Selectman F. Byron **seconds** the motion. **Vote carries 4-0-0.**

Library - 4550.20

Bottom line - increase to \$222,873

Reflects changes to Health/Dental Insurance for 2 PT-Employees, BC reduced line 960 from BOS request of \$202,680 to BC amount of \$200,958

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Library-4550.20** in the amount of \$222,873

Selectman P. Jewett **seconds** the motion. **Vote carries 4-0-0.**

Administrator J. Hoch states this totals a bottom line budget of \$5,129,410, which is a reduction from \$5,142,522.

Warrant Articles

Selectman F. Byron asks when will the final wording be available on these Warrant Articles, he states he is not comfortable approving anything until they have been completed.

Administrator J. Hoch tells the Board that there are still pieces of information and direction that he needs from the Board in order to complete the final wording on some of these articles.

Board agrees to discuss and answer J. Hoch's necessary questions and approve the final wording at the next Board of Selectmen's meeting in December so it can be forwarded to the Budget Committee for final approval.

Talent Hall Roof - Raise and appropriate \$43,120 to replace roof. Board agrees to adjust wording and fund this from the General Fund.

Human Services - Raise and appropriate \$4,952 to support request for Human Service Agencies. Board decides to have Jason keep same wording from last years warrant and fund through taxes.

HVAC Town Hall/Police - Jason is working with PSNH so not sure if this line will be reduced. This is scheduled to be a three year project with the first phase totaling \$15,140 for the Town Hall section. Board discusses combining the 3 years into one total and asking the voter. Final decision is to move forward and have Jason word this warrant as a 3 phase project and fund this from Fund Balance.

Pavement Improvement Program - Jason states that the Board asked him for options pertaining to a possible bond, as well as matching the Block Grant of \$170,000 each year, or gradually increase the operating budgets Pavement and Improvement line by approximately \$60,000. Administrator J. Hoch states that he shared a Bond amortization schedule with the Board showing that if the Town borrowed 1 million dollars with the Bond payable over a 7 year period. Payment would be \$172,000 and decrease to \$147,000 over the term of the Bond and the interest would be \$115,000. J. Hoch states that by having this money all up front and in hand the Town could complete 3-5 years of road projects at once, as well as saving on asphalt (last 7 years there has been a 60% increase). This could be more cost effective for the Town.

Board discusses options including presenting the voters with two warrant articles, one for a Bond and one asking for a match so if one fails, money will be available to still repair the Towns roads. Selectman F. Byron asks if a non-lapsing fund could be set up, in order to have any money that is not spent by the Highway Department on Town roads in a year be placed in this fund rather than returned to the General Fund.

Board decides to have Administrator J. Hoch construct three different warrant articles and decide what to move forward with at the next meeting.

Drainage & Stormwater Planning - J. Hoch mentions that it is still not known when the State will implement this EPA permit on the Town. He discusses with the Board two options in order to deal with this issue. One a non-lapsing warrant article effective through 2016, so the Town would be able to deal with the EPA Regulations when then are presented. The other would be to put money into a Trust Fund allowing the Board of Selectmen to be the agents of the fund, allowing them to allocate the money as needed. Board agrees to have J. Hoch write a warrant article to raise and appropriate \$50,000 to place in a Trust Fund.

Fire Department Air Pack Replacement - Administrator J. Hoch mentions that the Fire Department received a Regional Grant for replacing the SCBA equipment totalling \$186,000, this is a matching Grant and the Towns share will be \$21,000. Board discusses options concerning the wording to present this to DRA. J. Hoch states this will be worded as a non-lapsing article until 2016. He will finalize the wording for the next meeting.

Police Contract - J. Hoch states this will be a raise and appropriate warrant to raise \$42,562 for fiscal year 2014. He will have final wording for the Board at the next meeting.

Selectman J. Brunelle and Administrator J. Hoch discuss having all these warrant articles finalized, returned from Counsel and ready for the Board of Selectmen to vote on at the next meeting on December 23.

Other Items - None

Items moved from consent - None

Other Business - None

Selectman Reports

Selectman P. Jewett states that a group of 5 volunteers gathered at the Town Hall to wrap and organize the donations collected for 20 Service Men and Women in Litchfield. She mentions that she will deliver packages in Town and Jack Algeo, from Small Tube here in Town, volunteered to once again this year pay for the mailing of 8-9 packages needing to go overseas. Selectman P. Jewett mentions that the 4th grade class at GMS wrote letters and drawings to be included in the packages. She would like to Thank everyone for their donations and the Volunteers for their time, as well as the 4th graders for doing a great job.

Selectman F. Byron states there is a Planning Board meeting held December 17th at 7:00pm, he mentions that he will be out of Town from December 15-19th. Selectman K. Bourque will be attending.

Selectman K. Bourque would like to thank the Recreation Committee for putting on the first Turkey Bowl, they had a great turnout and a lot of fun was had by all who attended. They are looking forward to holding it again next year.

Selectman J. Brunelle states there will be a Budget Committee meeting Tuesday, December 10, 2013

Administrator J. Hoch mentions that he would like to request that the Board of Selectmen look over and review the Wage Plan Update site. He has made the revisions requested. So he would like to discuss and try to see if an agreement for the cost of implementing can be agreed upon.

Public Input

Jason Guerrette 11 Perry Court, Litchfield he would like to know from the Board if the New Hampshire Municipal Board Association has a lobbyist. Administrator J. Hoch that yes they do. Mr. Guerrette asks if the Town segregates the funds that are provided from dues, under 15:5. Board states that no the Town does not. Mr. Guerrette states that he thought it was required by law under 15:5 to segregate all funds that come from the State from those funds that are sent to a lobbyist group.

He would also like to make Selectmen P. Jewett aware that the School Board also did not renew their membership with the New Hampshire School Board Association.

J. Guerrette asks the Board if the School can access the website and pay a fee for programs it would still be interested in, same as the Town discussed with the NHMA.

Selectman F. Byron states yes they would be able to as well.

Mr. Guerrette would like to know if he heard the Board regarding \$75,000 being left over at end of year for funds.

Selectman J. Brunelle states that yes they are projecting \$70,000 in unspent funds.

He also mentions that the Police Vehicles that were purchased this year while in a Default Budget, were they purchased with a non-appropriation clause and are they shown in the Default Budget calculations or the Proposed Budget. Administrator J. Hoch as well as the Board state yes, they always do. Also the portion of the lease that was previously funded and approved by the Town would and the actual number would not be included. Mr. Guerrette is not questioning the legality he was just questioning for his own knowledge how this was broken down within the budget.

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

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

The next Board of Selectmen's meeting will be on December 23, 2013 at 6:00pm at Town Hall

Approved December 23, 2013

