

TOWN OF LITCHFIELD BOARD OF SELECTMEN

January 13, 2014

Selectmen's Meeting

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

Absent: M. Patricia Jewett - Excused

Also Present: Jason Hoch, Town Administrator

5:00 p.m. Paperwork review
6:00 p.m. Call to Order
8:20 p.m. Non-Public Session per RSA 91-A:3 II (c)

Pledge of Allegiance

Review of Items for Consent:

1. Corrected minutes of December 9, 2013
2. Minutes of December 23, 2013
3. Minutes of December 30, 2013
4. Confirmation of Dave Mellen and Pat Jewett as representatives to Nashua Regional Solid Waste Management District
5. Veterans Tax Credit Applications (3)
6. Approval of Accounts Payable Manifests 2013 (\$52,772.68)
Approval of Accounts Payable Manifests 2014 (\$32,320) and School ACH Payment of \$1,000,000
7. Approval of Payroll Manifests (\$43,370.67)

Approval of Consent Items

Selectman J. Brunelle reads aloud the items for consent

Selectman J. Brunelle states that Item 4 is being removed, until members verify they would like to continue to volunteer.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the remaining items for consent

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

Request for Items - Other Business

Selectman K. Bourques mentions he would like to discuss the acceptance of a donation for the Recreation Commission.

Administrator Report

New Business

2011 Health Trust Surplus

Administrator J. Hoch tells the Board that he received notice that Health Trust will be returning an additional portion of the 2011 surplus. Total return will be for \$5,778.78. Jason mentions that the Board will need to allocate to employees and retirees, as well as the Towns share. He states that checks will be issued in August from Health Trust and the Towns payments to employees and retirees will follow. J. Hoch states this means that the Board will have to revisit the budget for **Personnel Administration - 01-4155.10** line 210, and change that amount to \$8,754. Also the Revenue projection will need to be adjusted to include this amount, as well as change the new bottom line total for Revenues from \$2,177,840 to \$2,183,620.

Selectman J. Brunelle **motioned** for the Board of Selectmen to reopen **Personnel Administration-01-4155.10**.

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

Selectman K. Bourque **motioned** for the Board of Selectmen to modify and increase line 210, to the amount of \$8,754.

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

Selectman J. Brunelle would like to update the Board and Public regarding an action the Budget Committee took at their last meeting. He states that the Board of Selectmen during a meeting in December, approved a new Wage Plan. They added \$30,000 to the budget in order to implement and fund the first year, this was to be a three year plan. However, when it came in front of the Budget Committee for a vote it did not receive a second to the request and the motion died, so there is no funding in the Budget Committee's Budget to fund this Wage Plan.

Personnel Administration-4155.10

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Personnel Administration-4155.10** in the amount of \$502,597.

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

Revenue

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Revenue** in the amount of \$2,183,619.

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

NHDES Used Oil Grant

Administrator J. Hoch mentions to the Board that two years ago the Town used the NHDES Used Oil Grant program for offsetting part of the cost of the used oil burner in the kennel. He states that this program pays 100% of project costs for items and products used in managing waste oil recycling. Dave Mellon is recommending that the Town add an oil filter crusher to more efficiently and safely handle filters. Jason states that the crusher unit is approximately \$1,200, and Dave has included in the grant a stand, oil dry supplies and pads, a spill kit and

a drum funnel (for filling the used oil heater). The total request is for \$2,288 and the grant will pay up to \$2,500. J. Hoch tells the Board that he has attached and shared the grant application paperwork. He is requesting authorization from the Board of Selectmen to sign contracts and complete this application with the NH Department of Environmental Services on behalf of the Town.

Selectman B. Lemire **motioned** for the Board of Selectmen to allow Administrator J. Hoch authorization to sign contracts to complete this Grant Application with the NH Department of Environmental Services, on behalf of the Town.

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

Police Detail Ordinance

J. Hoch states that one of the items that arose from the Police contract, is to formalize a Police Detail Ordinance. Chief O'Brion has drafted this ordinance and would like to introduce and collect any questions from the Board with the intent to approve this at a future BOS meeting. Jason mentions that this specifically lists locations where a Police Detail will be necessary.

It states that due to the dangerous characteristics of the below listed roadways to wit; blind corners, limited site issues, heavy traffic volume, higher speed limits, steep inclines and declines, the use of police personnel and/or equipment for the purpose of traffic control on; Charles Bancroft Highway (Route 3A), Derry Road (Route 102), Hillcrest Road, Pinecrest Road, Corning Road, Albuquerque Avenue, Page Road, Talent Road, Brenton Street, Lance Avenue, Cutler Road, Corning Road, or any roadway the Police Chief determines necessary to providing a safe environment for the public shall be required prior to the commencement of any work within the public right of way.

The Chief of Police shall also have the authority to assign Police Details to attend any public meeting or functions which he determines potentially:

- a. Involve traffic related problems; or
- b. Lead to a public disturbance or public nuisance or;
- c. Endanger public health, safety or welfare

Jason mentions that out of the authorization law there is a form that can be requested from the Police Department for a Police Detail stating the necessary requirements, and it also establishes a violation and fine of \$250 for the first offense.

Selectman J. Brunelle tells the Board that he would like everyone to review the document and plan on approving at the first February BOS meeting.

Selectman F. Byron asks if this should be held for the next Board of Selectmen to approve after the elections. Board discusses the matter

Selectman J. Brunelle states that this current Board generated the Police contract and feels this Board should vote on approving this ordinance, and the next seating of the Board could always amend or change whatever they may wish.

Old Business

Default Budget

Administrator J. Hoch explains that his calculations are based on the 2013 Default Budget and bottom line number from last year, that was presented at Town Meeting, (the realignment of line items following the vote was an exercise of the BOS and their ability to adjust and transfer within that bottom line). Jason tells the Board it was more appropriate to use the Default as presented to the voters last year with the requisite adjustments from there. He mentions these adjustments are shown in the “default changes” column on the sheet he has shared, with a total for the 2014 Default Budget in the last column. Jason explains that often they discuss other line items that may be changed between last years Default and the Proposed Budget, some being higher others being lower. So he has color coded these lines that differ. Yellow is where the default line item was higher than the Proposed Budget and red is where the Proposed Budget is higher than the Default Budget. He states that in some Departments there is a combination of both, due to dollars being reallocated depending on priorities from year to year. Jason also tells the Board that for items that have moved from one Department to another (such as phones & gas), he has retained the prior years values in the original Department rather than re-allocating them into their 2014 location, he felt it would be less confusing.

So based on these calculations J. Hoch states that he is showing a Default Budget of \$5,100,858, which compares with the Budget Committees current budget (without the minor changes done by the Board this evening) of \$5,130,166.

Selectman J. Brunelle asks Jason when the Default Budget has to be completed. J. Hoch states that the number has to be disclosed to the Budget Committee on Thursday, January 16, 2013; and the final number is subject to the Boards approval upon signing the Warrant. So edits and adjustments can be made up until that point. Board agrees that there is no problem in getting the final bottom line Default Budget figure to the Budget Committee.

Jason and the Board discuss the columns and breakdown of figures and how they were calculated on the sheets that he shared. There was discussion and one column was removed, and it was clarified that the 2014 Revised Budget is the BOS figures. Jason also mentions that he flagged these line items which did not meet the “one time expense” test, and allow the Board to decide if they wished to take the same approach as in the past. He states that this is not his decision to make it is the Board’s to decide.

Selectman F. Byron asks the Chairman how he would like to proceed with this, would the Board prefer to go line by line, or approve a bottom line figure.

Selectman J. Brunelle states he would prefer to approve a bottom line figure

Selectman F. Byron states he has concerns with that due to the 2014 Revised Budget being the Selectmen’s Budget. However, this may not be the Proposed Budget to the citizens from the Budget Committee, they could of decreased or changed items.

Selectman J Brunelle mentions that the Budget Committee had already accepted the Boards bottom line Budget of \$108,204.

Executive-4130.10

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

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

Selectman F. Byron and the Board have a discussion with J. Hoch regarding the color coded revisions in order to clarify and understand his calculations. Jason states that he flagged items include items that have no contracts, as well as items that he felt did not meet the “one time test”. Jason mentions that he based his calculations on the amounts that were taken to the voters, not on the revised April budget done by the Board. The Board mentions that the Operating Budget figures used this year would be helpful. There is some confusion regarding a column which had figures that were not updated, Jason deleted this column and Board agreed that column D has the accurate figures. **Vote carries 4-0-0.**

Town Meeting-4130.30

The Board and Jason discuss that the changes to this account are due to the Town having three Elections and one Deliberative Session.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Town Meeting-4130.30** in the amount of \$8,533.

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

Town Clerk-4140.10

The Board and Jason discuss that the changes to this account are due to postage, software support and insurances.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Town Clerk-4140.10** in the amount of \$94,894.

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

Selectman F. Byron **motioned** for the Board of Selectmen to change line 625-Postage from \$5,405 to \$3,300. Motion **fails** for lack of a second.

Selectman F. Byron discusses with the Board that unless there are contracts in place, he feels money can not be added into line items within the Default Budget. Money may be moved from other areas within the Budget. **Vote carries 3-1-0.**

Accounting-4150.10

The Board and Jason discuss that the changes to this account are due to insurances, wages, software support, and office supplies. J. Hoch states that in the Proposed Budget the changes are due to overtime, bookkeeping, postage, mileage/tolls, seminars, consulting services and printing.

Selectman F. Byron **motioned** for the Board of Selectmen to change line 390-Consulting Services from \$1,500 to \$0.

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

Selectman F. Byron **motioned** for the Board of Selectmen to change line 550-Printing from \$750 to \$500.

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

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Accounting-4150.10** in the amount of \$197,014.

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

Information Technology-4150.20

The Board and Jason discuss that the changes to this account are due to phones, software support, contracted equipment maintenance, equipment leases and furniture and fixtures.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Information Technology-4150.20** in the amount of \$46,577.

Selectman F. Byron **seconds** the motion. **Vote carries 3-0-1.**

Tax Collection-4150.40

The Board and Jason discuss that the changes to this account are due to wages, insurances, software support, and postage. Jason states that in the Proposed Budget the changes are due to overtime, mileage/tolls, property tax research and recording fees.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Tax Collection-4150.40** in the amount of \$92,836.

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

Assessing-4152.10

The Board and Jason discuss that the changes to this account are to due software. Jason states that in the Proposed Budget the changes are due to a five year adjustment.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Assessing-4152.10** in the amount of \$46,840.

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

Legal Expenses-4153

Selectman J. Brunelle states that this bottom line Default Budget amount is now at \$40,800 which is \$20,400 higher that the Board of Selectmen had set it at for this year.

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Legal Expenses-4153** in the amount of \$20,400.

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

Personnel Administration-4155.10

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Personnel Administration-4155.10** in the amount of \$472,597. Motion **failed** for lack of a second.

The Board and Jason discuss that the only change between the Default Budget and the Proposed Budget is due to the Wage Plan, which is not included in the Default Budget.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Personnel Administration-4155.10** in the amount of \$472,597.

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

Planning Board-4191.10

The Board and Jason discuss that the changes to this account are due to wages, benefits, and NRPC. J. Hoch states that the changes in the Proposed Budget are to due public notices and ads, books and periodicals, mileage/tolls and seminars.

Selectman F. Byron **motioned** for the Board of Selectmen to change line 555-Public notices/ Ads from \$750 to \$460

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

Selectman F. Byron **motioned** for the Board of Selectmen to change line 670-Books and Periodicals from \$100 to \$60.

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

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Planning Board-4191.10** in the amount of \$54,624.

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

Zoning Board-4191.30

Selectman F. Byron **motioned** for the Board of Selectmen to change line 555-Public notices/ Ads from \$500 to \$480, line 670-Books and Periodicals from \$65 to \$16, and line 810-Mileage/ Tolls from \$25 to \$0. Also for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Zoning Board-4191.30** in the amount of \$666.

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

General Government Buildings-4194.10

The Board and Jason discuss that there are no changes to this account it remains the same as last year.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **General Government Buildings-4194.10** in the amount of \$52,112.

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

Selectman F. Byron **amends** the motion to change line 411-Propane Gas from \$10,140 to \$7,605, line 412-Water charges from \$2,580 to \$2,400, and line 430-Building maintenance from \$7,955 to \$5,775. Motion **fails** for lack of a second.

Original motion carries 3-1-0.

Cemeteries-4195

The Board and Jason discuss that there are no changes to this account it remains the same as last year.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Cemeteries-4195** in the amount of \$7,203.

Selectman B. Lemire **seconds** the motion

Selectman F. Byron **amends** motion to change line 610-General Supplies from \$25 to \$0

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

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Cemeteries-4195** in the amount of \$7,178

Selectman J. Brunelle **seconds** the motion. **Vote carries 4-0-0.**

Town Insurance-4196

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Town Insurance-4196** in the amount of \$59,528.

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

Advertising & Regional Associations-4197.10

Selectman F. Byron **motioned** for the Board of Selectmen to change line 555-Public Notices/ Ads from \$400 to \$0, line 560-Dues /Subscriptions from \$12,159 to \$6,229

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

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Advertising & Regional Associations-4197.10** in the amount of \$6,904.

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

Police Administration-4210.10

Selectman F. Byron asks Jason why line 140-Overtime Officers would not be considered a contracted item, and the amount be changed from \$73,484 to \$71,344. He feels that overtime is only done by the direction of the Chief which is not mandatory or a contract. Administrator J. Hoch states that he will remove \$2,140 from the line amount. Which brings the new bottom line to \$1,342,642. The Board and Jason discuss that the changes to this account are due to changes in equipment maintenance and contracts with the copier, IT, and radar certifications. Jason also reminds the Board that fuel has been moved into General Government Buildings now. Jason states that the changes in the Proposed Budget were due to ammunition.

Selectman F. Byron **motioned** for the Board of Selectmen to change line 681-Ammunition/ Supplies from \$5,010 to \$4,710

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

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Police Administration-4210.10** in the amount of \$1,342,352.

Selectman J. Brunelle **seconds** the motion. **Vote carries 4-0-0.**

Police Support-4210.50

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Police Support-4210.50** in the amount of \$140,650.

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

Ambulance-4215.10

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default 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

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Fire-4220.10** in the amount of \$486,777

Selectman J. Brunelle **seconds** the motion.

Selectman F. Byron **amends** motion to change line 391-Instructor Services from \$9,000 to \$7,600. Motion **fails** for lack of a second.

Selectman F. Byron **amends** motion to change line 630-Equipment Repair & Maintenance from \$24,450 to \$18,120

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

Selectman F. Byron **amends** motion to change line 635-Vehicle Fuel from \$9,305 to \$8,506

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

Selectman F. Byron **amends** motion to change line 683-Medical Supplies from \$2,750 to \$2,500, and line 740-Equipment Purchase from \$23,500 to \$18,000. Motion **fails** for lack of a second.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Fire-4220.10** in the amount of \$479,648

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

Fire Hydrants-4220.90

Selectman J. Brunelle states that this is the amount calculated from Pennichuck Water

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Fire Hydrants-4220.90** in the amount of \$295,658.

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

Selectman F. Byron asks why \$295,658 is being requested, when the 2014 Revised Budget is showing an amount of \$299,319.

Administrator J. Hoch states that the amount of \$299,319 is the amount that was approved by the Board of Selectmen which was based on a price from Pennichuck Water, however within the last few weeks he has received adjusted figures that they are expecting to bill the Town.

Vote carries 4-0-0.

Code Enforcement-4241.20

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Code Enforcement-4241.20** in the amount of \$79,284

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

Emergency Management-4290.10

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

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

Road Agent-4311.10

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

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

Road Maintenance-4312.10

The Board and Jason discuss that the changes to this account are due to the Highway Block Grant.

Selectman F. Byron **motioned** to change line 575-Culvert Replacements from \$15,000 to \$2,500

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

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Road Maintenance-4312.10** in the amount of \$575,930. Board mentions that something did not update with this figure, Selectman J. Brunelle **withdraws** motion.

Selectman F. Byron **motioned** to change line 577-Catch Basin Clean Out from \$22,500 to \$12,000

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

Selectman F. Byron **motioned** to change line 685-Sand Purchase from \$10,000 to \$5,000. Motion **fails** for lack of a second.

The Board and Jason discuss their concerns with lowering this line item. Jason states that by moving large numbers around, the net effect is now dropping significantly below the Proposed Budget. He states that from these changes the Budget is \$20,000 below last years Default Budget.

Selectman F. Byron states that he is trying to follow the State Laws, which state that unless there is a contract, the Budget should be set the same as last years Proposed Budget, which was the Towns Default Budget.

J. Hoch and the Board state that Selectman F. Byron is not following that procedure at all.

Selectman F. Byron tells the Board and Jason that with the exception (which the Board has agreed to in the past as well as this evening) if the Board has chosen not to spend the same amount as last years Budget that they would adjust the Default Budget to match.

Jason and the Board continue to discuss their interpretation of the State Laws and how to implement it within the Budget. Jason states that he is willing to accept this as the willingness of the Board, however he is not sure if some of these items meet the "one time only test" and has concerns regarding the forms he is responsible to fill out and file will the State, but states it is the Boards numbers and their Budget.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Road Maintenance-4312.10** in the amount of \$563,291.

Selectman J. Brunelle **seconds** the motion. **Vote carries 3-1-0.**

Street Lighting-4316.30

The Board and Jason discuss if this is a contracted item, Jason states that no the contract is for the rate price per unit.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Street Lighting-4316.30** in the amount of \$11,500

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

Solid Waste Administration-4321.10

Selectman F. Byron **motioned** to change line 410-Electricity from \$6,600 to \$5,640

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

Selectman F. Byron **motioned** to change line 430-Building Repair & Maintenance from \$3,960 to \$3,710.

Selectman J. Brunelle **seconds** the motion. **Vote carries 4-0-0.**

Selectman F. Byron **motioned** to change line 630-Equipment Repair & Maintenance from \$10,560 to \$5,360

Selectman J. Brunelle **seconds** the motion. **Vote carries 4-0-0.**

Selectman F. Byron **motioned** to change line 636-Diesel Fuel from \$28,080 to \$23,010

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

Selectman F. Byron **motioned** to change line 693-Demolition Material Disposal from \$95,187 to \$88,068

Selectman J. Brunelle **seconds** the motion. **Vote carries 4-0-0.**

Selectman F. Byron **motioned** to change line 694-Solid Waste Disposal from \$98,015 to \$93,955

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

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Solid Waste Administration-4321.10** in the amount of \$360,046

Selectman J. Brunelle **seconds** the motion. **Vote 4-0-0.**

Health-4411.10

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Health-4411.10** in the amount of \$1,636

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

Mosquito District-4411.20

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Mosquito District-4411.20** in the amount of \$30,040.

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

Animal Control-4414.10

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Animal Control-4414.10** in the amount of \$15,122

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

Health Agencies-4415

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Health Agencies-4415** in the amount of \$1,900.

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

Welfare-4445.20

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Welfare-4445.20** in the amount of \$20,000

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

Parks and Recreation-4520.10

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Parks and Recreation-4520.10** in the amount of \$84,880

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

Library-4550.20

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Library-4550.20** in the amount of \$218,192

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

Patriotic Purposes-4583.10

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Patriotic Purposes-4583.10** in the amount of \$902

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

Conservation Commission-4611.20

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Conservation Commission-4611.20** in the amount of \$2,181

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

Debt Services-4723.10

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for **Debt Services-4723.10** in the amount of \$1
Selectman J. Brunelle **seconds** the motion. **Vote carries 4-0-0.**

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a new bottom line Default Budget for the Town of Litchfield in the amount of \$5,006,611

Selectman F. Byron **seconds** the motion. **Vote carries 3-1-0.**

Public Input:

Jason Guerrette 11 Perry Court, states he is going to read the language of what a Default Budget is for the Board and Public. Default Budget is used in this subdivision means the amount of the same appropriation (money), not level of services, as contained in the Operating Budget authorized for the previous year. Reduced and increased (both not one or the other) as the case may be by certain things, debt service, contracts and other obligations previously incurred or mandated by law, or reduced by one time expenditures contained in the Operating Budgeting Budget. Mr. Guerrette tells the Board he has a chance to see what the Board was reviewing this evening and assumed that the Board was using the same logic over and over, but is not sure. It states he kept hearing the same thing, which was the Board didn't want to be underfunded. He tells the Board that unfortunately the Budget could be, because that's what the law states and the BOS have no choice if the voters choose a Default Budget. That is why the Board then is allowed to go to the bottom line and reprioritize, which is what the Board does in April.

Jason also hopes that in the future the BOS will do what the School Board does, which is supply the documents that they are discussing. He looked this evening but was unable to view all those that the Board was discussing.

Selectman J. Brunelle states that there is a portal site on the Town's web page which has all this documentation for the public to view. He reminds Jason that this evening and anytime when he is here to record meetings, that he is an employee being paid by the Town.

Mr. Guerrette states that he will deduct the time.

Selectman J. Brunelle tells Jason that he would expect him not to be able to reference documents during a meeting because he should be recording and handling the cameras for the meeting.

Jason asks if the payroll increases that are in the Default are those the contracted payroll increases or are those what the Board thinks will be the step increases and benefits.

J. Hoch states that there are those with contracts and the remaining are step increases which are under the old and prevailing Wage Plan.

Mr. Guerrette also asks the Board if the Police cruisers were taken out of the Default Budget.

J. Hoch states that the prior years spending is in the Default, which was \$34,429 that was carried over. Which is less than the contract that the Board entered into this year.

Warrant Articles

Administrator J. Hoch states there are 3 things for the Board to review, Article 4, 11 and 13. Jason tells the Board that DRA has requested a rewrite of this article for airparks. He states that a gross appropriation has to be done for a Grant which has not been received yet, and may not be. Counsel and he wished not to proceed this way. But due to not knowing if the Grant will be given, DRA does not agree. Jason tells the Board that the Warrant was rewritten to state the gross appropriation amount for the contract. So it states to raise and appropriate the whole sum of \$207,000 for the purchase, \$21,000 to be raised from taxation, with the remaining \$186,000 being the possible grant (with other Towns participating). Jason states that the article also mentions that if the Grant is not received, the amount to raise and appropriated will be \$21,000 and the expected grant funds will be raised and appropriated at a future Town Meeting. This is also still non-lapsing.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve Warrant Article 4 as rewritten.

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

J. Hoch states that approximately two years ago the Board set up the Vacation Accrual Trust Fund. Unfortunately, as it predated the start of earned time in the Police Contract and the Town's Personnel Policy, the authority to use those funds for covering the cost of buyouts is not explicitly clear. He mentions it can be argued that they are consistent with the theory of the fund. Counsel's recommendation is to realign the fund with the purpose which is clearly listed. This structure is a little unwieldy as it discontinues the old fund (Vacation Accrual Expendable Trust Fund) and returns the balance to the Town's General Fund, which is \$59,629. Then to see if the Town will establish a new fund called Earned Time Accrual Expendable Trust Fund for the same purpose of annually covering the cost of earned but unused vacation time so that the expenses associated with employee resignations, retirements and buyouts of accrued earned time do not impact the current years budget, and to raise and appropriate the sum of \$59,29 to put in this fund, with this amount to come from the Fund Balance (which was from the old fund) as of December 31, 2013. This new fund clearly states the use and purpose of the funds.

Selectman F. Byron and the Board discuss with Jason why can this not just be renamed under a simple warrant article and reallocate the funds. Because if this is voted "no" by the voters this will create additional problems. Jason tells the Board if it is voted no, then nothing happens. The problem is with the simpler approach it changes the purpose of the existing fund (a Capital Reserve), and this approach requires a $\frac{2}{3}$ vote. He mentions that the law has not been updated to the $\frac{3}{5}$ requirement that applies to other SB2 supermajority votes.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve Article 11 as rewritten.

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

Administrator J. Hoch discusses with the Board that Article 13 was to place a cap on the Conservation Fund of 1 million dollars, anything over to was to go into a separate fund, that was to be set up. Jason states that using the separate fund would only be a placeholder for a year, then it would have to be moved out at the next Town Meeting, or the funds would revert back to the General Fund and would impact the tax rate. He states that another thought would be to edit the article to include a formula for once it reaches that million dollars, say 60-80% of the funds be deposited into a fund. So Jason was not sure where the Board wishes to go next with this.

Selectman F. Byron states that the purpose of this article was to have the Conservation Commission start looking at doing something with their money, rather than having it sit in the Towns funds. Also to allow the citizens once funds got to a certain level to be able to be involved in the decisions on how and what that money should be spent on. He states that the idea was to have two buckets to place funds into, one which the Commission could use and spend up until a certain dollar amount, the other bucket of funds would be for if they wished to spend more they would have to ask the voters and get their approval.

The Board decides on the two bucket approach, and rewrite this into two articles. Jason states they will be shown as Article 13 Conservation Fund Cap which creates the million dollar cap, and Article 14 Land Use Change Tax Fund which reads - Shall we adopt the provisions of RSA 79-A:25-a to account for revenues from the land use change tax in a fund separate from the general fund? Any surplus remaining in the land use change tax fund shall not be part of the general fund until such time as the legislative body shall have had the opportunity at an annual meeting to vote to appropriate a specific amount from the land use change tax fund for any purpose not prohibited by the laws or by the constitution of this state. After an annual meeting any unappropriated balance of the land use change tax revenue received during the prior fiscal year shall be recognized as general fund revenue for the current fiscal year. Any land use change tax which is to be placed in the conservation fund in accordance with RSA 79-A:25,II shall first be accounted for as revenue to the land use change tax fund before being transferred to the conservation fund at the time of collection.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve Article 14 as rewritten
Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve Article 13 as rewritten
Selectman F. Byron **seconds** the motion. **Vote carries 4-0-0.**

The Board and Jason discussed Article 17 - Capital Improvement Program Committee, they were not sure if it had been previously voted on.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve Article 17 as written
Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

The Board and Jason discuss voting in Article 2 - Operating Budget now or after the Budget Committee adjust their numbers. Jason states that writing the Warrant was contingent on plugging in the Default Budget figure from the Board, so where that number is now known the Board can vote in the Operating Budget Warrant Article.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve Article 2 - Operating Budget for the bottom line Default Budget amount of \$5,130,166
Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

Other Items

Energy Pricing

Administrator J. Hoch tells the Board that the signing of a contract was postponed, so this item is continued until the next BOS meeting.

Warrant Signing

Administrator J Hoch tells the Board that the Warrants have to be posted by January 28, 2014, which is the day after the next BOS meeting, so by waiting it would be after business hours and there would not be enough time to post the necessary documents. Jason states that after this evenings meeting there are no open items for the Board to address. He also mentions that the Planning Board is meeting tomorrow evening and this will cause the Warrants to change with the addition of any land use articles they may have. Which will cause all the article numbers to be changed again. So he will have the Warrants ready after their meeting, the Default Budget forms, as well as the MS-737 form (electronic version) which is the Budget Committees report, ready for the Boards signatures. Jason will confirm with all involved that all information and language on articles and paperwork will be ready to go.

Selectman Reports

Selectman J. Brunelle tells the Board that the Budget Committee had a meeting last week where they finalized their bottom line numbers, and it appears everything is in good shape. The Budget Hearing is Thursday, January 16, 2014 at 7:00 pm at Campbell High School, which will be followed by a meeting of the Budget Committee.

Selectman F. Bryon states that there is a Planning Board meeting on January 21, 2014 and Public Hearings on proposed amendments with the Zoning Board. Also a couple possible changes to the Planning Board regulations.

He also mentions to the Board that the Budget Hearing meeting being held on January 16th at 7:00 pm the Board of Selectmen need to be present.

Selectman J. Brunelle asks Jason to please post this information.

Selectman F. Byron also asks if the BOS need to add this as an agenda item, that there may be a possible meeting of the Board of Selectmen after this meeting in case any action is necessary.

Items moved from consent

Other Business

Selectman K. Bourque tells the Board that Specialty Kitchens donated a stove (used as a warming unit) to the Recreation Committee. They have checked with the Fire Chief as well as Kevin Lynch and have approval for the installation of the unit. So they are looking for approval and acceptance of this item from the Board of Selectmen. Board states that this will have to go on an agenda with a value listed. Jason tells the Board that he has already had this discussion and it will be on the next meetings agenda.

Non-Public Session per RSA 91-A:3, II(c)

Selectman B. Lemire **motioned** to adjourn the public portion of the meeting to go into a non-public session per RSA 91-A:3, II(c).

Selectman J. Brunelle states that matters which if discussed in public would likely affect adversely the reputation of any persons or any other members of the public body itself. Unless such person requests an open meeting. Roll call vote - Selectman K. Bourque - yes, Selectman B. Lemire - yes, Selectman F. Byron - yes, Selectman J. Brunelle - yes. Board will only come

out of non-public to adjourn.

The next Board of Selectmen's meeting will be on January 27, 2014 at 6:00pm at Town Hall

Approved 10 February 2014