

TOWN OF LITCHFIELD BOARD OF SELECTMEN

September 8, 2014

Selectmen's Meeting

Members Present: John R. Brunelle, Chairman
Brent T. Lemire
Kevin C. Bourque
Steven D. Perry

Absent: Frank A. Byron, Vice Chairman

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 (b) - Hiring of Employee
6:00 p.m. Call to Order
6:35 p.m. Non-Public Session per RSA 91-A:3 II (a) - Compensation

Pledge of Allegiance

Review of Items for Consent:

1. Minutes of August 25, 2014
2. Approval of Accounts Payable Manifest (\$16,795.84)
3. Approval of Payroll Manifest (\$48,078.99)

Appointment of Patrol Officer

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the appointment of Rachael A. Lang as a new Probationary Police Officer for the Town of Litchfield

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

Police Chief O'Brien continues to swear in Rachael Lang as a new Police Officer to the Litchfield Police Department. The Chief hands a badge to a family member to pin on Officer Lang.

Approval of Consent Items

Selectman J. Brunelle reads aloud the items for consent

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

Selectman S. Perry **seconds** the motion. **Vote carries 4-0-0.**

Request for Items - Other Business

Selectman S. Perry would like to discuss Police vehicle #6

Administrator Report

New Business

Fire Department EMT Services

Administrator J. Hoch tells the Board Fire Chief Fraitzl has recommended a proposal to provide Emergency Medical coverage for Nightmare New England this fall. He explains that approval needs to be done this week in order to ensure adequate time to begin scheduling personnel.

J. Hoch explains a little history regarding the Fire Department and NMNE from Chief Fraitzl.

LFD has provided EMS coverage as well as required fire protection coverage during event hours to NMNE. Originally Fire Detail coverage was necessary for assembly permit purposes. As a result of sprinklers being installed in the tents, and other fire prevention measures taken by NMNE, this detail is not required. However, the medical incidents have not decreased.

J. Hoch mentions that last year, during event planning discussions it was suggested that NMNE provide EMS coverage for the event to cover for medical incidents that do not require an ambulance or rescue response. Jason states that it was suggested by he and the Chief to have the Department provide coverage however, due to the only option being at the "detail rate", the Town could not be competitive with the private contractors who reduced their rates in exchange for tickets to the event. This was an effort to minimize the impact on the LFD resources as well as the financial impact to the Town.

NMNE agreed and solicited proposals from private contractors. Unfortunately, the coverage provided did not have the benefit to the Town as hoped. All 911 calls were dispatched, resulting in a response by LFD and Hudson Ambulance. Resulting in several concerns with confusion created by lack of communication from the levels of patient care/transfer issues between the private contractor and Hudson/Litchfield. Often, LFD would be dispatched to a specific location at the event only to get there and find out the patient had been moved to the ambulance provided by the private contractor. Additionally the private contractor had indicated they would transport all patients from the event. However, given the Towns agreement with Hudson for emergency medical transportation this could potentially be a breach of our contract.

So Administrator J. Hoch tells the Board that Chief Fraitzl is proposing for this year, that the Town enter into an agreement with NMNE to provide EMS coverage for the 24 nights. Each night is approximately 6 hrs in length. The Town would provide two EMT's with the necessary medical equipment to provide event coverage. This personnel would handle any medical issues that arise, assess the situation and request an ambulance or additional LFD resources as needed. They will have direct communication with any additional responding units as well as NMNE staff. Jason states the personnel providing the coverage will be operating under the Departments State license and the Departments policies.

Jason tells the Board that NMNE has accepted the Town's proposal to provide 2 EMT's for 6 hrs each evening that they are open for a flat rate of \$285 per night billed. LFD staff will be paid \$120 per person/evening, the balance of the flat rate is to cover required benefits (SS, FICA, WC, etc.). The Chief is asking the Board of Selectmen to approve this agreement, as he believes it is in the best interest of the event and Town. It will minimize the number of non-emergency dispatches to the venue as well as allow for much more streamlined communication and patient care during incidents that require additional medical care and transport.

Selectman J. Brunelle asks how the \$120 flat rate compares to the hourly rate for the Department.

Jason states that it is higher than the “call” rate of (approximately \$17). But less than the “detail rate” charged by the Town.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the proposed agreement between the Litchfield Fire Department and Nightmare New England.

Selectman J. Brunelle **seconds** the motions.

Selectman S. Perry asks if the Chief has discussed this with the Department Personnel and has people willing to cover the hours. Jason states yes. **Vote carries 3-0-1.**

Planning Board Recommended Appointments

J. Hoch states that Joel Kapelson has resigned from the Planning Board. The Board has voted to recommend Jason Guerrette as a full member. Also, the Board voted to recommend Michael Croteau as Litchfield’s representative to the NRPC Advisory Board, with Jason Hoch as an Alternate.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the Planning Board’s recommendations.

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

Selectman J. Brunelle mentions that Jason Hoch will be representing Litchfield on the NRPC Advisory Board. He has the most dealings and knowledge with NRPC.

Old Business

Acceptance of Unanticipated Funds Policy

Administrator J. Hoch states that HB 1350, changes the notice requirement threshold from \$5,000 to \$10,000 for acceptance of unanticipated funds.

237:1 Appropriation for Funds Made Available During Year; Prior Public Hearings. Amend RSA 31:95-b, III to read as follows:

III.(a) For unanticipated moneys in the amount of [\$5,000] \$10,000 or more, the selectmen or board of commissioners shall hold a prior public hearing on the action to be taken. Notice of the time, place, and subject of such hearing shall be published in a newspaper of general circulation in the relevant municipality at least 7 days before the hearing is held.

(b) The board of selectmen may establish the amount of unanticipated funds required for notice under this subparagraph, provided such amount is less than [\$5,000] \$10,000. For unanticipated moneys in an amount less than [\$5,000] such amount, the board of selectmen shall post notice of the funds in the agenda and shall include notice in the minutes of the board of selectmen meeting in which such moneys are discussed. The acceptance of unanticipated moneys under this subparagraph shall be made in public session of any regular board of selectmen meeting.

J. Hoch states that the Board has previously had a policy of following the less than \$5,000

threshold, and is requesting that the Board change to the new legal limit to following the new State Law. The Effective date of new law is September 19, 2014.

Board discusses if the Town can accept the change before it goes into effect. Jason states that the law has already been signed into law, the Towns effective date can be in conjunction with this date. Selectman S. Perry mentions that he feels it is sad that \$5,000 no longer is viewed as a substantial sum of money.

Selectman B. Lemire **motioned** for the Board of Selectmen to revise the policy of the Town to conform with the State statute, to raise the limit to accept unanticipated funds from \$5,000 to \$10,000.

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

NHMA Legislative Policy Conference

Administrator J. Hoch mentions that the NHMA Legislative Policy Conference is on September 26, 2014 at 9 am. He tells the Board that they need to pick the Town's voting delegate by September 19th. He states that he is not available on this day, due to the property auction for the Town is being held on the same day. Board discusses that due to Selectman F. Byron not being at this evenings meeting, the Board will ask him to be the voting delegate for Litchfield. If for any reason he is not available, Selectman B. Lemire will represent Litchfield as the voting delegate. Jason asks if any other Board member that may be available on the 26th at 11 am, come by the property auction being held on Corning Road that day. Selectman K. Bourque states that he is available and will be there in attendance. J. Hoch mentions that there is an open house at the property being held on Saturday September 13th and September 20th.

Other Items

Electricity Purchase

J. Hoch tells the Board that the NRPC Electricity Aggregation group that the has been a part of, voted to renew contracts with Integrys Energy Services for an 8 month term beginning March 2015 through October 2015. The Town's current electricity supply contract expires in November 2014, which means Aggregation members will automatically switch back to PSNH as their default service for the winter months and will pick Integrys Energy back up in March 2015. This temporary change will not affect the reliability or quality of electricity service at all. Jason states that the analysis shows that this approach will save over 17%, as opposed to signing a new 12-month contract starting in November. The New England electricity market saw enormous price spikes last winter, due to constraints in both the electricity and natural gas grids. So Administrator J. Hoch tells the Board that he will be signing the new contracts, locking the Town's rate in for next year.

Reminder - Budget Workshop

J. Hoch mentions to the Board that he has been publishing budgets as he has completed them, and posting the information for the Board to review under the heading of "2015 Budgets". He states that under the direction that the BOS had given him a few weeks ago, which was to match the current Default Budget and to flag the items that needed to be added from contracts (ex. Police Union Contract), then leave out items needing to be discussed. This was to prevent

going through the Budget process line by line. J. Hoch states that he and the Department heads have reached a reasonable target that meets the Boards wishes and has separated out contract items, and items (so far two) that will need to be discussed at a future meeting. So he believes that all the information can be discussed at the regular scheduled BOS meetings, and the workshop scheduled for Saturday can be cancelled. He states that the Budget Committee scheduled discussions with the Board starting on October 24, giving the Board adequate time to gather their Budget information.

The Board mentions that the Town Budget is pretty consistent over the years, and this approach is very sensible. The Board agrees to cancel the Saturday Workshop. Jason asks the Board to review the Budget information he has published for completed Departments, and to add or outline any questions they may have to discuss at a future BOS meeting. Jason states that the summary shows he has come within \$3,200 from the target, which he can bring in line fairly quickly. He mentions that he will begin discussion on the Budget items at the next BOS meeting on September 22, 2014.

Other Business

Selectman S. Perry wanted to discuss the Police Departments car #6.

Jason states that car #6 (one of the two 2010 vehicles), is out of service again. He tells the Board that on Friday they were informed by Londonderry Ford when the vehicle was in for routine maintenance, that the body was beginning to separate from the frame. J. Hoch states that they are waiting on prices for repairs and will report back when they receive the information. He reminds the Board that car #5 gone (not repairable), leaving only the two newer vehicles. Jason mentions that the new vehicle that was approved for purchase (replacing car #5) is on order, but will not arrive for approximately 8 more weeks.

Selectman S. Perry states that was his main concern, if the Department was able to secure a new vehicle and what was the status.

Selectman J. Brunelle mentions that the new vehicle will need a new mount for the computer, the old one will not fit this vehicle. He will notify the IT person and the Chief.

Selectman Reports

Selectman J. Brunelle mentions that Selectman K. Bourque is the representative for the BOS appointed to the Planning Board. The Planning Board has asked to have extra coverage over the next month, due to discussions regarding Impact Fees. Selectman K. Bourques is having some scheduling conflicts and is asking if anyone from the Board could help with coverage with the extra meetings. The Board asks Selectman K. Bourque to send an email stating the dates he is not available, and they will do their best to cover.

Selectman S. Perry wanted to update the Board regarding the Citizen that was concerned about the grass clippings that were not being disposed of. He mentioned he would address it at the next Recreation Committee meeting, however they did not have a quorum to hold a meeting. So he will address it at the next meeting.

Selectman K. Bourque states that he spoke with Kevin Lynch and they are doing some clearing at Brickyard this week. Part of the clearing and clean up will be going into the area that was of

concern, where the grass clippings were left.

Selectman S. Perry states that he still wants to bring it to the RC, so in the future they can have it written into the contracts to have the clippings removed off site.

Reminder of the **Primary - September 9, 2014 at Campbell High School.**

Public Input: No members of the public were present, closed at 6:35 pm

Items moved from consent - None

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

Selectman J. Brunelle **motioned** for the Board of Selectmen to adjourn the public portion of the meeting to go into a non-public session per RSA 91-A:3, II (a).

Selectman B. Lemire **seconds** the motion

Selectman J. Brunelle takes a roll call vote - Selectman K. Bourque (yes), Selectman B. Lemire (yes), Selectman S. Perry (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 September 22, 2014 at 6:00pm at Town Hall

Approved September 22, 2014