

# TOWN OF LITCHFIELD BOARD OF SELECTMEN

## September 22, 2014

### Selectmen's Meeting

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

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 September 8, 2014
2. Approval of Account Payable Manifest (\$37,900.38)
3. Approval of Payroll Manifest (\$48,141.94)
4. Town Administrator Contract Renewal
5. Notice of Intent to Cut, Map 9, Lot 2

### **Approval of Consent Items**

Selectman J. Brunelle reads aloud the items of consent

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

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

Selectman F. Byron states that he was not present for the meeting on September 8th, so he cannot vote on these items. He would also like the TA Contract removed from the Consent Items.

Selectman J. Brunelle states that the Items for Consent will stay, with the removal of the TA Contract Renewal which the Board will discuss later in the meeting, noting that Selectman F. Byron was not in attendance on September 8, 2014. **Vote carries 5-0-0.**

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

Selectman F. Byron would like to discuss the posting of meeting videos to the Town Website, for citizens to be able to view.

Also he would like an update from Administrator J. Hoch regarding the status of the RFT Sewage Study.

## **Review of 2013 Audit - Melanson, Heath**

Administrator J. Hoch introduces Frank Biron (President), and Erica Lussier (Manager) from Melanson Heath & Company, who are here to present the 2013 Audit results to the Board of Selectmen. Erica was the supervising auditor for Litchfield this year, and will be highlighting the Financial Statements and discussing the Management Letter and some of the Firms recommendations for the Town. She starts by discussing the Financial Statements and the Independent Auditors Report, which expresses the opinion of the Audit Firm for the Town of Litchfield. Erica states that we have "Clean Opinion" once again this year, which is the best opinion that can be received. She directs the Board to view the Financial Statements beginning on page 3-8, this is the Management Analysis and Discussion Section which puts into words what the number pages state. On page 9 she discusses the Statement of Net Position, which consolidates all the Town's Governmental Funds into one column, and reports this on an accrual basis of accounting. This includes the long-term assets and liabilities. Erica states that the Capital Assets (or Fixed Assets) which include Town buildings, land, equipment and infrastructure totals \$25,336,378. Where the Town's Long-term Liabilities, which include bonds payable, capital leases as well as compensated absent (accrued employee vacation time), this totals \$108,803. Erica mentions to the BOS that the Governmental Accounting Standards Board, statement #68 will be going into effect in 2015. Which will require Communities to record the Town's portion of the NH Retirement Systems Actuary and Liability for pensions, which will have a significant impact on the Town's Financial Statements for the Net Position.

Selectman B. Lemire clarifies that this would be the Town's portion of the retirement systems liability.

Erica states yes, they will let each Town know what their portion will be (based on how much was contributed), and that portion will have to be reported on the Town's financial statements.

Selectman F. Byron states that there is a court case pending that deal's with this issue and wonders if this will be taken into consideration.

Frank Biron states the calculation of the liability will be based on journal accepted actuarial requirements, and there is only one way of doing this, so he feels the court case will have no bearing on this matter.

Next Erica instructs the Board to page 11. She states these numbers are more useful and meaningful because they are a Modified Basis of accounting, which is how the Town maintains their books. The first column is the General Fund, column two is the Conservation Fund and the third column is all the non-major Governmental Funds (special revenue funds, impact fees, trust funds, and capital projects). Erica states that these numbers are fairly consistent with what has been seen in the past. The General Fund which shows cash and short term investments totals \$5,586,382. This is offset by the amount due the School District totalling \$4,185,581. She mentions that the Town operates on a Calendar Year basis, while the School operates on a Fiscal Year, so as of December 31,2013 this was the amount owed to the School.

Erica continues with the next number down in this column which is the Town's Property Taxes and this amount is \$594,641 which includes all current and liens, and these funds are protected. Next is the General Funds Unassigned Fund Balance of \$1,239,719. Erica states that bond rating agencies like to see this figure between 5-10% of the Town's Annual Expenditures, and for 2013 this figure represented 25%, which is a very strong financial position for the Town of

Litchfield. She states that the Department of Revenue looks at this figure a little different, they compare it to the Town's Gross Appropriation, which includes the Town, School and Country. They like to see this figure between 8-17% and the Town of Litchfield is at 9.4% for 2013, which again is a strong fund balance.

Erica moves on to page 13 which is the Statement of Revenues, Expenditures and changes in Fund Balance or Income Statement. She states all was pretty consistent with the prior year, and would like the Board to look at the General Fund column (third amount from bottom) the Change in Fund Balance or Net Income which was a negative \$(-292,274). She states that during 2013 the Town voted to use \$200,000 from the Fund Balance as a funding source, and when you use Fund Balance you are anticipating there will be a loss for the year. She directs the Board to page 15 which shows the comparison of the Budget vs. Actual. This shows the beginning and ending balances for the year. There was no change between the original and final, however there were some reclassifications during the year. The top portion is the Revenues and the bottom is the Expenditures, and if you look in the Actual column there is the \$200,000 figure or use of Fund Balance. Now in the final column under total Revenues there is a surplus figure of \$24,525, this is how much the Town beat the Budget by for Revenues. Similarly, in the same column you will see a figure of \$63,881 this represents Departmental Turnbacks for the year. This shows that the Town had a fairly tight Budget for the year and there was a very good job done in the managing of that Budget. Erica states that at the bottom the figure of \$88,406 is the overall number that the Town beat the Budget by, even taking into consideration that not all of the \$200,000 of Fund Balance was recouped.

Erica moves to page 16 of the report, Fiduciary Funds (Agency Funds) which include the Planning Board Escrows and the Schools Capital Improvements and Educational Funds, this total shows a surplus of \$24,525 and Departmental Turnbacks of \$63,881. In summary the Financial Statement shows a great job in managing a tight Budget and the Town having a Clean Opinion, with a strong Fund Balance and financial position.

Selectman F. Byron states that on page 23 it shows the Town does not have a deposit policy for Custodial Credit Risk. Also that the Town does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates. He mentions that the Town's current Policy for Investments states; the BOS can diversify the Investment Portfolio; to the largest extent possible the Treasurer shall diversify the investment of assets held in a common cash fund and any other investments to eliminate risk resulting from excessive credit risk or over concentration of assets in a specific maturity. So he is asking if the Auditors would like the Town's policy to be more specific.

Frank Biron states that the Town's policy is fine, but the footnote could be revised.

Administrator J. Hoch states that the Auditors bundled the Town's investments together. However there are limited investments that the Treasurer handles and investments that the Trustees make, they are co-mingled by the reporting of investments, but are governed by two separate Town Policies. He states that the Board should make that more clear in the Town's Investment Policy. The Auditors tell the Board that they will review the Town's Policies and report back with any recommendations.

Selectman F. Byron, the Auditors and Board discuss the difference between the Town's Bond rating and the Department of Revenues (DRA) percentage (which includes the Town, School

and County), and how this breaks down and is calculated to come up with the percentages that represent the Fund Balances.

Erica continues to discuss the Management Letter for 2013, she states that an audit also looks at internal controls and procedures to make sure they are operating effectively. This letter shows areas where improvements can be made to strengthen internal controls and operating efficiencies. During the year they did not identify any items showing a material weakness or significant deficiency. Erica commends the Town for addressing the six issues that were raised in last years Management Letter, all have been fixed except for one. The one remaining involves the preparing of the MS-9 and MS-10 reports more accurately, these are the Trustees reports on Trust Funds (reports individual balances of Trust Funds). She states that the beginning and ending balances did not match with prior year. Also the Principal and Income portions were co-mingled on one form, and another form did not include all of the trust funds. So they are recommending the forms be completed more accurately. Erica states that the Firm will be happy to review the forms before being submitted in the future. In the letter she states that the Town has a chance to respond to these issues and they have all primarily been addressed.

She tells the Board that the first issue for this current year is to write off the Uncollectable Ambulance Receivables. During the course of the year \$26,000 of the \$33,000 in Ambulance Receivables are over one year old, which makes these funds very hard to collect. They are recommending that the Town formalize a Collection Policy as well as an Abatement (write-off) Policy. Erica states that the Town and its Administration have been very helpful throughout the Audit process and they take pride in making sure things are improving and operating efficiencies are improving. They would like to thank everyone involved.

The Board of Selectmen also take a moment to thank Erica and Frank for their time and efforts, as well as everyone from the Town who has helped with this Audit process (Karen White and Sharon Harding-Reed).

Selectman J. Brunelle and J. Hoch mention that copies of this Audits Financial Statements will be made available to the public and distributed to the required Agencies (bank, lenders etc.).

## **Administrator Report**

### **New Business**

#### **Treasurer Re: Banking**

Administrator J. Hoch tells the Board that the Town's Investment Policy states, "The Board, in conjunction with the Town Treasurer, shall periodically review the Town's banking relationship and determine if there is a need to undertake a competitive bidding process for the selection of banking, investment and/or cash management provider(s). Such a review should, at a minimum occur at least once every four years." Jason states that the Treasurer and he have discussed this matter and their view is that there is no need to undertake competitive bidding since the market has not changed since the last proposal, and there are no new branches of banks closer to Litchfield (which was the main determining factor for the Town last time.) J. Hoch mentions that he discussed with a colleague who recently just went through the bidding process and found that Santander still has no government banking presence in NH and Peoples United had the best rates, (but in the Town's case, not applicable as the rates still not different enough to justify going to a different branch.) So the Town will continue to bank with TD, there have been no significant

changes in either fees or interest rates in the past year, and the bank's online tools and reporting generally meet the Town's needs. So no need for a bid proposal, the Treasurer and he are happy with the TD.

Selectman J. Brunelle and the Board have no concerns with this recommendation.

Selectman F. Byron **motioned** that the Board of Selectmen at the suggestion of the Town Treasurer, and Town Administrator agree and find no need to enter into a bid process to re-bank the Town's assets at this time.

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

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

### **Prosecutor Contract Renewal**

J. Hoch tells the Board that he received a letter of recommendation (which he has shared with the Board) from Police Chief O'Brien to renew the contract for Police Prosecutor Lonnie McCaffrey which is set to expire on September 30, 2014. He mentions that the Chief highly recommends this renewal and states that this has been an exceptional year for case preparation and presentation in the Merrimack District Court, and is in no doubt because of Attorney McCaffrey. During his time as Police Prosecutor he has re-established the Town's competency and capability with the court. Attorney McCaffrey has also saved the town in court overtime, over the past year due to good case management and fiscal competence. Jason mentions that the Chief has requested a change to Attorney McCaffrey's contract, which would be in the compensation clause from \$59,160.00 annually to \$62,118.00. He feels this is a modest and reasonable request to retain the quality of services rendered. Attorney McCaffrey understanding the fiscal demands on the Town has not asked for a salary increase. This increase is extremely modest roughly 1.6% over a three year period.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the Prosecutor contract renewal of Attorney Lonnie McCaffrey.

Selectman S. Perry **seconds** the motion.

Selectman F. Byron states that under his contract he is able to other business as an attorney, and is wondering if Jason knows if he is.

Administrator J. Hoch states that he is doing work with other Municipalities, however Litchfield still holds most of his case work and have no problems scheduling conflicts with him.

**Vote carries 5-0-0.**

### **Old Business**

#### **Albuquerque Ave Extension - Impact Fee Use For Engineering**

J. Hoch reminds the Board that a couple months ago they had a conversation with the Road Agent regarding the 102 intersection issue. He tells the Board that Jack has mapped out plans and has spoke to Northpoint Engineering, and has received an invoice (which has been shared with the Board.) The invoice has broken out just the items related to the potential extension of Albuquerque. Upon looking at it Jason states that it seems like an appropriate use of Impact Fees. He mentions that there is approximately \$72,670 in the Highway Impact Fee Account, and this invoice is for \$4,121.60. So he is looking for the Boards approval for use of Impact Fees for

this purpose. He states that this will give enough information and dollar amounts attached to the project to go to the voters with a Warrant.

Selectman F. Byron **motioned** for the Board of Selectmen to approve the expenditure of \$4,121.60 from the Highway Impact Fee Account, for the purchase of a rough estimate of the Route 102 and Albuquerque Avenue Extension Project.

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

## **Other Items**

### **Prescription Drug Collection Box**

Administrator J. Hoch tells the Board that there is now a Prescription Drug drop off box, located in the lobby of the Town Hall (on the Police Departments side). This is to collect and dispose of unused and unwanted drugs safely. Jason states that the box is donated by CVS and the Police Department has protocol for secure management for collection and disposal of these medications. One of the Corporals and the Captain will have the ability to open this drop box, then they will weigh and package/seal the items, which will be taken for secure disposal at a site in Concord.

Selectman F. Byron asks if the Town has a policy on this.

J. Hoch states that the Police Department has an operating procedure for this, it is overseen by their Department not the Town. And had to have extensive approval from the DEA, Department of Justice and other Agencies.

### **Annual Fire Parade**

Administrator J. Hoch states that in observance of National Fire Prevention Week, on Friday October 3rd, the Annual Fire Apparatus Parade will begin at 6:30pm. The parade will start this year from the South end of Town, leaving Griffin Memorial School on Route 3A, heading south. The route is reversed each year to allow residents at each end of Town the opportunity to view the parade before dark. Also he mentions that the Open House for the Department will be on October 4th.

### **Auction**

J. Hoch mentions that the Auction for the Property on Corning Road will take place on Friday September 26th at 11:00am. He states the the first weekend of the open house had a lot of interest and a good turnout of about 30 people. The Board of Selectmen are not required to be present. Theresa Briand, the Town Tax Collector will be there due to her knowledge and handling of the auction.

## **Budget**

### **General Overview**

Administrator J. Hoch states that looking at the target that the Board recommended, which was equal to be this years Default Budget, by allocating funds within each Department. Then for him to come back and show the Board where the outliers were and have further discussions. He states that he is close to that number (slightly over) but will get back there as he works on a few areas as more data becomes available. He recommends, unlike previous years, that the Board

take all of the reviewed Budgets under advisement and vote the package all at once (with the exception of determining whether or not to include the discussion items.) This will be more efficient and allow fine tuning of numbers across Departments, until the Board approves the total budget to give to the Budget Committee at the end of October. So his suggestion for this evening is to discuss the Budget Items (outliers) he has outlined and shared with the Board, take the time for everyone to review and ask questions over the next few weeks, then have a final review and approval at the next BOS meeting. Board agrees with this approach and will discuss each Budget Item, and vote to approve on items they are clear on.

### **Information Technology - 01-4150.20**

#### **Line 630 Equipment Maintenance**

Selectman F. Byron states that the IT stipends has been an item talked about before by the Board. He mentions that Selectman J. Brunelle spends a tremendous amount of his time helping with the IT issues for Litchfield, for very little pay (\$12,000 yr.). He mentions that the Board appreciates everything that John does in order to help the Town. However, he is concerned about what happens if John ever leaves Town, the Town would have a significant increase to the Budget to hire someone to do what John has done for years, for such a small salary. Because it is unrealistic to think an IT Manager could ever be hired to do the work John has done over the years.

Selectman J. Brunelle states that having someone do the job as an Employee is probably not reasonable, and a contract rate the Town would be looking at an expense of around \$40,000 - \$60,000. John mentions that he does have a Professional Service Agreement (PSA) which is a company that backs him up when he is not available. He mentions that the Town puts \$5,000 a year in a fund that they draw off of when necessary. Selectman J. Brunelle states that he agrees the Town needs to get in the mindset that there is a significant cost associated with this service, and how can this be funded for the future. He mentions that personally he feels in 5 years when his children are older, he feels his family may move on to other things.

Board discusses options such as could the Town work with the Schools IT person over the next few years, and then work out compensation with them to help with the Town side also. They mention that this could be an issue where they bring in students at times, and the challenge would be with the Police Department and the necessary clearance and background checks needed. Board also discusses the option of putting money aside in a fund to start preparing for the future, so the Town will not be hit with a large expense all at once.

Jason states that going from zero to \$60,000 is a large number to swallow. So he reminds the Board that this is the same thing happening now in trying to deal with the Police cruisers, money needed to be put aside yearly and was not, so now the Town is struggling to find a way to fund what should of been done over several years, but now money needs to be found all at once. This is a known expense for the future, so do you take action now and plan, or wait and find yourself in this same situation.

Selectman F. Byron would like to put a plan in place for funding this and have John slowly transition someone into a position. Possibly teaching and showing someone how things are set up and giving over the necessary information needed for someone to take over. Board agrees with this idea, and feels it would be negligent if they did not act to do something.

Selectman J. Brunelle would also like mention that over the past few years he and the PSA's have built two documents, that are safely locked away. They would give someone access to all the necessary master passwords and information needed in case something were to happen. He also has worked on a live document for the past three years, which shows everything he and the PSA's have done from how the systems were built, back ups are done, schedules, data storage everything that would be necessary for someone to step in and have the necessary information to be able to deal with the Town's systems. Selectman J. Brunelle would recommend the Board look into the PSA company that he has been working with as a possible back up when the time comes, they are trained in how things are done within the Town, and how John does things. Board agrees to start putting money aside to have a fund available to help with this future transition.

Selectman F. Byron **motioned** to add \$12,000 as a stipends and maintain \$6,000 in the IT Contract Account.

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

#### **Line 740 - Equipment Purchase**

Selectman J. Brunelle tells the Board that the Town Clerks Office has two printers that originally supplied by the State many years ago, and dedicated to printing just State paperwork. These printers are well beyond their life cycle, and the State has been difficult to deal with in attempting repairs and replacement is not an option. They are looking to replace these printers with technology that will allow them to do all their printing from two machines, and are looking for the funding of \$3,000. Board discusses the State not maintaining these machines.

Selectman K. Bourque mentions that the Fire Department has line (740) in their budget for the replacement of a copier/scanner/ printer machine and is wondering if the Board should discuss this item also under the IT budget. Board agrees with this idea.

Jason mentions that the Fire Departments lease agreement for their copier is complete, they own that equipment. The Departments operating needs have changed, workflow now requires scanning of 11X17 documents (maps), and this machine is not adequate or reliable for scanning. He states that they are looking for an off-lease machine. He has spoken with the vendor and they expect a used machine would be available for \$5,500 or less, (the possibility of the old machine being purchased by the vendor). Jason states that combining the Town Clerk and Fire Departments needs (2 printers and 1 copier) into the IT Budget line would total \$8,500.

Selectman B. Lemire **motioned** for the Board of Selectmen to consolidate the two Department items into the IT Budget for equipment replacement in the amount of \$8,500.

Selectman K. Bourque **seconds** the motion. **Vote carries 3-0-2.**

#### **Assessing - 01-4152-10**

Administrator J. Hoch states that the Budget he is recommending for assessing services totals \$53,928, an increase of \$11,806. This is to cover the end of the 5 year re-evaluation plan for Litchfield. He discusses the breakdown of these amounts with the Board.

Selectman J. Brunelle asks why the Budget is showing a total of \$57,046. J. Hoch states this includes the assessing software from Avitar, which is needed to manage all the data.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve a bottom line budget for **Assessing - 01-4152-10** in the amount of \$57,046.

Selectman K. Bourque **seconds** the motion. **Vote carries 5-0-0.**

### **Personnel Administration - 01-4155-10**

#### **NH Retirement Rate Increase**

J. Hoch tells the Board that he has not reviewed all the retirement figures, he just got a notice from the New Hampshire Retirement System and it stated that rates will be increasing effective July 1, 2015. With an approximate cost of around \$6,000.

Jason states that the increases are as follows:

General Employees - from 10.77% to 11.17%

Police - from 25.30% to 26.38%

Fire - from 27.74% to 29.16%

So he has not finalized calculations in the Personnel Administration Budget.

#### **Line 60-260 Workers Compensation Insurance**

Administrator J. Hoch states that the Town has enjoyed the Workers Compensation (Premium Holiday) refunds from the Town's insurer Health Trust over the past 2 years, however those have come to an end and this will drop \$13,604 out of the Budget.

#### **Wage Plan Implementation**

Jason tells the Board that he has included Phase I of the Wage Plan as anticipated for the coming year. He would like to know if the Board would like to include it into the Budget, or implement something that will be free standing, such as a warrant.

Selectman S. Perry tells the Board he would like it as a Warrant Article, not in the Budget.

Board agrees. Jason will remove it from the Budget, and plan for a Warrant accordingly.

### **Police Administration - 01-4210.10**

#### **PD Wage & Benefits per contract**

J. Hoch just wanted to make the Board aware of these figures for the Police Department. He states that this is all under the Police Contract, that the voters approved. Jason states that this will be added in addition to the Default Budget

#### **Line 149 PD Overtime - Training**

Jason states that the Board had included this training in the Budget last year, however when the Town moved into a Default Budget this was something newly added so the Board decided to postpone and use funds elsewhere. The Police Department would like to add more advanced training and specialized skills, aside from the training the Officers receive at the Academy. Jason mentions that this would include crime scene processing, crash investigation, domestic violence, and report writing etc. The Police Chief states this will cost \$12,000 with fees and travel, as well as \$18,836 in shift coverage. J. Hoch states that \$9,000 is being proposed for approval.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the amount of \$9,000 for Police Department Training.

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

#### **Line 740 Equipment Purchase**

Administrator J. Hoch states that the taser equipment replacement purchase was approved last year, to be spread over a two year period. However, this year's was deferred due to the Default

Budget and equipment needs to be purchased. Jason reminds the Board that the tasers were purchased in 2007 for all the full-time Officers, and are good for approximately 5 years. These are over their life expectancy and the Town's model is no longer available and can no longer be serviced or repaired. Currently the Chief does not have a taser, and if any more become in need of repair it would leave an Officer with this needed protection. Department is looking for 14 tasers for a dollar amount of \$14,800

Board discusses the possibility of purchasing over a 5 year period. However this would not be recommended as the goal is to have all the Officers on the same weapon system. Also the Department cannot wait to replace the existing tasers over 5 years, they can no longer be serviced or repaired. The Board also discusses how much the 14 tasers are used, and the possibility of only replacing half this year and half next.

Selectman K. Bourque **motioned** for the Board of Selectmen to approve the purchase of half the tasers in the amount of \$7,407 and half in 2015 for the Police Department.

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

#### **Line 760 Cruiser Purchase**

Administrator J. Hoch tells the Board that Police Car #6 needed replacing and has been approved by the BOS. However, the Budget Committee has instructed that this show in the Budget.

Selectman F. Byron would like to know the status of the fleet of cruisers

Jason states that there are cars 3 & 4 which are the two newest vehicles leased in 2013, and the new car on order to (replace car 5), and another new car if the budget passes.

#### **Detail Vehicle Replacement**

J. Hoch states that part of the problem of retaining cruisers longer is that they are no longer in good condition to be used for detail vehicles. Car 8 (detail vehicle) is out of service, and cars 5 and/or 6 will not be able to be used as detail vehicles when they come out of active rotation.

Jason states that these vehicles are primarily used for visibility at events and special hazard area. However, through the first 8 months of 2014, \$478.25 detail hour vehicles were used. The Town charges \$15/hr, this yielded \$7,173.75 in revenue so far this year. This revenue is used to offset the cost of fuel use and routine repairs.

The Department and Jason are proposing replacing one of the detail vehicles with a new Ford Fusion Hybrid at approximately \$25,000 with basic setup costs of under \$5,000.

Selectman S. Perry states \$30,000 for a detail vehicle, why would the Board not purchase a new cruiser vehicle and rotate out an older one in the fleet for that kind of money. Board agrees on this as an option.

Board discusses the use of personal vehicles for details, as well as who uses the administrative vehicles and detail vehicle and why.

Selectman F. Byron mention why are cars being assigned to Captains and other individuals, this has not been the practice in the past. He states with the exception of the Chief, who has it in his contract to have a vehicle.

Selectman J. Brunelle states that a car needs to be available, (even if it is not assigned to anyone) to be at the station if they need to go on a call or emergency. He mentions that there are currently 3 cars available, the fleet has not been replenished over the years and the lose of vehicles to rotate, is a continuing problem that keeps coming up for conversation.

Board continues to discuss options for new and used vehicles, as well as the possibility of putting a vehicle into the budget later on in the year to help stagger the cycle of cars (Board discusses a 2-1-2 cycle).

Selectman J. Brunelle asks Jason if Detail Funds can be used for the purpose of purchasing a new detail vehicle.

J. Hoch states that he believes the Detail Fund of \$27,500 can be transferred and assigned for this purpose. To purchase a detail vehicle, (the Detail Fund buying it from the Town).

Selectman F. Byron **motioned** for the Board of Selectmen to add an additional Police vehicle, making a total of two be put into the 2015 Budget, and that they utilize \$12,500 from the Detail Fund to offset the cost.

Selectman K. Bourque **seconds** the motion. **Vote carries 5-0-0.**

### **Fire 01-4220-10**

#### **Line 740 Thermal Imaging Camera**

Administrator J. Hoch states that the current camera is limited to an extremely limited wide degree of spread and only shows imaging through variations of grayscale. The Imaging technology is comparable to an early 90's computer screen versus a current smart phone.

Jason tells the Board that the camera is a decade old, it was one of the earliest models. When the camera received damage during training, it was difficult to get repaired, due to parts being limited and costly. J. Hoch states that the increase in the Equipment Replacement line is about 70% of the cost of replacement. This will be about a \$12,000 expense.

Selectman F. Byron states that last time this item was a Warrant Article. He feels there are a lot of items in the Budget along with 2 vehicle, and would hate to see the Budget fail. In which case nothing will be purchased.

Selectman S. Perry states that he feels it belongs in the Budget as a replacement. It should be kept in for now and when the Budget process is finished if it needs to be removed, do so at the end. Board decides to leave this item in the Budget for now, and review at the end of the process.

#### **Line 760 Vehicle Replacement**

Selectman J. Brunelle states that he feels the Fire Department should take over the Building Inspectors vehicle and get a newer vehicle (small truck) for his use.

Jason tells the Board that the problem with the current Forestry truck (2003 Ford F350) which carries a slide in tank and pump weighing 2000+ pounds, is that the gross vehicle weight of the truck is slightly over the recommended weight limits to carry this equipment. So the Chief is asking for funding to purchase a similar sized vehicle with a higher gross weight to adequately carry the necessary equipment, and the intent is to purchase a used vehicle. Leaving the 2003 Ford F350 as the Departments utility vehicle and used for snowplowing and other Department business. Funding this purchase would allow the Department to leverage auction and/or used vehicle options during 2015.

The Board states that the Department cannot use the Forestry Truck to travel to the Academy or for training, that would not be practical.

Selectman K. Bourque states that the Ford Explorer that was used, failed inspection in March 2014, and has not been replaced. The Town has been letting the Department use the Building

Inspectors SUV for training.

Board discusses spending \$18,000 on a used vehicle versus the Department continuing to use the Building Departments vehicle. Or the possibility of the Fire Department using their personal vehicles and the Town reimbursing them for mileage used.

Jason states that fixes last years problem to continue to use the Building Departments vehicle. This still leaves the problem of the Forestry Truck 2003 Ford F350, not being able to support the weight of the slide tank and pump equipment the Fire Department needs.

Board discusses military vehicle auction options. Jason states that \$18,000 may be on the high side, there are cheaper possibilities sometimes at auctions, it finding the right fit. He states this is not a crisis situation, and does not need to be solved immediately, but they would like funds available for when and if they find that right vehicle for the Department.

Selectman F. Byron **motioned** for the Board of Selectmen to have the Town Administrator construct a Warrant Article for \$18,000 to be put into a Reserve Fund and used for the purchase of a surplus vehicle.

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

### **Road Maintenance 01-4312-10**

#### **Line 686 Highway Salt Purchase**

Jason tells the Board that he is anticipating more Highway Block Grant, so he is not reducing his proposed spending, because that is gross appropriated.

He mentions that this to budget for a total of 1200 tons of salt, instead of the 1000 tons that the Town budgeted last year. Jason tells the Board that 1300 was budgeted for 2014.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the additional 200 tons of salt in the amount of \$9,826 for the Highway Departments Road Maintenance.

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

Jason asks the Board to review the rest of the Departments and he will summarize everything for final approval at the next BOS meeting. He states they are scheduled to meet with the Budget Committee at the end of October.

### **Selectman Reports**

#### **Sawmill Brook Vandalism**

Selectman S. Perry tells the Board that the Recreation Committee is looking for help in dealing with a continuing vandalism problem. He states that the circle at the end by the field is not visible from the road. So the problem is; the parking and handicap signs keep getting torn out of the ground, the bike rack that was installed continues to get kicked over, trash barrels destroyed. Steve states that kids are being flushed out from the area, however they are still hanging out down there, and continue to destroy property. The Recreation Committee is talking about the possibility of installing cameras into their Budget line, and hoping the Board will back them up on this issue. Also to join them in speaking with the Police Department regarding possibly more patrols to the area.

Selectman J. Brunelle mentions that cameras are possible, however it is a large area to cover. He recommends that the Towns security person takes a look at the area, and gives his recommendations along with a price. Then the RC and Board can make a decision on what may

work best.

Selectman S. Perry also mentions that when you enter the Park near the bike path, there is a drop that has developed from cars entering/exiting. He and the RC would like to know if Jack could bring in some gravel to build that back up level with the road.

Board states that Jack can certainly bring gravel to help with this situation, and he can also reset the (possibly cement) the parking signs back in place. They state that this is Town property and the RC can certainly ask for any assistance with maintaining the property.

### **Items moved from consent**

Selectman J. Brunelle states that back in March the TA contract was talked about in length and was deferred it due to the Default Budget. So they are now looking to sign this contact, it will be valid until December of 2015. J. Hoch will be going on the Town plan at that time as agreed to by the Board and he. Selectman J. Brunelle mentions that they will have Jason modify the contract and add a line stating the Town Administrators pay wages will follow the guidelines of the Town policy and pay scale.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the agreement/contract with the addition of the line discussed by the Board for the Town Administrator J. Hoch.

Selectman K. Bourque **seconds** the motion. **Vote carries 5-0-0.**

### **Other Business**

Selectman F. Byron mentions that the question has come up regarding the posting of videos on the Town's website, that they are a month to a month and a half behind.

Selectman J. Brunelle states that there is a live feed posted after the meeting that is transferred to PEG Central and is up within 24 hrs., then there is a posting to Facebook and Youtube within 24-48 hours. He states that for the last month to month and a half, there has been no video out of Town Hall, and the video out of Campbell HS has been challenging also. There have been failures in the system. They were waiting on parts, and it is in the process of being fixed as the Board speaks.

### **Sewer Extension**

Administrator J. Hoch tells the Board that this item is moving closer to the top of his to do list. Now that a good deal of the Budget is in place he will be working on this and hopefully get something out in October.

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

Selectman John Brunelle states that the Board of Selectmen will be adjourning the public portion of the meeting to go into a non-public session, and will only come out to adjourn. He takes a roll call vote - Selectman K. Bourque (yes), Selectman Lemire (yes), Selectman F. Byron (yes), Selectman S. Perry (yes), and Selectman J. Brunelle (yes).

The next Board of Selectmen's meeting will be on October 13, 2014 at 6:00pm at Town Hall

***Approved October 6, 2014***