

# TOWN OF LITCHFIELD BOARD OF SELECTMEN

## October 27, 2014

### Selectmen's Meeting

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

Also Present: Jason Hoch, Town Administrator

5:00 p.m. Paperwork review  
6:00 p.m. Call to Order  
9:00 p.m. Non-Public Session per RSA 91-A:3 II(c) - Reputation

### **Pledge of Allegiance**

#### **Review of Items for Consent:**

1. Minutes of October 6, 2014
2. Approval of Account Payable Manifest (\$12,823.42)
3. Approval of Payroll Manifest (\$48,916.26)
4. Acceptance of Moose Hollow Road Extension and Maintenance Bond
5. Approval of Second Issue of Tax Warrant

### **Approval of Consent Items**

Selectman J. Brunell reads aloud the items for consent

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

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

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

Selectman J. Brunelle states that two items have been added for discussion

- 1) Deposit and handling of money receipts
- 2) Election Coverage

### **Recreation Commission Member Application - Jessica Philbrick**

Selectman J. Brunelle states the Board of Selectmen have a recommendation from the Recreation Commission regarding a new member application for - Jessica Philbrick. He asks her to come forward and tell the Board a little about herself, and thanks her for volunteering. Jessica tells the Board that she is a stay at home mother of a 5 and 18 year old. She states that she runs the local "Play Group" in town, and has organized the town's Easter Egg Hunt. Jessica mentions she is looking to improve the playgrounds in town, and has time available to

volunteer and felt the Recreation Commission would be a good fit.

Selectman F. Byron asks if she will be able to attend all of the RC meetings.

Jessica states that she lives close and has a built in babysitter with her 18 yr. old, and feels she will have no problems.

Selectman F. Byron asks Jessica if she has any reservation or issues with being televised (as the meetings are recorded).

Jessica states that she did not know the meetings were televised, but she is not camera shy and has no issues with this.

Selectman B. Lemire asks Jessica if she has any background with recreation, or just a general desire to serve and volunteer.

Jessica states that she does not have a recreation background, it has just revolved around kids. She was actively involved in the Community when she lived in Raymond, and wishes to get more involved here in Litchfield.

Selectman S. Perry arrives

Selectman B. Lemire **motioned** for the Board of Selectmen to accept the recommendation from the Recreation Commission to appoint Jessica Philbrick as a new member.

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

Selectman F. Byron states that Jessica will need to get sworn in with the Town Clerk.

### **Public Hearing - Acceptance of Unanticipated Revenue**

Selectman J. Brunelle opens the Public Hearing

Town Administrator J. Hoch states that there have been a variety of Unanticipated Funds come in this year. Some have been discussed and some funds have been informally committed. He states that a Public Notice will have to be done, due to the amounts being over \$5,000 (the law has since increased the amounts to \$10,000). Jason states that the Board has to accept the Revenue then choose to appropriate as needed. Jason states that the following amounts need to be accepted then appropriated.

Source:	Merrimack Valley Water District	\$16,752.00
	HealthTrust 2011 (return of surplus)	5,778.78
	Tax Deed Property Sale Penalty	35,869.95
	HealthTrust (second return)	18,767.97
	NH The Beautiful Grant	<u>\$ 5,000.00</u>
	Total	\$82,168.70

#### Appropriations (as recommended)

HealthTrust 2011 Employee/Retiree share	\$ 2,295.63
Police Cruiser Replacement	40,000.00
HealthTrust (second return) Employee/Retiree share	7,269.19
Skid Steer	<u>\$ 5,000.00</u>
Total	\$54,564.82

Jason tells the Board this leaves a current Unassigned Balance of \$27,603.88.

He asks the Board if they have any questions regarding the sources of the Revenue, or about the recommended usage of appropriations, before accepting. If the Board wishes to discuss options for the usage of any of the Unassigned Balance, he has made no recommendations for this money. Jason states these funds can be put into the Fund Balance to offset future years taxes. They can also be retained till year end in case something unexpected should happen, then apply the funds.

Selectman J. Brunelle opens the Hearing to the public for discussion - No one from the Public  
 Selectman J. Brunelle closes the Hearing to the public.

Selectman F. Byron **motioned** for the Board of Selectmen to accept the Unanticipated Revenues

Source:	Merrimack Valley Water District	\$16,752.00
	HealthTrust 2011 (return of surplus)	5,778.78
	Tax Deed Property Sale Penalty	35,869.95
	HealthTrust (second return)	18,767.97
	NH The Beautiful Grant	<u>\$ 5,000.00</u>
	Total	\$82,168.70

as well as any accrued interest.

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

Selectman B. Lemire **motioned** for the Board of Selectmen to Appropriate as recommended the

HealthTrust 2011 Employee/Retiree share	\$ 2,295.63
Police Cruiser Replacement	40,000.00
HealthTrust (second return) Employee/Retiree share	7,269.19
Skid Steer	<u>\$ 5,000.00</u>
Total	\$54,564.82

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

Selectman F. Byron **motioned** for the Board of Selectmen to deposit the Unassigned Funds currently totaling \$27,603.88, plus any accrued interest into the General Fund.

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

Selectman J. Brunelle closed Public Hearing

## **Administrator Report**

### **New Business**

#### **Pole Licenses**

Administrator J. Hoch states that he has shared with the Board some amendments being made to the pole licenses given out by the Town. J. Hoch tells the Board this is regarding a tax abatement case by Fairpoint, relating to the pole licenses issued to them and others, to place their poles/conduit/lines in the public right-of-way. Jason states that Jae Whitelaw from Mitchell Municipal Group has given numerous instructions that will have to be followed, but he wanted to give the Board a heads up that this will be a topic at a future meeting in November..

### **Demonstration Permit**

Administrator J. Hoch states that late last week, the Police Department received a complaint on behalf of Fairpoint Union regarding their desire to conduct mobile pickets. He has shared with the Board a letter from their Union Counsel, which was also forwarded to Town Counsel. Town Counsel had concerns with the time frame in the current ordinance, with the number of days to request the issuance of a permit being too long, based on current court activity. When this was received on Friday of last week Chief O'Brien being advised by Counsel suspended enforcement of the parade/demonstration permit that afternoon. J. Hoch states that per Attorney Whitley's recommendations, they have drafted replacement language to amend the ordinance to reflect a much shorter time period 2-3 days (no longer than 72 hours), and will be authorized by the Litchfield Board of Selectmen or their designee. Jason reads the change from Counsel

"The expedited permit process is also available in the case of urgency due to spontaneous expression or fast-breaking events. This process allows the Chair of the Board of Selectmen or his designee to grant a permit as soon as practicable, but in no event longer than 72 hours of the request, excluding weekends or holidays. In the event of an expedited request the same application will apply. The purpose of the expedited process is to allow individuals the legitimate right to exercise free speech rights without undue delay, as balanced against the Town having sufficient time to assess the request so that adequate law enforcement is available and prepared to ensure the safety to the public as well as to those utilizing the permit to express themselves. As soon as the Town believes that the proper measures are in place to protect the public as well as those expressing under the permit, it shall issue the permit". Counsel is recommending that the Board of Selectmen appoint the Police Chief, Town Administrator, Fire Chief or Road Agent as designee to act in their absence".

Selectman F. Byron recommends that if the Board of Selectmen's Chairman or the Vice-Chairman are not available then it falls to their appointed designee.

Selectman B. Lemire **motioned** for the Board of Selectmen to accept the new language as recommended and discussed for the Public Demonstration Ordinance.

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

Selectman J. Brunelle mentions to Jason that they should go through the regulations and have them posted somewhere to be viewed.

### **Public Input**

Joe Cabral 7 Brickyard Drive, asks the Board of Selectmen if it is illegal to dump anything on town property. The Board states in most cases there could be a fine, but it would depend on what is being dumped. Mr. Cabral has addressed the Board previously regarding grass clippings being dumped by the landscaping company that mows at the towns field on Brickyard. He states that Jack (Road Agent), and the Recreation Commission have tried to resolve this issue and even cleaned up the area. However, Mr Cabral tells the Board that it is still ongoing and the smell is terrible. He feels that the landscaping company contracted should be made to clean up the area.

Selectman S. Perry states that the Recreation Commissions contract with the current

landscaping company did not specify that the clippings be removed off site. He states their contract is due to expire, and the RC has since revised a new contract stipulating the removal of clippings, and is in the process of putting the mowing out for bid.

Selectman J. Brunelle states that it is on Town property, and it is the Town's responsibility to remove the clippings if it was not specified and has become an issue. He and the Board discuss having Jack take a look and possibly have the rest of the clippings removed.

Mr. Cabral also discusses with the Board a continuing problem with the parking down at the field, cars are parking in no parking areas (ignoring signs) and blocking the view for traffic to safely pull in and out. He has discussed this matter with the Police Chief, and would like the cars to be ticketed. He feels he should not have to continuously call the PD, they should enforce the law. He also mentions that when parents sign their children up for sports they could be given a written notice stating the rules and where not to park.

Selectman S. Perry states that notices have been sent out in the past to people from Town, however, we can do nothing about people or teams coming from other Towns.

Board discusses options for parking, and feel if there are "no parking" signs in place and people are still parking illegally, they should be warned then ticketed or fined by the PD. They also discuss getting the sports schedule from the Recreation Commission and sharing this with the PD and having them patrol the area during those times. Board states that they will communicate and address this matter with the Chief.

Chris Pascucci 12 Colonial Drive, states he is here speaking as a citizen not as a member of the Budget Committee, and that he has a positive message or potential solution. He discusses with the Board a conversation he had with a member of the community. Mr. Pascucci states that he feels there is no process within the community to hear, discuss or debate differing opinions. He feels the options are limited to public input at the BOS meetings, speaking at Town Deliberative and states neither gives an opportunity for a conversation. Chris states that during the Budget process there is no forum for input from the voter, and there needs to be more opportunities for dialogue, and the Board of Selectmen need to reach out. He states that none of this is personal, he feels all the members of the Board are great, hard working people.

Selectman F. Byron mentions to Mr. Pascucci that he would like to correct his misconception as to who makes up, and has the final decision as to what goes into the Budget. It is not the BOS it is the Budget Committee. He also states that there is a forum for discussion on the Budget, and the reasons for it and any questions the community may have about it, and that is at the Budget Hearing. This is the place to discuss, add, remove or have a conversation on anything regarding the Budget. He states that there are usually only 5-10 people present, he would like Mr. Pascucci (as a member of the BC) and the Budget Committee to really promote within the community for people to attend the Budget Hearing. This could be a great venue to promote conversation and feedback within the community.

Mr. Pascucci states he was speaking as a citizen not as a BC member. He agrees the Budget Hearing would be a good forum, and would like the opportunity to work with the Board as a citizen to make that possible.

Selectman J. Brunelle closed public input

Selectman J. Brunelle mentions he would like to clarify that the voters who have put the Board of Selectman in this office have an opportunity every two weeks to come in and speak with the Board. The community also has the ability to get in touch with any member via email, phone calls or letters (especially if they have concerns about receiving a thumbs up or thumbs down publicly). Also, that these forums do allow for a two way conversation, and would encourage anyone to come down to speak at a Board meeting if they have any questions/concerns regarding the Budget or any topic. He invites anyone in the community to join the process, in anyway that makes them comfortable, their input is always welcome. Selectman B. Lemire agrees, and states that he and other members of the Board are constantly, (day in and day out) in contact with members of this community.

## **Old Business**

### **2015 Budget - Revenues**

J. Hoch states that he has shared with the Board figures showing Proposed Revenues for 2014 and Revenues reported on the MS-4 report for 2015, which will be the number used to set the tax rate. Jason states that interest and penalties from delinquent property taxes went down, and vehicle registrations and building permits have increased. He mentions that this shows some households are doing better. Administrator J. Hoch projects this changes will continue into next year. He tells the Board that the other area of change is the income from Departments, this is due to deferring the sale of recycling materials. Jason states that he is showing the Revenues flat relative to what the tax rate will be set at. He also mentions that the Revenues have to be accepted by the Board so he can send the figures to the Budget Committee to be recorded on the MS-7 form.

Selectman F. Byron **motioned** for the Board of Selectmen to accept as the Revenue estimate for 2015 the amount of \$2,189,564.

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

### **2015 Supplemental Budget Information**

Administrator J. Hoch tells the Board that previously when updated information has been received regarding Budget items, they would be logged and the Board would make a change in December. But given the new approach by the Budget Committee, he is not sure how the Board wishes to handle this. Jason mentions he has noted actual amounts, (which are the changes after the Board has already approved the changes) on the budget worksheets.

Selectman F. Byron states to be clear that the Budget Committee does not want to take changes to the Budget based upon methods used in the past. Such as if the BC had approved the final Budget, and there was a savings the BOS could reopen the Budget and use the money to offset the next years spending by applying the savings (underspent) from the prior year to the future year. So he feels that any money that is not spent, it should be put into the General Fund and in September of 2015 use that money to offset taxes.

Selectman J. Brunelle states that his concern with that is when the tax impact is stated, it will not represent what is going to be committed in the future year. Board discusses this and how what will be posted on the ballots as impacts to the tax rate will not be correct.

Jason states that the tax rate will not really go up, because the following year the money will

still be used to offset the tax rate. Board states that they struggle with this way of handling the Budget, but this is the wishes of the Budget Committee.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the Supplemental Budget Items and forward them to the Budget Committee.

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

Selectman B. Lemire **amends** his motion to include the following Supplemental Budget Items

- New rates for Pennichuck for the balance of this year and next year. (This year's projection adjusted accordingly). 2015 Budgeted \$299,325; actual will be \$295,308.

- Primex has notified that Unemployment Compensation will be decreasing from \$6,318 to

  - \$4,481

- Primex has notified that Workers Compensation will be increasing from \$61,691 to \$66,626

- Property-Liability Trust has notified that Property Liability insurance will be increasing to

  - \$61,505 (budgeted \$59,811).

- HealthTrust has notified that dental insurance will be unchanged for the July 2015 renewal.

Selectman J. Brunelle asks for any further discussion. **Vote carries 5-0-0.**

### **Projected 2014**

J. Hoch tells the Board he has updated and revised through October 15th, the running projections of actual line expenses for 2014, against the Revised Default Budget. He states that accounting for the variety of known issues that are pending and some pessimistic projections about winter, etc., he stills shows spending at around 98% of the Budget. Jason mentions that since the last time he had done a full review, a few areas have changed, but nothing is dramatically different in the bottom line.

### **Road Agent Job Description**

Administrator J. Hoch states that previously the Board wanted him to clarify areas of the Road Agents job description, by separating the Foreman/Supervisor positions more clearly. He has shared the changes with the Board and is looking for their feedback.

Selectman F. Byron asks if the description mentions working within Budget constraints

Selectman J. Brunelle states yes, it states working within an Administrator approved Budget.

Selectman F. Byron would like to know why he/she would need to have a CDL license.

Board and Jason discuss that this shows knowledge of how the equipment operates (also for safety) and that the individual would also know how to operate the equipment if necessary.

They discuss that working as a RA does not mean you have to operate the equipment. The Board also questioned the area discussing physical demands for the job, the RA is a Supervisory/Administrative position and this seems to speak more to the Foreman position.

Jason states that the "physical demand" description is a required standard wording in a job description. The Board decides that the wording is "the ability to obtain a CDL" it does not state required, so feel it is alright to leave in the description.

Selectman K. Bourque asks if the Town has a Foreman job description.

Jason states that they do, but it should be updated also. He also mentions that the Foreman's job description and hiring are done by the RA not the Board.

Selectman B. Lemire **motioned** for the Board of Selectmen to accept the Road Agents job description.

Selectman F. Byron **seconds** the motion. **Vote carries 5-0-0.**

Administrator J. Hoch states that now the job description is approved and in place, what are the wishes of the Board that he do with it.

Selectman J. Brunelle states that a RA needs to be appointed before March 2015.

Selectman F. Byron states that Jason should start soliciting candidates.

Board has a discussion regarding appointing the current Road Agent or soliciting other candidates. They compare this appointment to the Treasurer's position, which was not solicited out to others.. They discuss that currently the RA is performing his duties above and beyond what is called for, with no complaints from anyone on the Board/Community, why would you solicit outside to others. Some feel the Board should do their due diligence and review any and all qualified applicants. Board discusses that a specific term can be set for this position, and the performance can then be evaluated.

Selectman B. Lemire **motioned** for the Board of Selectmen to appoint Jack Pinciario as Road Agent for a term of one year, expiring in March 2016. At which time the Board of Selectmen can choose to revisit the position.

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

Selectman B. Lemire **amends** the motion to state, Pending a written letter of his acceptance for the position.

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

Selectman S. Perry states that when the Board went to the voters and asked for this to be an appointed position, he does not believe they clearly understood this would necessarily reappoint the same person. He feels it was to search out the best candidate for the position.

Selectman J. Brunelle asks the Board to vote on the amended motion. **Vote carries 3-2-0.**

Selectman S. Perry would like to request the Road Agent put together a written job description for a Working Foreman position.

### **Solid Waste Facility Baler**

Jason Hoch states that after reviewing several options and vendors, he has shared the information and options that were pursued. Total cost was \$12,970 which included the equipment, installation and delivery (less trade allowance for the old machine). Jason mentions that he will need a vote from the Board authorising the use of the Public Works Expendable Trust Fund for this purpose. Board states that approval was already done in the amount of \$13,000.

### **2015 Warrant Articles**

Administrator J. Hoch tells the Board that he has started a list of possible Warrant Articles. Those needing an Appropriation he would like to discuss and get the Boards feedback, before constructing a final draft. He is looking to get the final Articles to the Budget Committee by mid

December.

Fire/Highway Department Vehicle

Jason tells the Board the first is from a previous budget discussion for the purchase of a Fire Department and Highway Department replacement vehicle using Capital Reserve - \$20,000 (funds available to buy from surplus/auction when appropriate vehicle becomes available. If nothing suitable comes available, funds could be applied to future vehicle purchase for either Department. J. Hoch mentions an alternative could be to establish Equipment Capital Reserve Funds for the Fire and Police Departments. This would cover the cost of acquiring a surplus vehicle for the Fire Department, as well as the replacement of critical items that may fail during the year. A similar approach could be taken for the Police Department, as part of capital improvement planning. Recognizing that there are items such as radios, radar, dispatch consoles that do not have to be replaced right now, but we know they are on borrowed time (when they eventually fail, they will need to be replaced). This would follow the pattern of the Public Works Capital Reserve Fund and the Building Systems Fund. His recommendation would be to establish these types of Funds for all other appropriate Departments with the same level of funding \$20,000-\$25,000, an amount that would cover the majority of items that if they fail mid year they can be replaced, without having to much in the account that it replaces budgeting for items that really should be a part of the Budget process and Capital Planning.

Selectman J. Brunelle asks why not create one Capital Fund to cover everyone.

Selectman S. Perry states because the Board voted not to have a Contingency Fund any longer, and now all these buckets for money have been created instead.

Jason states that these funds are raised once, then they are set.

Selectman F. Byron states why not just purchase the necessary vehicle and be done with it. Board discusses the vehicle that needs to be replaced for the Fire Department, which is the Utility Truck that carries the water tanks (skid unit) to fire calls.

They discuss the options of new or used, and what the use of the old Utility Vehicle may be, as well as other needs within the Department. It is discussed that the members of the FD use their own vehicles for training/travel purposes and be reimbursed for mileage. It is also mentioned that the FD cannot house all the vehicles they currently have, space is an issue. They also briefly discuss that in the near future the FD will possibly be needing a new fire truck, due to the fleet is aging, and this has to be considered when talking about Capital Funds, and asking the voters for money.

Board agrees scrap the idea of a Reserve Fund and to ask the voters in a Warrant Article for exactly what is needed this year, which is the replacement of the Utility Truck in order to carry water to a fire. Jason is advised to speak with the Fire Chief and decide on what best fits their need and put a plan in writing.

Selectman J. Brunelle mentions to the Board that before there could be any future discussions regarding fire trucks, there has to be a discussion on an expansion or addition on the Fire Station. Currently there is no room to house any large equipment/vehicles (any new vehicle will not fit they are all too tall).

Selectman F. Byron states that the Town needs to look at the possibility of adding an addition to the current station to house a new vehicle. Board discuss that this has been discussed and

the options have always been very limited, due to setbacks and underground tanks, etc. They conclude that a Warrant Article should be done to have some engineering done to see what if anything could be done at the current location, and what options would be available. Some engineering specs were done a while back, but all the information needs to be updated. This would also fit into the information needed for the Capital Improvement Plan as well.

Administrator J. Hoch states that the space needs of the Fire Department need to be addressed, and all plans need to be dusted off and looked at to see what can be done at the current site. Engineering plans were put on hold a year or so ago due to funds needing to be spent elsewhere. So he suggests that the Fire Impact Fund has approximately \$23,000 which a portion can be used for updating information and having engineering specs done to look at options available. Board agrees to move forward with this.

#### Paint Stripping Unit

Selectman J. Brunelle states that the Board has agreed to add a paint stripping unit to a Warrant Article in the amount of \$7,500.

Selectman S. Perry asks how much does the Town spend on paint stripping a year now.

J. Hoch states \$10,000 - \$15,000, but it would drop (with the purchase of this machine) to \$5,000 - \$7,000.

Road 1 - Pinecrest (Moose Hollow to Hillcrest) \$97,089 & Blue Jay Way \$133,969  
for a total of \$231,058

Roads 2 - Pilgrim Drive (south) \$164,087

Administrator J. Hoch states that the Road Agent currently show 2.2 million needed to do all the necessary repairs on the roads in Town. As discussed previously he has given a written plan showing a breakdown all the roads needing repair and has rated them from most in need to others that can be pushed back. Jason and the RA have looked at the possibility of increasing the dollar amounts for road repairs this year, and voters seem to be in agreement on wanting the roads repaired as well (voters passed repairs overwhelmingly). It was also suggested to not bundle all of the repairs into on Warrant Article, separate them, so Jason is showing two.

J. Hoch states that the Highway Block Grant money (\$170,000) is already in the budget and scheduled to be used for the remaining section of Stark Street and Nesenkeag (east of Albuquerque) for reclaim and paving.

Board discuss the pros and cons of listing the roads individually for Warrant Articles. Also the option of bundling a group of roads totalling (\$400,000) over a 5 year plan to see if the voters would approve.

Selectman F. Byron states that this has been done before and the voters did not agree to fund that large of an amount of money every year.

Board agrees to separate roads into individual Warrant Articles and let the voters decide what they would like or can afford. Also for Jason to discuss some of the other options with the RA and see if they can come up with any ideas to present to the voters.

#### Albuquerque Extension Engineering

Jason Hoch states that he is waiting on an updated letter and cost from Northpoint Engineering.

#### Fire Department Airpacks

Administrator J. Hoch tells the Board that they had raised \$21,000 towards the airpacks in 2014 in anticipation of receipt of a regional grant. The grant was not funded in 2014. He states that it is the intention to apply again in 2015. However, the Departments airpacks need to be replaced in 2015. They expect the total cost to be around \$184,000 (or \$163,000 in new money). J. Hoch tells the Board that if the Town raises the money outright, or commit to a lease, the chances of success in the grant program will fall significantly (if the town has already funded the program, why would a grant be awarded). So in general terms, if the Town does a lease/purchase you would be looking at around \$65,000/yr over 3 years, \$50,000/yr. over 4 years, and \$40,000/yr over 5 years. Jason states that these numbers would need to be fine tuned with actual bid prices and netting out deposits. He has attached information from the Chief that gives these ballpark numbers. Jason tells the Board that he and the Chief have reviewed various strategies for this, and their best recommendation is to raise the full balance remaining (approximately \$160,000) from Fund Balance. This would allow the Department to replace the packs if needed, but also to remain viable for the grant (could explain that this would deplete the Fund Balance, etc.). If the grant was awarded then the money would go back into the Fund Balance.

Selectman J. Brunelle states that they need to be replaced this year, it is a safety issue, and if this allows the Town to still apply for the grant. Board agrees to have Jason write this Warrant Article using the Fund Balance.

#### Replenish Public Works Capital Reserve Fund

Jason tells the Board this is to replace what was taken out

#### Human Service Agency

Administrator J. Hoch states that last year the Town gave \$4,952, which is a fraction of what is requested. He has shared a list of agency names showing dollar amounts attached, and any additional supporting documents.

Board states they want to ask for the full amount and list all of the agencies along with the dollar amount for the voters to see. Then at the Deliberative Session they can be discussed and the people can choose what they wish to keep or remove.

#### Wage Plan

J. Hoch mentions that the Board was implementing this Plan with \$30,000 from Fund Balance Jason also mentions that earlier this evening when discussing and accepting the Unanticipated Funds of \$27,000, this could be used for this purpose as well.

#### Welfare Trust Fund

Administrator J. Hoch states that \$20,000 is raised each year, and the costs are unknown. Selectman J. Brunelle states that the Budget Committee will act to cut this line from the

Budget.

Jason tells the Board that this is an area where they can overspend the bottom line of the Budget (all other areas have to be exhausted), because Welfare has to be paid by the Town.

### **Other Items - None**

### **Selectman Reports**

Selectman S. Perry tells the Board that there is a Recreation Commission meeting tomorrow evening. He states that the RC but the lawn mowing contract out for bid and all bids need to be back by November 10th.

Selectman F. Byron tells the Board that Thursday he attended the Budget Committee meeting and he would like to update the Board on what was discussed regarding the Budget. He states that the IT Budget was discussed and the BC expressed concerns regarding the stipends that was to be paid to Mr. Brunelle. They feel it is a conflict of interest, and it will probably be pulled from the Budget. BOS states that there has never been a concern regarding Mr. Brunelle doing the IT work since 2006, but now that a stipends has been added there is a conflict and concern.

Selectman F. Byron mentions that if it is the intent of the BOS to start a fund (in preparing for Mr. Brunelle leaving the IT position) then he suggests considering putting money into the Contracted Service line where the Board added \$6,000.

Selectman J. Brunelle states that he had a very difficult time with the commentary at BC meeting, especially the public input. He has been doing the IT work for the Town since 2006 (never collecting a stipends). There has never been a concern, question regarding ethics or conflict expressed by the Town or by his Employer who is aware of the volunteer work he does for the Town. He has always abstained from any votes as a Board of Selectmen member that revolved around the IT Department. John also mentions that he has received several phone calls from his employer and colleagues regarding what has been brought into question, and felt he should be concerned. He mentions that he enjoys serving as a Board member, doing the IT work and loves volunteering for the Town. He has provided countless hours and has saved the Town a great deal of money, and has never asked for anything in return. He was trying to prepare the Board/Town to think ahead and budget in order to pay for an IT person to take over his position when he leaves (Board felt they would add a stipends in preparation). Selectman J. Brunelle states that he has all the necessary credentials and more, and is quite capable of separating his two roles and does it with his job and clients every day for 30 years. So to call into question his professional reputation, and ethics is very upsetting and disrespectful to him. He has been committed to this Town.

Selectman B. Lemire asks if the BC is aware of the expense for someone to come in and do what Selectman Brunelle has done.

Selectman F. Byron states yes they are aware of a \$50,000-\$60,000 expense. He states the BC has not voted yet on this, he is just making the BOS aware of the situation.

Selectman F. Byron states that within Solid Waste budget the BC felt that maintenance should be cut back on, due to the Department getting the new baler.

He mentions that under the Executive Budget the BC discussed cutting all stipends for the

BOS members, because they did not accept them this year (the Board chose to use the money elsewhere in the Budget where it was needed). They are thinking of putting it as a Warrant Article, and would like the BOS to take that forward to the voters.

Selectman S. Perry asks if they are removing all stipends and placing them on a Warrant.

Selectman F. Byron states that when asked the BC stated they were here to discuss only the Board of Selectmen's portion of the budget. They also questioned the raise that was given to the Town Administrator J. Hoch (they felt it was 10%). However, they are not seeing that there was a deferral of pay by Mr. Hoch. Selectman F. Byron has asked Jason to calculate this out so he has it for future reference during discussions.

Selectman F. Byron states that the BC has also requested the past and present contracts for the TA, Fire and Police Chiefs. Board states that these are public documents and that there is no problem with them receiving them. The Board mentions that they should be aware that it is not their right to discuss any provisions of the contracts, only the way of fund the contracts.

Selectman F. Byron states that there was also a discussion with the BC regarding NHMA, they feel the information provided by them is inaccurate and not of interest to them. He mentions that the BC Chairman requested the NHMA data on the administrative salary which he has no problem providing, but it is irrelevant because there is a contract (and the BOS set the amount)

Selectman F. Byron tells the Board that the next budget they had questions on, was the Account Budget. Administrator J. Hoch states that there was an extensive discussion regarding bank deposits and mileage, which is continued into this week. They state that the amount paid out for travel to the bank should be cut, and the money should be held at the Town Clerks Office for a longer period of time. J. Hoch states that there is a \$1,500 limit set, for cash or checks.

Selectman F. Byron states that the RSA clearly states that the BOS makes decisions when it comes to deposits. He also discusses the theft that occurred in 2008 by the Treasurer in the amount of \$212,000. He states that part of this occurred due to the Treasurer being able to hold and carry the Town's money. He and the Board feel in is in the best interests of this Town to not allow anyone to hold any money for any longer time than necessary, and should be deposited on a daily basis.

Selectman F. Byron tells the Board that under the Advertising Budget line, the BC questioned the dues spent on NHMA, and questioned what benefits the Town/Voter was receiving for this \$6,000. They are questioning removing it from the Budget.

Selectman F. Byron states that there was also discussion about reducing the Welfare Budget down to \$1,500

They also questioned the higher expenses in the Patriotic Purpose Budget, this was due to some of the grounds work done with the Historical Society being charged to this account, instead of General Government Buildings.

Selectman F. Byron states that there is another Budget Committee meeting this Thursday, October 30th. They will be taking votes on these Budgets mentioned, and discussing the rest of the Budget.

#### **Items moved from consent - None**

## **Other Business**

### **Deposits and Handling of Money Receipts**

Administrator J. Hoch just wanted to highlight the deposit process for the Board. He states that when the day is closed out in the Town Clerk/Tax Collector's Office the daily reports are run, and everything is verified. Deposits are prepared and the day is closed out, all paperwork and funds are placed into the safe. Next morning the deposits are transported to the bank, due to no bank being near they are held to the next day.

### **Election Coverage**

Selectman J. Brunelle discusses election coverage for the poles - Election Day is Tuesday, November 4th from 7am-7pm at Campbell High School.

All the members of the Board state they will be providing coverage throughout the day.

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

Selectman B. Lemire **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(c).

Roll call vote - Selectman K. Bourque (yes), Selectman B. Lemire (yes), Selectman J. Brunelle (yes), Selectman F. Byron (yes), Selectman S. Perry (yes).

Board will only come out of non-public to adjourn.

The next Board of Selectmen's meeting will be on November 10, 2014 at 6:00pm at Town Hall

*Approved November 10, 2014*