

# TOWN OF LITCHFIELD BOARD OF SELECTMEN

## May 18, 2015

### Selectmen's Meeting

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

Absent: John R. Brunelle, Vice Chairman - Excused

Also Present: Jason Hoch, Town Administrator

5:00 p.m. Paperwork review  
6:00 p.m. Call to Order  
6:35 p.m. Non-Public Session - RSA 91-A:3,II(a) - Compensation  
Non-Public Session - RSA 91-A:3,II(c) - Reputation

### **Pledge of Allegiance**

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

1. Minutes of May 11, 2015
2. Approval of Account Payable Manifest (\$36,946.22)
3. Approval of Payroll Manifest (\$42,008.42)
4. Pipeline Info table at Solid Waste Facility
5. Renewal of Delegated Deposit, Investment Authority from Treasurer to Terri Briand  
Pat Textor & Claire Croteau

### **Approval of Consent Items**

Selectman S. Perry 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 3-0-1**

### **Request for Items - Other Business - None**

### **Administrator Report**

#### **New Business - None**

#### **Old Business**

#### **IT Services**

Administrator J. Hoch states that at last weeks BOS meeting the Board wanted clarification from Counsel on the term "town official" which Jason was using in the IT contract with John Brunelle. He mentions that the intent was not to contract with John as a separate business, but to

continue through the umbrella of the town and the honorarium would be paid as official and/or an employee through payroll. Counsel stated that the term "town official" could pretty much refer to anything that the Selectmen want it to, since it would be their creation in the Personnel Policy. She felt using the term probably would not be the best fix, and since there were not fixed hours and wages the classification as a part-time employee could be difficult to use as well. Counsel and J. Hoch agreed that the best approach was to drop the classification altogether. So Jason states that in the section of the contract speaking on compensation it stays as compensation, and in section 2.2 the part referring to compensation will be referred to as regular payroll. Jason states that the rest of the contract stays as previously discussed.

Selectman F. Byron **motioned** for the Board of Selectmen to accept the contract for IT services as written and discussed.

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

### **Pipeline Information**

J. Hoch tells the Board that he has a meeting tomorrow May 19th with the Municipal Coalition, regarding the issue of hiring legal counsel. He anticipates a decision will be made at this meeting. Jason has shared with the Board information from a slide presentation from Access New England (Spectra) that Tom Young from NRPC forwarded to him.

Administrator J. Hoch mentions that he has shared notes and comments from Stephen Buckley at the Municipal Association and his meeting with FERC. He will continue to update as information becomes available.

### **Revaluation Update**

J. Hoch mentions that he has electronically shared information that Lauren from Avitar has sent. It includes a sample preliminary Value Notice that will be sent to Litchfield residents, as well as reports for the Town that include an Owner Index Report, the old to new Value Report and the Value List Report. Jason states that the Board can review this information, and it will be available on Avitar's website for the public to review as well. J. Hoch mentions that a member of the Board mentioned that it is not clear on the website that the Property ID number and the Map/Lot #'s are the same terms (a dash (-) will be needed between Map/Lot numbers).

Jason states that the base for land (first acre) went up from \$110,000 to \$118,000, and base residential building values went up from \$71/sf to \$76/sf. However, this is a little misleading as additional depreciation was added. So the higher SF cost ensures the new construction values are in line, but the older homes get additional depreciation so not much changed. He mentions that Lauren also attached the sales statistics overview from 10/01/13 to now and from 10/01/14 to now showing how great the results are.

He tells the Board that the next step after receiving your preliminary Value Notice would be to contact Avitar to set up an appointment to discuss any issues. Jason mentions that these changes will be effective with the December tax bills.

Selectman F. Byron states that he read the report and Lauren stated that the values per SF went from \$71 to \$76, but that depreciation was impacting the numbers. He understands that if depreciation takes place this should drop the value, not increase it and is wondering what he is misunderstanding.

Administrator J. Hoch states that the number starts out as a one size fits all for the Town. The square footages goes up because new construction has a higher value \$71-\$76, but when the number is applied to an older home it first is calculated at the higher number on the residents tax card, but then gets recalculated (depreciation applied) elsewhere in the calculations on the tax card making the functional SF lower (ex. maybe around \$65-\$68/SF).

Jason mentions that these new Town wide assessments will be based on this years new tax rate (not set till later this year). Do not calculate based on last year tax rate.

### **DRA Assessment Monitoring**

Jason tells the Board that DRA's approval comes later than the States. However, the results of the latest DRA monitoring for 2014 found no issues with samples where they confirmed Avitar's data.

### **Other Items**

#### **Cruiser Setup**

J. Hoch mentions that the Police Department is getting its two new cruisers outfitted and they should be delivered shortly. He tells the Board that earlier this year he and Chief O'Brien had been looking into other vendors to handle cruiser set up, due to long turnaround times and if they were still the best value. Town has been working with MHQ but also looked into two other companies, Adamson and Two-Way. Jason states that the Chief has been frustrated with the down time of some vehicles due to electrical issues and others that are MHQ related. After researching Chief O'Brien has decided to use Two-Way, he was impressed with work they have done, knowledge shown and pricing was competitive. The company feels they can have work completed with a 4-5 day turnaround time. They also handle all warranty work for any equipment added into the vehicles (not Ford related), as well as do more onsite work. Jason states that both new cruisers have been delivered to Two-Way, and hope to be in circulation by next week.

Selectman F. Byron states that the County is having cruisers fitted in Manchester, and are having delay issues due to a shortage of cages and wig wag assemblies. So he was wondering if the Town may have delays.

Jason states that Two-Way has all the parts needed for one vehicle in stock. He mentions that it is difficult because the purchasing cycle for County/State and Towns are all at the same time and this happens. Board discusses the purchase and fit up prices for the County compared to that of the Towns.

Selectman S. Perry asks if the current vehicles are running fine

Administrator J. Hoch states that they are running, one has over 100,000 miles and some need minor work, but they have been waiting due to not wanting to take a vehicle out of circulation.

Selectman F. Byron states damage was done from a prisoner kicking one vehicle.

Jason states that is correct and the other minor damage was done due to our own actions.

J. Hoch stated that he and Chief O'Brien spoke this afternoon and the Department had an arrest situation with a suspect from Town, and were very pleased they had the high quality video cameras in the cruisers, as well as the new tasers. They were both helpful in documenting handling the situation and keeping it from escalating.

## **Public Input - None**

### **Selectman Reports**

Selectman F. Byron states that there is a Budget Committee meeting next week. He also mentions that the County is going through individual meetings on the Budget, and he has all kinds of information including mileage on vehicles that he can share with the Board if they are interested. He tells the Board that the Budget for the County should be out the first week in June.

Selectman S. Perry states that he would like to see the mileage information if Frank could share it with him. Board asks for Selectman F. Byron to scan and share with all the Board members.

Selectman S. Perry states that he cannot attend the Planning Board meeting tomorrow evening, Selectman F. Byron states that he can attend the meeting.

Selectman K. Bourque asks what is scheduled for Monday, Memorial Day celebrations.

J. Hoch states that he has no information at this time, but assumes it will still be meeting at the middle school at 9:30am and the parade starting at 10:00am.

Selectman S. Perry states that they will make sure an email goes out before the end of the week.

Selectman S. Perry mentions he has a meeting regarding the parcel of land to be developed on Page Road scheduled for May 20, 2015 at 7:00pm.

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

### **Other Business - None**

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(a) Compensation and RSA 91-A:3, II(c) Reputation.

Roll call vote: Selectman K. Bourque (yes), Selectman B. Lemire (yes), Selectman F. Byron (yes) and Selectman S. Perry (yes). Board will come out of non-public to adjourn.

The next Board of Selectmen's meeting will be on June 8, 2015 at 6:00pm at Town Hall

*Approved June 8, 2015*