

TOWN OF LITCHFIELD BOARD OF SELECTMEN

August 24, 2015

Selectmen's Meeting

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

Also Present: Jason Hoch, Town Administrator

5:00 p.m. Paperwork review
5:30 p.m. Non-Public Session - RSA 91-A:3ii(b) - Hiring of Public Employee
6:00 p.m. Call to Order

Pledge of Allegiance

Senator Donna Soucy

Senator D. Soucy wanted to acknowledge the contributions of Litchfield's first Town Administrator Jason Hoch. She prepared a resolution in recognition of his five years of outstanding service as the first Litchfield Town Administrator. Senator Soucy states that it has been a pleasure to work with Jason. His leadership, professionalism, candor and ability to communicate quickly and when necessary to State Officials speaks to his credit and has made her job so much easier. She states J. Hoch has a long tradition of serving Towns in the State of New Hampshire and it has been an absolute pleasure to work with him and he will be greatly missed. She knows he is moving on to his dream job, and would like to wish him all the best. Senator Soucy presents Town Administrator Jason Hoch with a resolution.

Selectman S. Perry makes a presentation to Jason from the Board of Selectmen recognizing his five years of service to the Town of Litchfield. He reads a plaque thanking him for all his hard work, dedication and service over the past five years. Selectman S. Perry states that he will truly be missed by the Board of Selectmen.

The Board members take a moment to thank Jason for all he has done for the Town of Litchfield. As the first Town Administrator the Board feels they could not do better, and he has done a wonderful job. His dedication has gone above and beyond in many areas (including sleeping at the Town Hall during the February storms).

Selectman B. Lemire states that the Town of Litchfield is better off due to his five years of service and dedication.

Selectman F. Byron states that Jason has done an outstanding job with leading the Town to where it has needed to be.

Selectman J. Brunelle mentions that as Chairman of the BOS for a few years, without Jason's guidance and support (helping to talk him off the ledge on occasion) he could not of done his job as successfully.

Selectman K. Bourque states that he agrees with all the members and Jason will be missed by all Towns Departments as well as the Fire/Police Departments.

Board thanks him for all he has done and states that he will be greatly missed by everyone in the Town of Litchfield. They all wish him the best of luck moving forward in his new position.

Jason states that it has been truly enjoyable for him. He states that he appreciates the Board of Selectmen and their involvement and support. Jason mentions that he has been in local government for 18 years, and thinks that over the last five years Litchfield's collection of Board members have been the strongest he has ever worked with. Administrator J. Hoch states that Litchfield has a tremendous Board, staff, citizens and he has genuinely enjoyed coming to work each day to work with everyone. He states that in local government that is a hard thing to say, and over the years prior he could not say that every morning. J. Hoch thanks the Board for the opportunity and he will miss everyone.

Review of Items for Consent:

1. Minutes of August 10, 2015
2. Approval of Account Payable Manifest (\$35,390.59)
3. Approval of Payroll Manifest (\$46,667.64)
4. Appointment of Rachael Lang as Full-time Police Officer
5. MS-1 Report of Valuation
6. Intent to cut - Map 5, Lot 196; Map 5, Lot 274

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 5-0-0.**

Request for Items - Other Business

Selectman F. Bryon would like to discuss the topic of Town Administrator

Fire Chief Regarding Equipment

Fire Chief Fraitzl takes a moment to state that 3 years ago his first meeting with Administrator J. Hoch was more of a conversation than an interview. Since, he has always felt comfortable bringing any issue or discussion to Jason. Chief Fraitzl states that he agrees with Selectman J. Brunelle and feels Jason has talked him off the ledge on a few occasions as well. He has worked with several managers and administrators over the years and feels Jason is at the top of the list. Chief Fraitzl thanks him for all his support and states that Jason will be missed, and he and the Department wish him the very best.

Chief Fraitzl states that he is here as requested to speak with the Board regarding the condition of the Fire Departments equipment as well as the ISO Report. He mentions that it is time to

begin thinking about the next 2-5- years due to a few trucks reaching their 20 year mark. He tells the Board that due to the Town's limited use and care taken its vehicles are in better shape than some other city/town vehicles which are half the age of Litchfields. However, reality is that at least one truck is approaching 25 years, Tankard #3 which is the primary water supply apparatus is a 1992 (almost 24yrs), Engine #2 a reserved piece of equipment purchased in 1995 (20 yrs). His biggest concern is having to replace and purchase custom equipment in order to have it fit into the current facility. This limits the options and adds an expense to any vehicle due to the limited space needs required. Chief Fraitzl believes it is time to do a space needs analysis on the current fire facility location, as well as move forward with a plan to replace the Tankard and Engine #2. He mentions that according to the Capital Improvement Plan the equipment should be replaced every 5 years. This could be done by a lease purchase, which would allow the Town to rotate vehicles every 5 years. However, it would still lead back to the problem with how to house the equipment within a facility that has restricted openings, height restraints and limited space. Selectman B. Lemire states the original building is 68 years old. Chief states that the building is in decent shape (there are a few issues), the department has just outgrown the building. He mentions the Department of Labor recently had a few issues, but his biggest issue with the building is the exhaust capture. Cancer is becoming the leading cause of death among FireFighter. One source of this is each time the trucks are started the exhaust that the men/women are breath in. Currently Litchfield does not have any type of exhaust capture system within the building. Chief Fraitzl states last year he did seek a grant through FEMA for an exhaust capture system. However, Litchfield did not meet the top requirement that the building be used 24 hours. He states that he told the FEMA Representative that the building is used 24 hours a day, no one is in the building 24 hours a day. This was a glitch in the FEMA system and was suppose to be addressed this year, he did not apply again. Instead this year he applied for a grant to cover airpacks. The Chief tells the Board that he has requested funds (\$50,000) be put into the Budget next year for an exhaust capture system for the station. He states that this system will be able to be moved or housed in any facility or renovation. Chief Fraitzl mentions that the other concern with an aging fleet is maintenance. He states that there was \$30,000 in the budget for the year, and as of today there is a balance of \$5,100. The State has changed the timing for inspections and the Department will be heading into inspections next week (for the second time this year). He feels that despite trying to stay on top of issues, something always pops up. Chief Fraitzl also tells the Board that the Department has not done its pump testing for this year, due to the dry conditions and the pond they use being so low they could not access water for the testing. He mentions that the tankard is coming very close to needing a pump overhaul which will cost between \$30,000 to \$40,000. Bigger expenses are coming with an aging fleet of vehicles. Board discussed maintenance that has been done to the tankard over the years. He states that when the time comes for replacement of this vehicle, his recommendation would be to purchase a pump/tankard combination and replace two vehicles, this would be a cost savings. Board asks what kind of purchase price would this be. Chief mentions somewhere around \$500,000-\$600,000, but it would not fit into the existing facility. This would require a custom cab 5-6 person, existing truck is a 2 person cab.

Selectman J. Brunelle asks how would this affect the response time if the crew has to wait for

5-6 people to be ready to jump in one vehicle. Chief states that this could be used as a first responder vehicle, it would benefit to have it used in order often in the beginning in order to get the bugs out for warranty purposes.

Selectman F. Byron asked for this meeting because he is concerned with the age of the equipment as well as the space issues within the current facility. He states that getting a new vehicle is not possible at this time due to there is no place it could be stored. He sees two options: first would be to bring a Warrant to the voters asking for a new station, this has been tried a number of times with no success (3-4 attempts). So he would like to move forward this year with possible suggestions on expanding/modifying the existing facility. Then moving forward with discussions on the purchase/leasing of vehicles. He states that there are Impact Fees available that could be used to have a proposal drawn up of possible options and prices giving the Board and the Voters information to make necessary decisions on the possibility of expanding on the existing station.

Chief agrees that a space needs analysis needs to be done in 2015 in order to move forward in 2016. Jason and the Chief state that 2-½ years ago there was a discussion and proposal done by SFC Engineering. Board states that the plans were for a new combined Fire/Police facility, and about 6 years ago there were plans for expanding the existing station. Board mentions that things can be moved such as leach field, generator or the space behind the station (ability to drive around station not necessary) in order to accommodate needed space for expansion.

Board agrees that the Town is at risk and this problem needs to be addressed.

Administrator J. Hoch states that one way for this to move forward is for the Board to commit to an engineering study to see if the site is viable for any type of expansion. He states that the last study done by SFC Engineering (\$21,650) included the combined facility as well as public safety issues, roads, space needs for each department (fire/police) and numerous other specs and informational items in order to leave no questions unanswered. So he would anticipate a much lower cost for just the expansion of the current facility. Jason states that the Fire Impact Account has a balance of \$26,500 available, which should be more than enough for an analysis to be completed.

Board discusses the options and feel that the Citizens have voted down a new station several times. Believe they would be open to the possibility of adding/expanding onto the existing station, and would like to move forward with seeing if this would be a viable option. They mention that any upgrade to the existing building would be an asset to the Town. Even if a new facility is approved in the future, due to space/storage being an issue throughout the Town.

Selectman B. Lemire **motioned** for the Board of Selectmen to authorize the use of \$26,000 from Fire Impact Fees be used to conduct an engineering/space needs study of the existing Fire Station.

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

Board discusses if there needs to be a specific dollar amount attached to the motion.

Administrator J. Hoch states that he has a study from November 2012 that included a price, which was not pulled out of the air, and will be less than the study presented.

Vote carries 4-0-1.

J. Hoch mentions that he has a limited time frame, and will contact SFC Engineering who completed the previous proposal. The Purchasing Policy allows the Board to spend up to

\$12,000 before formal bidding is needed. He anticipates this study will be less. He will contact SFC tomorrow and advise them on the details of the new scope/direction for the Fire Station, and report this information to the Board and they can move forward as they see fit.

Chief Fraitzl mentions that the rescue equipment (jaws of life) are becoming outdated. He states that the new equipment for cutting vehicles is based on PSI. That new cars are made of lighter weight metals, but they are much harder. Some of the Departments tools will not cut the current metals, they require 21,000 plus PSI. Chief tells the Board that this is not a priority they are used a few times in a year, but is something that needs to be addressed.

Chief also discussed thermal imaging cameras, budget allowed for one a year for three years. He did just replace one camera with an ISG camera (now owned by Scotts) for just under \$10,000. One will be added into the budget for 2016 and 2017.

Chief Fraitzl tells the Board that the Rescue vehicle is a 1998 (bought used 6 years ago), and is the most run piece in the fleet. It is used for all medical calls, all staff is trained on this vehicle. He states that the mechanical issues are starting to add up.

Selectman S. Perry mentions that in next years budget the Departments maintenance line will need to be increased.

Selectman F. Byron mentions there is currently a Capital Reserve Fund for the Highway and Recycling Departments in the amount of \$25,000, for the purchase of equipment. He would like to know if the citizens/voters can be asked to increase or add to this fund for equipment purchases for the Fire Department.

J. Hoch states that this would not be the best idea. A new Capital Reserve Fund should be set up all together or this old fund be discontinued. Then it can be renamed and the funds transferred into this new account expanding on the specific purposes the fund could be used for (ex. Fire Department Equipment).

Board discuss putting this Capital Reserve Fund for the Fire Department as a Warrant Article for the voters. Also putting the rescue equipment "jaws of life" (\$30,000) on a Warrant, they feel it will be supported by the voters. They would also like the Chief to research new rough cost estimates for the needed vehicles if replaced, they would like to know the difference in custom vs conventional pricing. They would like to know comparisons in order to explain to voters the possible savings of conventional, or the need to have custom due to the space needs of the facility. Chief states that most trucks are customized to some degree for the Town/Cities specific requirements (ex. size of cab, water storage, generator needs etc). Certain elements are standard then made to fit the requested requirements by the Fire Apparatus Manufacturer. Prices vary so much depending on specifications they range from a standard price of \$400,000-\$600,000 up. He will get some estimates on single, dual and custom pieces for the Board.

Chief Fraitzl mentions the Insurance Service Organization (ISO) which rates Communities, just reported its review classifications for Litchfield. Some insurance companies use this rating when quoting rates to customers. ISO rates on a 1-10 system, and they usually have inspectors review every five years. Litchfield has historically had a rating of 5 and 9. He states that he filled out all the necessary paperwork and provided all data ISO needed. Then all of a sudden received notification the Town's review had been completed, no inspector came out to do any type of site review. Chief Fraitzl states that the good news is Litchfields rating did not change, we

are still a 5 & 9X (the x is just a new classification for ISO) One rating is based on Municipal water (hydrants), and we have a class 5 rating (only 80 communities in Country are class 1). He states that the rating is based on being 1,000 feet from a recognized Municipal water supply, and 3 miles from a Fire Station. The other is based different criteria - emergency communications, water supply issues listed above and the Fire Department itself (number of vehicles, training etc.). He states that Litchfield does not have control its dispatch (it is leased out), and we do not have a Municipal water supply (so this impacts ½ of the Town's score). Board and Chief discuss that this is more for commercial insurances than residential, but some companies still base their rates on this system (ex. how close you are to a hydrant, or fire station may decrease your homeowners insurance policy). He states that class 5 & 9 are the statistical normal for most Communities.

Board thanks Chief Fraitzl for updating them with the necessary information to help move forward with some possible planning for the Department.

Public Hearing - Acceptance of Unanticipated Revenue

Selectman S. Perry opens and calls to order the public hearing on the acceptance of Unanticipated Revenue

Property Liability Trust - \$51,755.18

Donation - \$12,500

FEMA Winter Storm (reimbursement)- \$27,601.55

Administrator J. Hoch states that Unanticipated Revenue Funds exceeding \$10,000 needs to have a public notice posted in newspaper, public hearing and the Board of Selectmen need to accept and appropriate the funds.

Jason states there are the three items listed above that need acceptance, as well as \$25,397.62 of Uncommitted Unanticipated Funds from last year. He suggest that the Board allow him to explain the first three, then the Board can close the public portion and they can discuss the other miscellaneous items.

J. Hoch states that there was a donation made for part of the Wastewater Study in the amount of \$12,500. This should be accepted and the full amount appropriated to this study.

The Property Liability Trust amount of \$51,755.18, is a full reimbursement for the Highway Building Collapse over the Winter. He states that \$44,801.85 is for the cost of the Highway Equipment repair, \$6,973.33 is for labor and materials which should be accepted and goes back as a credit to the Highway Department's Budget.

FEMA Winter Storm is a reimbursement in the amount of \$27,601.55, of which \$650 is a credit which goes back to Emergency Management with the remaining balance of \$26,951.55 goes back as a credit to the Highway Department (for salt, sand and contractors labor cost).

Selectman S. Perry opens the hearing for public comments - no one present

Selectman S. Perry closes the public hearing for comments.

Selectman F. Byron **motioned** for the Board of Selectmen to accept the Donation of \$12,500 and apply it towards the industrial development of the wastewater study.

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

Selectman F. Byron **motioned** for the Board of Selectmen accept Unanticipated Revenue in the amount of \$51,755.18, with \$6,973.33 of this amount being credited to the Highway Department's Budget for sand, salt and labor costs.

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

Selectman F. Byron **motioned** for the Board of Selectmen to accept Unanticipated Revenue in the amount of \$27,601.55, with \$650 being credited to Emergency Management and \$26,951.55 being credited to the Highway Department for sand, salt and labor costs.

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

Selectman S. Perry closes the public hearing.

Administrator J. Hoch states that there are a few other Unanticipated Revenue Funds to accept. One is for all Accrued Interest be posted to the General Fund as Interest Income, with no dollar amount attached to the motion. This will allow Karen flexibility where it is accrued daily to get a dollar amount without leaving additional cents floating out there.

Another is the costs for the Public Hearing notice that had to be published in the newspaper \$49.00.

Next Jason states that the Board accepted Unanticipated Revenue Funds in the amount of \$25,397.62 and left it uncommitted.

Also at the beginning of this year the Board committed \$18,000 to the Pipelines legal efforts. Jason states this leaves a balance of \$7,446.62 which can be applied to the General Fund, apply it towards the purchase of additional salt or apply to the re-valuation expenses (currently \$10,000 under).

Selectman B. Lemire **motioned** for the Board of Selectmen to accept and apply the funds as recommended by the Town Administrator \$49.00 for notices, \$18,000 to Pipeline legal efforts and the balance of \$7,446.62 being applied to the re-valuation expenses.

Selectman J. Brunelle **seconds** the motion. **Vote carries 4-0-1**

Selectman F. Byron **motioned** for the Board of Selectmen to accept all Accrued Interest from the Unanticipated Revenues and deposit it into the General Fund.

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

Public Input - None

Administrator Report

New Business

Highway Block Grant

Administrator J. Hoch tells the Board that the estimate for the current fiscal year Highway Block Grant is \$193,440, which is about \$20,000 more than was budgeted this past year. He states that the State's fiscal year does not align with our Town's calendar year budget, he has placed an estimate of \$193,000 in next years budget. Jason tells the Board to keep in mind that this is potentially eligible to change/decrease depending on the eventual State Budget discussions. Also there is a lag between the collection by the State and payments, so you may not see the

impact until the end of 2016 if a change is made.

Valuation

J. Hoch states that earlier this evening the Board signed and approve the MS 1, which is a report to the Department of Revenue with the new values. He mentions that the overall valuation of the Town is \$880,994,288. Last year before the revaluation, local assessed valuation was \$823,685,848. Jason tells the Board that this increase should mean that the tax RATE will decrease. However, in theory, individual tax bills should be fairly consistent. Jason states that this figure can be shared with the Budget Committee.

Interim Coverage

Administrator J. Hoch mentions that there will be a few weeks between Town Administrators. He will be happy to continue managing loose ends and meeting prep items electronically. He does not anticipate needing to devote a significant amount of time, but also does not wish to leave anyone scrambling to do something that he can accomplish fairly easily from home. Jason states that he is being paid for his accrued earned time when he leave which totals 109.75 hours. He is recommending that it be rounded up to 120 (an additional 10 hours of work for him) and the Town pay out this balance in 3 regular payroll checks in September (i.e. 3 hours of work. 37 hours of earned time per week). Beyond this he is telling the Board and has advised the staff, not to hesitate to call or email him when they have any questions (even when he is “off the clock”).

Board states they could not be more thankful and have no issues with this suggestion.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the 120 hour earned time recommendation of Administrator J. Hoch.

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

Old Business

Personnel Policy

J. Hoch mentions that the question came up about part-time employees receiving earned time and holidays on a pro-rated basis. There were questions regarding the context in which this discussion took place, the board wanted additional information. Jason states that unfortunately, this meeting was on June 11, 2012 before there was an archive or video on PEG Central or YouTube. But he did pull the minutes for this meeting and has shared them with the Board, the discussion on this topic is on page 5.

Selectman S. Perry asked if the Board would like to take any action on this matter at this time.

Board of Selectmen state no they do not wish to take any action at this time.

Pipeline Information

Administrator J. Hoch tells the Board that some Towns have raised the issue of drinking water and aquifer protection, and implementing blasting ordinances.

He mentions that the FERC comment session looks like it will be extended.

Also the Governor has finally sent a letter to FERC outlining questions and concerns about the project.

Jason also mentions that the Coalition met with Representative F. Guinta last week and had a very constructive meeting. He wants to continue to work with the Coalition and gather information.

J. Hoch states that the NRPC Energy Facilities Committee has published a great resource of information and documents to share with everyone. Making it easy to get information all regarding the Pipeline.

<https://www.zotero.org/groups/efac/items/> or [NRPC Pipeline webpage](#).

Stop Signs

Administrator J. Hoch states that he has shared with the Board the Police Department's roster of recognized stop signs, for the Board to approve. He mentions that if they have not already they will be removing the stop sign on Liberty Way, and changed name of Incinerator Way. Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the list of stop signs for 2015.

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

Wage Plan Policy Revision - Implementation

J. Hoch tells that Board that he has updated the transition plan in the Wage Plan to reflect a 2015-2017 schedule. Also he incorporated the Call-Fire items that were approved last month. He has shared all revisions with the Board, and are shown in blue.

2015

1. The longevity provision will apply.
2. Initial adjustments will be recommended by the Town Administrator and approved by the Board of Selectmen. The primary goal will be to get all pay consistent with grade of the position, but not necessarily at target wage within grade. In some cases, where the current wage exceeds the target wage, the current wage will be frozen.

2016

1. The longevity provision will apply and will be included in the Personnel Administration budget.
2. By May 1, the Town Administrator will provide a schedule of all employees and the target wage implied by the wage schedule to the Board of Selectmen for review. This will reflect movement to approximate position in range based on length of service.
3. By May 1, the Town Administrator will provide a wage transition program to the Board of Selectmen showing allocation of funds provided within the operating budget for this purpose. This program will try to bring as many positions as possible close to the target wage for the position given the fiscal constraints. This allocation will include estimated wage costs, associated taxes and benefits associated with the wage change as well as an estimate of increased cost of overtime (if applicable) at the higher wage.
4. Wage adjustments within transition program may be assigned to effective dates of the first day of the pay periods following July 1, and October 1.
5. Performance reviews will be conducted in accordance with section II above. No merit provisions will be applicable.

6. In the fall of 2016, the Board of Selectmen will provide two cost items for the proposed 2017 budget. One item will be costs associated with continuing to address any remaining structural adjustments of the wage plan and the second item will be calculated based on the estimated average impact of the merit cap which the Board will establish for the coming year.
7. By December 1, the Town Administrator will provide the final wage transition program to the Board of Selectmen showing allocation of funds proposed within the 2017 operating budget for this purpose. This program should bring all positions not yet at the target wage for the position to that target wage, given the fiscal constraints. This allocation will include estimated wage costs, associated taxes and benefits associated with the wage change as well as an estimate of increased cost of overtime (if applicable) at the higher wage.

2017

1. The longevity provision will apply [and will be included in the Personnel Administration budget](#).
2. Wage adjustments within transition program will be effective the first day of the pay periods following April 1.
3. It is intended that the wage transition will be completed in the first quarter of [2017](#), such that all other provisions of this policy will apply in their entirety.
4. [The wage plan will be updated with most recent available data from the NHMA wage and benefit study. The Board may alternately choose to have the wage plan revised with such data in the fall of 2016 for use in the final wage transition program in 2017.](#)

IX. Fire Department Call Company

The Fire Department maintains a related wage program, with supplemental training incentives.

Training / Certification Incentives (supplements to hourly rate)

Firefighter

Firefighter 2 - \$.50

EMT - \$.50

Advanced EMT - \$.25

Paramedic - \$.50

Dept. Driver/Operator (*all apparatus*) - \$.50

Officer

Emergency Services Instructor - \$1.00

Fire Officer 1 & 2 (.50 each), NFA Leadership Series (1, 2, 3), Primex Supervisors Academy - \$1.00 (*only 1 of these is eligible*)

Note: Firefighters would not be eligible for officer incentives. Officers are required to be Firefighter 2 and Driver Operators and therefore not eligible for those incentives. Officers are eligible for advanced EMS certifications.

Probationary Firefighters, at successful completion of the 6 month probationary program and firefighter 1 certification the probationary firefighter would be eligible for an end of probation adjustment to grade 5. Anyone hired with current certifications would be eligible for the certification incentive from date of hire. This is based on the fact that we are saving money by not having to pay for their certification or time in class.

Per-Diem personnel & Specialty Staff:

Per-Diem staff typically covers weekdays when the full-time staff is off for vacation, sick or training. They would be treated the same as firefighters.

Specialty: Part-time fire inspector and mechanic. Based on the specialty of the respective position they are placed in grade 8 with incentives based on the same as the officers if they provide shift coverage in addition to the specialty position.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the Wage Plan Policy revision as J. Hoch presented.

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

NRPC Bike & Pedestrian Plan

Jason tells the Board that he has shared a really good document from NRPC regarding the Bike/Pedestrian Plan. It is a nice little blurb on Litchfield. He mentions that he was on the advisory committee. The link is below:

http://www.nashuarpc.org/files/9714/3897/1991/Final_Bike_Pedestrian_Plan_w_App.pdf.

Other Items - None

Selectman Reports

SB 213 Study Committee - Change to Rooms & Meals Tax Distributions

Selectman F. Byron states that he was contacted by the NHMA regarding a hearing they attended on SB 213. This Bill came from the Senate, then through the House where it was changed - and the change was to make it a "study committee". He tells the Board that the original intent of SB 213 was to address a foreseen problem for Municipalities such as Portsmouth, Manchester, Concord etc. (bigger cities), where there are a lot of Restaurants Hotels and tourist activity. Currently the Meals and Rooms Tax is apportioned throughout the State based upon the number of residents living in the various Municipalities. The point that is trying to be made (particularly by the city of Portsmouth) is that they generate a large percentage of the Meals and Rooms Tax received by the State, therefore they feel it is unfair to

the city for it to be proportioned by a resident percentage. It should be apportioned by the amount collected by each Municipality.

Selectman F. Byron states that the way the current law is Litchfield receives \$402,000 from the Rooms and Meals Tax, and if SB 213 were to pass the Town would lose that money. Litchfield only has 3-4 small restaurants and would qualify for maybe (\$20,000-\$30,000), we are a receiver Town not a contributor.

Selectman F. Byron states that Barbara Reid of NHMA contacted him because one Senator serving on this Committee wanted a perspective from a smaller Municipality that may be impacted the most by this change of percentage from the Meals and Room Tax.

He states that the Meals and Room Tax is suppose to be apportioned to Municipalities vs the State on a 60% to 40% basis. Some Legislatures from the State level have changed however, to make it now 20%.

Anyway it will have a huge impact on Litchfield, Jason calculated that the loss of the \$402,000 would be 17% of the Town's Tax Revenue or non property tax.

Selectman F. Byron states that Barbara Reid has asked for a Representative from Litchfield to attend the hearing and speak on the Town's behalf. He is recommending that Jason attend the hearing on August 27, 2015 at 1:00pm and speak on Litchfield's behalf.

Items moved from consent - None

Other Business

Selectman F. Byron made a **motion** to adopt a contract with Mr. Troy Brown to become Litchfields second Town Administrator, with an effective date of the contract being September 14, 2015.

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

Selectman S. Perry states that the Board has agreed to hire Troy Brown as the new Town Administrator. He is currently the TA in Hollis, and comes very qualified with over 25 years experience. They feel very luck to have him, and are glad he has accepted the position.

J. Hoch mentions that Troy reached out very early when this position was posted. He lives a few miles from Town Hall here in Litchfield. Jason states that the staff was very comfortable with him, and believes he will be a good fit. He states that the Town will be well served.

Selectman S. Perry states that as much as he hates to see Jason leave, he feels they got the best candidate that they could have to fill his position.

Selectman F. Byron **motioned** for the Board of Selectmen to approve the Chairman of the Board to issue a press release for the media on Troy Brown coming to Litchfield as the new Town Administrator.

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

Selectman F. Byron **motioned** with regret and much thanks for the work that he has done, that the Board of Selectmen accept the resignation of the first Town Administrator of Litchfield Jason Hoch on August 28, 2015. They also wish him well on all his future endeavors.

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

Town Administrator J. Hoch **recommended a motion** to adjourn
Selectman B. Lemire **motioned** for the Board of Selectmen to adjourn
Selectman K. Bourque **seconds** the motion. **Vote carries 4-1-0.**

The next Board of Selectmen's meeting will be on September 14, 2015 at 6:00pm at Town Hall

Steven D. Perry, Chairman

John R. Brunelle, Vice Chairman

Brent T. Lemire

Frank A. Byron

Kevin C. Bourque