

TOWN OF LITCHFIELD BOARD OF SELECTMEN

October 5, 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: Troy Brown, Town Administrator

5:00 p.m. Paperwork review
6:00 p.m. Call to Order

Pledge of Allegiance

Review of Items for Consent:

1. Approval of September 28, 2015 minutes
2. Approval of Account Payable Manifest for 10/06/15 (\$111,914.38)
3. Approval of Payroll Manifest for 10/08/15 (\$50,182.02)

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 S. Perry would like to discuss Planning Board coverage.

Selectman B. Lemire would like to discuss Conservation Committee coverage

Old Business

F350 Repair/Replacement

Jack Pinciario tells the Board of Selectman he received three quotes which he has shared with the Board. They include a quote from Londonderry Ford for a new F350 truck (\$29,372) and Donovan plow (\$6,235). Quirk Chevrolet for a new 2500 series truck (\$31,532). Third quote was from MHQ for a new Ford F-350 truck (\$29,120) and plow (\$6,540). Jack states Londonderry Ford had the cheapest quote \$35,607 for a new truck/plow. He leans towards Londonderry because the vehicle is in stock, and they purchase/maintain the Town's vehicles there.

Selectman K. Boutique sates that there is a F250 and F350 in the quotes and would like to know which would benefit his needs more.

Jack states that the F350 has a little heavier frame on the vehicle.

Board and Jack discuss which vehicles are currently in stock and the difference in price between a Donovan plow and a Boss plow (about \$50), with the Donovan being a better quality plow.

Selectman S. Perry mentions that when looking at the quotes and subtracting the plow prices MHQ is actually cheaper for the F350 (\$29,120) but the plow is more.

Selectman B. Lemire asks if the vehicle is purchased at MHQ (Massachusetts) could it be serviced in Londonderry or would there be a problem with the warranty.

Jack states that the vehicle can be serviced at any Ford dealership and the warranty stays effective.

Selectman S. Perry discusses the purchase of the plow from Donovan and the truck from Ford will this create a problem with the financing.

Troy states no it would be a Municipal lease and the items can be purchased separately, and financed under one vendor lease agreement. Board states this has been done by the Town before.

Jack mentions that he is also looking for permission from the Board to sell the blue truck that has had the engine fail at auction in three weeks. He will strip all the equipment off that is being reused on the new vehicle.

Board and Jack also discuss his original request for a flatbed truck to attach the generator, compressor and tool boxes on. Jack states that he ok with just going with another truck this is a cheaper option and will save money for the Town.

Selectman S. Perry states that this will be a lease purchase from Londonderry Ford for an F350 truck (\$29,372) Donovan plow (\$6,235) for a total of \$35,607.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve not more than \$36,000 be used to purchase a new F350 truck and plow.

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

Selectman F. Byron **amends** the motion to include the authorization of the Town Administrator Troy Brown to negotiate a lease purchase.

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

Selectman S. Perry asks the Board to vote on the original main motion. **Vote carries 5-0-0.**

Board discusses allowing Jack to take the blue truck to the DOT auction. A check from the proceeds of this auction will be sent to the Town of Litchfield and will be accepted as Unanticipated Revenue and placed in the General Fund.

Selectman B. Lemire **motioned** the Board of Selectmen to authorize Jack Pinciario and the Town Administrator to dispose of the truck in the most expeditious manner that financially benefits the Town the most in Revenue.

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

New Business

Budget Review

Solid Waste Administration - 4321.10

Also present: Dave Mellen

Town Administrator T. Brown mentions he had a tour with Dave and was very impressed with the Solid Waste facility and staff. He states that it is one of the finest facilities he has seen and

Dave and the Town should be proud of their work.

Bottom line changed - increase of \$624,672 from \$342,125 to \$366,798

Wages - increase of \$4,118 due to Wage Plan implementation

Staff Wages - increase of \$18,270

Health Insurance - increase of \$1,507

Dental - increase of \$102

Electricity - increase of \$1,082

Building Repair & Maintenance - decrease \$250

Dues - increase of \$165

Diesel Fuel - decrease of \$450

Demolition Material Disposal - decrease of \$1,231

Solid Waste Disposal - increase of \$8,919

Equipment Lease - decrease of \$7,561

Selectman F. Byron asks why there is such a large increase in the Wages for Staff (up \$18,000)

Town Administrator T. Brown states that there were some substantial wage increases to a few staff members at the facility when the Wage Plan went into effect.

Selectman F. Byron asks if it is all in wages or have the hours also increased

Selectman S. Perry states there is approximately a 10 hour increase from 2015

Dave states that they have been short staff, one employee left last year. There is a new 8hr PT individual that was hired.

Board discuss a couple of employee's who had large pay increases, as well as Grade and Certificate increases. Also one employee who works at the Solid Waste Facility as well as the Highway Department.

Selectman B. Lemire asks if the \$8,919 solid waste disposal increase is due tonnage or hauling.

Dave states there was a 3% increase in the ton/haul rates.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Solid Waste Administration 4321.10** in the amount of \$366,798

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

Board thanks Dave Mellen for coming to the meeting.

Public Input - None

Revenues

Administrator T. Brown states that Revenues are difficult to project. There are still 3 months till the end of the year, but this is where things are projected as of now.

Bottom line change as projected currently - increase of \$44,838 from \$2,265,935 to \$2,310,773 due to

Business Licenses & Permits - increase of \$100

Motor Vehicle Permit Fees - increase of \$35,000

Building Permits - increase of \$7,000

Other Licenses, Permits and Fees - increase of \$210

Revenue from the State of NH - increase of \$20,000

Income From Departments - decrease of \$6,432

Other Miscellaneous Revenues - decrease of \$11,040

Selectman F. Byron mentioned that he could not remember when the last time Building Permit Fees were reviewed, and feels it maybe time the Board takes a look at them to see if they need to be adjusted. Board agrees it has been awhile and there is a need to review.

T. Brown states he is comfortable with the increase in Motor Vehicle Permit Fees, and as Town meeting gets closer the Board can adjust if need be.

Selectman S. Perry asks why there is a decrease in the Income from Departments (\$-6,432).

Troy states that Recycling is not getting the revenue they use to get and some recycling is actually costing the Town. He states that Dave is concerned with the increased costs charged to the Town for disposal of electronic waste. Dave mentioned that when the fuel prices drop the demand for plastics decrease.

Selectman F. Byron states that under Other Miscellaneous Revenues he believes the Seymour Restitution of \$400 is done. T. Brown states that the Town is still receiving a small revenue amount from the State of NH.

Selectman F. Byron **motioned** for the Board of Selectmen to approve the estimated **Revenues** in the amount of \$2,310,773.

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

Personnel Administration - 4155

Bottom line change - increase of \$62,716 from \$497,988 to \$560,704 due to

Employee Short Term Disability - increase of \$900

Social Security Taxes - increase of \$1,813

Medicare Taxes - increase of \$938

Employee Retirement - increase of \$4,472

Firefighter Retirement - increase of \$2,944

Police Retirement - increase of \$14,759

Wage Plan Implementation - increase of \$30,000

Longevity - increase of \$7,075

Unemployment Tax - decrease of \$3,480

Workers Compensation Insurance - increase of \$3,295

Town Administrator T. Brown states that rates have not been set for the Town yet, this happens later in the year, possibly into early next year. However, he is projecting a 10% increase for 6 months (since July 1st renewal). Most increases are due to implementation of Wage Plan and Retirement. Troy mentions that the Unemployment Tax has a decrease due to the Town having a credit from its provider Primex, there will be no premium costs to the Town next year (he included \$1).

Selectman S. Perry mentioned that the Board needs to hold off on its final approval

Selectman F. Byron states that the Board can approve and then amend at a later date if necessary.

Selectman J. Brunelle states that the Budget Committee did not want to reopen any Budgets.

The Budget is shared with the Committee electronically now so they can see the status.

Board agrees to hold off.

Town Insurance - 4196.90

Bottom line change - increase of \$1,430 from \$63,505 to \$64, 935 due to

General Liability Insurance - increase of \$1,430

Troy mentions these rates have not been set either. He tells the Board that insurance provider Primex may not be able to provide unemployment/workers compensation coverage to the Town of Litchfield next year. He states they do provide a multi policy discount so they will be providing him with those figures. T. Brown mentions that the Board will have to make a decision if they would like to continue working with Primex or look at getting outside quotes from private providers. Board decides this will be an Agenda Item, and they will discuss it at a future meeting.

Selectman S. Perry states that Parks & Recreation 4520.10 was to be discussed. However they have not had a meeting so the budget is not ready, they have a meeting scheduled for next week. So this budget will be added to a future agenda.

Police, Fire, Ambulance, Parks & Recreation, Insurance, Personnel and Library will be discussed at the next Board meeting on October 26th.

Town Administrator T. Brown mentions that there was some confusion with the final approved budget figure and the proposed figure (made in a motion) with the Accounting budget.

Selectman F. Byron **motioned** for the Board to reopen the Accounting 4150.10 budget due to some confusion with the figures.

Selectman S. Perry **seconds** the motion. **Vote carries 5-0-0.**

Selectman F. Byron **motioned** for the Board of Selectmen to approve and forward a bottom line budget for **Accounting 4150.10** in the amount of \$215,123.

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

Budget Committee Alternate Member

Selectman F. Byron mentions that he will be unavailable from October 30 - November 11, and will need coverage for the Budget Committee.

Selectman K. Bourque states that he can fill in for the meetings on Thursday the 5th and 12th for Selectman F. Byron.

NH Assessors Election Ballot

T. Brown mentions that the NH Association of Assessing Officials is looking for Municipalities to vote for the 2015 slate of Officers. Each City or Town in good standing and who has attained the CNHA designation has one vote for each Officer/Director subject to election. Troy would like to know if a Board member would like to not vote, or would they like to designate him to represent the Town of Litchfield.

Selectman B. Lemire **motioned** for the Board of Selectmen to designate the Town Administrator T. Brown to cast a ballot for the Town of Litchfield.

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

Administrator Report

Annual Fire Truck Parade

Town Administrator T. Brown mentions that the Fire Department held their annual parade to kick off Fire Prevention Week, which runs the week of 10/4-10/10. He and the Department would like to remind everyone to change batteries and check their smoke/carbon monoxide detectors. Check fire extinguishers and set up an evacuation plan and meeting place for your family in case of a fire.

Selectman K. Bourque mentions that the Fire Department's Open House will be on Saturday October 17th.

CEDS Steering Committee

T. Brown tells the Board that the Regional Economic Development Center is looking for nominations of candidates for the 2016 CEDES (Comprehensive Economic Development Strategy) Steering Committee. It involves the newly completed 5 year comprehensive economic development strategies for the Southern NH Region. They would like the nominees to represent a variety of private business and industry from our Community.

Selectman F. Byron **motioned** for the Board of Selectmen to nominate Rene Theroux a local businessman from the Community to serve as a representative.

Selectman S. Perry **seconds** the nomination.

Board discusses that after the nomination by the Board, T. Brown will reach out to Mr. Theroux and see if it is something he would like to be involved with, and willing to serve. If so they will fill out the necessary forms which need to be completed and sent in by October 23, 1025.

Selectman F. Byron feels he would make a good candidate, he is active in the Community and has had a business locally for a number of years. **Vote carries 5-0-0.**

Darrah Pond Update

Town Administrator T. Brown mentions that Selectman K. Bourque and he attended a meeting, which included representatives from NH-DES, Town Administrator, and Engineer from the Town of Hudson as well as representatives from Pennichuck Water Works. The topic of discussion was Darrah Pond and the amount of water being drawn from the aquifer. He states it was very informal and everyone discussed their issues and concerns, he felt was informative and was positive. He states there were some action items discussed, but there were no commitments made. He mentions that a resident from Litchfield has filed a lawsuit against the Town of Hudson regarding the amount of water they are pulling out of the aquifer (Darrah Pond). Hudson and Pennichuck are meeting to see if they can help come up with a solution to this problem.

T. Brown states that Hudson has agreed to stop drawing 5,000 gallons a day from the aquifer. Selectman F. Byron would like to know where the 5,000 figure came from, because the Town of Hudson is drawing 790,000 gallons a day from this aquifer. He states 5,000 will not make a difference in the big scheme of things.

Troy states that back in 2000 a study was done and it mentioned the number of 790,000 gallons of which Hudson is responsible for 85%, Pennichuck the other 15%. He does not know where

the 5,000 figure came from, but that is an amount they (Hudson/Pennichuck) put on the table. Selectman T. Brown shares an outline of the action items discussed:

- 1) Install pressure transducers/data loggers in the existing monitoring wells and Darrah Pond[NHDES to coordinate with Hudson]**
- 2) Evaluate the compatibility of Pennichuck's radio-meter reading technology with meters at Campbell High School and Park irrigation well [Pennichuck will coordinate with Kevin Lynch of Litchfield]. If compatible, identify resources (approximately \$90/meter) to install the devices.**
- 3) Pennichuck will seek information from its contacts with the Weather Service regarding the costs and their interest in developing a self-contained weather station in Litchfield near the pond.**
- 4) Pennichuck will reduce its withdrawals by 5,000 gallons/day from the Darrah Pond Aquifer to offset increases in water use by others in the aquifer. Pennichuck will follow-up with the basis for 5,000 gallons a day (it was explained at the meeting but attendees requested the actual calculation/numbers.**
- 5) Hudson will assess if it will voluntarily reduce withdrawals using the same rationale that Pennichuck applied**
- 6) NHDES will re-assess regional quarry operations and the potential for dewatering to be occurring that could impact the Darrah Pond Aquifer.**
- 7) NHDES will assemble more historic aerial photos that pre-date the construction of the Dame and Ducharme Wells**
- 8) NHDES will conduct a pond/shoreline dewatering assessment.**

Additionally, Brandon will be contacting Litchfield (Kevin and Troy) to make an appointment to review local well permits issued by the town so that we can be sure we are accounting for as many groundwater withdrawals as possible.

Troy Brown mentions that the Governor intervened and asked NH-DES to bring the parties together and try to work out the issues involved.

Selectman F. Byron states that there are 4-5 monitoring wells located at Roy Memorial Park, and wonders if there was any discussion regarding them. He mentions they are not used for water usage, but to monitor the groundwater levels. Troy and Kevin do not believe they were discussed.

Selectman S. Perry states that out of all these discussions, Hudson/Pennichuck are mainly concerned about the water usage drawn at the High School to water the lawns, and they are only willing to stop the use of 5,000 gallons from their draw of 790,000 gallons. He feels this is not solving the problem at Darrah. The water levels keep going down, and everyone is putting their hands in the air and stating it is not them. That it is Litchfield's fault who draws 20,000 gallons

Troy states that he expected the fingers to be pointed at the Town and the School, but felt Hudson and Pennichuck were very concerned about this issue. He feels the Town and School have a right to the use of this aquifer and the 20,000 gallons. He states that if the Town/School continue to document their usage, the pressure will be placed back on Hudson and Pennichuck.

Selectman F. Byron stated that Pennichuck has considered constructing an additional line under the Merrimack to feed water into Litchfield.

Troy and K. Bourque state this was discussed at the meeting and they said it would not be cost effective and will not be happening.

Selectman F. Byron mentions that he had a meeting with the COO of Pennichuck (Don Ware) this was discussed as an option.

Selectman K. Bourque states that Mr. Ware was present at the meeting and is the one who stated it would not be cost effective and would not be happening. Also that water would cost a lot more in Litchfield if they did due to the price of the construction.

Selectman F. Byron wonders what caused him to change his mind.

Troy mentions that he and Kevin will be discussing this with the School.

NHDOT 2017-2026 Draft Transportation Plan

Administrator Troy Brown mentions there are several scheduled Department of Transportation (DOT) meetings throughout NH. To discuss the NH Transportations 10 year improvement plan. The nearest meeting will be held at the Londonderry Town Office on Thursday, October 8, 2015 at 7pm.

Troy mentions that Litchfield is not listed in the plan for any improvement.

He also mentions that he spoke with a representative from NRPC, who informed him there is a lump sum dollar amount allocated statewide. This can be used for general paving.

Board discusses the shim work done on Hillcrest by the State without any resurfacing or overlay, and the problems that this has caused. Board would like to have Troy draft a letter reminding them that the shim was suppose to be temporary and Hillcrest needs an overlay. Also mention if they have any plans for the intersection of Page Road and 102.

Troy states he will investigate these issues and report back to the Board.

NRPC Nashua Transit System

T. Brown mentions that the NRPC is looking to re-evaluate the public transit system needs in the region. They sent a letter to notify they will be reaching out to Litchfield and its Residence.

Selectman Reports

Selectman F. Byron mentions the Budget Committee had a meeting on Thursday and he presented the Budgets the BOS had approved on September 28th. He explained to them about getting the advice of Counsel.

Selectman B. Lemire mentions that the Conservation Commission has moved their meeting from the 1st to this Thursday the 8th and he is unable to attend. There is no one available to attend the meeting. B. Lemire will ask them to update him on the meeting.

Items moved from consent - None

Other Business

Selectman S. Perry mentions there is a Planning Board meeting Tuesday evening and he is

unable to attend. He also mentions that for the next 2 months he will be able to attend any meetings.

Selectman J. Brunelle will cover the Planning Board meeting on October 6th at 7pm

Selectmen K. Bourque will cover the Planning Board meeting on October 20th at 7pm
Board will discuss November's meeting at the next BOS meeting.

T. Brown mentions that he has the Fire and Police Chiefs scheduled for an October 19th Board of Selectmen's meeting, not the 26th. Board decides to hold a meeting on the 19th rather than reschedule the Chiefs, and leave the 26th on hold if it will be needed.

Selectman B. Lemire **motioned** for the Board of Selectmen to adjourn

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

The next Board of Selectmen's meeting will be on October 19, 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