

TOWN OF LITCHFIELD BOARD OF SELECTMEN
October 19, 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 Meeting Minutes for October 5, 2015
- 2. Approval of Account Payable Manifest for 10/13/15 (\$23,568.33)
- 3. Approval of Account Payable Manifest for 10/20/15 (\$36,212.13)
- 4. Approval of Payroll Manifest for 10/15/15 (\$48,219.49)
- 5. Approval of Payroll Manifest for 10/22/15 (\$52,951.59)
- 6. Timber Tax Map 20, Lot 24 \$550.06

Approval of Consent Items

Selectman S. Perry reads aloud the Items for Consent
Selectman John Brunelle **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 J. Brunelle states he received an email and would like to discuss the issue of sidewalks and crosswalks along Albuquerque with the Board.
Selectman B. Lemire mentions that a Resident has been appointed as the Assistant Commissioner to the Department of Environmental Services. On behalf of the Town and the Board of Selectman he feels a letter of congratulations should be sent. Board agrees and asks that the Town Administrator Troy Brown and Selectman B. Lemire construct a congratulatory letter.

Business
2016 Budget Review

Police Administration - 4210.10

Also Present: Chief O'Brion, Sgt. Sargent, Sgt. O'Donaghue

Bottom line change - increased by \$24,994 from \$1,424,541 to \$1,449,535

Changes due to

Salary Administration - increase of \$8,306 due to Wage Plan implementation

Officers - decrease of \$3,778

Wages (Administrative Assistant) - increase of \$4,165 due to Wage Plan implementation

Wages (Special Officers) - decrease of \$28,400 due to loss of Det. Houle

Chief O'Brion states this position may take some time to fill due to the need for experience and the specialized needs required for this Detective position. He states it will be unlikely this position will be filled in the coming year.

Selectman F. Byron mentions that if there will be any chance of this position being filled next year money needs to be placed in the budget, it can't be added later. He states that the desire is to fill this position, and it is easier to keep funds in the budget than to justify the adding in of the position the following year.

Chief O'Brion mentions adding in funds for half the year.

Board and Chief discuss the matter and the fact that the overtime budget will increase while the other Officers fill in for the missing Detective position. They agree to leave money in this line.

Selectman J. Brunelle **motioned** for the Board of Selectmen to add \$25,000 back to line 125.

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

This changes the Wage (Special Officers) line to a decrease of \$3,400

Wages (Overtime/Officers) - increase of \$5,772

Wages (Captain Overtime) - increase of \$5,097

PD Overtime Court - increase of \$3,627

PD Overtime Training - increase of \$5,997 due to overtime associated with mandatory training.

Asking for the amount the Budget Committee removed last year.

PD Prosecutor Contracted Services - increase of \$2,958

Shredding Services - increase of \$100

Software Support - increase of \$2,628 due to video systems in cruisers not warranties after May 1, 2016

Child Advocacy Center - increase of \$100

Selectman F. Byron mentions he would like someone to explain the Child Advocacy Center and what they do for the Town. Sgt. Sargent states the Center is a very important tool the Police Department uses in its investigations of alleged child abuse cases, or safety concerns a parent or someone involved in the school system may have regarding a child can be reported to the Center. This would trigger a safety check, and a trained forensic interviewer would speak to the child and if necessary alert or ask a member of the Police Department, DCYF, possibly the County Attorney to sit in on the interview. Sgt. Sargent states that anytime there is an interview regarding an allegation of a sexual assault/abuse of any degree the Police Department will utilize the services of the Center. This allows for one recording and one statement from a child done by a trained professional who knows how to speak with that child in a manner so as not to further traumatize or victimize them. The services of the Center have helped in the prosecution

of sexual assaults of all types. He states their services are a great asset to the Department and the Town of Litchfield, and well worth the \$2,000 price tag. Chief O'Brion states that the price is calculated by the Center based on the amount of cases.

Selectman F. Byron states there has been a discussion regarding the services of the Guardian ad litem who is a person appointed by the court to represent the best interests of a child. He mentions that the Child Advocacy Center is separate from this person and their services. Chief O'Brion states that is correct, they are two separate service agencies.

Office Supplies - increase of \$500

Vehicle Repairs/Maintenance - increase of \$1,900

Uniforms & Accessories - increase of \$500 due to contract

Ammunitions/Supplies Purchased - increase of \$1,500 due to cartridges for taser upgrade, increase in training ammunition, SOU qualification, ammunition for Department requalifications.

Equipment Purchase - increase of \$4,193 due to the purchase 2 new bulletproof vests that expire this year (they are contracted). Replacement of 2 radios, over decade old technology not available to fix and car would be deadlined. Purchase of Faro Crash Zone Software, an Officer is one class away from being a certified accident reconstructionist. Purchase of 4 rifle ballistic vests (one per car), these have hard plates and can deal with larger rounds which would be another layer of protection for the Officers.

Cruiser Purchase - decrease of \$25,711 due to no longer having a 2 cruiser lease. Purchasing 2 new to replace cars 3&4 because too many miles on vehicles (70,000/95,000) and warranties have expired.

Selectman F. Byron would like the Chief to figure a lease value cost on this, so they can have that figure to present to the Budget Committee. He discusses the purchase of 2 cruisers last year and the cycle discussed to rotate future purchases on a 2-1-2-1 cycle (this year should of been 1). Chief states it goes back to the 2010 purchase of 4 vehicles, they were never rotated out with new purchases. Then only purchased 2 vehicles which still allowed too many miles to be put on cruisers, the 2 oldest were out for repairs so often that the 2 newest (3&4) were used and acquired way too many miles in a very short period of time (20 months with 70,000/95,000). Selectman F. Byron states last year he committed to the Budget Committee that the purchase of 2 cruisers last year would put the Department on a 2-1-2-1 rotation. Board discusses this and feels the mileage issue will need to be explained to the Budget Committee.

Selectman F. Byron mentions to the Chief the B/C will have questions and an issue with this, and he feels they should have options with figures for a lease purchase as well as the outright purchase for \$80,000 (which he has budgeted).

Detail Vehicle Reimbursement - decrease of \$10,000 due to offset for expenses of gas, detail vehicle maintenance. Board discusses this offset and how this fund line works, and how police details are paid.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Police Administration 4210.10** in the amount of \$1,449,535.

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

Police Support - 4210.50

Also present: Chief O'Brion, Sgt. Sargent, Sgt. O'Donaghue

Bottom line change - increased by \$4,288 from \$146,846 to \$151,134

Wages (Dispatcher) - increase of \$2,000 due to Contract

Health Insurance - increase of \$2,217

Dental Insurance - increase of \$7,200

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Police Support 4210.50** in the amount of \$151,134. Selectman J. Brunelle **seconds** the motion. **Vote carries 5-0-0.**

Animal Control - 4414.10

Also Present: Chief O'Brion, Sgt. Sargent, Sgt. O'Donaghue

Bottom line no change

Building Repairs/Maintenance - decrease of \$100

General Supplies - increase of \$200

Postage - decrease of \$50

Seminars - decrease of \$50

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Animal Control 4210.50** in the amount of \$15,417. Selectman K. Bourque **seconds** the motion. **Vote carries 5-0-0.**

Board thanks Chief O'Brion, Sgt. Sargent, and Sgt. O'Donaghue for coming

Public Input - None

Ambulance - 4215.10

Also Present: Chief Fraitzl

Bottom line unchanged

Selectman S. Perry asks the Chief if the Town will continue their contracted ambulance service with Hudson.

Chief Fraitzl states it is an ongoing contracted agreement each year with Hudson.

Selectman F. Byron states that line 800 Ambulance Bad Debt for \$11,500, has been continued year to year for the same dollar amount. He would like to know what the Expenditures have been for bad debt over the past few years, and if this is billed quarterly or as it happens.

Chief believes it is suppose to be billed quarterly, but believes it is more like twice a year.

Town Administrator Troy Brown states that it appears to be year to year Expenditure for the same amount.

Selectman F. Byron states that this is a transfer within the budget of funds from the Ambulance Revolving Fund. He would like to know if the number needs to be adjusted.

Troy states that he will have to research this and get back to the Board with the figures requested.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Ambulance 4215.10** in the amount of \$51,500
Selectman B. Lemire **seconds** the motion. **Vote carries 3-1-1.**

Fire 4220.10

Also Present: Chief Fraitzl

Bottom line change - increase of \$31,487 from \$483,104 to \$514,591 due to

Salary Fire Chief - increase of \$6,733 due to contract

Wages (Firefighter/EMT) - increase of \$3,622 due to Wage Plan implementation

Wages (Call Firefighter) - decrease of \$250

Training Wages - decrease of \$2,650

Fire Inspector - increase of \$980

Selectman F. Byron asks when Kevin Lynch completes his Fire Inspection class can he offset some of the current Inspectors hours. Chief Fraitzl states that he and Jason worked on a proposal last year regarding the training required for K. Lynch and it was more than the amount paid for the existing outside part-time Inspector. Also it would leave the Department with no Investigative Inspector.

Selectman F. Byron states he does not understand why Kevin would be more, but states the funds for K. Lynch's training (\$274) need to be removed from the budget if the Board does not intend him to move forward with certifications. Chief states that would be for just Inspector 1 there are numerous certifications necessary such as Inspector II, Life Safety, Fire Protection, Codes etc. This does not include any fire investigative certifications. This would add up to a cost more than the money spent on the Fire Inspector/Investigator currently hired.

Overtime (Firefighter) - increase of \$2,420

Overtime (Training) Firefighter - increase of \$281

Uniform Allowance - increase of \$400 contracted

Health Insurance - decrease of \$414

Dental - increase of \$139

Computer Software Contracts - increase of \$3,500 due to building an electronic bridge from IMC (which Police and Hudson use) to the FH data link. This would connect the Department to the dispatch programs in Hudson.

Dispatch Service Contract - increase of \$200

Pre-Employment Screening - increase of \$6,550 due to mandatory background checks, and required by the Fire Academy, Fire service physicals.

Instructor Services - increase of \$200

Electricity - increase of \$913

Heating - increase of \$1,600

Board discusses this increase and Troy who is working on this issue and will get actual breakdown of numbers to review with the Board and Budget Committee.

Equipment Repair & Maintenance - increase of \$6,830 due to purchase of a base station radio unit to be used with our dispatching done by Hudson. There have been communication issues for some time with the existing unit which is over 10 years old, this will replace that.

Vehicle Fuel - decrease of \$2,464

Vehicle Repairs & Maintenance - increase of \$3,000 due to aging fleet. Chief states they still have not completed pump testing or this year.

Books & Periodicals - decrease of \$250

Uniforms & Accessories - increase of \$300

Medical Supplies - increase of \$300

Equipment Purchase - increase of \$50,000 due to purchase of a diesel source capturing exhaust removal system for the Fire Station. Chief states that he has tried a few times to get this by means of a Grant, but that has been unsuccessful due to the Station not being manned 24 hrs a day. He states diesel exhaust carcinogens within the station is one of his major concerns from a health standpoint. These fumes need to be vented to the outside so no one is breathing them in, or it is not being absorbed into skin or on clothing. Also he mentions any unit purchased can be reused into another or larger space if there are any changes to the Fire Station.

Selectman B. Lemire states that this is a large purchase and more of a Capital Expense item that should be put onto a Warrant Article for the voters to decide. He feels the citizens are very supportive of the Department and this is easily justified, he does not feel there would be an issue. He is concerned that a \$50,000 increase to the Budget could possibly end with the Budget not being passed.

Selectman J. Brunelle states that if done by Warrant, and the voters say no the Department cannot move forward with this safety issue purchase.

Selectman B. Lemire states that he is more concerned that this amount could seriously impact the Budget and the whole Town Budget could be voted down.

Chief has no problem having this item go onto a Warrant Article. Board discusses this matter and decide to move this to a Warrant Article

Selectman F. Byron discusses the purchase of 2 Thermal Imaging Camera's (\$20,000). Chief states that they purchased on last year and are only purchasing one this year (\$10,000) and one next year, in order to get on a rotating purchasing system with the 3 cameras. This way they will always be up to date on the latest technology. He mentions the other \$10,000 on this line is for other items (hose, nozzles etc.) Board asks the items be broken out.

Selectmen B. Lemire **motioned** for the Board of Selectmen to remove \$50,000 for the diesel exhaust system from the **Equipment Purchase** line and move forward with this as a Warrant Article to the voters.

Selectman S. Perry **seconds** the motion. **Vote carries 3-1-1.**

Equipment Lease - increase of \$208 due to copier maintenance plan.

Selectman S. Perry discusses this lease and why not purchase a new copier, (for this price one can be purchased every year). Selectman J. Brunelle states that it is more than a copier, it is heavily used as a scanner and fax machine. Also that the toner and supplies are costly.

Seminars and Conventions - decrease of \$660

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Fire 4220.10** in the amount of \$514,591.

Selectman S. Perry **seconds** the motion. **Vote carries 4-0-1.**

Emergency Management 4290.10

Also Present: Chief Fraitzl

Bottom line change - increased by \$131 from \$11,756 to \$11,887 due to

EM HAZ MAT District - increase of \$131 due to annual dues

Chief discusses the Code Red Emergency notification system and Haz Mat notification. He uses the Wilson Farm fire as an example, with one phone call to Derry Fire Department they received a "Team Leader" and full responsive team, as well as a Chemist due to the concerns of the herbicide and pesticide chemicals. They all worked with the Wilson Farm staff as well as our Department to ensure safety of chemicals, water, run off, groundwater etc. to make sure no one was creating a cleanup nightmare. This one incident would of been a great expense to the Town if we had to pay on our own. It is an asset and wonderful resource to the Town, well worth the annual dues.

Selectman F. Byron mentions the Code Red System and if the School is apart of the Town. Chief states that the Town and School are separate. He also mentions that Jason Hoch was the Code Red Engineer and wants to make sure someone has taken over those duties. Selectman J. Brunelle states that both Chiefs, the Town Administrator, Terri Briand and himself all are authorized to use the system.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Emergency Management 4290.10** in the amount of \$11,887

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

Selectman K. Bourque would like to thank all involved with the Fire Department's Open House which was held over the weekend. He states there was a fantastic turnout and everyone really enjoyed themselves. He has heard nothing but great feedback. He credits Chief Fraitzl and Lt. Clancey for all their hard work in the event being a great success.

Chief states it was a team effort, with a whole lot of Community involvement and support for the event.

Fire Station Study

Chief Fraitzl states that last month the Board of Selectmen instructed he and TA Jason Hoch to work on a Feasibility Study Proposal for the existing Fire Station and possible options for expansion. Town Administrator Troy Brown and he met with SFC Engineering and Warrenstreet Architects, both have been heavily involved in studies and plans and are familiar with the project.

Warrenstreet Architects/SFC Engineering has given a breakdown of their proposal.

1. Document existing conditions of present fire station, photograph and produce report of finding \$3,000.
2. Measure and draft existing conditions (Plans and Elevations) of present fire station \$2,000
3. Develop options to renovate and possible addition with one meeting with Town Staff \$3,000

4. Review plans produced by this office (Warrenstreet) in 2008, document any changes with code updates \$750.
5. Provide estimate of renovation and update of 2008 concept \$2,000

This would be for a total of \$10,750.

Chief states that there are a full set of architect and engineering plans (done in 2008) that are ready and able to go forward to bid for a proposed station on Liberty Way.

Selectman S. Perry mentions that he thought there were site plans that were done for the existing fire station location. Board and the Chief discuss this issue and no one seems to have any plans that were drawn up for the current stations location. Board discusses that in order for anything to be done to the existing Fire Station building everything would need to be brought up to code, and an elevator would have to be installed to the second floor. No addition can be added or done without major code upgrades.

Selectman F. Byron mentions that the 2008 plans were pretty expansive it was for a large complex here on Liberty Way. He is wondering if the plans can be adjusted to build a smaller station at the existing stations location on 3A. As he remembers the plans were for numerous bays and offices, he knows the plans need to be updated and is wondering if all that space is needed.

Chief Fraitzl states he would have to go back and review the plans, he did not focus on the size of the building. There was just a set of plans the Architect/Engineers looked over and said they could still use. Board continues to discuss the plans and locations.

Selectman F. Byron states that if the plans cannot be used if the building is downsized or the size of the building does not work for the current situation that there is no need to continue with the existing plans.

Chief Fraitzl states he feels the thing to do is see what can be put at the existing site (what size building), and then see if the plans can accommodate and meet his Departments needs. Start with Phase I and continue from there. Board has already approved the use of no more than \$20,000 be used in Impact Fees for this.

Board agrees to allow the original motion to stand allowing Town Administrator T. Brown and the Chief to move forward with this proposal.

Fire Department Breathing Apparatus Equipment

Chief Fraitzl tells the Board that he has 2 quotes from vendors for the purchase of the Breathing Apparatus Equipment which was approved for \$163,000 by Warrant at the 2015 Annual Town Meeting. He still has a few questions for both vendors regarding some options. He is not ready to move forward with a particular vendor, but can tell the Board that the price is \$171,000. Of this \$171,000 - \$21,000 if still available from the 2014 Warrant Article #7 (which was for a Grant match) this had a non-lapsing clause which allows this money to be used toward this purchase. As well as the \$163,000 from the 2015 Warrant Article #7 for the Breathing Apparatus Equipment, of which only \$150,000 is needed.

Board would like the Chief to return to the Board once he makes his final decision and present the Board with that information.

Board thanks Chief Fraitzl for coming to the meeting.

F-350 Truck Lease Purchase Agreement

Town Administrator Troy Brown tells the Board that since the last meeting he has contacted three financing companies regarding 3 and 4 year lease purchase quotes, which he has shared with the Board. TD Banknorth does not quote anything less than \$100k, others were Ford Motor Credit and All American. He states that Tax Exempt Leasing Corporation offered the best financing on a 4yr lease at 3.74%. Due to budget constraints, he only recommends entering into a 4yr. lease agreement, with the first payment due in January of 2016. Troy mentions that he has had the lease contract reviewed by Legal Counsel. Counsel indicated that the first lease payment needs to be made in the 2015 Budget. They feel since Town funds from January-March may only be spent on Expenditures which are reasonable in light of the prior year's Appropriations and Expenditures for the same purposes during the same time period. Troy states that there are a few areas some money may be found in order to make the first payment. First thought is to ask Department Heads to hold off on nonessential purchases if possible. In working with the Highway Department there are a few line items where they held off making Expenditures to help cover the bottom line. He also mentions there is an Expendable Trust Fund that exists, he has reviewed the language today and sees no reason why those funds cannot be used to offset overages from salt/sand and fuel if needed. Troy tells the Board that \$27,000 is due from FEMA, which will help offset overages within the Highway Department. He mentions there is a need for this vehicle now and suggests the Board enter into a 4yr. lease purchase.

Selectman J. Brunelle states that payments have been deferred in the past and discusses the issue of this with a Default Budget (it can't be in a Default) but in an Operating Budget. He questions if Counsel understood Troy was not speaking about a Default Budget, rather an Operating Budget. He feels Counsel misunderstood, and the question needs to be asked more specifically.

Selectman S. Perry asks if the \$9,370.01 is for the 3yr. or the 4yr. lease

Troy states it is for the 4yr. lease, on the F-350 Truck/Plow which is just under \$36,000

Selectman F. Byron believes the confusion is that you cannot commit and spend money from the 2016 Budget in 2015. The truck needs to be either purchased this year, or put out as a Warrant Article for next year. Board states the truck is needed now. They also would like Troy to speak with Counsel and be specific in regards to the wording of a Default or Operating Budget. They decide to approve the money for the first payment in 2015, and discuss where the money should come from. Deciding to allow Troy to access the funds where he feels would be best.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve \$9,370.01 for the first year lease payment on the purchase of an 2015 F-350 truck and plow for the Highway Department, with Tax Exempt Leasing Corporation.

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

Adopt-a-Road Program

Town Administrator T. Brown tells the Board that he received correspondence from Boy Scout Troop 48. They are requesting to adopt a mile of roadway in Town, and they would commit to a fall and spring clean up of trash from the shoulders of the road. He states he does not have a

recommendation for a mile of roadway, and is asking the Board what they would like to do. Board states that this has been brought up in the past and the “adopt-a-road program is a State run program not a Town program. The Board has spoken with Legal Counsel and Litchfield would assume all liability, and would have to implement procedures and training and with it being so involved the Board agreed to decline the requests.

Selectman F. Byron states that the Town has groups that volunteer to do roadside clean ups (usually twice a year) they could join in and volunteer to help those Organizations such as the Lions Club, and the Conservation Commission. Troy states that he will follow up with a letter and direct them to the other groups to possibly volunteer.

Appointment of Paul N. Charland as Planning Board Alternate Member

Board of Selectmen state they would like Troy Brown to request that the Planning Board have Mr. Paul Charland come in front of the Board for an interview. Troy will set this up for a future meeting.

NHRS Penalty Assessment

Troy Brown mentions that on September 10, 2015 NHRS fined the Town of Litchfield in the amount of \$3,275.00 for incorrect compensation reporting of a retired employee. In response, Karen White requested that NHRS waive the penalty because the mistake was made in error and was not intentional. She also notified State Representative F. Byron. Troy states that M. Byron sent a letter to NHRS to clarify that the purpose of RSA 100-A:16,VII was to issue a \$25 per day penalty for willful or intentional data reporting. Representative F. Byron also submitted a bill to prevent future penalties for unintentional data reporting errors. Troy has shared that correspondence. He also mentions that NHRS waived the fine to the Town.

Administrator Report

Troy mentions that a 29 page document has been submitted by the NH Pipeline Coalition (consisting of 15 Communities) which are impacted by the proposed Kinder Morgan Pipeline. The Coalition through legal counsel has put together a submission to FERC which is the Coalitions formal response to the scoping meetings which have been held in the State. Troy states that the document includes comments on safety, environmental impacts and many other questions and comments made during these scoping meetings. The document hopefully helps FERC to consider all issues and impacts as they review the application put forward by Kinder Morgan Pipeline.

Selectman Reports

Selectman J. Brunelle states he attended the Planning Board meeting and they discussed Mr. Charland attending the BOS meeting for an interview.

He also attended the Recreation Commission meeting and reminded them of their Budget needing to be approved by themselves. They were going to meet with Troy and get this to the Board of Selectmen for approval.

Board discusses the possibility of holding an earlier BOS meeting in order to get these budgets approve in time for the Budget Committee. If not something will have to be approved by the

Board and sent to the Budget Committee, and modified after if necessary.

Board mentions that Personnel Administration, Park & Recreation and Library budgets as well as Warrant Articles are still needed for review.

Board discuss a letter be sent out to the Library, Parks and Recreation Committee reminding them of the need for their budgets to come in front of the Board of Selectmen for approval or the Board will have to approve something themselves. Budget Committee needs all budgets for their review by November 4th.

Selectman F. Byron would like direction from the Board as to what he should report to the Budget Committee regarding the remaining budgets. Board decide that November 9th will probably be the soonest they will be available for the Selectmen to approve. However, if the budgets come in to Troy earlier the Board is will hold a meeting on November 2 to approve the budgets in order to meet the Budgets Committees 11/4th deadline.

Selectman F. Byron **motioned** for the Board of Selectmen to send a letter to the Library Trustee's and the Recreation Commission informing them November 2, 2015 is the date required to have their budgets in for approval. If not the Board of Selectmen will forward a budget for them.

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

Selectman F. Byron mentions that he and TA Troy Brown attended the Budget Committee meeting last Thursday. He tells the Board that the BC is on schedule with their Budget reviews and have completed all they have asked for. He and Troy received emails today asking that the Department Heads of Police, Fire and Highway attend their this Thursday 10/22 to answer any questions they may have. Selectman F. Byron states the Road Agent may not be able to attend due to a medical issue, and he has notified the BC Chairman of this.

Selectman J. Brunelle asks if F. Byron knows of a specific issue that Committee has with the Highway Department that the Board of Selectmen could not answer.

Selectman F. Byron states is has to do with workers salaries, that appear on two different reporting sheets being used. He mentions that Troy answered this question today.

Selectman F. Byron mentions to the Board that this will be a RSA 91-A issue once he sends an email out. He states that after every Budget Committee meeting he sends an email to the Town Administrator and the BOS Chairman advising them of any questions that he recorded from the meeting. He mentions that if Troy wishes to share those emails with any member of the Board he has no problem with that. He does not wish to forward an email to everyone because he does not want any discussion to be done by email that may be misunderstood as a violation under RSA 91-A.

T. Brown mentions that in looking over the Budgets, Fire, Police and other list their salaries separate such as Chief, Sgt., Administrator etc. Within the Highway Department they were not separated as clearly due to contracted services, and seasonal help. So he and Karen will be working with the Head of the Highway Department in order to make those line items more detailed.

Other Items - None

Items moved from consent - None

Other Business

Selectman J. Brunelle mentions that a letter was received from a citizen asking the Board of Selectmen to consider putting in sidewalks and a crosswalk at the Schools in Town. He mentions that this topic has been brought up and discussed several times by the Board. In 2013 there was a warrant article for an engineering study brought forward for the school at Pinecrest which was defeated. J. Brunelle states that as far as the crosswalks on Albuquerque there is nothing on the other side from the school for anyone to cross to. He tells the Board that the letter has to be acknowledged and this information forwarded to this individual. Chairman S. Perry will respond to the request. Board also mentions that if anyone still feels they would like to go forward with this issue they can come forward with a petition with 25 signatures and present it at the Deliberative Session and have it placed on as a Warrant Article.

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

Selectman K. Bourque **seconds** the motions.

Selectman F. Byron stepped out of the meeting for a moment and was not present for the vote.

Vote carries 4-0-0.

Selectman S. Perry reminds everyone of the meet and greet for the new Town Administrator Troy Brown, which will be held at Town Hall on Monday October 26th from 4-6pm

The next Board of Selectmen's meeting will be on November 9, 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