

TOWN OF LITCHFIELD BOARD OF SELECTMEN

November 2, 2015

Selectmen's Meeting

Members Present: Steven D. Perry, Chairman
John R. Brunelle, Vice Chairman
Brent T. Lemire

Absent: Frank A. Byron - Excused
Kevin C. Bourque - Excused

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork review

6:00 p.m. Call to Order

Pledge of Allegiance

Board met with Police Chief O'Brien in a non-public session to discuss the Police Union Contract.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the tentative agreement reached with Counsel 93 Chapter 3657 pending legal review.

Selectman J. Brunelle **seconds** the motion. **Vote carries 3-0-0.**

Review of Items for Consent:

1. Minutes of October 19, 2015
2. Approval of Account Payable Manifest for 10/27/2015 (\$43,263.20)
3. Approval of Account Payable Manifest for 11/03/15 (\$290,136.83)
4. Approval of Payroll Manifest for 10/29/15 (\$50,884.44)
5. Approval of Payroll Manifest for 11/05/15 (\$49,451.55)
6. Public Demonstration Permit (11/07/15 - Soccer Tournament)

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 3-0-0.**

Request for Items - Other Business - None

New Business

Fire Department - Breathing Apparatus Equipment

Chief Fraitzl tells the Board of Selectmen he is seeking approval to purchase the Breathing Apparatus Equipment for the Fire Department. He would like to purchase the equipment from the lowest bidder Industrial Protective Services (IPS) in the amount of \$162,911.52.

Selectman B. Lemire states that IPS was not originally the lowest bidder.

Chief Fraitzl states that originally both bids had come in with a higher amount than he is requesting this evening. Fire Tech and Safety (2nd bid) gave the Chief a lump sum bid with no listing of individual prices on equipment. He met with both companies and explained the Department had \$163,000 to purchase this equipment, they both asked to revisit their original bids. He states that IPS came in \$162,911.52, and Fire Tech & Safety came in at \$162,995 (did not adjust bid just offered a quick payment discount).

Selectman B. Lemire **motioned** for the Board of Selectmen to accept the recommendation of Fire Chief Fraitzl to purchase the Breathing Apparatus Equipment from Industrial Protective Services in the amount of \$162,911.52.

Selectman J. Brunelle **seconds** the motion. **Vote carries 3-0-0.**

2016 Budget Review

Library - 4550.20

Also present - Vicki Varick and Lynne Clifford

Bottom line change - increased by \$4,328 from \$202,689 to \$207,017

Changes due to increases in wages

Vicki states that the Library will be moving forward and placing a Warrant Article similar to what the Town did last year, asking for funding to implement a Wage Plan.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Library 4550.20** in the amount of \$207,017.

Selectman J. Brunelle **seconds** the motion. **Vote carries 3-0-0.**

Selectman B. Lemire and the Board took a moment to thank Vicki and the Library for coming to the Board of Selectmen to discuss their budget issues. Even though they are separate from the Town regarding their budget, the BOS is the appropriating authority for the Library (this can make for a gray area at times). However, the Board would like to thank them and agrees with placing the wage funding on a Warrant Article to the voters.

Parks & Recreation - 4520.10

Also present - John Bryant

Bottom line change - increased by \$2,712 from \$80,317 to \$82,429 changes due to

Wages-Custodian - decrease of \$520

Electricity - increase of \$2,000

Propane Gas/Talent Hall - decrease of \$2,134

Building Repairs & Maintenance - increase of \$1,000 due to exterior painting being done

Chemical Toilets - increase of \$966

General Supplies - increase of \$200

Program Expenses - increase of \$600

Board and John discuss the wage decrease is due to some custodian wage is being picked up by the Pickleball Association for their usage.

Electricity is strictly usage due to the Hall being used all the time 7 days a week.

Propane is down due to costs being down and less usage because system is not failing as often and more efficient.

Building repairs and maintenance \$600 for painting exterior of Town Hall.

Chemical toilets increase due to picking up baseball at Corning Road and Griffin Memorial

Program expenses increased due to a request for additional funds for the Easter Egg Hunt, which is an annual event that has grown over the years. This event was sponsored by donations, however this year they were unable to collect costs to cover the event through donations alone. John states the Commission did not not to cancel the event, it is great fun for the children and families of Litchfield

Board and John discuss the use of this line item. John states the Program Expenses are used for the Easter Egg Hunt, Winterfest and the Senior Citizens Event. Troy states that this line was budgeted for \$1,200 and to date the Recreation Commission has used \$366, leaving a balance of \$833. John states that the Winterfest and Senior Citizen's events have not taken place yet. Selectman S. Perry mentions that the John should have his numbers broken down and available to discuss with the Budget Committee when they review this Budget. He mentions this due to the line not being spent and the Commission asking for and increase.

They discuss the Field Equipment line of \$2,500. John states the funds are there in case machinery/equipment breaks or there are problems with the fields and funds are needed.

John mentions that he has a question for the Board regarding field maintenance. He states that the Commission currently has a 2 year contract for the fields and they missed some things in negotiating this contract and issues have occurred (ex. treatment of grubs, slicing). He states that the organizations of Lacrosse/Soccer on behalf of the Recreation Commission directly contacted the landscaper to do this work, and they paid for it from their budgets (total cost of \$1,800). John states this as well as other issues will have to be handled next year by the Recreation Commission as there are no funds available from those organizations and no funds available from the Commission's budget. John also mentions that they feel the fields have not been taken care of properly by this contractor, there have been issues with sprinklers, burning of areas on the field that needed to be fixed as well as mowing. He mentions the Commission will be having a conversation with the contracted landscaper, but if they release him there will be additional cost for the remaining year. He is looking for the Board's recommendation as this may cost money the Commission does not have in their budget for next year.

Board discusses that if there are things listed in the contract they are not doing, there is the possibility of holding back funds.

John also mentions that they have been trying to get an answer from them because there is a question regarding the possible lapse/cancellation of the their Insurance, binder expired in July. Troy mentions the insurance binder has been renewed, however there is still questions regarding workers compensation insurance coverage and if they have it. Troy mentions this was part of the contract and if this has lapsed and they cannot prove otherwise it is a reason to no

longer continue with their services.

Board continues to discuss the issues and state there are plenty of reasons to terminate the contract with this landscaper. They mention the leagues have been picking up the doing as well as paying for maintenance which is unfair (fields need to be ready for use). Board mentions when this contract went out for bid the other quotes were quite higher in price. They discuss this lower bid really hurting the Commission, which is made up of volunteers and should not be expected to oversee and manage all these issues (especially on a budget of \$80,000).

Selectman S. Perry mentions that the other landscaper that was used previously that everyone would like back was significantly higher in price. John and the Board discuss that so many issues have occurred and money has and will be spent that it may be worth the possibility of paying a higher price. John mentions that when this landscaper was overseeing the fields they never had to worry about any of these issues.

Selectman B. Lemire mentions that most Towns (half our size) have at least a part-time Recreation Coordinator that is paid to handle and oversee the Town's needs, and work with the League's/Commissions. He states that a Town Administrator also cannot oversee everything. Selectman B. Lemire states he feels the Recreation Commission should put this contract out for bid in December. If the Commission feels it is more than the budget can sustain, he states that from the floor of the Deliberative Session the budget can be amended. He would not recommend amending anything here this evening.

Selectman J. Brunelle asks if there is an out clause or penalty clause in the RFP with the contracted landscaper.

John states he does not believe so.

Board recommends that the Commission run the contract by legal counsel and have them give their professional feedback, there may be the possibility of withholding money till work is completed. In the meantime Board suggests seeing if the current landscaper has the required insurances. Then depending outcome put this out for bid, having legal give their recommendations again.

Selectman S. Perry mentions to ask in the RFP for different billing cycles, or if the billing cycle can be modified to cross over calendar years, this can be run by legal when the time comes.

Board continues to discuss that this is over a half million dollar facility (just at SawMill) that should be overseen by a Recreational Coordinator, it is unrealistic for volunteers to continue to handle all that is necessary to maintain these fields and organizations. John states that a few years ago they tried to hire a part-time person, but it was shot down.

The Board feels John and the Commission should continue to move forward with a Warrant Article for a part-time Recreation Coordinator for a set dollar amount or a stipend.

Town Administrator Troy Brown mentions that when he was the TA in Hollis they outgrew their Recreation Department also and offered \$10,000 a year to a Recreation Coordinator or the position.

Troy and John will work together to put together a Warrant Article listing all the necessary functions of a Recreation Coordinator to bring in front of the Board of Selectmen at one of their next meeting for approval.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Parks & Recreation 4520-10** in the amount of

\$\$82,429.

Selectman J. Brunelle **seconds** the motion. **Vote carries 3-0-0.**

Public Input - None

Personnel Administration - 4155.10

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

Employee Short Term Disability - increased by \$900

Social Security Taxes - increased by \$1,813

Medicare Taxes - increased by \$938

Employee Retirement - increased by \$4,472

Firefighter Retirement - increased by \$2,944

Police Retirement - increased by \$14,759

Wage Plan Implementation - increased by \$30,000

Longevity - increased by \$7,075

Unemployment Tax - decreased by \$3,480

Workers Compensation - increased by \$8,625

Town Administrator Troy Brown tells the Board that the Workers Compensation figures are in and that line increased to \$57,726. Troy mentions his conservative estimate of the Premium Holiday figure should be around \$7,500 (will not be known for months). Also there is a credit on the books from the 2015 Premium Holiday of \$4,730 and a reimbursement for Special Detail in the amount of \$2,000. Board discusses that most of the increase is due to the implementation of the Wage Plan.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve and forward a bottom line budget for **Personnel Administration 4155.10** in the amount of \$560,704.

Selectman J. Brunelle **seconds** the motion. **Vote carries 3-0-0.**

Budget Adjustments

Troy mentions to the Board that he has added and shared with them a new spreadsheet showing a breakdown of the BOS adjustments that have been made to the individual lines in the Budget. He tells the Board that next year he will not make assumptions and project a budget increase for dental/health he will leave the line flat until figures are in. He mentions this year there will be no increase in dental insurance. Troy tells the Board the Hearing which sets the Health Insurance rates (for July renewal) will be held on November 17, 2015, and the Town should receive those rates a day or two later. He states that the January 1st renewal rates has been set and they range from 3-8% depending on the carrier (he built into the budget a 10% increase).

Troy Brown tells the Board that the Budget Committee made an adjustment in the Road Agent Budget for Stormwater, the BOS approved \$30,000 and the BC has removed \$10,000 reducing this line to \$20,000. He and the Board discuss this recommendation.

Board mentions that the BC has not approved all the changes that Troy has recommended as of yet, he will be discussing this spreadsheet with the Budget Committee.

Troy mentions there is also still a lot of discussion with the BC regarding the fuel calculations

within the Budget. They agree on the gallons but not on the price that was used. Town used the Federal rate of \$2.75 for diesel and \$2.50 unleaded.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the Town Administrator's bottom line Budget adjustment recommendations in the decreased amount of \$-9,467.00.

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

Board discusses if this is being done too early, there will still be changes made.

Troy states he is looking for authorization to change some of the bottom line figures that he knows have changed before presenting to the Budget Committee. **Vote carries 3-0-0.**

Draft Warrant Articles

Board and Troy discuss the drafts of the potential 2016 Warrant Articles, which will be discussed in more depth at a future Board meeting.

There is a Warrant Article for the Operating Budget.

The Police Union Contract

The Board does discuss the Warrant Article regarding Stormwater Trust Fund. Troy states that once this program is underway, he will have an Engineer's estimate identifying all the requirements and breakdown of costs. This then can be looked at and broken down into the Budget as necessary. Board agrees to leave the money in the Budgets line item and remove the Stormwater Trust Fund as a Warrant Article.

They also discussed changing the Highway Recycling Trust Fund to include the replacement of highway equipment (to address what happened with the need to replace a failed vehicle).

There will be a Warrant Article for the Fire Departments ventilation system.

Also a Warrant Article to appropriate funds for the legal defense of the Pipeline. Troy tells the Board that he will draft Warrant with generic wording to cover any future environmental impact that can happen to the Town.

A Warrant Article for funds to implement a Wage Plan for the Library.

As well as a Warrant Article asking for a Recreation Coordinator for the Recreation Commission

2016 Tax Warrant

Town Administrator Troy Brown states that the New Hampshire Department of Revenue Administration on October 30th approved the 2015 tax rate in the amount of \$20.38 vs. the 2014 rate of \$20.70 (down .32).

Selectman B. Lemire **motioned** the Board of Selectmen to approve the 2015 Tax Warrant rate in the amount of \$20.38.

Selectman J. Brunelle **seconds** the motion. **Vote carries 3-0-0.**

Acceptance of Unanticipated Funds

Troy Brown tells the Board that the Town received payment for the old highway pickup truck/plow in the amount of \$7,081.00. Karen White asked the Auditors if these funds could be accepted as Unanticipated Funds and used towards the first lease payment of the new pickup truck that was purchased, since the Town did not anticipate the purchase or lease of a new truck/plow in the 2015 Budget. The Auditor's support accepting these funds as Unanticipated and applying them towards the first lease payment due on December 18, 2015 in the amount of

\$9,370.01 leaving an unfunded balance of \$2,289.01

Selectman B. Lemire **motioned** for the Board of Selectmen to accept as Unanticipated Funds the amount of \$7,081.00 for the sale of the old pickup truck/plow.

Selectman J. Brunelle **seconds** the motion. **Vote carries 3-0-0.**

Selectman B. Lemire **motioned** for the Board of Selectmen to authorize the amount of \$7,081.00 be applied to the first lease payment of \$9,370.01 for the new truck/plow, leaving an unfunded balance of \$2,289.01.

Selectman J. Brunelle **seconds** the motion. **Vote carries 3-0-0.**

Old Business - None

Administrator Report

Troy Brown mentions that the letter requested and prepared by Selectman B. Lemire on behalf of the Board and the Town, sent to Mr. Freise congratulating him on his appointment as the Assistant Commissioner to the Department of Environmental Services has been sent

Selectman Reports

Selectman B. Lemire will be attending the Conservation Commission's meeting on Thursday November 5th

Selectman S. Perry will be attending the Planning Board's meeting on Tuesday November 3rd.

Selectman J. Brunelle states that the Board has been updated on the Recreation Committee meeting he attended.

He would also like to ask the Board of Selectmen to have a non-public meeting with Mr. Pentheny from the Cable Advisory Committee to update the Board and discuss some issues. He would like to have Mr. Pentheny come in for the next BOS meeting. Board agrees and Troy will make arrangements.

Selectman J. Brunelle also mentions that a reminder should be sent to Selectman K. Bourque regarding his attending the Budget Committee meeting for Selectman F. Byron.

Items moved from consent - None

Other Business - None

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

Selectman K. Bourque **seconds** the motion. **Vote carries 3-0-0.**

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