

TOWN OF LITCHFIELD BOARD OF SELECTMEN

November 23, 2015

Selectmen's Meeting

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

Absent: Brent T. Lemire - Excused

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. Minutes of November 2, 2015
2. Approval of Account Payable Manifest for 11/10/2015 (\$37,648.72), 11/17/2015 (\$30,298.59) and 11/24/2015 (\$1,153.683.97)
3. Approval of Payroll Manifest for 11/12/2015 (\$50,431.50), 11/19/2015 (\$47,428.45) and 11/25/2015 (\$47,470.40)
4. Veteran Tax Credit Approvals (3)
5. 2015 Equalization Assessment Data Certificate

Approval of Consent Items

Selectman S. Perry reads aloud the Items for Consent

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the Items for Consent

Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

Request for Items - Other Business

Selectman F. Byron would like to have a brief discussion with the Board regarding Fire Department Impact Fees and how they are returned.

New Business

Interview - Planning Board Alternate Member

Selectman S. Perry introduces Mr. Paul Charland who would like to volunteer for the Town and be appointed as an alternate member to the Planning Board. Selectman S. Perry asks Mr. Charland to tell the Board a little about himself.

Mr. Charland states he moved here from Massachusetts 35 years ago. He was an Engineer, for

various companies over the years, but is now retired.

Selectman S. Perry asks how familiar he is with the Planning Board process, and working with blueprints.

Mr. Charland states that he is familiar with blueprints and is learning about the planning process. He feels a lot is common sense, and is not clear on all the duties of an alternate member to the Board.

Selectmen S. Perry tells him that he can attend every meeting as an alternate member and listen in on all the information discussed, and be a part of those discussions. However, he would not have a voting role, unless a voting role was open (a member was absent). S. Perry also mentions that it can take up to a year, possibly a year and a half to get a full feel of how things move forward and go with the Board. He asks if Mr. Charland would have any worries about this.

Mr. Charland asks if that means in a year or so does he have to take a test to see how much he knows.

Selectman S. Perry states that is not the case, he just likes to inform applicants that it does take awhile to understand the workings of the Board. Because some members have joined the Planning Board and after 6 months realize they like observing and listening to the conversations, but really have no idea the capacity of what their job is with the Board. Then due to not grasping the scope of the position they stop coming. He just likes to inform applicants of this ahead of time so they are aware. Mr. Charland mentions that there is no handbook you learn as you go.

S. Perry states that;s correct you learn on the job

Selectman J. Brunelle attended the Planning Board meeting when Mr. Charland was interviewed so has no questions but thanks him for volunteering.

Selectman F. Byron mentions that the Board meets twice a month but sometimes has special meetings or site walks and asks if this would be a problem.

Mr. Charland states as long as he has a day's notice he does not see any problems.

Selectman F. Byron also asks why he would like to be an alternate member for the Board.

Mr. Charland states that he has lived in Town 35 years and is now retired and has the time. He also reads the papers and has seen a happening in Town and feels now he has the time to get involved in an area that interests him.

Selectman S. Perry **motioned** for the Board of Selectmen to appoint Mr. Paul Charland as an alternate member to the Planning Board, serving until March 31, 2018.

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

Selectman S. Perry tells Mr. Charland that he will need to be sworn in by Terri Briand, the Town Clerk/Tax Collector and recommends that he contact her office.

Auditors - Review of 2014 Financial Statements

Selectman S. Perry introduces Frank Biron, and Erica Lussier from Melanson Heath Accounting Firm, who are here to present the 2014 Audit results to the Board of Selectmen. Erica was the supervising auditor this year and will be reviewing the Financial Statements and discussing the Management Letter recommendations of the Firm to the Board. Eric starts by addressing the Independent Auditors Report, which presents an opinion on the Financial Statements, she tells

the Board that for 2014 the Town had a “clean opinion”, which is the best opinion had. She asks to address pages 3-8 of the report which is the Management Discussion and Analysis portion, she states this section puts into words what the numbers say. Erica tells the Board instead of reading this section she would like to have them turn to page 9, and she will review the numbers on the Statement of Net Position. This consolidates all of the Town’s funds into one column of Governmental Activities and is reported on an accrual basis of accounting, it records the Long Term Assets and Liabilities. Town’s Long Term Assets are comprised of the Capital Assets, which include the Town buildings, land equipment and infrastructure. Erica states that there were no major changes this year, as the additions were offset by the annual depreciation expenses. However, there were two large purchases this year one was land for \$610,000 and the other was a donation for roads in the amount of \$635,000. Next she addresses the Long Term Liabilities, in this section the Non-current Liabilities are the Town’s Capital Lease Payables and Compensated Absences, they do not include Bonds Payable. She states there is a current portion which are the payments to be made this year (2015), but there is no long term portion. Erica states she would like to discuss one area that is not on the Financial Statements and that is the Governmental Accounting Standards Board Statement #68 (GASBY 68), which went into effect for 2015. This will require the Town to report on its Financial Statements the Town’s portions of its NH Retirement Systems Unfunded Pensions Liabilities portion, which will be approximately 3.2 million dollars. She tells the Board that in the 2015 Financial Statements under Non Current Liabilities you will see an Unfunded Pension Expense line showing this new required figure. Town Administrator Troy Brown asks Erica in the Non Current Liabilities section under Compensated Absence \$163,560, does this figure reflect if the Town were to shut down on December 31, 2014 the amount that would be owed to the Employees. Erica states yes if the Employees were to leave on that date that is the amount owed \$163,560 (for vacations only). Erica next has the Board turn to page 11 Government Funds or the Fund Basis Financial Statements, which she feels are more useful figures because they show how the Town maintains their books. There are several columns, first is the General Fund (Chief Operating Fund) the Conservation Fund (Major Fund) and Nonmajor Governmental Fund (Trust Funds, Special Revenue Funds, Capital Project Funds) then a Total column. She tells the Board these figures are almost identical to last years report, except for the Conservation Fund which decreased by about \$554,000 due to the land purchase she mentioned earlier. Erica moves to the General Fund column to discuss Property Tax amount of \$485,147 which decreased by \$109,000 from last year. She states that page 24-25 show a breakdown of what is included in this figure, but tells the Board that all of the Receivables are either current or liened which means they are protected. Next line is the Due to the School District figure of \$4,173,014 which is due over the next 6 months, because the School operates on a fiscal year and the Town operates on a calendar year. Erica move to the Unassigned Fund Balance of \$1,213,605 she states this figure is consistent and is the most important figure in the Financial Statement. She states that bond rating agencies like to see this number at 5-10% of the Town’s Annual Budget. When compared to the General Funds Annual Budget the Town is at 24.2% which is a very strong Fund Balance and is very favorable. She states that the Town’s policy is to be between 8-12% of the overall Budget, which includes the Town, School and County, and when calculated this year the Town is at 9.4% putting the Town within its adopted policy. Moving to page 13

Erica states that the figures continue to be very consistent with prior years. Looking at the General Fund column under Changes in Fund Balance there was a decrease of \$16,252 which is a pretty much break even figure. She states that the Town did use \$173,120 of Fund Balance in order to balance the Budget, this estimates that there will be a loss during the year. She states this will be clearer when the Board looks at page 15 which is the Budget and Actual for the General Fund. This includes the Original Budget, Final Budget, Actual Amounts and Variance with Final Budget columns. She states the use of Fund Balance is \$173,120, and in the Variance with the Final Budget column under Total Revenues \$75,664 this is overall how much the Town beat this section of the Budget by. Next under the Variance with the Final Budget column under the Total Expenditures or Departmental Turnbacks, (which is the amount the Departments did not spend or encumber at the end of the year) the figure was \$68,256 which is the amount the Town beat the Budget by. Erica mentions that there was a negative figure in this column which was for Highway and Streets due to unexpected vehicle expenses and additional salt due to the harsh Winter. Next she has the Board look at the bottom to the final figure in the Variance Column of \$143,920 this is the overall total that the Town beat the Budget by, this figure is very close to the amount used in the Fund Balance so the Town was able to recoup what was used. Erica move to page 16 the Fiduciary Funds or Agencies Funds which include the School Trust Funds as well as the Escrow Accounts the Planning and Performance Funds and again the numbers are consistent with previous years. Eric states that overall the Town has a very strong Fund Balance and has maintained this for a number of years, there is a Revenue surplus of \$76,000, Departmental Turnbacks of \$68,000 and the Town was able to recoup what was used out of the Fund Balance during the year. The Town had a "clean opinion", and has no long term debt which means the Town is in a strong financial position. Erica states that overall the Audit went smoothly as is usual, the staff was very open and willing to assist in any way and were a pleasure to work with.

Selectman F. Byron mentions Erica stated the Town has a strong position in terms of its General Fund account. As far as the Town's policy the budget is at 9.4% and the state likes to see the budget at what percent. Erica tells the Board the States like between 8-16%.

Frank Biron states the Town has been consistent for the past 4-5 years, and a Bond Agency would look upon the Town as being in a strong financial position.

Erica move to the Management Letter, she states that part of doing an audit is not only looking at the numbers, but also the internal controls and procedures to see if they are operating effectively. The Management Letter indicates areas where they feel improvements can be made to strengthen internal controls and operating deficiencies. She starts by saying there were no material weaknesses or significant deficiencies, which would show a breakdown of internal control. There were three Management Letter comments last year, this year only two (which are repeats from last year). She has the Board look on page 3, the first comment deals with the preparing of the Trustee MS-9 and MS-10 reports more accurately. She states in 2014 there were improvements in the MS-10 report. However, the MS-9 still had mathematical inaccuracies the beginning and ending numbers appeared to be correct but the formatting was incorrect and mathematically inaccurate. She notes that more care needs to be taken when preparing these reports. The next issue was with the write-off of Uncollectable Ambulance Receivables the Town has of \$40,849 worth of receivables and \$32,623 are over a year old. So they recommend the

collectability of those receivables and establish a formal policy procedure as far as collections, as well as abatement and write-off policies. This will help streamline the cash flow, and make sure the Town is not carrying a lot of uncollectable receivables on the books. She asks if the Board has any questions.

Selectmen F. Byron he would like to know how the Town can accomplish the writing off of Uncollectable Ambulance Funds, when does an Auditor determine an account uncollectable. Frank Biron states that it would be after the Town has exhausted all its means from an internal point as well as from a legal standpoint, possibility even from an outside collection agency. It would entail whatever the Town requires under its collection policy.

Selectman J. Brunelle states that is the Town not following through, he thought the Town has a policy in place.

Selectman F. Byron states that the Town does not currently have a policy in place for writing off bad debt.

Selectman J. Brunelle mentions that with most of the funds everything has been tried and has failed for the Town to collect these funds.

Board states that they will discuss and address this matter in order to get some policies and procedures in place to clarify this process.

Selectman F. Byron would also like to know regarding the MS-9 mathematical mistakes on the report, has the Trustee of Trust Funds been notified and the errors discussed.

Erica states yes they notified them and worked with them throughout the audit. They also supplied them with a template for the formulas and feel it will have a better result next year.

The Board of Selectmen thank Mr. Biron and Erica Lussier for their time.

Selectman F. Byron **motioned** for the Board of Selectmen to post the Financial Statement and Management Letter to the Town's website.

Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

Public Input - None

Agreement - City of Manchester Septage

Town Administrator Troy Brown mentions that the City of Manchester would like an extension on the agreement with Litchfield to haul and dispose of the Town septage waste.

Selectman S. Perry clarifies that without this agreement, any company cleaning out septic systems in Litchfield would not be able to dispose of the waste in Manchester.

Troy also states that it would be a violation under State law.

Selectman F. Byron **motioned** for the Board of Selectmen to approve and adopt the agreement with the City of Manchester for septage. Also that the Chairman of the Board of Selectmen is authorized to sign the agreement on behalf of the Board.

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

Hunting - Moores Falls Conservation Area

Selectman J. Brunelle states that he requested this to be on the agenda, someone from Town asked that the property at Moores Falls Conservation area be posted for no hunting. He is not aware of any issues in that area, it was just mentioned for the Board to take action.

Selectman S. Perry mentions that after reviewing the property deed, which states the land cannot be posted no hunting or trapping.

T. Brown states that the land now owned by the Conservation Commission, has in the deed a conservation easement/development of rights that the Department of Fish and Game owns which prohibits the posting of the land for hunting and trapping.

Fire Inspector - Training Costs

Selectman S. Perry mentions that during the budget process there was a discussion regarding the possibility of Fire Inspector training for Kevin Lynch, and money was added into the Building Inspectors line. Chief Fraitzl was going to get more information regarding the cost for the BOS. Troy Brown mentions that the Chief has shared a letter with he and the Board on the cost and his recommendations.

Troy states that money was budgeted for a Fire Inspector I class. He mentions that the Chief shows the cost would be \$235 and about 40 hours to complete the training. Chief Fraitzl also mentions that more than one or two classes would be needed to fulfill the investigation responsibilities. Currently inspections are the responsibility of Inspector Steve Dube who works 4 hours per week 45 weeks of the year for a total of \$4280. He is a full-time inspector/investigator with the Hudson Fire Department, and has many years of experience and special certifications for his position.

Selectman F. Byron mentions this was originally discussed a few years ago, and at the time it was mentioned that the course was a few hundred dollars to take in Concord. Board thought if Inspector Dube was ever absent this would allow for Kevin to possibly step in and help with inspections as he is the Town Building Inspector. This was not mentioned to replace Inspector Dube, it was to have another individual be able to help and do this type of inspection. He states that if the costs are going to be a few thousand dollars and many hours of Kevin's time taken away from his current job duties, it probably would not be worth pursuing any further.

Board of Selectmen agrees the cost/benefits would not be beneficial.

Bookkeeper Position Status

Selectman S. Perry mentions that Terry Brodeur retired on Friday from her position as Bookkeeper for the Town, after 25 years.

Town Administrator Troy Brown states there is a need to hire a full-time Bookkeeper. He met with Karen White-HR Manager they have put one together a job description which Troy shares with the Board of Selectmen. He mentions this individual will work closely with Karen and is responsible for processing the Accounts Payable/Payroll and is a very important job within the Financial Department. Troy reads the job description:

1. Prepares weekly payroll by entering time sheets into BSMI payroll software, prepares and prints manifest for review and approval, print and insert checks and direct deposit advices in envelopes and uploads direct deposit to bank account for Treasurer's approval.
2. Prepares and uploads 941 EFTPS form for IRS withholdings, SSI, Medicare and Federal Income Taxes and posts to BSMI fund accounting system.
3. File all timesheets with attaches paystubs

4. Posts daily revenue receipts from Town Clerk/Tax Collector
5. Prepares weekly Library payroll accounts receivable
6. Prepares and uploads weekly Greatwest Individual 457 Retirement contributions and posts to BMSI fund accounting system.
7. Prepares and submits monthly union dues
8. Posts transfers from all special accounts to General Fund or vice versa
9. Prepare monthly, quarterly and annual stipends for payment
10. Enter weekly accounts payable and print manifest and checks, review all invoices for appropriate documentation and approval prior to payment and file and distribute all checks payable.
11. Make journal adjustments as needed and post monthly interest to miscellaneous funds
12. Enter new vendors into BMSI system with W-9.
13. Verifies all new and existing vendor insurance certificates and records
14. Post all ambulance and special details fund payments

Troy would like to proceed with posting/advertising for position.

Selectman S. Perry and the Board discuss the benefits that go along with this position, and the need to have the position posted as soon as possible.

Selectman F. Byron recommends authorizing Troy to write and post a job description. Also due to the immediate need to keep the accounts payable moving, he recommends allowing Troy to hire a temporary person (possibly from an agency) to help fill this void until someone is hired.

There is a salary not being paid that can be used for this.

Troy and the Board agree he will work on getting this position posted and advertised for on the Municipal website, HLN and local papers. Troy also knows of a few agencies he will contact to hire a temporary individual until someone is hired.

Selectman S. Perry mentions that Karen has been working extra hours trying to keep the office going and not falling behind. He advised her to keep track of all her hours and tells the Board that she needs to be compensated for all her extra time and effort. Board agrees.

Selectman F. Byron also would like to make sure that a background check is added to this position if it is not already.

Board discusses who should handle the applications and interviews for this hiring process.

Board agrees to let Troy and Karen handle the interviews and hiring of this Candidate.

Selectman F. Byron **motioned** for the Board of Selectmen to authorized Town Administrator Troy Brown to advertise for a Bookkeeper (Grade 8) position, and for he and the Finance Director Karen White to interview and hire an appropriate Candidate for the position. Also allow them to hire temporary staff to fill in until a permanent replacement is hired.

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

Selectman J. Brunelle and the Board would like to thank Terry Brodeur for her 25 years of service and wish her a wonderful retirement. Selectman F. Byron would also like Troy to send a letter on the Town's behalf thanking her for all her years of service to the Town. Troy will send a letter and a small gift to thank Terry.

2016 Budget - Review Budget Committee Changes

Town Administrator Troy Brown states that he would like to update the Board on the major changes that have been made to the budget by the Budget Committee. He tells the Board that on the summary page of the Budget they will see that the BC has reduced the Budget by \$81,568. Changes are as follows:

4155.10 Personnel Administration	Police Retirement	- 3,487
	Wage Plan Implementation	-30,000
	Total	- 33,487
4194.10 General Government	Gasoline	-5,100
4210.10 Police Administration	Wages Special Officers	-10,000
	Wages Captain Overtime	5,097
	Court Overtime	2,127
	Overtime Training	5,997
	Total	-23,220
4215.10 Ambulance	Bad Debt	-5,000
4220.10 Fire	Vehicle Fuel	-550
4312.10 Road Maintenance	Contractor Services	-7,560
	Tree Removal	-1,000
	Vehicle Fuel	-1,000
	Total	-9,560
4321.10 Solid Waste Administration	Diesel Fuel	-150
4445.20 Welfare	Housing	-5,000

Troy mentions that he has a meeting with the Budget Committee Chairman and will continue to reconcile the numbers.

2016 Warrant Articles - Review Draft

Town Administrator Troy Brown tells the Board that at the last Budget Committee meeting they discussed the dates for the Deliberative Sessions. He states that the School will hold their Deliberative Session on February 6, 2016 and the Town on January 30, 2016. The Town elections will be held on March 8, 2016.

Troy Brown moves on to review and discuss the drafts he has prepared of the Warrant Articles with the Board.

Environmental Defense and Study Fund, he mentions that this article pertains to the pipeline. This fund would be for the purpose of retaining and funding legal representation, engineering services and technical experts and other studies and reports associated with the environmental impact on the Town. This was an article that was adopted by the Town of Hollis, in preparation

of a legal defense against the pipeline. Troy states that the Budget Committee had some concerns regarding this Article, and the use of the Unassigned Fund Balance as a source of funding. They also felt the Citizens should be support the Town fighting the issue of the pipeline, and there is not a consensus from the voters yet to know if they fully support fighting the pipeline. So the next Article drafted is more specific

Northeast Energy Direct (gas pipeline), he states that this has more direct wording for the voters. To see if the Town will vote to raise and appropriate the sum of (not determined yet) to be expended at the discretion of the Board of Selectmen in opposition to the proposed Northeast Energy Direct pipeline.

Troy mentions that the Coalition has two proposals for funding requests and will be meeting within the next few weeks, to vote on which proposal they want to move forward with. Both proposals have a minimum fee of \$10,000, then the balance is based on a Town wide evaluation or a per capita fee system. So as of now based on their calculations for Litchfield using the Town wide evaluation the contribution should be \$26,919, and based on a per capita system \$25,347.

Selectman S. Perry asks if this figure is put into a Warrant Article and another Town backs out of the Coalition and these contribution amounts need to be adjusted, this would create an issue. Could it then be funded with more money, or would the Town be bound to only that specific amount.

Troy states that the legal budget has been cut for next year, his recommendation would be to ask for more, possibly \$30,000 to \$35,000 to make sure there would be sufficient funds.

Selectman F. Byron states that he does not like the the Environmental Defense Fund. He has never seen an environmental assault that the Town would have to defend against. And if the Town ever needed to be defended the funds should come from the Conservation Commission, who have a fund set up already for this purpose.

Selectman F. Byron **motioned** for the Board of Selectmen to remove the Environment Defense and Study Fund from the 2015 Warrant Articles.

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

Selectman F. Byon would like the wording to be a little clearer for the Northeast Energy Direct Article to read "should this Article be voted on favorably by the Citizens, then it would be the understanding of the Board of Selectmen that the Citizens wish them to oppose the pipeline." Board agrees and wishes to move forward with this Warrant Article.

2016 Operating Budget, Board agrees to move forward with this Warrant Article

Police Contract, to see if the Town will approve the cost items for wage and related cost that have been included in the collective bargaining agreement reached between the Town and Council 93. Board agrees to move forward with this Warrant Article.

Second Year Of Non-Union Wage Plan Implementation, Troy states that the Budget Committee has removed this \$30,000 from the Budget and felt the Department should place this as a Warrant Article. It would be to see if the Town will vote to raise and appropriate the sum of \$30,000 to fund the revised non-union employee wage plan, as approved by the Board of Selectmen in 2013. This article represents the second year of a three year implementation plan. Troy mentions that legal has approved this, and if it fails some wage increases can still be provided such as for promotions and longevity. Board discusses this plan and if all employees

are in range of the adopted Wage Plan.

Selectman J. Brunelle states that everyone is within their range, but performance reviews, merit increases and as promotions are allowed that money needs to be accounted for. This is where asking the voters for the 2% then the Selectmen assign it where they feel adjustments are needed for those purposes.

Selectman F. Byron and Selectman S. Perry feel there are still adjustments needed for some employee who are not within their necessary ranges yet, before that is to be done.

Selectman F. Byron mentions there are two buckets of money being discussed, one is this Article which would finish up getting employees to the pay grade levels they should be. The other is for employee reviews for such things are merit and performance increases. He feels this money should be part of the Budget and each year the Board should determine what that amount added into the Budget will be. He mentions that at some point the Board of Selectmen should sit down and decide if they want to continue putting this forward as a Warrant Article, or do it based upon the authority granted to them under State law.

Selectman J. Brunelle states that one figure is based contractually and is known to the Board, the other is based upon merit and is unknown. Board cannot ask for a 2% raise across the board for everyone, so this is the issue. Board discusses this issue, and agree to move forward with Article asking for \$30,000 an using some to get the second year of the Wage Plan done and for a few deserved merit based increases.

Road Improvement, this Article is to raise and appropriate a sum (to be determined) for the purpose of road improvement projects. Troy mentions that the Board of Selectmen will be holding a meeting next Monday and the Road Agent will be speaking. Board agrees to discuss this Article next week.

Fire Station Exhaust Removal System, this Article is to raise and appropriate the sum of \$50,000 for the purpose of purchasing a vehicle exhaust removal system for the Fire Station. Board agrees to move forward with this Article.

Fire Station/Old Town Hall Parking Lot Paving, this Article is to raise and appropriate the sum of \$70,000 to reclaim and repave the Old Town Hall and Fire Station parking lot. Town Administrator Troy Brown needs to clarify if this dollar amount covers all the costs that the Road Agent wanted done, such as drainage, manhole covers. He believes it does cover everything, but will check.

Selectman S. Perry mentions that there is a study being done to see what can be done with the existing Fire Station, such as an addition. Is the Board concerned about moving forward with paving this parking lot only to have it torn back up for construction. Board agrees to move forward with this Article and if the study comes back stating that an addition is possible this Article can be removed.

Transfer Facility Parking Lot Paving, this Article is to raise and appropriate the sum of \$25,000 to reclaim and repave the Transfer Facility parking lot.

Selectman S. Perry states that last year the Board pulled this Article because they did not want to present both paving projects to the voters in the same year, and the one project did not pass. Selectman F. Byron agrees and feels the Board should prioritize with the Fire Station.

Selectman J. Brunelle asks if the money could be taken from Fund Balance and not make it a tax impact and get it completed. Selectman F. Byron suggests taking the Fire Stations \$70,000

from Fund Balance (in case construction is done and it won't be used) and ask the voters for the \$25,000 for Transfer Facility. Board discusses this issue.

Selectman F. Byron **motioned** for the Board of Selectmen to remove the Fire Station/Old Town Hall Parking Lot Paving Article.

Selectman S. Perry **seconds** the motion. Board continues to discuss this and decides to leave the Fire Station Paving Article until they speak with the Chief regarding the outcome of the study. So Selectmen F. Byron and Selectman S. Perry remove their **motion/second**.

Board discusses the parking lot at the Transfer Facility.

Selectman F. Byron **motioned** for the Board of Selectmen to remove the Transfer Facility Parking Lot Paving Article.

Selectman S. Perry **seconds** the motion.

Troy mentions that the next Article to be discussed can be used to pay for items such as this paving project. **Vote carries 3-1-0.**

Building Systems Trust Fund, this Article is to raise and appropriate the sum (to be determined) to be placed in the Building Systems Trust Fund as previously established at the 2013 Annual Town Meeting. This Fund will be used for building maintenance and repairs throughout the Town. Troy states that the Fund currently has a balance of \$20,119.28, and he would like to add to this figure. Board agrees to move forward with this Article.

Earned Time Accrual Expendable Trust Fund, this Article is to raise and appropriate the sum of (to be determined) to be placed in the Earned Time Accrual Expendable Trust Fund as previously established at the 2014 Annual Town Meeting. Troy states the the Fund balance currently is \$23,892.72. He mentions that he is currently processing and calculating employee buyouts, which is a sell back of their earned time. He states this Fund will only have a few hundred dollars left (if that) by December 31 of this year, and there is nothing in the proposed Budget to pay for the buyouts next year. He tells the Board this is a serious Article and they need a real number calculation, because there are a few employees that have substantial earned/sick time for upcoming buyouts.

Selectman S. Perry asks what was the original figure for this Fund when it started in 2014.

Selectman F. Byron states the amount was \$63,000. He mentions that he fully agrees with Troy there are several employees who will be leaving that will be owed hundreds of thousands of dollars and the Town needs to plan for this.

Troy states that this is sick time as well as earned time, and there are non-union and union (contracted and non-contracted) employees who qualify for this buyout.

Selectman S. Perry states that a number needs to be calculated and this needs to added to possibly each year.

Troy states that is why he questioned the Auditors on the amount the Town would owe if it were to shut down (this would be the amount the Town would have to pay its employees). That figure they stated this evening for December 31, 2014 was \$163,000. Troy and the Board agree to move forward with this Article and discuss this matter nonpublic and come up with a figure for this year.

Library Wage Plan, this Article is to raise and appropriate the sum of \$14,819 for the implementation of the first phase of a revised employee Wage Plan, as approved by the Library Board of Trustees in 2015 for non-union Library employees. Troy states the Library may want to

review the language of this article to suit their needs (they used the Town's wording). Board agrees to move forward with this Article.

Library Earned Time Expendable Trust Fund, this Article is for the Town to vote to discontinue the Library's Vacation Accrual Expendable Trust Fund created in 2012 and return the balance of this Fund to the Town's General Fund. The balance of this Fund as of December 31, 2015 is (to be determined). And to see if the Town will vote to establish an Earned Time Accrual Expendable Trust Fund. Board agrees to move forward with this Article.

Recreation Coordinator, There are two Articles on to hire a part-time Recreation Coordinator, and one to raise and appropriate an annual stipend for a part-time Coordinator.

Selectmen F. Byron recommends not moving forward with this Article, he states that the voters already voted that the Recreation Commission could hire a Recreation Coordinator if they desired, it needs to be funded. They may be able to fund it from their existing Budget if the Town approves and passes the Budget.

Selectman S. Perry states that this Article should read to raise and appropriate the funds to pay for a part-time Coordinator.

Selectman F. Byron mentions that if they ask for it by Warrant Article and the voters say no, they will not be able to fund the hiring of a Recreation Coordinator.

Recreation Commission has a meeting tomorrow, Selectmen F. Byron will discuss this issue.

Public Works Expendable Trust Fund, this Article is to see if the Town will vote to amend the Public Works Expendable Trust Fund, to allow the Fund to be used for repair/replacement of vehicles and equipment and changes to some wording such as "including but not limited to".

Troy mentions this is not asking to fund anything, the Fund has a balance of \$20,231.10.

However, these funds may need to be used before the end of year.

Selectman F. Byron suggests writing two Warrant Articles one to change wording and one to replenish the Fund. Board will discuss these Articles as the next BOS meeting.

Conservation Commission, this Article is to see if the Town will vote to require the Conservation Commission to provide the Board of Selectmen with an independent property appraisal on land they wish to purchase.

Selectman S. Perry mentions that for small issues or purchases by the Conservation Commission would you really want the expense of legal costs.

Selectman F. Byron states that if this is passed that would be the Board's at discretion. But this has been an issue on a few occasions with large land purchases, that the Board has requested a legal appraisal to determine the value of a property and it has been denied. The information is sometimes necessary to determine if money is being spent wisely. Board agrees to add in language so the Conservation Commission can ask for a waiver under certain circumstances.

Miscellaneous Warrant Articles, this Article is to collect the Town's old unused Escrow Funds and fold them back into the Unassigned Fund Balance. Troy will identify these Funds in the final draft. Board agrees to move forward with this Article.

Tax Cap, Troy states he has not drafted this Article. Selectman F. Byron states that the Article has already been drafted it just needs an amount attached. Board agrees to move forward and have this ready for discussion at next week's Board meeting.

By Petition (Pinecrest Sidewalks), Troy has had discussions with this the Citizen who will probably bring this forward as a petition article at the Deliberative Session. He mentions that he

discussed a program called Safe Routes to School that has start up Grant Funding. The School would need to be involved as the lead applicant, to be able to receive funding. But if approved the State can pay up to 80% of a project. So he gave the information to the Citizen and stated he would assist her with coordinating a meeting with School Officials, NRPC Representatives and see where it goes.

Selectman S. Perry states that he responded to the email, and the Citizen is aware that this has been presented to the voters and voted down on a few occasions. She placed an article in the HLN and mentioned she has over 30 responses in support of this going forward as a petition article.

2016 Default Budget

Board decided to hold off discussing the Default Budget until the next meeting.

Administrator Report

Building Inspector Vehicle Repair

Troy mentions that the Building Inspector was involved in a minor accident (not involving any other vehicles). The insurance company has come to look at the vehicle and the claim was submitted. He states that an auto body shop has been found that will do the work for the amount of the claim, which was \$1,808.06 with a deductible of \$1,000. Town received a check in the amount of \$806.00.

Insurance Claim for Accident

Troy mentions that the accident on Albuquerque in August, involving the chain link fence has been settled and the Town received full reimbursement for the repairs to the fence in the amount of \$4,539.

Kinder Morgan

Troy states that Kinder Morgan is having another round of informational meetings, they are not required for the permitting process Kinder Morgan is holding them on their own. These meetings will be held from 5pm-10pm

December 1, 2015, at the Windham High School
December 2, 2015, at Hidden Hills Estates in Rindge
December 3, 2015, at Hampshire Hill in Milford

Troy mentions that he will be attending the December 1 meeting at Windham High School.

Selectman Reports

Selectman F. Byron tells the Board that the Budget Committee is almost done reviewing the School's Budget. They are waiting on the Evaluation Growth of the Town from Troy, which he is working to complete.

Selectman S. Perry tells the Board that the Planning Board meet last week and some of the items they are looking to place on the ballot are:

They are working on setbacks to allow sheds to be closer to property lines (most are anyway). He believes it was approved to change the setbacks along Albuquerque from 75 feet to 50 feet.

Items moved from consent - None

Other Business

Selectman F. Byron states that he noticed in the Accounts Payable this evening that there was a check cut for Fire Impact Fees being returned to a Citizen. He thought this Board voted against this, money was already encumbered and now it is being returned in October.

Selectman J. Brunelle mentions that the Board of Selectmen voted on August 24, 2015 to encumber or allocate \$26,000 of Fire Impact Fees for the Fire Department.

Board agrees this should not of happened, unless there are new Impact Fees that were not encumbered.

Selectman S. Perry states there are two checks dated October 8th for \$101.68 and \$93.00
Town Administrator Troy Brown states that he will research this matter and report back to the Board.

Selectman S. Perry **motioned** for the Board of Selectmen to adjourn the public portion of the meeting to go into a non-public session per RSA 91-A:3, II(c) - Reputation (3)

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

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

The next Board of Selectmen's meeting will be on November 30, 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