

TOWN OF LITCHFIELD BOARD OF SELECTMEN

November 30, 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. Minutes of November 23, 2015
2. Approval of Payroll Manifest for 12/03/2015 (\$21,651.84)
3. Approval of Payroll Manifest for 12/03/2015 (\$44,683.02)

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

Request for Items - Other Business - None

Administrator Report

New Business

Review Draft of 2016 Road Improvement Plan

Road Agent Jack Pinciario is reviewing the Road Improvement Plan for 2016 with the Board of Selectmen. Jack tells the Board in 2016 the plans are to do Cutler Road, from the crest of the hill on Pinecrest (where previous paving stopped) down to Candle Ridge. He mentions that there are a lot of variable associated with this due to Albuquerque, and he is looking for the Board's feedback on what they would like to see done. He mentions that this road has been put off for a number of years and really needs to have something done. He tells the Board that due to some sections of the road needing to be widened the estimated cost will be around \$199,327. Selectman S. Perry asks the footage of the project and what does he mean by areas needing to be widened.

Jack states that the footage on Cutler is 2,650 ft, and there are areas of the road that are under

18 ft., the widening will add 4 ft to the road for a total of 24 ft. He mentions that by widening the project now if anyone ever decides to extend Albuquerque out to Cutler this work will be completed. He states that one of the complaints has been why widen Cutler and dump more traffic onto a road that cannot handle the volume of traffic it sees already. He feels it makes sense to widen the road to more of how it should be and let whatever happens with the extension of Albuquerque happen.

Selectman S. Perry ask about widening the road where the houses are near Route 102.

Jack states that unlike this end (which has 40-50 ft) there is not enough room down in that area to widen the road (only 20-30 ft).

Jack states the other road planned for repair is Pinecrest (Albuquerque to Moose Hollow) which will complete work that has already been done on this road.

Next would be Pilgrim Avenue (from Page Road to the S-turn), which would cost approximately \$164,087 for an overlay and some reclaiming. Jack tells the Board that if they were to complete all three of these road projects the cost would be approximately \$460,645. If the Board decides to only complete Pinecrest and Cutler the cost would be approximately \$296,555. He mentions that if they decided to ask the Citizens for the extra \$200,000 by Warrant Article again this year, and use \$174,000 from Block Grant for a total of \$374,000 money would still be short for completing all three. So he is asking the Board what they would like to do, ask for more money from the voters or only complete two of the projects and fix some of the other smaller road projects with the balance. Jack states that from this extra money the Citizens have been approving to complete road projects he has been able to complete 19 Roads and the replacement of 3 major culverts in the past 6 years. He thinks the voters have been really understanding, they travel these roads daily and know what condition they were in, and that the repairs have been necessary. Also that they have kept their word and completed the projects that they stated the money would be spent on. He hopes the Board takes into consideration what money is needed when preparing the Warrant Articles this year.

Selectman S. Perry states his concern would be putting out a number that is too large and having the Articles defeated, asking for \$200,000 has been working but would \$300,000 be asking for to much. He agrees the Voters have been very generous/supportive, and would not want to place a burden on the Citizens or chance defeat by asking for to much.

Jack agrees, and states that he has alternatives. If the Board agrees on adding a Warrant for \$200,000 and the Block Grant funds of \$170,000, this could complete Cutler and Pinecrest. The remaining balance can be used for overlays and repairs on smaller roads such as McQuesten and Parker Circle which are under \$40,000. Board discusses some of the smaller roads in need of repair

Selectman F. Byron mentions that he and Jack have discussed some of the options and long term goals for Cutler. Such as extending Albuquerque across to Cutler, widening the road and taking out the corner leading out to Route 102 (Litchfield owns the property there). He mentions this would make it feasible to use this as an alternate intersection onto Route 102, which would be safer than Page Road/102 intersection. So he states that the section Jack is talking of widening near the Adult Community section near page would end up being a cul-de-sac or a right turn only lane option. Jack mentions that he does not agree with the cul-de-sac idea, it is a problem for the Fire Department's equipment and would recommend the right turn only lane.

Selectman F. Byron mentions the work Jack is suggesting for Cutler would not help in bringing this future plan for an intersection onto Route 102 any closer. Jack states no, however that plan for a possible intersection is a good plan.

Board discusses the options for these road projects and the price tag attached to each. Also do they wish to move forward with the widening of Cutler if there is a possibility in the near future of the extension from Albuquerque being done, despite the necessity for repairs to be done on Cutler Road.

Jack states that the Albuquerque extension to Cutler and widening out to Route 102 is a costly project, and when the Board decides to move forward with that project he feels the State may help with the engineering and design. But issues with Cutler need to be addressed and if the Board does not wish to widen the road it can be paved and gravel added (at narrowest part near the houses) where the road has broken apart from the edges for approximately \$118,000. This would be \$80,000 less than if the road project included the widening, and make the road much better and safer to travel on for the time being. .

Selectman K. Bourque **motioned** for the Board of Selectmen to proceed with a Warrant Article for the Road Agents proposed plan to widen and pave Cutler Road, and Pinecrest, in the amount of \$200,000.

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

Board discusses options to fund the project. Jack states that for both (Cutler/Pinecrest) to be completed it would cost approximately \$296,555. They also discuss asking for two Warrant Articles one for the \$200,000 for Pinecrest/Cutler and one specifically for \$164,087 to pave Pilgrim Avenue (from Page Road to the S-turn) for a two Warrant Article total of \$364,087. They discuss possibly overlaying the rest of Pilgrim and ask Jack to get a quote, for discussion at the next meeting.

Selectman S. Perry asks to vote on the first Warrant then proceed with the second.

Vote carries 5-0-0.

Selectman S. Perry asks the Board there thoughts on proceeding with a second Warrant Article for Pilgrim Avenue.

Selectman F. Byron is against asking for another Warrant Article, states sometimes you need to know your limits.

Board agrees to wait and have Jack get a quote for the additional overlay for the rest of Pilgrim Avenue and report back to the Board at the next meeting for a further discussion.

Board of Selectmen thank Jack for his time this evening.

6:40 pm Selectman K. Bourque leaves meeting

Public Input - None

Health Officer Appointment - Kevin Lynch

Town Administrator Troy Brown tells the Board of Selectmen it is time to reappoint Health Officer Kevin Lynch to a new three year term.

Selectman F. Byron mentioned that Mr. Lynch reports to the State of NH for this position, once appointed by the Board. Troy tells the Board yes.

Selectman F. Byron **motioned** for the Board of Selectmen to approve the appointment of Kevin

Lynch as Health Officer for a three year term for the Town of Litchfield.

Selectman B. Lemire **seconds** the motion. **Vote carries 4-0-0.**

6:44 pm Selectman K. Bourque returns to meeting

Review Draft of 2016 Warrant Articles

Northeast Energy Direct (gas pipeline)

Town Administrator Troy Brown reminds the Board that at the last meeting the Board discussed two Warrant Articles for Northeast Energy Direct and decided to remove one which would of created an Expendable Trust Fund. And went with a non-lapsing appropriation, that at the Board's discretion can be used in opposition to the proposed Northeast Energy Direct Gas Pipeline. Troy mentions that he spoke with the Chairman of the Pipeline Coalition and was informed the Town of Litchfield's legal expense portion will be \$27,297. Troy states that the remaining balance from the \$18,000 which was encumbered in August is \$11,700 leaving a balance of \$15,597 to meet the required amount of \$27,297. He would like to know if the Board would like the exact amount added to the Warrant Article or ask the voters for more, in order to build a reserve in this fund in the event it may end of costing more. He states that it is possible not all the Communities may raise and appropriate their share, which would leave a larger piece of the pie for the remaining Communities to raise. He suggests asking for \$20,000 more for the fund.

Selectman S. Perry states that he would suggest the whole amount of \$27,297 be requested in the Warrant Article, so the Citizens know what it takes to defend this issue. He agrees that if another Town backs out then the reserve can be used if Litchfields portion is increased.

Selectman F. Byron states that he believes DRA will require Litchfield to state the exact amount needed in the Warrant Article (\$27,297 minus \$11,700 leaving a balance of \$15,597).

Selectman S. Perry feels the Warrant should ask for more just in case other Town's back out and more money is needed.

Selectman F. Byron asks why would the Board want to ask for \$13,000 more and have more of a tax burden on the Citizens. As well as, why would Litchfield want to pay more for another Town's legal defense if they decide to not pay.

Selectman S. Perry states because it is a group cost that is divided and shared (according to size), if someone backs out the money has to be replaced by the remaining Town's.

Selectman F. Byron states the only obligation is to defend Litchfield for the amount requested. Taking on other Town's legal defense because their voters decided to not pass funding does not make any sense. Only certain dollar amounts can be budgeted and if more money is needed, the Board will have to deal with it when the time comes.

Selectman B. Lemire agrees with Selectman F. Byron that the amount quoted should be the amount that goes to the voters on the Warrant Article. He does not feel the Town of Litchfield should shoulder any additional burden at this time.

Board continues to discuss the matter of how much funding to ask for and how to word the breakdown of funds between (Appropriations and Encumbrances) with this Article. Also they continue to discuss what happens if other Town's back out of the Coalition and what the responsibility of Litchfield would be to pick up any further balance of the legal expenses.

Selectman F. Byron states that if that were to happen the Board would have to readjust the legal

strategy and see if they as a Town wish to move forward, and at what cost.

Selectman S. Perry **motioned** for the Board of Selectmen to approve the Warrant Article for the Northeast Energy Direct (gas pipeline) in the amount of \$15,597.

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

2016 Operating Budget

Continue discussion at a future meeting

Police Contract

Continue discussion at a future meeting

Second Year of Town Non-Union Wage Plan Implementation

Town Administrator Troy Brown states that there have been no changes to this Article.

Selectman S. Perry **motioned** for the Board of Selectmen to approve the Warrant Article for the Second Year of Town Non-Union Wage Plan Implementation in the amount of \$30,000.

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

First Year of Library Non-Union Wage Plan Implementation

Troy mentions that he used the language recommended by legal counsel for the Town's Wage Plan Article, and just referenced the Library Board of Trustee.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the Warrant Article for the First Year of Library Non-Union Wage Plan Implementation in the amount of \$14,819.

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

2016 Road Improvement Projects

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the Warrant Article for 2016 Road Improvement Project in the amount of \$200,000 to repair Cutler Road, Pinecrest and other roads as necessary.

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

Fire Station Exhaust Removal System

Troy Brown states that the estimate from Chief Fraitzl is for \$50,000.

Selectman F. Byron tells the Board that there was feedback from a member of the Budget Committee stating that this could be done for \$9,000, and a website was suggested for the Chief to review. The Budget Committee has requested additional quotes.

Troy mentions that the Chief is researching the information and he is waiting for his findings and response.

Board decides to continue the discussion on this Warrant Article when they have the Chief's recommendations.

Fire Station/Old Town Hall Parking Lot Improvements

Town Administrator Troy Brown tells the Board that he went back and reviewed the minutes and the Board wanted this Warrant Article to remain and the parking lot paving for the Transfer

Station was removed. Board agrees and mentions this was put on hold because they wished to wait for the site survey that is being conducted, they would like to see what possible expansions can be done if any before deciding to move forward with this Warrant Article.

Troy mentions that there was also a question if this quote included everything (drainage/paving). Troy tells the Board that the \$70,000 is for the completion of all paving and drainage improvements. Board decides to wait for more information from the site survey before proceeding with this Warrant Article.

Building Systems Trust Fund

Troy Brown mentions that last meeting there was no dollar amount attached to this Warrant Article, he is recommending \$25,000 to increase the balance of this fund and start a discussion with the Board. He mentions the balance in the fund currently is \$20,119.28.

Selectman F. Byron asks how he came up with the \$25,000 amount.

Troy states that there is no current work planned. However, there has been discussion about paving at the Recycle Center or the concrete pad and other minor repairs in Town. But mainly he is looking to have a cushion of funds available for these types of general/routine maintenance items throughout the Town, as well as if something major were to break such as the HVAC or heating system at the Town Hall. He tells the Board that \$20,000 can be wiped out of this account with just one incident, \$50,000 is a healthy number and would not require an annual Appropriation.

Selectman F. Byron mentions he is unsure of going to \$50,000 without a list of items that are of concern. He is aware of the HVAC issues in the Town Hall and the cost attached, but feels without an idea of what may be needed he is not sure this figure is needed.

Troy states that he feels this is a good point, and mentions that he will send out an email to the Department Heads and construct a list of items they feel are of concern.

Board discusses that this is not a Capital Fund it is a Trust Fund that can be used for any type of repair. They discuss some of the known issues with buildings in Town.

Selectman J. Brunelle mentions that can't money also be taken from the General Fund (Fund Balance) for these types of items.

Selectman F. Byron says yes and asks Troy if there are any Warrant Articles that he would like earmarked to be funded from the Fund Balance.

Troy mentions that this would be a good Warrant Article to be taken from the Unassigned Fund Balance. He mentions that he has worked with these types of funds before, and feels that once the Town got accustomed to using this type of fund (having money available) they get use to Appropriating accordingly. The question is what is the Board's comfort level (what is a reasonable figure) to have in this account for the unexpected events that may occur. He mentions that it is a non-lapsing fund that will not require action if the funds are not used each year, they can stay in this fund until needed. If funds are used you ask at Town meeting for the fund to be replenished back to whatever number is agreed upon.

Board agrees to have Troy compile a list of preventative and routine maintenance items and report back to the Board for a future discussion regarding a dollar amount to attach to this Warrant Article.

Earned Time Accrual Expendable Trust Fund

Town Administrator Troy Brown states that he is still working on a recommended number for this Article and will have it for the Board at the November 14th meeting. He does mention to the Board as a heads up that early retirements are going to have a significant increase to this line. Troy states that the current balance in this Fund of \$23,892.72 has been used for retirement costs and buyouts this week. He tells the Board that at least \$25,000 to \$27,000 will need to be Appropriated to replenish this fund. The Board will have to then start planning for some future retirements that are going to be substantial. Board discusses what employees are eligible for retirement in 2016, and asks Troy for a possible list. He tells the Board he will see what employees are eligible but there is not always a lot of notice when someone retires. Board agrees to discuss this at the next meeting.

Public Works Expendable Trust Fund Appropriation

Troy states this is new from last week, the Board wanted these Warrants separate. So he has one to stand as an Appropriation of requesting \$25,000, and has clarified the wording as requested on the other. Troy states that the balance in this fund is \$20,231.10, however it looks like he may have to come to the Board to ask for funds to cover the overages occurred in the Public Works Department (sand/salt, wages).

Selectman S. Perry mentions another \$25,000 is wanted for this fund. He tells that Board that he has an issue with all these Warrant Articles when you have so many all asking for money. When they are added up without the Budget or Police Contract the Warrants already add up to over \$400,000.

Selectman J. Brunelle states that this is one that should be funded out of Fund Balance. This fund has to be replenished, so he suggests maybe with \$20,000. Board decides to have Troy get a little closer to the year end figures and report back at the next meeting on the 14th.

Public Works Expendable Trust Fund Amendment

Town Administrator Troy Brown tells the Board that he clarified the wording to this Warrant Article as requested by the Board.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the Public Works Expendable Trust Fund Amendment as stated.

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

Library Earned Time Expendable Trust Fund

Troy and the Board decide to defer this until the next meeting in order to receive a final figure from the Library.

Conservation Commission

Selectman S. Perry states that this Warrant Article just needed wording clarified also.

Selectman S. Perry **motioned** for the Board of Selectmen to approve the Warrant Article Conservation Commission as stated.

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

Miscellaneous Warrant Articles

Selectman F. Byron states that he and Troy have discussed the unused Escrow Funds and there are no obvious funds, this issue will take some research. Troy mentioned that he and the Road Agent checked into an Escrow for Parker Bridge (end of Pinecrest/3A) where the State had done work. The Road Agent thought the State had designated the funds for only that purpose and could not be struck from the books if that's the case.

Selectman F. Byron mentions this and other Escrows will take time to research and would not be completed before the end of year. He recommends removing this Warrant Article till next year so it can be straightened out. Board agrees.

Selectman F. Byron **motioned** for the Board of Selectmen to remove Warrant Article Miscellaneous Warrant Articles.

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

Tax Cap

Selectman F. Byron mentions that he shared a copy of the Warrant Article with the required wording under State law.

Selectman J. Brunelle states the voters passed an Article last year wanting the Board to research a Tax Cap and this year come up with a percentage.

Selectman F. Byron tells the Board that under State law the Board has two options, one is to go with a fixed percentage the other is a fixed dollar amount. He recommends going with a fixed percentage rather than a fixed dollar amount.

Selectman S. Perry states that he researched recommendations regarding Tax Cap percentages/dollar amounts and how to calculate them. He found there were two very extreme sides (wanting 1% or 5%) there was not a lot of middle ground calculations or information. He recommends that Troy goes back 5-10 years of Budgets and calculates what the actual percentages have been in the past. Then come up with a number or percentage based on prior years.

Selectman J. Brunelle states that on a 5.2 million dollar Budget with a 5% calculation it would come out to \$260,00, and he believes the Budgets have not grown by that amount.

Selectman S. Perry states that a 5% cap would be worthless. He states that a Tax Cap makes Town's be Warrant Article driven. Voters spoke and passed this and the Board has to come up with a figure. Board discusses amounts and percentages, and decide they would like to see what a 5-10 year of averages looks like before continuing.

Board asks about the Default Budget years and Troy mentions that it does not matter is is based on what is raised by local taxes.

Board continues to discuss the pros and cons of a Tax Cap.

Selectman F. Byron mentions that the BOS needs to keep in mind and understand what a Tax Cap states, and that is for taxes raised. So the Budget may be 5 million dollars but you are not raising 5 million dollars in taxes, you are receiving Revenue.

So the Board discusses if it is based on the taxes raised and not the actual approved Budget.

Troy states he wished they clarified the word Budget.

Selectman F. Byron states that Budget is the statement of recommended Appropriations of Anticipated Revenues.

Selectman J. Brunelle mentions it is the amount raised by local taxes, which is what the Warrant Article states "raised by local taxes" (Appropriate is not used).

Selectman S. Perry mentions the Operating Budget Warrant it states to raise and appropriate. Board discusses if Warrant Articles are included in the calculation of the Budget figure.

Selectman F. Byron reads " if a Town or District has adopted this section to estimate the amount of local taxes to be raised for the fiscal year, as shown on the Budget certified by the Governing Body or the Budget Committee, and posted with the Warrant for the annual meeting according to RSA 32:5.

Selectman B. Lemire states that the Budget posted by the Budget Committee includes the recommended Warrant Articles.

Troy tells the Board that he will research the numbers of previous Budgets and get some legal advice from NHMA regarding this issue. He will have information available for discussion at the next Board meeting.

Review Draft of 2016 Default Budget

Town Administrator T. Brown shared with the Board of Selectmen a summary spread sheet showing columns for the 2015 Budget, 2015 Minus 1-time Appropriations, 2016 Reductions/Increases, which when calculated are the 2016 Default amounts, then the 2016 Budget Committee and the Difference between the two. Troy tells the Board that he has highlighted changes he has made in red, any adjustments were made due to contracts, personnel or services.

7:51 pm Selectman F. Byron/K. Bourque leave the meeting

He mentions that in most Departments a wage increase was granted, which has resulted in adjustments to the NH Retirement, Dental Insurance and Health Insurance. Troy states that he has discussed his biggest concern with Selectman J. Brunelle, which is with the Software Packages. He states there are licensing agreements for the Town Clerk, Assessing, Finance, Police and the IT Budget. He mentions that they are not signed agreements, but it understood that the Town will pay the licensing agreement to continue the contract and software services. Selectman B. Lemire states that DRA and our Legal Counsel have always approved that agreement as a Default Item. Because no different that the vehicle fuel or the electricity rate, you know what the increase will be.

7:52 pm Selectman K. Bourque returns to meeting

7:53 pm Selectman F. Byron returns to meeting

Troy states that he has not budgeted an increase for heating, vehicle fuel or electricity, he has used last years Appropriations. Board discusses contracted expenses and the use of the Default Budget.

Selectman J. Brunelle states that with all the Software Services the Town has, they have to be renewed year after year. And usually with the IT Budget the contracts are for 3 years (which usually are paid in advance for a discount) so the total has been divided by three and that is the yearly amount for the line item. He mentions that if those items are not renewed the Town will lose all support and if something breaks he would be unable to get replacement parts, he would be unable to call for assistance or help if there were any issues and in the case of the Police Department and Assessing Software if not renewed they have to discontinue use of the

Software. So they need to be carried over to this year's Budget even if they were not shown as a line item in last years. Selectman F. Byron states that State law is clear about contracts, if you have a contract carry it over for the years stated in that contract. If there is no contract you are obligated to use the same amount. He states that if last year there was a signed three year contract then that is the number to be used.

Selectman J. Brunelle states the contracts are not calendar year based and some expire during next year (April/September).

Selectman F. Byron states you use the amount used last year.

Board continues to discuss the one year amount and the use in the Default Budget and how to apply it to this year's Budget.

Troy mentions in the IT Budget (line 630) Equipment Maintenance the line under 2016 Default is \$70,756. He tells the Board there was a one time large reduction with the IT Manager of \$42,000, and there is a contract in place, which is why he is making the adjustment for the new Default amount of \$12,000. He states there are 3 contracts he shows highlighted in blue he has adjusted one that was \$1,650 for the Approved Budget and made a one time adjustment of \$350 showing a Default amount of \$2,000. But the Budget Committee has recommended \$5,000, this is for the entire three year contract. He is trying to just calculate what the next years one year contract price is. Because the Town was given a three year proposal and the cost savings built into it, the formula he used was take the contract amount divide it by three and increased it by 20%.

Selectman F. Byron suggests an alternative opinion, he mentions that what was budgeted last year was \$70,756

8:02 Selectman B. Lemire leaves meeting

Selectman S. Perry asks how can they do that when there was a signed contract for an IT Manager for \$12,000.

Selectman F. Byron states that would be a decision for the Board of Selectmen to make.

8:04 Selectman B. Lemire returned to meeting

T. Brown states the bottom line is that the Board was given an approved Budget of \$70,756, it can just be reduced by the \$42,000. He states there is a contract for IT Services, and the balance of that is the Appropriation from last year.

Selectman J. Brunelle states that there needs to be \$33,000 in that line to cover expenses.

Selectman F. Byron states that what is needed and what is required by law are two different things. Board continues to discuss this matter of how to calculate.

Selectman F. Byron mentions in looking at the 2015 Budget there are no contracts that expired, so there are no contract extension issues. So you are suppose to only make adjustments for one time expenses (none in IT) and there can be an adjustment for contracts. So he states that the Board should be carrying over the amount of \$70,756. He again states that if the line was for \$70,756 and there are no adjustments to be made by one time expenses or contracts under State law, then \$70,756 should be carried to the Default Budget. He states that the Board made the decision to deduct the \$42,000, it was not required by State law.

Selectman F. Byron **motioned** for the Board of Selectmen to set line 630 of the IT Budget in the amount of \$70,756 for the Default Budget of 2016.

Selectman B. Lemire **seconds** the motion. **Vote carries 4-0-1.**

Troy Brown mentions the other area of adjustment is with the Police Budget, line 760 Cruiser Purchase. He tells the Board that if you add up all the costs for what was Appropriated last year for Police cruiser purchases it totaled \$105,711. This year it is proposed to purchase two cruisers in the amount of \$40,000 each. Last year two cruisers were also purchased at \$40,000 each, and two cruiser lease payments were completed. Troy mentions that funds were used from the Special Detail Fund to help reduce costs last year, and the same will be done this year. So the 2016 Default line 760 will be set at \$80,000.

Selectman F. Byron states that he and T. Brown had a discussion regarding line 910 Detail Vehicle Reimbursement, and are perplexed as to why there is a Revenue shown in the Budget. Troy states that it rolls into the Appropriation. He states it should be Gross Budgeted, if the Town is going to purchase \$80,000 in cruisers that should be in the Budget. But if you are going to use \$10,000 from the Special Detail Fund that should be a budgeted Revenue (offset Revenue).

Selectman F. Byron states he would not have a problem with it if it was shown as an informational line, but it is not. There is an amount in the line that affects the overall Budget.

Selectman B. Lemire states that if it removed the Budget would go up by \$10,000.

Selectman F. Byron suggests the Board zero out the \$10,000 in the Default Budget because it takes money out of the Default Budget. Then during the year (2016) the Board would need to make a motion to remove \$10,000 from the Special Detail Fund and accept it as Revenue to offset costs. Board discusses and agree that it does not affect the overall Budget, but it needs to be cleared up for auditing purposes.

Selectman F. Byron **motioned** for the Board of Selectmen to set line 910 Detail Vehicle Reimbursement Default Budget 2016 from \$-10,000 to zero.

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

Town Administrator T. Brown mentions changes to the Summary page of the 2016 Default Budget show the Budget Committees Budget as proposed is \$36,561 higher than last years Default Budget.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the amount of \$5,359,916 for a 2016 Default Budget.

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

Selectman B. Lemire **motioned** for the Board of Selectmen to allow Selectman F. Byron to go before the Budget Committee on behalf of the Board to discuss changes to line 910-Detail Vehicle Reimbursement in the Police Budget in the amount of \$-10,000 and move it to Revenue. Which will increase the Police Budget by \$10,000, but add \$10,000 to Revenues.

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

Property Liability Insurance Coverage

T. Brown tells the Board that he received a notice stating effective June 30, 2016 Property Liability Trust will no longer provide insurance coverage to the Town. This gives the Town 6 months to seek Property Liability Insurance coverage somewhere else. Troy mentions that PLT has sent emails and a draft bid spec, which can be modified for the Town of Litchfield to help

with this transition. T. Brown states that the Town has Primex, which is another Public Trust in the State. They currently provide Litchfield with Workers Compensation and Unemployment coverage, and they also provide Property Liability Insurance. They might be able to offer a discounted quote for a bundled deal. Troy tells the Board they provide a great product, and training, as well as a terrific Loss Prevention Program. He mentions that there are private insurance agencies he can also look into, he is looking to see what direction the Board would like him to take. Does the Board wish to receive quotes from Primex as well as the private sector.

Board discusses getting quotes before the January 30th Deliberative Session.

Selectman F. Byron asks what the current rate is for the policy

Troy states that the renewal amount is \$59,000.

Board states this requires it to go to bid.

Selectman F. Byron **motioned** for the Board of Selectmen to allow the Town Administrator Troy Brown to solicit proposals from various vendors for Property Liability Insurance for the Town of Litchfield.

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

Administrator Reports - None

Items moved from Consent - None

Selectman Reports

Selectman F. Byron mentions there is a Budget Committee meeting Thursday December 3.

Selectman S. Perry mentions there is a Planning Board meeting Tuesday December 1.

Selectman B. Lemire mentions there is a Conservation Commission meeting next Wednesday December 9.

Selectman J. Brunelle mentions that is a Recreation Committee meeting next Tuesday December 8. He tells the Board that as a follow up from the last BOS meeting, he did bring the Warrant Articles to the Recreation Committee. They are having a meeting this weekend to discuss the RFP for services pertaining to the fields, and raising money for a Director. He states that if they decide to do anything it will come out at the Town's Deliberative Session.

Selectman J. Brunelle also wanted to know the Boards feelings on the other BOS meetings in December they are scheduled for the 14th and the 28th. He would like to know if they Board plans on rescheduling the meeting on the 28th. Board agrees to keep the dates as they are

Other Business - None

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

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

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

Steven D. Perry, Chairman

John R. Brunelle, Vice Chairman

Brent T. Lemire

Frank A. Byron

Kevin C. Bourque