

# TOWN OF LITCHFIELD BOARD OF SELECTMEN

## December 14, 2015

### Selectmen's Meeting

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

Arrived Late: Brent T. Lemire

Also Present: Troy Brown, Town Administrator

6:00 p.m. Call to Order

8:27 p.m. Non-Public Session - RSA 91-A:3,II(a) - Compensation of Public Employee

### **Pledge of Allegiance**

#### **Review of Items for Consent:**

1. Minutes of November 30, 2015
2. Approval of Account Payable Manifest 12/08/2015 (\$97,317.82) & 12/15/2015 (\$219,274.71)
3. Approval of Payroll Manifest 12/10/2015 (\$52,678.03) & 12/17/2015 (\$49,244.96)
4. Abatement for Map 20, Lots 7 and 14
5. Veteran's Tax Credit (3)
6. Elderly Exemption (1)

### **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 - None**

### **Administrator Report**

#### **New Business**

#### **Tim Roache, NRPC Director & Jennifer Czysz, Assistant Director - Introduction/Overview of Services**

Tim Roache was appointed in April of 2015 as Director of the Nashua Regional Planning Corporation (NRPC), he replaced Kerrie Diers. He is also joined by Jennifer Czysz Assistant Director. Tim states he is here to introduce himself to the Board, and to give a brief overview of

the services NRPC offers. NRPC provides mainly three services: first as a resource to help with any local planning needs, as a forum for Communities to come together and coordinate on issues that cross Municipal boundaries (such as pipeline), also as a voice for issues at a State and Federal level for the 13 Communities. Mr. Roache mentions that Litchfield takes advantage of some of services offered to Municipalities such as participating in the Electricity Aggregation which allows Litchfield to save approximately \$7,000, with our newest contract. This savings offsets the Town's yearly dues of \$6,800. Another program is the Household Hazardous Waste, which the Solid Waste Management District participates in allowing six collection events a year. Tim mentions that if the Town tried to undertake just one a year it would cost around \$16,000. He tells the Board that NRPC also keeps the Hazardous Mitigation Plan up to date, so the Town can access the FEMA funds, and Pre-Disaster Mitigation Grants that come available periodically. Tim states that all these services show value for the Town by participating with NRPC. He states that he is always looking for ideas and new opportunities to bring more value to the Communities. He is looking into expanding the Electricity Aggregation model and checking into other areas for group purchasing such as (road salt, fuels, and paper for Schools) in order to save Communities funds.

Tim states that he worked with Troy Brown in Hollis and with our previous Town Administrator. He mentions Troy is familiar with Transportation Planning services offered by NRPC (one is Safe Routes which will be discussed later in this meeting). NRPC is there with the 10 year Plan Project to help with Communities needs. He discusses the crossing of the Merrimack River Project which has been an issue/discussion for decades with the DOT. Tim would like to have a collective discussion and bring together Merrimack, Hudson, Nashua, Litchfield, and the DOT to discuss this issue and see if it is still something to consider or even needed. He mentions that at some point the DOT will be wanting to get this issue off the books regarding the land that is involved. Next Tim mentions pavement and Road Surface Management Systems and that NRPC has partnered with the DOT and is doing a pilot program, to apply the UNH Road Surface Management System. They will be sending representatives out with tablet computers, to drive every road in a Town and access the condition of the road surface and help the Town prioritize the pavement needs. He states that they have done Hollis and the pilot program in Brookline, and mentions this type of tool would help with a Communities CIP plan.

Tim states that they have a GIS program, and their website has a lot of information and also a portal to view live maps as well. Another service they offer that Litchfield takes advantage of is Tax Mapping.

Tim tells the Board Jennifer Czysz will discuss the Land Use Program and the Granite State Futures Project. Jennifer mentions an overview of the different Land Use Programs offered by NRPC, and states they usually focus on Circuit-Riding Services (also known as contract based planning support). She states that the Board is very familiar with these services due to many being previous members of the Planning Board, and Litchfields Planning Board utilizes these programs to assist them, so she does not need to go into great detail.

Jennifer discusses the Regional Plan's final results, and how NRPC pooled that all together with the Regional Planning Commissions across the State. Tim and she shared some pamphlets with the Board highlighting this information. She states that this plan entailed three years worth of outreach, data collection and plan writing, which was done with eight other regions across the

State. She states this allowed for shared common data/information, as well as shared unique regional plans. She states Litchfields Planning Board has already utilized some of the vast amount of public input from the Communities, which shares information on what the public wants and needs. It allows Communities to have this information at their fingertips, for example Litchfield would like to know the proportions on single family compared to multi-family homes the information is available (with comparisons across the Region). She states all the information has already been tabulated and updated by NRPC to go into and update a Town's Master Plan. Jennifer states this Regional information was calculated and compared on a State level, which gave a Statewide snapshot and then gave a big picture perspective that could be compared to different sections of the Country (Seacoast, Southwest etc.) as well.

Tim states that NRPC is a forum for big regional issues such as the Pipeline which is affecting many Communities in the area. He mentions for this to be effective communication is so important, between who each Town appoints (in Litchfield it is Tom Young). This allows for all Communities and its Citizens to be represented and have a voice within a forum, and have it be effective. He is always looking for ideas that would add value to a Town's membership, and looks forward to continuing to work with Litchfield and Town Administrator Troy Brown.

Selectman S. Perry asks how NRPC could help with the Stormwater issue facing the Communities in the State. Jennifer states that they are all waiting for the final ruling to come from the EPA. She tells the Board that the final section that needed to be revised has been, and a final draft for comments was completed. So they have to comment on the comments and post this information. She discusses the outreach, and mapping components, and stormwater plan that all Municipalities will have to do. Jennifer states that the Stormwater Coalition met (Troy attended for Litchfield), and discussed how the Communities can get together to reduce redundancy in order to cut cost and help with the financial burden. Because this permit is not coming with any money to implement from EPA, this is paid for by each Community. They state that the outreaching and mapping components are where NRPC should be able to help. But it is still an unknown as this point. Troy and the Board ask Jennifer and Tim to stay and discuss the next agenda topic which is a program NRPC is familiar with Safe Routes to School.

### **Safe Routes to School Program**

Town Administrator Troy Brown tells the Board that Betty Vaughan, 19 Stark Lane reached out to himself and Selectman S. Perry, as well as the local newspapers and Social Media (Facebook) regarding the need to continue the Sidewalk Program. This would construct sidewalks on Pinecrest, Page and Talent Roads so children have safe routes to get to school. Betty wanted help in preparing a Petition Article to present at Town Meeting.

Troy met with Betty and discussed that he felt a Petition Article would most likely fail without preliminary engineering plans and cost estimates. He suggested an opportunity he learned about for a possible grant thru a program called Safe Routes to School. It provides assistance to Towns for planning and preliminary cost estimates. Troy mentions that the grant program is no longer receiving new Federal Funds, but there is approximately \$150k remaining in the program. He states that it would require the School, Selectmen, Department Heads and the Community to all form a Task Force Committee, then proceed with filing a grant application

through NRPC. He mentions that this funding is a reimbursement type of grant, money is paid upfront by the Town, the invoice is submitted and the grant program through DOT reimburses the Town 100% of its costs. So he would Tim Roache to offer his input he has worked with this program with other Towns.

Tim mentions that this program is only available through Kindergarten to 8th grade, so the High School could not participate.

Selectman S. Perry states that is not a problem because the High School already has a sidewalk.

Tim mentions that this for non-infrastructure such as the engineer planning and cost estimates. He states that there are two programs that may apply, one is a start up grant which goes up to \$5,000. It gives the Town the opportunity to develop educational materials, outreach materials and hold small events at the Schools to encourage children to walk and bike to school. The other Travel Program he feels maybe more what the Town is looking for, which goes up to \$15,000. This allows the Town to look at traffic and walking patterns, where the gaps may be in infrastructure and how to fill those gap by adding or extending sidewalks where needed In order to get kids safely to school. Tim tells the Board NRPC has worked with several Communities, such as Nashua and other Communities are looking at the funds left to be able to implement the program in their Town. He agrees the next step in moving forward would be to get a Task Force Committee in place. Then have John Corrigan from DOT's Safe Routes Program come in and speak to the Board and Committee. Tim mentions that the program has been successful around the region and could set the Town up for potential construction funds through the Transportation Alternatives Program, which is another Federal Highway Program the DOT administers. This allows Federal money for the building of infrastructure, and is an 80/20% match. He mentions that there are other grant programs related to Public Health through the CDC and other Health Agencies that may be available as well.

Selectman J. Brunelle states that the Town would have to place this on a Warrant Article to get the funds to match the grant for the planning part of the program. Troy and the Board discuss this issue. Troy mentions this does not have to be as a Warrant Article, if the grant is given the Town can pay out the funds and they will be 100% reimbursed at no expense to the citizens.

Selectman J. Brunelle brings up the 2013 Warrant for monies for the planning of sidewalks on Pinecrest, which was defeated. He thinks it should go in front of the voters.

Selectman S. Perry states he would not be concerned with voter approval if the net cost would be zero to the citizens. Board continues this discussion.

Board supports the idea and agrees to move forward and set up a Task Force Committee. Troy will reach out to the School Superintendent, and Department Heads as well as citizens (including Betty) to be apart of the Task Force. Tim will have someone work with Troy Brown on the grant application.

Board thanks Tim Roache and Jennifer Czysz for coming in this evening and speaking to the Board.

### **Heron Drive Bond Release**

Town Administrator T. Brown mentions that the road Heron Drive was accepted by the Board of Selectmen on December 23, 2013 as a public road. The road on October 15, 2015 has

been inspected by the Road Agent Jack Pinciario and Louis Caron, P.E., the Planning Board Engineer. Based on the inspection findings, the Planning Board is recommending the release of the two year maintenance bond in the amount of \$16,500. He has shared all the necessary information with the Board.

Selectman S. Perry **motioned** for the Board of Selectmen to release the maintenance bond for Heron Drive in the amount of \$16,500 to R & D Londonderry Development effective December 23, 2015.

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

## **Public Input - None**

### **Earned Time Expendable Trust Fund Expense**

Troy Brown states that once a year in accordance with the Town Personnel Policy and Union Contract, employees can request buyouts for accrued earned time between November 15 - 30th. Buyouts are limited to a maximum of 20 days (160hrs). Troy mentions that eight employees requested buyouts representing a total of 832 hours for a total cost of \$24,899.64 (which includes federal taxes and NH retirement). He tells the Board the issue is that the Earned Time Expendable Trust Fund Balance as of 9/1/15 was only \$23,897.63. Therefore, a portion of the Town's NHRS contribution for one employee in the amount of \$662.93 was charged to the Operating Budget. So this evening Troy is asking the release of \$23,230.74 from the Earned Time Expendable Trust Fund Balance.

Selectman S. Perry asks if the fund is now at a zero balance. Troy states no not quite.

Selectman S. Perry states that if this fund does not get replenished, the Town would be in trouble if this happens again next year.

Troy states it would not be budgeted, so yes it would be an issue.

Selectman J. Brunelle states that the employees have the right to request the funds, so it would have to come from the payroll no matter what, and made up somewhere else within the Budget.

Selectman F. Byron **motioned** for the Board of Selectmen to authorize Trustee of Trust Funds to release the sum of \$23,230.74 for paying from the Earned Time Expendable Trust Fund and pay this sum to the Town of Litchfield for reimbursement of employees earned time for 2015.

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

Selectman F. Byron **amended** his motion to authorize the Town Administrator Troy Brown to utilize \$662.93 from the Budget to pay for the balance from NHRS not included in the Fund.

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

Selectman F. Byron and Selectmen J. Brunelle withdraw their **amendment** and **second**, due to the money already coming from the Operating Budget.

Selectman S. Perry asks the Board to vote on the original motion. **Vote carries 4-0-0.**

### **Local Community Self-Government Resolution Request**

Troy Brown mentions that he and the Selectmen as well as every Town and City throughout the State have received an email message on December 3, 2015 requesting Selectmen to place a resolution on the 2016 Warrant Articles for the Annual Town meeting. Troy states this resolution is to recognize Communities and its Citizens have the right to adopt local self-government,

which includes the right to pass and enforce protective local laws which are not subject to more restrictive State or Federal rules and regulations. He feels the Pipeline and Northern Pass are possible issues driving this. Board states they all had a chance to review the email.

Selectman F. Byron feels the Board of Selectmen should take no action, and if people in Town would like to pursue the issue they can do so by a Petition Warrant Article at the Town Deliberative Meeting and see what the citizens response is.

### **Review Draft Warrant Articles**

#### **Article #4 - Northeast Direct**

Town Administrator T. Brown mentions at the last meeting he told the Board his calculation on the amount of Litchfield's portion to the Coalition would have been around \$27,000. However, he had included the town of Amherst as part of the Coalition and they are not on board as of now. So this increases Litchfield's contribution as now being \$33,063. He has shared the spreadsheet showing all the Communities in the Coalition and their portions being contributed. He mentions that at the last meeting the Board also asked for the language to change so the Town could raise and appropriate \$33,063 (the gross amount), but also reduce it by the amount the Board had to Encumber \$11,700 then leaving a balance of \$21,363 to come from General Taxation.

Selectman F. Byron states that Amherst is nowhere in the calculations as contributing to the Coalition, so Troy is asking for the Town of Litchfield to pay for Amherst's portion of the legal defense in fighting Northeast Energy Direct (gas pipeline).

Selectman F. Byron states that the pipeline goes through Amherst.

Troy mentions that Amherst is not on the list, they have decided so far not to be apart of the Coalition. They have had discussion with the pipeline and been able to have the portion of the pipeline running through their Town relocated. So they may be satisfied with that outcome.

Selectman F. Byron states that the pipeline goes through Amherst.

Selectman F. Byron recommends to the Chairman S. Perry that the Board vote to go back to the original amount discussed of \$27,000 (when Amherst was apart of the calculations) and deduct the \$11,700 from Encumbered Funds and pick up any remaining balance. He feels the Citizens of Litchfield should not have to pick up the tab for the Town of Amherst.

Selectman S. Perry states that if Amherst is not part of the Coalition they will not be legally represented. So the Coalition had a set legal cost attached to this project and it has to be divided and paid for by whoever is asking to be represented. Amherst would not benefit from this if they are not apart of the Coalition.

Selectman F. Byron states that of course Amherst would benefit, if the pipeline is defeated due to the efforts of all who paid and were apart of the Coalition, and Amherst did not contribute and the pipeline is now not apart of their Town they and their taxpayers benefited from all the other Towns money and efforts (burdened on their taxpayers). He feels Litchfield should not have to pay for that, but has no problem with Litchfield paying their fair share. Also if a Town has backed out and the legal calculations were based on representing a specific number, then with one less the legal expense should be less as well

Selectman K. Bourque agrees with Selectman F. Byron and asks what the amounts are based on, is there a total amount.

Troy discusses how the calculations are done based on population and number of participants (Towns) in the Coalition, then divided from a grand total amount the Coalition was quoted for legal representation of about \$300,000.

Board continues to discuss this issue.

Selectman S. Perry **motioned** for the Board of Selectmen to change the value raised and appropriated to the amount of \$33,063 of which \$11,700 shall come from previously Encumbered Funds, leaving a balance of \$21,363 from general taxation.

Selectman J. Brunelle **seconds** motion. **Vote fails 2-2-0.**

Selectman J. Brunelle states that the voters asked the Town to fight this battle knowing there would be a cost attached in doing so. He feels the Board needs to present a Warrant Article to them and let them vote on it.

Selectman F. Byron mentions that they should have this discussion at the Town Deliberative Session explaining the situation with Amherst, and let the Citizens take action at that time if they wish to add in the extra money.

Selectman S. Perry asks what other Towns are affected by the pipeline but are not in the Coalition. Troy mentions Londonderry and Windham.

Board agrees to let the voters decide if they wish to take any action on this Warrant Article

#### **Article #6 - Police Contract**

Troy tells the Board they have the dollar amount increases to the budget for the 3 year police contract, they are:

2016 - \$18,329

2017 - \$14,623

2018 - \$12,659

Troy states this represents a ½% increase the first year on April 1, 2016, another ½% on July 1, 2016. The second year a 2% increase this includes a higher premium paid to health care. Third year another 2% on April 1, 2018.

Selectman S. Perry **motioned** for the Board of Selectmen to approve Article #6 for the Police Contract as written.

Selectman K. Bourque **seconds** the motion. **Vote carries 3-1-0.**

Selectman S. Perry asks the Board if they would like to wait before voting on the remaining articles till Selectman B. Lemire gets to the meeting so the votes reflect a full board. Board agrees.

#### **Article #10 - Fire Station Exhaust Removal System**

Selectman S. Perry asks for the update regarding the exhaust removal system, because of the question raised by the Budget Committee that this could be done much cheaper (\$10,00) by another vendor.

Selectman F. Byron tells the Board that the Fire Chief followed up with the vendor that was recommended by the BC member. The vendor stated that they were to busy at this time of year to give a quote until early 2016. Chief Fraitzl had requested some literature, which he is waiting to receive. In the meantime Selectman F. Byron states that he has done some research and found a Fire Department in Michigan, who has installed one of these systems. He forwarded all

the information onto Chief Fraitzl who is going to contact the Chief in Michigan. Town Administrator T. Brown mentions that he had a discussion with Chief Fraitzl today. He mentions that the Chief has learned that the \$10,000 figure discussed by the BC was for the cost of the equipment only and (4 engine system), which this vendor does not install. The Town would need to hire its own contractor to install the system, and Chief's quote was for a (6 engine system). Troy states for someone to sell just the equipment, then having to worry about finding someone for installation then about warranties and what will be covered by who if there is an issue. Is totally different from the quote given by Chief Fraitzl which included everything. The Board will wait to hear the outcome as the Chief continues to research this information.

Selectman F. Byron mentions that the Budget Committee will not be holding a meeting for the rest of the year. Their next meeting will be on January 5, 2016 to finalize all of the Town's Budgets and Warrant Articles. So there will be one more meeting (12/28) for the Board of Selectmen to discuss any further issues with this or other Warrant Articles.

### **Article #13 - Building Systems Trust Fund**

Troy Brown mentions at the last meeting the Board asked that he put together a list of potential project in order to figure what dollar amount should be attached to this Article, he has shared that list with the Board. Troy mentions that this fund has a current balance of \$20,119.28, and feels the fund should be at around \$50,000. His concern is if something major happens such as the heating system at Town Hall were to fail (\$25,000), the Town has no funds on hand to cover such an expense. Board discusses the items Troy listed, and the age and condition of the heating system at the Town Hall, as well as some of the smaller items on the list such as painting and carpeting. Selectman F. Byron states his understanding was this fund is for emergency repairs, not routine maintenance issues that can be taken from the Operating Budget.

Selectman J. Brunelle agrees this fund was for big system failures such as a heating system, septic issue etc.

Troy asks the Board if they are comfortable and feel this is a healthy fund balance for this year, or do they feel a little should be added so there is money if a larger system does fails. He felt a cushion of \$40,000 to \$50,000 was a good total to have available.

Selectman J. Brunelle agrees with Troy on the dollar amount, but wonders why they need to raise taxes and have this as a Warrant Article, and instead take the funds out of the Fund Balance account. Board agrees

Selectman F. Byron **motioned** for the Board of Selectmen to approve this Warrant Article with the change of bringing the total to \$50,000 for the Building Systems Trust Fund, and doing this by taking funds from the Undesignated Fund Balance.

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

Selectman S. Perry mentions that the Board was going to hold off on voting the remaining Articles until Selectman B. Lemire arrived.

### **Article #14 - Earned Time Accrual Expendable Trust Fund**

Selectman S. Perry states this Fund showed a balance on 9/30/15 of \$23,892.72, but now due

to the employee payouts has a balance of approximately \$1,000.

T. Brown shared a spreadsheet with the Board showing a breakdown of eligible employees who have earned time accrual, and a figure of \$58,899.27 which is what the liability looks like for 2016 if they choose to take it and retire. Which can happen at anytime, like this year the fund was depleted due to an unexpected person retiring. Troy states that for 2015 the amount is \$39,526.00 which includes buyouts, retirement, and terminations. He mentions the average buyout alone for the last two years has been \$25,000 each year. Troy and the Board discuss the need to replenish this fund.

Selectman F. Byron **motioned** for the Board of Selectmen to set the value of Article 14 the Earned Time Accrual Expendable Trust Fund amount at \$60,000, of which \$30,000 is taken from the Undesignated Fund Balance Account.

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

Board discusses that this would cover the highest cost if one employee chose to retire, and is based on the \$25,000 average. However, the Town would be in trouble if more than one employee decides to take a buyout or retires. They also discuss funding the whole \$60,000 from fund balance.

Selectman F. Byron states by suggesting \$30,000 this would leave funds available in the Fund Balance account of \$150,000-\$200,000 for October to still be used to offset taxes.

Selectman J. Brunelle agrees that the Board likes to have that money available for this purpose.

Selectman S. Perry **amends** the motion to take the amount of \$60,000 from the Undesignated Fund Balance Account to fund Article 14.

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

Selectman S. Perry asks the Board to vote on the original main motion. **Vote carries 4-0-0.**

Selectman F. Byron mentions that he would like to have a non-public session this evening to discuss employee compensation. Board agrees

7:24 Selectman B. Lemire arrives to meeting

### **#15 - Public Works Expendable Trust Fund Appropriation**

Selectman S. Perry states that this Warrant Article is looking for \$25,000 to be placed in the Public Works Expendable Trust Fund. He states that the Fund already has a balance of \$20,231.10, and Troy would like to ask for another \$25,000.

Selectman F. Byron states that Article 15 is looking to increase funds, and Article 16 is looking to amend and expand the funds purpose. So states that is this increase due to the assumption that Article 16 passes, and if so should the request for additional money be attached to Article 16 rather than 15.

Selectman S. Perry states as he mentioned at the last meeting, all these articles are adding up to a lot of money and he feels at some point you have to say no.

Selectman J. Brunelle asks Troy if the expectation is that the fund will be depleted by years end, or will this balance of \$20,213.10 remain in the fund.

Troy states that he is hopeful they will not have to tap into this fund. But is holding off to see by December 28th.

Selectman F. Byron states if the original amount in this fund was \$20,000 or \$25,000, and is wondering if \$25k what was \$5,000 spent on. They discuss the possible purchase of the baler equipment last year. Troy will research.

Board decides to wait on voting and discuss this at the next meeting.

### **#17 - Library Earned Time Expendable Trust Fund**

Troy mentions that the figures need to be calculated for December 31st for this Article, so they are not available as of yet.

Selectman S. Perry states that the Budget Committee needs the Warrants by January 5th

Selectman B. Lemire asks when the Budget Committee is holding their Public Hearing.

Selectman F. Byron states January 14, 2016.

Board discusses if there has to be a specific value attached or can it be generalized.

Selectman B. Lemire states he recalls that DRA and Legal Counsel requested a figure when the books closed.

Troy mentions that they are asking the voters to eliminate one fund and created a new fund, and is wondering if the date can be changed for 12/28 and the wording changed to estimate. He will continue to work on this with the Library before the next Board meeting.

### **#19 - Tax Cap**

Town Administrator T. Brown mentions that at the last meeting the Board requested he calculate the average budget tax rate increases over 5 and 10 years, in order for them to compare and come up with either an amount or percentage for this Warrant Article. He has shared a spread sheet showing these calculations with the Board. He states that the first table (which he feels does not need to be used) shows all the Gross Appropriations, Revenues, Overlays and any Tax Credits used. The second table which he feels is the correct formula showing all Appropriations, Warrant Articles, less any Revenues gives you the per tax effort figure for the Operating Budget.

10 year Gross App/Revenues = \$175,914.30 at 8.64%

10 year Gross App/Warrants = \$180,865.70 at 8.45%

5 year Gross App/Revenues = \$167,025.00 at 6.24%

5 year Gross App/Warrants = \$168,867.20 at 5.95%

Board discuss the figures showing some years at 20%, 13% and what was occurring those years in the Budget. They are shocked that the percentages are this high, they were thinking in the range on average around 2-4%. They state that the voters requested this and they have to come up with a figure or percentage to place in the Warrant Article, then it is up to the voters to decide. The Board continues to discuss their views on this Article and a tax cap, and what would be a good percentage/amount. They discuss what happens if something like the fire hydrants came up as an issue again and a Budget could not be but together within a tax cap percentage. Then you would have to hold a Town meeting have the first Warrant read to vote on raising the tax cap for this special circumstance. If passed by the voters the next article would be regarding the fire hydrants. Board also discusses that the Budget Committee sets the Budget so it would be up to the BOS to present a Budget and prioritize Warrant Articles within the tax cap, but it

would be up to the BC to finalize.

Selectman S. Perry **motioned** for the Board of Selectmen to set the tax cap at 5-1/2% for Warrant Article #19.

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

Selectman B. Lemire **amends** the motion to change the percentage to 6.24% based on the 5 year average. No second on the motion. **Vote fails** for lack of a second.

Selectman S. Perry asks the Board to vote on the motion. **Vote carries 4-1-0.**

### **#20 - Recycling Revolving Fund (New)**

Troy mentions that he has been talking with Dave Mellon at the Recycling Facility and he is very concerned with his proposed budget for 2016, he feels it could be \$10,000-\$12,000 under budget. This is due to a loss of Revenues from recyclables, primarily aluminum cans and scrap metals. Dave would take the revenue from those items to offset the costs of disposing other items and materials such as cardboard and glass. Troy tells the Board that Dave contacted other Co-op's that he participates with and was given information on Revolving Funds and advised to possibly move forward and implement one like other Town Departments have. This would allow all funds collected from recyclables to be placed into the Revolving Fund and the revenues would offset the other recycling costs. Otherwise the Board is looking at the need to increase his Operating Budget for 2016 by \$10,000-\$12,000 to cover costs for next year.

Selectman J. Brunelle states that everything has always run through the Co-op, the revenue comes from the Co-op, they hold the revenues in arrears, then take costs and expenses out and the profits from that are received. So he wonders how this would help, it would now mean the revenues and fees will not be held back, then the fees will have to be paid by writing a check instead of just running through the Co-op.

Troy states the Co-op would still work the same, and on a quarterly bases they would reduce the amount by any cost/ fees and send the Town a check. This would allow all the revenues, including the funds collected from all other recycling items with a charge associated at the Facility to go into this fund and not the General Fund. And this added revenue should help offset the lost revenues in the Recycling Facilities Budget, and possibly allow Dave to purchase other materials that may be needed such as baling wire or other items needed.

Selectman F. Byron mentions that there was a discussion if this should be set up as a Revolving Fund or a Special Revenue Fund, and Troy after checking into it found out that a Revolving Fund would be better suited. He states that Dave is very much in favor of this and believes it will really help his Facility.

Frank asks if this passes and starts on 1/1/2016 has Revenue money already been budgeted.

Troy tells the Board yes.

So the Board and Troy discuss how this Revenue of about \$13,500 would be corrected within the Budget.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve Article #20 as written

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

### **#20 - Solar Exemption (New)**

Selectman S. Perry reads aloud the Warrant

To see if the Town will vote to adopt the provisions of RSA 72:62 for the optional property tax exemption for persons owning real property equipped with solar energy systems intended for use at the immediate site. Such property tax exemption shall be in the amount equal to 100% of the assessed value of qualifying equipment.

Then asks why would the Board approve this Warrant Article and where did it come from Troy states that he is just the messenger. He had a conversation with the Town's Assessing Contractor, and as of now the Town does not assess solar powered equipment. But they are planning on implementing this in 2016. However, there is this optional exemption that Towns may adopt for solar or by changing the language can use it for any alternative source of power such as wind etc.

Selectman B. Lemire states that he does not know the wisdom of this issue as of yet, but feels the item should be removed from the list of Warrants, until it can be researched and more options can be looked into.

Selectman K. Bourque agrees.

Selectman F. Byron states that in looking at the RSA's you can adopt this for solar systems. However after looking through it references you back to RSA 72:61 which states the solar systems are those that would heat or cool the interior of a building or to heat water for the use of a building. It also says solar systems also means a system which provides electricity for a building. No where does it mention anything about a tax break for people who are selling excess energy back to the grid. He agrees with removing the Warrant at this time.

Selectman B. Lemire **motioned** the Board of Selectmen to remove this item from the list of Warrant Articles at this time.

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

### **2015 Budget Update**

Troy mentions that he spent a great deal of time working with Department Heads and Karen White to get a better understanding of where the year end totals are going to come in at. He is projecting as of now that the Budget will be approximately \$6,500 over. Troy states that he is not overly concerned about this number, because each day that passes with no snow/ice and equipment going out it puts the numbers in better shape for the end of year. He mentions that the Highway Department is carrying an estimated \$10,000 in overtime wages currently. He tells the Board that on December 28th (next meeting) he will have a better idea of the final figures. He mentions that as a safety net there is the Public Works Capital Reserve Fund that can be used to cover any overage. Troy tells the Board it will be tight but believes the Budget will come in over.

Selectman F. Byron proposes that the Board of Selectmen put a spending freeze on the Budget, allowing the Town Administrator Troy Brown to manage this for the the Board. This would allow for no big expenses to blow through that push the Budget over the edge.

Troy Brown agrees and will send out a letter advising all Department Heads to put a freeze on their spending, subject to discussing any purchasing with him. He does not want anyone over the next few weeks to go out and spend money because their budget says they can at the years end.

Selectman F. Byron **motioned** for the Board of Selectmen to place a spending freeze on the

Budget with all the Department Heads, subject to the discretion of the Town Administrator Troy Brown.

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

### **Administrator Report**

T. Brown mentions that the Town's annual Christmas luncheon is being held at the Town Hall between 12:00-1:30. They will be having Chinese food and participating in a Yankee Swap.

Selectman K. Bourque mentions that a freeze on the Town's money just took place....joking

Selectman J. Brunelle states that the funds for the luncheon were donated.

Troy mentions that everyone is welcome to attend.

Troy tells the Board that the Bookkeeper position has been advertised for 2 weeks, and was posted in the HLN, Union Leader, NHMA website and Facebook. Applications close the end of business on December 12th and so far they have had 16 applicants. They will proceed with the interview process as soon as possible. In the meantime temporarily to help Karen White out in the Financial Department Carol Cappolla will be helping out one day a week.

Troy also mentions that at the last meeting he had a discussion with the Board regarding the elimination of Property Liability Trust as one of the Town's insurers. The Board wanted him to seek out bids from both private Commercial Companies, and Municipal Insurers. He has submitted all the information to Primex and they are working on a proposal. Troy mentions that he also reached out to a well known vendor in the State Jeff Reardon from Davis & Towle Insurance Group they provide insurance to a lot of Municipalities in the State. After discussions with Jeff Reardon Troy feels that they may not be in line with what the Board is expecting. First they are currently processing so many application, that they have a 60-90 day wait for quote results. He knows the Board was hoping for pricing before going into the Deliberative Session, but that does not look like it will happen with this insurer. Troy mentions that Jeff Reardon kept pointing out to him the benefits of sticking with Primex, also knowing the the Town will receive a multi-plan discount due to having other policies with Primex, and Troy agrees the savings is substantial. He also learned that in the Commercial world there is only one company and they will not write a multi-year contract like Primex does (which is another savings advantage) they will only write the policy for one year. So his recommendation to the Board is to continue with Primex he feels they have the best selection, product, training, and will offer the greatest savings to the Town. He wanted the Board to know it may be a lengthy process with little benefit to the Town. But the Board requested it go out to bid, so he is looking for the Board's direction on how they wish he proceed.

Selectman B. Lemire states that is why Primex and the risk pools started was because Commercial would not give discounts and were not competitive. B. Lemire states that the Town has been happy with Primex and their services so he has no problem proceeding with them.

Selectman B. Lemire **motioned** for the Board of Selectmen to move forward with the Town Administrator's request to proceed with Primex.

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

Selectman F. Byron states that the other option is to adjust the Budget figures down in

consideration to what Primex should be able to quote for the Town. He mentions that the Purchasing Policy has to be considered, where it states this has to go out for bid. Board discusses options and the fact that there is only 3 Commercial insurance carriers in NH for public entities and they do not write multi-year contracts.

Selectman B. Lemire states that Primex is the only Public Risk Pool available, so it is a sole source. **Vote carries 4-1-0.**

Troy mentions that he will be attending the Pipeline Coalition meeting tomorrow at 9:00am in Brookline.

### **Selectman Reports**

Selectman F. Byron states that the Budget Committee will not be meeting for the rest of the year, their next meeting will be held on January 5, 2016. At this meeting the BC will consider the totality of the Town's Budget and Warrant Articles. So everything from the Town needs to be completed by that point.

He mentions that the Budget Hearing will be held at 7:pm on January 14, 2016 at Campbell High School. Selectmen are encouraged to attend

He tells the Board at the last BC meeting there was an error in one of the spreadsheets, which short changed one of the expense items in the IT Budget by approximately \$4,500.

He addressed and fixed the issue on the Revenues coming into the Town from Special Detail. Since that meeting Karen mentioned she had a discussion with the Auditor's who suggested the Town use different auditing numbers rather than the ones that were given at the time. So the Board can choose to bring this back to the BC or use their discretion as Selectmen and once the Budget is approved move those accounts as necessary.

Selectman B. Lemire states that he attended a Conservation Commission meeting last Wednesday, and there was a request to change the setbacks by water from 75ft to 50ft. He states that the Conservation Commission decided not to support that request.

He also requested that before the Commission contracts with Forrester's they go out and seek proposals, so the Town can receive the most revenue.

Selectman J. Brunelle states the Recreation Committee did not meet.

Selectman S. Perry attended the Planning Board meeting two weeks ago. They will be holding a public hearing for Zoning changes. They are looking to change the setbacks along Albuquerque in the residential zone from 75ft to 50ft. To change shed (under 192 sq. ft.) setbacks from 20ft to 10ft. Also there are new sign ordinances that the State has implemented that the Board will be discussing.

Selectman F. Byron would like to mention that according to State law the Town is required to hold a public hearing on the Tax Cap, which will need to be planned into the schedule and has to be posted and appear in certain locations.

**Items moved from consent - None**

**Other Business - None**

Selectman F. Byron **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(a) - Compensation of Public Employee.

Roll Call Vote - Selectman J. Brunelle (yes), Selectman F. Byron (yes), Selectman B. Lemire (yes), Selectman K. Bourque (yes) and Selectmen S. Perry (yes). Board will come out of non-public to adjourn.

The next Board of Selectmen's meeting will be on December 28, 2015 at 6:00pm at Town Hall. The Board wishes everyone Happy Holidays.

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Steven D. Perry, Chairman

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John R. Brunelle, Vice Chairman

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Brent T. Lemire

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Frank A. Byron

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Kevin C. Bourque