

# TOWN OF LITCHFIELD BOARD OF SELECTMEN

## December 28, 2015

### Selectmen's Meeting

Members Present: John R. Brunelle, Vice Chairman  
Frank A. Byron  
Brent T. Lemire  
Kevin C. Bourque

Absent: Steven D. Perry, Chairman - 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 December 14, 2015
2. Approval of Accounts Payable Manifest for 12/22/2015 (\$35,862.71) and 12/29/2015 (\$19,030.62).
3. Approval of Payroll Manifest for 12/24/2015 (\$47,727.45) and 12/31/2015 (\$41,479.42)
4. Tax Abatements Approved (2)
5. Tax Abatements Denied (2)

### **Approval of Consent Items**

Selectman J. Brunelle reads aloud the Items for Consent

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the Items for Consent

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

### **Request for Items - Other Business - None**

### **Administrator Report**

#### **Business**

#### **Frank Fraitzl, Fire Chief - Firefighter Resignation & Recruitment**

Fire Chief Frank Fraitzl tells the Board that he received James Rea's resignation from the Fire Department, he has accepted a position with the Bedford Fire Department. Mr. Rea is currently a full-time Firefighter/Paramedic. Chief Fraitzl would like permission to advertise for a full-time Firefighter/Paramedic or Advanced EMT. He mentions that there is a lack of a job description for both full-time positions, so he is currently working on a job description for the Captain and

full-time Firefighter position and should have them completed in the next few days. He mentions that his concern is with the wage scale (adopted in 2012) it only references a Firefighter/Paramedic. He is hoping to hire a Firefighter/Paramedic but Paramedic's are not easy to come by. So he is hoping to have the Board approve a Firefighter/Advanced EMT grade (9) position, so in the event that a Paramedic is not found this would allow for another lower pay grade position under a Paramedic.

Selectman F. Byron states the Chief's desire is to hire a Firefighter/Paramedic which he agrees with and feels is best for the Community. So he asks if the current salary range is competitive and will it allow the Town to find someone suitable for the position.

Chief Fraitzl states that he is comfortable with the current salary range for a Paramedic, he just feels this other grade (position) for an Advanced EMT should be put in place with a pay grade lower than a Paramedic. The Chief states he did do a comparison which is difficult due to the size of the Town's Department, lack of an ambulance and the fact that they work on a 5 day week. But feels the salary grade is comparable if not a little higher which allows for a lower turnover rate for the Town's Fire Department. He mentions that the Town has been very lucky with retaining its full-time Officers one with 25yr the other 10 years, with this type of work week and lack of ambulance, other Towns have a much higher turnover rate.

Selectman J. Brunelle states that the Town also compensated Firefighter Rea by paying for his Paramedic training, and in exchange he agreed to stay an agreed upon number of years which was a benefit for he and the Town.

Selectman F. Byron states that if a Paramedic turns out difficult to find, he and the Board are willing to present this same type of training offer to another individual with an Advanced EMT Certificate, in exchange for staying with the Department for an agreed upon number of years. Chief is in agreement with this.

Selectman J. Brunelle asks if there is anyone within the Department now who would have an interest or is qualified for this position.

Chief Fraitzl states that he feels there may be a couple of individuals. But he has not discussed it with anyone as of yet, he was waiting to notify the Board before making any announcements. Board continues to discuss the requirements and length of time (14 months-2 years), as well as costs associated with becoming a Paramedic.

Selectman J. Brunelle asks if this departure puts the Town's EMS program in any risk.

Chief Fraitzl states no that Mr. Rae has offered to stay on as a per diem Firefighter, so as not to compromise the Paramedic, EMT and Medication Control Officer protocols. Once someone has been hired for the position, these duties will transition over to that individual.

Selectman F. Byron mentions that when this went on a Warrant Article years ago he thought the amount was somewhere around \$12,000. He would like this Paramedic training to go forward as a Warrant Article to the voters again with a dollar amount attached, and if it needs to be adjusted it can be done at the Board's next meeting on 1/11 or at the Budget Committee hearing.

Selectman B. Lemire agrees and if the Chief hires someone with Paramedic qualifications this Warrant Article can be pulled at the Deliberative Session.

Selectman F. Byron recalls they found out there was a problem with the Warrant after it passed, it did not cover some expenses associated with the training such as travel, books, other

equipment etc. and the extra money had to be taken from the Budget.

Chief Fraitzl states that he will calculate a price for the program and any additional related costs he can anticipate, and he and Town Administrator T. Brown will work on the Warrant Article.

Selectman F. Byron will tell the BC on January 5th that they are coming forward with a Warrant Article, (as long as a number is attached) the Board can amend it if necessary at the next BOS meeting on January 11th, which will be in time for the Budget Committee's Public Hearing on January 14th.

Selectman F. Byron **motioned** for the Board of Selectmen to approve permission for Chief Fraitzl to solicit Candidates for a Firefighter Advanced EMT or Paramedic Preferred position using the wage grades 9/10 depending upon the qualifications of the Candidate.

Selectman B. Lemire **seconds** the motion. **Vote carries 3-0-1.**

Chief Fraitzl asks if the Board would like him to bring the final Candidate forward for the Board to interview before making a final decision and an offer is made.

Board agrees the Chief and Town Administrator T. Brown should make the decision.

Board also discusses with Chief Fraitzl Warrant Article #10 - Fire Station Exhaust Removal System at a cost of \$50,000. Chief Fraitzl and the Board state that an individual forwarded information stating that the system could be done much cheaper. However, upon researching the lower price was for only parts (cost of \$25,000-\$28,000) it did not include installation, service contracts or any type of warranties. Also the Company had no information on any system installs in New Hampshire, and did not supply any additional information. Chief Fraitzl states this would not add up to a savings when all is said and done, and he would rather work with a reputable vendor that has been installing these systems and warranties their work. Board agrees and will move forward with this as a Warrant Article.

### **Richard Pentheny, LCAC Chair - Equipment Purchase & LCAC Structure**

Richard Pentheny tells the Board that he is seeking approval to purchase and upgrade PEG Channel equipment, he shared a list of quotes and equipment with the Board of Selectmen. Richard states that the Committee has experienced some failures with the old and outdated equipment. One device has to be rebooted almost weekly, and there was a failure on channel 20 on Christmas Day. He tells the Board that this new Castus system to be installed at the Cable Studio should be easier to work with and would replace the current Leightronix infrastructure and provide both standard (SD) and high definition (HD) capability. Richard tells the Board that the HD capabilities will require replacing the installed cameras to accommodate the new HD signal at the Town Hall and CHS, upgrading the recording and uploading process will also need to be done at the Town Hall and CHS facilities, but will have to be done at a future date after the Revolving Fund is replenished.

Board discusses the funding (Capital Fund) and that if approved it would take approximately 8 weeks to complete the ordering and installation process. They discuss that all the equipment upgrades will be done at the Studio and not at any of the remote sites (Town Hall/CHS).

Mr. Pentheny mentions that there would be a new streaming service (Castus) that would replace the VieBit (PEGCentral) service currently used.

Selectman J. Brunelle discusses the continued use of uploading the programming to YouTube,

and if this new equipment will still be able to accommodate this.

Richard states yes. He also mentions that they will be purchasing 2 portable HD cameras to be able to start programming out in the field.

Selectman F. Byron states that he appreciates that the Cable Committee would like to go to HD, but does not feel that is needed. But his bigger concern is that here at the Town Hall there are constant issues with the equipment not starting up, not recording, not broadcasting to the citizens. He feels something has to be done to make this system here more reliable and able to accommodate the needs now for using and viewing this system, and asks how are these upgrades are going to help here at this location, where most of the televised recording is being done for the citizens/viewers.

Mr. Pentheny states that he was trying to spend all the money in the Revolving Fund at once. They were looking to upgrade the main facility infrastructure equipment and then look at upgrading the Town Hall and CHS.

Selectman J. Brunelle states that the "go live" issues are with Comcast, and not the Town's equipment. These upgrades will help improve the live recording and capture, and help the transfer with the Studio. He suggests that the Cable Committee try and hit at least one of the remote sites (Town Hall), and get all the equipment upgraded and working.

Mr. Pentheny suggests start with the upgrades he has suggested and revisit the issue of the upgrading the Town Hall/CHS in 3-4 months.

Selectman F. Byron states that he feels it is irrelevant if the Town can broadcast in HD, if it continues to not be able to be seen by the viewers due to all the issues with this current system here at the Town Hall.

Mr. Pentheny states that the HD aspect of the equipment is just what they sell now, it comes standard as part of the ability to broadcast in HD, it is just an added benefit. J. Brunelle and Richard discuss the benefits of the upgrades at the Studio (backend) and how some upgrades will benefit the Town Hall viewing.

Selectman F. Byron states with due respect, he has heard for years that "fixing the backend" is the way to go and makes these issues more reliable. However, the fact is he sits here every week and there continues to be issues with recording or viewing of the programs. He states that he and the Board constantly get calls and emails from citizens that they cannot view the programming.

Mr. Pentheny states that he can spend more money to include upgrades to the Town Hall facility.

Selectman J. Brunelle agrees and suggests that the Cable Committee does upgrade this facility, it will show confidence and show they are moving in the right direction.

Selectman B. Lemire asks how much additional this upgrade may cost.

Mr. Pentheny believes around an additional \$20,000, which there are funds for in the budget. He states that he does not disagree with Selectman F. Byron, he just needs the Board's authority to move forward with the upgrades.

Board continues to discuss problems and improvements that have been made over the last year. They also discuss Comcast and their inability to correct issues on their end with the equipment (particularly the modulator/laser). Mr. Pentheny states that he will contact and work with Comcast to see if they can optimize their equipment along with the upgrades being made.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the Litchfield Cable Advisory Committee's request to use \$48,382 for the purchase of equipment to upgrade the Studio and to authorize them to get a quote in order to upgrade and purchase equipment for the Town Hall site.

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

Town Administrator T. Brown tells that Board that Mr. Pentheny would like to have a discussion regarding dissolving the Litchfield Cable Advisory Committee and appointing him as the Cable Manager or Coordinator. He states that the Committee is not that active. Volunteers run the cable programming and other jobs, however, they very rarely hold formal meetings. So they are questioning if the Advisory Committee is really still needed, or can someone be appointed to oversee the Cable Committee such as a General Manager. Troy mentions that when the Franchise was formed the Charter mentions a General Manager (he shares the Charter with the Board).

Richard Pentheny states that the Committee can never get a quorum, so they end up having technical discussions about what needs to be done and who will do what. He states it is a 24 hour 7 days a week operation. He states they would like to keep the Advisory Board, but be waived of the voting requirements.

Board discusses that the Committee was formed by the Board of Selectmen, when Cable TV was brought into the Town of Litchfield. The Committee was set up and formed similar to the Solid Waste Committee at the time. Selectman F. Byron states that the Cable Committee exists because the Board has allowed it continue, they are the authorizing authority. He suggests that Mr. Pentheny draft a structure, similar to the Charter. Recognizing the positions of a General Manager, Program Director and Promotions Director etc.

Selectman J. Brunelle states when the Solid Waste Facility dissolved, they became a Committee and he became the Project Manager to oversee and run the Committee. He mentions that the Cable Committee Charter has a structure and has listed duties of a General Manager, Program Director etc. He states that Mr. Pentheny is currently overseeing the day to day activities of the Cable Committee, so he feels there is a direction existing they can take as far as a proper structure.

Town Administrator T. Brown states that he discussed with issue with the LGC Attorney's and they felt the Board of Selectmen could dissolve this Committee and designate a General Manager to oversee daily activities, but still report to the Board regarding approval of policies and procedures and authorization for purchases etc.

Selectman F. Byron discusses the breakdown of positions within the structure of the Charter, which include a Treasurer and Secretary position and wonders if all these positions are necessary. Board continues to discuss options. They decide to have Troy and Mr. Pentheny set this Committee up similar to how the Recycling Center and the Highway Departments run. Adjust necessary language and check with Counsel, then report back to the Board by the next meeting on January 11, 2016.

### **Public Input**

John Latsha 10 McElwain Drive, tells the Board he would like to discuss the subject of

Community Television. He was unaware that Mr. Pentheny would be speaking this evening so some of his comments may be repetitive. He mentions that he needs the Boards help to do something positive for the Town. He has visited over 30 Community Television facilities in NH and Massachusetts. John states that all Towns big and small have studios, cameras (both in studio and portable) to record town/sporting events out in the field. He mentions he asked himself why Litchfield does not have any of this. Litchfield does have a studio on 3A that is set up similar to others he has visited, but ours have no cameras for use within the studio or out in the field. He thanks the Board for allowing him to continue his Public Access Show here at the Town Hall. He states that the cameras at this facility are weak unreliable and unable to adjust for other angles or close up shots. He mentions that setup takes a long time depending on the guest that will be appearing on the show. John states he feels his show has made a positive difference in Town, by discussing important topics such as the Pipeline, needs of the local food pantry, noise issues with Londonderry Fish & Game, Fire Prevention and many other topics and people that are relative and important to the Town of Litchfield. Mr. Latsha states that the residence of Litchfield voted for a Cable Revolving Fund Account and he would like the Board to release funds to the Cable Committee and allow for cable access services to be available. Also open the LCTV Studio on Charles Bancroft Highway to all Litchfield residence interested in Community and Public Access Television.

**Review Police Special Detail Rate**

Town Administrator Troy Brown tells the Board that there has been a continued loss of Revenue with the Special Detail Fund at the current rate of \$59.75hr. Chief O’Brion prepared a report and he has shared this with the Board, he is recommending an increase to \$65.00 per hour, excluding the cruiser rate. Troy states this is something they wanted to address in early 2016, and if the Board is in agreement of this increase a public hearing will need to be held. Troy also mentions that Selectmen F. Byron supplied him with some additional information and calculations today, and had prepared a spreadsheet which he has shared with the Board. Upon reviewing Selectman F. Byron’s calculations from surrounding Towns and what is needed to cover existing and proposed 457 Retirement matching contribution costs (\$24,000), he feels that the Board may want to take another look at the Chief’s figures and increase his rate of \$65.00 per hour. Troy states that the Finance Manager after reviewing the calculations and funds needed also feels the Chief’s hourly rate may not be enough to cover the vehicle’s, vehicle fuel, labor, and benefits. Troy states that no one really knows the number of hours per year for Police Special Details, they have declined over the past few years

2012 = 2,418	2013 = 1,907
2014 = 1,200	2015 = 851

He feels the economy, as well as the ice storms (tree services) played a factor in these numbers over the past 4 years. Troy tells the Board that he feels based on all this information the rate charged should be around \$70-\$75 per hour (this excludes the \$15.00 cruiser charge). He recommends an increase of \$70hr and monitor this for 3-4 months, to be sure the expenses are being covered with no cost to the taxpayers.

Selectman F. Byron discusses the spreadsheet he shared with the Board. He based his calculations on the Police Contract requirements of a Master Patrol Officer base rate (first year)

of \$29.78 for 2016, multiplied with 1.5 overtime premium which equals \$44.67 as a base Detail Rate, with the number of hours needed to earn \$1,000 of Detail earnings (which is 22.4). F. Byron states that he has listed two columns based on Detail Hours of 850hrs & 1500hrs per year at the rate of \$44.67

Estimated Hours of Detail per year	850	1500
Total Cost of PD Salary for Details	\$37,969.50	\$67,005.00
457 Plan Contribution (added in)	12,000.00	12,000.00
NHRS Cost @26.38% (2016 est.)	10,016.35	17,675.92 (\$56.45hr. needed)
Medicare @1.45%	550.56	971.57 (\$57.27hr. needed)
Administrative Costs @\$0.50/hr =	425.00	750.00 (\$57.77hr. needed does not include the cost of the 457)
Subtotal =	\$60,961.41	\$98,402.49

Next Selectman F. Byron used the current rate of \$59.75 based on 850 and 1500 hours and calculated showing how much the Town would be short at that rate, then increased the rate until it showed where the Town broke even or showed an increase in Revenue. He did not include the cruiser costs in his calculations because those are a separate issue.

	Total Revenue @850hrs	Difference	Total Revenue @1500hr	Difference
\$59.75	\$50,787.50	-\$10,173.91	\$ 89,625.00	-\$ 8,777.49
65.00	55,250.00	- 5,711.41	97,500.00	- 902.49
70.00	59,500.00	- 1,461.41	105,000.00	6,597.51
75.00	63,750.00	2,788.59	112,500.00	14,097.51
80.00	68,000.00	7,038.59	120,000.00	21,597.51

Selectman F. Byron states that the break even point is between \$70-75 dollars per hour. He feels Chief's number are to low, and if not increased money will have to be taken from the Budget next year to cover expenses. Frank and the Board discuss the \$12,000 associated with the 457 Plan and how this factors into the rate increase. Board continues to discuss what is the appropriate rate increase and the unknown factor of the Detail Hours. They also discuss the rates of surrounding Towns and do not want to over price Litchfields rate. They also discuss with Troy that the Police Department has started doing some detail work with Manchester. Troy feels \$70hr is reasonable with the \$15.00hr rate for cruisers.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve a Public Hearing on January 11, 2016 for the adoption of an increase for the Police Department's Special Detail Rate to \$70.00.

Board discussed reaching out to Manchester to see what their current rates are.

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

Selectman F. Byron would like a letter sent to the Union Representative.

**Primex - PLT Proposal**

T. Brown mentions that at the last few meetings the Board and he have discussed getting proposals for Property & Liability coverage effective 7/1/2016, due to the current policyholder no longer being able to provide coverage. Troy mentions that the Selectmen authorized him to go to Primex (as the only public risk pool left in NH). Primex currently provides the Town with Unemployment Insurance and Worker's Compensation. They have provided a one year proposal for the Town for Property & Liability coverage effective July 1, 2016, in the amount of \$59,532. Troy states this is an increase of \$408 in the proposed 2016 Budget. However, upon acceptance the Town will be eligible for a \$7,196 discount off the 2016 Worker's Compensation Premium, from \$59,726 to \$52,520. This would be a combined net savings of \$6,788. Troy states that the Town did not qualify for a "Law Enforcement Discount" of \$680, due to it being a national certification program. Troy tells the Board that he is looking for authorization from the Board allowing him to proceed forward with Primex and execute the contract for 2016. Selectman F. Byron mentions again that the Town has a Purchasing Policy in effect that has not been upheld with this going out to bid. Board discusses that Primex is the only sole source Public Risk Pool Provider in the State of NH, there are no others. And the Board agreed that a Private Provider could not give the multi discounts and other benefits. Selectman B. Lemire **motioned** for the Board of Selectmen to authorize the Town Administrator Troy Brown to execute the contract with Primex and the Town of Litchfield for Property & Liability Insurance coverage in the amount of \$59,532 effective July 1, 2016. Selectman K. Bourque **seconds** the motion. **Vote carries 3-1-0.** Troy states that now this action has been taken by the Board he will update the Budget estimate for 2016 for PLT coverage, but he would like to know if the Board would like him to reduce the Workers Compensation Coverage by \$7,196 or leave it as is. He mentions that he is not sure if a Holiday Premium Discount will be given in 2016, his current Budget calculations used half of the premium amount issued last year. Board agrees with what Troy has done with his calculations.

### **2015 Budget Update**

T. Brown mentions the projected amount over the approved Budget to date is \$3,228. Selectman F. Byron mentions if there are any purchases that can be deferred until January. Troy tells the Board there are no purchases to defer. He mentions that there are Encumbrances which they will be discussing next, and one for the IT Department could be subject to budget availability. He mentions that this figure is for the Operating Budget and there are some Encumbered Funds from last year such as for Breathing Apparatus for the Fire Department which came in less. Troy and the Board continue to discuss bills that will be coming in over the next week, and if any can be charged in January. Selectman J. Brunelle explains the Encumbrance for **01-4150.20-630 Information Technology** in the amount of \$7,000. He states that there are repairs being done that have not been completed, and not all the billing is done. There is approximately \$3,000 in camera repairs security and wiring, \$3,500 for printers and \$2,500 in computer replacement. So he would like the Board to Encumber \$7,000. Board discusses if there are any other new Encumbrances, and discuss the 2015 Re-Encumbrances. Troy mentions that due to the Board not meeting again until 2016, he would like the Board to

authorize the use of the Public Works Expendable Trust Fund if needed.

Selectman F. Byron **motioned** for the Board of Selectmen to authorize the Town Administrator T. Brown to withdraw from the Public Works Expendable Trust Fund if needed to cover snow removal activities for 2015.

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

### **2015 Encumbrances**

Town Administrator Troy Brown mentions the only 2015 New Encumbrance is **01-4150.20-630 Information Technology** in the amount of \$7,000. This is for \$3,000 in security camera and wiring, \$3,500 printers and \$2,500 in computer replacement.

Selectman J. Brunelle states the total amounts show \$9,000, but he is looking for the \$7,000 to complete the projects that have been started this year but have not been completed.

Troy also mentions there are Re-encumbrances that were Encumbered last year they are as follows:

<b>Information Technology</b>	Network Cables	\$ 691.91
<b>Emergency Management</b>	Emergency Management Exercise	2,500.00
<b>Accounting</b>	Records Management Supplies	388.33
<b>Highway</b>	Retainage - Mike Lane (includes article below)	1,768.18
<b>Insurance</b>	Deductibles (vehicle repair - includes payment already credited)	826.13
	<b>Total Re-encumbrances</b>	<b>\$6,174.55</b>

Selectman B. Lemire **motioned** for the Board of Selectmen to approve the New Encumbrance and the Re-Encumbrances for 2015.

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

### **2016 Draft Warrant Articles**

Selectman J. Brunelle states Chairman S. Perry had been putting off voting on these Warrant Articles until there was a whole Board, however tonight is the last vote for 2015.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve **Article 10 - Fire Station Exhaust Removal System.**

Selectman J. Brunelle **seconds** the motion. **Vote carries 3-0-1.**

Selectman B. Lemire **motioned** for the Board of Selectmen to approve **Article 11 - Fire Station/Old Town Hall Parking Lot Improvements.**

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

Selectman B. Lemire **motioned** for the Board of Selectmen to approve **Article 15 - Public Works Expendable Trust Fund Appropriation.**

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

Troy mentions that the balance in the fund is \$20,231.10. There was some question regarding funds used in this account. Troy states when this fund was started in 2012 the balance appropriated was \$20,000. In 2014 there was an Expenditure of \$12,970 for the replacement of

a Baler at the Recycling Center. Then in 2015 at Town Meeting the fund was replenished with \$12,970. **Vote carries 4-0-0.**

Selectman B. Lemire **motioned** for the Board of Selectmen to approve **Article 17 - Library Earned Time Expendable Trust Fund.**

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

T. Brown states that he spoke with the Director and the fund balance of \$7,368.68 is correct. He mentions that Legal Counsel had no problem with just using the low end figure, because an amount has to be designated to discontinue the Library's Vacation Accrual Expendable Trust Fund (\$7,368.68) and reassign the same amount into the new Earned Time Accrual Expendable Trust Fund.

Selectman F. Byron states that there will be interest on this money before this action is complete, so should the motion include the term 'accrued interest'.

Troy is not sure if Legal Counsel will accept that language.

Selectman B. Lemire states that it can be passed by the Board this evening and the final amount can be readjusted at the Deliberative or at the next BOS meeting on January 11, 2016.

**Vote carries 4-0-0.**

Board agreed to vote on **Article 5 - 2016 Operating Budget** on January 11, 2016.

#### **Bond Release - James Drive & Johnston Circle**

Troy Brown tells the Board of Selectmen that on December 15, 2015 the Planning Board voted to release a two year maintenance bond for Jamesway Drive and Johnston Circle, both are private roads. The final inspection has been completed by L.C. Engineering on December 12, 2015. Troy states the amount to be released to K&M Developers is \$155,100.

Selectman B. Lemire **motioned** for the Board of Selectmen to approve to release the Maintenance Bond for Jamesway Drive and Johnston Circle in the amount of \$155,100 to K&M Developers.

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

#### **FERC Motion to Intervene**

Troy shared a document prepared by the Attorney for the NH Pipeline Coalition Commission. He mentions that the Coalition will be filing their own motion to intervene, but are recommending that all Towns sign and submit their own motion to intervene notice. Troy tells the Board the document is missing one piece of information, regarding the number of homes within 500ft of proposed pipeline. He is waiting on an answer on this number from NRPC. But he is looking for the Board's approval this evening and he will insert the number once received, this document needs to be filed no later than 1/6/2016 (which is before the next BOS meeting).

Selectman J. Brunelle **motioned** for the Board of Selectmen to authorize the Chairman, Selectman S. Perry to sign the necessary documents for a motion to intervene on behalf of the Board of Selectmen.

Selectman B. Lemire **seconds** the motion. **Vote carries 3-0-1.**

**Administrator Report**

Town Administrator T. Brown mentions that they received 22 applications for the Bookkeeper Position. He will be reviewing the applications and by the end of the week start scheduling interviews.

T. Brown mentions that he received correspondence from NH InterLocal Trust, they provide health insurance coverage for the Town Employees. He states they met and the July 1, 2016 rates will not be available until March 31, 2016. However, they set rates not exceed 10.92%. Troy mentions that he calculated a 10% increase into the 2016 Budget.

**Selectman Reports - None due to the Holiday**

**tems moved from consent - None**

**Other Business - None**

Selectman K. Bourque **motioned** for the Board of Selectmen to adjourn.  
Selectman B. Lemire **seconds** the motion. **Vote carries 4-0-0.**

Board wishes everyone a Safe and Happy New Year.

The next Board of Selectmen’s meeting will be on January 11, 2015 at 6:00pm at Town Hall

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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