

TOWN OF LITCHFIELD BOARD OF SELECTMEN

March 14, 2016

Selectmen's Meeting

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

Absent: Brent T. Lemire - Excused

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork review
6:00 p.m. Call to Order
6:45 p.m. Non-Public Session - RSA 91-A:3,II(c)- Reputation

Pledge of Allegiance

Elected Officials - Oath of Office

Selectman S. Perry states that Town Clerk/Tax Collector Terri Briand will swear in Board of Selectmen Kevin C. Bourque and John R. Brunelle, and new Budget Committee member Jennifer Bourque and Brian Bourque the newest member of the School Board.

Election of Chairperson and Vice-Chairperson to the Board of Selectmen

Selectman S. Perry **motioned** to nominate Selectman Frank Byron as Chairperson for the Board of Selectmen

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

Selectman S. Perry turns the meeting over to the new Chairperson Frank Byron.

Selectman Frank Byron asks if there are any nominations for Vice-Chairman to the Board of Selectmen.

Selectman J. Brunelle **motioned** to nominate Selectman B. Lemire as Vice-Chairman

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

Review of Items for Consent:

1. Approval of Minutes from February 22, 2016
2. Approval of Account Payable Manifests for 3/1/2016 (\$118,377.59), 3/8/2016 (\$86,097.35) and 3/15/2016 (\$27,913.42)
3. Approval of Payroll Manifests for 3/3/2016 (\$30,484.69) 3/17/2016 (\$46,736.65)

4. Abatements - Approvals (3) & Denials (3)
5. Veterans Tax Credit (2)
6. Intent to Cut (2)

Approval of Consent Items

Selectman F. Byron reads aloud the Items for Consent

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

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

Request for Additional Items/Other Business - None

Business

Police Chief Retirement

Town Administrator T. Brown mentions Police Chief O'Brien has had a discussion with him and he would like to start a dialogue with the Board of Selectmen regarding the amount of overtime he has accrued, his contract is due to expire in 2018. He is not sure if he will be retiring at that time, but would be eligible to do. He would like to have a discussion with the Board regarding the possibility of payments for the amount of earned time he has accrued, to lessen the burden on the Town of a lump sum payment.

Selectman F. Byron **motioned** that only two Selectmen and the Town Administrator Troy Brown sit down to have a discussion with Police Chief O'Brien regarding his earned time buyout which he is entitled to upon retirement, and what will be in the best interest of the Town.

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

Selectman S. Perry asks if he Board will discuss which two individuals from the Board would be involved in this discussion.

Selectman F. Byron states he was looking to vote on the basic motion first then then have a discussion with the Board as to who wishes to volunteer. Board agrees and **Vote carries 4-0-0.** Board discusses who would like to meet with the Chief and Town Administrator.

Selectman F. Byron **motioned** for the Board of Selectmen to appoint Selectman S. Perry and Selectman K. Bourque, as well as Town Administrator T. Brown to meet with Police Chief O'Brien to discuss his earned time buyout.

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

Selectman F. Byron asks they update the Board of Selectmen on the progress of these discussions.

Wastewater Feasibility Study

Troy Brown tells the Board that before his time as Town Administrator the Board of Selectmen entered into a contract with CMA Engineers to do a wastewater feasibility study. CMA Engineers delivered six copies of the study last Monday. He states that paper copies are available in his office and a PDF file he has shared with the Board. Troy mentions that CMA is willing to come in and present their report to the Selectmen and other interested individuals, boards and committees. Troy mentions that he has not finished reviewing the documents, but upon review it appears to layout different options for the Town. He states that when dealing with

wastewater it is an expensive proposition, and there are pros and cons.

Selectman F. Byron asks if the Board would like the CMA Engineers to come in and present their report. Board agrees they would like to have them come to present their report and to answer questions, and open this up to anyone who wishes to attend.

Selectman F. Byron would like Troy to make arrangements for CMA Engineers to come in and present their findings here at Town Hall. He would like Troy to notify any personnel, board and committee members as well as notice the public.

Selectman F. Byron would like the Board to review the study documents and give feedback or comments of any changes or modifications they might have.

Town Administrator T. Brown states that there is a balance of approximately \$1,300, which he states he will pay after the public presentation and the Board of Selectmen's final acceptance of the report.

Ambulance Bills

T. Brown mentions this topic and an invoice in the amount of \$18,045.42 for outstanding ambulance charges dating back to October 2013 was given to the Town of Litchfield and discussed at the Board's last meeting. Due to the Town's obligations with Hudson the invoice has been paid, leaving the Ambulance Revolving Fund balance at \$5,145. However, the Board had questions and felt a meeting should be set with Hudson to discuss those issues. Troy states he contacted the Hudson Town Administrator and a meeting was set with himself, Hudson, Comstar (3rd party billing) representatives, Fire Chief F. Fraitzl, Karen White on Friday March 11th to discuss the Ambulance billing practices. Troy tell the Board he felt the meeting went really well. They explained the Fire Department went through some personnel changes, and had been working for the past year to clean up a lot of these billing issues, they admitted most of the back billing issues were with the Fire Department and not Comstar. He mentions that they learned how difficult it is for Hudson Ambulance and Comstar to take a call, then get all the necessary information for billing that customer and their insurance companies (health and auto possibly). This can take several attempts and time for the insurance companies to pay, or the individual who received the service. Town of Hudson has also seen an increase in their uncollected services (over \$100,000). They have developed new internal policies with the help of their auditors to review these bills and take action steps in order to collect on services, or the ability to write off debt if necessary. Troy mentions that they will be sharing their recently adopted write off policies with the Town, which will be very helpful. He states that they were informed by Hudson that most of the outstanding bills have been processed and going forward Litchfield will be receiving current bills. Hudson and Comstar also agreed to meet on a quarterly basis to review account information.

Troy states that he will be working to update the Town's policies and address this issue of uncollectable bills, and present something to the Board in the near future.

Selectman F. Byron states that the previous Town Administrator J. Hoch had mentioned taking some of these outstanding bills to Small Claims Court, and is wondering if that happened or not.

Selectman J. Brunelle states it was his understanding the amount of effort and cost to the Town in pursuing this would not be worth what they could collect in court.

Troy mentions that Karen White has issued approximately 50 letters to try and collect on some

of these claims, she has received a few payments and calls setting up payment schedules. However, they will be lucky to collect 5-8% of the \$18,000.

Administrator Reports

Troy states that he shared an email to the Board of Selectmen, Conservation Commission and the Recreation Commission from Richard Husband a resident in Litchfield. He will be replacing his wooden dock with an aluminum docking system, and would be willing to donate the wooden one to the Town of Litchfield if they would be interested in receiving it. Troy mentions the Chairman of the Recreation Commission asked him to contact the Town's insurance company to see if there would be any issues or costs associated with accepting the dock. He mentions he did forward a letter to the insurance company and has not received a response yet, but will keep the Board updated.

T. Brown mentions that he is working with the Department of Environmental Services (DES) they are trying to set up an informational meeting regarding the groundwater contamination concerns and the Saint-Gobain Plant in Merrimack. Troy states from what he has heard so far the test results collected do not exceed EPA standards, but they are continuing to collect from various sites. He states they will be holding informational meeting in Litchfield and Merrimack.

Troy states he has received the Mosquito Contract and has forwarded it to the Mosquito District Committee for their review and input. He mentions the Committee will be meeting this week and he expects a response soon, and will update the Board.

Town Administrator T. Brown states that the Board of Selectmen will be appointing their annual representatives to the various Boards and Committees this evening. He would like to know what the procedure is for him, is it to reach out to the Committee Chairman making them aware of the Committee Members who have terms expiring.

Selectman F. Byron states that the Committees/Boards will appoint and vote individuals to replace who currently has an expired term, and notify the Board of Selectmen.

T. Brown states that House Bill 1352, which is the HB Selectman F. Byron sponsored addressing the fine/penalties issued on retirement wages by the NH Retirement System, he is trying to have the law clarified so this will not happen to other Communities. Troy and Selectman F. Byron will be attending this hearing in Concord.

Troy mentions Thursday, March 17, 2016 there will be another pipeline meeting in Brookline, which he will be attending.

Selectman S. Perry asks what is happening with the meetings.

Troy states since being involved these last few months, he has noticed they have been making some progress. He mentions the Attorney has been coming to the meetings discussing how he is and will be presenting this case. They are currently waiting on Kinder Morgan to file with the State Review Committee.

Selectman F. Byron states there have been some Bills in the House which have been approved

(a few have been defeated). The few that have been approved and moving on to the Senate may have some impact.

Selectman S. Perry asks if all the Town's involved with the legal expense been able to contribute.

Troy states all the Town's involved have been able to secure funding, except the small town of Winchester their article failed, so there is a loss of \$10,000. He mentions the Committee Chairman states there are still on going discussions with Amherst, and Merrimack about them possibly participating in some capacity.

Troy mentions that after the vote last week, and the Town Budget not passing, he will be working with the Board and Chairman F. Byron to put together information for the next Board of Selectmen's meeting.

Selectman F. Byron states they have to make the Default Budget work, and that may require the movement of various funds/monies to cover certain aspects of the Town's Operating Expenses. He mentions that usually the Town Administrator will take the first stab at trying to do that, and bring his finding to the Board. They will review the information and add any feedback they feel would be necessary, and try and finalize it at one of the next meetings.

Troy mentions that he reached out to Jason Hoch to have a discussion about how the Default Budget works, to better understand the process. He states that it comes to a bottom line budget, and monies can be moved within budget lines or departments.

Selectman F. Byron states that the Selectmen do have the authority to move money around within the budget to equal the bottom line budget amount give to the Board by the Citizens.

Selectman Reports

Selectman S. Perry states that he attended the Planning Board meeting and a question was raised about the Wastewater Feasibility Study. They wondered if this report was done so it could be added to the CIP. Also, there was a discussion regarding NRPC and if they could get updates on projected road plans and projects. They also discussed grants and funding that they possibly can help Towns receive for the use on road plans/projects. He mentions he reached out to Troy, and is asking the Board if the project on Cutler Road would be something they would like NRPC to take a look at. Board is in agreement that this would be fine.

S. Perry mentions there is a Planning Board meeting tomorrow night and he believes there is a conceptual review of a multi-family and a public hearing.

Selectman F. Byron states that the Budget Committee has not meet since the Deliberative Session.

Items moved from consent - None

Other Business -

Selectman F. Byron states the Board will discuss Committee Assignments. Below is a list of Board of Selectmen appointed to the following Committee's.

Budget Committee Representative: Kevin Bourque

Budget Committee Alternate Representative: Brent Lemire
Planning Board Representative: Steve Perry
Recreation Representative: John Brunelle
Conservation Representative: Brent Lemire
Capital Improvement Plan: Frank Byron

Selectman S. Perry and the Board discuss the expected requirements and duties of the Capital Improvement Plan Committee. Selectman S. Perry states that he feels the recommendations made in the CIP are not implemented and the funds appropriated are not allocated where they are needed. He states Towns like Pelham use their Capital Improvement Plan to its fullest, they purchase or allocate funds necessary for large equipment purchases so the funds are there when needed and according to their CIP. Litchfield so far does not do this, and needs to. Board agrees they need to find a way to fund this, once they have all the necessary plans and figures in place.

Selectman F. Byron **motioned** for the Board of Selectmen to accept the appointments to Committees as discussed.

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

Public Input - 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(c) - Reputation.

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

Roll call vote - Selectman K. Bourque (yes), Selectman J. Brunelle (yes), Selectman S. Perry and Selectman F. Byron (yes). **Vote carries 4-0-0.**

Board of Selectmen will only come out of non-public to adjourn.

The next Board of Selectmen's meeting will be on March 28, 2016 at 6:00pm at Town Hall

Frank A. Byron, Chairman

Brent T. Lemire, Vice Chairman

John R. Brunelle

Steven D. Perry

Kevin C. Bourque

