

TOWN OF LITCHFIELD BOARD OF SELECTMEN  
May 8, 2017

Selectmen's Meeting

Members Present: Brent T. Lemire, Chairman  
Steven D. Perry, Vice Chairman  
John R. Brunelle  
Kevin C. Bourque  
Kurt Schaefer

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork review  
6:00 p.m. Call to Order  
6:01 p.m. Public Hearing - Ratification of Town Meeting Votes

**Pledge of Allegiance**

Chairman B. Lemire opens a Public Hearing on the Ratification of the Town Meeting/Election Votes at 6:02 p.m. He reads aloud the formal Resolution

**RESOLUTION 2017-01**  
**RATIFICATION OF TOWN MEETING / ELECTION VOTES**  
**HB 329 (signed into law on April 21, 2017)**

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**Introduced - May 8, 2017**  
**Public Hearing - May 8, 2017**  
**Adoption - May 8, 2017**

**WHEREAS**, the Town of Litchfield had the 2017 Town Meeting voting session scheduled for March 14<sup>th</sup>, 2017 from 7 AM to 7 PM at the Campbell High School Gymnasium, 11 Highlander Court Litchfield, NH in accordance with the provisions of RSA 40:13.

**WHEREAS**, on March 13<sup>th</sup>, 2017 at 8:02 AM the New Hampshire Bureau of Homeland Security and Emergency Management provided a bulletin from the National Weather Service. The NWS issued a winter storm warning for all of New Hampshire warning of "Major Winter Storm". The prediction of the NWS was for 12-18 inches with 1-4 inches per hour possible. Blizzard conditions were possible with gusts of wind from 30-40 mph. Governor Chris Sununu warned

citizens not to travel on the roadways unless it was absolutely necessary. State offices and liquor stores were closed in anticipation of the winter storm.

**WHEREAS**, on March 13, 2017, following the second Homeland Security conference call with Governor Chris Sununu and consultation with Department Heads and Elected Officials, John Regan, Town Moderator determined the forecasted weather presented an unnecessary risk to the safety of voters who would need to travel to the polls to vote. In making this decision, the Town Moderator was advised by the Town Administrator that New Hampshire Municipal Association and Town Counsel Laura Spector-Morgan issued legal opinions that the Town Moderator has the authority to postpone voting day pursuant to RSA 40:4.

**WHEREAS**, the duties of the Town Moderator pursuant to RSA 40:4 are as follows –

I. The moderator shall preside in the town meetings, regulate the business thereof, decide questions of order, and make a public declaration of every vote passed, and may prescribe rules of proceeding; but such rules may be altered by the town.

II. In the event a weather emergency occurs on or before the date of a deliberative session or voting day of a meeting in a town, which the moderator reasonably believes may cause the roads to be hazardous or unsafe, the moderator may, up to 2 hours prior to the scheduled session, postpone and reschedule the deliberative session or voting day of the meeting to another reasonable date, place, and time certain. The date originally scheduled shall continue to be deemed the deliberative session or voting day of the meeting for purposes of satisfying statutory meeting date requirements; provided, that in towns or districts that have adopted RSA 40:13, the postponement shall not delay the deliberative session more than 72 hours. The moderator shall employ whatever means are available to inform citizens of the postponement and the rescheduled deliberative session or voting day.

**WHEREAS**, the moderator postponed the voting day from March 14<sup>th</sup>, 2017 to March 21<sup>st</sup>, 2017. The voting times and the location remained the same. Notice of postponement was issued on March 13, 2017 by posting on the town website, Facebook page and the Town Office sign boards. The town's emergency alert system sent phone, email and text messages to residents. Information was provided to the WMUR television station for posting with its scrolling notices and the moderator also posted notice at the voting location.

**WHEREAS**, the moderator acted within his authority. Further, he acted in the best interest of the voters by postponing the voting session of town meeting in the interest of public safety. The safety of the citizens of this town is of the foremost concern to its officials. The decision to postpone ensured the safety of citizens and allowed for the processes of democracy to occur without unduly infringing upon the right to vote.

**WHEREAS**, the advice provided by the New Hampshire Municipal Association and Town Counsel is in accordance with the law. The interpretation of the law in this case is in the finest traditions of the legal profession. The NHMA has demonstrated its role of providing training,

assistance, guidance and advocacy on behalf of local government in this state with the high degree of professionalism that we have come to expect.

**NOW, THEREFORE, BE IT RESOLVED**, after a properly noticed public hearing on this date in accordance with the provisions of HB 329 which was passed into law on April 21<sup>st</sup>, 2017 we do hereby ratify the 2017 Town Meeting and all actions taken by the legislative body by vote of the people on March 21<sup>st</sup>, 2017.

Chairman B. Lemire asks if there is any public input. There is none so he closes the public portion of the Hearing.

Selectman S. Perry **motioned** for the Board of Selectmen to approve and adopt the 2017 Resolution (HB 329) to ratify the 2017 Town Meeting and Election Votes.

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

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

1. Approval of the April 10, 2017 Board of Selectmen's Meeting Minutes
2. Approval of Payroll Manifest 4/27/17 (\$51,875.03) 5/4/17 (50,223.07) and 5/11/17 (\$49,409.95)
3. Approval of Account Payable Manifest 4/18/17 (\$66,611.48), 5/2/17 (\$62,071.03) and 5/9/17 (\$48,461.08)
4. Elderly Exemption (3)
5. All Veterans' Tax Credit (17)
6. Abatement Denial (1)
7. Abatement Approval (1)
8. Application for Current Use
9. Tax Collector Reconciliation - March & April
10. Town Clerk Reconciliation - March & April
11. Treasurer Reconciliation - March

#### **Approval of Consent Items**

Selectman B. Lemire reads aloud the Items for Consent

Selectman K. Bourque **motioned** for the Board of Selectmen to approve the Items for Consent

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

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

#### **Business**

##### **Granite State Power Link Update - Shawn Downey**

Shawn Downey tells the Board of Selectmen he is here this evening to provide advance notice to the Town of Litchfield about a new electrical transmission project, known as the Granite State Power Link. He states later today, the team at National Grid will be announcing the project to the media. He is speaking and meeting with Boards of Selectmen in the 24 towns impacted by this project and seeking their feedback.

This evening Shawn has shared printed copies of an overview of the project including maps showing the route of the proposed project to Town Administrator Troy Brown and the Board of Selectmen.

Selectman J. Brunelle has shared the press release, which is being issued shortly, as well the project overview documents that contain maps of the route on the Town of Litchfields website for the public to view.

Shawn states in brief, Granite State Power Link (GSPL) is a new clean transmission project that will bring up to 1,200 megawatts of clean, reliable and affordable energy from Quebec to the New England power grid. Importantly, construction in New Hampshire will be almost entirely along existing transmission corridors and will maximize the use of existing transmission infrastructure, thereby minimizing environmental and visual impacts along its route.

He mentions a strong electrical transmission system is vital to New England's safety, security, economic prosperity and to deliver clean energy to meet regional greenhouse gas emission reduction goals. Simply put, the current transmission system cannot deliver the cost-effective clean energy needed to meet these goals which is why National Grid is putting its decades of experience to work and developing a solution for the region's energy consumers and policymakers, with as little impact to the local Communities and the environment.

The GSPL will be comprised of two segments: The first is a proposed new high-voltage, direct current (HVDC) overhead line that will follow an existing transmission corridor from the international border at Norton, VT, to a proposed converter station on National Grid-owned property in Monroe, NH. The second segment involves upgrading the voltage of an existing National Grid overhead line to accommodate the additional power flow from the new HVDC line. That line will run approximately 106 miles along an existing transmission right-of-way corridor from Monroe down to Londonderry, including approximately 1.9 miles in an area in Litchfield. He mentions the southernmost portion of the project also includes a proposed switching station and a few miles of related new transmission lines.

GSPL will provide significant economic benefits to Communities along the route in the form of property tax revenue and will come with a total investment of approximately \$574 million in Vermont and New Hampshire to develop the project. As the planning continues, we will be able to provide you with more precise revenue numbers for Litchfield. National Grid also anticipates creating 2,000 jobs during construction, and we will be using union labor.

He states GSPL is committed to ensuring that Litchfield is provided with timely, detailed information on the project each step of the way. Shawn states they will not take homeowners land, they are seeking right of way approval or the purchasing of land if it is agreed upon. If approved he anticipates construction to take 2-3 years.

Board of Selectmen asked Shawn questions regarding the project that he was unable to provide the information on this evening, he states he will be provide the Board with answers in writing as soon as possible

Interested residents can visit [www.GraniteStatePowerLink.com](http://www.GraniteStatePowerLink.com), call our toll-free project hotline at 1-855-603-GSPL or email [info@GraniteStatePowerLink.com](mailto:info@GraniteStatePowerLink.com). The project website will be built out further in the coming weeks so that we may provide the most current and detailed information possible to your residents. Community engagement, outreach and two-way dialogue will be a cornerstone of this proposed project and Shawn and GSPL look forward to working

closely with the Board of Selectmen and Town Administrator in the days and months ahead. If anyone has any questions--the best number to reach Shawn Downey is [508-951-8396](tel:508-951-8396). The Board of Selectmen thank Shawn for coming in and look forward to receiving GSPL response to the questions the Board asked this evening.

## **Public Input - None**

### **Part-Time Clerk Position**

Town Administrator T. Brown states Terri Briand, Town Clerk/Tax Collector is here this evening to discuss and seek approval from the Board to hire and train a much need part-time Clerk to assist her within the Town Clerk/Tax Collector Department. Troy mentions the Board supported and approved this position last fall and added it into the Town budget. However, the Budget Committee eliminated the position from the budget. He states Terri has expressed her concerns and feels this position needs to be filled as soon as possible. Retirement is a possibility anytime with her staff, and an individual needs to be trained for this position. Training can take up to a year for an individual to be able to be left alone and able to perform all duties involved. This training includes at least 30 days of in house training under Terri and her staff as well as numerous State certifications and classes such as ½ day driver privacy, 2 days for state agent, 2 days for an election workshop, 1 day for boat agent, 1 day for vital records and 1 day for fish and game just as examples. Troy mentions these workshops are scheduled by the State on set dates when they have enough Town Clerks in training to attend (so this can take time to get all certifications necessary). Also the community is looking for additional evening hours, there is a demand for coverage from 4-6pm.

Troy and Terry would like the Board to consider approval allowing them to hire this year. He states they are proposing funding this position a little different than last year. It would involve reducing the current part-time position from 32 hours to 25 hours and bring in this new part-time individual at 23 hours a week. This would create a savings and help get an individual into the position this year and possibly expand hours next year. Troy states if all goes well they would hope to find an individual and have a start date of June 5th (best possible) or the latest by July 1, 2017. Troy mentions he Terri and Karen have all discussed funding this position and have come up with as he mentioned reducing the current part-time clerk to 25hrs, Terri will not attend a regional training session she was planning on attending this year at a savings of \$800 along with some other small travel costs for a total saving of around \$7,500. Another thought would be to start funding this position in the fourth quarter with a start date of September 4th using the money saved he just mentioned in this year's budget and fund the position fully in the 2018 budget next year.

Troy and Terri discuss with the Board the challenge training a new Clerk and maintaining coverage due to the existing senior staff who all qualify (including Terri) for 3 weeks vacation time.

Terri mentions the first 30 days all an individual could do is observe, they cannot do anything except possibly assist with some tax duties until they have additional training and get their Municipal Agent license from the State. Gradually they can increase duties and increase evening hours with Terri and the Deputy working with the new Clerk.

Selectman K. Bourque asks if this part-time Clerk position will include any benefits. Terri states no.

Selectman S. Perry states the spreadsheet they shared with the Board he feels is good and shows the breakdown of costs, but asks Troy if he has looked at ways of funding this.

Troy states he is well aware of some major budget issues they are currently facing. They include an invoice in the amount of \$23,500 that he just received for the newly installed fire hydrants done last year. It was his understanding the hydrants installed in the Fall of last year, along with all the remaining that are being installed this year weren't going to be billed to the Town until 2018. He tells the Board he does not know how the budget could absorb the cost of all 42 hydrants this year. He has contacted Pennichuck to discuss this matter and is waiting for a returned phone call.

Board also was under the impression they would not be billed until 2018, but mention asking Pennichuck to defer all payments until next year.

Troy also mentions there are continuing legal expenses the Town is incurring over this PFOA issue with St. Gobain, and no extra money has been appropriated. The Town has just exceed the budgeted funds of \$1,500 by about \$300. He mentions they could possibly have the same agreement with PretiFlaherty of deferring funds until next year, he will be discussing this matter with them and reporting back to the Board. Troy also states they will be discussing later this evening phase 3 of the Non-Union Salary which has a cost attached.

Troy tells the Board on area he may find Revenue is..when the Police Special Detail Fund was closed last year, all the \$2,000 required matches were paid and in their meetings with the Union he and Brent were told any remaining funds left were the Towns and there is a balance of approximately \$30,000 as of 12/31/2016. These funds could be transferred to the General Fund to offset the purchase of this years cruisers. Dave Mellen believes he will possibly have \$8,000-\$10,000 left over in his budget due to some staffing changes.

Selectman S. Perry asks Terri if vacations have been planned for the rest of this year. Terri states yes. Board discusses staffing and vacation issues with Terri, as well as options for funding.

Selectman S. Perry states if Terri waits until July 31 as a hire date a quick calculation of the expense shows approximately \$5,000, whereas June 5th would be \$7,500.

Selectman S. Perry **motioned** for the Board of Selectmen to approve the hiring of a Part-time Clerk for the Town Tax Collector/Town Clerk Office no sooner than July 17, 2017.

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

### **Fire Station Septic System**

Town Administrator T. Brown shared a letter and two proposals with the Board for the design and connection of the Fire Station septic system to the Old Town Hall system. Troy is recommending Septic Designs of NH, LLC who proposed a firm amount of \$11,900 which is for the septic design of a new leach field, testing of pits as well as connection from the Fire Station septic to the Old Town Hall septic system. They are all hoping to use this old leach field to continue to service the Fire Station and Old Town Hall. If not the proposals show the cost of Phase 2 which would be an entirely new leach field system ranging from \$13,000-\$20,000 depending on ground water tables, pump stations etc.

Selectman J. Brunelle asks if the Building Inspector agrees with this recommendation and design.

Troy mentions Kevin has seen the memo and has submitted comments to him, the Fire Chief has also reviewed both proposals and is in agreement with him on the recommendation of Septic Designs of NH.

Selectman J. Brunelle asks again if Kevin Lynch is in agreement.

Troy asks if he means in the selection of the vendors or the approach of the septic design to use the existing Old Town Halls leach field. Troy states he has not weighed in on the selection of vendor, but he still remains very comfortable and confident the leach field at the Old Town Hall will be able to be used and accommodate the additional load.

Selectman K. Bourque states Septic Designs is doing the testing.

Troy tells the Board yes they will be doing all the work, the only thing not included in their bid was the pavement batch over the trench they will be digging. Which is something the Road Agent can handle once the work is complete. Board discusses this matter

Selectman J. Brunelle **motioned** for the Board of Selectmen to accept and approve Town Administrator T. Brown’s recommendation to contract the septic design, testing of pits and connection of the Fire Station to the Old Town Halls leach field with Septic Designs of NH, LLC.

Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-1.**

Septic Designs of NH, LLC		HAMM Septic Services	
Septic design & Test Pits	\$1,900	Septic design & Test Pits	\$2,300 to \$3,300
Connect to Old Town Hall	\$10,000	Connect to Old Town Hall	\$11,000 to \$13,500
<b>Cost Phase 1</b>	<b>\$11,900</b>	<b>Cost Phase 1</b>	<b>\$13,300 to \$16,800</b>
Estimate Phase 2 Old Town Hall new system	\$20,000	Estimate Phase 2 Old Town Hall new system	\$13,000 to \$17,000
Estimated total cost	\$31,900	Estimated total cost	\$26,300 to \$33,800

**Library Impact Fee Request**

Troy states he has a request from the Library Trustees, they have a variety of summer programs and due to limited space within the building they run these programs outside on the front lawn. Troy mentions that Library Impact Fees were used in the past for improvements to the “Outside Community Room” such as the installation of fencing to have a safe environment for those attending the summer programs. So they would like the Board of Selectmen to Encumber

\$5,000 for the design and installation of an irrigation system from the Library Impact Fee Account. This encumbrance request is based on verbal estimates provided by Dalmatian Landscaping (their current landscaper), they are willing to go out to bid. Troy states with the drought last year they found it difficult to keep this area watered. Troy states as of today the Library has approximately \$13,500 available to spend, if funds are not encumbered they will be returning about \$200 by the end of May, \$84.00 end of June and \$500 by the end of July. The library still has \$6,049.95 left of funds encumbered in 2013 for Engineering the New Library. If the \$5,000 is encumbered by the Board of Selectmen they will go out to bid for an irrigation system.

Selectman S. Perry states why would the Board say yes to a dollar amount before they even know what a cost will be.

Selectman J. Brunelle states not only that as an issue, but what about the cost and expense of keeping the system running, are they on a well. Troy states yes they are on a well.

Selectman B. Lemire states he does not believe the Board is allowed to use Impact Fees for this type of matter. Board discusses this and states the fencing was considered an expansion of service and was viable (and was meet with major opposition), if this was proposed then it possibly could have been done, but do not believe funds can be used for this now. Also Board is in agreement that even if Impact Fees could be used for this, a dollar amount from bids needs to be shown for the project. Board also questions this estimate of \$5,000 they could not possibly need more than three zones and feels this estimate is too high.

Selectman K. Schaefer states \$5,000 is the equivalent to 50 irrigation heads (approximately \$100 a head), way too many for that small of an area.

Board discussed having legal counsel review the Impact Fee ordinance to see if this is an appropriate use of funds, but agree not to pay for legal to advise at this point.

Instead the Board would like Troy to notify the Library Trustee's they are taking no action at this point because a firm dollar amount is not attached to the project for them to consider approval at this time.

### **Investment Policy Review**

Town Administrator T. Brown states there are about half a dozen policies for the Board to review and he will prepare that for a future meeting. But one needs the Board attention this evening. He states the Treasurer grants authority for others to make deposits on her behalf, such as the Town Clerk or Deputy Clerk. He has reviewed the policy with the Treasurer and Finance Director and there are no changes. The Treasurer states TD Bank meets all the necessary criteria, so he is recommending the Board of Selectmen adopt the policy as is with no changes.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the Town Administrator's recommendation and renew the Investment Policy as reviewed and written.

Selectman S. Perry **seconds** the motion. **Vote carries 5-0-0.**

### **Corrective Deed - 10 Bradford Drive**

Troy tells the Board the Town of Litchfield issued a Tax Collector's Deed for a manufactured home located 10 Bradford Drive on June 8, 2015. The new owner is now requesting a corrective

deed which will include a description and serial number for the manufactured home. Attorney Laura-Spector Morgan has reviewed and recommends approval by the Board of Selectmen of said deed.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the corrective deed for 10 Bradford Drive as reviewed and recommended by legal counsel.

Selectman S. Perry **seconds** the motion. **Vote carries 5-0-0.**

### **Special Detail Revolving Fund Review**

Town Administrator T. Brown mentions as discussed earlier the Special Detail Revolving Fund has a fund balance as of 12/31/16 of \$33,000, which is after all the required match payments to the 457's were made. Troy mentions a lot of work has been done within the past 4 weeks and there are quite a few invoices outstanding, as well as funds that are due to the General Fund. But he still feels there will be about \$30,000-\$33,000 remaining in this Revolving Fund. He tells the Board at a future meeting he will be requesting the transfer of some funds to the Operating Budget.

Selectman S. Perry states he asked Troy for this information to see how the fund was trending and how the hourly rate was working, and with the amount of Special Details happening this year he believes having funds available will not be an issue. He does however question the timing of moving funds out of this Revolving Fund, he feels they should wait for this Union grievance to be completed.

Troy states he and Brent were just informed by legal counsel the Union has asked for arbitration to be pushed off until late November. Troy is not sure why, but legal stated they will push it off until November. Board discusses this issue, and feel they should not accept pushing this matter off until November it needs to be resolved. Board tells Troy to notify legal counsel they do not wish to wait until November, the Union wished to arbitrate this matter and the Board would like to come to a resolution and move forward with settling this as soon as possible.

### **Wage Plan Implementation**

Selectman S. Perry questions if this should be a non-public discussion, where raises and how they are to be distributed is going to be discussed.

Selectman J. Brunelle states he asked for this discussion and it is not regarding raises, but reviews. He wanted to know now that the Wage Plan is in its third year, this is the year they should be in their review process but no employee reviews have been made to date, and a market assessment of where the Wage Plan is as of today needs to be done as well. So he wanted to know where they are with this process, and feels the market study should be done now so they have the figures available going into the budget season. He believes no reviews have been completed including Troy's even though he has told the Board they need to, it is overdue.

Selectman B. Lemire states there is no set outline in place and he wants a review process set in place that will be fair to everyone.

Selectman J. Brunelle suggests that Troy writes his own review in a format that will be acceptable for all employees, then the Board can put feedback into it, but it would give the Board a template for moving forward with the other employee reviews. John suggests Troy work

with the Chairman b. Lemire over the next 60 days to have the review completed and an outline that can be used by the Board with employee reviews moving forward this year.

Troy agrees and upon reviewing the policy he realized because he was not aware the Merit Reviews were in 2016. So there are some action items for the Board and they include the required reviews, update the salary survey, get employees to their three year target rates the Board wanted them at, and also as of July 1 of this year there are merit reviews that will need to be completed.

Selectman S. Perry states the Wage Plan is one year behind schedule, so the dates Troy is looking at in the policy should be one year ahead.

Troy states he will work with the Chair and they will talk more about this at the Boards next meeting.

### **Hazardous & Dilapidated Building - 8 Bixby Road**

Troy tells the Board a citizen approached him regarding this property. He drove by and took a look at the building, and spoke with the Building Inspector. Troy states Kevin has been looking into having the cars and trash removed from the property. Troy mentions he spoke with the Fire Chief who is well aware of the building, and has plans in place where if the firefighters are called to that scene they will not enter the building. The building has been condemned by the Building Inspector. He mentions if the building is deemed hazardous and dilapidated then in accordance with RSA 155-B,

the Board of Selectmen can issue an order to the property owner making demands that things be corrected within a certain time frame. Board discusses the building was originally condemned on March 5, 2015, which is what the notice states on the door and has been vacant since. The property taxes are also current on the property.

Selectman J. Brunelle states most were aware of the property, but were not aware of this issue coming in front of the Board. They assumed it was handled by the property owner.

Selectman K. Bourque **motioned** for the Board of Selectmen to direct the Code Enforcement Officer/Building Inspector Kevin Lynch to initiate action regarding the hazardous and dilapidated building at 8 Bixby Road, and to report back to the Board at its next meeting.

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

### **Appointment - Zoning Board Member, Eric Cushing (term to expire 3/31/20)**

Troy tells the Board Eric Cushing came in and spoke with him. He is a current member to the Zoning Board, but his term has expired. He would like to be reappointed and needs the Board to approve his appointment to the Zoning Board with a term to expire on 3/31/2020.

Board asks if the Chairman to the Zoning Board has sent approval of this reappointment.

Troy states he has not received any recommendation as of yet.

Board tells Troy they cannot approve appointment without a recommendation from the Chairman of the Zoning Board. They agree to move this to the their next meeting upon receipt of a letter of approval.

### **Administrator Report**

Troy mentions he was contacted by Patricia Jewett who would like to purchase a Welcome to

Litchfield sign to be placed on 3A at the South End. He states there was a sign there, but seems to of been knocked down or damaged over the winter. Troy believes Kevin Lynch has it because his son had made it for a project at on time, but it would need a lot of work. Pat was looking at the signs you see going into Londonderry, and would like to have a sign company make up something she could purchase with the Boards approval to have put up welcoming people to Litchfield. Troy states she hoped by her taking this initiative it would encourage other groups/individuals to sponsor a sign at other locations in Town. He knows sometimes it's not as simple as putting a sign in the group, people have opinions. So he is not sure if he should suggest she work with a small group to see what can be designed.

Selectman B. Lemire tells the Board he has been informally suggesting this for 15 years, there are 5 locations for welcome signs. He has looked at designs from a number of Towns and knows they can be quite expensive (Goffstown \$14,000 a sign). He knows past signs were done as boy scout projects, but feels we should have a standard nice looking Welcome to Litchfield sign. He mentions the prison did 6 Welcome to Northfield that worked out well. B. Lemire discussed the 5 locations, and the Board mentioned Pat offered to purchase a (one) sign not 5. Board decided to have Troy and Brent work out a plan on addressing locations and what will be involved in order to erect and install them, and if they feel a Committee needs to be formed in order to come up with a design everyone might like. They will report back to the Board at a future meeting.

Troy wanted to make the Board aware he submitted David Mellen as a nomination for the VFW Loyalty Day Award. The award ceremony was last friday evening, but Dave was unable to attend. So Troy has been working with the VFW to see they could present the award to David here at Town Hall at a Selectmen's meeting. Troy also learned the Fire Department had nominated Lt. Edward Glancy.

Board asks if both could be recognized at the same time, Troy will work on this and report back to the Board.

Troy mentions the Board received notice the Police Department will be having Captain Dave Donnelly's retirement party this Saturday. He is wondering if any Board members can attend. However it is a busy weekend with Mother's Day and Graduations and Board members cannot attend. Board would like Troy to write up a proclamation and purchase a plaque recognizing Dave Donnelly's years of service to the Town of Litchfield and have Police Chief O'Brion present it to Dave on behalf of the Board of Selectmen. Troy will handle this.

Town Administrator T. Brown tells the Board the Town Office is already closed on Tuesday July 4th, and he has been asked if the Town Office could close on Monday July 3rd (employees using their earned time) in order to have a long weekend. He states the office is already preparing the tax bills, and they are asking what should be the due date put on them. It's been mentioned Monday July 3rd or Wednesday July 5th.

Selectman S. Perry states if everyone is not in agreement with using their earned time what will be done.

Troy mentions if that is the case let them come in and work.

Selectman K. Bourque reminds the Board Monday is a late night for the Town Offices. Board mentions if they change the due date on the tax bill to July 5th it will not matter if the office closes on Monday or not.

Selectman S. Perry **motioned** for the Board of Selectmen to change the tax bill due date to July 5, 2017.

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

Troy will check with the staff to see if all are in agreement to close and report back to the Board.

T. Brown mentions the Highway Facility, Transfer Station, SawMill Recreation Area and the Library are all part of the additional 38 homes affected by the PFOA water expansion plan. Pennichuck is being paid by St. Gobain to design the expansion, which has not been approved yet. So the Town will be forced to make a decision just like all the homeowners in Town have as to do you connect to the water or not. Troy mentions Kevin has stated the testing of these wells has come back clean. Currently there is no action for the Board to take, he will keep them informed.

Selectman S. Perry thinks Town building should be serviced by public water if possible. However, the Recreation Field absolutely not, and where possible wells should be kept for irrigation purposes.

Troy mentions there is a Special Election for our State Representative coming up on May 23, 2017 at Campbell High School from 7am-7pm. They will discuss poll coverage at the next Board meeting.

Selectman B. Lemire states the Historical Society is planning events for Memorial Day celebrations and will be keeping Chief O'Brion, Troy and himself updated.

Troy reminds the Board of a discussion they had about an Officer being deployed for Military Training. Officer Anthony Brown left May 1st for training and will be returning sometime in June/July for 4-6 weeks then will be deployed overseas for a year. Troy mentions Chief O'Brion budgeted overtime to cover those shifts. Currently Officer Flynn who is going through training and is part-time certified will be working full-time. On May 22nd Chief O'Brion would like to have Officer Flynn come in front of the Board for a swearing in ceremony, but wanted to know if the Board wanted to conduct an interview prior to the swearing in. Board states there was some confusion with the Board interviewing him when he came onboard as a part-time Officer, most members have spoken to him since, so they are fine seeing him at his swearing in ceremony.

Troy mentions they already discussed hydrant fees for the 17 that have already been installed, and the impact the \$23,500 fee will have on the budget. He is concerned about the remaining that are installed this year and the possibility of being billed before next year.

Selectman B. Lemire states he was going to check and see if it can be deferred and report back.

Selectman S. Perry states the Board just signed off on the bill in this evening paperwork.

Board asks Troy to hold off on paying the invoice until he gets an answer.

Also mentioned this evening were the legal fees for the PFOA defense with PretiFlaherty, they

have exceed the budgeted amount by about \$300. Troy would like to know if the Board would like him to reach out to PretiFlaherty about another agreement, or to see about deferring payments.

Selectman S. Perry asks if any money has been set aside for this issue.

Troy states no there are no additional funds this budget season, only the funds (\$15,000) that were put aside last year which are now spent.

Selectman S. Perry tells the Board he mentioned \$15,000 would not be sufficient funds to defend this PFOA matter, and here it is only May and the budget is depleted.

Board states they agreed they did not wish to go with a Warrant Article, and stated they would find the money and anticipated the possibility of another \$10,000 may be needed (just not by May).

Selectman J. Brunelle states the Board rolled the dice and now have to suffer the consequences.

Board discussed the agreement with PretiFlaherty, as well as the possibility of having a settlement agreement in place with St. Gobain regarding the hydrants and legal fees by the year end.

They agreed to let Troy have a discuss with PretiFlaherty and see where they stand on deferring payments and the status of the discussions with St. Gobain, and report back to the Board.

### **Selectman Reports**

Selectman J. Brunelle states there is a Budget Committee meeting at the end of the month. He mentions he did post on the Town websites the public notice that was released regarding St. Gobain covering the issue of outside water spigots and irrigation systems.

Selectman S. Perry states the Planning Board had a plan in front of them last week, for Erickson Concrete Solutions. The plan site is for just north of Mel's Fun Park, and phase I is for the construction of a 15,000 sq ft. building with an additional 15,000 sq ft. in phase II of the plan. The Board was ready for approval, but Steve was able to push approval off while they are able to get a more finalized plan with less contingencies moving forward. But he feels the BOS will find it interesting that the Planning Board decided to cut in half the Road Impact Fee costs for the company. The Planning Board felt by offsetting some of the Impact Fee cost it was a way to entice the company to build their building in Litchfield.

Selectman J. Brunelle asks if they can do this.

Selectman S. Perry states yes they can. It amazes him they have to pass everything regarding the use and spending of those Impact Fees to the BOS for approval, but can make the decision on their own to waive/offset the fees if they feel it necessary. Steve tells the Board he thought the amount was about \$5,500 they waived. The company has to bring power onto the site from a different location than planned and at a greater expense, so the Planning Board thought by waiving some of the fees it would help the company still build the facility here in Litchfield.

Selectman S. Perry states as a Selectman's Representative he voted no on this issue because he felt all the Impact Fees should be paid. Board continued to discuss their opinion on this matter.

Selectman K. Schaefer mentions the Recreation Committee has been having discussions with PickleBall League. He states Litchfield has accepted them to use the Recreation facility (Talent Hall) as often as they do because it was required in their bylaws to have a 75% Litchfield residence membership. But they are now down to a 25% Litchfield residence membership. So they will be meeting tomorrow evening to discuss the matter in order to see what needs to be done. Kurt states they do use up a lot of daytime time at Talent Hall, they are not hurting anything but it it wear and tear on the facility and the use of the utilities. Board asks if they pay for the use of the Hall.

Selectman K. Schaefer states they do not, but it is an option being discussed. He states the Recreation Committee has wanted to avoid renting out the Town's properties. He states PickleBall has 120 members (80 from Hudson, Manchester etc.) and Kurt mentions they do give back to the Community and the Recreation Committee.

Selectman S. Perry states PickleBall does do a lot in giving back to the Community, they seem to always write checks anytime something is needed for Recreation purposes and other things within the Community. Board agrees. Selectman K. Schaefer will keep the Board updated.

**Items moved from consent - None**

**Other Business - None**

Selectman S. Perry **motioned** for the Board of Selectmen to adjourn  
Selectman K. Bourque **seconds** the motion. **Vote carries 5-0-0.**

The next Board of Selectmen's meeting will be on May 22, 2017 at 6:00pm at Town Hall

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Brent T. Lemire, Chairman

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Steven D. Perry, Vice Chairman

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John R. Brunelle

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Kevin C. Bourque

\_\_\_\_\_  
Kurt Schaefer

