

TOWN OF LITCHFIELD BOARD OF SELECTMEN

June 12, 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
7:35 p.m. Non-Public RSA 91-A:3,II(a) Personnel/Compensation

Pledge of Allegiance

Review of Items for Consent:

1. Approval of May 22, 2017 Board of Selectmen Meeting Minutes
2. Approval of Payroll Manifest for 6/1/17 (\$52,985.50), 6/8/17 (\$34,375.45) and 6/15/17 (\$50,552.96)
3. Approval of Account Payable Manifest for 6/2/17 (12,870.50), 6/2/17 (23,878.79) and 6/13/17 (\$313,143.77)
4. Town Clerk Reconciliation - May
5. Tax Collector Reconciliation - May

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

Recognition of Hudson VFW Loyalty Day Award

Town Administrator T. Brown tells the Board David Mellen was unable to attend the VFW Loyalty Day Awards Ceremony due to personal reasons. So the Board of Selectmen asked that they present him with his certificate.

Selectman B. Lemire states it is the pleasure on behalf of the Board of Selectmen to present him with this award he reads aloud the words on the plaque and asks David Mellen to please come forward to accept this award for all his time and efforts on behalf of the VFW. Dave thanks

everyone very much.

Chief Fraitzl states Lt. Edward Glancy was nominated by the Litchfield Fire Department. He and other members of the Department as well as his family were able to attend the VFW Ceremony and accept his award. The Chief states he was quite honored by the award.

Selectman B. Lemire asks the Chief to extend the Boards congratulations to Lt. Edward Glancy.

Fire Station Project - Architectural/Engineering Contract

Present: Fire Chief Fraitzl and Jonathan Halle, Architect for Warrenstreet Architects

Chief Fraitzl has shared the architect plans from Warrenstreet Architects with the Board. He mentions at the Town Deliberative Session citizens of Litchfield again expressed an interest in a "Safety Complex" housing both Fire/Police be built instead of just a Fire Stations. So in an effort to see if this was a possibility with the existing design plans being used, the Chief sat down with Troy, Police Chief O'Brion, Jonathan Halle, and Deputy Nichols. They discussed the current site plan and design to see if it could be reconfigured or shifted somehow to accommodate both departments in a safety complex, without starting over from ground zero with many added costs. He mentions Jonathan did a quick sketch (which he has shared) using the existing building plans for the Fire Station as to not incur additional costs by redesigning any plans. The new plan design could allow for an addition, so the Police Department can be added on at a future time and a Safety Complex could be accomplished. He mentions some things would need to be changed now if the Board wishes to move in this direction. He turns things over to Jonathan Halle.

Johnathan states the new Fire Station project has a full set of construction plans/designs that are available and have been paid for. He was asked at this meeting with the Police Chief, Fire Chief and Troy if it would be possible to plan for a Public Safety Complex Building to house the Fire and Police, and how might this be attached to the existing plans already prepared. He states it is possible for a combined safety complex, would it be a perfect design, no. There would need to be some changes to some of the common areas (such as training room, bathrooms etc) which would need to be adjacent to the future addition so both departments would have easy access. However, they are designed centrally in the current Fire Station plans. So he feels if a combined Safety Complex is the plan moving forward the Fire Station plans should be redesigned to accommodate the necessary changes for this future addition. Jonathan is looking for direction from the Board of Selectmen as to what they would like him to do. He states he currently does not have a contract, his contract with the Board was to take the the fire station design from 8 years ago and bring it up to date and code in order to begin the bid specifications, then take firm numbers and a design for the building of a new Fire Station only to voters at Town Meeting in March 2018. He is willing to barter to make this all work with the design they currently have, but cannot start from scratch in making a whole new design for an entirely different building and site plan with the fees quoted and paid. So he is looking for some direction tonight from the Board.

Selectman S. Perry asks why can he just flip the current design plan to accommodate the addition of the Police Station.

Johnathan states you can mirror everything and call it a day, but this would not be an ideal situation (especially in what would be shared areas).

Selectman S. Perry asks how much could it possibly cost to change the plans they have today to accommodate this idea with the exact same square footage mirrored on the other side of the current design plan.

Johnathan states it's going back to all the Engineers (some who are not in business any longer) and requote and redesign the systems they have already done. He mentions there are options the Police Station can be a free standing building on site, it can be an expansion of their space here at Town Hall, it can be moved out and allow the Town Hall to expand there are numerous options, he just needs to know what direction the Board wishes him to proceed with.

Selectman B. Lemire states that any changes made to these updated Fire Station building and site plans in front of them now would come at an added expense.

Jonathan states yes, but he does not know what that cost would be yet because he does not know what direction to go. He mentions again he is willing to barter or defer costs of a redesign of the building until after it passes at Town Meeting. It could then be worked into the construction costs.

Selectman K. Bourque mentions the Warrant Article that passed was solely for the Fire Station not for a Safety Complex.

Selectman K. Schaefer states the Town Attorney mentioned it could be used for other purposes.

Selectman K. Bourque states that was said by the attorneys, but the voters were voting solely for a Fire Station Building. Selectman B. Lemire states that is correct.

Selectman J. Brunelle asks Kevin what his point is, because decisions regarding the Fire and Police buildings need to be handled now while the opportunity is in front of them.

Kevin agrees, but was just clarifying and making it clear what the voters were asked and voted on at the Deliberative Session.

Selectman J. Brunelle feels they have to take a look at the big picture (long term) of the wants and needs of both the Police and Fire Departments and do what is best now while changes can be made for a long term building plan. Then present this to the voters and inform them of what is needed for both Departments.

Board continues to discuss this matter, and feel they cannot present to the voters a Safety Complex at this time because the critical need is with the Fire Department. But feel they should have the building and site plans updated with the ability to do so in the future and explain to the voters the possibility of things being done in phases for future expansion. Board discusses the space needs of the Fire Department to assure the current plans are adequate for the equipment and future growth needs of the Department.

Chief Fraitzl tells the Board when the Warrant Article presented to the voters was done it was based upon a current set of plans that the Town had for a number of years (2008), and the cost to revisit, revise and put forward building and site plans that could go out to bid for the building of a new Fire Station alone. But at Deliberative many voters questioned and asked about the building of a Safety Complex in order to accommodate the current and future growth of both Departments in Town. So after discussing this with some of the Selectmen, Troy and the Police Chief, all of who have expressed an interest. He is here asking the Board if they wish to have Jonathan research the possibility of this being done and at what cost to the Town. If not they are ready to move forward with the plans and funds that have been approved for just the Fire Station. He also mentions the current plans call for 5 double bays and the building will be

adequate for the Department's needs.

Selectman B. Lemire asks Jonathan if they decide to flip the Fire Station plans and mirror them for the Police Department and barter the additional cost, what would they be looking for as a time frame for him to complete this and report back to the Board. Selectman J. Brunelle mentions there has been discussion the site could not accommodate this, or would not be the ideal spot for the Police to exit and access the roadways efficiently. He asks for this to be looked into and thought through also.

Selectman S. Perry states if there is an additional cost of say \$100,000 this plan will be pushed out at least another year, he mentions previous years when the vote was so close and did not pass by 50 votes. He states if they can do some minor changes to the plans in order to potentially make this a Public Safety Complex and be able to explain to 50 voters that yes it can be a Complex maybe not now but can be made into one in the future. He feels this could be the difference of this passing or not and supports the Fire Department getting what it needs and deserves. He states he is in favor of having Jonathan take a look at updating the plans, and rolling the additional cost into the construction note. Board is in agreement, they feel it has to be looked into for the future growth of both Departments.

Troy and the Board discuss the Municipal Impact Fees available and if they should be spent at this time or kept for a space needs study for the Police Department. Troy mentions what he has heard this evening is the Board would like Jonathan to say here is the building/site plans for the Fire Station (Phase I) and mirror and update those plans on site with common space and be able to say here are the future plans for (Phase II) for the adding on of the Police Station making the area into a Public Safety Complex. This would allow the Board to say yes there are plans for Phase II in the future.

Board and Jonathan have a discussion about the site accommodating both Departments and how the traffic for both Departments will exit onto Albuquerque Avenue. Jonathan mentions he would like to speak with Chief O'Brion and get his input. Selectman S. Perry states he wants to know if the Police can be put on this site and that should be it at this point. The Fire Department is the priority at this time.

Jonathan states he feels he should have a discussion and involve the Police Chief even if he is not building for his Department at this time in order take into consideration the space and layout needs of his Department. This would include such things as parking areas, areas for keeping prisoners separate, common areas etc. Because he will be disturbing more than two acres of land it will be necessary to get a site specific plan now. So in order for work not to be redone and paid for twice at a later date, it needs to be all done in the site/building plans being prepared now. It can be built at a later time. Board agrees with this.

Jonathan will work with Troy, meet with the Police Chief, the Engineers and site plan individuals (still in business) to design a plan to include a Police Station on the site with the existing Fire Station plans that can be added and built making a Safety Complex at a future date/time. He asks for the Board to give him a month to put this all together and he will report back to the Board at a future meeting in August.

Selectman B. Lemire thinks this will make the voters happy and is a good idea.

Public Input - None

Fire Vehicle/Equipment Repair From Expendable Trust Fund

Jaws of Life Replacement

Fire Chief Fraitzl tells the Board there are several components to the Jaws of Life, one is the “combination tool” which gets its name because it can cut, spread and do different functions it is a very versatile tool. He states the Departments Hurst Tools are from 1996 and it failed and went out of service about one month ago and now needs to be replaced. He mentions they still have a comprehensive set of spreaders, cutters and rams on the Rescue Truck. However, since 1996 this combination tool has been on one of the first truck out of the station. So he is here to request the Boards support and approval to purchase a replacement of this tool. They did get some pricing (there are 4 vendors) in order to get the Boards approval and move forward with this purchase. Chief Fraitzl states they have been very happy with the Hurst Company and their products, but are looking at all the companies in order to get the best bang for their buck. He states from the quote he has received from Hurst the price has come in at \$15,650 (he thinks he can do better) this also includes new power lines and a new power unit. These need to be replaced because the old lines and power unit cannot accommodate the additional PSI of the newer tools, which are for the stronger metals vehicle are made out of today.

However, this is not what the Chief is asking for, he would like to purchase a battery powered unit that works on the same PSI as mentioned earlier. He tells the Board the Department had the opportunity to work with these units through a vendor and really liked them. It will also eliminates the need for lines and a power unit, which will bring the cost down to \$7,240.

Selectman K. Bourque states his concern is the lithium batteries when not used regularly tend to not last, and then you are replacing batteries continually. Doug and the Chief state the units can be plugged into a generator to operate. They also mention the Town of Hudson just purchased a seat of these tools. Chief Fraitzl states there are 3 vendors who make battery powered units and he will get quotes if the Board thinks this is an acceptable purchase and can be bought by using the Expendable Trust Fund.

Board discusses this matter and the funding.

Selectman J. Brunelle **motioned** for the Board of Selectmen to allow the Fire Department and Troy to get 3 quotes from vendors in order to purchase a unit not to exceed \$12,000 from the Expendable Trust Fund.

Selectman K. Schaefer **seconds** the motion.

Selectman S. Perry states this fund was set up to purchase a pump for one of the trucks expecting to cost about \$32,000. So this will still keep funds available in this account in case there becomes a need. The Chief tells the Board yes, and all the pumps just passed inspection two weeks ago. **Vote carries 4-0-1.**

Emergency Management Director - Stipend

Town Administrator T. Brown tells the Board in the 2017 Budget it was approved for a \$1,500 annual stipend to be paid to the Emergency Management Director, which was recommended by the Board of Selectmen. He states that Chief Fraitzl has been acting in this role informally and is willing to take on the position. So he would like the Board to authorize the annual stipend to be

paid quarterly effective January 1, 2017.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve this request.

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

Selectman S. Perry states a long time ago he attended a meeting for Emergency Management where they discussed drawing up plans for emergency personnel that if a plane crashed at the airport or a train derails or a bomb gets set off what would the plan be for the Communities. But would like to know if there is actually a plan.

Chief Fraitzl states yes they do have an All Hazard Mitigation Plan, and it is ready to revisit and be renewed (revisions are every 5 years). He tells the Board they just meet two weeks ago with the area's new Field Representative from Homeland Security.

Retirement Notice - Claire Croteau

T. Brown and the Board state Terri Briand was notified today by Claire Croteau that she will be retiring effective June 30, 2017. Troy mentions Claire has over 25 years employment with the town, and they will be planning an open house and will announce a date soon.

Part-Time Clerk Hire - Ann Eckley

Town Administrator T. Brown mentions the approved part-time clerk Ann Eckley started today, and he needs the Board of Selectmen to officially approve her hire date effective today.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the hire date of Ann Eckley effective today June 12, 2017.

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

Selectman S. Perry asks if she is hired under Troy's direction or Terri Briand's. He asks because the Deputy Pat is appointed by Terri, and the Part-Time Clerks are hired by the Board of Selectmen. So did the official hire of Ann come from Terri or Troy.

Troy states the last time the Board acted on this matter and gave Terri permission to hire a Part-time Clerk it was with a different start date. So the Board has to officially hire Ann with an official start date. He also mentions because Pat is a Deputy Tax Collector/Clerk that position is appointed by Terri as the Town Tax Collector/Clerk and the Board just confirms that appointment. The Board actually hires the Clerk for their positions.

Selectman K. Bourque states that Ann was brought on as an extra to help the two Clerks and now that Claire has announced her retirement, will Terri be looking to fill another Part-time Clerk position.

Troy tells the Board he has not spoken to Terri yet, but assumes she will be.

Vote carries 5-0-0.

ADA Coordinator Appointment - Kevin Lynch

Town Administrator T. Brown states he received notice from the Governor's office they need to know who the Town of Litchfield's ADA Coordinator is. He has spoken to Kevin Lynch and he currently performs this work. So he needs the Board to confirm this appointment so he can notify the Governor's Office.

Selectman S. Perry **motioned** for the Board of Selectmen to approve the appointment of Kevin Lynch as the Town of Litchfields ADA Coordinator.

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

National Regional Solid Waste Management District - NRSWMD

Troy states NRPC is requesting confirmation of Litchfield's Representatives on the Regional Solid Waste Management District. He mentions Dave Mellen is the current Representative and he (Troy) is the

alternate, he is requesting the Board keep the appointments the same.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the appointment of Dave Mellen as Litchfield's current Representative to the Regional Solid Waste Management District, and Town Administrator T. Brown is the Town's alternate.

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

Purchase Policy Updates

Troy mentions this was discussed at the Boards last meeting, and the Board requested it be reviewed by Legal Counsel. Troy states she brought up a good point and that was the Town was using terms of "sealed bids" and "bid" she recommends the term "received proposals" and "competitive purchasing" be used. So Troy has removed and adjusted all the language within the policy.

Selectman S. Perry **motioned** for the Board of Selectmen to approve the new Purchase Policy as amended and discussed.

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

Draft Performance Review Form

Troy states he was asked to put together a sample Performance Review Form which he has and has shared it with the Board. He discusses the form with the Board to receive their input, and how they will move forward with the 2017 annual employee reviews.

Selectman S. Perry suggests Troy give a form to the employee 3-5 days prior to their review and have them fill it out (in order to get their perspective) while he fills out one also and they discuss each other's comments at the review. Selectman K. Bourque does this with his employees and states it works out very well. Board is in agreement.

July 3rd/4th Town Office Hours

Town Administrator T. Brown mentions he had a discussion with the Town Employees about closing the office on July 3rd and they are all on board and would use their earned time for the day off. He tells the Board the Payroll Clerk will come in and process payroll and then leave. Board discusses this matter and also the date for the tax bills being due on July 5th. Board agrees with the Town Office being closed on July 3rd and 4th.

Administrator Report

Troy states there is a standing policy the Board has regarding authorization of Employees and Committee Chairman having access to NHMA Legal Services. So NHMA has reached out to him to make sure the list has been updated by the Town. He has updated the list, with the only change being the Committee Chairmanship.

Troy just wanted to make the Board aware and this is still the policy and the individuals identified on the list are who the Board wishes. If so he will sent it to NHMA and all the Committee Chairman and Boards Board agrees.

Troy mentions Pat Jewett approached him about paying to have American flags and holders placed on utility poles from Hillcrest to Pinecrest and they would be put out and displayed during annual holidays. Troy told her he didn't feel Eversource or utilities were allowing Communities to do this anymore. However, Pat contacted Eversource and they sent a pole attachment policy and application for the Town or Board of Selectmen to fill out and approve. They will be sending out a Representative to inspect the area and poles, and the flags can be put up on a temporary

basis (4-5 days prior to an event). So if the Board is in agreement Pat Jewett with purchase the brackets and flags for the Town to display.

Board thinks it is an excellent idea.

Selectman S. Perry **motioned** for the Board of Selectmen to have the Town Administrator T. Brown proceed with the application from Eversource for a temporary utility pole attachment for American flags.

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

Troy tells the Board when Pennichuck was working on Jeff Lane and before they could pave the road they had an issue with water saturating the ground. They tried to fill and compact it, but with no good result. So before it could be paved, an executive decision had to be made so the Road Agent and Luke Caron the Town Engineer made the decision to have it filled with gravel. They were able to work with the subcontractor to spread and compact 500 tons of gravel in the areas in order to have it paved properly. He states there was a lot of verbal communication between the subcontractor and Pennichuck, however Pennichuck has said they will not pay for this repair to the road. Troy will be reaching out to St. Gobain for reimbursement of this to the Town and Luke Caron has drafted an excellent letter stating why this repair work was necessary. He is not concerned and feels this will be covered, but he will keep the Board informed of any update or response he receives.

Troy states they had discussion with Pennichuck regarding the catch basins along all the roads that have been worked on or disturbed and the need for them to be cleaned out. Pennichuck has approved to clean out all (80), and to paint and number them as well.

Troy tells the Board at the State Auction they received \$3,325 for the equipment they sent. It included \$1,800 for the large sander, \$700 for the small sander and \$1,000 for the boat)

Troy mentions there is correspondence going out to residents from Granite State Power (they met with the Board about a month ago). Regarding an Informational Meeting being held on Thursday, June 22, 2017 from 5pm to 7pm at the Concord Town Hall. He mentions Eversource feels this project is in the very early stages and feel it will not happen within the next 3-5 years (they are talking 10 years out).

Troy tells the Board he had a second meeting with Eversource regarding the Right of Way work going on in Litchfield around transmission lines. They are securing new braces and arms as well as a lot of heavy maintenance with cutting back trees and overgrowth in the areas of the transmission lines. He states is is part of a Federal Government regulating maintenance to the full width of the right of ways around the country. So they are sending letters and having meeting with residents to discuss areas abutting their properties this may affect.

He also mentions they received notice that Hillsborough County is holding the 2018 Budget Hearing on Monday June 19th at 6pm.

Selectman B. Lemire mentions for anyone following the Supreme Court case regarding NH

Electric Cooperative appeal of the assessments against the utilities. They ruled in favor of the Municipalities, that the assessments were fair to the Municipalities. This was a big win, because it could have cost them millions.

Selectman Reports

Nothing to report at this time

Items moved from consent - None

Other Business - None

Selectman B. Lemire mentions the Strawberry Festival sponsored by the Litchfield Community Church is being held June 24, 2017 from 10am to 3pm. At the Church and Historical Building locations.

Selectman S. Perry asked to have a non-public session on RSA 91-A:3,II(c) -Reputation. Board agrees to add it to the non-public they will be having this evening

Selectman S Perry **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 and a non-public session per RSA 91-A:3,II(a) - Compensation.

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

Roll call vote - Selectman K. Bourque (yes), Selectman J. Brunelle (yes), Selectman S. Perry (yes), Selectman B. Lemire (yes) and Selectman K. Schaefer (yes). **Vote carries 5-0-0.**

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

The next Board of Selectmen's meeting will be on June 26, 2017 at 6:00pm at Town Hall

Brent T. Lemire, Chairman

Steven D. Perry, Vice Chairman

John R. Brunelle

Kevin C. Bourque

Kurt Schaefer

