

TOWN OF LITCHFIELD BOARD OF SELECTMEN

July 10, 2017

Selectmen's Meeting

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

Absent: Steven D. Perry, Vice Chairman

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork review

6:00 p.m. Non-Public Session - RSA 91-A:3II(b) - Hiring

6:17 p.m. Call to Order

Pledge of Allegiance

Oath of Office Full-Time Police Officer - Christopher Underwood

Chairman B. Lemire states the Board of Selectmen just came out of a non-public session per RSA 91-A:3II(b) - Hiring, where they interviewed a candidate for the Police Department. On behalf of Police Chief O'Brion and the Litchfield Police Department, Captain Ben Sargent is here before the Board of Selectmen to introduce and recommend the appointment of Christopher Underwood as a Full-Time Police Officer to the Police Department. Captain Sargent thanks the Board of Selectmen and states it's a pleasure to introduce Christopher Underwood and recommend his appointment this evening. He states this is a great opportunity for a young man, his family and the Litchfield Police Department and the Town of Litchfield. He gives the Board a little background history on Christopher, stating he is a lifelong resident of Hudson. He graduated from Alvirne High School, and attended college at Westfield State University where he received a Bachelor Degree in Criminal Justice. Christopher worked as a Security Officer at Lowell General Hospital for two years and Captain Sargent believes this to be a valuable experience and asset to him as an individual and to the Department. Due to his employment he has learned skill sets that are invaluable, such as dealing with individuals with mental illness, opioid addiction and how this crisis affects individuals their families and a Community, as well as training in de-escalation techniques all this will be an asset to the Department. Captain Sargent also took a moment to share with the Board the hiring process, he states Christopher had to pass a written exam (lasting about 3 hrs) and had one of the highest scores. He also had to pass a physical agility test where he excelled and upon completion of his physical agility test he went back to help another candidate who was struggling and motivated/pushed him on to completion as well, this Captain Sargent states speaks volumes to

Christopher's character. Christopher was then invited to participate in a written test and oral board, which is approximately 1 hour long and in front of a 3 member panel, where he once again had the highest score. Chief O'Brion and Captain Sargent at this time offered Christopher a conditional offer of employment which he accepted. He then had to produce requested documents, and complete tasks and a lengthy and extensive background check was then completed, which he came back flawless. So this evening on behalf of Chief O'Brion it is Captain Sargent's honor to recommend Christopher Underwood as a Full-Time Police Officer to the Litchfield Police Department.

Selectman B. Lemire asks if the Board has any questions, to which they state he answered all their questions during his interview.

Selectmen J. Brunelle **motioned** for the Board of Selectmen to accept and approve the appointment Christopher Underwood as a Full-Time Police Officer for the Town of Litchfield.

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

Board of Selectmen congratulate and welcome Christopher.

Town Clerk/Tax Collector Terri Briand proceeds to swear-in Christopher Underwood as a Full-Time Police Officer to the Litchfield Police Department.

Captain Ben Sargent then asks Mr. Underwood to step forward and present his son with his first badge from the Police Department.

Review of Items for Consent:

1. Approval of Board of Selectmen Meeting Minutes from June 26, 2017
2. Approval of Account Payable Manifest from 7/4/17 (\$75,494.87) & 7/11/17 (\$53,524.25)
3. Approval of Payroll Manifest from 7/6/17 (\$53,765.01) & 7/13/17 (\$51,802.62)
4. Treasurer's Reconciliation - May
5. PA 28 Form - Inventory of Taxable Property
6. Robert Boda Appointment - Part-Time Police Officer
7. Dennis Tessier Appointment - Police Sergeant

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 of Consent

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

Request for Additional Items/Other Business - None

Public Input - None

Business

Police Station Needs Assessment

Town Administrator T. Brown states he and Captain Ben Sargent on behalf of Chief O'Brion are presenting to the Board of Selectmen a proposal which they have shared outlining how they feel a needs assessment of the Police Station Building should be performed. Troy tells the Board Chief O'Brion reached out to an architect roughly 6 months ago in order to provide the Board

with a cost breakdown to have this assessment completed. However, due to elections and the budget process they did not feel it was an appropriate time to present this request to the Board, but feel now with the Fire Station plans being completed and discussions of a possible joint “safety complex” being discussed Chief O’Brion feels the time is now to identify the space needs of the Police Department.

Troy states what they are looking to accomplish is to have a professional come in and interview staff and inspect the current building site in order to help identify the current deficiencies and provide a recommendation for the size of a new station to meet the current and future needs of the Police Department. This would let everyone involved know what is needed in terms of space for now as well as the future space needs for the Department, and allow them to see what can be done in the short term as well as the long term building size that will be needed to accommodate the Police Department. Troy tells the Board right now they do not know what the footprint for a Police Complex should be, and that has to be identified. Especially if the Board is looking at the Police Station being added onto the Fire Station in the future as previously discussed.

Troy mentions the Police Department has Impact Fees in the amount of \$8,110 with more to come in the Fall (due to new developments being built), and Municipal Impact Fees of \$300. The quote from the architect involved a larger body of work to be completed than necessary in order to move forward now and totaled \$11,400. Troy is suggesting the scope of work be reduced to the need assessment, space needs program and the site analysis and the Board of Selectmen authorize Captain Ben Sargent and he to negotiate a contract that would not exceed \$8,000 in order to keep this process moving forward.

Board continued to discuss this issue and felt the site analysis and concept design plans will be covered in the Fire Department’s plan and are not needed now, which would reduce the quoted amount more. Troy agrees the square footage design is what is needed at this time. After discussing the Board agrees \$8,000 is enough to move forward with the project at this time. Selectman K. Schaefer **motioned** for the Board of Selectmen to authorize Town Administrator T. Brown and Captain Ben Sargent to proceed with having an Architect complete a space needs assessment/analysis for the Police Department. Using funds not to exceed the amount of \$8,000 from the Police Department Impact Fees.

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

8 Bixby Road Update

Troy Brown states the Board and Building Inspector Kevin Lynch discussed this property a few weeks ago, and he has asked Kevin for an update regarding the progress. The Board had discussed removing some of the junk from the property and getting the building secured for safety reasons. Troy mentioned in a memo Kevin has continued to make contact with the owner of the property who had been ill. A storage container was delivered to the property today, and the owner will be going through and placing items he wants to keep in the container. Troy states they are working on a plan to secure the building, and working on the vehicle situation on the property. It appears some of the vehicles are registered some are not, they are working on having some removed from the property as well. Troy tells the Board the most pressing matter at this time is getting the building secure, in order to protect the safety of the residents. He will

continue to monitor and update the Board on this matter.

Junk Yard License Renewal - 507-A Charles Bancroft Highway

Town Administrator T. Brown states there is an application for an annual junk yard license renewal for 507-A Charles Bancroft Highway. He states Inspector Kevin Lynch has reviewed the application and conducted a site visit/inspection of the property and is recommending approval. Selectman K. Bourque **motioned** for the Board of Selectmen to approve the application for a junk yard license renewal for 507-A Charles Bancroft Highway. Selectman K. Schaefer **seconds** the motion. **Vote carries 4-0-0.**

Administrator Report

Town Administrator T. Brown and the Road Agent are working to resolve an issue with 2 large (10ft. x 20ft.) culverts on Pilgrim Drive and Chase Brook. Troy states it appears beavers have caused the culverts to be clogged up. The Road Agent is working with the State in order to get guidance on how to dislodge this material from the culverts, it appears they probably will have to rent a piece of equipment with some type of a boom, and try and ram/dislodge the material through the pipes. Troy tells the Board tomorrow Jack will be using his remote camera to try and look inside the culverts.

Selectman B. Lemire mentions in the Town where he use to work they had issues with beavers and they had to hire a trapper to relocate beavers on a few occasions. Litchfield in the past has had a few problem areas such as the brook by Colby Road with the beavers blocking up the water way and causing flooding to occur.

Troy mentions there has been an issue with beavers out there before. He states he will update the Board on this matter.

Troy mentions the Saint Gobain base pavement has been completed on the roads in Town. All the work you see going on now is shoulder work on the roads, and hookups still from the main roads to the individual homeowners. He states the contractors and crews are fixing complaints from homeowners who have had issues with mailboxes, erosion issues or cuts at the ends of driveways that need filling.

Troy tells the Board last week one of the 4 ton original air conditioning condensers failed at the Town Hall. They have not received the invoice yet, but it is estimated to be \$3,500. He mentions once the invoice is received he will be asking the Board at a later meeting to use money from the Maintenance Fund to pay for the replacement.

Selectman Reports

Board of Selectmen members do not have any Committee/Commission news to report this evening.

Items moved from consent - None

Other Business - None

Selectman B. Lemire states the Board of Selectmen will recess to have a non-meeting (phone conversation to consult with the Town Attorney) then come out to hold two non-public sessions one per RSA 91-A:II(c) - Reputation and another per RSA 91-A:3II(c) - Compensation. Board of Selectmen will only come out of non-public to adjourn.

The next Board of Selectmen's meeting will be on July 24, 2017 at 6:00pm at Town Hall

Brent T. Lemire, Chairman

Steven D. Perry, Vice Chairman

John R. Brunelle

Kevin C. Bourque

Kurt D. Schaefer