

# TOWN OF LITCHFIELD BOARD OF SELECTMEN July 24, 2017

## Selectmen's Meeting

Members Present: Steven D. Perry, Vice Chairman  
John R. Brunelle  
Kurt D. Schaefer

Absent: Brent T. Lemire, Chairman - Excused  
Kevin C. Bourque - Excused

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork review

6:00 p.m. Call to Order

### **Pledge of Allegiance**

#### **Review and Approval of Consent Items:**

1. Approval of Board of Selectmen Meeting Minutes from July 10, 2017
2. Approval of Payroll Manifest from 7/20/17 (\$51,125.52) & 7/27/17 (\$48,558.70)
3. Approval of Account Payable Manifest from 7/18/17 (\$109,764.97) & 7/25/17 (31,422.13)
4. Treasurer's Reconciliation - June
5. Town Clerk's Reconciliation - June
6. Intent to Cut - (1)
7. Building System Trust Fund Expenditure
8. Acting Police Captain - Temporary Wage

### **Approval of Consent Items**

Selectman S. Perry reads aloud the Consent Items

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the Items of Consent  
Selectman K. Schaefer **seconds** the motion. **Vote carries 3-0-0.**

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

### **Business**

#### **Jonathan Halle - Fire Station Project**

**Jonathan Halle and Chief Fraitzl present:**

##### **a. Review of Draft Site Plan**

Jonathan Halle from WarrenStreet Architects has prepared and shared with the Board of

Selectmen a conceptual site plan for the new Fire Station Project to be located at Liberty Way and is here tonight to review and discuss this site plan. Jonathan mentions about a month ago at a previous meeting he was asked to review the previous site plan design to see how to accommodate for the possibility of a future addition of a Police Station to the site/parcel of land where the Fire Station is being built. He has redesigned the plans from 2008 showing a 5 bay Fire Station and how it would connect with a future Police Station if it were to become a Public Safety Complex. He states the plans he shared with the Board show how the site would look when and if the Police Station is added on, as well as showing just the Fire Station and how it will be located on the site by itself. It also shows how the entrance/exits would appear and the layout of the parking lots (for both) and an impound area for the Police Station. He tells the Board the "L Shaped" concept for the two buildings allows for outside public areas for the two Stations and a private entrance area needed for the Police Station, allowing a safe flow of traffic from all the emergency vehicles and accommodating the public traffic in these areas as well. Jonathan tells the Board this "L Shaped" design connects the two facilities allowing for some common areas, and recommends some modifications to the design if the Fire Station is approved next year. This would be in order not to repeat work if the Police Station is added on in the future. He mentions this building and site plan has been vetted by the Town Administrator T. Brown, Fire Chief Fraitzl and Police Chief O'Brion.

Selectman S. Perry states right now the priority is the Fire Station, they just wished to have the design and site plans reflect the ability to add on of the Police Station in the future because the citizens have wanted a "Safety Complex".

#### **b. Civil Engineering Contract**

Jonathan mentions he reached out for engineering proposals, and has submitted two to the Board. One from SFC Engineering in the amount of \$42,450 the other from CMA Engineers, Inc for \$45,000. Jonathan states SFC gave the Town a proposal for the Fire Station in 2004 and CMA prepared the 2008 project proposal which was not approved by the voters at Town Meeting. He states the proposals are only a few thousand dollars apart, he has worked with both Companies and both are highly qualified, and extremely busy. So it would be the Board preference if they wanted to work with one over the other, but he feels it will come down to who can meet the Boards deadlines in moving forward with this project. Jonathan has informed both Companies he and the Board want this project fully vetted and permitted by November of this year, and their proposals are based on this timeline.

Troy asks is SFC, where they did not do the original site plan would have trouble getting all the information from CMA.

Jonathan states both have done a conceptual site plan and a topography report exists, but a full civil engineering site plan has never been done for this project. They both will be starting from scratch.

Board discusses a few architectural questions with Jonathan.

Jonathan asks the Board if they are ok with he and Troy working with these two Civil Engineering Companies to answer any questions and see who fits best with the Towns deadlines, then picking one and moving forward with the project.

### c. Construction Management RFP

Jonathan mentions he shared a draft RFP seeking a Construction Manager for the Fire Station, and is looking for the Selectmen's approval before sending this document out. He states with the Municipal projects they are involved with, they like to do a qualification based selection. He tells the Board he can do a private select list or an open public list, depending on the Boards preference. Jonathan states he can give the Board a list of 6-8 Construction Managers that have done Fire Stations in the past (which is usually a requirement). However, if he gives a list of 8 he feels 4 may respond because everyone is so busy and it has been an issue. Jonathan states once posted he would handle meeting with the candidates and their proposals, he would then bring the proposals to the Board for review and discussion so they can choose a candidate at the August 14th BOS meeting. Then can have a Construction Manager on Board by the middle of September, and in 8 weeks have a Civil Engineers plan in for the Board of Selectmen's review and comments. This would then allow them to move forward with civil pricing, with a goal of having all the maximum pricing for the building of the Fire Station Project in by the end of November early December.

Board of Selectmen discuss this matter, and the Board agrees they would like Jonathan to move forward with a private select list.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and authorize Town Administrator T. Brown and Jonathan Halle of WarrenStreet Architects to move forward with an RFP of a select list seeking a Construction Manager for the building of the Fire Station Project. Selectman K. Schaefer **seconds** the motion. **Vote carries 3-0-0.**

Jonathan tells the Board that state law reads if you intend to modify a parcel of land that is greater than 2 acres or disturb those acres within a 10 year window it triggers an Alteration of Terrain Permit (AOT). So with building just the Fire Station it is right on the edge of needing an AOT, if the Board comes back next year or the year after and states the Town wants to build a Safety Complex he needs to know now if he is designing and permitting for a Complex or just phase one the Fire Station.

Board agrees at this point it is just for the Fire Station.

Jonathan tells the Board anytime within a 10 year window from this permitting project, if the Town decides to build onto the Fire Station they will have to go to the State and apply for an AOT.

Selectman J. Brunelle states we either go through the process now or later, and asks how much of a delay would it be to the project if they apply for the AOT now.

Jonathan states it would be part of the permitting process the Civil Engineers do now, saving from having to go through the rigorous process again later. He also mentions that once the site plan is approved the State permit does not expire, and if the project fails at Town Meeting because it is a Municipality you just keep bringing the site plan to the Town's Planning Board and seek approval according to Town ordinances.

Selectman S. Perry states the Town does not have to go to the Planning Board.

Jonathan asks the Board if they have a third party contracted Town Engineer that typically does plan reviews for the Planning Board.

Troy states yes Luke Caron is the Town's contracted Engineer, and will review the plans and provide feedback for a fee. Jonathan asks if the Town would like him to review this before the

project moves forward. Troy mentions he has been through this with other Towns, and feels going through the Planning Board process and a third party review sometimes brings out a lot of good discussions between all parties involved. Board agrees and states they will plan on Luke Caron reviewing the plans.

Jonathan states the final piece of information he would like to bring to the Board's attention is regarding the set of drawing he has shared. The drawings are complete and capable of bidding with Construction Managers for a Guaranteed Maximum Price (GMP) at the end of the year. However, the problem he has is two of the subs who were Engineers on this project have retired or gone out of business. So the one who is no longer in business he cannot make any changes with and he has no insurance, the other only did mechanical and has retired and the one who did the electrical has moved to Florida and let his NH stamp expire. So he is not sure where the Board wishes him to go for Electrical and Structural Engineering. He is more interested now with getting this project a GMP and this plan gets approval from the Town, goes before the voters in March with all the necessary price information and plans to support the passing of the project. Then the Board rolls money into funding and addressing the changes that will need to take place after the fact. He would like the opportunity to go back to the Electrical Engineer and show him the original plans they submitted and possibly work something out to have him do a review, stamp that engineering after the review and pay him for updating his plans. He states he has done a lot of work with this Engineer over the years.

Selectman K. Schaefer states the plans are of no use then.

Jonathan states no that is not the case, there is a lot of value to these plans. The Town spent over \$100,000 in 2008 for these plans, and he trying to not have the Town have to invest those kinds of dollars again. There is enough information for a Construction Manager to put a budget together for a Warrant Article to be put to the voters. He can handle and has completed all the building modifications and flipping the building specification for the Police Department with his design software to be able to show the voters all the necessary plans for both the Fire Station and the Police Station. He has not updated the common areas as of yet, but will.

Selectman K. Schaefer asks if work has been done with the Police survey that was to be presented to the citizens of Litchfield.

Captain Ben Sargent states he was able to accomplish what the Boards approved within the specified dollar amount and he is waiting to hear by possibly Wednesday when they will come out.

Board continued to discuss a few of the size specifications for the Police Station and a possible change of location for a fenced in impound area. They discussed the current size of the Police Station is approximately 3,500 sq. ft. and the new building would be 8,000 sq. ft. this does not include the common areas that will be shared with the Fire Department. Board also discussed the possibility of a basement or a second floor being added. To which Jonathan states an elevator and 2 sets of stairs would have to be added to either addition at an approximated additional cost of at least \$200,000. They also discuss an area shown to the back of the building on the site plans, which was a bump out for possible sleeping quarters (if it became a 24/7 full-time station some day), however at this time it will not be added as part of this project. Chief Fraitzl states there are no plans to increase staff, this is not part of this project at this time.

Jonathan states he will be permitting for the whole site Police and Fire, but will be doing the site

plans for just the building of the Fire Station and the necessary access roads and parking associated for this project.

### **Additional Highway Block Grant Funds**

Town Administrator Troy Brown tells the Board the Town should know by this Friday the exact amount of additional Highway Block Grant Funds awarded to them this year. He states these funds are in addition to the \$201,000 budgeted for this year, and is estimating that it will be equivalent to the 2017 Budget amount.

Selectman S. Perry mentions this has not been made official yet.

Troy states the law has passed but is not official, but Friday NHDOT should notify the Town of the dollar amount being given, and from all he has read the checks could be in the mail as early as next week. He states Jack has been working with Continental Paving and he is recommending to finish the Page Road project, from where they left off this Spring. This would be reclaiming and repave approximately a 1 mile section from 99 Page Road to 3A. Also Jack would like to reclaim sections and repave Albuquerque, approximately 1 mile, from Griffin Lane to April Drive. He has shared with the Board a cost proposal estimated to cost \$186,975.00. The balance of the funds will be used on a smaller section of road yet to be determined, they are hoping Cardinal Lane.

Selectman S. Perry states they do not know how much they may receive as of yet.

Troy states he is anticipating \$190,000-\$200,000, and once they know the dollar amount he is hoping to move fast in order to get these roads completed this year. He tells the Board he will place an advertisement in the newspaper for a Public Hearing to accept the funds and the Board can approve the plan sometime in August. Troy states the requirements for this money are specific, they want 100% of these funds to be on new road projects, nothing can be used to subsidize your existing budget. Troy states this allows the Town to complete road projects that would of been scheduled for next year this year.

Town Administrator T. Brown also mentions it has come to his attention there is an old special fund that has been found called "Off Site Improvements Fund" which is under the Board of Selectmen's control. It was for Albuquerque off site improvements and has a balance of \$12,051.94. He states they researched the history of the fund to the early 80's, and it went through different cycles in the building of Albuquerque and included Escrow Accounts, Impact Fees and they rolled all the leftover funds into this "Off Site Improvement Fund" for future improvements. So he feels now is a perfect time for the Board to act and release these funds to be used with these road projects. He states the Board can vote to close and release the funds tonight, or wait to see how the funding comes out from this Highway Block Grant and vote at the next meeting.

Selectman S. Perry questions the intent of this fund.

Troy states it is his understanding Albuquerque was funded and built in sections by different contractors, and after sections got built there were funds leftover. When the project got completed they consolidated all the extra fund balances into a fund called "Off Site Improvements Fund" that would be used solely for Albuquerque improvements.

Board decides to wait to see what happens with the Highway Block Grant and then release and include it with those funds when the time comes.

## **Public Input**

### **Capital Improvement Plan**

Troy tells the Board he wanted to have a discussion regarding the Town's Capital Improvement Plan. He reminds the Board last year they took some funds from the Operating Budget to pay money to NRPC to assist us with a Capital Improvement Plan. They have been working on this and are to a point where it's time to get forms to the Town's Department Heads, School and Committees in order to start receiving projects they see will be needed over the next seven years. Troy feels the plan is really outdated and needs to be discussed and approved by the Board of Selectmen. He is wondering if in the past there has been a Capital Improvement Committee.

Selectman J. Brunelle states one was formed by the Board, and as they went through and figured all the assets then rolled this into the Town Administrator's duties with the Department Heads and the Committee was dissolved.

Troy states he just wanted to make sure the Board was comfortable with this process, and there was not a need to go out and form a Capital Improvement Committee. He felt this would of just slowed the process down, he works with the Department Heads and Committees regularly and feels they can get it updated and complete. They could also decide to hold a public hearing to gather input from the Town. Then present it to the Board of Selectmen for final approval and adoption.

Selectman J. Brunelle states the challenge he had was with the Planning Board and how they were overseeing (Impact Fees) and if they were assigned appropriately to the right programs, and he is not sure if that is worked out.

Selectman S. Perry states the Planning Board had this stripped away from them and have no acceptance/oversight of fees. But states the Town still does not use the Capital Improvement Plan as they should. He tells the Board they should be recognizing the Capital needs and start setting up funds that can actually purchase things

Selectman J. Brunelle states he thought the Town set up a Capital Reserve Fund for this purpose.

Troy states the Town has Capital Reserve Funds and Expendable Trust Funds set up for a few certain issues but not everything that is needed. They also have not been funded correctly.

Selectman J. Brunelle mentions setting up a Town Capital Reserve but not labeling it for a specific need.

Troy states he has looked over the spreadsheet Jason Hoch had prepared and he feels it has not changed all that much. He will update any new things that have come up, and update the costs/expenses. Board continues to discuss this matter.

### **Resignation Acceptance - Russell Blanchette, LCTV Engineer**

Troy mentions he received an email which he has shared with the Board of Selectmen. It is a resignation from Russell Blanchette from the LCTV/Cable Committee. Troy and the Board state it is regretfully they accept this letter of resignation, and it will be a big loss for the LCTV staff and the Town of Litchfield.

### **Administrator Report**

Troy mentions Jack is still working on the Pilgrim Drive/Chase Brook culvert repair. It has been more challenging than expected to try and remove the debris in the culvert caused by the beavers.

He also states he received the bill for the HVAC condenser which was replaced a few weeks ago in the amount of \$3,500. Also unfortunately last week Troy states another condenser unit failed and had to be replaced, mice had chewed through some of the wires causing it to short. So he just wanted to tell the Board for now he will be charging the repairs to the General Fund and continue to monitor the fund throughout the year.

He also wanted to let the Board know that next week he will be on vacation.

### **Selectman Reports**

Selectman J. Brunelle states there have been no Budget Committee meeting to attend. He wanted to mention that he is sure everyone has seen on the news the ransomware attacks happening to many companies throughout the world. He wants to make people aware that it has also happened to Litchfield on a very small scale and nothing was ever lost. He assures the Town has backups in place order to recover things if necessary, but this has forced him to invest in added protection to in order to protect the Town from this type of attack. John state it has become almost unstoppable, and is so simple for the hackers to do. In most cases a user goes to a website and opens a link and next thing you know all their information has been encrypted and they cannot get at it without paying \$400-\$500 in ransom (even then usually not getting their information back). He just wanted to make everyone aware, and if you do not know who something is from don't open it.

Selectman S. Perry states the Planning Board has continued to work on the Master Plan.

Selectman K. Schaefer states as far as the Recreation Committee goes the outdoor basketball courts have been paved and painted, and the camps are using them now.

### **Items moved from consent - None**

### **Other Business - None**

Selectman J. Brunelle **motioned** for the Board of Selectmen to adjourn.

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

The next Board of Selectmen's meeting will be on August 14, 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

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Kurt D. Schaefer