

TOWN OF LITCHFIELD BOARD OF SELECTMEN

September 25, 2017

Selectmen's Meeting

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

Absent: Kevin C. Bourque - Excused

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork review

5:30 p.m. Call to Order

Pledge of Allegiance

Review and Approval of Consent Items:

1. Approval of Board of Selectmen Meeting Minutes from September 11, 2017
2. Approval of Account Payable Manifest 9/19/2017 (\$34,127.65) & 9/26/2017 (\$62,726.19)
3. Approval of Payroll Manifest 9/21/2017 (\$52,632.00) & 9/28/2017 (\$51,576.72)
4. Tax Collector Reconciliation - August
5. Treasurer Reconciliation - August
6. Town Clerk Reconciliation - August
7. Appointment to Local River Management Advisory Committee - Mike Croteau

Approval of Consent Items

Selectman B. Lemire reads aloud the Consent Items

Selectman S. Perry **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

Business

Review 2016 Financial Statements - Melanson Heath

Selectman B. Lemire introduces Frank Biron and Erica Lussier from Melanson Heath

Accounting Firm, who are here to present the 2016 Audit results to the Board of Selectmen.

Erica was the supervising auditor this year and will be reviewing the Financial Statements and discussing the Management Letter recommendations from Firm to the Board.

Erica starts by addressing the Independent Auditors Report, which presents an opinion on the Financial Statements, she tells the Board for 2016 the Town had a "clean opinion" which is the

best opinion had. She asks the Board to turn to page 3-8 of the report which is the Management Discussion and Analysis portion (MD&A), this section she states puts into words what the number say. Erica tells the Board instead of reading this section she would like them to turn to page 9 and she will review the numbers on the Statement of Net Position Report. This report consolidates all of the Town's Funds into one column of Governmental Activities and is presented on an accrual basis of accounting, it records the Long Term Assets and Long Term Liabilities. The Town's Long Term Assets are comprised of the Capital Assets, which include the town buildings, land equipment and infrastructure. She mentions most of the numbers are similar to what has been presented in the past, but there are a few numbers she would like to point out to the Board that have changed throughout this year. The first, is the Net Position Liability (located under Noncurrent Liabilities) in the amount of \$4,923,838, this is the result of Governmental Accounting Standards Board Statement #68 (GASBY 68) which came into effect in 2015 and is the second year it has documented on the Financial Statement. This requires the Town to report on its Financial Statements the Town's portion of its NH Retirement Systems total Unfunded Pensions Liabilities. She states this number increased 1.6 million dollars from the prior year, which is approximately a 50% increase. Erica states there are a couple of factors that go into why this increased. But would like to point out this amount does not affect the Income Statement during this current year, it is deferred and amortized over 5 years. She tells the Board the Deferred Outflows of Resources amount \$1,398,313 is an offset to this increase from last year to this year. Erica mentions a footnote on page 28 which will highlight some of the things that caused this increase, the three major are the

1. Net Difference between projected and actual investment earnings \$308,061, which is due to the investments having a poor result from one year to the next.
2. Changes in assumptions \$605,968, which is the largest contributing factor in causing this increase. The Net Pension Liability is actuarially determined, and caused by changes from assumptions they were using from one year to the next. She mentions the biggest change was to the discount rate, due to the poor investments the actuaries changed the discount rate being used. It decreased it from 7.5% to 7.25%. This increases the Town's Liabilities, because they are expecting your investments not to do as well.
3. Changes in proportions and differences between contributions and proportionate share of contributions \$297,211. Litchfield's proportionate share of the NH Retirement System in 2015 was .08% (which seems small) but the NH Retirement Systems total Unfunded Liability is 5 Billion dollars. So when you change the percentage from .08% to what it was in the current year 1.09% this affects the Net Pension Liability which was reported on page 9.

Erica has the Board return to page 9, she reminds them the increase discussed in the Net Pension Liability of 1.6 million dollars, is offset by the Deferred Outflows of Resources and the increase will be amortized over 5 years. The next items she would like to discuss on this page is the Unrestricted Net Position (\$1,847,171) and this figure is in the negative due to the Net Pension Liability, and this is fairly common.

Erica has the Board turn to page 11 Governmental Funds, which she feels are more useful figures because they show how the Town maintains their books. She mentions there are three columns, the General Fund (Chief Operating Fund), the Nonmajor Governmental Fund (Trust Funds, Special Revenue Funds, and Capital Project Funds) and the Total Governmental Funds.

Erica moves to the General Fund column, it is fairly consistent to prior years but she would like to highlight a few changes in this years. First the Cash and short-term Investments of \$9,237,681 increased by 3.6 million dollars from the previous year. However, due to the School Districts \$7,306,898 which also increased by 3.2 million dollars during the course of the year. So the Town's cash increased, but the liabilities increased as well due to the School District increase, which means the Town will owe the School District over the next 6 months. Due to the Town operates on a calendar year and the School on a fiscal year, this is the second half of the school's assessment.

Erica moves to the most important figure in the Financial Statement, in the General Fund column, under the Unassigned Fund Balance in the amount of \$1,299,656. She states bond rating agencies like to see this number between 5-10% of the Town's Operating Expenditures (the Town does not currently have any Bonds). So currently this figure is 24.6% of the Town Operating Expenditures, which is very strong Fund Balance and is very favorable. However, she mentions the Department of Revenue has a different way of looking at this, they do not look at just the Operating Budget but as a budgetary basis including the Town's Operating Budget as well as the School and County assessments and like to see it between 8-12% of the overall Budget. When calculated this year the Town is at 8.45% (same as last years) so Litchfield is within the Department of Revenue's guidelines. Erica states the Unassigned Fund Balance just mentioned was up by about \$25,000, and has been maintaining at this level for the past 6-7 years. She states the Town did use Fund Balance during the course of 2016 for its budget process, however the Town was still able to maintain a very strong Fund Balance and increase it by \$25,000.

Next Erica directs the Board to page 15 which is the General Fund - Statement of Revenues and Other Sources, and Expenditures and Other Uses - Budget and Actual, for the Town of Litchfield.

This page has four columns the Original Budget (starting), Final Budget (ending), Actual Amounts (Budgetary Basis) and Variance with the Final Budget Positive (Negative). She mentions the Use of Fund Balance in the amount of \$134,974 (Original) is what the Town used in 2016 for its Budget. However, it was not used for operating type items, it was used for specific Warrant Articles. This is what they like to see the Town use Fund Balance for, specific one time items for your Operating Budget. She mentions if you look at the Variance column the Total Revenue amount is \$183,102, this is the revenue surplus (the amount the Town beat the Budget by in Revenues). This amount is primarily made up of positive motor vehicle collections, and motor vehicle collections in excess of the Budget. Next under Total Expenditures (or Department Turnbacks) in the amount of \$42,573, this represents the amount the Departments did not spend or encumber at the end of the year. Erica mentions the figure at the bottom of this Variance column the Excess of Revenues and Other Sources over Expenditures and other Uses in the amount of \$225,675 this is how the Town did overall with their final Budget (how much they beat the Budget by). Keeping in mind the Town did use Fund Balance in the amount of \$134,974, so the Town was able to recoup what was used out of the Fund Balance during the year.

Moving on to page 16, Fiduciary Funds (or Agency Funds), and are made up of School Trusts and various Escrow Funds. These funds are fairly identical to the prior years figures.

Erica states the rest of the documents are footnotes to the rest of the Financial Statements, which give a little more information on the numbers discussed. To summarize Erica mentions the Town has an overall strong Fund Balance and has maintained this for a number of years, as well as a Revenue surplus, and Departmental Turnbacks netting overall beating the Budget by \$225,675. Meaning the Town was able to recoup what was used out of the Fund Balance for the year. The Town has no bonds payable, which makes the Town in a favorable financial position. Normally Erica states they would next discuss the Town's Management Letter, however for 2016 the Town did not have one. In 2015 she states there was a letter that outlined some areas they felt improvements could be made, because as part of the audit they do not just look at the numbers. They look at operating procedures and internal controls to make sure things are operating effectively. The items on last years Management Letter were the Trustee MS-9 report, which had not been prepared accurately. But was completed properly this year and no longer an issue. The other item was the uncollected Ambulance Receivables the Town had. However, during 2016 the Town implemented a Policy and Procedure to deal with the collection of abatements of old ambulance receivables, and this is no longer an issue. Erica mentions there were a few housekeeping suggestions during the audit, but they did not warrant a Management Letter.

Selectman B. Lemire states the Citizens of Litchfield should be happy and proud of what everyone is doing to manage the affairs of the Town.

So in closing she states the Town has a "clean opinion" and has no long term debt which means the Town is in a strong financial positions. Erica states the audit went smoothly and as usual the staff was very open and willing to assist in any way and were a pleasure to work with.

Selectman B. Lemire would like to credit the Department Heads, Town Administrator and the Employees of the Town for all their continued hard work.

Selectman S. Perry states with the Unassigned Fund Balance of 1.3 Million, Erica mentioned bond agencies think 5-10% is preferred, and Litchfield currently stands at 24.6%. But the Department of Revenue likes 8-12% and sees the Town at 8.45%. So if the Town was to expend \$300,000 of this Unassigned Fund Balance, and did not make it up as the Town has in the past. How bad would that look if the Town dropped to say 6%.

Frank Biron states the Town has been pretty consistent for the past 6 years and consistency is good the Town is in a good financial position. If the Town dropped by \$300,000 and was able to recoup some of this as in the past, it might not be so bad. However, if the economy turned and motor vehicle receipts did not come in or increase as they have then the \$300,000 could go even lower and create a deficit for the year. This you would have to watch out for. As Erica mentioned it is not recommended to use these funds for operating expenses, more for one time only projects.

Selectman S. Perry states that is what he was thinking of, if the Town purchased something large and wanted to put some money to it in order to drop down funding from the start or to make an extra payment. Wanted to know how bad would this look for the Town.

Frank Biron states \$300,000 would not be all that bad, but it could always become a cash flow issue.

Troy states the Town has been pretty consistent, and taking out \$100,000-\$130,000 for a one time Expenditure is one thing because they have been able to replace it, more could be an

issue and may take years to get it back to where it is today.
Board thanks both Erica and Frank.

Public Hearing - River Access

Selectman B. Lemire states after he reads the Public Hearing Notice, he would like to take a moment before opening the hearing to update everyone on information they received today from legal counsel. He reads aloud the notice:

**Litchfield Board of Selectmen
NOTICE of PUBLIC HEARING
Merrimack River Access Site**

The Litchfield Board of Selectmen will conduct a public hearing on Monday, September 25, 2017 at 6:00pm at the Town Office Meeting Room, 2 Liberty Way, Litchfield, NH. The purpose of the public hearing is to discuss the recommendation of the Litchfield River Access Subcommittee to construct an access road and parking area at 296 Charles Bancroft Highway for kayaks, canoes and other hand carried boats. Residents wishing to speak on this matter are invited to attend or comments can be sent by email to: Tbrown@Litchfieldnh.gov or mail to Town of Litchfield, Troy Brown, Town Administrator, 2 Liberty Way, Litchfield, NH 03052.

Selectman B. Lemire states the Town Administrator and the Board wanted to make sure everything was done properly for all involved, so they consulted with Legal Counsel regarding who is responsible to approve this project the Board of Selectmen or the Conservations Commission. They were advised there were a couple of gray areas within the law, but basically due to it being Conservation Commission property they have the authority to determine what functions happen or go on their property. He will read what Legal Counsel stated. Before opening the hearing he would like to ask the residents, colleagues, and friends to please keep comments pertinent to the point and please nonrepetitive. There will be no personal attacks, the first to do so he will shut down the Hearing immediately. He states we may not all agree, but we all can have a constructive dialog.

Selectman B. Lemire reads aloud what Laura from the Town's Legal Counsel stated:

“For some reason, and I do not know the reason, the selectmen have to approve the purchase of property by the conservation commission. This isn't actually approval of the expenditure of the funds—just the acquisition of the property. The selectmen have no authority over the expenditure of conservation commission funds.

Because this property was purchased with conservation funds, I have to assume that it is conservation property. Usually, there are some sort of restrictions in place when the town purchases such property. Is there anything in the deed that speaks to this? Even without that, though, I would argue that the property cannot be used for anything other than conservation purposes.

Because the conservation commission acquired it, they get to manage and control it.

I would really need to know more about the project to opine on whether conservation commission funds can be used to build the road, parking area and path. The commission has the authority to ensure the proper “utilization and protection of the natural resources and for the protection of watershed resources” in the town, so in theory, yes, I think they could be. While these improvements would certainly be covered by the town’s insurance policy, it is the conservation commission that would be responsible for regulating their use”.

Selectman B. Lemire states the Boards job tonight is to conduct a forum for the town’s people to express their opinions and comments regarding this River Access Project. So he will ask Jayson Brennen, Pete Psaedas to come forward and highlight the project for those who have not heard their presentation before, then the public comments can begin.

Jayson states he will try and review this as fast as possible. He mentions this River Access Project began from a poll they started on a facebook page, asking for things residents would like to see in town. They received 1850 votes cast, and river access was the number one thing everyone wanted to see. This then lead to a lot of discussion regarding river access. He and Peter spoke with the Conservation Commission and a 12 member River Access Subcommittee was born.

He states the goal of the River Access Committee was to try and find the most suitable location for small craft boats, canoes, and kayaks to gain river access in the Town of Litchfield. They researched possible sites all along the Merrimack river, some which were privately owned, owned by the State as well as owned by the Town of Litchfield. They then developed criteria on what would make a site suitable, which included gentle slopes to the water, visibility and safety, amount of trees needed to be removed (if any), river conditions etc. Jason mentions at this time they did site walks of there most suitable sites to see how the criteria they set up worked within each site. Most were ruled out due to the steepness of the slope to the river, or the private property owner did not wish to allow access to their property. Jayson mentions they took a long hard look at the State owned site, because that was the spot they were hoping would be perfect. But instantly they became aware this would not be the case due to the very steep banks (20-30 ft. high) leading to the river. They also talked with the State Department of Shoreland, and were told they would not grant a shoreland, or excavation permit for this location due to the steep slope.

So during these walks they found the location at 296 Charles Bancroft Highway, it suited all the needs and requirements and criteria the Committee was looking for. Jayson states this land has a gentle slope, somewhat of an access ramp already in place, no trees need to be removed, was also visible from the road (3A) and came down to the only site that could possibly be used. They then found out this property is owned by the Town, the 13.6 acres was purchased by the Conservation Committee for \$610,000 in 2014. He states there is 1200ft of frontage by the road (3A) and 200ft of frontage to the river. While walking this site, they came up with a few options, and locations for the entrance road.

1. Follow the existing farm road, but the Conservation Commission did not like this idea because it split the land in half.
2. Follow the south side of the property line down close to the river area and have a small parking lot for 6-10 cars.

They then met with the farmers who are currently farming the land to see what concerns they may have. Their main concern was people having access to the fields and vandalizing or taking product out of the fields. So they came up with option

3. Was to bring the driveway and parking lot only part of the way down, this would allow the

Police and others to see any cars from the road.

Jayson states they met as a Committee a few weeks ago and after reviewing the options decided as a group to move forward with option #2. This options was best due to this being a carry and drop in river access plan (too far to walk carrying a boat with other option). Also for ADA Compliance issues this was the best option. So with as low impact and minimal disturbance as possible to the area their proposal is as follows. They would bring the road down along the southern property line. There would be a locked gate up by the entrance from CBH, along with an entrance sign. There would be a second gate further down on a gravel road that will be approximately 20ft wide and 525 ft long, it will be wide enough for fire trucks/apparatus to have access to the area and river. There will be fencing or a variation of boulders/trees along the road to prevent access to the farm fields, and a 50ft X 75ft parking area with additional signage posted stating rules and that it is for Litchfield residents. The Committee is also looking into the possibility of installing security cameras if necessary. Jayson mentions there will be a pathway (one already exists) to the river for boat access (carry/drag in only). There is currently a 250ft shoreland line, so anything within that area they may need to get a permit, but they have already discussed this with the State and do not foresee any issues. Jayson mentions Police Chief O'Brion stated he does not see an issue, this will be part of an Officer's patrol. He feels the more police presence people see over time the less likely there will be any problems, and being right off 3A he does not see security being an issue. Jayson reminds everyone there is no boat ramp being constructed on this site, it is a carry and drop in site only. Jason states they also reviewed ADA Compliance issues and the only requirement is a 3ft wide path which has to be hard packed, he also states the area will be wheelchair accessible.

He mentions they see no State permitting issues, and have done deed research and there are no covenants, and have checked into construction options. He states they have vetted these properties and options every which way possible, they have reviewed everything with the State as well. They have left no stone unturned, and this piece of property has checked off all the requirements necessary. So out of the 13.6 acres the Town/Conservation Commission owns they are proposing to use only a little over one acre of this property.

Jayson mentions next the Committee checked into what costs will be associated with this project. It came down to two options, one is to use the Army Reserve to help and support construction. Rich Lascelles approached the Army Reserve for assistance, and upon their inspection they felt it was a great project for them to construct for training. It is not an easy task to get the Army Reserve's approval, but the Conservation Commission and Board of Selectmen have to submitted an application to the Army Reserve for the construction of the road and parking lot area, they are looking for their assistance with construction in May of 2018 and are waiting to see if they approve the project. Peter mentions if it is approved the cost with the Army would be for fuel and any necessary materials. Jayson also mentions Rick Charboneau owner of Continental Paving has agreed to donate all the necessary rock and gravel for the project. Jayson discusses the breakdown of pricing. Option one is to use the Army Reserve to help and support construction (approximate cost \$7,600) or option two if they go with a combination of volunteers and contractors (approximate cost \$28,600). Other expenses are for the signage, fencing/gates with option 1 the Army Reserve, and with option 2 and largest expense is for the installation of the fencing/gates if it is contracted out (they will save if it is something that can be

done by volunteers). They are hoping to get approval by the Army Reserve as the best option for all.

Jayson tells everyone they came into this with 100% good intentions. They feel the people in Town just really would like to access the river. He has personally canoed 4 time in the past 20 years, and is not an avid canoer by any means but thinks this would be a great amenity to the Town. He states Litchfield is the only town from Concord to Lowell without any river access to the Merrimack.

Selectman B. Lemire states for those just joining to please keep comments pertinent to the point and please nonrepetitive. There will be no personal attacks, the first to do so he will shut down the Hearing immediately. He states we may not all agree, but we all can have a constructive dialog. So he will just call on individuals to come forward state their name and address and to make a brief comment/statement.

Gene Porter, lives in Nashua and is Chairman of the Lower Merrimack River Local Advisory Committee (LMRLAC). The Committee was formed in 1990 after the Lower Merrimack River received designated status as a protected river due to their outstanding natural and cultural resources. He states their job is to protect the river, and they review projects taking place on the riverbanks. LMRLAC are strong advocates for public access to the river, they feel it is better protected with more usage. He feels the River Access Committee has done a wonderful job researching this project for small carry in boats to access the river in Litchfield. There is very little access along the 17 mile area Jayson discussed. He states his Committee strongly supports this low impact access. Also the State Public Water Access Advisory Board has been looking for access out along this part of the Merrimack River for years, and they strongly supports this project and are glad to see the Town's initiative as well.

Thomas Levesque, thanks Jayson Brennen for a wonderful presentation. He states he is not opposed to the boat launch, just opposed to it on this particular piece of land. He understands it is the perfect piece of land, but has some information he would like to hand out to the Board of Selectmen and to Jayson. Mr. Levesque states he shared the Conservation Commission minutes of August 7, 2014. With a highlighted quote "at which time to accept \$610,000 to purchase and keep the property for agricultural use and perpetuity." Next he shared the Board of Selectmen minutes from August 11, 2014, he highlighted a quote - "will be stating usage as agricultural or open space".

Again he shared the Conservation Commission minutes from October 2, 2104 with a quote highlighted - "meaning predominantly used for agricultural use".

Selectman B. Lemire mentions for the people outside in the lobby area, that in the October 2nd minutes Tom is referring to the first item where they are discussing the purchase of property at 296 CBH. B. Lemire reads "Richard Husband drafted up declarations of Conservation covenants and restrictions for the Town to record, mainly for agricultural purposes. Litchfield Conservation Commission agrees that RSA 477:45-47 (Item A) should be amended to include the wording predominantly used for agricultural use. NH Fish and Game has not responded to Joan McKibben's regarding questions regarding a boat ramp for only "hand carrying" boats, kayaks etc."

Tom Levesque shares another highlighted quote from the Conservation Commission meeting minutes from January 8, 2015 - "Covenants from certain town owned property - from Town Counsel Laura Spector- Morgan, she sent an email dated December 8th to Joan McKibben as a reply to email sent to Town Counsel with the verbiage that LCC drew up as a template to use for our conservation purchased properties. Town Counsel states its and unenforceable declaration because it is an agreement not between anyone and not supported by any consideration. Moreover, it is an unnecessary declaration, because when the Conservation Commission purchases property with conservation funds, that land must be managed in furtherance of the purposes of RSA 36-A, which is properly utilized and protect the natural resources and watershed resources of the Town.

Tom also shared a quote from the Board of Selectmen's meeting minutes on January 12, 2015 discussing the Agricultural Commission which the Conservation Commission discussed with the BOS on a few occasions - " management, and protection of agriculture and agricultural resources, tangible or intangible, that are valued for their economic, aesthetic, cultural, historic or community significance". He mentions Selectman F. Byron states that there was a meeting conducted by the Planning Board which discussed the goal and objectives of the people living in Town, one of those goals was to keep agriculture character within Litchfield. He mentions that the Master Plan for the Town as well as most documents mention the desire to keep agriculture as a priority within the Town. He mentions that the Master Plan for the Town as well as most documents mention the desire to keep agriculture as a priority within the Town". Tom states this wraps up his presentation. He personally is for the boat launch. Just not at this particular location, because of the aesthetics of this particular field. As one of the former members of the Board on the Conservation Committee indicated to him, this is the number 2 piece of land in Litchfield to be preserved for agricultural purposes. He states he is not handy with a computer and was unable to get the RSA or the NRPC survey which was done about 12 years ago where this particular piece of land was listed as number one. He thanks everyone for their time.

Marion Colby, she states she is representing the estate of her sister Carrie Colby at 318 Charles Bancroft Highway. As an abutter to this project, she states until seeing the notice for this Public Hearing no one asked her or her family their opinions on this project moving forward. She currently rents the land on their property to McQuesten Farm, and she feels she needs to take care of their interests and their not wanting to have people tromp all over the field. Marion mentions she has a 2-½ acre house lot for sale, and feels it would impact the sale of this property because it abuts this town property. So she is speaking against this project, because of the potential problems with her own home and land, the land she has for sale, as well as the interests of the tenants who rent land from her. She has 1200 ft of river access on her own property, but this project is just too close and would have people tromping over her land.

Tim Wade states he has not lived here as long as some. But three years ago when he was on the Planning Board the boat launch was talked about. It was before buildings were built along the river at the golf course. He states there were people on the Board who talked about using a certain building lot, but then when they went and looked and saw how steep and far down the river access was they realized it was not a possibility. He states for 30 years the town has talked

about this, our children have grown up without having river access. He was an extensive kayaker and canoe person before coming here, but has been unable to practice. We are not a rich Town, we cannot go out and purchase all the land we want in order to have the perfect site to meet everyone's perfect needs. We have had a history in Town, including 30 years ago where some in town who opposed a project (particularly the Charboneau project in the southern part of Town) where they got so fed up with people who were martyrs in Town. Even in Hudson when Revenue went to the Town, where the Circumvential Highway Project was crossing over the river at the time, some people thought oh no we have to go against this. He states we have had this continually over 30 years instead of looking at our Community, and we are a Community. We built a high school we have taken and done many other things as a Community, we extensively expanded Darrah Pond over the years because we know as a Community we need something. This project is something, you don't need a boat you can walk down. And if someone wants to take and do damage to farmland, that can be done all over the place in Town. We as a Community will self police this area, there will be people down there all the time, the most safety you have is presence. So he is in favor of this because we are a Community and we need to do things as a Community and be good stewards. If we are bad stewards then shame on us as a Town, but he does not believe we will be bad stewards. We will do a good job and be good neighbors.

Judy Brennen who lives on Aldridge Street in Litchfield, states she can understand the concerns the abutters. Her property abuts the Litchfield forest. So at the edge of her property they have the parking for the entrance into the forest, and she deals with hunters, cleaning up litter, beer cans etc. But feels the Town cannot make progress and make things better for the Community just because we don't want abutters to be upset. She understands how abutters feel, but the Town would not have Campbell High School because people living there had concerns. Or the new lacrosse fields along Albuquerque, their parking lot is set back away from the road and cannot be seen, and does not know if they have had issues with illegal things happening. But there were a lot of abutters who had genuine concerns, there will always be abutters. But we made progress to work for the Town as a Community. There is no place in town she can think of to build that would not have abutters that would be impacted.

She does not want to play down concerns, because she had them and still deals with being an abutter issues. But feels regardless of what is proposed be it a boat ramp or another ball field or expanding Darrah Pond or building an Elementary School there are always going to be abutters with concerns.

Steven Calawa at 168 Charles Bancroft Highway, states that on Saturday the Litchfield Historical Society hosted the Merrimack Historical Society at their building in the center of Town. They informed them Merrimack is beginning to build a park, which will be going all the way to the river providing river access. So Litchfield Historical thought wouldn't it be wonderful if we had one on this side across from theirs. He mentions there is a site with river access at the old Sevigny property at the end of Stage Road, years ago they had a road leading down to the river. He states there would be no abutters at this location only the Town, it is the Town's property. Steven mentions his cousin Charles McQuesten farms the land being discussed, and states he

uses pesticides. So he wants everyone to be aware of this, you cannot come back in a year and say you can't use pesticides on the property because people are boating. Because keeping this property agricultural was the primary reason for the purchasing of this land.

Eugene Berg at 294 Charles Bancroft Highway, states when the land was purchased it was to preserve farmland, and is afraid the loss of farmland is only going to be eroded with each new project. He likes the farming feel of the Town, thinks that is what makes it special and hates to see more and more of it disappear. He mentions he has put a kayak in on the Merrimack, and usually uses the Pearl Harbor Bridge area. This spot is very close to the road, there is parking and although there are a couple of rocks (he feels can easily be moved), the distance to the river is much shorter and the slope is just a gentle as the area being discussed. He feels this would be a much better solution, and less disturbance to the farmland in town.

Peter Ames from 21 Moose Hollow Road states he is a member of the Recreation Commission, he would like to express the support of the Recreation Commission for this project. He is for creating opportunities for recreation in Town. Peter feels the river is a unique feature of Litchfield and thinks this would provide great opportunities to meet folks and enjoy the river.

Josh Lane at 375 Charles Bancroft Highway, states he has lived here his entire life. Back when he was a kid folks never wanted access to the river because it was dirty. Now the river is clean, and there are a lot of kids and recreation in this Town, and feels there is no reason why they should not have access to the river. He states there are other sites available, and there are plenty of opportunities like Marion Colby's site that she is actually willing to talk with the Town about selling. He grew up farming this land since the age of 7 years old, and knows the property that is being discussed for this project. Josh states it is a very small impact for a farmer for one little road to go through there, and does not believe this needs to be such a huge deal with all the land available in this Town. There is no reason for it. If the Town is not going to give people access to the river, he feels they are going to get it anyway. The Town owns this land, and the Town can do what they want with the land, just because you lease the land does not mean you own it. You can farm it all you want, but the Town still owns the land, you can't tell someone they cannot do something with their own land.

He mentions he just built a brand new house in this Town, and has paid a lot of money for Impact Fees, Change Usage, and driveway fees to the amount of \$30,000. So that money he feels should go back to the Town, not be just left in an account to be used for something else. Give it back to the people who live here. Everyone pays a lot of taxes in this Town so let's do something with it that is good for the Town and the kids good for everyone who lives here.

Roger St. Laurent from 26 Nesenkeag Drive, he states he is currently on the Conservation Commission. He states ever since joining the Conservation Commission it has been one of his top priorities to find a place to have a boat launch. Growing up in Town all his life, in the 50's and 60's he can contest the Merrimack River was an open cesspool. Now it is a beautiful river and its a shame more people cannot get down there to access and enjoy it. He states the Sevigny property that was talked about (across from the Library) is totally out. They have looked

into this and it is a 30 foot drop to the river, and the area by the road it not large enough for parking, you would get clipped trying to enter or exit it is not safe. He also mentions when this property at 296 CBH came up for sale several members of the Conservation Commission went oh boy a boat ramp, this is an ideal and pristine place for a boat launch. Even though they may be taking away about an acre of land, he feels it is very little to ask. Also if chemicals are being used for farm the land, that will not allow people to walk down to the river maybe we should not be eating some of this stuff..just his thought.

Jacob McQuesten one who farms the land at 296 CBH. He has a question regarding this whole thing that would actually turn this farmland much less useful for his family. He states last year was a very dry year it was a terrible/rough year for farming. If this road goes through, he mentions they use and leave in this area very expensive irrigation piping and pump equipment (it's a lot of work) and asks how are they going to be able to leave this very expensive equipment in this location, knowing it is now going to open to the public. He asked Jayson to enlarge and show on the map the area by the convenient store. He mentions recently he took a walk, his family also farms an area near by this area. There is a road with "no trespassing" signs and a chain link fence, he states there are 3-4 signs posted each year which are always getting torn down. If you take a walk down this road past numerous signs and a gate, you will see a marriott of garbage that would fill a corner of this room. There is also river access on this piece of land, and when he has taken a walk down there are many 24 packs of Bud Light and other trash in the area. He states all this is through uninvited property, these are people who constantly break the law and trespass to go and do whatever they like on this property. So his fear is if people are invited to go into this area at 296 CBH, he feels it would possibly be closed in a few years due to vandalism and constant berating of the area. He mentions it is possibly true if people frequent the area crime may be reduced. But it has been seen many times, not just on farmland, but people drive through a cornfield just because. Granted the Police are great and always come down, but usually the person is already gone. Jake states they would lose a significant amount of income if vandalism were to happen, such as harm to their equipment (a \$30,000 pump) or damage to the fields, and they are a small farming business and could not afford that. He states he would like to know what type of security cameras would be set up, because they could not and do not have any other equipment strong enough to irrigate this land if something were to ever happen.

Eric Ferren a trustee of 301 Charles Bancroft Highway, he states he has major concerns regarding this project. He mentions he has lived in 5 different states, and every boat ramp similar to this he has seen problems. Currently he lives in Northfield, and while in Franklin on a trial similar to this and walking his dogs, he came across 3 very sketchy individuals and he did not feel safe. At this time his stepmom lives at the 301 address, and if people are going into this area to do nefarious things, (like in Franklin there are drug deals and such) it is a quick shot across the road where there is an elderly women living by herself. He lived at 301 CBH with his family and his grandfather owned 297 CBH. He has concerns regarding this being the only section of passing road in this area, and has almost been hit coming out of 301 CBH several times by people hitting the gas in order to pass someone. He sees potential for serious

accidents. He states it was his grandfather who put the road that is there now in for his farming irrigation. He realizes people want access to the river and that it has been discussed to put in potential security cameras and gates, but feels he has not seen it stop people from misusing other public places. So is concerned with what it will bring to this area especially after dark.

Matthew McQuesten from 330 Charles Bancroft Highway, states he is not opposed to river access at all, just feels this is not the right spot. The parking area will be down low, and he feels this will just invite drugs, alcohol and trash like was discussed earlier at another of piece of property they own/farm. He states you will not be able to control it, it needs to be seen by from the road. Taking away the land is not a big deal it's the trouble that would be brought to the Community in 3,4 or 5 years the Town is not going to be able to control it. Matt mentions this and then asks how many in the room remember the skatepark, it was promised and promised everything was going to be done and that area was nothing but trouble. The park ended up having to be closed and torn down. He states if this doesn't work will this be torn down. Matt feels this is just not the right spot, it needs to be visible from the road, and sees this project becoming just like the skatepark.

John Bryant from 16 Arcadian Lane states he is the current Chairman of the Recreation Commission and is on the River Access Committee. He was asked to join this Committee because of how the Recreation Commission felt about this project, because they are looking for projects to help the Town all the time. He mentions the skatepark was before is time with the Recreation Commission, but since his time they have upgraded Darrah Pond extensively for its use. They have built new soccer, lacrosse and tennis courts and expanded the parking lots. When they did these projects they heard from neighbors who said the parking lot will be a disaster because it is located off the road and no one can see it, police will not be able to control what goes on because of it being located off the road and there will be constant problems. John states the Police Department regularly patrols the area, he also self polices the area at least 2-3 nights a week. They do not see people in the area, only one time in the past three years he found a car parked after dark at the tennis courts. Their goal for the River Access Committee and this project was to have a closable gate at sunset and opened at sunrise, Police Chief O'Brion has stated this would be part of the Officers regular patrol. This would also have only seasonal access, the gates will be closed during the Winter with no access to the river. There would be other times of the year, weather it be the Conservation Commission or the Recreation Commission or the Selectmen (he is not sure of the details yet).

Selectman B. Lemire mentions the Board is not sure as of yet either, after the news they received today from Counsel. So they all will have to sit and have some further discussions. John states these details they will work through, the goal is to have communication with the Commission's the Selectmen. He states he is the one anyone, including the Police Department calls if there are problems at Darrah and over the past few years they have had to minor incidents in all of the facilities put together. John states he will not say they do not have people drinking beer in areas, but they have a controlled system with controlled property. When you look at a site up above (private land discussed earlier) that is not controlled by the Town, there is not any way to control the area with no trespassing signs. The Town cannot control it and

cannot change what is going on down there.

He states this area gives the opportunity with security cameras if that path is needed, and because of having access they can make sure they have control of what is going on just like the rest of the parks they have in town. He and the Committee keep saying they can do this as a Town together, he fully supports this project. He is a canoer and would love access to be able to enjoy the river, he could put his boat in the water in Manchester ride it down and take it out in Litchfield, he feels it would be a wonderful place to go.

Matt McQuestion asks if there are cars left in the parking lot after sunset, will the police shut the gate. John and Brent state they would patrol the area, and probably shut the gate. It would be their call how they wish to police a situation such as this.

Selectman B. Lemire states if there are things that have not been discussed or new information someone would like to add please do so now. He wants to give everyone who wishes to speak an opportunity but would also like to wind this hearing down if everyone has spoken.

Diane Plansky at 124 Talent Road she mentions the skatepark was originally brought up by her and she felt it was a good example of what the Town can do, and if there are problems they deal and address them. She states yes the skatepark did get shut down, because that is what we do. If this project became the scariest thing and if people bring in all these things being discussed into Litchfield...she mentions some things she won't discuss tonight are already in our Town some of these people live in Litchfield. But if the worst happens she feels as a Town we will deal with them in a constructive way. She also wondered about the road in front of the field and states it is a double yellow line and is not a passing zone as mentioned earlier.

Dan Vaillancourt from 1 Fallon Drive, states he is here as an avid fisherman and the places he goes to fish people are courteous, clean and not like ones found walking through you back woods that are not fishing or toting a canoe just drinking beer they are out there to fish. People who are coming to a place such as this are there to fish, canoe, kayak and enjoy the river. Conservation Committee bought the land as stated but let's use it. Why are we the only ones without river access and paying taxes in this Town. He feels we can eat fish and eat corn also. He states if he sees something he will take notice or pick up others trash, because he would not want to have this privilege taken away. Carry in carry out boats, with police patrolling, gates open at 6am close at 8pm, with signs stating your car will be towed after that time that will be the laws. Respect is what everyone involved wants and thinks they will get. Dan states it's a beautiful river and wants everyone to enjoy.

Richard Husband from 10 Mallard Court he states he is also on the Conservation Commission. He asks the Board of Selectmen if the next step is for this to go back to the Conservation Commission for a vote.

Selectman B. Lemire states they have to get a final determination from legal counsel, because there have been two different opinions given and they need clarification. So after this public input, they will go back and get clarification then will let all involved what is decided so they can move forward. But it appears this will be going back to the Conservation Commission for final

approval.

Town Administrator T. Brown states one of the things Counsel wanted to review was the legal property deed to make sure there were no Conservation restrictions placed on the property, but due to this email coming in so late today they were unable to provide the attorney with this, but will.

Richard states it appears they will be forwarding this back to the Conservation Commission, and did not want to leave this meeting without clarifying this.

Selectman B. Lemire states from all the information at this point, it does not appear the Board of Selectmen have a dog in this fight. What the Board wanted and intended to do was hold this hearing to hear the public's opinions, but this answer from Legal unfortunately just come in. But they still wanted to hold the Public Hearing this evening to express their views.

Richard would like to clear up what some of the documents Tom Levesque shared this evening. He states there is nothing inconsistent with what the Conservation Commission discussed about this property, and there is nothing inconsistent with this usage. He believes it states in the deed as well as in the minutes Tom shared the primary use of the land would be for agricultural. If 11% is used for the river access this would not be defeating the primary use of the land still as agricultural. He states it is not mentioned in the minutes shared, but Roger had pointed out there was a discussion by some members who were impressed with the fact there would be river access, if the Town's people want to utilize it. But of course some of these discussions were during non-public parts of meetings, which was the case for most discussion on this matter. So you will not find copies of minutes with the Conservation Commission discussing this it was mostly done in non-public. He also wanted to discuss the covenants Tom mentioned he would draft. Richard states that was on a different issue. He suggested drafting covenants for the property deed because there was concern with the Conservation Commission that Town Counsel had not been putting in specific statutes regarding the purchase of properties with conservation funds so it is very clear these are Conservation Commission properties. So for some years there has been some push and pull for some reason it was not being put into deeds, and he believes it did not go into this deed either. So he had suggested he could draft a conservation covenant to make it clear in perpetuity that this property was conservation land. Richard states it is not because he does not trust anyone here, it is 20, 30 or 40 years from now if the Town is short of money they may be looking at that property to sell and there is nothing on the face of the deed stating that it is even Conservation Commission property. He states he was in no way trying to restrict this to agricultural use or to stop river access, that had nothing to do with it. He mentions he does support this and his main concern is for the farmer and does have sympathy for the abutting homeowner, but does not see this as a wild party place. Especially when there will be gates up and people who will be policing it themselves along with the Police Department. As he stated he is concerned for the farmer, but feels the 11% is a really reasonable amount of land. This was considered for a secondary use, and does not know how they would do any better on any other property. He does feel better that Matt McQuestion stated he did not feel 11% was a big issue, they were more concerned with wild parties or destroying property. But he does not see any of that happening.

Kevin Lynch at 312 Charles Bancroft Highway states he is an abutter, and has been a member

of this Town for a good many years. He mention he has had a boat on the river for many years and it has been stolen four times, by locals and non-locals, pumps have been destroyed by people on the boats. Kevin feels if you give more access to the river you are going to have more issues. He has tried to get the north end to have access to the dock there, but that is sacred ground and is Conservation Land that goes down to Moore's Falls. It is a great spot if you come in from Manchester thru the rapids, there is ramp with access to it, but it is sacred ground. He states he is not against access 100%, but thinks you have to consider the reality of this and they will do things you will not expect. He has been here all his life, and when the golf course when in, the Conservation Commission wanted a walkway across all their land so people could walk across someone else's land and they all said no to that. Just feels you have to be realistic, it may be nice to have it but trouble will prevail.

Margaret Ferguson from 94 Charles Bancroft Highway, would like to know when the legal information from Town Counsel is received that Selectman B. Lemire mentioned this evening will it be made public.

Selectman B. Lemire states absolutely. He believes this will be brought back to the Conservation Commission and they will have to take the ball. He assumes they will hold a public meeting, as it will be there decision how to proceed with this land.

Margaret states she was at the only public Conservation Commission meeting they held prior to the acquisition of this land, and at that point in time she believes there were only 4 people in attendance. And at that particular meeting the Conservation Commission voted to purchase the land to be used as farmland perpetuity, it was voted on at their next meeting which was nonpublic and they changed their votes. So as a resident and citizen she has no problem with people using the river she uses it. But has a concern with what her rights are as a resident of this Town. What we can expect from our Government Officials and what kind of influence we should have. Lastly she would like to clarify two points. First she lives on this stretch of road and it is a passing zone (right now you cannot see the lines, but it is a passing zone). Second she was on the Committee, and did not like where this project was. However, she heard this evening there were going to be an area for 6-8 cars to be parked maximum, but quoted in the paper it stated 8-10 cars. So she is guessing at the point when this goes through when are you going to finally get the statistics correct, and what are the parameters, are there going to be cameras because at the last meeting there were, now no because they are going to cost to much. So again she feels there needs to be more specifics about exactly what is going to happen, before the Conservation Commission takes a vote on this.

Jim Cardello 10 Lydston Lane, states he is a realtor in Town and has watched through social media these discussions. He honestly was not sure if he was in support or abstained, because he was not sure how much of the McQuestens land would be impacted and Matt answered this tonight. Which is what brought him up to the podium. He thinks having access in Town certainly enhances the Town from a value standpoint for you property. Jim feels the more you can be progressive as a Town to add potentially more new residents is all a positive thing. He mentions some abutters have spoken this evening and the word abutter sounds like it is a bad term, but it is not. Because you are an abutter does not mean you are against something. He feels this

project will be very positive overall.

Rich Lascelle at 236 Charles Bancroft Highway he has lived in Litchfield since 1979. When he moved into Town we had one gymnasium at Griffin Memorial School with tile on the concrete. Darrah Pond had a gymnasium but it was all boarded up, it got burned a few time. But we went in and built a real nice park for a minimum amount of money, and Darrah Pond now is a wonderful resource. The facility is used all the time. The Town did not have a high school, they didn't know where their kids were going to be going to school they were being kicked out of Alvirne High School. So the Town built Campbell High School, and now is something most in Town are very proud of. Rich states he did not always live a 236 CBH, he lived a 13 Brickyard Drive which was adjacent to the Brickyard field. The people who lived in the house before him had put in a lawsuit to have chainlink fencing to be put up around the field. When he moved in he said he did not care there was a field across the the road. But the first soccer season someone went and parked right in the middle of where his garden was and he was mad. So he went to the Recreation Committee and told them he did need some sort of fence along the roadway, and he would put it up if they would pay for it. They felt that was a good idea, so they did it. Then they asked him to join the Recreation Committee and he did, and has been involved ever since. He mentions he got a call the other day by someone who said maybe they made a mistake in Litchfield, they let all these Developers in and they have built all these houses why couldn't they of kept it like it was, why does the Town need all these new houses. Well he mentioned how far back would they like to go back want to go to 1970, 1735 or how about 1650 when there were just indians here. Rich states what we have here is progress, this is about the best thing that could ever happen to Litchfield. He got involved because he took a look at it and thought oh my god here is this beautiful resource, a beautiful river and why don't we use it. When he was on the school board, he bristled when some Superintendent said that Litchfield had four grades because we were from a lower social economical class, he bristled. He states we are not second bananas to anybody, this is something we can stand high and be proud of. Just like we are proud of Darrah Pond, Campbell High School and proud of everything about Litchfield. Let's just keep making it better.

Tom Levesque just came back from the Conservation Commission and states they will be having a public hearing.

Selectman B. Lemire states that everyone this evening has made him proud to live in Litchfield. If our Legislators both State and Federal conducted themselves as everyone has here this evening he thinks we would be far better off. He speaks for his colleagues here and thanks all for coming out this evening to offer their opinions and suggestions in a manner that was respectful and a credit to the Town of Litchfield.

Jayson Brennen states he would never of thought in his wildest dreams, when he began what he thought would be a little trail down to the river with a few cars to bring a canoe in to dump in the river, would of ever turned into this right here tonight. Which is unbelievably incredible to him. He wants to just say that everyone has different opinions and he respects them all, and thinks the meeting here tonight was great and everyone was very respectful. He thinks a lot of people have moved to this Community because it is a farming Community, we all drive up 3A

and have a big smile on our faces because of all this big beautiful farmland. He has said it before, if the highway or railroad tracks in Merrimack were on this side of the river (our side) we would be Merrimack with strip malls for 8 miles. But we don't we have beautiful farmland. Jayson states the way the Committee put this project together he thinks protects the farmland and provides the people of Litchfield to have access to our number one natural resource which is the Merrimack River. So he wants to thank everyone, and it has been greatly appreciated. Selectman B. Lemire thanks everyone, and closes the Public Hearing. The Board of Selectmen will continue their meeting after a short recess.

2018 Budget Review

Selectman B. Lemire mentions this is a courtesy presentation by Vicki to the Board, and they appreciate this. He states it is a very gray area with the Library and Town and she does not have to be here this evening, but thanks her for doing so.

Library - 4550-20

Vicki Varik is present to speak with the Board

Bottom line change - increase of \$5,151 from \$237,110 to \$242,261

Vicki states this is a 2.17% increase and the majority of this (\$4,374) is from the 2017 Warrant Article that passed for the second year of the Wage Plan Implementation.

Wages (Director) - increase \$1,332

Wages (Children's Librarian) - increase \$767

Wages (Adult Services) - increase \$890

Wages (Assistant Librarian) - increase \$954

Wages (Custodian) - increase \$79

Wages (Page) - increase \$41

Electricity - increase \$179

Heating Oil - increase \$61

Water Usage - increase \$452 (anticipated) Vicki states this is a new line item (#412) due to the Library being hooked up to Pennichuck Town Water. She stated the \$452 was a guess while they waited to receive a bill. They now have and the new amount and is changing to \$639 (this includes the 22% increase coming) She states the Library will have to vote on the new increase which will increase their total from \$5,151 to \$5,338.

Equipment Maintenance Contracts - increase \$105

Water Supplies - decrease \$-13

Postage - decrease \$-29

Library Supplies - increase \$182 (Bank checks)

Equipment Maintenance Repair - decrease \$-58

Septic Tank Cleaning - decrease \$300

Book and Media - increase \$165

Board felt the budget looked well within reason and thank Vicki for coming in this evening.

Parks and Recreation - 4520-10

John Bryant is present to speak with the Board

Bottom line change increase of \$2,154 from \$84,375 to \$86,529 due to

Electricity - increase \$150

Propane Gas - increase \$620

Chemical Toilet Rental - increase \$1,384 - Extra toilet added to the Jeff Lane Baseball field
Troy mentions the Recreation Commission/John are still looking into resurfacing the basketball courts, they currently have bids out and should know more in a few weeks. Board discussed the resurfacing and if the funds should come from Impact Fees or from a line in the Recreation's budget. Board states Impact Fees cannot be used, it comes from their budget.

Troy and the Board discuss they have to turn the completed budget to the Budget Committee this Thursday, but the Recreation Commission will not know their final budget until this bid comes in.

Board decides add John's estimated cost for the resurfacing (\$24,000) into the Budget now and have the Board vote on this Budget. Then when Troy and John present this to the Budget Committee they will have to explain and adjust accordingly from the final estimate.

Selectman S. Perry states this should come as the Rec's proposal and not from the Board because they are not in support of the budget until they get the final estimate on this line. So no need to vote on anything now, John just needs to change his proposal.

Selectman J. Brunelle states the Recreation Commission already anticipated and voted on their Budget with \$24,000 already added in. So the Board of Selectmen's budget should represent this vote, and they can chose not to accept, and use it as a placeholder for now. Board decides not to vote due to not having all the background information as of yet, and decide to let the Budget Committee review and they will explain the circumstances.

Selectman B. Lemire states the final budget number for the Recreation Commission will be \$110,529, but they will defer this budget at this time.

Board thanks John Bryant for coming this evening.

Mosquito District - 4411.20

Town Administrator T. Brown states there is no proposed change to this budget.

Bottom line change - None \$31,150

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Mosquito District-4411.20** in the amount of \$31,150.

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

Selectman S. Perry asks how much has been spent, and are there any ways to improve this or cut it back.

Selectman J. Brunelle states the contract is a flat fee.

Troy tells the Board they will expend all of the contracted amount of \$30,850.

Selectman S. Perry mentions they have to pay regardless if they spray the town or not.

Troy tells Steve yes.

Selectman S. Perry states there is still a Mosquito District Commission correct.

Troy states although there has not been a resignation letter, there is still one active Committee member. Board discusses how it can be a functioning Committee with one active member, and they state it cannot be.

Selectman J. Brunelle asks what does the Board have to do in order to dissolve this Committee. This can be run out of the Health Department. This is literally just the management of a contract at this point in time.

Troy states it would have to be a Warrant Article Question. Board decides to place an ad for membership to the Mosquito District on the boards in Town to see if they can get members before going to Warrant to dissolve the Committee. **Vote carries 4-0-0.**

Cemeteries - 4195

Town Administrator T. Brown states there are no proposed changes to this budget

Bottom line change - None \$7,483

Selectman S. Perry **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Cemeteries-4195** in the amount of \$7,483.

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

Planning Board - 4191.10

Bottom line change increase of \$4,325 from \$39,618 to \$43,943 due to

Wages - decrease \$-175

NRPC Planner - increase of \$4,500

Town Administrator T. Brown mentions there is no increase in the contract with NRPC, but the increase is due to some projects the Planning Board is working on and they are planning on using some extra time with the planner.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Planning Board-4191.10** in the amount of \$43,943.

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

Zoning Board - 4191.30

Town Administrator T. Brown states there are no proposed changes to this budget.

Bottom line change - None \$596

Selectman S. Perry **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Zoning Board-4191.30** in the amount of \$596

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

Conservation Commission - 4611.20

Town Administrator T. Brown states there are no proposed changes to this budget

Bottom line change - None \$2,860

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Conservation Commission-4611.20** in the amount of \$2,860.

Selectman S. Perry **seconds** the motion. He also mentions to the Board that if they find out they are going to be in charge of managing their own properties, they will be needing more funds in their Property Management budget. So the Board can vote this now, but expect it to change.

Troy mentions they use the Prison Program, but also the Conservation Fund they have is used primarily to purchase land, but the Commission can use those funds for maintenance of their

properties also.

Selectman S. Perry states the Board cannot ask or tell them to use those funds. **Vote carries 4-0-0.**

Information Technology - 4150.20

Selectman J. Brunelle discusses this budget with the Board

Bottom line change increase \$15,638 from \$90,445 to \$106,083 due to

Telephone and Data - increase \$1,540 John states this is primarily the run rate, but they had to increase their wireless for the Police and Fire Departments. They also had to add additional ComCast sites at the Highway Department.

Software Support - increase \$4,081 increases in cost to support the environment. John mentions the IT Manager Salary increased from \$12,000 to \$18,000

Equipment Maintenance - increase \$6,600 part of this increase is related to contracts. And for the additional contract for the video and audio recorders for the Police Department. Copies are in this line as well. John also mentions last year they asked to pay up front for 3 years on these contracts to preserve the equipment. There is a result now for not doing it a few years ago because a majority of the equipment has surpassed the 5 year mark, and will not be supported after 2018. Which will mean they have to think about replacing some of the equipment.

Equipment Purchase - increase \$3,417 this is mainly for the copiers. Board discussed leasing options, and had a quote for two copiers in the amount of \$3,416.

Selectman S. Perry **motioned** for the Board of Selectmen to approve and forward to the Budget Committee a bottom line budget for **Information Technology-4150.20** in the amount of \$106,083.

Selectman K. Schaefer **seconds** the motion. **Vote carries 3-0-1.**

Town Insurance - 4196.90

Bottom line change - None \$63,650

Town administrator T. Brown states he does not have the final figures for insurance rates. He states the Budget Committee is aware the rates are not in for Health Insurance, Worker Compensation, Property Liability, etc. So the Board of Selectmen deferred this budget.

Personnel Administration - 4155.10

Bottom line change increase of \$63,644 from \$585,358 to \$649,002 due to

Social Security Taxes - increase \$4,952

Medicare Taxes - increase \$3,073

Employee Retirement - increase \$3,042

Firefighter Retirement - increase \$1,988

Police Retirement - increase \$14,267

Wage Expense - increase \$25,000

Unemployment Tax - increase \$8,480

Workers Compensation Insurance - increase \$2,841

Board of Selectmen defer this budget due to lack of insurance information also.

Revenues

Town Administrator T. Brown states they will be setting the tax rate sometime in early October, so he will bring updated figures to the Board at that time. Board states they do not need to vote on Revenues.

Bottom line change \$63,179 from \$2,391,993 to \$2,428,146 due to

Timber Tax - decrease \$-2,000

Excavation Tax - decrease \$-500

Motor Vehicle Permit Fees - increase \$30,000

Revenue From Federal Government - increase \$52

Revenue From State Of NH - increase \$19

Sale Of Municipal Property - increase \$2,500

Interest On Investments - increase \$3,000

Other Miscellaneous Revenues - increase \$3,082

Default Budget

Town Administrator T. Brown states these figures are not completed. Board defers and will discuss at a future meeting.

Warrant Articles

Selectman S. Perry asks Town Administrator T. Brown what has changed with Warrant Articles since the Boards last review. Troy mentions because the Board had a few discussion regarding the Warrant Article **ALBUQUERQUE BIKE AND PEDESTRIAN PATHWAY EXPENDABLE TRUST FUND** and he did not sense a lot of interest in this Article he has chosen to remove it in order to eliminate the number of Articles this year. He highlights with the Board the remaining Warrant Articles:

ARTICLE 2 - RESERVED FOR PLANNING BOARD

ARTICLE 3 - RESERVED FOR FIRE STATION BOND

ARTICLE 4 - 2018 OPERATING BUDGET

To see if the Town will vote to raise and appropriate as an operating budget, not including appropriation by special warrant articles and other appropriations voted separately, the amounts set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling \$0,000,000 Should this article be defeated, the default budget shall be \$0,000,000 which is the same as last year with certain adjustments required by previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Estimated 2018 tax rate increase is ***Not determined at this time***

Pending review and approval by the Board of Selectmen

Pending review and approval by the Budget Committee

ARTICLE 5 - FULL TIME POLICE OFFICER

To see if the Town will vote to hire a full time police officer effective July 1, 2018 at an annual salary and related costs of \$XXX,XXX and further vote to raise and appropriate the sum of

\$XX,XXX for wages and benefits for the period of July 1, 2018 to December 31, 2018.
 Estimated 2018 tax rate impact: **Not determined at this time**

FT Officer	2018 (6 months)	2019 (12 months)
Wages	\$24,929.00	\$52,998.00
Health (2 person)	\$ 7,557.00	\$18,136.00
Dental (2 person)	\$ 341.00	\$ 818.00
NHRS	\$ 7,337.00	\$15,997.00
Workers Comp	\$ 374.00	\$ 795.00
Medicare	\$ 361.00	\$ 768.00
Total	\$40,899.00	\$89,512.00

*Pending review and approval by the Board of Selectmen
 Pending review and approval by the Budget Committee*

Troy mentions Selectman S. Perry had asked for some additional numbers on this lease purchase, so he has added in a 5 & 6 year quote to the lease purchase for the Board to review. Selectman S. Perry states the 6 year quote does not look to bad. He states Jack really needs this truck and mentioned he needed it more than the roads.

Selectman J. Brunelle asks if the Board can discuss **Article 6**, the Road Improvement Projects. He knows he was pretty adamant about keeping this road improvement warrant in, because he felt they were setting a precedence and people have been appreciative of it. But in light of the fact for better or worse St. Gobain has helped us a little bit with the roads, and the Town has gotten a little ahead of the curve ball. So due to the need of the plow truck for the Highway Department which he feels is much more important within that Department and the needs for the Fire Department he thinks this Article should be removed. Because again he cannot discount due to the PFOA issue and St. Gobain's contributions to the Town regarding the roads, and the extra funds received from that additional Highway Block Grant they have gotten ahead on some of the road projects. Plus they will still be receiving Highway Block Grant money in 2018 that can be used for road projects, without asking for additional in a Warrant Article.

Troy mentioned the Block Grant money does not go very far, he tells the Board he and Jack have discussed they may have to take a look at the way they will resurface some of the roads. Selectman B. Lemire states he has brought this up several years ago. The Legislature has passed a piece of legislation for Municipalities to add an additional amount onto a vehicle registration, it is specifically to be used for road maintenance only. He states Manchester was able to do something like 3 million dollars of road resurfacing due to charging this fee on all vehicle registrations (they are increasing it from \$5 to \$7.50). He states many towns avail themselves to this in order to enable them to maintain their roadways. Board discussed adding these additional fees or keeping it as an addition to property taxes.

Board agreed and decided to remove Article 6 due to having to prioritize what to asked for in Warrant Articles this year. They felt if there was ever a year they could take a break from this it is in 2018 due to all the extra work they received from St. Gobain.

Selectman S. Perry **motioned** for the Board of Selectmen to remove **ARTICLE 6 - ROAD IMPROVEMENT PROJECTS** from the list of Warrant Articles for 2018.

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

Selectman S. Perry suggests the Board goes with the 6 year lease quote. Board discusses.

Selectman S. Perry **motioned** for the Board of Selectmen to change the **Plow Truck Lease Purchase** from an 8 year to a 6 year lease purchase price of \$26,940.

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

Selectman J. Brunelle suggested taking this first years lease payment out of Fund Balance to minimize the tax impact on the Citizens of Litchfield for next year. Board agrees to rewrite the Warrant stating the first years payment will come from Fund Balance and the tax impact will be zero.

Selectman J. Brunelle **motioned** for the Board of Selectmen to take the first years lease payment of \$26,940 from the Town's Fund Balance.

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

ARTICLE 7 - PLOW TRUCK LEASE PURCHASE (Add to unassigned fund balance)

To see if the Town will vote to authorize the selectmen to enter into a eight (8) year lease purchase agreement for the sum of \$161,640 for the purpose of lease purchasing a plow truck with equipment and attachments for the Highway Department and to raise and appropriate the sum of \$20,841 for the first year's payment for that purpose. This lease agreement contains an escape clause. Estimated 2018 tax rate impact: **Not determined at this time**

8 Year Quote 6 & 5 Year Quote

2018	2019	2020	2021	2022	2023	2024	2025	Total
\$26,940	\$26,940	\$26,940	\$26,940	\$26,940	\$26,940			\$161,640

Pending review and approval by the Board of Selectmen

Pending review and approval by the Budget Committee

ARTICLE 8 - THIRD YEAR OF LIBRARY NON UNION WAGE PLAN IMPLEMENTATION

To see if the Town will vote to raise and appropriate the sum of \$10,401 to fund salary adjustments to bring Library employee salaries in line with the non-union employee wage plan, as approved by the Library Board of Trustees in 2015. This article represents the third year of a three year implementation plan. Estimated 2018 tax rate impact: **Not determined at this time**

Recommended by the Library Board of Trustees

Pending review and approval by the Budget Committee

ARTICLE 9 - HUMAN SERVICES AND HEALTH AGENCIES

Troy mentions he has listed and highlighted all the agencies who have requested funds in regular font, and highlighted the agencies the Board funded last year in green. The articles passed last year for the 3 the Board decided to fund.

Selectmen S. Perry states he recommends the Board remove this from the Warrant Articles every year.

Selectman B. Lemire feels these agencies do provide the Town with some support, that we would have to spend from the Welfare Budget.

Selectman S. Perry states then he feels the funds should just be placed back into in the Budget, the voters keep voting for it. Board agrees.

Selectman S. Perry **motioned** for the Board of Selectmen to add the funds listed for three agencies in green totaling \$2,400 into the Operating Budget and remove this as a Warrant Articles.

Selectman J. Brunelle **seconds** the motion. He also mentions someone at the Town Deliberative Session can stand up and ask for money to be placed into the Operating Budget for an Agency they still wish to support. **Vote carries 4-0-0.**

Town Administrator T. Brown states they have a balance now of \$90k but by December 31, 2017 he feels they could have to pay out about \$75,000.

Selectman S. Perry asks could or probably. Troy states probably, it will depend how the end up as the end of the year draws closer.

Selectman S. Perry recommends dropping the sum asked to \$50,000.

Selectman B. Lemire **motioned** for the Board of Selectmen to fund **ARTICLE 10 - TOWN EARNED TIME ACCRUAL EXPENDABLE TRUST FUND** with the sum of \$50,000

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

ARTICLE 10 - TOWN EARNED TIME ACCRUAL EXPENDABLE TRUST FUND (current balance (\$90k but liability of \$75,000 in December)

To see if the Town will vote to raise and appropriate the sum of \$50,000 to be placed in the Earned Time Accrual Expendable Trust Fund as previously established. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2018 tax rate impact: \$0.00.

Pending review and approval by the Board of Selectmen

Pending review and approval by the Budget Committee

ARTICLE 11 - BUILDING SYSTEMS TRUST FUND (current balance \$30k)

To see if the Town will vote to raise and appropriate the sum of \$25,000 to be placed in the Building Systems Trust Fund as previously established. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2018 tax rate impact: \$0.00.

Pending review and approval by the Board of Selectmen

Pending review and approval by the Budget Committee

ARTICLE 12 - RESERVED FOR PETITION ARTICLES

Jeff Lane Update and Irrigation Well

Selectman K. Schaefer mentions he and Troy have been working on this and have received their second bid as requested by the Board of Selectmen. He has shared this information with the Board.

Kurt states it is amazing how these companies price their work, it is worse than a menu at a restaurant. This is due to so many circumstances and unforeseen issues. He tells the Board

they really need to get a lawn going at the Jeff Lane Fields and this is the pricing they have been able to come up with.

Selectman S. Perry states he had an option for the well to be done for nothing, and hoped it would be in before this Board meeting.

Selectman K. Schaefer stated that did not happen, which is why they are presenting the Board with this information. He tells the Board the funds still available are \$83,676, he has shared a breakdown of the tasks they have to complete. The Expenditures currently are \$69,977 (including \$6,500 for the well) leaving them with about \$14,000 to finish the fields after they have completed all the tasks.

Selectman S. Perry asks how much did the Town give originally.

Kurt states \$89,000, the Impact Fee Account has \$65,000 which is what is left from what the Town gave. Through fundraising they collected \$17,800 which is in a Revolving Fund Account. Selectman S. Perry asks how much does the Recreation Commission have in Impact Fees now outside of this account, because this was suppose to be earmarked funds.

Selectman K. Schaefer mentions they stipulated with Recreation that they can come back and ask for more Impact Fees. Kurt states they originally had he thought \$89,500 in the account and they gave designated \$89,000 to this project and kept \$500 in the account. Which was the SawMill Account.

Troy tells the Board they have \$9,500 unassigned in the Recreation Impact Fee Account.

Selectman S. Perry states that is not correct because when SawMill was completed they gave them "X" amount of dollars from what was available, and everything they collected from that point on was to be kept separate.

Kurt states they made a vote to move the funds from SawMill Project to this Jeff Lane Project. Selectman S. Perry states the Recreation Commission does not make that vote.

Board continued to discuss this matter, and cleared up the confusion.

Selectman K. Schafer states everyone has done a great job of finding ways to get thing done, unfortunately it has taken a little longer than expected.

Selectman S. Perry mentions these fields will not be playable come Spring if grass is not down already. Kurt tells Steve to not say that. Kurt states it has been a one man show trying to get this complete and he is so frustrated. It infuriates him to think they may not be able to play on these fields come Spring.

Selectman B. Lemire states there are Impact Fees to do this well.

Selectman K. Schaefer states yes, he just needs approval from the Board.

Town Administrator T. Brown states they are looking for up to the \$9,000.

Selectman S. Perry states when Selectman K. Schaefer asked for this last meeting he thought he was asking for additional money from the Town. But now learned the money is already assigned for the fields, in the Impact Fee Account with funds they still have available. The Board has not bid out on every step of this project, Kurt has. So he should be continuing to manage the project and getting it done.

Troy states they already had the funding available, what they were asking for at the last meeting was a waiving of the Town's Purchasing Policy (requiring 3 bids) from the Board. The Board wanted at least one more quote which is what Selectman K. Schaefer is sharing with the Board tonight.

Selectman S. Perry **motioned** for the Board of Selectmen to waive the Purchasing Policy for the Jeff Lane Irrigation and Well in the amount up to \$9,035.00.

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

	Northeast	Skillings
6 inch well up to 300 feet	\$3,250.00	\$3,300.00
Mobilization	\$135.00	\$0.00
20ft steel well casing	\$0.00	\$640.00
Drive shoe	\$0.00	\$125.00
Pump 1.5hp	\$3,150.00	\$4,850.00
Flow test		\$450.00
Water test		\$105.00
Total	\$6,535.00	\$9,470.00
Additional well drilling	\$12 ft	\$11 ft
Additional well casing	\$18 ft	\$16 ft
Hydro fracture	\$2,500.00	\$1,800.00

Union Sidebar Agreement

Town Administrator T. Brown states the Board has meet with the Police Union and have reached a final agreement, to resolve the pending grievance that was filed. This agreement would take effect September 1, 2017 and all pending grievances will be dropped.

Selectman B. Lemire states they are pleased this mitigates the grievance and arbitration that had been taking place between both parties and that there is a resolution.

Selectman S. Perry **motioned** for the Board of Selectmen to accept the Police Union Sidebar Agreement as stipulated between both parties.

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

Board had a discussion as to why the Police Cruisers are always left running, and what the cost of fuel might be. Selectman K. Schaefer mentions the HLN has contacted the Police Chief and some members of the Board to do an article on this issue. Selectman J. Brunelle believes the Chief has been in contact with someone from the HLN to discuss and inform people as to why this is done.

Fire Station Building Committee

Town Administrator T. Brown tells the Board the Fire Chief, Architect and he have been working on construction proposals for the Fire Station. They have received 6 proposals, have reviewed them and have narrowed it down to 4 they want to have follow up interviews with. Troy mentions they reached out to Chairman B. Lemire saying they would like to have some other folks with

opinions be involved in this process. He is not sure if they are going to call this a Committee, but will be bringing this back to the Board to ask about a formal way of adopting this as a “Standing Committee” as this process moves forward. Currently they have these individuals who are willing to assist in the selection of a General Contractor for the construction of the Fire Station: Troy Brown, Fire Chief Fraitzl, Rene Theroux, Rich Lascelle, Kevin Lynch and Doug Nicholl. They will be meeting on Tuesday October 3, 2017.

Administrator Report

Troy wanted to remind everyone the Town Clerk’s Office will be closed Friday October 6th for Columbus Day and through Tuesday October 10th due to the State of NH updating their software programs so the office will not be able to process any information from the State of NH. This is for all Town offices in the State.

He has been informed that all of the Fall Road Paving Projects by Pennichuck are almost complete. For anyone who has not have their driveways done, they will be coming back to complete all those as well.

Troy also states he received word today the septic plan for the Fire Station has been approved by NHDES.

He wanted to inform the Board that the Road Agent Jack, would like to advertise for a 32 hour part-time position. His current employee informed him he could no longer work the 32 hour position, he would like to remain on an “on call” basis. This would not be a budget item, it is already in his budget he would just be replacing an already existing position.

Board discusses the hiring of part-time employees, and the need for the Board of Selectmen’s approval.

Selectman J. Brunelle states the Board has never been involved in the part time hiring at the Recycling Center or Highway Department.

Selectman B. Lemire states it is the Boards job.

Selectman J. Brunelle states he has no issue with that, but it has to be across the Board for all Departments.

Selectman B. Lemire states we let them do their jobs, but the approval comes from the BOS. Board continues to discuss they have nothing to do with the hiring of any part time individual, such as the latest part time Firefighter that was just hired.

Selectman S. Perry states he made the comment last month that these were our employees and the Board has nothing to do with their hiring.

Selectman B. Lemire asks Troy to check with Legal Counsel to make sure the Board of Selectmen are the legal Board of authority for personnel. He would like to discuss this matter at a future meeting states they should be the hiring authority of all.

Board agrees to allow Jack to advertise for a part-time (32) hour position.

Selectman Reports

Selectman J. Brunelle nothing at this time

Selectman K. Schaefer, states everything has been updated and discussed in the meeting
Selectman S. Perry states the Planning Board meet with the Master Plan Committee for the first time, but unfortunately he was unable to make it to the meeting due to work.

Items moved from consent - None

Other Business - None

Selectman B. Lemire states the Board will be adjourning to go into a Non-Meeting and an Non-Public Session to discuss RSA 91-A:3,II(a) - Compensation

Selectman S. Perry **motioned** for the Board of Selectmen to adjourn the public portion of the meeting.

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

Roll call vote - Selectman J. Brunelle (yes), Selectman S. Perry (yes), Selectman B. Lemire (yes) and Selectman K. Schaefer (yes). **Vote carries 4-0-0.**

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

The next Board of Selectmen's meeting will be on October 16, 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