

TOWN OF LITCHFIELD BOARD OF SELECTMEN  
February 26, 2018

Selectmen's Meeting

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

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 February 12, 2018
2. Approval of Board of Selectmen Meeting Minutes from February 19, 2018
3. Approval of Account Payable Manifest 2/20/18 \$20,268.97 & 2/27/18 \$132,619.38
4. Approval of Payroll Manifest 2/22/18 \$51,936.21 & 3/1/18 \$50,393.00
5. January Reconciliation - Town Treasurer, Town Clerk/Tax Collector
6. Abatements (2)
7. Elderly Exemption (1) - Denial
8. Veterans' Tax Credit (6)
9. Deputy Forest Fire Warden Appointments
  - a. Derek Earle
  - b. Chris Patten
  - c. Jason Hubbard
  - d. Seth Miller
  - e. Jeff Newell
  - f. Brian Kimball.

**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 5-0-0.**

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

**Business**

### **Voting Poll Assignments**

Selectman B. Lemire mentions Election Day is Tuesday, March 13, 2018 from 7am to 7pm at Campbell High School. He states by law the Board of Selectmen are suppose to be present. Selectman B. Lemire can be there at 6:30am to 4:00pm and if needed could be back by 7:30pm. Selectman J. Brunelle states he can be there for the full day. Selectman K. Bourque, Selectman K. Schaefer and Selectman S. Perry mention they can all be there for the second part of the day.

### **Deputy Tax Collector Appointment - Irwin Marine**

Town Administrator T. Brown states this is an action the Board of Selectmen normally takes each year. This year Irwin Marine told Tax Collector Terri Briand the document was not necessary, but since the Town has found out it is needed. Troy mentions he has dated the document effective January 1, 2018, in order to cover any fees the Tax Collector may of collected.

Selectman B. Lemire mentions for the viewers watching this is an agreement between the Town and Irwin Marine. It allows Irwin Marine under State law to act as an agent for the purpose of collecting boat taxes for the Town of Litchfield.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve and authorize Irwin Marine to act as an agent for the purpose of collecting boat taxes for the Town of Litchfield.

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

### **Hudson VFW - Annual Loyalty Day Nomination**

Town Administrator T. Brown mentions the Board is aware they received correspondence from Hudson VFW, and they will be hosting their annual Loyalty Day Awards ceremony on Friday, May 4, 2018 at 7pm. They have invited the Litchfield Board of Selectmen to nominate a town employee (except fire and police) to be recognized on that date. Troy mentions last year the Board nominated David Mellon to receive the award. So he would like 1 or 2 of the BOS to work with him to nominate a candidate. Selectman B. Lemire and Selectman K. Bourque volunteer to help Troy.

Selectman B. Lemire mentions it may be a thought to ask the employees who they might nominate.

Board and Troy agree with this idea. Troy mentions they will work on this and report back to the Board.

### **Public Works Feasibility Study**

Troy mentions last time the Board met they discussed contacting Municipal Resources Incorporated (MRI) to provide a proposal to study the feasibility of changing from a Road Agent/Highway Department to a Public Works Department, that would oversee and perform the duties of Highway, Solid Waste/Recycling, Building and Grounds. Troy mentions if the report came back for the Town to pursue an idea like this, he has seen it in other Towns. He mentions it is a working Public Works Department, the Director would be a working Director (plowing snow, operating equipment etc.). But all three divisions would be managed by the Director. Troy tells the Board when he reached out to MRI they stated there has been a lot of activity with

this in the past 5 years with Towns looking into this. They recently did a study for Chester, NH which he attached for the Board to look over. Troy tells the Board they would come and meet with them first in order to totally understand the scope of work the Board is looking for before beginning any work. If approved the study would cost \$6,000 and MRI would meet with the Board of Selectmen to finalize the scope of work. Then would review budgets, visit infrastructure, talk with staff and other communities and report back with their findings. Troy mentions this study was not budgeted for, however, he would recommend using the Road Agents/Highway Departments Consulting Engineers Expense line if the Board is interested in pursuing this study. Troy mentions he could have MRI come in and speak with them, or they could move to authorize him to proceed with executing this agreement.

Selectman B. Lemire asks if there was any discussion to bring in any aspects of what the Recreation Commission has such as mowing and groundskeeping.

Troy mentions they would reach out to the Recreation Commission to see what they are doing for maintenance and grounds. Primarily they budget \$50,000 for mowing services and Spring/Fall cleanup. Cemetery of Trustees contracts with another vendor for the same type of services, and some other employees do clean up and other services. He feels the report would come back stating the Town could have a small Public Works Department, with "X" number of employees, and the Town would then need to find out how to fund it using existing funds within the budget. He mentions the Police Department had their MRI report done in 2008 and this years Warrant Article finally gets them to their recommended 24/7 coverage (it's suggestions and a work in progress).

Selectman B. Lemire states the Board discussed at length last week, but asks if there are any questions or comments.

Selectman S. Perry hoped they would of given a little more of a detailed report than what is being projected.

Troy states some Towns can move forward with the initial MRI report, others need more a detailed blueprint/report of how to actually move forward and implement what is recommended. Troy states there is no problem having MRI come in to have a conversation with the Board. But does not feel it would change anything, they have done this before and know what and how it needs to be done.

Selectman S. Perry **motioned** to authorize the Town Administrator T. Brown to sign the MRI February 2018 Proposal to conduct a review of the "Public Works" related functions for the Town of Litchfield in the amount of \$6,000.00. Said expense to be charged to the Road Agent Operating Budget Account # 01-4311.10-130 HW Consulting Engineering Services.

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

## **Public Input - None**

## **Administrator Report**

Town Administrator T. Brown states he and Chairman B. Lemire and the Attorneys from PretiFlaherty will be meeting with Commissioner Scott this Thursday at 1:00pm. To follow up on correspondence and several requests they have sent. He states they have not had a face to face with the new Commissioner and hope to get the dialog going again.

**Selectmen Reports**

Selectman had no reports

**Items moved from consent - None**

**Other Business - None**

The Pat Jewett Award Ceremony will be held Monday, March 5, 2018 @6:30pm at Town Hall  
Selectman B. Lemire reminds everyone to vote on Tuesday, March 13, 2018 from 7:00am to 7:00pm at Campbell High School. The next Board of Selectmen’s meeting will be on Monday, March 12, 2018 at 6:00pm at Town Hall

Selectman Lemire motioned for the Board of Selectmen to adjourn the public portion of the meeting to go into non-public sessions per RSA 91-A:3,II(a) - Compensation and Selectman Brunelle seconds the motion.

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

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

\_\_\_\_\_  
Brent T. Lemire, Chairman

\_\_\_\_\_  
Steven D. Perry, Vice Chairman

\_\_\_\_\_  
John R. Brunelle

\_\_\_\_\_  
Kevin C. Bourque

\_\_\_\_\_  
Kurt D. Schaefer