

TOWN OF LITCHFIELD BOARD OF SELECTMEN

March 26, 2018

Selectmen's Meeting

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

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork review
6:00 p.m. Call to Order

Pledge of Allegiance

Oath of Office

Selectman B. Lemire mentions this is the first Board of Selectmen's meeting since Town Meeting voting took place, and there is a new board member. So he welcomes the newest member Steven J. Webber to the Board of Selectmen.
Theresa Briand swears Selectman S. Webber into office.

Board of Selectmen Appointments

Selectman B. Lemire mentions the Board will now select a new Chairman, Vice-Chairman and assign members to Committees.

Chairman - Selectman K. Bourque **motioned** for Selectman B. Lemire to be the Chairman
Selectman J. Brunelle **seconds** the motion. **Vote carries 5-0-0.**

Vice-Chairman - Selectman K. Bourque **motioned** for Selectman J. Brunelle to be the Vice-Chairman.

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

Committee Assignments - Budget Committee - Selectman J. Brunelle with
Selectman K. Schaefer as alternate

Planning Board - Selectman S. Webber

Conservation Committee - Selectman K. Bourque

Recreation Commission - Selectman K. Schaefer

Town Administrator T. Brown mentions they do now have the Historical District Committee, but is not sure if a member of the Board of Selectmen needs to be on this Committee. He will check and report back to the Board.

Review and Approval of Consent Items:

1. Approval of Board of Selectmen Meeting Minutes from March 12, 2018
2. Approval of Account Payable Manifest 3/20/18 \$60,255.92 & 3/27/18 \$79,061.52
3. Approval of Payroll Manifest 3/17/18 \$57,963.83 & 3/29/18 \$51,034.51
4. Elderly Exemption (1) - Denial
5. Veterans' Tax Credit (3)
6. Land Use Change Tax - \$12,500.00
7. Gravel Tax Levy - \$2,286.36
8. Notice of Intent to Excavate
9. Report of Appropriations - MS-232

Approval of Consent Items

Selectman B. Lemire reads aloud the Consent Items

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the Items of Consent
Selectman K. Schaefer **seconds** the motion. **Vote carries 5-0-0.**

Request for Additional Items/Other Business - None

Public Input

Bill Fisk 14 Laurel Street, he mentions he is a bicyclist and is here to discuss Litchfield having safe roads to accommodate all users. Mr. Fisk states 3A (Charles Bancroft Highway) is being repaved this Spring by DOT. They told him if he could get the town to request 10ft lanes instead of the existing 11ft lanes they would do so when they repave. He believes this would drop the operating speed of vehicles to what is posted (40mph) instead of the (48mph) traffic travels currently. He mentions this will increase safety by 30%, double the road life and eliminate the need for the police to play safety patrol on poorly designed roads. Mr. Fisk tells the Board somehow when he requested this to the Town Manager T. Brown, Troy took the request as Mr. Fisk wanting a separate bike path added to 3A. This is something he is strongly opposed to and feels the town does not need, and to have his name mentioned and tied to this got him very upset. He would like to go on record that he is opposed to this, and what he would like is roads that safely accommodate all users. Mr. Fisk states Bedford has a town wide protocol for 10ft lanes and it has resulted in all the positive information he stated earlier. He would like to see Litchfield adopt this same protocol. He mentions he has been biking in this town for 25 years and does not find it dangerous, unlike others who feel the roads are unsafe to ride a bike on. Mr. Fisk states Albuquerque that has a bike path that everyone tells him he should bike on, he feels is dangerous because it is improperly striped and produces a much higher speed than what is actually posted (he states he has registered speeds at 56mph). He would like to see 10ft lanes on Albuquerque also.

Selectmen B. Lemire mentions Mr. Fisk has made some valid points, he states the Board are not Traffic Engineer's, but he will bring this information to the Road Agent, Police Chief and get some DOT information. He also apologizes on behalf of the Board of Selectmen for any misunderstanding Mr. Fisk had with discussion regarding the bike lanes.

Mr. Fisk states there is only one thing anyone in the Board's position needs to know and that is

go up to whoever designed the roads, and tell them to check the speeds the road was designed for .

Selectman B. Lemire states that is what he would like to do, and thanks Mr. Fisk for coming in this evening.

Business

Beautification Expendable Trust Fund - Jayson Brennan

Jayson Brennan 23 Aldridge Street, mentions he would like to discuss the Beautification Fund that was approved by the voters with the Board of Selectmen. As the author of the Warrant Article that passed at Town Meeting (with \$2,500 added into the fund), he would like to explain the intent/use of this Beautification Fund and its projects. Jayson states the Board of Selectmen is the executor, they have the authority to distribute the funds as they see fit. He states the intended use was for semi-permanent or permanent beautification items, such as trees, benches, signs etc. that would occur along main roads such as 3A or Albuquerque. Projects could be of any size, but it was envisioned the \$2,500 could complete 3-5 projects. Any citizen in town who wanted to use the funds could do so, and would have to petition the Board of Selectmen (he supplied a sample application) and pitch their idea providing details on who, what, where and how much. Jayson states the fund was not intended to be used to buy temporary items such as flowers or for rental equipment/hiring or labor those types of costs. The fund was more for the purchasing of materials and the person/group requesting the funds would have to do the installing/labor etc.

Selectman K. Schaefer mentions this was a one time deal with the Town funding this, is will not be an ongoing thing. Also he understands donations cannot go into this fund either.

Selectman B. Lemire states money can be Appropriated into the fund each year at Town Meeting. Money can be donated and placed in the Town's General Fund and at Town Meeting ask the voters to appropriate the funds for use by the Board of Selectmen. He mentions this Expandable Trust Fund would have to be terminated at Town Meeting also.

Jayson states donations were the intention of the fund, not to go back to the voters asking for another \$2,500 each year. Jayson states there have been a few ideas for some of the funds, but hopes there are more to come soon. He will keep the Board updated.

Fire Station Project Update

Town Administrator T. Brown mentions last Thursday (3/22) he the Fire Chief, Deputy Chief, the design team Architects all meet with Eckman Construction to discuss the best way to proceed forward with the Fire Station Project. Troy states Eckman has a lot of experience with doing Municipal projects, and made it very clear the Town needs to be very careful and not sign any contracts that require "Bond Funding" until bond financing (with a commitment letter) is in place. This is the first priority before securing any contracts on the project. But there is work that can be done before securing the bond financing. One issue that came up is the need to revise plans to address the cost reductions from when the proposed project changed from 5.5 million down to the 3.7 million. Litchfield worked with the Architect and Construction Manager in areas that could be reduced, and the reductions were based on certain cost scales that they used. But now with some of the changes that happened the site plan will need a permit (Alteration of Terrain

Permit) from the State of New Hampshire if 2 acres or more will be disturbed at the site. This will need to be finalized before contracts are approved to modify the building plans. So they discussed what was considered phase 2 of the project (site work to the back of the building) if the Police Station was added some day, and if the project should be scaled back as to not disturb 2 acres so the permit would not be an issue. However, it seemed getting this permit and having it in place is recommended.

Troy mentions they will be meeting with a local Site Contractor this week to see how they feel the Town should proceed with the site work. Another big item he wants to make the Board aware of is, if there are structural changes to the building (the elimination of the 5th bay area) they changed some of how the front walls were to be constructed instead of precast it would be 2x6 construction. This will require additional Architect and Engineering fees, as well as for Electrical, Structural and Civil services, and these fees could cost as much as an additional \$65,000.

Troy mentions everyone did not like this number, so decided to get the bonding in place and wait to see what the Site Companies have to say, this may dictate what can and cannot be done in moving forward.

Troy states he also did not realize how quickly the bond application is coming, in order to make the July sale the bond application needs to be submitted to the New Hampshire Municipal Bond Bank by April 13, 2018. All Legal information submitted to Bond Counsel by April 16, 2018.

There are a lot of projects taking place in the State as well as rate increases so the Bond Bank is trying to expedite the schedule. So if all goes well and as planned the Town could have funding in hand by June 13, 2018. Troy mentions he will keep this as an ongoing agenda item to update the Board.

Bond Application Friday, April 13th

Legal Information Monday, April 16th

Bond Sale Tuesday, May 22nd

Bond Funding Wired Wednesday, June 13th

Fire Department Impact Fees Encumbrance - \$30,000

Town Administrator T. Brown mentions Financial Director Karen White calculated there were Fire Impact Fees in the amount of \$30,400, and recommended the Board encumber the funds. Troy tells the Board he has an invoice in the amount of \$3,000 from Eckman Construction for pre-bond work (if the warrant failed there would of been no payment). The Town will be required to pay an additional \$7,000 for pre-construction fees moving forward as of now. In addition he mentions there will be legal fees for the Bond Counsel and ongoing architectural and engineering costs.

Troy states he would like the Board. to Encumber \$30,000 to cover these ongoing costs. He will not expend any funds and will seek permission from the Board of Selectmen to pay any future invoices but not until contracts and approved bonding is in place.

Selectman J. Brunelle **motioned** for the Board of Selectmen to encumber \$30,000 from the Fire Impact Fee account to cover ongoing pre-construction, pre-bond and other related fees and costs related to the construction of the approved Fire Station Building. Further to authorize the Town Administrator to pay from said fees, \$3,000 to Eckman Construction for pre-bond approval

services.

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

Purchase Order Approvals - Special Exception

Plow Truck Purchase

Troy mentions Jack came to speak with him the day after the election results where Article 8 of the 2018 Warrant was approved allowing \$161,640 to purchase and equip a new plow truck. Troy mentions they have learned from other Towns this process takes time, the truck is supplied by one vendor and the plow/equipment by another. If ordered now and all goes well you are looking at getting the truck and plow if lucky in September/ October. Jack received STATE BID PRICE from Freightliner of New Hampshire for a cab and chassis in the amount of \$82,218.00. In accordance with the Purchasing Policy "Section 6 - Cases not requiring competitive pricing", the Board of Selectmen is required to approve purchase orders in amounts that exceed \$12,000.00. An eligible exception is items to be purchased under State or Federal pricing. Selectman J. Brunelle **motioned** for the Board of Selectmen in accordance with section 6 of the Purchasing Policy, move to authorize the Town Administrator T. Brown to approve a purchase order in the amount of \$82,218.00 for the purchase of a Freightliner 108SD Plow Truck per State Contract #800212.

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

Plow Equipment Purchase

Troy tells the Board Jack is requesting a waiver/exception from the Purchasing Policy pursuant to section 9 - "Exceptions" and section 10 - "Local Advantage" for the installation and purchase of plow equipment from Donovan Equipment Company, Inc. in the amount of \$72,620.00. The exception is being requested due to the fact that the company is located in Londonderry, NH which is convenient for service and parts. Troy states Donovan offers exceptional service, excellent equipment and guarantees installation before winter. Donovan is listed on the town's vendor exception list in Appendix A of the Purchasing Policy for vehicle maintenance and repair but not for new purchases. Other suppliers are located in Concord, NH, Massachusetts or Vermont.

Selectman J. Brunelle **motioned** for the Board of Selectmen in accordance with section 9 and section 10 of the Purchasing Policy, move to authorize the Town Administrator T. Brown to approve a purchase order in the amount of \$76,620.00 for the installation and purchase of plow equipment for the newly purchased plow truck.

Selectman B. Lemire **seconds** the motion. **Vote carries 5-0-0.**

SUMMARY OF TOTAL COST

Truck	\$82,218.00
Plow Equip	\$72,620.00
Total	\$154,838.00

2018 Pavement Resurfacing

Town Administrator T. Brown mentions at the Town's request, Continental Paving has offered to honor 2017 unit pricing (excluding liquid asphalt) for paving projects this year. Troy tells the

Board each year the Town spends \$8k to \$10k on engineering services to prepare bid specifications for road improvement work and to manage the public bidding process. But Continental is usually the only bidder and, if not, is always the lowest. Troy tells the Board they are funding the MRI DPW Study from the Consulting Services line this year, so he would like to work directly with Continental Paving to save money. Continental has visited each road and prepared a quote of \$385,424.74. This includes adding an extra road (Riverview Circle) to the scope of work this year. Section 6 of the Purchasing Policy allows the Selectmen to authorize purchases that exceed \$12,000 without competitive pricing as the item has been previously awarded within the past twelve months.

Selectman K. Bourque **motioned** for the Board of Selectmen in accordance with section a6 of the Purchasing Policy, move to authorize the Town Administrator T. Brown to approve a contract with Continental Paving, Inc. and a purchase order not to exceed \$426,000 for 2018 Road Improvement Projects. Said funds to come from Highway Block Grant (\$201,000), and Warrant Article 7 (\$200,000) as well as Road Improvement Funds (\$25,000).

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

NRPC - Electricity Aggregation

Town Administrator T. Brown tells the Board since 2011, the Nashua Regional Planning Commission (NRPC) has worked with 9 Towns and 5 School Districts to form an aggregation to purchase electricity. The program has been an excellent saving for Litchfield (approximately \$47,000 since the start). Troy states the current contract expires November 2018. If Litchfield plans to continue to participate we need to submit a signed Memorandum of Understanding before May 1, 2018.

Selectman J. Brunelle **motioned** for the Board of Selectmen to recommend the Town of Litchfield continue to participate in the Nashua Regional Electricity Supply Aggregation program, and authorize the Town Administrator T. Brown to execute the Memorandum of Understanding prior to May 1, 2018.

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

NHDES - Water Quality Monitoring Assistance Program

Troy mentions at the last Nashua/Manchester Regional Stormwater Coalition meeting at NRPC. He states Barbara McMillan from NHDES informed him they will be working with Municipalities to help identify where they might be able to help with updating data as part of the NHDES 2018 River Monitoring Program on the Merrimack River. This year it includes the Manchester Tributaries that involve some of the drainage from Litchfield (he shared a map with the Board). Barbara stated she thought it would be a good idea for Litchfield to be part of this process. It would be a great opportunity to work with NHDES to get some updated data on water bodies which may help with targeting planning efforts for meeting the MS4 permit requirements. This would be at no cost to the Town.

Selectman K. Schaefer **motioned** for the Board of Selectmen to authorize the Town Administrator T. Brown to participate in the NHDES 2018 River Monitoring Program as part of the towns Stormwater Management program (MS4 Permit).

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

NRPC - Hazard Mitigation Plan

Town Administrator T. Brown states no action is required he is just reminding the Board. The Nashua Regional Planning Commission (NRPC) receives funding through FEMA to update the Towns Mitigation Plan. The purpose of this plan is Towns are required to have an updated Mitigation Plan in the event a natural disaster hits. Otherwise you will be ineligible to receive any funding from a natural disaster. Troy mentions they just had the first meeting, and will be meeting for the next four months. So when the final draft form is complete it will be presented to the Board of Selectmen, a public hearing would be required and the Town would adopt the Mitigation Plan.

Administrator Report

Town Administrator T. Brown tells the Board he Karen and Heather will be attending a Department of Labor workshop in Windham tomorrow from 9am to 12pm.

Selectman Reports

Selectman J. Brunelle mentions there have been no Budget Committee meetings, next will be held on April 12, 2018.

Selectman K. Schaefer states the next Recreation Commission meeting will be held March 27, 2018.

Selectman K. Bourque states there have been no Conservation meetings held, nothing to report.

Selectman B. Lemire would like to take a moment to express his and the Board's sincere appreciation to all the Town's people who got out and voted, it was a tremendous turnout for a miserable weather day. He would also like to thank the Town's people for the confidence that they showed by voting items recommended by the Board. This showed the voters are happy the way business is being done in town and they are liking and feeling good about. He would especially like to thank the Board of Selectmen for all the hours they put into the Budget and the redesign of the Fire Station Project. As well as thank the Budget Committee, Town Administrator and Fire Department for all their hard work, and a shout out to Carrie Douglas for all the hard work she did also.

Selectman J. Brunelle states it was a great team effort by all.

Items moved from consent - None

Other Business - None

Selectman J. Brunelle **motioned** for the Board of Selectmen to adjourn the public portion of the meeting to go into a non-public session per RSA 91-A:3,II(a) - Compensation and RSA 91-A:3,II(d) - Real Estate.

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

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

Selectman J. Brunelle **motioned** for the Board of Selectmen to seal the minutes because the minutes would make the action just taken ineffectual Selectman K. Schaefer **seconds** the motion.

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

The meeting was adjourned at 8pm. The next Board of Selectmen's meeting will be on April 9, 2018 at 6:00pm at Town Hall

Brent T. Lemire, Chairman

John R. Brunelle, Vice Chairman

Kevin C. Bourque

Kurt D. Schaefer

Steven J. Webber