

TOWN OF LITCHFIELD BOARD OF SELECTMEN

August 13, 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

Review and Approval of Consent Items:

1. Approval of Board of Selectmen Meeting Minutes from July 23, 2018
2. Approval of Account Payable Manifest 8/7/18 \$125,429.63 & 8/14/18 \$14,190.95
3. Approval of Payroll Manifest 8/9/18 \$51,806.94 & 8/16/18 \$54,259.15
4. Land Use Change Tax - \$12,500
5. Land Use Change Tax Abatement - \$12,500
6. Treasurers Reconciliation - June
7. NH DRA PA-16 - Federal/State Land Tax Reimbursement

Approval of Consent Items

Chairman 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

Business

Heather Burr Carey- Litchfield Little Free Library Proposal

Heather Burr Carey is here with her daughter Evelyn Carey to discuss setting up a "little free library" in town. Evelyn tells the Board this Fall she will be a 3rd Grader at Griffin Memorial School here in Litchfield, and is here this evening to ask permission from the Board of Selectmen to construct and set up a "little free library" at the entrance of Sawmill Park (near the existing signage). She states it will be approximately \$60 to set up. Evelyn tells the Board the purpose would be to provide a free book exchange for town residents. How it works is you just stop by open the doors and take a book. She hopes this will build community by adding to the

culture of our town, and encourage reading through the inspiration of kids who love to read. Evelyn states she and her mother will be in charge of the upkeep, condition and keeping the library stocked. They will include a bookmark in each book stating to take a book and pass it along. They will stock with books that are appropriate for children and adults, nothing controversial or censored will be placed in the library. Evelyn mentions the books will be updated through donations, extras from the library or if anyone would like to donate books please contact them and you can drop them off or they will meet you to pick up. This library will be registered on www.littlefreelibrary.org and will receive an official chartered number. Evelyn hopes if this one is successful she would love to add others here or in surrounding towns. She tells the Board she is aware of the responsibility for creating this structure and would appreciate the towns support.

Chairman B. Lemire and the Board thank Evelyn and her mother for a wonderful presentation, and think it is an excellent idea and fully support the request. Chairman B. Lemire mentions when Heather contacted the Board with this request, he reached out to the Police Chief, Road Agent and the Recreation Commission, Chairman John Bryant. He states the Police Chief and Road Agent had no issues and felt the location near the entrance by the existing sign was a good location. The Recreation Commission is awaiting the Board's decision this evening, Selectmen K. Schaefer the Board of Selectmen's representative will present the decision to the Commission tomorrow evening at their scheduled meeting for their vote.

Selectman K. Schaefer **motioned** for the Board of Selectmen to give their approval for the placement of a "little free library" structure at the entrance to Sawmill Park pending the Recreations Commissions approval.

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

Selectman K. Schaefer tells Evelyn and her mother the Recreation Commissions meeting is at 7:30pm tomorrow evening, if they are interested in making an appearance or presentation. He mentions the Chairman is aware of the request and he will be there to answer any questions the Commission may have if they are unable to attend.

Joan Fulton - Underwood Drive - Not in attendance

Petition For Pole License - 307 Charles Bancroft Highway

Town Administrator T. Brown tells the Board he was just provided with another request for a Pole Permit License for the Board to approve. It is for 3 utility poles necessary to extend power to the new Fire Station and will be located on Albuquerque Avenue. The other approval needed this evening is for one utility pole to be located at 307 Charles Bancroft Highway.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the Pole Permits for the installation of a pole at 307 Charles Bancroft Highway, and an additional Pole Permit for the installation of 3 poles located along Albuquerque Avenue for the new Fire Station, as reviewed and approved by the Road Agent.

Selectman S. Webber **seconds** the motion. **Vote carries 5-0-0.**

Appointments

Town Administrator T. Brown tells the Board he did not want to list these as interim

appointments and has listed the term to expire as 3/2019. This is because the Town is starting the process to recruit for a new Inspector position, which currently includes these titles. He mentions they may have to review this as the process moves forward, with the possibility of resignations or reappointments. But this allows for the authority of the Board of Selectmen to enforce coverage of the towns Health Regulations and Zoning Regulations for now. So the Fire Chief has made the recommendations for Health Officer and 2 Deputy Health Officers and Troy volunteered to be the Zoning Administrator until a replacement is found.

Health Officer - Doug Nicoll (term to exp. 3-31-2019)

Deputy Health Officer - Paul Kelly (term to exp. 3-31-2019)

Deputy Health Officer - Steve Dube (term to exp. 3-31-2019)

Zoning Administrator - Troy Brown (term to exp. 3-31-2019)

Selectman K. Bourque **motioned** for the Board of Selectmen to approve the appointments as written and discussed.

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

Administrator Report

Town Administrator T. Brown has been asked by the Fire Station Committee which consists of Eckman Construction, WarrenStreet Architects, the Fire Chief, Deputy Fire Chief and himself, to present to the Board a color scheme for the New Fire Station for their approval. He shows the Board two color designs on is the original which is a beige (the idea was to match the Town Hall Building). But the Committee has come up with an prefers a darker gray color scheme to offset the new Station from the Town Hall. They are presenting this idea to the Board to get their approval before a final decision is made. Board of Selectmen are in agreement and like the darker gray color scheme.

Troy mentions he and the Department Heads have been working with the auditors and the 2017 Audit has been completed. He is scheduling a meeting for them to come in front of the Board of Selectmen to present their findings and present the 2017 Financial Statements. He states he has been provided today with the paper and electronic copies of their report. He typically shares these with the Board when the Auditors present their reports, but will share the electronic copy with any member of the Board if they wish to review it before. Troy states he does not like to make the report public until the Board has reviewed it and the Auditors have completed their presentation.

Selectman J. Brunelle asks Troy if there were any highlights to report.

Troy states no, he has not meet with the auditors yet, but it appears to of been another healthy year with the Unassigned Fund Balance. He mentions more Revenues were collected than projected, and the town did not spend all the money they budgeted for, which adds to the Unassigned Fund Balance. Troy states the town has a rough balance of approximately 1.3 million in Unassigned Funds, which means with a healthy balance the town does not need to go borrow money in lieu of taxes.

Troy tells the Board in reviewing his emails today, Pennichuck Water Works notified him they were starting the Hillcrest water line project today. In order to extend the water lines down 3A

they need to come up Hillcrest a little bit. He thinks it is a directional boring, but has not had a chance to go visit the site, or knows if anyone has as of yet. But he wanted to make the Board aware it appears this project has been scheduled to begin.

Town Administrator T. Brown states they have a Union Meeting on Wednesday August 15th at 3:00pm, which includes Selectmen J. Brunelle, Chairman B. Lemire and himself. Police Chief O’Brion and they will meet with the Union for the first time. The purpose of this meeting is only to meet and greet then review and discuss a schedule and establish ground rules. They will keep the Board updated as they move forward.

Troy tells the Board he is working on the Stormwater Permits, and has filed a Notice of Intent To File, which is due on September 30,2018. He mentions the permit they are working under with the EPA is an older one, and he has petitioned for new permitting. Troy mentions there is a lot of work to be done, but is doing this work in coordination with the Nashua Regional Stormwater Coalition which the Town participates in. He mentions some Towns hire an Engineering Firm at a cost of \$10,000-\$20,000 to complete these applications, but with the Coalitions help he is trying to save money and complete the necessary work themselves at no cost (except for the \$2,000 fee to become a member of the Coalition), and is hoping the EPA is pleased with the notice and the application is complete. He will keep the Board updated.

Selectman Reports

Chairman B. Lemire mentions Reverend Dr. Lori Wiley of the Litchfield Community Presbyterian Church left as of August 10th, and on behalf of the Board of Selectmen they wish her the very best and thank her for all she has done for the Community.

Selectman S. Webber mentions the Planning Board granted a conditional subdivision for one residential lot out of three at 283 Charles Bancroft Highway. He states only one will be developed at this time. The Planning Board also gave an amendment to the site plan for Romano’s Pizza for outdoor music.

Selectman J. Brunelle states the Budget Committee has been on vacation, the first meeting will be next Thursday. He would like to mentions a technology update, he is updating and revamping the Town roughly 8 years old website. They are putting it onto a new platform with a few more bells and whistles with updated automation to help speed up some of the information posted on the site. He asks if anyone has any feedback or would like to see something else please feel free to contact him.

Selectman K. Bourque has nothing to report from the Conservation Commission

Selectman K. Schaefer states the Recreation Commission has a meeting tomorrow evening and they will discuss the “little free library” mentioned earlier.

Items Moved From Consent - None

Other Business - None

Public Input

Ray Poitras 12 Kokokehas Circle, tells the Board he came in front of the Board of Selectmen on June 25, 2018 and discussed his concerns over what the Town could do to stop the town plow trucks, box trucks and other vehicles from destroying his front lawn. He showed the Board pictures and they discussed this matter and possible solutions to the problem. It was decided by Chairman B. Lemire that within 2 weeks they would have a meeting out at the property with the Road Agent (who Ray had already met with) Town Administrator T. Brown and Chairman B. Lemire to take a look at the problem. Mr. Poitras states it has been 6 weeks and no one has been in contact with him.

Chairman B. Lemire states he has been busy and was out of town, but apologizes for dropping the ball and not being in touch. He tells Mr. Poitras they said they would be there and he and Troy will be there as quickly as this week, if it is convenient with Mr. Poitras.

Ray mentions he has another question about a street (Cardinal Lane) near him that runs parallel to Albuquerque Avenue. He noticed a few guys from the Highway Department putting a large boulder in the right a way to stop people from going on town property. So due to his poor design at the end of his street and being next to 2 parcels of town land, he is wondering if he can put something permanent and do what the town just did to protect their land to his own.

Chairman B. Lemire states he would like the Road Agent, Troy and himself to make an appointment to view the property and see if they can come up with an appropriate solution to this problem.

Mr. Poitras gives Troy his contact information and they agree to meet at everyone's earliest convenience.

Joe Cabral 7 Brickyard Lane, mentions he sent a request to the Town Administrator T. Brown for some documents and is wondering if the Board read this request.

Board states they saw the document requesting information.

Chairman B. Lemire states they have been advised by Legal Counsel and will not answer any questions that are not submitted in writing. He tells Mr. Cabral this is public input where he has a chance to comment, they are not required to answer any questions.

Mr. Cabral states under RSA law it is his right to view the documents requested.

The Board states, he can read any of the meeting minutes they are public record, some he can view since the started recording the meetings.

Mr. Cabral states he wants them to supply him with this information.

The Board states it is public record in the meeting minutes and available to him.

M. Cabral continued to try and ask questions.

Chairman B. Lemire once again tells Ray they will not be answering any questions which are not submitted in writing, by advise from the towns legal counsel. He states Mr. Cabral is trying to embarrass members of this Board in public. They will gladly answer any questions they can which are submitted in writing.

Mr. Cabral continue to ask the Board questions.

Chairman B. Lemire states he will end the public comment if this continues.

Mr. Cabral states he will be going to the newspapers with his comments.
Chairman B. Lemire advises him to contact the town legal counsel.

Selectman K. Bourque **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(c) - Reputation of any person and RSA 91-A:3,II(a) - Compensation of a public employee.

Selectman J. Brunelle **seconds** the motion.

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

Vote carries 5-0-0.

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

The next Board of Selectmen's meeting will be on August 27, 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