

# TOWN OF LITCHFIELD BOARD OF SELECTMEN

## August 27, 2018

### Selectmen's Meeting

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

Absent: Kevin C. Bourque

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 13, 2018
2. Approval of Account Payable Manifest 8/21/18 \$45,290.54 & 8/28/18 \$16,548.89
3. Approval of Payroll Manifest 8/23/18 \$50,673.42 & 8/30/18 \$52,897.52
4. Treasurer, Tax Collector & Town Clerk Reconciliations - July

### **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 4-0-0.**

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

### **Business**

#### **2019 Budget Review**

Town Administrator T. Brown tells the Board of Selectmen he and the Department Heads are still working on their final numbers in preparing the 2019 Budget. Troy mentions he will not have the Health Insurance rates for 2019 until late October/November. So in anticipation of a rate increase for 2019, any Department that has a health insurance line he has shown an increase of 10% throughout the budget. He tells the Board the numbers are still changing and the charts are being updated as information becomes available.

They agree they will not be voting on the budget reviews this evening, it's still too early.

Troy and the Board proceed with a review of the 2019 Budget.

### **Town Meeting - 4130.30**

Bottom line changed - decrease of \$5,472 from \$15,975 to \$10,503

**Wages - Ballot Clerks** - decrease \$1,146

**Wages - Moderator & Checklist Supervisors** - decrease \$616

**Optech Programming Support** - decrease \$3,500

**Ballots** - increase \$190

**Election Provisions** - decrease \$400

Troy mentions most of these lines have been decreased because the town has to only hold two elections this year the Deliberative Session and Town Meeting. Last year the town held 4 elections.

### **Town Clerk - 4140.10**

Town Clerk/Tax Collector Theresa Briand is present to speak with the Board of Selectmen

Bottom line changed - decrease of \$2,707 from \$113,657 to \$110,851

**Wages - Deputy Town Clerk** - increase \$478 due to performance reviews.

**Wages Clerk** - decrease \$5,335 due to changes reflecting current staffing. There was a lack of interest in finding a qualified part-time candidate for the clerk position. So the position was not filled.

**Salary Town Clerk** - increase \$1,071

**Health Insurance** - increase \$1,961

**Software** - decrease \$968 due to new software implemented earlier this year.

**Dues and Subscriptions** - decrease \$55

**Printer Cartridges** - increase \$40

**Seminars & Conventions** - increase \$99 due to additional training in the Spring for the entire staff.

Selectman S. Webber asked Troy why he has not shown an increase in the dental insurance lines. Troy states the dental insurance has not increased in the past few years, and if it does it is only by a minimal amount around 2%

### **Tax Collection - 4150.40**

Town Clerk/Tax Collector Theresa Briand is present to speak with the Board of Selectmen

Troy mentions this budget is kind of split/combined with the Town Clerks budget.

Bottom line changed - decrease \$1,660 from \$111,760 to \$110,100

**Wages - Deputy Tax Collector** - increase \$478

**Wages Clerk** - decrease \$5,335

**Salary Tax Collector** - increase \$1,071

**Health Insurance** - increase \$1,961

**Software Support Services** - increase \$100

**Seminars & Conventions** - increase \$64 due to many changes in laws and regulations Terri is recommending all the staff attend Spring workshops in order to receive the most benefits for all.

### **Sanitation Administration - 4321.10**

Dave Mellen is present to speak with the Board of Selectmen

Bottom line changed - increase \$21,129 from \$393,786 to \$414,914

**Wages - Facility Manager** - increase \$1,872 due to performance reviews

**Wages Staff** - increase \$3,948 due to performance reviews

**Overtime** - increase \$2,000

**Health Insurance** - increase \$2,248

**Propane** - decrease \$375

**Building Repair & Maintenance** - increase \$42

**Dues** - increase \$50

**Diesel Fuel** - increase \$275

**Demolition Material Disposal** - increase \$5,506 due to Waste Management increase of 3% for hauling material and 3% increase for tonnage.

**Solid Waste Disposal** - increase \$5,562 (see not above)

Board discusses the disposal of glass collected at the facility that is disposed of at a plant in Keene. Dave states there are new regulations from the State coming regarding the disposal of glass, no longer any porcelain, sinks, toilets or dishware/ceramics. Dave states the Co-op is contracted with a company out of Canada that is taking cleaner glass, and they have to follow the new specs that are coming along. This has led to some of the increases in the disposal fees.

### **Road Agent - 4311.10**

Jack Pinciario is present to speak with the Board of Selectmen

Bottom line has not changed - remains \$35,850

Troy mentions under Consulting Engineering Services and the construction design and project assistance line, this is an area where they contract out work. He has asked Jack to reach out to the Town's Engineer regarding putting together a proposal for them to come out and do an assessment for Robyn Road. Troy mentions due to the waterline project and settling that has occurred they are concerned the infrastructure and drainage of the road could be at the end of its life.

Jack states it is all metal piping under the roadway. They had a crushed pipe replaced a few years ago, but the rest is at least 18-20 years old and in bad shape.

Troy states they are waiting on this assessment and will bring this information to the Board for discussion and review at a future meeting. He and Jack were just bringing it to the Board's attention for budget purposes. Troy mentions it is a short section of road, but could be costly to repair. They have budgeted \$13,000 to this line and have not changed anything at this time.

Next Troy mentions the Stormwater Management line of \$10,000 he recommends keeping due to the status of the permits from the State/EPA. He is continuing to work with the Nashua Regional Stormwater Coalition, to develop the Town's action plan for year one of this permit process.

### **Road Maintenance - 4312.10**

Jack Pinciario is present to speak with the Board of Selectmen

Bottom line changed - increase \$162 from \$664,389 to \$664,551

**Wages - Workmen** - decrease \$10,545 due to the hiring of a new person who is at a different hourly rate.

**Contractor Services** - decrease \$8,640 due to two privately owned contracted trucks the Town will equip and will receive \$75/hr. There will also be a person contracted for sidewalks at \$75/hr.

**Vehicle Fuel** - decrease \$1,375

**Salt Purchases** - decrease \$2,700 due to decrease from last years \$52.50 per ton.

**Gravel Purchases** - increase \$1,253

**Highway Block Grant Road Improvements** - increase \$4,000

**Vehicle Lease** - increase \$17,869 due to 2nd payment of the lease purchase on the new plow truck purchased. Just as the final payment is being made on the pickup truck.

**Seminars & Conventions** - increase \$300

Troy mentions they have budgeted for 12 snow events for 15 hours at \$75/hr, for 3 trucks (last year there were 4 trucks). Due to the purchasing of the new truck the Department there is some savings, because they will only be hiring a seasonal operator for this vehicle at \$45/hr.

Selectman K. Schaefer asks why Jack does not bid the sidewalk snow removal out, and why do they offer a guaranteed hourly wage. How do they know there is not someone who will do the work for a lower price.

Jack states how do you know you will receive a lower price. He states they have never done this in the past, they have an individual who has the equipment who is available at what he feels is a fair price. He states if the Board wishes for this to go out to bid, he will be happy to do so next year.

Selectman K. Schaefer mentions he knows of someone in Town who is interested in this position, but is unable because it is not out for competitive bidding.

Jack asks if he has the equipment to do the job.

Selectman K. Schaefer states yes. He is just wondering if money can be saved in the budget if this goes out for bid and someone can do it cheaper. He mentions he does not know this individual.

Jack tells Kurt to have this individual give him a number and he will take it into consideration. He is certainly not opposed to this.

Troy states he spoke with this individual due to the advertising they were doing. Troy explained this year they had someone who had been contracted for the job, this position was not being put out for bid.

Board discusses the guarantee (\$8,000/season) for plow drivers that was put into place back when Roland was the Department Head. This was to guarantee people would be available to plow anytime for the Town. It had to be worth an individual's time to give up other work and make themselves available day or night and to help cover their insurance and truck repairs.

Jack states it has worked the drivers are here from start to finish when a storm comes, and work until the roads are clear and black.

### **Roadside Mowing Equipment**

Road Agent Jack Pinciario mentions the Board of Selectmen asked him at a previous meeting to research prices and get information on a possible tractor purchase for the town. Jack tells the Board Howard P. Fairfield is the company the town had previously leased the equipment from in order to mow the sides of the roadways. But due to our Legal Counsel having issues with changes to their leasing/rental contract, the town has not leased/rented any equipment and the

sides of the town roadways have not been mowed in a few years. But Jack has learned they have a 2014 New Holland 110 horse powered tractor with 2,100 hours. This tractor is a Diamond 21ft boom with 52" flail head mower, it is controlled by a joystick with an enclosed cab heat/AC and a radio. Jack states they test and maintain their equipment after every 40 hours. Howard P Fairfield will fully service the tractor at the end of the season and are selling this vehicle for \$57,889 in "as is condition".

Troy tells the Board the town has \$61,784.49 remaining (after 10 years) in the Stimulus Bike Path Fund. This is money left over from the stimulus funding from the bike path. The person from the Federal Government Jack was working with on this project said to keep the remaining funds because it was stimulus money and use the funds for any cost items to maintain this Bike Path Project. Troy states the brush and trees growing along the path is in need of mowing/cutting as well as over growth these past few years throughout the town. He feels this is a good use of the funds that have been sitting in this account. They also discuss the possibility of adding a snowblower or a plow on it sometime in the future.

Selectman J. Brunelle **motioned** for the Board of Selectmen to authorize the purchase of a 2014 New Holland 110 horse powered tractor as discussed for the amount of \$57,889 to be funded from the Stimulus Bike Path Fund.

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

### **Planning Board - 4191.10**

Michael Croteau is present to speak with the Board of Selectmen

Bottom line changed - increase \$650 from \$43,943 to \$44,593

**Wages - Administration Assistant** - increase \$650

Troy mentions NRPC is holding their rates at \$75/hr and are estimating using 25 hours of their time.

Michael states there have been a lot of projects in front of the Board this year. Also one planner left and another came in, and it has been a very busy season for the Board.

### **Conservation Commission - 4611.20**

Michael Croteau is present to speak with the Board of Selectmen

Bottom line changed - decrease \$462 from \$2,860 to \$2,398

**Property Management** - increase \$300

**Dues & Subscriptions** - increase \$38

**Youth Fishing Derby** - decrease \$800 due to some issues with the Derby last year, it was decided by the Commission to discontinue the Youth Fishing Derby. Not sure if it will be permanent, but will not be held next year.

Troy mentions \$1,500 is being held still for the Prisoner Program the Town uses to help with property maintenance. He has learned from the programs Manager that due to staffing and a whole change to the way they are processing prisoners now, this program is most likely coming to an end. So these funds that were put aside also for trail maintenance.

### **Board of Selectmen - 4130.10**

Bottom line changed - \$5,227 from \$118,180 to \$123,407

**Salary Town Administrator** - increase \$2,803 due to new contract.

**Selectmen's Expense** - increase \$300

**Health Insurance** - increase \$1,124

**Training** - increase \$1,000

### **Public Input**

Tim Hebert 21 Century Lane

Chairman B. Lemire tells Mr. Hebert they have been in conversation with the town's attorney regarding the petition he presented to the Board of Selectmen at a previous meeting. He states Legal Counsel is still reviewing and preparing guidance for the Board, and he hopes to have an answer soon. So for this evening he tells Tim he will be accepting comments only regarding this matter, but if he has specific questions he can submit them in writing and the Board will be glad to research and respond back in writing.

Tim thanks Chairman B. Lemire and states that eliminates his first question. But has a few more comments. He states he was not present last week, but watched the meeting on Youtube. Tim felt it was not the best environment or projection the town would like to show in public. He feels both sides of the tables need to take a second before answering questions or making comments. This he hopes would allow both sides to see they are not being personally attacked, keep it in communication and not an argument. Tim mentions he spoke with Mr. Cabral and he was disappointed in how he reacted at last week's meeting. Tim states he agrees with Mr. Cabral, and feels the Board was a little curt with him. He mentions the conversation with the persons before, the Board was answering questions and communicating back and forth and getting things done. But when Joe came before the Board he was cut dry and told he could not ask any questions and that it was only "public comment". Tim feels it could of been handled in a better way.

Next Mr. Hebert states that Chairman B. Lemire told him when he was before the Board previously discussing an issue he had with an individual on the Fire Department, that if he did not get a response from the Fire Chief to come and notify the Board and they will handle the matter. Tim states it has been a month and since speaking with the Chief and handing information over to him, he has had no response. So he is here this evening looking for guidance and answers from the Board of Selectmen.

Chairman B. Lemire asks if he could refer Tim to Troy and they could speak on the matter, because it is a personnel issue. Tim states he has the information, but Troy would have to go the Chief because he handed everything (on PDF) over to him when they spoke.

Chairman B. Lemire invites Tim to speak with Troy, and the Board will accept his request to pursue the matter.

Troy states the Fire Chief informed him this morning he had reached out to Mr. Hebert by a phone call or left a voice message, but did say he had met with him.

Tim stated he spoke with on the telephone.

Troy mentions the Chief stated it is a personnel matter and he is addressing the issue internally, so he is not sure what he could discuss with Tim because it is a personnel matter being handled by the Chief. He states Tim brought this to the Board's attentions as well as the Fire Chief who has conducted his own investigation and met with the employee involved and due to it being a

personnel issue he is not sure what information can be given to Tim regarding the matter. Tim states this issue happened to him and through the process he found out this individual working in Litchfield has also done this to another individual. He knows this employee in Litchfield has tried to do this before and had actively tried to use him to bring information to the Attorney General to go after citizens in this town. This was because the Fire Department employee didn't agree with this individual's opinion on how the Fire Station should be, it was done as a means to seek revenge. Tim states this is not an individual event it is multiple and he feels it is serious. Tim says it comes down to your job will be in jeopardy if you keep on voicing your public opinion. How can an employee continue to do this, he will keep names out of the conversation due to it being personal.

Chairman B. Lemire states they have to. He asks Troy to meet with Tim to get further information so that he could share it. Troy and Tim feel they have shared all the information. Selectman J. Brunelle states it sounds like the Fire Chief is handling it internally and does not know how to close this loop.

Tim states he understands it is a personnel matter, but wants to be assured this will never happen again, because it is absolutely wrong to try and censor a citizen's voice through threats; Tim adds and then to follow through on those threats.

Selectman J. Brunelle asks Tim if this is regarding all the threats that occurred on the "What's Up" page.

Tim asks if he means the instant message he posted, yes...then the individual proceeded to go to Tim's place of employment.

Selectman J. Brunelle mentions he feels the whole "What's Up" page got out of control. Tim agrees.

Troy tells everyone he will have a conversation with the Fire Chief, and asks Tim if he is looking for some type of written response.

Tim states a written response stating this will never happen again and an apology.

Troy mentions he is not sure if that is what will be issued due to freedom of speech issues and other policies, but he will have a discussion with the Chief.

Tim mentions since speaking out the harassment has stopped.

Chairman B. Lemire will pursue this situation with Troy, and hope Tim has no further issues.

Joe Cabral 7 Brickyard Drive, Joe states he is here to express his concerns and is not asking any questions.

- He states he is very concerned with the reasoning of the \$5,000 bonus being given to the part-time Fire Chief, and not clearly explained to the taxpayers.

- Concerned with the Board of Selectmen not pursuing a Safety Complex versus just the Fire

- Station, knowing the Town Municipalities are all in such need of space.

- Again his concern is with the Board's interest in the Fire Station only. Knowing a Safety Complex would fulfill all the town needs. Also it would save taxpayer money in the long run, instead of building one building now and asking for another one later (at a much larger expense).

- While Municipalities are equally important that goes for space, code of ethics, bonuses

and most importantly how they are treated by the Board of Selectmen. That goes for all employees not just their buddies, is what's best for our town.

-He is concerned about Firefighter overtime. He feels on weeks there is training (Wednesday) that a Fire Station could not work a 37/hr week verses a 40/hr week, and save the 3 hours for training. This would save taxpayers money, and thinks the Chief would be working on saving the taxpayers money in anyway he could.

-It is his concern Chairman B. Lemire is in favor of the cost of the Municipal Association. You are the Chairman of the Board of this Organization. In his opinion the best thing to do would be to abstain from a vote on this. He states the Board had turned down the NHMA sometime back, but at the very next Board meeting when that member was not present, Selectman B. Lemire pushed the Board to pass the vote. It is his concern that Lemire deliberately waited for that Board Member to be out.

-He is concerned when he requested for the four years of the Boards research on the Building Inspectors position and transition to the Fire Department, he was told there was nothing. The Board made a decision of that magnitude and didn't save your research of four years. An employee apparently retired from that position due to the transition and he needed some documents or paperwork that swayed the Board's decision that affected the town employees livelihood.

-During the August 13 Board of Selectmen's meeting the Health Inspectors search was mentioned. As well as a taxpayers petition request for the reinstatement of Kevin Lynch (which was already talked about) was presented to the Board. It is very concerning that the Board is not relaying their decision for this petition to the taxpayers, they are waiting on the Board and he feels they have known all along what they were going to do. For example the Fire Chief knows a few people for that position, which is what was stated at the last BOS meeting. So basically the Board made up their mind and disregarded the taxpayers request.

He is concerned Kevin resigned through the stress and fear of being fired and losing all his benefits and having to deal with the constant harassment from the current Fire Chief. The code of ethics is suppose to be followed by all. He is concerned the current Fire Chief is not following his own code of ethics. He is concerned for the current employees having to deal with the same behavior with the Board of Selectmen and the Fire Chief. He is very concerned with what just happened because Kevin did not resign with a lawyer representing him. And that the next town employee that they decide to treat the same way as Kevin was treated will get legal representation and sue the town in his opinion and with justification.

He is extremely concerned the way things have been going, you don't mess with the people's livelihoods for god knows what reasons, to someone who has given a lot to this Community and who did not deserve to get shafted the way he did by all of you in a closed meeting.

### **Smoke Free Parks and Facilities**

Peter Ames from 21 Moose Hollow Road and is a member on the Recreation Commission and is here this evening to discuss with the Board of Selectmen implementing a smoke/tobacco free



policy for Town parks and Facilities. He brought this topic on behalf of his own children to the Recreation Commission and they felt it best to bring it before the Board of Selectmen where the goal is to implement it as a town policy. He has noticed while at the parks with his children, some families smoking most of whom are very respectful but there are a few who are not. He brought this up around the concerns of three things.

- 1 Health concerns, if you can smell it you are exposed to it
2. Having Healthy behavior modeled around children
3. Littering at Town Parks and property

He suggested to the Recreation Commission to have this implemented as a town wide policy on all Town properties, just have a blanket tobacco free policy. He mentions tobacco free and not just smoke free due to some who dip or chew tobacco (even though smokeless) it still can be an issue..due to water bottles being left around the properties with residue left inside.

Chairman B. Lemire asks if Peter or the Commission are aware of any Municipalities who have implemented such a policy, and how it may have been done.

Peter states the Commission has not. He mentions in his professional background he has done a lot of work in tobacco control and smoke free policies along with the American Cancer Society over the years. So he has learned a little as to how these things are implemented, and has seen many Municipalities adopt such policies over the past few years. Peter mentions there was just an article in the Concord Monitor about their parks going smoke/tobacco free, so it is becoming more of a trend. He states as far as enforcement, most are self policed and smoking is visible so is easier to regulate by someone (parent or friend) just asking and stating it is a policy (signage would be posted on the properties).

Chairman B. Lemire supports this idea, but would like to know what other towns have implemented such a policy. Also he would like to run this by Legal in order to assure everything is done correctly.

Board is in agreement.

Selectman S. Webber states with a quick search he found 9 towns have implemented such policies in NH since July of last year.

Peter states he will research more information to see how other towns implemented the policy. He will also research signage for the properties and any legal questions.

Board discussed educating residents and setting a date, such as in the Spring to start such a policy.

Town Administrator T. Brown also mentions vaping and asks what Peter feels regarding it.

Board and Peter discuss this matter and feel even though research is still out on the long term effects of vaping, this should be prohibited as well.

Peter will see what he can find regarding vaping also. He will research what has been discussed this evening and report back to the Board of Selectmen.

### **Accounting - 4150.10**

Bottom line changed - increase \$8,151 from \$248,359 to \$256,510

**Wages Finance Staff** - increase \$3,120

**Health Insurance** - increase \$4,497

**Software Support Services** - increase \$70

**Printing** - increase \$50  
**Dues & Subscriptions** - increase \$50  
**Postage** - increase \$100  
**Mileage & Tolls** - increase \$13  
**Auditing Services** - increase \$250

**Street Lighting - 4316.30**

Bottom line no change - \$13,250

**Revaluation Of Property - 4152.10**

Bottom line changed - increased \$50 from \$50,702 to \$50,752

**Assessing Software** - increase \$50

**Legal Expenses - 4153**

Town Administrator T. Brown tells the Board of Selectmen they will need to have a discussion regarding what their wishes are for the future regarding legal expenses. Troy for general legal expenses \$15,000 a year for keeping the contract with Mitchell Municipal Group is very reasonable and affordable for the quality of work they do. But what he does not know is the direction the Board wishes to go regarding the Towns Special Legal Counsel regarding St. Gobain and the PFOA legal issues. Troy states last year \$50,000 was put aside to handle this matter. What he suggests needs to be done is to have a face to face meeting Special Counsel. Chairman B. Lemire mentions the Town has not signed off on the PFOA matter regarding St. Gobain.

Troy states they have not received and feedback from St. Gobain and their requests for a meeting have been ignored. So unfortunately we will have to initiate this discussion and this costs money each time the town picks up the phone to speak with Special Legal Counsel. So he is recommending the same amount be put aside as last year, and knows it will be a topic of conversation with the Budget Committee.

Selectman J. Brunelle asks how much was spent this year.

Troy states the totals are combined with both Legal Counsel, but \$30,000 has been expended so far this year.

Board agrees to have Troy set up a face to face meeting.

**Zoning - 4191.30**

Bottom line has not changed from \$596

**Cemeteries - 4195**

Bottom line has not changed from \$7,483

Town Administrator T. Brown mentions the Prisoner Program used by the Town to help with Spring cleanup may not be in effect for next year. They were unable to use the services this year, and it is looking like the town will be unable to this coming year due to changes in the program. So the town may have to look elsewhere for mowing and cleanup services and he is recommending keeping the \$1,000 in the budget.

### **Advertising & Regional Associations - 4197**

Bottom line changed - increase of \$250

**Public Notices and Ads** - increased \$250

Troy mentions there are no numbers for NHMA and NRPC dues as of yet.

### **Welfare Vendor Payments - 4445.20**

Bottom line has not changed from \$10,000

Town Administrator T. Brown mentions the town has been very fortunate over the past few years, that no family has needed services. But recommends they still budget \$10,000 for if and when there is a need.

### **Patriotic Purposes - 4583.10**

Bottom line has not changed from \$1,250

Troy mentions this account supports the Memorial Day Celebrations.

### **Debt Services - 4723.10**

Bottom line increase \$258,960

Troy mentions in the 2019 Budget they will be making principal and interest payments for the new Fire Station. Principal Debt will be \$174,359 and the Interest Debt will be \$84,600 for an anticipated total of \$258,960.

### **Inspectional And Building Services Review**

Troy tells the Board he has shared a contract from Municipal Resources Incorporated (MRI) in the amount of \$5,500 to conduct an assessment of the building permitting and inspectional services process in order to provide recommendations on staffing, job duties, workload, etc. The review will include functions of Code Enforcement, Fire Prevention and Facilities Maintenance. Troy states this assessment is similar to what is being done with the Public Works Department. He mentions the purpose of this assessment is to have someone from the outside come in with people who have done this type of work (most are retired individuals). They will be looking at the whole step from start to finish on how the Town processes permits, document inspections, enforcement action, how interaction is with other Departments and the workload involved. They will then come back with a report showing what is being spot on or where changes or improvements are needed. Troy mentions they are also looking for guidance into if this position needs to be part-time or full-time. He states this dollar amount will be charged to the Building Departments Salary Line.

Troy tells the Board after Labor Day MRI will have a temporary Building Inspector for the Town. He states the current individual who has been filling in for this position is has some personal and health issues that need to be addressed and will be unable to continue.

Troy mentions the contractors and homeowners just want to know the hours when someone will be available, and for that to be consistent.

Selectman K. Schaefer **motioned** for the Board of Selectmen to approve a contract with MRI to conduct an assessment of the building permitting and inspection services process in order to

provide recommendations on staffing, job duties, workload, etc.

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

Troy mentions the Highway Department review MRI has conducted is complete and the draft of their proposal should be coming

### **ATV Use On Conservation Land**

Town Administrator T. Brown mentions the Conservation Commission has requested the Board of Selectmen consider adopting an Ordinance to prohibit ATV's on the Moores Falls property and the Birch Street property. He asked the Conservation Commission why they would implement this on just these two properties and not town wide. The Commission felt it best to start out small with two particular properties where they are seeing the most activity, also the Birch Street property has wetlands. He states they can post ATV and wetlands signage, but Litchfield Police notified him they could not enforce anything without an Ordinance in place. Chairman B. Lemire asked if Troy could contact NH Fish and Game to ask if they have some guidance on how the Town should move forward with an Ordinance, in order to be sure things are done correctly and legally. Troy mentions he will get in touch with them and report back to the Board.

### **Administrator Report**

Town Administrator T. Brown mentions the Auditors are finished with their report and would like to meet with the Board of Selectmen on October 1, 2018 to review and discuss their findings. He mentions the next scheduled BOS meeting is on October 8th, which is a holiday. So he would like to see if the Board is available to move the meeting in October to that first Monday October 1 instead. Board is in agreement so the BOS meetings will be held on October 1 and October 22, 2018.

### **Selectman Reports**

Selectman S. Webber states he has nothing to report at this time.

Selectmen J. Brunelle states the Budget Committee is just prepping for the start of the Budget reviews.

Chairman B. Lemire states they will be meeting with the Police Union Association to discuss their contract

Selectman K. Schaefer states the Recreation Commission discussed the smoke free matter that was discussed with Peter Ames this evening.

He mentions regarding the "little library" proposal that was discussed at the meeting last week with the Carey family after they were approved. Selectman K. Schaefer states the Commission was contacted by the Girl Scouts because they were approved for this 2 years ago. They had been fundraising and purchasing materials which took time. He mentions they contacted the Commission not because of the meeting with Evelyn, but because they are ready to move forward with their project. So the Recreation Commission has worked it out that the Girl Scouts will be doing 3 fields and Evelyn Carey will still be able to do her "little library" at SawMill as she wanted.

**Items moved from consent - None**

**Other Business - None**

**Draft Warrant Articles**

Town Administrator T. Brown asks the Board if they can quickly review the “draft” Warrant Articles he has so far for 2019. He is still working with Town Departments as well as preparing and composing the language for the Articles. He is looking for the Board to review the Warrant Articles and to give their input regarding expanding on or dismissing any, as well as the placement of the Articles. Troy mentions they will discuss them in more detail at future meetings.

**“DRAFT”  
2019 WARRANT ARTICLES**

**ARTICLE 1 - ELECTION OF OFFICERS**

- |                    |               |
|--------------------|---------------|
| 2 Selectmen        | 3 - Year Term |
| 2 Budget Committee | 3 - Year Term |
| 1 Cemetery Trustee | 3 - Year Term |
| 2 Library Trustee  | 3 - Year Term |

**ARTICLE 2 - RESERVE FOR PLANNING BOARD PROPOSED ZONING AMENDMENTS**

Are you in favor of the adoption of Amendment No. 1 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

**ARTICLE 3 - RESERVE FOR PLANNING BOARD PROPOSED ZONING AMENDMENTS**

Are you in favor of the adoption of Amendment No. 2 as proposed by the Planning Board for the Town of Litchfield Zoning Ordinance as follows?

**ARTICLE 4 - 2019 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 there in, 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 2019 tax rate impact: \$0.00.

**ARTICLE 5 - POLICE CONTRACT**

To see if the Town will vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State, County and Municipal Employees which provides for the following increases in wages and benefits at the current staffing level and further to raise and appropriate the sum of \$00,000 for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by

the new agreement over those that would be paid at current staffing levels. Estimated 2019 tax rate impact: \$0.00.

**ARTICLE 6 - ROAD IMPROVEMENT PROJECTS**

Do we want an article this year?

**ARTICLE 7 - TOWN EARNED TIME ACCRUAL EXPENDABLE TRUST FUND**

To see if the Town will vote to raise and appropriate the sum of \$00,000 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 2019 tax rate impact: \$0.00.

**ARTICLE 8 - LAND PURCHASE**

**ARTICLE 9 - KENO**

To see if the Town will vote to allow the operation of Keno within the town pursuant to the provisions of NH RSA 284:41 through 51?

**ARTICLE 10 - TOWN FLAG**

**ARTICLE 11 - (by petition)**

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(c) - Reputation Of Any Person and a  
Non-Meeting discussing - Collective Bargaining Negotiations.

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

Roll call vote - Selectman J. Brunelle (yes), Selectman B. Lemire (yes),

Selectman S. Webber (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 September 10, 2018 at 6:00pm at Town Hall

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

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John R. Brunelle, Vice Chairman

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Kevin C. Bourque

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Kurt D. Schaefer

\_\_\_\_\_  
Steven J. Webber

