

TOWN OF LITCHFIELD BOARD OF SELECTMEN

November 5, 2018

Selectmen's Meeting

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

Absent: Brent T. Lemire, Chairman

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork review/Tour of New Fire Station

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 October 22, 2018
2. Approval of Account Payable Manifest 10/30/2018 \$179,606.62 & 11/06/18 \$20,941.58
3. Approval of Payroll Manifest 11/01/18 \$48,889.54 & 11/08/18 \$51,043.07
4. Plow Truck Repairs Purchase Order - \$12,195.52
5. School District Payment Schedule

Approval of Consent Items

Selectmen J. Brunelle reads aloud the Consent Items

Selectman K Bourque **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

Appointments - Conservation Commission

Andrew, Thompson, Alternate Member - (term exp. 03/31/21)

Andrew tells the Board of Selectmen he and his family moved to Litchfield one year ago. He has been sitting in and observing Conservation Commission meetings. His background is in Environmental Science and Policy and he has been in the consulting field for over 10 years. Andrew states his speciality is GIS and he has been helping to make maps (such as trail maps) with the Conservation Commission. He feels his employment background and skills will be an asset and would like to help out the Conservation Commission.

Selectman S. Webber states he has a great background for the Conservation Commission.

Selectman K. Schaefer **motioned** for the Board of Selectmen to approve the appointment of Andrew Thompson as an Alternate Member of the Conservation Commission with a term to expire on March 31, 2021.

Selectman K. Bourque **seconds** the motions. **Vote carries 4-0-0.**

Harry Menzigian, Regular Member - (term exp. 03/31/19)

Town Administrator T. Brown tells the Board Mr. Menzigian is already serving as an Alternate Member to the Conservation Commission and is now looking to become a Regular Member so there was no need to have him here for an interview, the Board just needs to approve the transition.

Selectman K. Schaefer **motioned** for the Board of Selectmen to approve the appointment of Harry Menzigian as a Regular Member of the Conservation Commission with a term to expire on March 31, 2019.

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

First Responder Eagle Scout Project Proposal - Justin Haley

Justin tells the Board he is a Life Scout and he is working on his Eagle Rank. With the construction of the New Fire Station it prompted him to create a monument to honor and acknowledge the men and women from Police and Fire who go to work every day and sacrifice their lives to ensure the safety of our Community. Justin states he has meet with Town Administrator T. Brown, Police Captain Sargent and Firefighter/Paramedic Kelly, he is here tonight to seek the approval of the Board of Selectmen so he can move forward with this project. He mentions the monument will cost \$3,000 which he will raise by fundraising and donations. The location of the monument will be at the curb of the entrance to the New Fire Station, and will be constructed 3 ft high, by 3 ft deep and 5 ft in length. The project will be the cement foot/base and the granite monument that will sit on it, it will be engraved on the slanted top with "Dedicated to the First Responders who serve our Community" and have the Police and Fire emblems on either side. Justin tells the Board the project phases are

1. Prepare the Project Plan (Done)
2. Get approval of the design from Project Beneficiary (Town Administrator T. Brown) and Board of Selectmen
3. Fundraising (Ongoing)
4. Order the granite and engravings
5. Prepare the ground location
6. Engrave the monument
7. Place the monument
8. Presentation to the Town in honor of Police and Fire

He states the next steps for approval are for the Board of Selectmen to agree to this proposal then have the Project Beneficiary (T. Brown) sign the necessary paperwork. The next key dates are:

- Monday, November 5th (2nd Monday of Month) – present to the Board of Selectmen; get approval and signatures after any input/changes – This is where I need your input on the location so I can finalize my project proposal to present and get approval

-Monday, November 12th – present project to my Troop Committee and ScoutMaster; get approval and signatures after input/changes

-Monday, November 26th – Get paperwork submitted for Eagle Board to Approve Project Proposal

-Tuesday, December 11th – Present to the Eagle Board my proposed project

Once approved, I can start fundraising and hopefully have this installed by mid-late Spring in the agreed upon location.

Board and Town Administrator T. Brown discuss the location of the monument with Justin, and agree on the placement at the entrance. Troy mentions they initially wanted it on the Liberty way side, but due to drainage issues, the parking lot and also not wanting it to close to Mr. Bergeron's Memorial everyone thought the discussed location was best.

Troy asks Justin to come back with updates for the Board as he moves forward.

Selectman J. Brunell **motioned** for the Board of Selectmen to authorize/approve the First Responder Eagle Scout Project Proposal for a Fire/Police monument presented by Justin Haley at the location discussed.

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

Gregg Lantos - NRPC Principal Transportation Coordinator

a. Northern Bridge Crossing Project

b. Metropolitan Transportation Plan

c. 10 Year Transportation Plan

Gregg Lantos mentions he is on his second tour with the National Regional Planning Commission (NRPC). He was with NRPC from 1988-1999, moved to Boston but is now back in Nashua and for the past year back with the NRPC. He states during his first employment with NRPC it was a very high growth region back then, and there were big "pie in the sky" growth plans such as the Circumferential Highway, Route 108 By-Pass and the Commuter Rail Build were among several of the ideas. But due to continued rising costs the money has never been there. He wanted to discuss the Transportation Technical Advisory Committee which Troy is an alternate member of and Mr. Thomas Young (who has passed) was the Town of Litchfields Representative. Since no one has taken up Mr. Young's position and Troy's schedule has not allowed him to attend any recent meetings. Gregg mentions the Board should find someone to attend these meetings on a regular basis. There is a meeting on November 14 where the Commission Victoria Sheehan will be discussing the 10 year Transportation Plan. Gregg Lantos states as far as the (a) Northern Bridge Crossing Project the price tag of 300 million is too costly. They are currently updating (b) The Metropolitan Transportation Plan which is a long range planning document. This is a Federal requirement which has to be done by the Metropolitan Transportation Organization every 4 years.

He mentions © the 10 Year Transportation Plan is a State requirement, which is how the State organizes their planning horizon. He states in Massachusetts the DOT really dominated the Metropolitan Transportation Plan, they would share their meetings and tell the NPO they would not fund certain plans in the long range 10 year Plan so not to bother. Unlike here in New Hampshire he states we allow "pie in the sky" long range plans to be placed in our 10 year

Transportation Plan and be kicked around forever. So they are working on updating this Plan, keeping the Northern Bridge Crossing as a long range goal. It will not be a current priority for the State but a 30 year possible project goal, because there is no feasible way to fund this project at this time.

Town Administrator T. Brown asks if the 10 year projects are funded 100%.

Gregg states most are 80% from Federal money and 20% comes from the State or Town.

He mentions the project solicitation process has been completed for this coming round of possible fund use for projects in the State, there was also a Transportation Alternative Program (for bike/pedestrian paths etc.) Litchfield did not submit anything, so he assumes there were no projects the Town had at this time. Troy states he knew of nothing the Town qualified for.

Gregg states every 2 years they move through this process. They are looking ahead and trying to develop projections of where this region will be. He states the growth that has occurred and is projected is much lower than has been seen in the past. He shared information showing projections of population, employment and building growth in Towns around the State.

Selectman J. Brunelle asks where the population numbers came from for Litchfield.

Gregg states Census and from the Planning Board.

Selectman J. Brunelle asks what the Towns next step should be.

Gregg states it would be for the Town to find Representation for someone to be the voice for Litchfield at future meetings of the NRPC.

The Board and Gregg discussed some of the Town's road concerns such as Hillcrest Road (State road), and the Page Road and Cutler Road exits on to Route 102 (Hudson) and the impact it has on Litchfield.

Town Administrator T. Brown states he will make it a priority to try and attend the November 14th meeting of NRPC. As well as see what they can do for future representation from the Town.

The Board thanks Mr. Lantos.

Salt Shed Sign

Selectman J. Brunelle mentions last year there was discussions regarding constructing a salt shed somewhere outside at the Recycling Center. This was so residents for their safety would not be entering inside the Recycling Center in order to get access to some sand/salt mix supplied by the Highway Department. Selectman J. Brunelle states the shed has been constructed and is in place and he was approached by the Road Agent to have the Board of Selectmen's approval to post a sign limiting sand/salt removal at the shed to (two 5 gallon buckets) at a time. The Road Agent felt this was approved previously by the Board, but John could not remember so he is presenting it this evening for the Boards approval so they can agree on the wording and it can be posted with the BOS approval. Selectman J. Brunelle states there has been some issues reported with residents taking more or filling trucks with the mixture at the Town's expense, so this would make it clear what can be taken. This also keeps the traffic out of the yard where it became challenging and a safety issue with the traffic at the Recycling Center and people out walking to get to the sand/salt pile and load up some bucket. They also wanted to have the gate closed during times when the Recycling Center was not open. So this shed now being located outside the gate keeps everyone safer and the Center

can remain secure during non-operational hours.

Troy mentions he thought there was a policy that was adopted, but agrees the Board should clarify and readopted a policy.

Selectman S. Webber states the shed is outside and being filled by the Road Agent so the usage can be controlled now, he questions if there is a need for signage.

Board discussed this matter.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the posting of signage at the Recycling Center Sand/Salt Shed stating the removal of only two-5 gallon buckets of mixture be taken out at a time, per authorization of the Board of Selectmen.

Selectman K. Bourque **seconds** the motion. **Vote fails 2-2-0.**

Selectman K. Schaefer would like to see the shed/building.

Selectman S. Webber agrees the shed should be outside for safety reasons and the gates should be locked, but does not know if there is a real issue with people taking to much.

T. Brown states he has not seen the shed, but believes it is outside the gate. He mentions the reason for this becoming an issue was due to the Road Agent almost backing over a vehicle that was inside the recycling area and was not seen by the equipment operator. This was why they dumped the sand/salt mixture outside the gate last year, in order to keep everyone safe. So Troy feels the Board of Selectmen should be on record limiting the quantity otherwise individuals can show up with a pickup truck and help themselves. He states if it is not posted properly with a policy in place, they would not be doing anything wrong.

Selectman S. Webber feels the Road Agent should set up the structure and if people appear to be taking too much, then come back and the Board can have another discussion and post signs.

Troy states he can draft a resolution so the Board has something official for the Town as to what the limit is, and get confirmation from the Road Agent about where the structure indeed is located.

After discussion, Troy will get the particulars regarding the shed and its location, check to see if a policy already exists for the town and he will update the Board at their next meeting.

Part-time Holiday and Earned Time Benefits

Town Administrator T. Brown states he shared two sections of the town's Personnel Policy regarding non-union employees with the Board. He has been hearing from Department Heads that utilize regular part-time employees that currently receive no Holiday or Earned time benefits, and would like the Board to consider reinstating these benefits. He mentions in prior years health insurance, sick leave, holiday and earned time were given to part-time employees on a prorated basis. This was changed by the Board of Selectmen and these benefits were taken away on January 1, 2013.

So this evening he is asking the Board to reinstate only the earned time and the paid holiday benefits, for only regular part-time non-union employees assigned to a 26-39 hour work week. Troy mentions a part-time employee who works a regular schedule will be entitled to the paid holidays recognized annually by the Town, provided that the employee normally works on that day. For hourly employees, holiday pay will be paid at the straight time hourly rate and will be prorated for employees that regularly work fewer than eight hours on that day. Temporary

employees are not entitled to paid holidays. Also earned time would be on a prorated basis based and they would not be able to participate in the annual buyback program and would be subject to a minimum usage. He states the cost to reinstate this is very minimal to the budget. Selectmen S. Webber states it is a good way to hire and retain part-time employees. Selectman J. Brunelle states it has been difficult to get or retain individuals and it makes sense to reinstate these policies.

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve paid holiday and earned time leave to part-time employees assigned to a weekly work schedule of 26 to 39 hours per week as recommended by the Town Administrator.

Selectman S. Webber **seconds** the motion. **Vote carries 3-1-0.**

Skid Steer Grant/Skid Steer Purchase

Town Administrator T. Brown mentions after the approval and vote taken last week by the Board for the skid steer, Dave Mellen informed him this purchase could be eligible for Grant funding from NH the Beautiful. Dave applied 5 years ago for the skid steer and received \$5,000 in Grant funding. So Dave is asking permission from the Board to apply for a grant from NH the Beautiful. Troy mentions even though the Town moves forward and purchases the skid steer, it will be eligible for a reimbursement from the Grant if approved (there is a 6 month look back). Troy also mentions he misinformed the Board last week and the purchase price of the skid steer after trade in was not \$19,030 but \$22,593. The \$19,030 was the balance of the Revolving Fund after the purchase of the skid steer. So if the Board still supports this purchase he needs to have the motion amended.

Selectman K. Schaefer **motioned** for the Board of Selectmen to amend the skid steer purchase as previously approved at the October 22, 2018 meeting from \$19,030 to \$22,593. Also the Board of Selectmen authorize the Town to submit a Grant to New Hampshire the Beautiful to offset the purchase price.

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

Resignations

Sharon Jones - Conservation Commission

Joseph Blanchette - Planning Board Member

Selectman J. Brunelle mentions they have resignations from Sharon Jones who is resigning from the Conservation Commission due to time commitments from her employment, and Joseph Blanchette is resigning from the Planning Board due to moving out of Town.

Selectman J. Brunelle **motioned** for the Board of Selectmen to accept the resignations from Sharon Jones from the Conservation Commission and Joseph Blanchette from the Planning Board.

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

Selectman J. Brunelle asks Troy to please forward a letter to both thanking them from the Town.

Administrator Report

Troy tells the Board he made contact with the property owners at the north end of town regarding the "Welcome to Litchfield" sign. They were preparing to contact the Town regarding

the disrepair and location of the existing sign. So they have set up a site meeting to look at the area and discuss this matter. He feels they are not going to want a new sign put back in this location. So he will meet with them and report back to the Board.

Troy mentions they have had discussion regarding the Conference Room table set-up. He has been in contact with the State Prison who did the tables for Hudson and did a fantastic job. However, it is a process and can take anywhere from 6-8 months (or more). So he has been in touch with another supply company and is looking at a modular set-up on wheels (it folds) and can be moved and rearranged as needed for the meeting in this Conference Room. Troy mentions there is \$5,000 Encumbered for this purchase, and he will report back when he has a final quote.

Troy tells the Board he, Selectman B. Lemire and the Road Agent meet with Mr. Poitras regarding his property on Kokokehas Circle and the snow plow issue he had been having with the Town. The Road Agent did remove some trees that were an issue and they are hoping this will resolve the matter and prevent damage to his property.

Troy mentions the "No Thru Trucking" request from Mr. Conway that the Board discussed at a previous meeting. A letter has been mailed out to him today informing him of the Boards conversation and response. Which was without another feasible route there was legally nothing the Town could do at this time.

Troy states the Board of Selectmen received an email a few weeks ago regarding a Zoning violation in regards to the parking area. He mentions there was a site visit by the Planning Board this past Saturday, and feels this matter may be cleared up at the Planning Board level. So due to a formal Zoning violation being requested he will be checking into the matter and will report back to the Board.

Troy also mentions the Right-to-Know request submitted to the Board by Mr. Cabral he has responded to for a second time and the letter was hand delivered on Friday.

Selectman J. Brunelle asks Town Administrator T. Brown for an update on the Bixby Road property.

Troy mentions Legal Counsel is starting the next step in the process.

Selectman Reports

Selectman S. Webber states the Planning Board did a site walk at Mel's Fun Park. They are consolidating the properties into one because it will give them better options for financing. So the Board wanted to see the site in preparations for those discussion regarding the property at their next meeting.

Selectman K. Schaefer states nothing to report from the Recreation Commission

Selectmen K. Bourque states nothing to report from the Conservation Commission.

Selectman J. Brunelle states the Budget Committee is working on the School Budget at this

time. Town does not meet with the Committee again till December 6th.

Items moved from consent - None

Other Business - None

Public Input - None

General Election - November 6, 2018 at Campbell High School (7am to 7pm). Selectman J. Brunelle states there will be two Board members covering the elections throughout the day/evening.

Town Offices Closed Veterans Day - November 12, 2018

Selectman S. Webber **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.

RSA 91-A:3,II(a) - Compensation

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

Roll call vote - Selectman K. Bourque (yes), Selectman J. Brunelle (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.

MOTION TO RECONVENE PUBLIC SESSION:

K. Schaefer motioned and seconded by J. Brunelle to return to public session. Motion passed

MOTION MADE TO SEAL THE MINUTES:

K. Schaefer motioned and seconded by J. Brunelle to seal the minutes indefinitely because it is determined that divulgence of this information likely would affect adversely the reputation of any person other than a member of this board.

ROLL CALL VOTE:

Selectman J. Brunelle (yes), Selectman K. Bourque (yes), Selectman K. Schaefer (yes),
Selectman S. Webber (yes)

Motion passed.

MOTION MADE TO ADJOURN

K. Schaefer motioned and seconded by J. Brunelle to adjourn. Motion passed.

The next Board of Selectmen's meeting will be on November 26, 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