

# Town of Litchfield, New Hampshire

## Board of Selectmen

TEL – (603) 424-4046

EMAIL – townhall@litchfieldnh.gov

FAX – (603) 424-3014

Meeting Date: 1/28/19

Call to Order: 6:00 PM

Meeting Location: Town Hall

Meeting Called By: Board of Selectmen  
Type of Meeting: Selectmen's Meeting  
Facilitator: John Brunelle  
Note Taker: Matthew Sullivan  
Minutes Approved: \_\_\_/\_\_\_/\_\_\_\_\_

Four Selectmen were in attendance (Alphabetic Order):

1. Kevin Bourque
2. John Brunelle, Vice- Chairman
3. Kurt Schaefer
4. Steven Webber

\* Troy Brown, Town Administrator in attendance

Agenda Topic: Call to Order

Presenter: Selectman J. Brunelle

- 5:00 PM - Paperwork Review
- 6:00 PM - Call to Order
- 6:01 PM - Pledge of Allegiance

Agenda Topic: Review and Approval of Consent Items

Presenter: Selectman J. Brunelle

1. Approval of Board of Selectmen Meeting Minutes from January 14, 2019
2. Approval of Accounts Payable Manifest from January 22 of \$100,037.51 and January 29 of \$95,312.01.
3. Approval of Payroll Manifest from January 24 of \$56,393.78 and January 31 of \$53,168.38
4. Approval of Tax Abatements - 3 @ 1,844.98.
5. Tax Credits and Exemptions - 1 @ \$300.00
6. Tax Collector, Town Clerk, and Treasurer Reconciliations - December, 2018

**Discussion:** None

**Motion** ( Selectman Webber / Selectman Schaefer ) To approve the Items of Consent.

**Vote:** ( 4-0-0 ) The motion carried.

Agenda Topic: Items Moved from Consent

Presenter: Selectman J. Brunelle

1. None

Agenda Topic: Business

Presenter: Troy Brown, Town Admin

**John Regan, Town Moderator - Warrant Review / Deliberative Session:**

1. John Regan, Town Moderator, will not be at the Deliberative Session on Saturday, February 2, 2019.
  - a. Frank Byron is the Moderator Pro-temp.
2. Article Two will be presented by the Budget Committee
3. The Board of Selectmen will email the moderator with the Warrant Article assignments.

4. Frank Byron will be in touch with Troy Brown, the Town Administrator if there are any changes.
5. Litchfield Police Department and the color guard:
  - a. The color guard and singer will enter from off-stage.
  - b. The Selectmen tables will need to be moved. The Selectmen will sit in the front row while the color guard performs.
  - c. The Budget Committee table will not have to be moved.
6. The color guard and singer will enter from off-stage.
7. John Regan questioned if the Pledge of Allegiance or The National Anthem should be played.
  - a. The Board of Selectmen agreed that both the National Anthem and Pledge of Allegiance should be performed.
8. The Selectmen tables will need to be moved temporarily. The Selectmen will sit in the front row while the color guard performs.
9. The Budget Committee table will not have to be moved.
10. The moderator will have the tall podium (stage left). The other podium will be positioned next to the Budget Committee.
11. Troy Brown will be in touch with Michelle about having a laptop and projector at the Deliberative Session.
12. Once the presentation is finalized, Selectman Brunelle will place the presentation on a flash drive.
13. As of Friday, January 25, Troy Brown had not been able to locate the ballot boxes.
  - a. If the ballot boxes are not found, the boxes will be ordered online.
14. Index cards and pencils will be provided if residents make Amendments to the Warrant Articles.
15. Petition Articles may be changed, just like any other Article, as long the subject matter stays the same.
  - a. Any part of the other content may be changed.

**Warrant Article Assignments:**

1. The Article assignments were moved to the end of the meeting.

**Jayson Brennen, Beautification / Other Updates:**

1. Jayson Brennan, 23 Aldrich Street, is representing the Litchfield Beautification Fund.
2. Jayson mentioned Petition Article 14 was passed in 2018. The Article established \$2,500 towards the Beautification Expendable Trust Fund.
  - a. The fund is currently in a bank account receiving interest.
3. The fund has not been touched and may be used by any resident of Litchfield, who intends to create a beautification project.
4. Jayson and other members raised money for the Litchfield Beautification Fund by creating and selling calendars.
  - a. The group was able to find 16 sponsors to help pay for the creation of the calendars.
  - b. The group sold over 200 calendars and netted over \$3,000.
5. Sandy Vance and the Bryant family suggested that instead of sending flowers, people should make a donate in John Bryant's name to the 'Friends of Litchfield Beautification.' This donation helped to raise over \$2,000.
6. The Beautification Fund was initially to be used in the north part of Litchfield, near the power lines. The idea was to extend the fence all the way and join the fence with the horse farm fence.
  - a. Instead, a generous company stepped up and donated all the fencing.
7. **Beautification Ideas:**
  - a. Extend the fence from the conservation area down to the horse farm.
  - b. The corner of 3A and Albuquerque Avenue:
    - i. Put up a wayfinding sign.
    - ii. Sign companies were solicited, and the average cost of a wayfinding sign was \$1,500.
  - c. The corner of 3A and Hillcrest Road:
    - i. Place an eight-foot tall granite stone at the corner, with a wayfinding sign attached.

- d. The corner of Hillcrest Road and Albuquerque Avenue:
    - i. The town property is well off the road.
    - ii. Line the area with trees, bushes, or a fence along the property.
  - e. Darrah Pond:
    - i. Landscaping or a fence at the entrance towards Darrah Pond.
8. Jayson mentioned he would like to find volunteers to put up fencing along the conservation area.
  9. Troy Brown has contacted Eversource to see if there any restrictions with the beautification ideas.
  10. Jayson mentioned he understood he needed the Board of Selectmen’s approval and possibly the approval of the DOT.
  11. Selectman Brunelle wanted to know if Jayson had considered the gazebo, in front of Town Hall. Jayson stated he had thought about accent lighting and benches for the gazebo.
  12. Jayson thanked Pete and Karen Psaleda, the sponsors for the calendar, and Sandy Vance and the Bryant family. He also thanked Troy Brown and the Town Hall employees for their help with selling the calendars.

**Agenda topic:** Public Input – Started at 6:15 pm | **Presenter:** Selectman J. Brunelle

1. None

**Agenda Topic:** Business (continued) | **Presenter:** Town Admin, Troy Brown

**Dog Kennel HVAC Replacement:**

1. The issue started in the Spring of 2018. When the kennel was built, it was initially equipped with an electric heating system. Five years ago, Litchfield received an environmental grant to put in a used oil furnace. The town purchased a used oil furnace and had no issues for a few years. The last couple of years the kennel started having maintenance issues with the furnace. A decision was made not to repair the furnace because of the cost of repair, the labor to transport the used oil, and the storing of the oil.
2. A decision was made to update to a more reliable heating source.
  - a. The kennel has two spaces:
    - i. The administrative office
    - ii. The dog kennel
3. The contractor the town uses suggested a propane tank in the dog kennel area.
  - a. The administrative office would be heated by installing a heat pump.
  - b. The backup would still be the electric heat.
4. The heat pump would allow having the capability of providing air conditioning. The air conditioning would allow the kennel to house a larger quantity of animals during a heat wave.
5. The estimated cost for a new propane tank is \$11,000. The propane tank would be installed by Affiliated Heating.
6. Even with the Board of Selectmen approval, the town would have to wait a month or two before installation.
7. **Funding Sources:**
  - a. General Government Buildings - This covers all town buildings. The town carries \$5,700 for unanticipated repairs.
  - b. Animal Control Budget - The available budget is \$750.
  - c. Building Systems Trust Fund - The Board of Selectmen are the agents to expend the funds. The fund has \$56,162 available in the budget.

8. Talent Hall would come under the same budget. A couple of cooling units in Town Hall, on the police station side, are having issues.
  - a. The idea was to tackle the Town Hall issue this year and the Talent Hall issue next year. This will likely have to be reversed.
9. In the past, the Board of Selectmen would have said 'Why don't we over expend the Animal Control and Building Maintenance Fund. As we get to the end of the year, if you know you are going to have overextended funds then at that point we will decide whether or not we are going to reach into the Capital Reserves Fund.'

**Discussion:** None

**Motion:** (Selectman Schaefer / Selectman Brunelle) To authorize the Town Administrator to proceed with the contract as presented and expend it from the Animal Control and Building Maintenance Funds. Then, we can go back within the year and taking the Trust from the backfill that we are short.

**Vote:** (4-0-0) The motion carried.

#### **Talent Hall HVAC Replacement:**

1. Talent Hall has two heating units.
  - a. Both are at least 20 years old.
  - b. One of the units caught fire a year or two ago.
2. Affiliated Heating has done everything possible to keep the one unit running.
3. The building was never insulated.
  - a. When the heating units went down, the building temperature was around freezing.
  - b. The recovery time for the heat to reach 60 degrees was 24 hours.
4. Pickleball and the LRBL were in the building daily. Both leagues gave consistent reports about the heat.
5. Affiliated Heating spoke to the Town Administrator, and the Fire Department about why repairing the heating system would not be cost effective.
6. A decision was made to put in a temporary heat source. The recent cold weather required the temporary heat source. The heat source is up and running and will cost the town about \$4,000 to \$5,000. This price includes the rental of the heat source, and the install.
7. This heat source will give us three to four months, and allow us to get through the cold weather.
8. A new system will be designed, and Troy Brown will bring the design back to the Board of Selectmen.
9. The leagues that use Talent Hall have said they are interested in a new system which includes air conditioning.
10. The design plans for the new system will include the cost for only a heating system and a heating system which includes air conditioning.
11. Selectman Brunelle wanted to know if the system could be designed to have an air conditioning unit added on at a later date. Troy Brown stated he was told that the units come all one unit, and he does not know why one could not buy a heating unit with the capability of putting the cooling unit on top.
12. Selectman Brunelle questioned why the plans would take three months to create. Troy Brown mentioned he believed the three month estimate was given to include time for the design, the purchase, and the installation.
13. No action was required by the Board of Selectmen. The discussion of the Talent Hall HVAC unit was only to update the Board of Selectmen.
14. The suggestion was made to install in two stages. The suggestion was made because Talent Hall is used consistently by different leagues and the disruption of the installation may interfere with the league's use of Talent Hall.

#### **Mel's Funway Park - Temporary "No Parking" Colby Street:**

1. Attorney Andy Prolman, from the law firm Prunier and Prolman, representing Mel's Funway Park, LLC.

2. Mel's Funway Park just finished a long permitting process with the Planning Board.
  - a. Part of the approval was to follow up with a discussion Attorney Prolman had with the Planning Board about a temporary no parking ban.
  - b. The no parking ban would occur for Spooky World nights on Colby Road.
  - c. Wayne Caulfield and Mike Accomando, owner's of Mel's Funway Park, spoke to the Litchfield Police Department about the temporary 'No Parking' for Colby Road.
    - i. The Police Department liked the idea but informed the owners of Mel's Funway Park they need to receive approval from the Board of Selectmen.
3. Attorney Andy Prolman mentioned that Mike and Wayne were thinking of hammering signs into the ground. The temporary signs would read "No Parking" signs.
  - a. The signs would be installed on Spooky World nights.
  - b. Spooky World gets busy on Friday and Saturday nights.
  - c. Thursday nights are not busy traffic days for Colby Road.
  - d. Placement of the signs would be at the discretion of the Police Department.
  - e. John Brunelle will work with the Police Chief and Captain.
  - f. Attorney Prolman stated the condition of the site plan was the owners had to work with the Police Department and the Board of Selectmen. Approval of the temporary "No Parking" was not part of the condition.

**Justin Bissett Memorial Baseball Complex Parking Lot – Army National Guard:**

1. The Litchfield Baseball Association is working with the Army National Guard and having them conduct a training session.
2. The Army National Guard will dedicate their sessions on Jeff Lane and will build a parking lot.
  - a. The abutters came and discussed their concerns.
  - b. The training session is scheduled for July and August.

**Discussion:** None

**Motion:** (Selectman Brunelle / Selectman Bourque) Move to authorize the Town Administrator to apply to the Army National Guard to construct a parking lot at Justin Bissett Memorial Baseball Complex

**Vote:** (3-0-1) The motion carried. Selectman Schaefer abstained.

**Avitar Data Verification Notices:**

1. No action is required by the Board of Selectmen.
2. Avitar selects about a quarter of the town. Avitar will send out the first letters to the residents letting people know they will be doing updates.
  - a. The letter requests the residents to call back and schedule appointments.
3. Avitar will go out, and they will inspect all of the properties.
  - a. The inspection is performed to make sure all the tax records are accurate.
4. The second letter will be mailed out to the residents to prevent Avitar employees from being accused of trespassing.
  - a. The second letter will warn the residents that Avitar employees will be on residents property.
5. The town will cover the postage imprint. It is not in the contract for additional mailings.
6. The expense for the mailings will be charged to the Assessing Services line.
  - a. The estimated expense for this mailing is around \$1,000.
7. Troy Brown is going to speak to Avitar about why they are unable to change the language of the first letter to incorporate the language of the second letter.
  - a. Troy Brown believes there are legal reasons for the second letter.

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

1. Appointing a boat tax agent is an annual action taken by the Board of Selectmen to allow Irwin Marine to act a boat tax agent.
  - a. The town will allow the residents of Litchfield to register their boats at the Irwin Marine store
2. The benefit of allowing Irwin Marine to be a boat tax agent:
  - a. The Irwin Marine store will keep a five dollar processing fee.
  - b. The town receives 100% of the registration fee.
  - c. Last year the town collected \$18,000 in boat registration fees.
3. If the residents go directly to the State, then 100% of the boat registration fees are kept by the State.

**Discussion:** None

**Motion:** (Selectman Brunelle / Selectman Webber) To approve the agreement to allow Irwin Marine to be a boat tax agent.

**Vote:** (4-0-0) The motion carried.

### **HealthTrust Grant Acceptance:**

1. HealthTrust has a program where a town may send an employee to attend a one-day training session.
2. HealthTrust is training the town employee to be able to come back to the town and promote healthy lifestyles and health awareness programs.
3. By attending the workshop, the town receives a \$500 grant.
4. Towns choose to do different things with the grant.
  - a. Have someone come out and speak about a certain topic.
  - b. Competitions for the most miles walked in a month.
5. HealthTrust does not come in and perform an audit to see how the grant has been used.

**Discussion:** Accept the \$500 grant from HealthTrust to promote health awareness programs for town employees.

**Motion:** (Selectman Schaefer / Selectman Webber )

**Vote:** (4-0-0) The motion carried.

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**Agenda Topic:** Administrative

**Presenter:** Troy Brown, Town Admin.

### **Town Administrator, Troy Brown:**

#### **Town Office Front Doors:**

1. The town is not replacing the front doors, the hardware around the doors is being replaced.
  - a. Initially, it was thought the front doors would be replaced.
2. In the next two weeks:
  - a. The hardware will be replaced by new hardware; the hardware can't be replicated.
  - b. The hardware will not match the hardware on the other door.
3. Three tables in the meeting room:
  - a. Town Hall has no use for the tables and no place to store the tables.
  - b. Troy Brown will contact the school department to see if they can use the tables.
  - c. If the school is unable to use the tables, then the Troy Brown would like the authority to bring the (3) tables down and discarded at the drop-off center.
4. Troy will double check with the Fire Chief to see if he can use the three tables.

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**Agenda Topic:** Selectmen Report

**Presenter:** Selectman J. Brunelle

**Selectman K. Schaefer - Recreation Commission:**

1. Recreation Commission discussed the Talent Hall heat issue. The commission also discussed cleaning up Talent Hall, most of the building has been cleaned up. The commission is waiting for Christmas in Litchfield to take down their decorations in the field and around the building.

**Selectman K. Bourque - Conservation Commission:**

1. Nothing to report.

**Selectman J. Brunelle - Budget Committee:**

1. The Budget Committee has not met since the last budget hearing. There is a deliberative session on Saturday, February 2, 10 am at the Campbell High School Auditorium.

**Selectman S. Webber - Planning Board:**

1. The Planning Board gave conditional approval to Mel's Funway, LLC for the construction of Mini-Mel's and Mel's bumper boats. The bumper boats are going to run parallel to the former driving range and laser tag.
2. Mini-Mel's is going to be little go-karts, miniature bumper boats, and a couple of bounce houses.

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**Agenda Topic:** Other Business

**Presenter:** Selectman J. Brunelle

1. None

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**Agenda Topic:** Warrant Article Assignments

**Presenter:** Selectman J. Brunelle

1. **Troy Brown, Town Administrator** -
  - a. Troy will work on the presentation. He will work one-on-one with the Selectman.
  - b. Troy will find out if the Police Union would like to talk about their new contract.
  - c. Article Five, the Expendable Trust Fund.
  - d. Article Seven
2. **Selectman Bourque** -
  - a. None
3. **Selectman Brunelle** -
  - a. Article Four, Health and Human Services Article.
  - b. Article Six
4. **Selectman Lemire** -
  - a. Selectman Lemire will discuss the new contract with the Litchfield Police Department.
  - b. If Selectman Lemire is unable to do the presentation, then Selectman Brunelle will make the presentation.
5. **Selectman Schaefer** -
  - a. None

6. **Selectman Webber** -
  - a. None
  
7. **Matt Lepore** -
  - a. The town flag
  
8. **Joe Cabral** - (Petition Articles)
  - a. Article 10
  - b. Article 11
  - c. Article 12
  - d. Article 13
  - e. Article 14

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**Agenda Topic:** Adjourn the Public Portion of Meeting

**Presenter:** Selectman J. Brunelle

**Discussion:** None

**Motion:** (Selectman Brunelle / Selectman Schaefer) To adjourn the public portion of the meeting to go into non-public session per:

- a. RSA 91-A:3,II(c) - Reputation
- b. Roll Call Vote -
  - i. Selectman Bourque - yes
  - ii. Selectman Brunelle - yes
  - iii. Selectman Schaefer - yes
  - iv. Selectman Webber - yes

**Vote:** (4-0-0) The motion carried. Meeting adjourned at 7:00 pm.

1. **Reminder:**

- a. The next Board of Selectmen meeting will occur on February 11, 2019, at 6 pm.
  
- b. The 2019 elected positions, the filing period occurs from Wednesday, January 23 until Friday, February 1<sup>st</sup> at 5 pm.
  
- c. The Deliberative Session will occur at Campbell High School on Saturday, February 2, 2019, at 10 am.



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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 Schaefer

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Stephen Webber