

Town of Litchfield, New Hampshire

Board of Selectmen

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Meeting Date: 2/11/19

Call to Order: 6:07 pm

Meeting Location: Town Hall

Meeting Called By: Board of Selectmen
Type of Meeting: Selectmen's Meeting
Facilitator: Brent Lemire
Note Taker: Matthew Sullivan
Minutes Approved: ___/___/_____

Five Selectmen were in attendance (Alphabetic Order):

1. Kevin Bourque
2. John Brunelle, Vice- Chairman
3. Brent Lemire, Chairman
4. Kurt Schaefer

One Member Absent (Alphabetic Order):

1. Steven Webber

* Troy Brown, Town Administrator in attendance

Agenda Topic: Call to Order

Presenter: Selectman B. Lemire

- 5:00 PM - Paperwork Review
- 5:45 PM - Non-Public Meeting per RSA 91-A:3 II(b) - Hiring of any public employee
- 6:07 PM - Call to Order

Agenda Topic: Review and Approval of Consent Items

Presenter: Selectman B. Lemire

1. Board of Selectmen Meeting Minutes from February 2, 2019
2. Boy Scout Troop 11 Donation Acceptance - \$106.75
3. Pole licenses - Calawa Circle (128/1 and 128/2)
4. Accounts Payable Manifest from February 5, 2019 of \$1,831,019.02 and February 12, 2019 of \$120,281.13
5. Payroll Manifest from February 7, 2019 of \$50,594.59 and February 14, 2019 of \$52,182.31

Discussion: None

Motion: (Selectman Bourque / Selectman Brunelle) To approve the Items of Consent.

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

Agenda Topic: Items Moved from Consent

Presenter: Selectman B. Lemire

1. None

Agenda Topic: Business

Presenter: Selectman B. Lemire

Thomas Scotti - Full-Time Probationary Police Officer Appointment:

1. The Board of Selectmen recognized Chief Joseph O'Brion.
2. Chief O'Brion is recommending Thomas Scotti as a Full-Time Probationary Police Officer.

Discussion: None

Motion: (Selectman Brunelle / Selectman Schaeffer) To approve hiring Thomas Scotti as a Full-Time Probationary Police Officer.

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

3. Chief O’Brion swore in Thomas Scotti as a Full-Time Probationary Police Officer.
4. Chief O’Brion mentioned that the police station had refreshments for the family and friends of Police Officer Scotti.

Agenda Topic: First Public Hearing for Keno

Presenter: Selectman B. Lemire

First Public Hearing:

1. Troy Brown, Town Administrator, mentioned residents of Litchfield requested to have two hearings to discuss Keno operations within the town of Litchfield.
 - a. The first hearing is a local hearing
 - b. The second hearing is required by the State of New Hampshire.
 - i. The public hearing will occur on February 25, 2019, at 6 pm.
2. Troy Brown mentioned he was required to give the residents notice of the hearing.
 - a. He gave notice through:
 - i. The town website
 - ii. The Litchfield News

Keno Operation:

1. Selling establishments will earn an 8% commission per one dollar sale.
 - a. The establishment will earn an additional bonus of 1% for selling winning tickets of \$10,000 or more.
 - i. The bonus is capped at \$75,000.
2. Establishments selling other lottery products will earn a 5% commission per one dollar sale and a 1% commission for prizes sold.
3. The estimated revenue projection for the State Education Trust Fund is \$8,472,500.
 - a. The municipality receives \$1,100 for each pupil enrolled in an approved kindergarten program.
4. Senate Bill 191 Sub-Section 198:48(c) gives detailed information for grants.
5. All revenue from the sale of Keno goes back to the state.
 - a. The state then uses a formula to calculate how the revenue will be distributed back to the cities and towns with full-time kindergarten programs.

Establishments Allowed to Sell Keno:

1. The establishments must have:
 - a. Liquor license
 - b. Pouring license
2. If the establishment sells alcohol to a minor, the establishment will lose its liquor license and the ability to sell Keno.
3. The following Litchfield establishments may apply to the state for the right to sell Keno:
 - a. Hidden Creek Country Club
 - b. Lobster Boat
 - c. Mel’s Diner
 - d. Mel’s Funway Park
 - e. Passaconaway Country Club
 - f. Romano’s Pizza

Municipal Election for Keno in Litchfield:

1. The local legislative body must place the question on the Warrant for the Municipal Election or
2. The question must be added by a registered citizen with 25 or more registered citizen signatures, or at least 2% of the total registered voters.
3. The local legislative body must have a public hearing on the question 15 to 30 days prior to the Municipal Election. Seven days before the public hearing, the legislative body must post a notice in two different places, and a newspaper.
4. The question on the Warrant will read ‘Shall we allow the operation of Keno in the town of Litchfield?’.

The first public hearing about Keno in the town of Litchfield closed at 6:19 pm.

Agenda topic: Public Input – Started at 6:19 pm | **Presenter:** Selectman B. Lemire

1. None

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

Fire Department Grant Approval:

1. The Litchfield Fire Department is looking for the Selectmen’s approval to acquire a forestry truck from the State Forestry Program.
2. Litchfield has a 43 year-old forestry truck which is owned by the State of New Hampshire. The Fire Department learned of a surplus truck that is available and is a more modern vehicle.
 - a. **Make:** 1997 Stewart & Stevenson
 - b. **Transmission:** Auto
 - c. **Description:** Tank on Wheels
 - d. **Mileage:** 8,500 Miles
 - e. **Engine:** Diesel Engine
 - f. 5 Ton and 6x6 Cab
 - g. Military Vehicle
3. If Litchfield is selected, within the next 14 days, then the town needs to collect the vehicle. Currently, the vehicle is located in Connecticut.
4. The cost to update and repair the vehicle is estimated at \$9,500.
 - a. \$7,500 to paint the truck. The paint job may be broken down into a few parts.
 - b. \$2,000 to update the equipment change-over.
 - c. The funds will come from the Fire Department Budget.
5. The truck will remain State property for one year. After the one year, the truck becomes the property of Litchfield. The current forestry truck would go back to the State of New Hampshire.

Discussion: None

Motion: (Selectman Schaeffer / Selectman Brunelle) Move to support the Fire Department in their effort to acquire a forestry truck through the State of New Hampshire Forestry Program.

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

Fire Impact Fees Encumbrance:

1. Troy Brown mentioned the Fire Station Project is coming to an end.
2. The construction still has certain needs:
 - a. Technology Improvements
 - b. Furniture
 - c. Communication

- d. Landscaping
 - e. Bergeron Memorial
3. The Board of Selectmen agreed before the project was approved if needed the Selectmen would look into additional monetary sources to complete the project.
 4. Troy Brown has requested the use of the encumbered Impact Fees to cover the costs of completing the project.
 5. The Board of Selectmen agreed to leave open the possibility of needing more funds, in the future.

Discussion: None

Motion: (Selectman Brunelle / Schaeffer) Move to encumber \$17,655.84 from the Fire Impact Fees for the expenses of the construction of the new fire station building. This includes, but is not limited to general construction, furniture, infrastructure, and technology.

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

Purchase Order Approval - Door Control Access for the Town Hall / Police Station:

1. At the end of 2018, the Board of Selectmen encumbered funds to address specific needs within the town.
2. One need was to update the door control access within the Police Station and Town Hall.
 - a. Replace the 20 year-old door system that controls access to the Police Station.
 - b. Additional doors will be installed to control access within Town Hall.
3. The new Fire Station has the new door control access system and the town is just adding onto the system.
4. All the doors in the Police Station will be updated to the new system.
5. Town Hall will have two additional doors.
 - a. Employee entrance door
 - b. Interior door leading to the main hallway
6. The Police Station will have additional controls.
 - a. This includes the vestibule doors
7. The estimated price of the door control system is \$25,495.90.
8. The Board of Selectmen needs to wave a section of the Purchasing Policy. This will allow the town to work with the same vendor.

Discussion: None

Motion: (Selectman Schaeffer / Selectman Bourque) Move to approve the purchase of the \$25,495.50 to install a Door Access Control System within the Police Station and Town Office. Also, wave Section 3(c) of the Purchasing Policy.

Vote: (3-0-1) The motion carried. Selectman John Brunelle abstained.

Agenda Topic: Administrative

Presenter: Troy Brown, Town Admin.

Town Administrator, Troy Brown:

Avitar Data Verification Notices:

1. Last meeting the Board of Selectmen questioned why Avitar needed two letters instead of one.
2. The reasons for the two letters are:
 - a. In the past, Litchfield did not mail out letters to the residents informing them about Avitar.
 - b. Avitar would just show up to the residents' property:
 - i. If the resident was home, the Avitar employee would inform the resident what the employee needed to do.
 - ii. If the resident was not home, the Avitar employee would leave a door hanger on the resident's door.
3. The second letter describes who Avitar is and what they do. The letter also requests the resident to call the company and schedule an appointment.
4. The cost of mailing the letters to the residents is about \$1,000.

5. The mailing will be done in-house by Avitar. This will include administrative costs.

Nashua Regional Planning Commission:

1. The Nashua Regional Planning Commission meets annually.
2. This year the Commission will meet at the Courtyard by Marriott.
3. The meeting is on February 21, 2019.
4. The Selectmen received postcards inviting them to the event.
5. This year the discussion will be about transportation in New Hampshire.
6. Troy Brown and Selectman Lemire are interested in attending the forum.

Dog Kennel:

1. Work on the heating system within the dog kennel began last week.
2. Troy Brown worked with the propane company deciding where to place the propane tanks.
3. The project is still a work in progress

Talent Hall:

1. No one has mentioned a heating issue with Talent Hall.

Waste Department Fees:

1. Dave Mellon has requested to have the fee's adjusted.
2. Troy Brown has reached out to all department heads letting them know the Board of Selectmen will be going through a formal update to the fees.
3. A public hearing notice of the possible fee change has to be put in two places, one has to be a newspaper. The notice must occur 15 days in advance of making the change in fees.

Voter Guide:

1. Troy Brown will complete the voter guide by the middle of next week.

Agenda Topic: Selectmen Report

Presenter: Selectman J. Brunelle

Selectman K. Bourque - Conservation Commission:

1. Nothing to report.

Selectman J. Brunelle - Budget Committee:

1. The Deliberative Session occurred Saturday, February 2, 10 am at the Campbell High School Auditorium.

Selectman B. Lemire - Heritage Committee:

1. The Heritage Committee is not expected to meet February 12, 2019, because of the incoming storm.

Selectman K. Schaefer - Recreation Commission:

1. Rec Commission last meeting was January 22, 2019
2. The Rec Commission is not expected to meet February 12, 2019, because of the incoming storm.

Agenda Topic: Other Business

Presenter: Selectman J. Brunelle

1. The Board of Selectmen presented Selectman Kevin Bourque with a plaque to honor his six years of service to the Town of Litchfield.

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.

Vote: (4-0-0) The motion carried. Meeting adjourned at 6:40 pm.

1. **Reminder:**

- a. The next Board of Selectmen meeting will occur on February 25, 2019, at 6 pm.
 - i. The second Public Hearing about Keno.
- b. Pat Jewett Ceremony at 7 pm on March 11, 2019
- c. The Town and School District Elections are March 12, 2019 from 7 am until 7 pm at Campbell High School.

Action Items	Person / Group Responsible	Deadline
Complete voter guide	Troy Brown	1 week

Approved by the Board of Selectmen

Brent T. Lemire, Chairman

John R. Brunelle, Vice Chairman

Kevin C. Bourque

Kurt D. Schaefer

Steven J. Webber