

Town of Litchfield, New Hampshire

Board of Selectmen

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Meeting Date: 3/11/19

Call to Order: 6:04 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. Steven Webber

In Attendance: Troy Brown, Town Administrator

No Selectmen were absent:

1. Kurt Schaefer (excused)

Agenda Topic: Call to Order

Presenter: Selectman B. Lemire

- 5:00 PM - Paperwork Review
- 6:00 PM - Call to Order
- 6:00 PM - Pledge of Allegiance
- 7:00 PM - Pat Jewett Volunteer Appreciation Award Ceremony

Agenda Topic: Review and Approval of Consent Items

Presenter: Selectman B. Lemire

1. Board of Selectmen Meeting Minutes from February 25, 2019
2. Accounts Payable Manifest from March 5, 2019 of \$1,836,182.79 and March 12, 2019 of \$81,669.93
3. Payroll Manifest from March 7, 2019 of \$55,014.29 and March 14, 2019 of \$51,289.17
4. Treasurer's Reconciliation - January
5. Tax Collector's Reconciliation - February
6. Town Clerk's Reconciliation - February
7. Veterans' Tax Credit
8. Tax Abatement - \$367.95

Discussion: None

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

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

Agenda Topic: Items Added to Consent

Presenter: Selectman B. Lemire

1. None

Agenda Topic: Items Moved from Consent

Presenter: Selectman B. Lemire

1. None

Fire Utility Truck Purchase:

1. Towards the end of 2018, Fire Chief Fraitzl requested the Board of Selectmen to encumber \$16,000 of funds. These funds will be used to help purchase a utility truck.
2. The fire department went out and received quotes from some New Hampshire vendors.
3. MHQ, Incorporated, based out of Massachusetts, gave the best quote.
4. MHQ, Incorporated specializes in municipal vehicles.
5. The Litchfield Fire Department was awarded the state bid in the State of Massachusetts.
6. Vehicle Info:
 - a. 2019 Ford F-250 Super Duty pickup truck
 - b. The truck came ready with a snow plow package
 - c. The purchase price is \$32,109.40
7. The town will search for a better price for the snow plow.
8. The town will need to change over the radio equipment from the current utility truck to the new utility truck.
9. Most of the money, \$23,500, will come from the Fire Department Detail Fund.
10. The remaining amount, \$8,609.40, will come from the \$16,000 encumbered funds.
11. The fire department will come back for additional funds when they purchase a plow.

Discussion: None

Motion (Selectman Webber / Selectman Brunelle) To authorize the purchase of a 2019 Ford Super-Duty pickup truck from MHQ for \$32,109.40. The use of \$23,500 from the Fire Detail Fund and \$8,609.40 from the funds encumbered for this purpose.

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

Fire Department Emergency Management Performance Grant:

1. Chief Fraitzl had spoken to the Board of Selectmen and Town Administrator about leveraging some funding to outfit the new fire station.
2. The funding would be used to purchase equipment, table, desks, and radio communication equipment. These items would outfit the Emergency Operations Center (EOC).
3. Chief Fraitzl is looking to receive permission to submit a grant application to the Department of Safety.
4. The grant request would be for \$80,000;
 - a. \$40,000 from the State of New Hampshire
 - b. \$40,000 match, from the Town of Litchfield
5. The new building will be used as leverage for the \$40,000 match from the town.
6. No additional funds will be used or needed.
7. No additional appropriations are needed.
8. Chief Fraitzl is only asking for permission to submit the grant request.
9. If the town is awarded the grant, the Board of Selectmen would need to post a public hearing. The \$80,000 grant is over the \$10,000 spending threshold.

Discussion: The Board of Selectmen agreed Chief Fraitzl had mentioned the need for a grant.

Motion (Selectman Webber / Selectman Brunelle) To approve the Emergency Performance Grant as presented in the amount of \$40,000 for the purchase and installation of equipment at the Primary Emergency Operations Center (EOC). Furthermore, the board acknowledges that the cost of this project will be \$80,000, in which the town will be responsible for a 50 percent match.

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

Municipal Complex Sign Improvements:

1. The Board of Selectmen thanked Troy Brown, Town Administrator, for his work in facilitating a new ‘welcome’ sign in the north end of town.
2. Troy commented that putting up a new sign took longer than expected. The town went through a couple of property owners before Mr. and Mrs. Hamm stepped up and agreed to allow the town to place a sign on their property.
3. After the Hamm’s agreed to the sign on their property, the town had to work with the DOT; this included a lot of right away issues and safety design of the sign.
4. Previously, Selectman Lemire had asked Troy Brown about refreshing the entrance signs on Albuquerque and Hillcrest.
5. It was pointed out the entrance to Hillcrest and 3A was being worked on by Jayson Brennan and the Beautification Fund.
6. Richard Curry, a town resident, owns a sign company. He created all the signage at the fire station. He also came up with some ideas to refresh the signage at Albuquerque and Hillcrest.
7. The sign on Hillcrest is not black, but a beige white. The sign is in poor condition.
8. The replacement, plastic insert, would be a blue with white lettering.
9. Troy Brown requested the Board of Selectmen to instruct him on how to proceed with the sign selection.
10. The Board of Selectmen suggested having the community decide, similar to how Matt Lepore had the residents vote on the town flag.
11. Once a decision is made, the town will need to find money in the budget to pay for the signs.

Agenda topic: Public Input – Started at 6:18 pm

Presenter: Selectman B. Lemire

1. None

Agenda Topic: Business (continued)

Presenter: Town Admin, Troy Brown

Litchfield Fire Department:

1. The fire department building is expected to be handed over to the town next week.
2. Once the building is turned over, there are another four to six weeks of additional work to complete the fire station.
 - a. IT work
 - b. Security systems
 - c. All the communication equipment
3. A concrete apron still needs to be installed.
4. In the spring, the remaining site work will be completed.
5. The last thing in the fire station will be the vehicles.
6. The town is looking at mid-April before the fire station is complete.

Special Thank You:

1. The Board of Selectmen took a moment to thank Laura Gandia for her work setting up the Pat Jewett Volunteer Appreciation Award ceremony.

Agenda Topic: Administrative

Presenter: Town Admin, Troy Brown

Troy Brown, Town Administrator:

Talent Hall:

1. Troy Brown received a call about Talent Hall not having heat this past weekend.
2. Selectmen Webber was at Talent Hall this weekend and acknowledged there was no heat in the building.
3. The temporary heating system had run out of propane.

4. The calculation for the automatic heating system was incorrect.
5. The propane deliveries will now be every week, and the tank will be monitored.
6. Doug and Troy made the decision, because of improved weather, not to have a special delivery of propane.
7. Spring is coming, and the use of the heating system will only be for a few more months.

Primax Insurance Training Session:

1. Troy will be attending a training session, Thursday, March 14. The training session will be sponsored by Primax Insurance in Concord, NH.
2. Primax Insurance is Litchfields' workers comp and property liability carrier.
3. The workshop will go over:
 - a. Reviewing your employee handbooks
 - b. What are the do's and don'ts

Storm Water Management Meeting:

1. After the Primax Insurance Training Session, Troy will head to the Bedford Police Department.
2. A group will come from the seacoast and a group from the Greater Nashua area.

Voter Guide:

1. The voter guide was inserted in the newspaper, last Friday.
2. Troy was in contact with the school, and the Town Clerk to make sure everything was all set.

Agenda Topic: Selectmen Report

Presenter: Selectman B. Lemire

Selectman Brent T. Lemire - Heritage Commission:

1. The last Heritage Commission meeting was canceled because of the weather. Selectman Lemire believes the commission will schedule a meeting soon.

Selectman K. Bourque - Conservation Commission:

1. Selectman Bourque mentioned serving on the board was an honor, and a pleasure. He also wished the board all the best, as far as the town is concerned.

Selectman J. Brunelle - Budget Committee:

1. Selectman Brunelle mentioned serving as a Selectman has been a pleasure, and he hopes to be back, pending the election results.

Selectman S. Webber - Planning Board:

1. The Planning Board did not have a meeting because of an extremely light agenda. The Planning Board will meet again on Tuesday, March 19.

Agenda Topic: Other Business

Presenter: Selectman B. Lemire

None

Agenda Topic: Adjourn the Public Portion of Meeting

Presenter: Selectman B. Lemire

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(a) - Compensation of an Employee
- b. Roll Call Vote -
 - i. Selectman Bourque - yes
 - ii. Selectman Brunelle - yes
 - iii. Selectman Lemire - yes
 - iv. Selectman Webber - yes

Vote: (4-0-0) The motion carried. Meeting adjourned at 6:25 pm.

1. **Reminder:**

- a. The next Board of Selectmen meeting will occur on March 25, 2019, at 6 pm.
- b. The Town and School District Elections will occur on Tuesday, March 12, from 7 am until 7 pm at Campbell High School.

	Action Items	Person / Group Responsible	Deadline
None			

Approved by the Board of Selectmen

Brent T. Lemire, Chairman

John R. Brunelle, Vice Chairman

Kevin C. Bourque

Kurt D. Schaefer

Steven J. Webber