

# Town of Litchfield, New Hampshire

## Board of Selectmen

TEL – (603) 424-4046

EMAIL – townhall@litchfieldnh.gov

FAX – (603) 424-3014

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Meeting Date: 3/25/19

Call to Order: 6:00 pm

Meeting Location: Town Hall

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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. Steven J. Webber, Chairman  
2. Kurt D. Schaefer, Vice Chairman  
3. F. Robert Leary, Sr.  
4. Brent T. Lemire  
5. Kevin A. Lynch

In Attendance: Troy Brown, Town Administrator  
John Brunelle, Former Selectman

No Selectmen were absent:

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Agenda Topic: Call to Order

Presenter: Selectman B. Lemire

1. 5:00pm - Paperwork Review
2. 6:00pm - Call to Order
3. 6:00pm - Pledge of Allegiance

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Agenda Topic: Recognition of Service

Presenter: Selectman B. Lemire

1. The Board of Selectmen recognized former Selectman John Brunelle for his nine years of service as a Litchfield Selectman.

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Agenda Topic: Oath of Office

Presenter: Town Clerk, T. Briand

1. Theresa Briand, Town Clerk, had Robert Leary and Kevin Lynch take the Selectman's Oath of Office.

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Agenda Topic: Election of Officers

Presenter: Selectman B. Lemire

**Motion:** Open nominations for Chairman made by Selectman B. Lemire. Selectman B. Lemire nominated Selectman S. Webber for Chairman of the Board of Selectmen. Seconded by Selectman K. Schaefer

No other nominations for Chairman

**Vote:** (4-0-1) Selectman S. Webber abstained. Selectman S. Webber was elected chairman.

**Motion:** Open nominations for Vice-Chairman made by Selectman S. Webber. Selectman S. Webber nominated Selectman K. Schaefer for Vice-Chairman of the Board of Selectmen. Seconded by Selectman B. Lemire

**Motion:** Selectman R. Leary, Sr. nominated Selectman B. Lemire for Vice-Chairman of the Board of Selectmen. Selectman B. Lemire respectfully declined the nomination.

**Vote:** (4-0-1) Selectman K. Schaefer abstained. Selectman K. Schaefer was elected Vice-Chairman.

1. Selectman Webber turned the meeting over to the newly elected Chairman, Selectman S. Webber. Selectman S. Webber took a moment to thank Selectman B. Lemire for his service as Chairman of the Board of Selectmen.

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**Agenda Topic:** Committee Assignments | **Presenter:** Selectman S. Webber

1. The Selectmen volunteered for the following committees:
  - a. Budget Comm. Representative - Selectman R. Leary, Sr. ( Selectman B. Lemire will act as an alternate )
  - b. Planning Board Representative - Selectman K. Lynch
  - c. Recreation Representative - Selectman K. Schaefer
  - d. Conservation Representative - Selectman S. Webber
  - e. Heritage Representative - Selectman B. Lemire

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**Agenda Topic:** Review and Approval of Consent Items | **Presenter:** Selectman S. Webber

1. Board of Selectmen Meeting Minutes from March 11, 2019
2. Accounts Payable Manifest from March 19, 2019 of \$95,387 and March 26, 2019 of \$643,887.10
3. Payroll Manifest from March 21, 2019 of \$62,869.54 and March 28, 2019 of \$56,929.88
4. Timber Tax Levy - \$81.87
5. Timber Tax Abatement - \$87.87
6. Tax Abatement Denial (Map 13, Lot 113)
7. Land Use Change Tax - \$25,500
8. Gravel Tax Levy - \$3,203.54
9. Intent to Excavate (Map 21, Lot 18)
10. MS-232 Report of Appropriations - \$7,010,862.00

**Discussion:** None

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

**Vote:** ( 5-0-0 ) The motion carried.

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**Agenda Topic:** Items Moved from Consent | **Presenter:** Selectman S. Webber

1. None

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**Agenda Topic:** Items Added to Consent | **Presenter:** Selectman S. Webber

1. Town Administrator, Troy Brown, requested to add the Purchase and Sales Agreement of the parcel of land in the Town of Litchfield. The town's legal counsel has reviewed the Purchase and Sales Agreement. Town Administrator, T. Brown, wanted to discuss the subject and have the Board of Selectmen sign the Purchase and Sales Agreement. Signing the P & S Agreement will allow the town to move forward with the process of the title search and scheduling the closing.
2. Selectmen S. Webber suggested moving this subject to the Business portion of the meeting agenda.

**Skid Steer Grant Acceptance - (\$5,000):**

1. Dave Mellen came to the Board of Selectmen three months ago and requested permission to trade-in the skid steer. The belief was to turn in the skid steer while it still had a good trade in value.
2. Dave Mellen also requested permission to file for a grant to help with the purchase of a new skid steer.
3. The town purchased a new skid steer for \$35,000.
4. The town received a \$12,000 trade in value for the town's skid steer
5. The town received a grant for \$5,000. The \$5,000 is the maximum one could receive.
6. The total cost for the new skid steer was \$18,389. The purchase includes a five-year warranty.
7. The skid steer was purchased with a trade-in, a grant, and user fees. The purchase was funded out of the revolving funds.

**Discussion:** None

**Motion** ( Selectman Schaefer / Selectman Lemire ) To accept the grant of \$5,000.

**Vote:** ( 5-0-0 ) The motion carried.

**Review Fee Schedule Changes:**

1. Dave Mellen approached Town Administrator, Troy Brown about considering revising or implementing some new fees.
2. Troy Brown sent a correspondence around to the department heads, to receive their input.
3. Town Administrator, Troy Brown will schedule a public hearing for Monday, April 8, 2019.
4. **Transfer Station Fees:**
  - a. **Tire Fee** - The current fee is \$2, Dave Mellen is suggesting an increase to \$3.
  - b. **Mattress / Box Spring Fee** - Litchfield currently does not have a fee. Other towns are charging \$40 per mattress or box spring. Dave Mellen is suggesting a \$15 fee.
  - c. **Toilet Fee** - In the past, the toilets would be broken down and thrown into the glass recycling container. Porcelain no longer can be thrown into the glass recycling container. The toilets are thrown into the dumpster and brought to the landfill. A fee will be charged for throwing away toilets.
  - d. **Fire Extinguishers** - Fire extinguishers are longer allowed to be disposed of. Dave Mellen is suggesting a fee of \$5 to cover his costs.
5. **Town Clerk's Office Fees:**
  - a. **Boat Agent Fee** - The town does not have a fee listed, but the town charges \$5.
  - b. **Dredge and Fill Permit** - The town does not have a fee listed, but the town charges \$10.
  - c. **Poll Permit Fee** - The town does not have a fee listed, but the town charges \$10.
  - d. **Divorce Certified Copy Fee** - The town does not have a fee listed, but the town charges \$15.
  - e. **Certified Dog License Fee** - The town references May 31, the date has changed to July 15.
  - f. **Convenience Fee** - A \$1 fee is charged to mail back a resident's car registration sticker.
6. Selectman K. Lynch asked if the porcelain toilets could be broken down and placed in the masonry container. Troy Brown will ask Dave Mellen if this is an option.
7. The last time the fees were updated was three years ago.

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**Agenda Topic:** Other Business

**Presenter:** Town Admin, Troy Brown

**Transfer Facility User Guide:**

1. Dave Mellen has worked with his staff and Donna Baril to come up with a Transfer Facility User Guide.
2. The Board of Selectmen believes Dave Mellen and his staff did an excellent job creating the user guide.
3. The Board of Selectmen agree the fees in the guide may have to be changed, depending on the public hearing on April 8, 2019.

**Appointments:**

1. Zoning Board of Adjustment - Richard Riley, Jr. (Term Expires 3-31-22)
2. Zoning Board of Adjustment - Albert Guilbeault ( Term Expired 3-31-22)
3. Recreation Commission - Michael Boschi (Term Expires 3-31-22)
4. Recreation Commission - Andrew Collins (Term Expires 3-31-22)
5. Conservation Commission - Roger St. Laurent, Jr. (Term Expires 3-31-22)
6. Planning Board - Dr. Kimberly Queenan (Term Expires 3-31-22)
7. Planning Board - Kate Stephens (Term Expires 3-31-22)
8. Interim Zoning Administrator - Troy Brown, Town Administrator

**Discussion:** None

**Motion** ( Selectman Lemire / Selectman Leary, Sr. ) To accept the appointments be approved as written.

**Vote:** ( 5-0-0 ) The motion carried.

**PFAS Community Health Fair:**

1. April 3, 2019, at the Merrimack High School from 5 pm to 8 pm
2. The New Hampshire HHS, about six months ago, worked with various health officials in the state.
3. The community fair will consist of non-profit groups and local hospitals.

**Stoneyfield 5K:**

1. April 20, 2019 at 10 am
2. The event will occur around Earth Day.
3. The race will start at the Londonderry West Soccer Fields through Litchfield and end back at the soccer fields.
4. Both Litchfield and Londonderry police will provide traffic detail.

**Purchase and Sales Agreement:**

1. The land purchase that was approved by the voters ( Article 7 ) to help with the intersection down at the recycling facility.
2. The Town of Litchfield and the seller's legal counsels have been working on the Purchase and Sales Agreement.
3. The agreement came in today, 3/25/19, and both sides are in agreement.
4. The critical part, after the approval of the Purchase and Sales Agreement, will be the title search.

**Discussion:** None

**Motion** ( Selectman Lemire / Selectman Leary ) To approve the Purchase and Sales Agreement for VAB Properties, LLC

**Vote:** ( 4-0-1 ) Selectman K. Lynch abstained. The motion carried.

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**Agenda Topic:** Administrator Report

**Presenter:** Town Admin, Troy Brown

**Eversource Energy:**

1. Eversource Energy, formerly PSNH, filed a tax abatement appeal.
  - a. They have filed the tax abatement appeal with almost every town and city in New Hampshire.

2. Eversource Energy is filing this appeal going back to the year 2014 and every tax year after 2014.
3. The basis of the tax appeal is Eversource Energy believing that the towns and cities of New Hampshire don't have the right to tax Eversource for the use of the right of ways to place their poles and conduits.
4. The Board of Selectmen previously agreed the Town of Litchfield would join legal efforts with about 43 other towns legal counsel.
5. George E. Sansoucy, P.E., LLC. provides utility appraisals and engineering services. Sansoucy will be representing as the technical advisors for the 43 other towns as well.
6. A hearing is scheduled for November 5, 2019. The Board of Selectmen are skeptical that the hearing will occur. The board believes this will drag out for years.

**Nashua Regional Planning Commission:**

1. The NRPC has moved to 30 Temple Street, Nashua, NH.

**Stormwater Coalition:**

1. The first meeting this year will be in Manchester, NH on Wednesday, March 27.
2. The meeting will be from 8:30 am until 1:30 pm.

**Right To Know Workshop:**

1. The workshop is sponsored by the New Hampshire Municipal Association in Derry, NH.
2. The workshop will occur on Tuesday, March 26 at 6:30 pm.

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**Agenda topic:** Selectman Reports

**Presenter:** Selectman S. Webber

**Selectman B. Lemire - Heritage Commission:**

1. The next Heritage Commission meeting will occur on April 10.

**Selectman R. Leary - Budget Committee:**

1. Nothing to report

**Selectman K. Lynch - Planning Committee:**

1. Nothing to report

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

1. Because of the municipal elections, Selectman K. Schaefer was not at the March 12 meeting. There will be a Rec Commission meeting on March 26.

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

1. Nothing to report

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

**Presenter:** Selectman B. Lemire

**Discussion:** None

**Motion:** (Selectman Schaefer / Selectman Lemire) To adjourn the public portion of the meeting.

**Vote:** (5-0-0) The motion carried. Meeting adjourned at 6:31 pm.

1. **Reminder:**

- a. The next Board of Selectmen meeting will occur on April 9, 2019, at 6 pm.
- b. PFAS Community Health Fair - April 3, 2019, at Merrimack High School from 5pm until 8pm.

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Action Items	Person / Group Responsible	Deadline
Schedule a public hearing for Monday, April 8, 2019	Town Admin., Troy Brown	ASAP
Ask Dave Mellen if porcelain could be placed in with the masonry	Town Admin., Troy Brown	ASAP

Approved by the Board of Selectmen

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Steven J. Webber, Chairman

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Kurt D. Schaefer, Vice Chairman

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F. Robert Leary, Sr.

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Brent T. Lemire

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Kevin A. Lynch