

# Town of Litchfield, New Hampshire

## Board of Selectmen

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Meeting Date: 7/8/19

Call to Order: 6:30 pm

Meeting Location: Town Hall

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Meeting Called By: Board of Selectmen  
Type of Meeting: Selectmen's Meeting  
Facilitator: Steven J. Webber

Note Taker: Matthew Sullivan  
Minutes Approved: \_\_\_/\_\_\_/\_\_\_\_\_

In Attendance: Troy Brown, Town Administrator  
Memo: None

Four Selectmen were in attendance:  
1. Steven J. Webber, Chairman  
2. Kurt D. Schaefer, Vice Chairman  
3. F. Robert Leary, Sr.  
4. Brent T. Lemire

One Selectman was absent:  
1. Kevin A. Lynch (excused)

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Agenda Topic: Call to Order

Presenter: Selectman S. Webber

1. 5:30 pm – Paperwork Review
  2. 6:30 pm – Call to Order
  3. 6:30 pm – Pledge of Allegiance
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Agenda Topic: Review and Approval of Consent Items

Presenter: Selectman S. Webber

1. Board of Selectmen Meeting Minutes from June 24 2019
2. Accounts Payable Manifest from July 2, 2019, of \$347,799.90
3. Payroll Manifest from June 27, 2019, of \$12,366.81, July 3, 2019, of \$52,897.65 and July 11, 2019, of \$56,783.72

**Discussion:** None

**Motion** ( Selectman Lemire / Selectman Leary ) 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

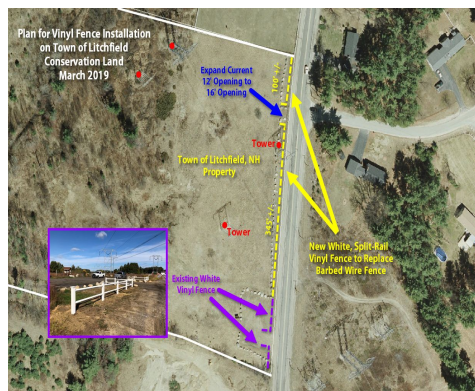
1. None

1. **Jayson Brennen - Hillcrest / 3A Corner Update:**

- a. Jayson Brennen - 23 Aldrich Way
- b. A beautification project at the corner of Hillcrest and 3A:
  - i. Cleanup the intersection and make the intersection more appealing.
  - ii. The intersection would include:
    - 1. The current post will be removed and replaced with a new post. The new post will be moved back.
    - 2. The new post will be 6 x 6 with vinyl covering on the post, or a piece of historic granite.
    - 3. The current sign will be removed and replaced with a wayfinding sign (sign one).
    - 4. A white vinyl fence will be installed. The new fence will have about 15 - 17 sections. Each section of the fence will be 8 feet long.
    - 5. The fence will be installed 10 feet to twelve feet from the edge of the road.
  - iii. The property is on the New Hampshire DOT right-of-way.
    - 1. The town will need permission from the DOT to install the fence and sign.
    - 2. Troy Brown and Jayson Brennen have reached out to the DOT. They have not received a response, at this time.
      - a. Troy Brown will try to reach out to the DOT, again this week.
  - iv. Volunteers will be used to install the fence and the post.
    - 1. One of the volunteers will need a backhoe to remove the current sign.
  - v. 100% of the cost to install the sign and fence will be covered from the calendar fund.
  - vi. Granite posts were suggested, but the DOT prefers vinyl, and the cost of a granite post is \$180.
  - vii. Town Administrator Troy Brown mentioned that he spoke to Chief O’Brion and the chief did not have an issue with a sign at the corner of Hillcrest and 3A.
- c. Beautification project at the corner of Albuquerque and 3A:
  - i. This beautification project will take place at some point.
    - 1. A wayfinding sign (sign two) will be installed on the corner of Albuquerque and 3A.
  - ii. The Selectmen liked sign two and suggested placing sign two at the corner of Hillcrest and 3A.
    - 1. The sign would need to be raised.
    - 2. The sign is an estimated 3’ x 6’.
  - iii. The Selectmen were concerned that sign one lettering needs to be larger.
    - 1. The lettering needs to be large enough to see, while driving 40 MPH.
- d. The selectmen did not have to act, at this point.



Sign One



Placement of Sign One



Sign Two

2. **Rec Commission Appointments:**

- a. Peter Ames, Regular Member (Term Expires 3/31/2020)
- b. Steven Gannon, Regular Member (Term Expires 3/31/2020)
- c. Chris Burns, Alternate Member (Term Expires 3/31/2022)
- d. Andrew Ruggles, Alternate Member (Term Expires 3/31/2022)
  
- e. Town Administrator Troy Brown mentioned the Rec Commission recommended the three new members and one current member.
- f. The Rec Commission will now have a full membership.

**Discussion:** None

**Motion** ( Selectman Lemire / Selectman Leary ) I move to accept all four members.

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

3. **Heritage Commission By-Laws - Review:**

- a. Troy Brown mentioned the Heritage Commission had been working on their by-laws for the last three months.
- b. The Heritage Commission provided Troy with a copy of its by-laws:
  - i. Troy offered his input.
  - ii. Legal counsel had some changes that were made.
- c. The Heritage Commission recently adopted their by-laws and requested the selectmen review the Heritage Commission's by-laws.
- d. Selectman Lemire complimented Dr. Queenan with the work she did on the by-laws.
- e. No action was required. The selectmen will review the by-laws and them at the next meeting.

**Agenda Topic:** Public Input - started at 6:48 pm

**Presenter:** Selectman S. Webber

1. **Jayson Brennen - 23 Aldridge Road**

- a. Mr. Brennen was concerned with the lawn maintenance of town properties.
- b. Mr. Brennen went to Morris Falls a couple of weeks ago:
  - i. The grass started at his knees, and the further he walked, the taller the grass became.
  - ii. Mr. Brennen came back and mowed the grass at Morris Falls.
- c. Mr. Brennen mentioned the following areas were not being maintained:
  - i. Old Town Hall, where the picnic table is located. The last person to touch the property was likely Selectman Lynch.
  - ii. The grass at Griffin Fields is overgrown.
  - iii. The piece of property next to the library is overgrown.
  - iv. River Access would be overgrown if volunteers did not mow the property.
  - v. Tennis courts, the property is overgrown.
- d. Mr. Brennen wanted to get a head start with suggestions for the 2020 budget.
  - i. He suggested hiring an additional teenager, during the summer, at the Highway Department.
  - ii. He also suggested the creation of a Volunteer Committee. The committee would fall under the Conservation Commission or the Rec Commission.
- e. Troy Brown agreed that portions of the town were not being maintained properly.
  - i. Troy is working with Kevin Brown to create a punch list.
  - ii. Troy would like to see a department created that would be responsible for maintaining the town facilities and property.
  - iii. Troy agreed with the hiring of a teenager or a college student during the summer.
  
- f. Public Input ended at 6:54

4. **Highway Laborer Position - Part-time to Full-time:**

- a. Town Administrator Troy Brown requested authorization to promote a part-time Labor position employee to a full-time Labor position employee.
- b. The Highway Department was staffed with two full-time employees, before the retirement/resignation of the Road-Agent.
- c. The two full-time positions were:
  - i. Road-Agent
  - ii. Mechanic / Equipment Operator
- d. The Highway Department has a 32 hour, part-time Labor position employee.
- e. Kevin Brown was made the interim Road Agent, after the retirement/resignation of Litchfield's Road Agent.
- f. Troy Brown requested the selectmen increase the labor position employee from 32 hours to 40 hours, and make the position full-time.
  - i. This action would bring the town of Litchfield back to having two full-time employees.
  - ii. The increase in hours will not change much in the budget.
  - iii. Josh is interested in becoming full-time and obtaining his CDL license.
    1. The CDL license is not required for his job.
    2. If Josh receives his CDL license, the town may make the position a Labor / Truck Driver position.
- g. The citizens voted to increase the staff of the Highway Department. The selectmen would not be adding more staff, but bringing the staff back to two full-time positions.

**Discussion:** None

**Motion** ( Selectman Lemire / Selectman Schaefer ) I move to authorize the Town Administrator

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

5. **Cash Receipts Policy - Review:**

- a. The Cash-Receipts Policy is how various departments receive the payments, submit to the town, document, and reconcile with the Treasurer, Finance Director, and finally deposit.
  - i. Ex. The Recycling Center is not to accept cash; they only accept checks. The Town Clerk's office may accept cash to register one's car.
  - ii. The Cash-Receipts Policy is reviewed every two years.

6. **Fraud Policy - Review:**

- a. The Fraud Policy was implemented to make sure we have procedures in place to help prevent:
  - i. Mismanagement of cash
  - ii. The terms of embezzlement
  - iii. Misuse of inventory and town assets
  - iv. Conflicts of interest or Bribery
- b. The Fraud Policy is shared with employees every other year.

7. **Background Check Policy Review:**

- a. The Background Check Policy is used when the town hires new employees. The type of job determines the type of background check used.
  - i. Credit
  - ii. Criminal
  - iii. Drivers License
- b. The town is required to follow up on one's background check. Troy recommended the Highway Department staff be checked every other year.

The last three policies introduced were reviewed and will be discussed at the next Selectmen's Meeting on July 22.

8. **Review BOS Goals and Action Items:**

- a. The union contract has been signed.
- b. Employee performance reviews will be performed this week and next week.
- c. The financial update will occur at the July 22 meeting.
  - i. Troy Brown will work with Karen and the heads of the departments.
- d. Review the Policies and Procedures.
  - i. The Selectmen have made significant progress.
- e. Review contracts and agreements
  - i. July 22 meeting - Private Vendors
- f. Library Trustees - Review the Memorandum of Understanding (MOU's)
  - i. The covering of health and dental insurance
- g. Talent Hall HVAC quote
- h. Purchased Hillcrest property
- i. Flagpoles at the town cemeteries
- j. Working with Kevin Brown on the Road Improvement Plan
- k. Capital Improvement Plan - Requests should be in by September 1, 2019
  - i. A draft plan will be made available to the Selectmen in the Fall.
- l. Trash barrels outside Town Hall have been removed
  - i. A dumpster was placed outside the fire station
- m. Troy Brown spoke to the Chief Fraitzl and Kevin Brown.
  - i. The fire department is receiving a new utility truck
  - ii. Kevin Brown wants the old utility truck for the Highway Department and will make the necessary repairs.

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**Agenda Topic:** Other Business

**Presenter:** Town Admin. Troy Brown

1. None

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**Agenda Topic:** Administrator Report

**Presenter:** Town Admin. Troy Brown

1. **Melanson Heath & Company, PC:**

- a. The auditors will be at the July 22, 2019, Selectmen's Meeting.
- b. The auditors will go over the audit with the Selectmen.
- c. Troy heard that the year was another fantastic year for the town.
- d. The Unassigned Fund balance grew.

2. **Police Detail:**

- a. Bill Hayes, resident and member of the Budget Committee emailed Troy Brown.
  - i. The email was about Bill Hayes concern that the town does not provide police detail at public meetings.
- b. Chairman Webber requested Troy to contact Chief O'Brion. Troy will ask for his input on police detail at public meetings and the financial impact.

3. **Switching Station or Transformer:**

1. At the intersection of 3A and Hillcrest:
  - a. Eversource wants to install an upgrade to either a switching station or a transformer. The upgrade will be significant for that area of town.

2. The Zoning Board of Adjustment (ZBA) will receive a request for a variance from Eversource.
3. Eversource will then go to the Planning Board with their proposal.
4. The upgrade will require police detail for two months.
  - a. Two police officers for two months
5. Troy Brown will try to get more information for the Selectmen.

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**Agenda topic:** Selectman Reports

**Presenter:** Selectman S. Webber

**Selectman S. Webber - Conservation Commission**

1. Nothing to Report

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

1. The Darrah Pond Field basketball courts were painted. The River Access dedication ceremony will occur on July 20.

**Selectman Robert Leary, Jr. - Budget Committee:**

1. The NHMA attended the last Budget Committee meeting. The NHMA made a presentation on the Roles and Responsibilities of the Budget Committee.
2. The committee was presented with the new school contract for the teachers.
3. The committee will have an emergency meeting on August 5.
4. Selectman Leary mentioned that a judge would determine if the town or the school pays for the upcoming election.
5. Chairman Webber asked Troy Brown to find out what the financial burden of the election will be from a budget standpoint. Selectman Leary will ask for the same information.

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

1. Nothing to Report

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

**Presenter:** Selectman S. Webber

**Motion To Enter Non-Public Session (Roll Call Vote)**

Selectman Lemire motioned and seconded by Selectman Lynch to enter non-public session per RSA cited below:

- A. RSA 91-A:3, II(i) - Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.
- B. RSA 91-A:3, II(a) - The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

**Roll Call Vote:**

- a. Selectman R. Leary - yes
- b. Selectman B. Lemire - yes
- c. Selectman K. Schaefer - yes
- d. Selectman S. Webber - yes

(4-0-0) Motion passed

**Entered Non-Public Session:**

7:21 pm

**Reconvene Public Session:**

8:16 pm

**Motion Made To Seal the Minutes:**

**Discussion:** None

**Motion:** (Selectman Lemire / Selectman Schaefer ) I motion to seal the minutes indefinitely as divulgence of the information contained in the minutes would likely adversely affect the reputation of a person(s) not a member of this board.

**Roll Call Vote:**

- e. Selectman R. Leary - yes
- f. Selectman B. Lemire - yes
- g. Selectman K. Schaefer - yes
- h. Selectman S. Webber - yes

(4-0-0) Motion passed

**Motion Made To Adjourn:**

**Discussion:** None

**Motion:** (Selectman Lemire / Selectman Lynch ) I motion to adjourn the meeting.

**Vote:** (4-0-0)

The meeting adjourned at 8:17pm

The next regular meeting will occur on July 22, 2019, at 6:30 pm.

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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