

# Town of Litchfield, New Hampshire

## Board of Selectmen

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Meeting Date: 8/26/19

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

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

No Selectmen were absent:

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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 August 12, 2019
2. Accounts Payable Manifest from August 20, 2019, of \$61,929.70, and August 27, 2019, of \$62,241.55
3. Payroll Manifest from August 22, 2019, of \$40,382.41, and August 29, 2019, of \$52,091.29
4. Town Clerk and Tax Collector Reconciliations - July
5. Land Use Change Tax (1)
6. Petition and Pole License
7. MS-1
8. License to Sell Pistols and Revolvers

**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. None

1. **Colby Schmitt - Eagle Scout Project**

- a. Colby Schmitt requested permission to work on one of three flagpole options.
- b. The project consists of finding a spot for the new town flag.
- c. **Option 1:**
  - i. Make a yardarm flagpole out of the current flagpole.
    1. Left Side - The State flag
    2. Center - The US flag
    3. Right Side - The Town flag
  - ii. Add flowers
  - iii. Volunteer plaque
  - iv. Benches are a possibility
  - v. Estimated Cost is \$2,000 - \$2,500
- d. **Option 2:**
  - i. Install two additional flagpoles next to the current flagpole.
    1. Town already has a flagpole for the US flag.
  - ii. Colby Shmitt will purchase two additional flagpoles.
    1. State flagpole
    2. Town flagpole
  - iii. The flagpoles will be located in the grassy area near the doors.
  - iv. The flagpoles will be 20 feet in height and cost \$500 per flagpole.
  - v. Add flowers
  - vi. Volunteer plaque
  - vii. Estimated Cost is \$1,575 - \$2,000
- e. **Option 3:**
  - i. Install three flagpoles next to the gazebo.
  - ii. Add flowers
  - iii. Volunteer plaque
  - iv. Estimated Cost is \$1,275 - \$1,650
- f. Colby Schmitt will perform fundraising.
  - i. Bake Sales
  - ii. Selling the Town Flag
    1. Same size as the flag that will be on the flagpole.
  - iii. After the Boy Scouts' Eagle Board gives their approval, Colby will then contact local businesses for their support.
- g. The Board of Selectmen agreed the second option was the best. The second option gives the residents the best view of the three flags.

**Discussion:** None

**Motion** ( Selectman Lemire / Selectman Schaefer ) Motion to approve the plan to permit Colby Schmitt to add two additional flagpoles near the front of the building.

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

2. **Kim Queenan – NH State Historical Register Application:**

- a. Two years ago a committee was formed to place the following buildings on the State Historical Registry:
  - i. 1851 Old Town Hall
  - ii. 1924 Aaron Cutler Memorial Library
  - iii. 1930 Litchfield Grammar School
  - iv. 1958 Old Fire Station
  - v. 1844 Litchfield Presbyterian Church
- b. The project was submitted a week ago.
- c. The Litchfield Historical Society sent out emails to the Board of Selectmen for each application.
- d. The project required descriptions, measurements, and listing items from around the buildings.
- e. The state is going to go through the first round of looking at the applications.
  - i. The 1851 Old Town Hall application has already come back from the state.
- f. The committee confirmed that a building on the State Historic Registry might also be removed from the registry.
- g. Moose Fund License Plates, if needed, would help with grant money in the future.
- h. There is no guarantee the state will accept the buildings, but the acceptance does not favorably.
- i. The School Superintendent and the Library Director would like to receive more information and be consulted before the Selectmen take action.
- j. Robert Meyers, School Board member, received a copy of the Do's and Do Not's of a building on the State Historic Registry.
- k. TA Troy Brown will give a copy of the Do's and Do Not's to the Library Director.
- l. The town owns the library and school buildings. The Library Trustees and the School Board manage the building premises.
- m. The Selectmen will invite the Litchfield Historical Society, School Board, and the Library Trustees to come to the September 9 Board of Selectmen meeting.

**Discussion:** None

**Motion** ( Selectman Lemire / Selectman Schaefer ) To approve Mr. Stevens as an Alternate Member of the Planning Board.

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

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**Agenda Topic:** Public Input – started at 6:56 pm

**Presenter:** Selectman S. Webber

1. **Rob Meyers** - 13 Nesenkeag Drive

- a. Mr. Meyers is a member of both the School Board and the Budget Committee.
- b. Mr. Meyers was concerned that Selectman Robert Leary, Ex-Officio for the Budget Committee, voted 'no' to support the teacher's contract. The vote occurred on August 19 at the Budget Committee Special Meeting.
- c. Mr. Meyers believed that a Selectman voting 'no' presented the image that the five town Selectmen did not support the teacher's contract.
- d. Mr. Meyers wanted to know if the Selectmen had talked with one another before Selectman Robert Leary voted.
- e. Mr. Meyers requested to know which Selectmen had attended the NHMA's training.
- f. Mr. Meyers requested the Board of Selectmen have a public meeting to discuss the merits of the teacher's contract.
- g. Mr. Meyers stated to the Board of Selectmen "When it comes to voting on the Selectmen's Budget, we as a School Board have a discussion before I vote."
- h. Mr. Meyers wished the Selectmen discussed how to vote before Selectman Robert Leary voted 'no.'
- i. TA Troy Brown was concerned that the School Board might be discussing how a Budget Committee Member should vote with regards to the Selectmen's Budget.

- j. Selectman Robert Leary commented that he voted 'no' be the teacher's contract was a bad contract.
- k. Selectman Robert Leary stated, "As a Selectman, I have to do what is in the best interest of the taxpayers, that was a fiscal decision."
- l. Selectman Robert Leary informed Mr. Meyers that he had spoken to ten teachers. Four of the teachers liked with the contract, four did not like the contract, and two did not care.
- m. Mr. Meyers informed the Board of Selectmen that the vote was on the legitimacy of the contract and not the Special Election.
  
- n. Public Input ended at 7:13 pm.

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**Agenda Topic:** Business (continued)

**Presenter:** Town Admin. Troy Brown

1. **Snow Removal Contracts:**

- a. Road Agent Kevin Brown and TA Troy Brown discussed how to recruit snowplow drivers and extra help.
- b. The town will likely be down a couple of snowplow drivers.

c. **The Contract Options:**

- i. Contractor, who operates the town's equipment
  - 1. \$45/hour
  - 2. Guaranteed payment of at least \$4,500
  
- ii. Contractor, who operates his/her own equipment, but needs some of the town's equipment
  - 1. \$75/hour
  - 2. Guaranteed payment of at least \$7,500
  
- iii. Contractor, who operates his/her equipment
  - 1. \$85/hour
  - 2. Guaranteed payment of at least \$8,500
  
- d. The numbers reflect an estimated ten storms, ten hours per storm.
- e. The town has chosen to no longer install hydraulic pumps and mounts the plows on trucks that do not belong to the town.
- f. TA Troy Brown would like to speak to the company that plows the school parking lots.
  - i. The company has already gone through the public bidding process.
  - ii. Troy would like to see what the cost would be to plow the town parking lots.
  - iii. KD Welding currently plows the town parking lots.
  - iv. If the town is able to hire the company that plows the school parking lots, then KD Welding would be moved to plowing the local cul-de-sacs.

2. **Cash Receipts Policy - Amendment:**

- a. TA Troy Brown, the Town Clerk, and the Town Finance Director agreed the Insufficient Funds Procedures did not reflect the Policy.
  
- b. Town resident must:
  - i. Have their name and telephone number on the check.
  - ii. Use black or blue ink to write out the check. No other color ink will be accepted.
  - iii. If a check is returned because of insufficient funds, Town Hall personnel will:
    - 1. Call the resident, and give the resident 24 hours to come in and make the check whole again.
    - 2. If not, the town will turn the issue over to the Litchfield Police Department.

- c. The authority to receive, handle, and deposit cash belongs to:
  - i. Town Clerk
  - ii. Assistant Town Clerk
  - iii. Deputy

**Discussion:** None

**Motion** ( Selectman Lynch / Selectman Lemire ) Motion to accept the amendments to the Cash Receipts Policy.

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

3. **Buildings and Facilities Tours:**

- a. The Budget Committee and the Board of Selectmen will take the following tours:
  - i. Thursday, September 5 - The Old Fire Station, the Cable Station, the Library, and Talent Hall
  - ii. Thursday, September 12 - The Town Office, the Police Station, and the New Fire Station
  - iii. Monday, September 30 - The Solid Waste Dept., the Recycling Facility, and the Dog Kennel

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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. **2020 Budget:**
  - a. The town departments are working on budgets.
    - i. A few departments are done, and some are waiting for additional information.
  - b. The Board of Selectmen will be presented with the budgets in three meetings.
  - c. The Budget Committee will then be presented with the budget, and have about a month to review the numbers.
  - d. Finally, the town will have public hearings.

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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 commission had the Litchfield Democratic Committee request to use Talent Hall. The commission was unable to approve the request because the permission was granted then all requests for Talent Hall would have to be approved.
2. Next Rec Commission meeting is 8/27

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

1. The Budget Committee met on August 19 and 22. The committee voted to approve the legitimacy of the teacher's contract.
2. A Deliberative Session will occur on September 3.

**Selectman Brent T. Lemire - Heritage Committee:**

1. Nothing to report

**Selectman Kevin A. Lynch - Planning Board:**

1. The Planning Committee voted to approve the subdivide the old Francis Smith and Craig Young house. The vote was approved.

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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 Schaefer / Selectman Leary ) motioned to enter non-public session per RSA cited below:

- A. 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. Lynch - yes
- d. Selectman K. Schaefer - yes
- e. Selectman S. Webber - yes

(5-0-0) Motion passed

**Entered Non-Public Session:**

7:32 pm

**Reconvene Public Session:**

8:27pm

**Motion Made To Adjourn:**

**Discussion:** None

**Motion:** Selectman Schaefer motioned and seconded by Selectman Lynch to adjourn the meeting.

**Vote:** (5-0-0)

The meeting adjourned at 8:27pm.

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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