

# Town of Litchfield, New Hampshire

## Board of Selectmen

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Meeting Date: 9/09/19

Call to Order: 6:00 pm

Meeting Location: Town Hall

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:

Agenda Topic: Call to Order

Presenter: Selectman S. Webber

1. 5:30 pm - Paperwork Review
2. 6:00 pm - Call to Order
3. 6:00 pm - Pledge of Allegiance

Agenda Topic: Review and Approval of Consent Items

Presenter: Selectman S. Webber

1. Board of Selectmen Meeting Minutes from August 26, 2019
2. Accounts Payable Manifest from September 3, 2019, of \$1,573,969.17, and September 10, 2019, of \$100,178.41
3. Payroll Manifest from September 5, 2019, of \$51,914.88, and September 12, 2019, of \$57,765.63
4. Junkyard License
5. Officer Thomas R. Scotti, Full-Time Police Officer
6. Town Clerk and Tax Collector Reconciliations - July
7. Purchase Order DPW Plow truck - \$28,564.06
8. Purchase Order Fire Utility Truck - \$32,109.40

**Discussion:** None

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

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

Agenda Topic: Items Moved from Consent

Presenter: Selectman S. Webber

1. None

Agenda Topic: Items Added to Consent

Presenter: Selectman S. Webber

1. None

1. **Curtis Sampson, Planning Board Alternate Member (Term Expires 3/31/2022)**

- a. Curtis Sampson - 12 Garden Ave.
- b. Mr. Sampson works for the Commuter Rail (Keolis) in Boston.
- c. Mt. Sampson is an Eagle Scout and belongs to the Masonic Club in Massachusetts.

**Discussion:** None Selectman Webber informed Mr. Sampson to see the Town Clerk and be sworn in.

**Motion** ( Selectman Lemire / Selectman Leary ) Move to appoint Mr. Sampson as an Alternate Member of the Planning Board.

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

Selectman Webber informed Mr. Sampson to go see the Town Clerk and be sworn in.

2. **Litchfield Historical Society - NH State Historical Register Application:**

- a. Kim Queenan, 2 Newstead Street, representing the Litchfield Historical Society.
- b. Members of the Litchfield Historical Society at the meeting:
  - i. Steven Calawa - president
  - ii. Kim Queenan - co-secretary
  - iii. Marion Colby - co-secretary
  - iv. Heidi Miller - member
  - v. Gail Barringer - member
- c. At the last Board of Selectmen's meeting, the Litchfield Historical Society requested approval to place the following buildings on the NH State Historical Register:
  - i. 1851 Old Town Hall - (Owned by the Town of Litchfield)
  - ii. 1924 Aaron Cutler Memorial Library - (Owned by the Town of Litchfield)
  - iii. 1958 Old Fire Station - (Owned by the Town of Litchfield)
  - iv. 1930 Litchfield Grammar School - (Owned by the by the Litchfield School District)
  - v. 1844 Litchfield Presbyterian Church - (Owned by the Presbyterian Church)
- d. The process to place a building on the NH State Historical Registry is a four-step process.
  - i. Go to Concord, NH, and fill out an application for each of the buildings. (two years ago)
  - ii. The Concord State Office will perform a preliminary review. (August 2019)
  - iii. Ask the owners of the premises for approval to place their building(s) on the Historical Registry. (Current)
  - iv. Final - the State will review the applications in depth.
- e. **The Griffin Memorial School -**
  - i. TA Troy Brown reached out to legal counsel to find out who owned the school.
    1. RSA 194.2 and 194.39 turned town-owned school buildings over to the school district.
  - ii. The Litchfield Historical Society (LHS) thanked Donna Baril for her research with the tax department records.
  - iii. The LHS thanked Steven Calawa for his suggestion to research the purchase and sale of the property from Alphonso Powers and Freeling T. Parker.
  - iv. The LHS thanked Litchfield town employees who researched the historical deed on the property.
- f. In 1957 the Town of Litchfield sold the property to the Litchfield School District.
  - i. The LHS will need to go to the Litchfield School and receive permission to register the Griffin Memorial School.
- g. **Benefits to the town-owned buildings:**
  - i. Eligible for Conservation License Plate funds. (Moose Plate Funds)
  - ii. The town may fill out grant applications to finance repairs or maintenance of the buildings
  - iii. All five buildings are eligible for the L-Chip funds. The L-Chip funds is a land and Community heritage investment fund. This fund assists with paying for repairs and maintenance.

- iv. A press release will be put out about the Litchfield buildings.
- v. The five buildings will receive leniency with the building code requirements.

**h. Restrictions and Requirements:**

- i. Once on the registry, there are no restrictions or requirements.
- ii. Owners of the property are free to manage, maintain, or dispose of their property as they choose. There is no oversight or comment from the NH Division of Historical Resources.
- iii. If the building owner wants to make changes to the property or building, the NH Division of Historical Resources is available to answer questions.

**Discussion:** The Selectmen agreed to table further discussion on the 1924 Aaron Cutler Memorial Library.

**Motion** ( Selectman K. Lynch / Selectman S. Leary ) Motion to accept the Old Town Hall and the Old Fire Station to be placed on the NH State Historical Registry.

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

**3. Budget Review:**

**a. Town Meeting, Town Clerk and Tax Collector (Theresa Briand):**

**i. Town Meeting - Account #4130.30 :**

- 1. The budget includes:
  - a. All of the elections in 2020. 2019 only has one election, 2020 will have four elections.
    - i. The increase in elections will drive up wages.
  - b. Provisions and software programs for the elections.
  - c. Provisions for food and drinks.
  - d. \$3,000 line item for voting stations and other equipment.
  - e. The Town Clerk and Moderator will make suggestions to the Selectmen about the items that need to be purchased.
  - f. The money from 2019 will be expended, and the 2020 budget will remain at \$3,000.
  - g. The budget is increased by \$10,241.

**ii. Town Clerk - Account #4140.10 :**

- 1. The Town Clerk Budget is similar to the Town Meeting Budget.
- 2. The town had a performance review for the third year in a row.
- 3. Wage increases were directly related to what was granted this year in July.
- 4. The way the town puts together the wages and benefits for the Town Clerk's Department and the Tax Collector is by budgeting half.
  - a. Half the wages for Town Clerk's Office
  - b. Half the wages for Tax Collector's Office
- 5. Increases will occur with the software - \$630
  - a. Avatar License
  - b. Blue Book Software
- 6. The budget is increased by \$2,706, and most are wage increases.

**iii. Tax Collector - Account # 4115 :**

- 1. Increase in wages will reflect in this budget.
  - a. Line Item 342 - Software support is an increase of \$202.
  - b. Tax Seminars/Conventions is a decrease of \$100.
- 2. Wage increases were directly related to what was granted this year in July
- 3. This is an increase of \$2,253, and most are wage increases.

**b. Sanitation (Dave Mellen) - Account #4321 :**

- i. Increase in wages reflect the performance review on July 1st and approved by the Selectmen.
- ii. Sanitation will not have an increase in staffing or hours.
  - 1. Electricity is an increase of \$300.
    - a. Calculated by taking the average of the last two years of actuals then a 12-month run rate. Also, increasing that figure by 5%.



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

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**Agenda Topic:** Public Input - started at 6:53 pm

**Presenter:** Selectman S. Webber

1. **None**

Public Input ended at 6:53 pm.

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**Agenda Topic:** Business (continued)

**Presenter:** Town Admin. Troy Brown

1. **Budget Review (Continued)**

a. **Street Lights - Account #4316 :**

- i. \$350 increase.
- ii. Eversource helps with funding the conversion costs.
- iii. Towns are starting to send out Requests for Proposals (RFP's).
  1. Bow just put out a Request For Proposal.
  2. TA Troy Brown will ask the Town Administrator of Bow what their process was for converting street lights.
- iv. Selectman K. Lynch was reminded the street lights are for safety.
- v. Starting the conversion requires:
  1. Getting inventory for the locations
  2. Deciding on the street lights to convert.
  3. Developing criteria for which streets receive light will be converted.
  4. The town will need to coordinate with the police and fire departments.
  5. Putting out a Request For Proposal (RFP).
- vi. Selectman K. Lynch stated the inventory was taken around five years ago.
  1. Town Hall has a list of all the street lights, including:
    - a. Location
    - b. Pole Number
  2. Selectman K. Lynch believes PSNH should have the information
- vii. Litchfield will budget \$13,300 for the street lights.

b. **Re-Evaluation of Property - Account #4152 :**

- i. 2020 will be Litchfield's update year.
  1. The town has a five-year contract with Avatar.
    - a. Over the life of the contract, Avatar provides the data verification from  $\frac{1}{3}$  of the residents.
  2. The town, in 2020, will still go out and see what changed with the properties and will put the paperwork together that is required for the Department of Revenue Administration (DRA). i.e., new garage, pool, or porch.
  3. The last four-years the town has encumbered funds. The town has spent the encumbered funds, before the Operating Budget.
  4. To meet the obligation of the five-year contract, the town needs to raise \$55,860 for the Avatar commitment.
- ii. PSNH appeal that's ongoing with over 30 communities and sharing professional assessing service and legal services.
  1. Each community needs to set aside \$6,000 for services.
- iii. The \$55,860 plus \$6,000 creates an increase of \$14,450 for a total dollar amount of \$65,287.

c. **Legal Expenses - Account #4153:**

- i. Mitchell Municipal Group, P.A. provide general services.
  1. The services are provided for:
    - a. Board of Selectmen
    2. All Departments
    3. Boards and Committees
- ii. The budget amount for legal expenses is \$15,000
- iii. The budget amount PFOA Legal Effort is \$45,000.

2. **Planning Board & Zoning Board - Account #4191:**

i. **Planning Board #4191.10:**

1. Increase of \$591 is related to the administrative assistance wage increase received on July 1, 2019.
2. Everything else is budgeted the same.
3. The budget amount is \$43,683.

ii. **Zoning Board #4191.30:**

- iii. The budget amount is \$596.
- iv. Budget is not increasing.
- v. The Zoning Board charges a fee when one seeks a variance. The fee helps to cover the expenses for the Zoning Board.

3. **Cemeteries - Account #4195:**

- a. Litchfield no longer has the county prisoner program to assist with cleanup in the cemetery.
- b. Last spring it cost \$2,500 to hire our contractor to clean up the cemeteries.
- c. Three Litchfield Cemeteries:
  - i. Church
  - ii. Pinecrest
  - iii. Hillcrest
- d. It looks as if the town will payout \$7,000 for the cleanup of the cemetery.
- e. TA Troy Brown will go over the budget with the Cemetery Trustees.
- f. The Cemetery Trustees have requested tree work to be performed.
- g. The Board of Selectmen would like to follow the MRI Report and have the Highway Department maintain the Recreation Commission fields.
- h. Selectman B. Lemire would like to have a future discussion about renaming the Highway Department to the Municipal Services Department.
- i. Selectman K. Schaefer suggested the Recreation Commission decrease their budget for landscaping and make the Highway Department responsible for the maintenance of the Recreation Commission fields.
- j. The monetary reduction with the Recreation Commission's budget would be around \$50,000. This money would allow the Highway Department to hire an additional employee.
- k. TA Troy Brown will reach out to Mr. Calawa about the Highway Department cleaning the town's cemeteries.

4. **Advertising & Regional Associations - Account #4197:**

- a. The budget is the same as last year.
- b. The dues and subscriptions are not available, at this time:
  - i. New Hampshire Municipal Association (NHMA) - Available at the end of October
  - ii. Nashua Regional Planning Commission (NRPC) - Available any week now
- c. The Vendor Payments cover the:
  - i. Voter Guide
  - ii. Public Notices

5. **Vendor Payments - Account #4445 :**

- a. The budget has annually been cut over the last few years.
- b. Assistance with the :
  - i. Medications \$250
  - ii. Electric Bills \$1,000
  - iii. Heating Fuels \$250
  - iv. Rental / Emergency Housing \$5,000
  - v. Transportation \$250
  - vi. Water \$250
  - vii. Funeral Payments \$250
- c. The budget amount is \$95,00

6. **Patriotic Purposes - Account #4583 :**

- a. This fund is used for Memorial Day
- b. In 2019, the town spent \$1,134 out of \$1,250
- c. The budget for 2020 was increased to \$1,500.

7. **Conservation - Account #4611 :**

- a. Conservation is requesting an increase of \$2,000 to the property maintenance line.

8. **Debt Service - Account #4723 :**

- a. The Fire Station Bond represents the interest in principal payments in the amount of \$259,429.

9. **Accounting - Account #4150 :**

- a. The budget for 2020 is proposed as \$261,797.
  - i. The accounting budget represents an increase of \$4,973.
  - ii. The budget represents an increase of \$4,763 for wages that were granted in July.

10. **Board of Selectmen - Account #4130 :**

- a. TA Troy Brown's annual review has not occurred as of September 9.
- b. TA Troy Brown and Selectmen S. Webber will go over Troy's review.
- c. The budget is \$1,100 in Selectmen's Expenses.
- d. The budget for clerical support is increased by \$1,800. (Line Item 344)
- e. The 2020 budget of \$125,397 is an increase of \$162.

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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. **25 Brook Road:**

- a. The town engineer, Lou Caron estimated to install an underground pipe with an easement on private property would cost \$20,000 to \$25,000.
- b. Because of new EPA Regulations, Troy Brown does not advise installing drainage that will collect stormwater, and send the stormwater off onto another residents property.
- c. Selectman S. Webber suggested installing more dry wells on the corner. TA Troy Brown agreed with the idea.

2. **Building Inspector Position:**
  - a. Peter Dion started today and is going through orientation.
3. **Veteran's Credit:**
  - a. A couple of years ago, the town implemented a Veteran's Tax Credit.
  - b. The credit is \$300 and a maximum of \$500.
  - c. TA Troy Brown will research who and how many veterans are using the tax credit.
4. **Buildings and Facilities Tours:**
  - a. The Budget Committee and the Board of Selectmen will take the following tours:
    - i. Thursday, September 12 - The Town Office, the Police Station, and the New Fire Station
    - ii. Monday, September 30 - The Solid Waste Department, the Recycling Facility, and the Dog Kennel
5. **The Next Meeting:**
  - a. September 16, 2019 @ 6:30 pm

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**Agenda topic:** Selectman Reports

**Presenter:** Selectman S. Webber

**Selectman S. Webber - Conservation Commission:**

1. Selectman S. Webber was unable to attend the last Conservation Commission. He was attending the facilities tour with the Budget Committee.

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

1. The Rec Commission meets on September 10. Selectman K. Schaefer will attend the meeting, and he will discuss the idea of decreasing the Rec Commission's budget by \$50,000.

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

1. Selectman R. Leary attended the facilities tour with the Budget Committee.

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

1. The Heritage Committee meets on September 10.

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

1. The Planning Board meeting went well.

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

1. 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:**

7:46 pm

**Reconvene Public Session:**

8:29pm

**Motion Made To Adjourn:**

**Discussion:** None

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

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

The meeting adjourned at 8:29pm.

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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