

Town of Litchfield, New Hampshire

Board of Selectmen

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Meeting Date: 10/28/19

Call to Order: 6:30 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. 6:30 pm - Call to Order
3. 6:30 pm - Pledge of Allegiance

Agenda Topic: Review and Approval of Consent Items

Presenter: Selectman S. Webber

1. Board of Selectmen Meeting Minutes from September 23, 2019
2. Accounts Payable Manifest from October 22, 2019, of \$1,065,925.28, and October 29, 2019, of \$76,600.17
3. Payroll Manifest from October 24, 2019, of \$61,110.37, and October 31, 2019, of \$62,446.53
4. Land use Change Tax - Map 15, Lot 6.2 - \$12,000
5. Town Clerk and Tax Collector Reconciliations

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. Kevin Brown, Road Agent - Highway Department Update:

- a. Kevin mentioned the Highway Dept. has been using the new Holland tractor, and as the town enters the winter season the tractor will be used more.
- b. The department has rebuilt two sanders.
- c. The Highway Department will have 10 trucks on the road, this winter. Three more trucks than the town had last year.
 - i. Six trucks belong to the town.
 1. Four of the town trucks will be driven by hired drivers.
 - ii. Four trucks are contract trucks.
- d. Kevin brought the plow driver contracts to the meeting.
 - i. The contracts are based on a ten storm, ten-hour events.
- e. The town contracted out the plowing of Talent Hall, and the Fire Station to Dalton Landscaping.
 - i. Dalton Landscaping also plows the parking lots for the Litchfield School System.
- f. The salt sheds are full.
- g. The Highway Department repurposed the previous fire department utility vehicle.
 - i. Placed a new oil pan on the truck
 - ii. Replaced a couple of transmission lines, and power steering lines. The cost was around \$1,500.
 - iii. Purchased a sander for the truck.
 - iv. Added a full eight and a half foot plow to the truck.
- h. Dave Mellen, Solid Waste Department, and the Highway Department are assisting one another with their work.
- i. Primax Insurance, property liability insurance, will be in town to perform a courtesy walkthrough for Kevin.
- j. Kevin asked the Budget Committee to add money to his budget. This would allow Kevin to hire temporary summer help.
- k. Kevin is requesting the Selectmen to approve the purchase of a wood chipper for the F-350. The reason for the wood chipper is:
 - i. The time spent picking up limbs, dropping the limbs off, then going back out to pick up more limbs would be more efficient with a wood chipper.
 - ii. The estimated cost for a wood chipper is \$20,000.
- l. Kevin believes if the wood chipper is approved, the Highway Department would use the wood chipper at least two times a week. The trees that are already down and the hanging limbs around town will only get worse as we head into the winter.
- m. Kevin informed the Selectmen that the lettering and insignia were placed on the Highway Department vehicles.
- n. The Selectmen thanked Kevin for his hard work.

2. Technology & Communications Expendable Trust Fund - Storage Array Purchase:

- a. T.A. Troy Brown mentioned that when John Brunelle presented his IT budget, John Brunelle had two capital needs.
 - i. Finish the security system in the police station and Town Hall building. This included the cameras and locking system.
 - ii. Replace the storage array
- b. If both capital items were placed in the budget, the items would put the town over the tax cap and have a significant impact on the ability to put together an operating budget.
- c. T.A. Troy Brown mentioned the storage array unit is about eight to ten years old and is at or near the end of its serviceability. Purchasing the storage array unit now would be in the best interest of the town.
- d. The Capital Reserve Fund is available for purchasing the storage array unit.

Discussion: John Brunelle informed the Selectmen that the storage array unit is what stores all of the town's electronic data. The two factors for replacing the storage array unit were the age of the current unit and is unsupportable as of March or April 2020. The second reason was the town holds a lot of electronic evidence from the police department, plus records from town departments. The current unit will not be thrown away. The current unit will become a secondary storage device. The current Technology and Communications Expendable Trust Fund is funded at around \$50,000

Motion (Selectman Lemire / Selectman Schaefer) I move to authorize the expenses, not to exceed \$25,000 from the Technology and Communications Expendable Trust Fund to purchase the primary storage array equipment and to waive the competitive bidding purchasing requirements in accordance with section 9 of the town's purchasing policy.

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

Agenda Topic: Public Input - started at 6:50 pm

Presenter: Selectman S. Webber

1. Jack Scheiner - 10 Whittemore Drive

- a. Mr. Scheiner presented the Selectmen with a warrant article on elderly exemptions.
- b. Mr. Scheiner informed the Selectmen the current elderly exemption had not been changed in 15 years.
- c. Mr. Scheiner agreed with the idea of purchasing a wood chipper.

Public Input ended at 6:52 pm.

Agenda Topic: Business (continued)

Presenter: Town Admin. Troy Brown

1. 2020 Budget Update:

- a. T.A. T. Brown informed the Selectmen that health insurance and worker's compensation rates had increased. The rates increased somewhere from 7% to 8%, those increases have been put in the budget.
- b. The town received \$68,205.54 for 2019 as unanticipated funds. The Selectman will have a public hearing, and elect on how to use these funds. There are no restrictions on the funds.
 - i. T.A. T. Brown would like the Selectmen to appropriate the money to the purchase of a wood chipper, and the balance towards paving for 2020.
- c. The town will receive \$68,205.54 for 2020. These funds can not be considered unanticipated funds. These funds will have to be included in the budget. There are no restrictions on the funds.
 - i. T.A. T. Brown would like the Selectmen to appropriate 100% of the funds towards paving for 2021.
 - ii. T.A. T. Brown has increased the Block Grant by \$68,205.54.
- d. The reason that T.A. Troy Brown is recommending the funds be used to pave the roads is that:
 - i. The Board of Selectmen discussed with the residents that the Selectmen would back off from the special warrant article.
 - ii. Allow growth for the fire station bond.
 - iii. The Selectmen would slowly start bringing back additional funding for the highway.
- e. A couple of things have happened since the agreement:
 - i. Two years ago, the town received an extra payment for the town's Block Grant.
 1. The town actually received double Block Grant funding in one year.
 - ii. In 2019, the town used Impact Fees to help do a lot of paving.
 - iii. In 2020, this will be the first year the town will be relying 100% on Block Grant funding.
 - iv. In 2021, the town administrator will likely recommend the Board of Selectmen create a special warrant article to raise additional money for paving.

Discussion: Selectman R. Leary believes that holding a public meeting is a good idea, especially when there's money involved. Selectman K. Lynch agreed that transparency is important.

Motion: (Lemire/Schaefer) I move that the Board of Selectmen hold a public hearing on the acceptance of the October 2019 Municipal Aid money for \$68,205.54, and accept the recommendation of the town administrator to Apply the funds accordingly to a wood chipper and the balance to 2020 paving.

Vote: (5-0-0)

- f. The 2020 Municipal Aid funds have already been added to the 2020 Budget.
- g. The Budget Committee, at their last meeting, made just over \$50,000 in adjustments to the 2020 Budget.
- h. The Budget Committee decreased the IT Budget by \$6,000.
 - i. John Brunelle will attend the next Budget Committee meeting and will update the committee with the needed information to replenish the \$6,000 to the IT Budget.
- i. \$25,000 of the \$50,000, which was removed from the 2020 Budget, was for the continued effort to update the town's key system and camera system. Both systems are located in the police station and Town Hall.
 - i. If the unexpended funds are located, the Selectmen may discuss trying to make the key and camera system happen in 2019.
 - ii. If funds are not located, the Selectmen will have to discuss creating a warrant article to accomplish the capital project.
- j. The Budget Committee decreased the legal line by \$15,000. The reasons given for the decrease in the budget were:
 - i. The town has the PFOA Allowance
 - ii. The decrease in activity with the legal line
 - iii. The three-year spin rate showed a \$15,000 reduction would not have a significant impact.
- k. The other reductions occurred because of the analysis of the three-year average spin rate.
- l. \$250 was reduced from the town meeting line.
 - i. Theresa Briand informed Selectman R. Leary because of state requirements, the town will need to add personnel for the 2020 elections. She has requested that money be put back in the budget. The four elections are:
 - 1. New Hampshire Primary
 - 2. Town Meeting
 - 3. State Primary
 - 4. November Election

2. **Review Draft Warrant Articles:**

- a. T.A. Troy Brown informed the Board of Selectmen that he took it upon himself to meet with department heads and create warrant articles to bring to the Selectmen.
- b. The Budget Committee is looking to warrant articles finalized before December.
- c. Warrant Articles:
 - i. **Article Two - The Operating Budget:**
 - 1. The Budget Committee has not finalized the Operating Budget. Article Two is just a placeholder.
 - ii. **Article Three - Purchase of a Fire Engine:**
 - 1. Chief F. Fraitzl has informed T.A. Troy Brown that the cost of a new fire engine would be \$650,000.
 - 2. T.A. Troy Brown is looking at a five-year lease/purchase.
 - 3. The concern was that if the five-year lease/purchase was extended, the town would be looking at having to purchase additional equipment.
 - 4. The impact of the purchase of a \$650,000 fire engine is \$136,939 per year for the next five years. The total is \$684,000.

5. The impact on an eight-year lease/purchase is \$88,937 per year for the next eight years. The issue with an eight-year lease/purchase is the rest of the fire department equipment gets older and needs to be replaced during this time.
6. The payments may be structured to begin either in 2020 or 2021.
7. Selectman B. Lemire and Selectman R. Leary agreed they did not feel comfortable supporting this warrant article.
8. Selectman B. Lemire stated that he had a private meeting with Chief F. Fraitzl. He agreed that the equipment is old and the equipment needs to start getting replaced.
9. Selectman B. Lemire would like to give the residents one year. The residents during this year will be informed of the need and the plan for a new fire engine.
10. Selectman K. Lynch wanted to know if the town had a study that showed the need for multiple fire engines and trucks.
11. Selectman B. Lemire informed the Board of Selectmen that Chief F. Fraitzl is looking to purchase a new fire engine that will replace the fire engine and fire tanker. T.A. Troy Brown said that was a possibility, and the chief is not committed to that idea.

Discussion: Chairman S. Webber asked the Selectmen if they wanted to wait on the vote until Chief F. Fraitzl has spoken with the Board of Selectmen. Selectman B. Lemire responded by saying he thought the chief would understand as long as the Selectmen supported the idea for 2021. T.A. Troy Brown stated that it would be irresponsible of the Chief F. Fraitzl not to bring this idea forward. If the town started seeing major breakdowns with the fleet, the residents would start asking questions 'how did this happen?'. The town administrator added 'Fire engines are not something that you get approval for in March, and you go down to the local Londonderry Ford dealer and purchase one.' The town will need to order a fire engine, and it takes anywhere from 12 - 16 months before it is delivered.

Motion: (Lynch/Leary) I move to hold this off for a year, and reevaluate it for next year.

Vote: (5-0-0)

iii. **Article Four - Public Safety Communication System:**

1. T.A. Troy Brown put together a lease in the amount of \$750,000 over five-years. The impact in 2020 would be \$158,000. If the Selectmen spread the lease to eight-years, the cost would be reduced.
2. This Public Safety Communications System would cover the Highway Department, Police Department, and the Fire Department. This system would also allow the School District to jump on the same system.
3. The fire and police chiefs met with John Brunelle and discussed the holes in the current system.
 - a. **The School System** - Nobody could talk to anybody, the cell phones don't work, nothing works.
4. The new system is one whole system. The current system is made up of three separate systems. The average age of each system is 22 years old.
5. The primary systems that are located in the fire station and police station. These systems are at a point where the vendor, that supports the system, is unable to get parts if something goes wrong.
6. John Brunelle's concern is the time gap from receiving approval to the time that the system goes operational. This is about a six to eight-month gap.
 - a. If the town receives approval in March, the system will likely be available around September 2020.
7. The new system will allow the three departments to communicate with one another.
 - a. The coverage was improved the coverage in the north, down to the river, and down to the south.

8. When Pennichuck installed a tower on Colonial Drive, they gave permission for the town to have access to the tower. This will be the primary transmission location. There will be three other remote sites to fill in the gaps.
9. Selectman R. Leary and Selectman K. Lynch agreed that the school system should be involved with the new communication system.
10. The Board of Selectmen agreed to support this article. The only question left was whether the Selectmen wanted a five, or an eight year-lease.

iv. **Article Five - Health and Human Services Agencies:**

1. Article Five would be the same article the town had last year.
2. The town administrator took the \$25,000 raised from last year and placed it there as a placeholder.
3. The Board of Selectmen will later discuss establishing a committee that will review the requests from 2019, and come forward with the 2020 requests.
4. The funds will be raised from taxation, similar to last year.

v. **Article Six - General Assistance - Expendable Trust Fund:**

1. The Chairperson of the Budget Committee suggested the creation of this fund. A couple of Budget Committee members came out in support of this article.
2. T.A. Troy Brown has previously opposed the idea of creating another trust fund.
3. The town administrator believes it is easy for members to say there should be funds for different projects. He believes the town needs to be careful about going out and creating too many funds.
4. The town administrator stated that history has shown that the town is taxing residents for a what-if, and sometimes the town only spends a couple of thousand dollars. Yet, the town taxes the residents for \$10,000. The idea was to fund a trust fund and keep it funded at a healthy level. The fund would operate in the same way as the equipment and maintenance funds. The money is there if we need it, and if we don't need the money, then we don't need to tax the residents for it.
5. T.A. Troy Brown recommends the town create a general assistance expendable trust fund. He also recommends the town should fund the trust fund with \$10,000. This expendable trust fund would come from taxation.
6. Selectman K. Lynch asked what would happen if the \$10,000 were depleted and residents still needed assistance. T.A. Troy Brown stated that the town would likely create a line item in the Operating Budget. The line item would carry \$1. This would allow the town to overdraw on the Operating Budget.

vi. **Article Seven - Darrah Pond Milfoil Treatment:**

1. T.A. Troy Brown does not a price to treat the milfoil in Darrah Pond.
2. The Board of Selectmen will discuss the Darrah Pond Vegetation Survey later in the meeting.
3. If the Selectmen agree to authorize the town administrator to hire Solitude Lake Management, the company will provide a plan and a price to perform the treatment.
4. These companies usually provide a plan that is spread out over three-years.
 - a. Year One - They perform a chemical treatment
 - b. Year Two - They perform a spot chemical treatment, and hand pulling
 - c. Year Three - They perform manual or machine pulling
5. This warrant article is written to raise the funding that is needed, and the article would be non-elapsing.
6. The town administrator believes that the warrant article if approved, will require the residents to be 100% committed to the program.

7. Selectman B. Lemire stated that the state has funding to help treat milfoil. He also stated that if milfoil is found in the pond, and the milfoil is not treated. The end result will be the death of Darrah Pond.
8. The Rec Commission brought the milfoil issue to the attention of T.A. Troy Brown.

vii. **Article Eight - Painting of the Old Town Hall:**

1. The Historical Society has requested the painting of at least two sides of the building.
2. T.A. Troy Brown will consult with a professional to see if Old Town Hall should have two sides, or if all the sides should be painted.
3. Selectman B. Lemire believes the town should protect the historic building.
4. Selectman R. Leary believes the Old Town Hall most of the paint on the building is oil paint. He believes the trim on the Old Town Hall is lead paint.
5. T.A. Troy Brown will work on getting a price to paint the building. He believes the price will be around \$25,000 - \$30,000 to paint the building.
6. Selectman R. Leary will look at the Old Town Hall and provide a non-binding revised budget estimate.

viii. **Article Nine - Purchase a Plow Truck:**

1. The town administrator and Highway Department were going to request two trucks. They changed their minds and decided to request to purchase one plow truck.
2. The truck will be small enough that a driver will not need a CDL License.
3. The truck is bigger than a one-ton but smaller than the freight line the town bought two years ago.
4. The article would purchase the truck, fully equip the truck with a plow, wing, and a sander.
5. The estimated cost is \$100,000. The funds would come from the Unassigned Fund Balance.
6. Kevin Brown will provide the specs to the Board of Selectmen.
7. The truck that the town administrator is requesting is a:
 - a. Chevy 5500
 - b. Four-Wheel Drive
 - c. Duramax diesel Allison automatic
 - d. Front angle plow, and a wing
 - e. A four-yard sander
8. This truck will replace the orange truck. The truck being replaced is a 2000-2001 model.

ix. **Article Ten - Replenish Building Systems Trust Fund:**

1. T.A. Troy Brown mentioned that \$50,000 would come from the Unassigned Fund Balance and be transferred to the Building Systems Trust Fund.
2. The town currently has \$50,000 in the Building Systems Trust Fund. Once the new heating system in Talent Hall is paid for, the fund balance will be depleted.

x. **Article Eleven - The Technology & Communications Expendable Trust Fund:**

1. T.A. Troy Brown mentioned that \$25,000 would come from the Unassigned Fund Balance and be transferred to the Technology & Communications Expendable Trust Fund.
2. The Selectmen just approved spending \$25,000 from the Technology & Communications Expendable Trust Fund. The transfer of funds would allow the Selectmen to reestablish the fund balance at \$50,000.

xi. **Article Twelve - Community Center Design:**

1. The Rec Commission wants to have a vote to see if the residents have interest in having the Rec Commission investigate the need to construct a new community center.

2. T.A. Troy Brown questioned what would happen if the residents voted 'no'. Would the Rec Commission not be allowed to actually talk about this.
3. Selectman B. Lemire initially believed the warrant article did not involve funding.
4. T.A. Troy Brown will speak with legal counsel so that this warrant article would be non-binding.
5. The Selectmen were concerned that if the majority of residents voted 'no', the Rec Commission would then not be allowed to create a committee to research a new community center for 12 months.
6. The Selectmen suggested the Rec Commission put together a committee to research the need for a new community center, without using a warrant article.
7. Selectman R. Leary wanted to know why the Rec Commission was interested in replacing Talent Hall.
8. Selectman K. Schaefer stated that he is on the Rec Commission. Selectman Lemire stated that Talent Hall has a lot of issues. The wood floor needs to be placed, and the heating system is an issue. At the same time, Talent Hall is used a lot. The building is open 14 hours a day. The town needs a community center, and this would be a good opportunity to look into creating a community. The community center would not be restricted to sports.

3. Old Fire Station Reuse:

- a. T.A. Troy Brown believes the best use of the old fire station is storage.
- b. Litchfield Community Television currently uses the bathrooms in the old fire station. They are also asking that the town consider removing the town records from the building they occupy and move the records to the old fire station.
- c. If the town moves the town records to the old fire station, the LCTV may be able to add a bathroom to their building.
- d. The Town Clerk would like to move the town election trailer into the old fire station. The election trailer is not in the best of shape. The roof was patched, but the roof could still leak.
- e. The Highway Department would like to store the landscape trailer in the old fire station. During the winter, the Highway Department would place the mowing equipment on the trailer. During the summer, place the snow removal equipment in the old fire station.
- f. The fire department still stores their rescue boat and rescue tower in the old fire station.
- g. The police department stores their firearms range equipment trailer and the police ATV trailer in the old fire station.
- h. Selectmen K. Lynch stated the second floor of the old fire station could be used to store the town records. The records would have to be stored appropriately, so the floor could handle the weight.
- i. T.A. Troy Brown suggested to the Board of Selectmen that no outside agencies use the old fire station for the next 12 months. The town administrator believes only town departments should use the old fire station.
- j. Chief Fraitzl believes the fire department will hand over management of the old fire station to the Board of Selectmen on December 31, 2019.

Discussion: None

Motion (Selectman Lemire / Selectman Leary) I move to appoint the town administrator to be responsible to oversee the management, and maintenance of the old fire station as a bathroom facility for LCTV employees, and a storage facility for town departments. We ask the fire department to remove all the equipment, materials, and tools from the building, no later than December 31, 2019, unless approved by the Board of Selectmen.

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

4. Nitrate Easement - Romano's Pizza:

- a. T.A. Troy Brown mentioned that Romano's Restaurant has started replacing their leach field. The project started off as a replacement in-kind. The project still is a replacement in-kind, but the state has determined that it doesn't meet the setback requirement for nitrate.

- b. The town administrator believes the project may have started and progressed to a point where all the approvals were not in place. The project had to stop, and this is why you have seen it, and everything has been installed. It is just not filled because the state has determined that Romano's needs a nitrate easement.
- c. The town is the abutter, the town owns the road, that they are looking to have a nitrate easement agreed to. It is a commercial system and there is a 75-foot setback for nitrate leaching.
- d. The state did not require the nitrate easement before, but the state is now requiring the nitrate easement.
- e. Selectman K. Lynch stated that he is a subsurface designer. The system was approved by the town and the state based on the state rules. The approved plans were sent to the state and came back for construction. The state inspector signed-off on the inspection like he always does. A new employee for the state is checking items off, based on how the state rules read.
- f. Selectman K. Lynch believes the Board of Selectmen only needs to sign off on the nitrate easement. He does not believe there is an issue.

Discussion: None

Motion (Selectman Lemire / Selectman Schaefer) I make a motion that we grant the easement as requested by Romanos.

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

5. Emergency Operation Plan Approval:

- a. T.A. Troy Brown mentioned that Chairman S. Webber has been part of the process. The fire department received a grant to help the town update our Emergency Operations Plan.
- b. The Emergency Operations Plan is now complete and just needs the Board of Selectmen's approval.
- c. After approval by the Board of Selectmen, the Emergency Operations Plan will go up to the state to be reviewed. The state may kick the Emergency Operations Plan back to the town.

Discussion: None

Motion (Selectman Lemire / Selectman Schaefer) I move to approve

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

6. Capital Improvement Committee (SB, PB, BOS, TA, BC, 1 or 2 Citizens):

- a. T.A. Troy Brown mentioned that in 2014 there was a warrant article that authorized the Board of Selectmen to create a Capital Improvement Committee.
- b. The Budget Committee member Andrew Cutter requested the Board of Selectmen to address the Capital Improvement Committee.
- c. The town administrator created a motion that would establish the committee. The committee would represent:
 - i. One voting member from the Board of Selectmen
 - ii. One voting member from the Budget Committee
 - iii. One voting member from the Planning Board
 - iv. One voting member from the School Board
 - v. One or two voting members who are a resident of Litchfield
 - vi. One non-voting member for technical and administrative support - The Town Administrator

Discussion: None

Motion (Selectman Lynch / Selectman Schaefer) I move to establish a Capital Improvement Committee in accordance with RSA 674:5, and the 2014 annual Town Meeting vote which shall include one voting member from the Board of Selectmen, School Board, Budget Committee, Planning Board, a Litchfield resident, and the town administrator to serve a non-voting member for technical and administrative support.

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

7. Health and Human Services Funding Committee:

- a. Chairman S. Webber stated that he needed to recuse himself from the discussion. He mentioned there was a conflict of interest. Vice-Chairman K. Schaefer took over the discussion.
- b. T.A. Troy Brown mentioned this topic went back to the March 2019 warrant article that appropriated \$25,000 for the Health and Human Services agencies.
- c. The warrant article included the creation of a committee that would be responsible for reviewing the 2019 requests and coming back to the Board of Selectmen with a recommendation on how the funds would be paid out. The warrant article specifically read that the committee would consist of the General Assistance Administrator, the Health Officer, and one resident at large.
- d. The Board of Selectmen sent out a notice out through social media, the town's website, and to the residents of Litchfield. The Selectmen received two applications back from interested residents:
 - i. Elizabeth Vaughn
 - ii. April Webber
- e. The town administrator reached out to the NHMA to see if the committee could be expanded. The warrant article was specific about the size of the committee and does not allow for amending the size of the committee.
- f. Selectman B. Lemire asked if one resident could be a full member, and the other resident could be an alternate member. The town administrator stated that the warrant article did not mention an alternate member, and he did not believe that an alternate member would be allowed.
- g. Selectman K. Lynch informed the Selectmen that the Health Officer's position is not associated with HHS. The Health Officer's position has to do with environmental.
- h. Selectman B. Lemire stated that whether the Health Officer's position relates to the committee, does not matter. The warrant article was written for the Health Officer to be a member of the committee.
- i. The Board of Selectmen agreed to draw a name out of a hat. April Webber's name was drawn out of a hat.

Discussion: None

Motion: (Lemire/Leary) I move to appoint April Webber as a voting member to the Health and Human Services Committee.

Vote: (4-0-1) (Chairman S. Webber abstained)

8. PFAS Committee Representative:

- a. The town administrator was contacted by the Assistant Commission of New Hampshire DES. The DES created a committee to look into the statewide impact of PFAS.
- b. The New Hampshire State Representative Ralph Boehm is part of this committee.
- c. T.A. Troy Brown asked if any of the Selectmen were interested in representing the town of Litchfield. Selectman B. Lemire suggested that an affected resident should be asked if they are interested in representing the town.
- d. T.A. Troy Brown will send out a notice on social media, the town's website, and to the residents of Litchfield.

9. Purchase Order Approval - Recreation Field Maintenance:

- a. The Recreation Commission advertised a Request For Proposal (RFP) for the 2020 mowing and field maintenance of the town's recreation fields.
- b. Three companies submitted proposals for mowing and field maintenance contract.
 - i. Proscapes submitted a bid for \$45,000.
 - ii. TLC submitted a bid for \$59,700.
 - iii. Naticook Lawn & Landscaping, L.P. submitted a bid for \$49,072.40. The bid also included the installation of an irrigation system at Jeff Lane. Labor and material are included.
- c. The Rec Commission awarded the contract to Naticook Lawn & Landscaping, L.P.
- d. The price of the contract requires that the Board of Selectmen ratify the award of the contract.

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Discussion: Selectman B. Lemire recused himself from the discussion because of a professional relationship with
of the vendors. Selectman R. Leary wanted to know if any of the vendors were from Litchfield. All three vendors are
from Litchfield. Selectman K. Schaefer informed the other Selectmen why the Rec Commission made their decision
award Naticook Lawn & Landscaping, L.P. with the contract.

Motion: (Leary/Schaefer) I move to approve the purchase order 2020-1 for \$49,072.40 for the recreation field mowing and maintenance services, as recommended by the Recreation Commission.

Vote: (4-0-1) (Selectman B. Lemire abstained)

10. Avitar Revaluation Update Agreement:

- a. The town has a five-year contract with Avitar.
- b. Avitar performs the town's assessing services on behalf of the Board of Selectmen.
- c. The town has already contracted the 2020 revaluation update.
- d. The Department of Revenue Administration (DRA) requires a contract specifically for the update.
- e. Avitar has written a contract that is acceptable to the DRA. The contract has to be signed and sent up to the DRA for review and approval.
- f. The review and approval need to be completed before the town starts the update work.

Discussion: None

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Motion: (Lemire/Schaefer) I move to approve a contract with Avitar Associates of New England to perform the
2020 evaluation update for the amount, not to exceed, \$91,500.

Vote: (5-0-0)

11. Municipal Aid Acceptance: - \$68,205.54:

- a. T.A. Troy Brown stated the Municipal Aid Acceptance topic was covered earlier in the meeting.

12. Darrah Pond Vegetation Survey:

- a. T.A. Troy Brown presented the Selectmen with a proposal from Solitude Lake Management.
- b. Solitude Lake Management has offered to conduct the assessment work that needs to be performed before they can prepare an action plan and a cost estimate to the action plan.
- c. The cost of the assessment work is \$1,350.
- d. The town needs the cost estimate for the warrant article that discussed earlier in the meeting.

Discussion: None

Motion: (Lemire/Schaefer) I move to authorize the town administrator to approve the 2019 Darrah Pond vegetation survey contract with Solitude Lake Management for the amount, not to exceed \$1,350.

Vote: (5-0-0)

13. 25 Brook Road Drainage Project - Update:

- a. Lou Caron, who is the owner of L.C. Engineering, primarily performs all the Planning Board's engineering worksite plan review
- b. Lou Caron has been involved in the Brook Road Drainage Project and has provided assistance to the Highway Department.
- c. Lou Caron has put together a cost estimate if the town was going to install a catch basin and a pipe that would get the water behind the two properties.
- d. Lou Caron has informed T.A. Troy Brown that he no longer does design work.
- e. The work at Brook Road needs to be designed by an engineer.

Discussion: The Selectmen confirmed there were no financial binds to the motion. Engineering firms will put together

a proposal for the Selectmen at no cost, and the Selectmen will then vote on the proposal at that time.

Motion: (Lynch/Leary) I move to authorize the town administrator and road agent to seek a proposal for the preliminary investigation and design work for drainage improvement at 25 Brook Road.

Vote: (5-0-0)

14. Resignation Acceptance - John Regan, ZBA Member:

- a. Mr. Regan informed the Selectmen that he will be resigning from the Zoning Board of Adjustment.
- b. The Board of Selectmen thanked Mr. Regan for his years of service with the Zoning Board of Adjustment.

Discussion: None

Motion: (Schaefer/Schaefer) I move to accept Mr. Regan's resignation from the Zoning Board of Adjustment as a regular member and request the town administrator to send a thank you letter for his years of dedication and commitment as a volunteer appointed official for the town of Litchfield.

Vote: (5-0-0)

15. Appointment - Gregory Lepine - ZBA Member (term expires 3-31-2020):

- a. Chairman Richard Riley informed T.A. Troy Brown that he would like to have Gregory Lepine made a full member of the Zoning Board of Adjustment.

Discussion: None

Motion: (Lemire/Schaefer) So move Mr. Chairman.

Vote: (5-0-0)

16. 8 Bixby Road:

- a. A week ago, T.A. Troy Brown attended a mediation session with legal counsel, and Mr. Campbell in Peterborough, NH.
- b. A law firm in Peterborough, NH agreed to conduct the mediation services for free.
- c. The courts required the two parties to go through mediation to try and resolve the issue.
- d. The two sides were able to come to an agreement, the final ratification is the responsibility of the Board of Selectmen.
- e. The two sides agreed to:
 - i. Mr. Campbell has agreed to put up a stockade fence in the front of his property.
 - ii. Mr. Campbell has agreed to put up a chain-link fence around the other three sides of his property that would secure the whole property.
 1. The fences would be installed by December 31, 2019.
 - iii. The Board of Selectmen are allowed to approve his plans before he spends time, and money installing the fences.
 - iv. Mr. Campbell has agreed to remove all the junk and debris by November 30, 2019.
 1. The agreement specifies what items are, and are not considered junk.
 - v. Mr. Campbell has agreed to remove the 1985-1987 Plymouth vehicles from the property by November 30, 2019.
 - vi. Mr. Campbell has agreed to provide valid registrations for all the vehicles on the property.
 1. Five vehicles are considered antiques and are allowed to remain on the property.
 2. Mr. Campbell is allowed to have two other vehicles, as long as they are fully registered.
 - vii. Mr. Campbell has agreed that no additional unregistered vehicles may be brought on the property.
 - viii. Mr. Campbell has agreed that the town has the right to enter the property and inspect.
 - ix. The town has agreed to waive all fees and penalties, as long as Mr. Campbell complies with the conditions.

onto
Discussion: Selectman K. Lynch informed the Board of Selectmen that he was not surprised by the five antique vehicles. Selectman K. Lynch questioned whether Peter Campbell would be able to move another antique vehicle onto his property.

Mr. **Motion:** (Schaefer/Lynch) I move to accept the mediated settlement agreement between the town of Litchfield and Peter Campbell as recommended by legal counsel.

Vote: (5-0-0)

17. **Abatement Request - 15 Muscovy Drive:**

- a. The town assessed the owner of 15 Muscovy Drive for having a pool on his property.
 - i. The town assessed the owner for having a pool on his property in 2014, 2015, 2016, and 2017.
 - ii. The pool was never on his property, the pool was on his neighbor's property.
- b. A change in the laws allowed the owner to request an abatement.
- c. The amount the resident paid, for not owning a pool, in taxes was \$797.76. The reimbursement does not include interest.

Discussion: None

Motion: (Lemire/Schaefer) I move to grant the property tax abatement for the tax years 2014 through 2017 in the amount of \$797.76.

Vote: (5-0-0)

Agenda Topic: Other Business

Presenter: Town Admin. Troy Brown

1. None

Agenda Topic: Administrator Report

Presenter: Town Admin. Troy Brown

1. **Donna Baril:**

- a. T.A. Troy Brown informed the Selectmen that Donna was out on medical leave. Troy believes she will only be out for the short term.
- b. The Board of Selectmen requested that T.A. Troy Brown wish her well from the Selectmen.

2. **PFOA Standards:**

- a. The state dropped the PFOA standards from around 70 parts per trillion down to 12 parts per trillion.
- b. There are residents in town that have water that is exceeding the standards. These residents are receiving bottled water.
- c. T.A. Troy Brown believes that St. Gobain will be working with the state, and the plan will likely be either installing a filtration system or extending the water lines.

3. **Talent Hall:**

- a. The new heating system has been delayed.
- b. The manufacturer reached out and informed the T.A. Troy Brown that the heating system will not be shipped out until early December.
- c. T.A. Troy Brown will reach out to the contractor and see what provisions can be made for a temporary heating system.
- d. T.A. Troy Brown will find out if one of the two heating systems within Talent Hall is still working. If one is still working, then the town will use that heating system to temporarily heat the building.

4. **New Hampshire Municipal Association (NHMA):**

- a. Selectman Lemire agreed to represent the town at the annual NHMA conference.

5. **Meetings:**

- a. November 11, 2019 @ 6:30 pm - No meeting (Veteran's Day)
 - b. November 18, 2019 @ 6:30 pm - Meeting (if needed)
 - c. November 25, 2019 @ 6:30 pm - Meeting
-

Agenda topic: Selectman Reports

Presenter: Selectman S. Webber

Selectman S. Webber - Conservation Commission:

1. Selectman S. Webber stated the Conservation Commission will meet next Thursday.

Selectman K. Schaefer - Rec Commission:

1. The Rec Commission awarded the landscaping and turf care contract to Naticook Lawn & Landscaping. The amount of the contract is \$49,072.40.

Selectman Robert Leary, Jr. - Budget Committee:

1. The Budget Committee met last week and will meet again this week.

Selectman Brent T. Lemire - Heritage Committee:

1. Nothing to report. The Heritage Committee will meet next month.

Selectman Kevin A. Lynch - Planning Board:

1. Selectman K. Lynch has not attended the last couple of Planning Board meetings because of health reasons. Selectman K. Lynch stated he planned on attending the next Planning Board meeting.
-

Agenda Topic: Adjourn the Public Portion of Meeting

Presenter: Selectman S. Webber

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

(Selectman Lemire / Selectman Schaefer) 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:

8:56 pm

Reconvene Public Session:

9:38pm

Motion Made To Adjourn:

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

Vote: (5-0-0)

The meeting adjourned at 9:38pm.

Approved by the Board of Selectmen:

Steven J. Webber, Chairman

Kurt D. Schaefer, Vice Chairman

F. Robert Leary, Sr.

Brent T. Lemire

Kevin A. Lynch