

Town of Litchfield, New Hampshire

Board of Selectmen

TEL – (603) 424-4046

EMAIL – townhall@litchfieldnh.gov

FAX – (603) 424-3014

Meeting Date: 11/25/19

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

Selectmen in attendance:
1. Steven J. Webber, Chairman
2. F. Robert Leary, Sr.
3. Kevin A. Lynch

Note Taker: Matthew Sullivan
Minutes Approved: ___/___/_____

Two Selectmen were absent:
1. Brent Lemire - Excused
2. Kurt Schaefer - Excused

In Attendance: Troy Brown, Town Administrator
Memo: None

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 October 28, 2019
2. Accounts Payable Manifest from November 19, 2019, of \$73,405.56, and November 26, 2019, of \$1,226,217.41.
3. Payroll Manifest from November 21, 2019, of \$57,947.37, and November 27, 2019, of \$57,820.80.
4. Land-use Change Tax Warrants (8)
5. Tax Abatement (1)
6. Intent to Cut (1)
7. Town Clerk Reconciliation

Discussion: None

Motion (Selectman R. Leary / Selectman K. Lynch) To approve the Items of Consent.

Vote: (3-0-0) 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

Agenda Topic: Public Hearing

Presenter: Selectman S. Webber

1. Acceptance of Unanticipated Funds - \$68,205.54:

- a. T.A. T. Brown reminded the selectmen that the town received \$68,205.54 from the State of New Hampshire.
 - i. T.A. T. Brown requested that Road Agent Kevin Brown attend the meeting.
 - ii. The funds were received in the form of Municipal Aid.
 - iii. There are no strings attached regarding the use of the funds.
 - iv. At the last meeting, the town administrator, and the selectmen decided the best use of the funds would be to purchase a wood chipper. The remaining funds would be used for the 2020 road paving program.
 - v. At the last meeting, Selectmen R. Leary requested that the Board of Selectmen have a public hearing for the acceptance of the unanticipated funds.
 1. T.A. T. Brown notified the residents through advertising on the town's website, the Union Leader, and Town Hall.
- b. Kevin Brown, Road Agent:
 - i. The Road Agent spoke to the selectmen about the need for a wood chipper from an efficiency standpoint.
 1. Currently, the Highway Department only has two employees.
 2. If a tree falls, the employees would only be able to cut up a portion of the tree, before unloading that portion of the tree at the dump.
 3. The employees would have to make several trips, back and forth, to remove one tree.
 4. K. Brown reminded the selectmen and town administrator that the wood chips could be used at the town playgrounds.
 5. K. Brown stated that the Highway Department was not looking for a large wood chipper. He is looking for one that will cut up branches.
 6. K. Brown has three quotes for a purchase of a 9" wood chipper.
 - a. The machine is 2500 lbs.
 - b. The wood chipper can be towed.
 - c. The prices range from \$24,100 - \$31,000.
 7. K. Brown is looking at two manufacturers of wood chippers.
 - a. Morbark - \$25,100
 - b. Vermeer - \$24,167
- c. Nicole Fordey - 85 Page Road:
 - i. N. Fordey requested that the selectmen and town administrator describe their thought process when they decided to use the funds on a wood chipper and the 2020 street paving. Ms. Fordey wanted to know if the Board of Selectmen thought about decreasing the taxes.
 - ii. Chairman S. Webber mentioned that the DRA had already set the tax rate for 2020. Chairman S. Webber also stated that if the selectmen had decreased the taxes for 2020, the decrease would have been temporary. The tax cap for the town would have been affected as well.
- d. The Public Hearing ended at 6:43

1. **Alternate Conservation Commissioner - Diane Plansky (term expires - 3/31/2022):**

- a. Diane Plansky - 144 Talent Road
- b. Ms. Plansky enjoys to spend her free time outdoors and on the town trails.
- c. Ms. Plansky chose to volunteer for the Conservation Commission because she wanted to get involved with the town activities.

Discussion: None

Motion (Selectman K. Lynch / Selectman R. Leary) I make a motion that we support Diane Plansky as a Conservation Committee Alternate Member with the term to expire 3/31/2022.

Vote: (3-0-0) The motion carried.

2. **Acceptance of Unanticipated Funds - \$68,205.54:**

Discussion: Chairman S. Webber asked T.A. T. Brown if the board had to vote to accept the Unanticipated Funds of \$68,205.54. T.A. T. Brown agreed the selectmen needed to vote to accept the funds.

Motion (Selectman R. Leary / Selectman K. Lynch) I move to use the 2019 Municipal Aid to purchase a wood chipper, at an estimated cost of \$25,000 and encumber the funds for the 2020 road paving project.

Vote: (3-0-0) The motion carried.

3. **Acceptance of Unanticipated Funds - \$1,645.00:**

- a. T.A. T. Brown mentioned the \$1,645.00 was a direct grant for a specific reason. The fund amount is small enough that a public hearing is not required.
- b. The funds are coming from the Forestry Department. These funds are to be used for forest fire fighting. This includes a hose, a hose reel, and the backpacks that firemen use to fight fires.
- c. The fund is a 50/50 fund. The town matches the funds received from the Forestry Department. The match from the town will come from the existing budget.

Discussion: Selectman K. Lynch agreed to second the motion, as long as the match comes from the town's existing fire department budget.

Motion (Selectman R. Leary / Selectman K. Lynch) I move to accept \$1,645.00 from the NH Forest Protection Bureau. The funds will be used to purchase forestry fire equipment with the understanding that the grant requires the town to match the grant amount.

Vote: (3-0-0) The motion carried.

4. **2020 Proposed Road Projects:**

a. **T.A. Troy Brown:**

- i. T.A. T. Brown stated that he had a five-year road improvement plan that former Road Agent John Pinciario helped to create.
- ii. During the past year, Road Agent Kevin Brown and T.A. Troy Brown prioritized the list of street improvements.
- iii. The 2020 Proposed Paving Program consists of:

Projects	Miles	Description	Budget
Birch Street	.35	Reclamation/Resurface	\$48,425.00
Campbell Drive	.31	Reclamation/Resurface	\$45,071.00
Cranberry Lane	.36	Reclamation/Resurface	\$32,352.00
Finch Court	.14	Overlay	\$9,337.00
Harvest Way	.12	Reclamation/Resurface	\$16,628.00
Laurel Street	.32	Reclamation/Resurface	\$46,058.00
Martin Street	.37	Reclamation/Resurface	\$47,379.00
Pheasant Street	.26	Reclamation/Resurface	\$45,429.00
Standish Circle	.15	Reclamation/Resurface	\$17,283.00
Miscellaneous			\$1,899.08
Total	2.38		\$320,861.08
Revenues			
Block Grant			\$209,450.00
State Aid - 2019			\$43,205.54
State Aid - 2020			\$68,205.54
Total			\$320,861.08

- iv. Page Road can leverage road impact fees.
 - 1. The money collected from the new subdivision will help to pay for the paving of Page Road.
- v. The Highway Department budget has a \$25,000 line item to assist with minor street repairs.
- vi. Selectman K. Lynch mentioned that the culvert at the south end of Albuquerque Road has formed a speed bump. The speed bump is located down by Chase Brook.

5. **Public Safety Communication System Update - John Brunelle, IT Director:**

- a. The estimated cost for the infrastructure was \$750,00 and cost has since decreased to an estimated \$665,000.
- b. The \$665,000 includes the equipment and the construction costs.
- c. The cost not included is the subscriber costs. The subscribers are the radios in the cars and the portables.
- d. The only department that does not have subscribers is the DPW.
 - i. The cost to equip the DPW with radios is an estimated \$40,000. The \$40,000 would equip the DPW with a mixture of both mobile and handheld radios.
- e. John Brunelle has requested that the warrant article not to exceed \$700,000.
- f. The design of the project has not changed. The project is still looking to have four sites:
 - i. Colonial Drive - Primary site - Pennichuck water tank site

- ii. Morgan Road - Verizon site
 - iii. Campbell High School
 - iv. Old Town Hall
 - g. John Brunelle will meet with Dr. Michael Jette and his staff on December 6th to discuss the communication system.
 - h. The new communication system is meant to last 20 years.
 - i. Mr. Brunelle mentioned the reason the school has such poor reception is the construction of the school. The town is on a VHF band, and the VHF band does not penetrate well.
 - j. The school system can join the communication system, but the school will have to pay for their radios.
- 6. Police Chief O’Brion Retirement – December 21, 2019:**
- a. Chief J. O’Brion informed T.A. T. Brown that he will be effectively retiring on December 21, 2019.
 - b. Chief J. O’Brion served with the Litchfield Police Department for 24 years.
 - i. Chief J. O’Brion served as chief for 15 of the 24 years.
 - c. T.A. T. Brown will work with Chairman S. Webber on the transition to a new police chief.
 - d. The Board of Selectmen agreed Chief Joseph O’Brion did a great job as chief.
- 7. Benjamin E. Sargent – Police Chief Contract:**
- a. Mr. Sargent, legal staff, and the Board of Selectmen are all in agreement on a new contract. The new contract once approved, will make Captain B. Sargent the Chief of Police on December 22, 2019.
 - b. Chief J. O’Brion will swear Captain B. Sargent in as the new Chief of Police.

Discussion: None

Motion (Selectman R. Leary / Selectman K. Lynch) I move to approve Captain B. Sargent’s contract to become Chief of Police in the town of Litchfield, NH as is written.

Vote: (3-0-0) The motion carried.

8. Purchase Order Approval – Jeff Lane Baseball Irrigation System \$11,399.05:

- a. The Rec Commission voted on the Request for Proposal (RFP) to mow the Rec Commission fields. The RFP was for a one year contract to maintain and mow the Rec Commission fields. The best-qualified bid was from Naticook Lawn & Landscaping.
- b. Naticook Lawn & Landscaping provided a bid that included the installation of a well pump at the Justin Bissett Baseball Complex.
- c. The Rec Commission then received three qualified bids to install an irrigation system at the Justin Bissett Baseball Complex. The best qualified bid was from Naticook Lawn & Landscaping.
- d. Naticook Lawn & Landscaping will be responsible for maintenance of:
 - i. The well pump at the Justin Bissett Baseball Complex
 - ii. The irrigation system at the Justin Bissett Baseball Complex
 - iii. The Rec Commission fields
- e. Chairman S. Webber stated that the owner of Naticook Lawn & Landscaping is a resident of Litchfield.
- f. The LBA has the funds to pay for the new irrigation system:
 - i. Impact Fees - \$3,285.71
 - ii. Revolving Funds - \$11,790.25
 - iii. Total Funds Available - \$15,075.96
- g. Chairman S. Webber confirmed that 100% of the cost would come from the Revolving Funds, and this would leave the LBA with about \$3,000 in Impact Fees.

Discussion: None

Motion (Selectman K. Lynch / Selectman R. Leary) I move to approve the purchase order M1934 in the amount of \$11,399.05 as requested by the Litchfield Rec Commission for the installation of an irrigation system by Naticook Lawn & Landscaping at the Justin Bissett fields.

Vote: (3-0-0) The motion carried.

9. Boat Agent Agreement:

- a. The Town Clerk's office has requested the Board of Selectmen renew the annual contract with Irwin Marine.
- b. The residents of Litchfield can register their boats at Irwin Marine.
 - i. A portion of the money collected for registering one's boat at Irwin Marine goes to the town of Litchfield.

Discussion: None

Motion (Selectman K. Lynch / Selectman R. Leary) I move to authorize the Boat Agent Agreement between the town of Litchfield and Irwin Marine.

Vote: (3-0-0) The motion carried.

10. Street Name - Firefly Way:

- a. The Planning Board approved a subdivision off of 124 Hillcrest Road.
 - i. The subdivision will be known as Brookfield Acres.
 1. One proposed public road into the subdivision (cul-de-sac).
 2. The subdivision developers named the road Firefly Way. The Board of Selectmen need to give their approval for the road name.
 3. The approval from the Board of Selectmen will allow the name to be recorded at the Registry of Deeds.
- b. Selectman K. Lynch stated the proposed name was Firefly Drive and not Firefly Way.
- c. Selectman K. Lynch suggested using a historical name for the new public road.
- d. Selectman K. Lynch informed the other selectmen that he did not like the word 'Way'. Selectman K. Lynch would prefer to use 'Road' or 'Drive'.
- e. Chairman S. Webber informed Selectman K. Lynch to proceed and make a motion for the subdivision road name.

Discussion: None

Motion (Selectman K. Lynch / Selectman R. Leary) I motion to move the name to pose street for the approved Brookview Acres subdivision lot at 124 Hillcrest Road to Firefly Drive.

Vote: (3-0-0) The motion carried.

11. Draft Warrant Articles:

- a. T.A. T. Brown informed the selectmen that they will need to vote on the Warrant Articles at the December 9th meeting. The Budget Committee will then meet December 12th, and review the town Warrant Articles.
- b. **Article One:**
 - i. The Town Moderator has resigned. The supervisors of the checklist will make an interim appointment for a one-year term. The one-year term will then turn into a three-year term.
- c. **Article Three -Full-Time Highway Department Employee:**
 - i. The new full-time Highway Department employee will be effective on 7/1/2020.
 1. 2020 - The new position will have six months of cost to the town. The costs include wages, health insurance, dental insurance, and payroll taxes.
 2. 2021 - The position will have an estimated 12-month cost.
- d. **Article Four - Public Safety Communication System:**
 - i. The town administrator suggested a five-year lease to pay for the Public Safety Communication System.

- ii. The price of the Public Safety Communication System has been reduced to \$700,000.
 - 1. The \$700,000 will be leased over a five years.
 - iii. The town administrator will work with the leasing company to receive new leasing figures.
 - iv. The expected lifetime of the Public Safety Communication System is 20 years.
- e. **Library - Expendable Trust Fund:**
- i. The Library Trustees are requesting that \$5,000 be placed in their Expendable Trust Fund for time earned.
 - 1. The town administrator will contact the NHMA and find out if the selectmen are responsible for recommending the Warrant Article.
- f. **Article Five - Health and Human Services Agencies:**
- i. The budget for the Health and Human Services Agencies is \$25,000. The 2020 budget has not changed from the 2019 budget.
- g. **Article Six - General Assistance - Expendable Trust Fund:**
- i. The Expendable Trust Fund will be funded with \$10,000.
 - ii. The Budget Committee recommended creating the General Assistance - Expendable Trust Fund.
- h. **Article Seven - Darrah Pond Milfoil Treatment:**
- i. The town administrator still does not have a financial estimate for a three-year treatment period.
 - ii. Solitude Lake Management was at Darrah Pond on November 22nd.
 - 1. The contractors have assessed Darrah Pond.
 - iii. The town administrator will reach out to Solitude Lake Management for additional information.
- i. **Article Eight - Painting of the Old Town Hall:**
- i. The town administrator is still waiting for an estimate, to paint the old Town Hall, from a contractor.
 - ii. T.A. T. Brown will contact the contractor to receive the estimate.
 - iii. The Unassigned Fund Balance could be used to pay for the painting of the old Town Hall.
- j. **Article Nine - Purchase a Plow Truck:**
- i. The estimated cost to purchase a plow truck is \$100,000.
 - 1. Road Agent K. Brown believes that \$100,000 is a good price for a plow truck.
 - ii. The truck will be purchased with the cash from the Unassigned Fund Balance.
- k. **Article Ten - Replenish Building Systems Trust Fund:**
- i. The town would use the Unassigned Fund Balance to replenish the Building Systems Trust Fund.
 - ii. \$50,000 will be moved from the Unassigned Fund Balance to the Building Systems Trust Fund.
- l. **Article Eleven - The Technology & Communications Expendable Trust Fund:**
- i. The town administrator mentioned that \$25,000 would be moved from the Unassigned Fund Balance and transferred to the Technology & Communications Expendable Trust Fund.
- m. **Article Twelve - Community Center Design:**
- i. The Rec Commission wants to have a vote to see if the residents are interested in having the Rec Commission investigate the need to construct a new community center.

12. Health and Human Services Allocations:

- a. The town had a Warrant Article in 2019 to appropriate \$25,000 and create a Health & Human Services Committee.
 - i. The committee recommended how to allocate the portion of the \$25,000 appropriation.
- b. The committee did not allocate money to Harbor Homes because of concerns with their legal status.
- c. The committee did not allocate money to the Ann-Marie House because of concerns with their legal status.

	<u>Group</u>	<u>Amount</u>	<u>Percentage</u>
1	Home Health & Hospice	\$6,500	43%
2	Red Cross	\$3,847	25%
3	St. Joseph's Community Services	\$2,295	15%
4	Lamprey Healthcare	\$800	6%
5	Big Brother & Big Sister	\$500	3%
6	Court Appointed Special Advocate (CASA)	\$500	3%
7	United Way	\$500	3%
8	Greater Nashua Mental Health Center	\$300	2%
	Total	\$15,242	100%

Discussion: None

Motion (Selectman K. Lynch / Selectman R. Leary) I recommend we approve the \$15,242 from the Health & Human Services Agency appropriations as recommended by the Health & Human Services Committee.

Vote: (3-0-0) The motion carried.

Agenda Topic: Other Business

Presenter: Town Admin. Troy Brown

- 1. None

Agenda Topic: Administrator Report

Presenter: Town Admin. Troy Brown

1. PFOA Testing:

- a. T.A. Troy Brown informed the Selectmen that the State of New Hampshire has expanded its testing for PFOA.
 - i. St. Gobain is performing the testing for the state.
- b. The Hudson landfill, located down by Mayflower Drive, is being tested for PFOA.
 - i. A resident informed the town administrator that testing was being performed.

- ii. The resident paid for the testing and received a positive test for PFOA. The test showed the PFOA exceeded the state standards.
- c. The NH-DES is performing similar testing in the same area.
- d. Selectman R. Leary mentioned that the water runs east to west, and heads directly to the Merrimack River.

2. Meetings:

- a. December 9, 2019 @ 6:30 pm - Meeting
- b. December 16, 2019 @ 6:30 pm - Meeting
- c. December 23, 2019 @ 6:30 pm - Meeting

Agenda topic: Selectman Reports

Presenter: Selectman S. Webber

Selectman S. Webber - Conservation Commission:

1. Selectman S. Webber attended the Planning Board in place of Selectman K. Lynch. The LMS Robotics attended the Planning Board meeting and the board worked on the master plan for transportation.

Selectman K. Schaefer - Rec Commission:

1. Excused Absence

Selectman Robert Leary, Jr. - Budget Committee:

1. The Budget Committee is working on the 2020 Budget, hopefully, the committee will be completed within the next few weeks.
2. Selectman R. Leary read a letter from Jocelyn Robinson, a counselor at GMS. The Litchfield Women's Club (LWC) has decided to disband because the club is unable to compete with the other organizations financially.
3. T.A. Troy Brown will reach out to the LWC and find out if the town will be able to assist the group financially.

Selectman Brent T. Lemire - Heritage Committee:

1. Excused Absence

Selectman Kevin A. Lynch - Planning Board:

1. Selectman K. Lynch had nothing to report.

Agenda Topic: Adjourn the Public Portion of Meeting

Presenter: Selectman S. Webber

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

(Selectman R. Leary/ Selectman K. Lynch) 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.
2. RSA 91-A:3, II(b) - The hiring of a public employee.

Roll Call Vote:

- a. Selectman R. Leary - yes

- b. Selectman K. Lynch - yes
- c. Selectman S. Webber - yes

(3-0-0) Motion passed

Entered Non-Public Session:

7:55 pm

Reconvene Public Session:

8:38pm

Motion Made To Adjourn:

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

Vote: (5-0-0)

The meeting adjourned at 8:38pm.

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