

Town of Litchfield, New Hampshire

Board of Selectmen

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Meeting Date: 12/16/19

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: Karen White, Finance Manager was in attendance

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
4. PSA: LCTV will down for half an hour on Wednesday, December 18 from 6:30 am until 7:00 am. Comcast will be performing a system upgrade.

Agenda Topic: Review and Approval of Consent Items

Presenter: Selectman S. Webber

1. Board of Selectmen Meeting Minutes from December 9, 2019
2. Accounts Payable Manifest from December 17, 2019, of \$152,144.09
3. Payroll Manifest from December 19, 2019, of \$62,974.64
4. Town Clerk Reconciliation - November
5. Municipal Prosecutor Contract Termination

Discussion: None

Motion (Selectman B. Lemire / Selectman R. Leary) 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. Selectman Kurt Schaefer requested the Board of Selectmen adds that Prosecutor Bradford H. Coates, Esq. is no longer a contracted employee. Prosecutor Bradford H. Coates, Esq. is now a part-time employee.

Agenda Topic: Business

Presenter: Selectman S. Webber

1. **Sean Flynn - CIP Committee Citizen Volunteer Interview:**

- a. Sean Flynn - 9 Martin Lane
- b. Mr. Flynn has been a resident of Litchfield for over four years.
- c. Mr. Flynn mentioned that he has never been part of a municipal board or committee.
- d. T.A. Troy Brown thanked Mr. Flynn for volunteering to be a member of the Capital Improvement Plan (CIP) Committee.
- e. Mr. Flynn works for the FAA out of Nashua, NH.
- f. Mr. Flynn has wanted to join a Litchfield committee for a few years. He has children in the school system and a wife who is involved with GMS.
- g. The Selectmen thanked Mr. Flynn for volunteering. The board made a point to mention that new volunteers are always nice to see. Most people who volunteer are the people who volunteer for other committees.

Discussion: The Board of Selectmen reminded Mr. Flynn that he will need to be sworn into office. The town administrator will send the application over to the town clerk. Once the town clerk has the application, Mr. Flynn may be sworn in as a CIP Committee member.

The Budget Committee has appointed Mr. Cutler as a non-voting member. The School Board has not appointed a member. Chairman S. Webber will represent the Board of Selectmen.

Motion (Selectman B. Lemire / Selectman K. Schaefer) I make a motion that we accept the application from Mr. Sean Flynn to serve as a member of the Capital Improvement Plan Committee.

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

2. **Capital Improvement Plan Committee:**

- a. The Board of Selectmen discussed how the membership of the CIP Committee should be an odd number. TA Troy Brown agreed and stated he initially set up the committee with an odd number of members.
- b. T.A. Troy Brown recommended the Selectmen vote to amend the membership at the December 23, 2019 meeting.
- c. Chairman S. Webber recommended the Selectmen vote to amend the membership, during the current meeting.

Discussion: None

Motion (Selectman B. Lemire / Selectman K. Schaefer) I motion to amend the membership on the Capital Improvement Plan Committee.

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

3. **Peter Stone - CIP Committee Citizen Volunteer Interview:**

- a. Peter Stone was unable to attend the Board of Selectmen's Meeting.

4. **Pat Jewett Volunteer Appreciation Award Date:**

- a. Laura Gandia reached out to Pat Jewett. Ms. Gandia wanted to make sure that Monday, March 2, 2020, would work for Ms. Jewett.

- b. T.A. Troy Brown recommended the date of March 2nd because:
 - i. March 2nd is the first Monday of the month. Typically, the Selectmen meet on the 2nd Monday of every month.
 - 1. The town administrator believed that if they Selectmen did not have a lot of work, the Selectmen could meet a half an hour before the ceremony.
 - ii. March 9th is the eve of Election Day.

5. **2020 Holiday Schedule:**

- a. T.A. T. Brown mentioned that the Board of Selectmen needed to approve the Holiday Schedule for 2020. In the last few years the town has used the same schedule.

**2020 Holiday Schedule
Non-Bargaining Unit Employees Only**

New Year's Day	Wednesday	January 1, 2020	Closed
Civil Rights Day	Monday	January 20, 2020	Open
Civil Rights Day	Monday	January 20, 2020	T. Clerk & T. Coll - Closed
President's Day	Monday	February 17, 2020	Closed
Memorial Day	Monday	May 25, 2020	Closed
Independence Day	Monday	July 6, 2020	Closed
Labor Day	Monday	September 7, 2020	Closed
Columbus Day	Monday	October 12, 2020	Closed
Veteran's Day	Wednesday	November 11, 2020	Closed
Thanksgiving Day	Thursday	November 26, 2020	Closed
Day after Thanksgiving	Friday	November 27, 2020	Closed
Day after Thanksgiving	Friday	November 27, 2020	Solid Waste - Open
Christmas	Friday	December 25, 2020	Closed

6. **2020 IRS Mileage:**

- a. T.A. T. Brown informed the Board of Selectmen that the 2020 IRS Mileage had not been posted, as of Dec 16, 2019. The town administrator requested the Board of Selectmen vote to authorize him to inform the impacted employees when the data is made available.

Discussion: None

Motion (Selectman B. Lemire / Selectman K. Schaefer) I move to authorize the Town Administrator to notify the town employees of the 2020 mileage rate as soon as it is approved.

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

7. **Health & Human Service Agencies Funding:**

- a. T.A. Troy Brown spoke to the representative of the Women's Club.
- b. T.A. Troy Brown was informed that two annual fundraising events the Women's Club traditionally organized have been taken over by other organizations.
 - i. Photos with Santa -The funds raised were used to aid Litchfield residents.
 - ii. Easter Bunny Breakfast - The funds received went to create scholarships.
- c. The Women's Club is not disbanding. The club just does not want to perform these events anymore.
- d. The Women's Club is interested in receiving funds from the town. The Town Administrator informed the representative that the funds could not go towards scholarships.
- e. The Town Administrator stated that he needs to go back to the Health & Human Services Committee and have the committee re-appropriate the funds. Troy will then come back to the Selectmen for the final ratification.
 - i. The ratification will take place in 2020.
 - ii. The \$25,000 for the Health & Human Services Committee will need to be encumbered for 2020.
- f. A Litchfield resident contacted T. Brown and S. Webber. The resident expressed concern that the committee only allocated \$15,242 out of \$25,000.
- g. No action was needed by the Board of Selectmen.

8. **2019 Budget Projections:**

- a. T.A. Troy Brown stated the town spent approximately \$40,000 on the snowstorms this month.
- b. The Town Administrator informed the Selectmen that the projected Unexpended Funds, at this time, is \$110,000.
- c. The Town Administrator tried to estimate the cost of the storm for Tuesday, December 17, 2019. This storm will further decrease the Unexpended Funds amount.

9. **2019 Encumbrances:**

- a. Nothing has changed since December 9th.
- b. T.A. Troy Brown shared the 2019 encumbrance numbers with the Department Heads and the other relevant boards and committees. Troy did not receive a response from the groups.
 - i. 2019 New Encumbrances = \$136,000
 - ii. 2019 Projected Unexpended Fund Balance = \$110,000

Discussion: None

Motion (Selectman K. Schaefer / Selectman B. Lemire) I motion to encumber the 2019 new encumbrances and the 2019 re-encumbrances as presented. The motion is pending the availability of funds.

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

10. **2019 Health & Human Services Committee - Encumbrance:**

- a. T.A. Troy Brown requested the Selectmen vote to encumber \$25,000 from the Special Warrant Article for the 2019 HHS Committee

Discussion: None

Motion (Selectman B. Lemire / Selectman K. Schaefer) I motion to encumber the \$25,000 from the Special Warrant Article for the HHS Committee.

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

11. **2020 Default Budget:**

- a. T.A. Troy Brown shared the Default Budget numbers with the Department Heads and the other relevant boards and committees. Troy did not receive a response from the groups.
- b. The 2020 Default Budget as of December 16, 2019, is \$7,050,661.

Discussion: None

Motion (Selectman B. Lemire / Selectman K. Schaefer) I move to approve the 2020 Default Budget of \$7,050,661.

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

12. **2020 Draft Warrant Articles:**

a. **Article Two:**

- i. No action is required by the Board of Selectmen. The Budget Committee will take formal action after the public hearing.

b. **Article Three -Full-Time Highway Department Employee:**

- i. The new full-time Highway Department employee will be effective on 7/1/2020.

Discussion: None

Motion (Selectman B. Lemire / Selectman K. Lynch) I move to approve Article Three.

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

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

- i. The Town Administrator reached out to his leasing company for the figures of a five, eight, and ten-year lease.

Lease Years	Amount Paid Per Year	Total Paid	Tax Impact
5-Year	\$147,400	\$737,000	16 cents
8-Year	\$96,407	\$771,000	10 cents
10-Year	\$79,575	\$795,000	9 cents

- ii. John Brunelle stated that Dr. Michael Jette and his administration team are on board with placing a tower at Campbell High School.
- iii. The I.T. Department and the School Board are looking for a spot to locate the tower within the high school.

Discussion: Selectman K. Lynch and Selectman R. Leary informed the other Selectmen that they preferred paying off the lease earlier, rather than later.

Motion (Selectman R. Leary / Selectman K. Lynch) I move to approve Article Four.

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

d. **Article Five - Library Expendable Trust Fund:**

- i. Article Five raises \$5,000 for the library earned time accrual expendable trust fund.
- ii. T.A. Troy Brown informed the Selectmen that they needed to make a recommendation for the library's expendable trust fund.

Discussion: None

Motion (Selectman B. Lemire / Selectman R. Leary) I move to approve Article Five.

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

e. **Article Six - 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.

Discussion: None

Motion (Selectman B. Lemire / Selectman K. Schaefer) I move to approve Article Six.

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

f. **Article Seven - General Assistance - Expendable Trust Fund:**

- i. The Expendable Trust Fund will be funded with \$10,000.
- ii. The belief is creating an Expendable Trust Fund will create stability with the Operating Budget.
- iii. The Budget Committee recommended creating the General Assistance - Expendable Trust Fund.
- iv. This article is important because the Expendable Trust Fund will provide general assistance to residents in need. The Board of Selectmen are required by law to provide assistance.

Discussion: None

Motion (Selectman K. Schaefer / Selectman K. Lynch) I move to approve Article Seven.

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

g. **Article Eight - Darrah Pond Milfoil Treatment:**

- i. Article Eight will raise \$35,000 for the three-year treatment of Darrah Pond.
- ii. The major work would occur during the first year. The second and third years would be maintenance.

Discussion: None

Motion (Selectman B. Lemire / Selectman K. Lynch) I move to approve Article Eight.

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

h. **Article Nine - Painting of the Old Town Hall:**

- i. Article Nine would raise and appropriate \$25,000 from the unassigned fund balance to paint the Old Town Hall.
- ii. There would be no tax impact.

Discussion: None

Motion (Selectman B. Lemire / Selectman R. Lynch) I move to approve Article Nine.

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

i. **Article Ten - Purchase a Plow Truck:**

- i. Article Ten would purchase a plow truck for \$100,000.
- ii. The plow truck would replace one of the orange plow trucks.
- iii. There would be no tax impact.
- iv. The truck will be purchased with the cash from the Unassigned Fund Balance. This would be a cash purchase.

Discussion: None

Motion (Selectman B. Lemire / Selectman K. Schaefer) I move to approve Article Ten.

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

j. **Article Eleven - Replenish Building Systems Trust Fund:**

- i. Article Eleven would raise and appropriate \$50,000 from the Unassigned Fund Balance to replenish the Building Systems Trust Fund.
- ii. There would be no tax impact.

Discussion: None

Motion (Selectman B. Lemire / Selectman K. Schaefer) I move to approve Article Eleven.

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

k. **Article Twelve - The Technology & Communications Expendable Trust Fund:**

- i. Article Twelve would raise and appropriate \$25,000 from the Unassigned Fund Balance and transferred to the Technology & Communications Expendable Trust Fund.
- ii. Two or three meetings ago the Selectmen approved the use of \$25,000 to update the town's server.

Discussion: None

Motion (Selectman B. Lemire / Selectman K. Schaefer) I move to approve Article Twelve.

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

l. **Article Thirteen - Community Center Design:**

- i. Selectman B. Lemire mentioned that the Selectmen and the Budget Committee did not need to recommend Article Thirteen.
- ii. Article Thirteen would see if the residents are interested in having the Rec Commission investigate the need to construct a new community center.
- iii. This is a non-binding vote for the Community Center Design

Discussion: None

Motion (Selectman B. Lemire / Selectman K. Schaefer) I move to approve Article Thirteen.

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

m. **Petition Article - Elderly Exemption:**

- i. T.A. Troy Brown informed the Selectman that they did not have to make a recommendation for the Petition Article.
- ii. T.A. Troy Brown still does not know what the actual financial impact would be for the town.

Agenda Topic: Other Business

Presenter: Town Admin. Troy Brown

1. None

Agenda Topic: Administrator Report

Presenter: Town Admin. Troy Brown

1. **Certified Public Manager (CPM) Program:**

- a. T.A. Troy Brown will be in Concord, NH on December 17, 2019. Troy will be attending the Certified Public Manager (CPM) Program.

2. **Heating System:**

- a. The new Talent Hall heating system should be delivered on December 17, 2019.

Agenda Topic: Public Input - started at 7:15 pm

Presenter: Selectman S. Webber

1. None

Agenda topic: Selectman Reports

Presenter: Selectman S. Webber

Selectman S. Webber - Conservation Commission:

1. Selectman S. Webber had nothing to report.

Selectman K. Schaefer - Rec Commission:

1. Christmas in Litchfield met with the Rec Commission and provided feedback to the commission.

Selectman Robert Leary, Jr. - Budget Committee:

1. The Budget Committee is working on the 2020 School Budget. Troy Brown will attend the next meeting and present the Warrant Articles to the Budget Committee.

Selectman Brent T. Lemire - Heritage Committee:

1. The Heritage Committee met and researched a property ready for destruction on Colby Road.

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 B. Lemire 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(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:

7:18 pm

Reconvene Public Session:

7:35pm

Motion Made To Adjourn:

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

Vote: (5-0-0)

The meeting adjourned at 7:35pm.

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