

# Town of Litchfield, New Hampshire

## Board of Selectmen

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**Meeting Date:** 01/13/20

**Call to Order:** 6:30 pm

**Meeting Location:** Town Hall

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**Meeting Called By:** Board of Selectmen  
**Type of Meeting:** Selectmen's Meeting  
**Facilitator:** Steven J. Webber

**Note Taker:** Matthew Sullivan  
**Minutes Approved:** \_\_\_/\_\_\_/\_\_\_\_\_

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

**In Attendance:** Troy Brown, Town Administrator  
**Memo:** Joia Hughes joined the meeting by teleconference

**One Selectman was absent:**  
1. Brent T. Lemire

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**Agenda Topic:** Call to Order

**Presenter:** Selectman S. Webber

1. 5:30 pm - Paperwork Review
  2. 6:30 pm - Call to Order
  3. 6:30 pm - Pledge of Allegiance
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**Agenda Topic:** Review and Approval of Consent Items

**Presenter:** Selectman S. Webber

1. Board of Selectmen Meeting Minutes from January 2, 2020
  2. Tax Collector & Town Clerk Reconciliations - December, 2019
  3. Veteran's Credits (5)
  4. Accounts Payable Manifest from January 7, 2020, of \$106,358.29, January 7, 2020, of \$1,810,916.96, January 14, 2020, of \$69,923.07, and January 14, 2020, of \$74,920.51.
  5. Payroll Manifest from January 9, 2020, of \$53,710.75, and January 16, 2020, of \$59,688.52.
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**Agenda Topic:** Items Moved from Consent

**Presenter:** Selectman S. Webber

1. None
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**Agenda Topic:** Items Added to Consent

**Presenter:** Selectman S. Webber

1. None

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**Agenda Topic:** Business

**Presenter:** Selectman S. Webber

1. **Peter Stone - CIP Committee (term expires 03/31/23):**
  - a. Peter Stone - 15 Carlisle Drive
  - b. Mr. Stone mentioned that he was interested in the Capital Improvement Plan (CIP) Committee. He is also interested in learning the town budget.
  - c. Mr. Stone is a software engineer and has lived in Litchfield for one year.
  - d. As a fairly new resident, Mr. Stone is interested in learning about the town.
  - e. Mr. Stone has two children in the Litchfield School System.
  - f. The CIP Committee would like to meet during the month of January. Mr. Stone informed the Selectmen that he would be out of town from January 27th through the 30th.
  - g. T.A. Troy Brown will make an appointment for Peter Stone to come down to Town Hall and take the oath of office.

**Discussion:** None

**Motion** ( Selectman R. Leary / Selectman K. Lynch ) I motion to accept Peter Stone as a member of the CIP Committee.

**Vote:** ( 4-0-0 ) The motion carried.

2. **Joshua Smith - NRPC Commissioner (term expires 01/14/24):**
  - a. Joshua Smith - 29 Circle Drive
  - b. Mr. Smith stepped up to become the next NRPC Commissioner. Litchfield has not had a commissioner in about two to three years.
  - c. Mr. Smith requested the Selectmen make arrangements to have a board member attend the Planning Board meetings.
  - d. Selectman K. Lynch had the flu and was unable to make one of the Planning Board meetings.
  - e. T.A. Troy Brown will make an appointment for Joshua Smith to come down to Town Hall and take the oath of office.

**Discussion:** None

**Motion** ( Selectman K. Lynch / Selectman R. Leary ) I motion to accept Joshua Smith as the NRPC Commissioner.

**Vote:** ( 4-0-0 ) The motion carried.

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**Agenda Topic:** Public Input - started at 6:40 pm

**Presenter:** Selectman S. Webber

1. None

Public Input closed at 6:40 pm.

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**Agenda Topic:** Business (continued)

**Presenter:** Selectman S. Webber

3. **Public Hearing:**
  - a. Called to Order at 6:45 pm.

b. **Community Development Block Grant Application:**

- i. Joia Hughes mentioned that the premise of the meeting was to go over the request by Litchfield Landing Cooperative. The request is for the town of Litchfield to apply for a Community Development Block Grant.
- ii. A Block Grant is given to municipalities for economic development, public facilities, and housing for moderate and low-income people.
- iii. Ms. Hughes mentioned that the town of Litchfield is allowed to annually apply for a grant of up to \$500,000 and emergency funds.
- iv. The purpose of this application would be to apply for up to \$25,000. The grant would be used for a plan and study to be done for the benefit of Litchfield Landing Cooperative
- v. Chairman Steve Webber confirmed the grant would not have a tax impact on the residents of Litchfield.
- vi. Public Input:
  1. Dan Crawford - 23 Horseshoe Drive
    - a. Mr. Crawford stated that they no longer have the well for water. The well collapsed.
    - b. Mr. Crawford stated that in December 2016 they had to tie into Pennichuck Water Works.
    - c. Mr. Crawford reminded the Selectmen that Horseshoe Drive had a company come out and install water pipes under Route 102. The pipes went up through his neighborhood and attached to the existing water system.
    - d. The current water system is old and failing. The system consistently has leaks.

**Discussion:** Ms. Hughes requested the selectmen add 'upon acceptance' at the end of the motion.

**Motion** ( Selectman K. Schaefer / Selectman K. Lynch ) I move to submit a Community Development Block Grant Application up to \$25,000 for the purpose of assisting the Litchfield Landing Cooperative with the cost to conduct a feasibility and engineering study to replace the existing water distribution system upon acceptance.

**Vote:** ( 4-0-0 ) The motion carried.

c. **Housing and Community Development Plan:**

- i. Ms. Hughes mentioned that the application process requires that the use of federal funds if they are awarded, be used in a uniform and a very specific way.
- ii. Two plans that need to be in place before they would even allow a grant application to be made for a Community Development Block Grant,
  1. The Housing and Community Development Plan:
    - a. Ms. Hughes stated the town of Litchfield had never applied for a CDBG.
    - b. Ms. Hughes stated that she did an analysis of the plan template that is provided by HUD and cross-referenced it with their master plan. She believes the master plan is spot on with Litchfield's goals.
- iii. TA Troy Brown read the Housing and Community Development Plan for the town of Litchfield. The plan identifies the need which currently exists or anticipated to exist during the next three years.
- iv. The town of Litchfield states that the involuntary displacement of households from their neighborhood by actions of Litchfield shall be minimized.
- v. The objectives of the Housing and Community Development Plan are:
  1. Direct benefits to low and moderate-income persons or households.
  2. The prevention or elimination of slums, and blight.
  3. Elimination of conditions which seriously and immediately threaten public health and welfare.
- vi. The goals of the Housing and Community Development Plan are:
  1. Implementing the Housing and Community Development Plan in conforming to the municipalities' master plan and ordinances.

2. Preserving and promoting existing neighborhoods and community center's objectives.
  3. Restoring and preserving properties that have historic, cultural, and architectural or aesthetic value.
  4. Solving community problems with long-term benefits and innovative solutions.
  5. Successfully raising funds or securing matching funds and resources from public and private sources.
  6. Funding needy projects for which other private or public funding shall not be available.
- vii. The town of Litchfield's three year short-term and long-term goals and objectives are as follows:
1. Goal 1:
    - a. Encourage adequate safe and convenient housing for age and income groups in the community.
  2. Objective 1:
    - a. Increase and improve housing through renovation and/or rehabilitation of existing structures and through new development.
    - b. Encourage diversified housing patterns with a wide range of types and prices including housing for the young, the elderly, and handicapped.
  3. Goal 2:
    - a. Encourage a planned and balanced pattern of development in the community.
  4. Objective 2:
    - a. Promote the retention and expansion of employment opportunities short-term and long-term goals.
    - b. Encourage the construction of workforce housing.
    - c. Encourage the protection, enhancement, and renovation of significant, historic, and architectural resources in the community.
    - d. Conduct a survey and inventory of historic structures and sites in the community.
    - e. Encourage proper rehabilitation of historic buildings.
  5. No public comment was made.

**Discussion:** None

**Motion** ( Selectman K. Schaefer / Selectman R. Leary ) I move to adopt the Litchfield Housing and Community Development plan as presented.

**Vote:** ( 4-0-0 ) The motion carried.

d. **Anti-Displacement and Relocation Plan:**

- i. Joia Hughes mentioned that the Development Block Grants cannot be used to displace people from home they already live in.
- ii. If there is any loss of business or homes, they need to provide adequate compensation to people who are displaced.
- iii. Joia Hughes stated the above rule is an adamant rule of the funding.
- iv. TA Troy Brown asked Ms. Hughes if a permanent displacement occurred, who would be responsible for paying to house the displaced person? Ms. Hughes stated the answer to solving the displacement was in-depth.
- v. No public comment was made.

**Discussion:** Selectman K. Lynch commented that if a displacement occurred, the taxpayers would not be affected, the federal grant would be impacted.

**Motion** ( Selectman K. Schaefer / Selectman R. Leary ) I move to adopt the Litchfield Residential Anti-Displacement and Relocation Assistance Plan as presented.

**Vote:** ( 4-0-0 ) The motion carried.

4. **Joia Hughes, Compass Management Company - Service Contract:**

- a. T.A. T. Brown mentioned that Joia Hughes’s contract would be for \$1,500. Ms. Hughes will prepare the grant application, and submit the application.
- b. The \$1,500 contract is contingent on receiving funding from the application. If the application is not successful, she would not receive payment.
- c. Payment to Ms. Hughes is 100% reimbursable through the grant.
- d. Ms. Hughes agreed with TA. Troy Brown’s explanation of the contract.
- e. Ms. Hughes stated that a handout is available and if anybody wants a copy she would be happy to send it along.
- f. Ms. Hughes added that these types of grants tend to be very competitive. This particular project will benefit 91% of the low and moderate-income people. These grants have always been due by the end of January. This is the first year the grants are being awarded on a rolling basis. This means first in, first help.

**Discussion:** None

**Motion** ( Selectman K. Schaefer / Selectman R. Leary ) I move to approve the contract for services between the town of Litchfield and Joia Hughes to prepare and submit a Community Block Grant Application in the amount of \$1,500 contingent upon the grant funding.

**Vote:** ( 4-0-0 ) The motion carried.

5. **Personnel Policy Amendment - Bereavement:**

- a. TA Troy Brown mentioned that the personnel policy is different for the police department and non-union employees.
- b. The difference between the non-union personnel and the police contract is the police chief can extend the leave if it is in the best interest of the department, the employee, and the town.
- c. TA Troy Brown recommended to the selectmen that the town change the personnel policy with regards to bereavement. The change would make the non-union personnel and the police bereavement similar.
- d. The only difference would be instead of the police chief, the town administrator would be able to extend the leave for non-union personnel.
- e. TA Troy Brown stated that he was only introducing the idea of changing the personnel policy. The vote could take place at the next meeting.
- f. The selectmen agreed that they did not have a problem with voting on the change to the personnel policy during tonight's meeting.

**Discussion:** None

**Motion** ( Selectman K. Schaefer / Selectman R. Leary ) I move to replace the town’s personnel bereavement policy with the union contract bereavement policy effective January 13, 2020.

**Vote:** ( 4-0-0 ) The motion carried.

6. **2019 & 2020 Health and Human Service Agencies Funding:**

|   | <u>2019 Budget</u> |                 | <u>2020 Budget</u> |                 |
|---|--------------------|-----------------|--------------------|-----------------|
|   | <u>Request</u>     | <u>Approved</u> | <u>Request</u>     | <u>Approved</u> |
| <b><u>Big Brother Big Sister</u></b>    | \$500.00           | \$500.00        | \$500.00           | \$500.00        |
| <b><u>Home Health &amp; Hospice</u></b> | \$6,500.00         | \$6,500.00      | \$6,500.00         | \$6,500.00      |

|   |                    |                    |                 |                 |
|---|--------------------|--------------------|-----------------|-----------------|
| <b><u>St. Joseph Comm. Services</u></b> | \$2,295.00         | \$2,295.00         | \$2,040.00      | \$2,040.00      |
| <b><u>Bridges</u></b>                   | \$300.00           | \$300.00           | \$300.00        | \$300.00        |
| <b><u>Gr. Nashua Mental Health</u></b>  | \$19,795.00        | \$2,000.00         | \$4,312.00      | \$2,000.00      |
| <b><u>Lamprey Health Care</u></b>       | \$800.00           | \$800.00           | \$800.00        | \$800.00        |
| <b><u>CASA</u></b>                      | \$500.00           | \$500.00           | \$500.00        | \$500.00        |
| <b><u>American Red Cross</u></b>        | \$3,847.00         | \$3,847.00         | \$2,500.00      | \$2,500.00      |
| <b><u>United Way</u></b>                | \$500.00           | \$500.00           | \$500.00        | \$500.00        |
| <b><u>Harbor Homes</u></b>              | \$4,000.00         | \$0.00             | \$2,000.00      | \$0.00          |
| <b><u>Anne-Marie House</u></b>          | \$0.00             | \$0.00             | \$5,000.00      | \$500.00        |
| <b><u>Litchfield Women's Club</u></b>   | \$0.00             | \$2,500            | \$0.00          | \$2,500         |
| <b>Total Recommended:</b>               | <b>\$39,037.00</b> | <b>\$19,742.00</b> | <b>\$24,952</b> | <b>\$18,140</b> |

**Discussion:** None

**Motion** ( Selectman R. Leary / Selectman K. Lynch ) I motion to accept the 2020 Health & Human Service Agencies funding.

**Vote:** ( 4-0-0 ) The motion carried.

7. **2020 Default Budget:**

- a. While reviewing the Default Budget, TA Troy Brown recognized a mistake. TA Troy Brown left the \$15,000 that the town carries every year for the non-union merit increases.
- b. TA Troy Brown considered the non-union merit increases a one-time expense.
- c. TA Troy Brown suggested that the Selectmen take \$15,000 out of the proposed default budget. This action would reduce the Default Budget to \$7,035,661.
- d. Chairman S. Webber mentioned the proposed change would put the town over \$29,000 below the tax cap.
- e. The \$15,000 is used to pay the merit increases for town non-union employees.
- f. The town union employees receive their increases through the approval of Warrant Articles.

**Discussion:** None

**Motion** ( Selectman K. Schaefer / Selectman R. Leary ) I motion to remove \$15,000 from the 2020 Default Budget for non-union merit increases. The action will set the 2020 Default Budget at \$7,035,661 which is \$29,266 less than the proposed budget.

**Vote:** ( 4-0-0 ) The motion carried.

8. **2020 Warrant Assignments:**

- a. Article 2 - Operating Budget - Chair of the Budget Comm. & TA T. Brown
- b. Article 3 - Full-Time Highway Dept. Employee - Sel. Kurt Schaefer & Road Agent
- c. Article 4 - Public Safety Communication System - John Brunelle, TA Troy Brown & Road Agent
- d. Article 5 - Library Expendable Trust Fund - Library Trustees
- e. Article 6 - Health & Human Service Agencies - Sel. Steve Webber & TA Troy Brown
- f. Article 7 - General Assistance Expendable Trust Fund - Sel. Kurt Schaefer
- g. Article 8 - Darrah Pond Milfoil Treatment - TA Troy Brown & Chairman Andy Collins
- h. Article 9 - Painting of the Old Town Hall - Sel. Robert Leary

- i. Article 10 - Purchase of a Plow Truck - Sel. Kurt Schaefer & Road Agent
- j. Article 11 - Replenish Building Systems Trust Fund - Sel. Kevin Lynch
- k. Article 12 - Tech. & Commun. Expendable Trust Fund - John Brunelle & Chairman Steve Webber
- l. Article 13 - Community Center Design - Chairman Andy Collins & Sel. Kurt Schaefer
- m. Petition Article - Elderly Exemption - The Petitioner & TA Troy Brown

**Agenda Topic:** Other Business

**Presenter:** Town Admin. Troy Brown

- 1. None

**Agenda Topic:** Administrator Report

**Presenter:** Town Admin. Troy Brown

1. **PFAS Investigation:**

- a. TA Troy Brown reminded the selectmen the state lowered the standard from 70 parts per trillion to 12 parts per trillion. At the same time the state lowered the standards, the state increased the testing zone in the town.
- b. TA Troy Brown mentioned that the Hudson landfill had some detections. Residents on Pilgrim Drive have been contacted and they have had testing performed. The residents on Pilgrim Drive are seeing higher levels of concentration.
- c. Selectman Kurt Schaefer mentioned that he has seen residents on Pilgrim Drive have health issues. He mentioned that he has a well and he is concerned with the higher levels of concentration.

2. **Sign up for Elected Officials:**

- a. The sign up for elected officials begins on January 22nd.
- b. The sign up for elected officials closes on January 31st at 5 pm.

| Elected Town Position      | Term        |
|----------------------------|-------------|
| 3 Budget Committee Members | 3 Year Term |
| 1 Cemetery Trustee         | 3 Year Term |
| 1 Checklist Supervisor     | 6 Year Term |
| 2 Library Trustees         | 3 Year Term |
| 2 Selectmen                | 3 Year Term |
| 1 Town Clerk               | 3 Year Term |
| 1 Town Moderator           | 1 Year Term |

3. **Petition Article:**

- a. The deadline for Petition Articles is Tuesday, January 14 at 4 pm.

4. **Next Meeting:**

- a. January 27, 2020 @ 6:30 pm

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**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. Selectman K. Schaefer mentioned the Rec Commission met once in December. The Rec Commission will meet again on January 14th.

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

1. The Budget Committee wrapped up the school and town budget for 2020. The Budget Committee will have a public hearing on Thursday, January 16th. The hearing will occur at Campbell High School at 7 pm.

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

1. Excused Absence

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

1. Selectman K. Lynch mentioned that he did not make the last Planning Board meeting because of an illness.

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**Agenda Topic:** Adjourn the Public Portion of Meeting

**Presenter:** Selectman S. Webber

**Motion Made To Adjourn:**

**Discussion:** None

**Motion** ( Selectman K. Schaefer / Selectman K. Lynch ) I move to adjourn the meeting.

**Vote:** ( 4-0-0 ) The motion carried.

The meeting adjourned at 7:36 pm.



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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