

# Town of Litchfield, New Hampshire

## Board of Selectmen

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**Meeting Date:** 02/24/20

**Call to Order:** 6:32 pm

**Meeting Location:** Town Hall

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**Meeting Called By:** Board of Selectmen  
**Type of Meeting:** Selectmen's Meeting  
**Facilitator:** Kurt D. Schaefer

**Selectmen in attendance:**  
1. Kurt D. Schaefer, Vice Chairman  
2. F. Robert Leary, Sr.  
3. Brent T. Lemire

**Note Taker:** Matthew Sullivan

**In Attendance:** Troy Brown, Town Administrator  
**Memo:** NH School Vacation Week

**Two Selectmen were absent:**  
1. Steven J. Webber, Chairman  
2. Kevin A. Lynch

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**Agenda Topic:** Call to Order

**Presenter:** Selectman K. Schaefer

1. 5:30 pm – Paperwork Review
2. 6:32 pm – Call to Order
3. 6:32 pm – Pledge of Allegiance

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**Agenda Topic:** Review and Approval of Consent Items

**Presenter:** Selectman K. Schaefer

1. Board of Selectmen Meeting Minutes from February 10, 2020
2. Town Clerk's Reconciliation - January
3. Veteran's Credits (3)
4. Accounts Payable Manifest from February 18, 2020, of \$102,736.83, and February 25, 2020, of \$172,370.52.
5. Payroll Manifest from February 20, 2020, of \$62,637.62, and February 27, 2020, of \$56,694.36.

**Discussion:** None

**Motion** ( Selectman B. Lemire / Selectman R. Leary ) I motion to accept the Review and Approval of Consent Items.

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

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**Agenda Topic:** Items Moved from Consent

**Presenter:** Selectman K. Schaefer

1. None

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**Agenda Topic:** Items Added to Consent

**Presenter:** Selectman K. Schaefer

1. None

1. **Michael Clater - Full-Time Police Officer Appointment:**

- a. TA Troy Brown asked Captain Thomas Scotti to introduce the new full-time police officer.
- b. Captain Thomas Scotti introduced Officer Michael Clater. Officer M. Clater was an officer from the Kingston, NH Police Department.
- c. Officer M. Clater is the third certified police officer that the town of Litchfield has been able to hire.
- d. Officer M. Clater grew up in the town of Derry, NH. He attended Pinkerton Academy then attended NHTI. He graduated with an Associates Degree in Criminal Justice.
- e. Officer M. Clater joined the Kingston, NH Police Department as a part-time police officer, shortly after graduation.
- f. Later in 2018, M. Clater was made a full-time officer and attended the winter academy. He became a full-time certified officer in June 2019.
- g. Captain T. Scotti mentioned that Officer M. Clater has been described as honest, hard-working, caring, kind and compassionate.
- h. Officer M. Clater stated he chose Litchfield because of the training and advancement opportunities. He also mentioned that he heard Litchfield was a great town to work in.

**Discussion:** None

**Motion** ( Selectman B. Lemire / Selectman R. Leary ) I move that we employ Michael Clater as a full-time probationary police officer.

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

- i. Captain T. Scotti swore Officer M. Clater in as a full-time probationary police officer.
- j. Officer M. Clater shook the hands of the Board of Selectmen, after being sworn in as a full-time probationary police officer.

2. **Ronn Stephens - Planning Board Member Appointment (Term Expires 3-31-22):**

- a. TA Troy Brown mentioned that Ronn Stephens had been an alternate member on the Planning Board. Recently a full-time member stepped down and the Planning Board requested the Selectmen appoint Ronn Stephens as a full-time member.

**Discussion:** None

**Motion** ( Selectman B. Lemire / Selectman R. Leary ) I move to appoint Ronn Stephens as a regular member of the Planning Board with a term expiring on March 31, 2022.

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

3. **Acceptance of Unanticipated Funds for Jeff Lane - \$4,675:**

- a. TA Troy Brown mentioned that the Litchfield Baseball Association requested the Board of Selectmen accept \$4,675 in Unanticipated Funds
- b. The funds were raised from a Comedy Night at Talent Hall in November.
- c. The funds will be deposited into the revolving fund's account.
- d. The funds will be used to complete the project at Jeff Lane.

**Discussion:** None

**Motion** ( Selectman B. Lemire / Selectman R. Leary ) I move to accept the \$4,675 from the Litchfield Baseball Association. The funds are to be used for the construction of the Jeff Lane ball fields.

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

4. **March 10, 2020 - BOS Election Coverage:**

- a. Chairman S. Webber has informed TA T. Brown that he will be available all day.
- b. Selectman B. Lemire volunteered to work the opening until noon.
- c. Selectman K. Schaefer is running for re-election and will not be able to cover the election.
- d. Selectman R. Leary volunteered to work the opening until noon.

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**Agenda Topic:** Public Input - started at 6:46 pm

**Presenter:** Selectman K. Schaefer

1. None

Public Input closed at 6:46 pm.

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**Agenda Topic:** Other Business

**Presenter:** Town Admin. Troy Brown

1. **Pat Jewett Award Ceremony:**

- a. The ceremony will occur in Talent Hall on March 2, 2020, at 7 pm.

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**Agenda Topic:** Administrator Report

**Presenter:** Town Admin. Troy Brown

1. **Voters Guide:**

- a. T.A. T. Brown worked with Michelle and Dr. Jette to complete the printing and mailing of the voter guide.
- b. TA. T. Brown mentioned that as of right now the project is complete and will be sent off to the printers.
- c. This voters guide will look different then the insert voters guide from the Hudson-Litchfield News. This voters guide will be more condensed.

2. **Next Meeting:**

- a. March 2, 2020 - Pat Jewett Award Ceremony
- b. March 10, 2020 - Municipal Election
- c. March 23, 2020 @ 6:30 pm

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**Agenda topic:** Selectmen Reports

**Presenter:** Selectman K. Schaefer

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

1. Excused Absence

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

1. Selectman K. Schaefer mentioned he did not attend the last Rec Commission meeting, but there will be a meeting tomorrow.

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

1. Selectman R. Leary mentioned the Budget Committee work is done. Selectman R. Leary did sit in for Chairman S. Webber with the Veteran's Committee. The Veteran's provided a logo and the Selectmen have seen the logo. The next meeting for the Veteran's Committee is March 21st at the community center within the fire station.

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

1. Nothing to report

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

1. Excused Absence

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

**Presenter:** Selectman K. Schaefer

**Motion Made To Adjourn:**

**Discussion:** The Board of Selectmen thanked Selectman B. Lemire for his hard work for the community. They also thanked Selectman B. Lemire for his leadership and guidance over the years.

**Motion:** ( Selectman B. Lemire/ Selectman Leary) I move to adjourn the meeting.

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

The meeting adjourned at 6:54 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