

# Town of Litchfield, New Hampshire

## Board of Selectmen

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**Meeting Date:** 02/10/20

**Call to Order:** 6:35 pm

**Meeting Location:** Town Hall

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

**Selectmen in attendance:**  
1. Kurt D. Schaefer, Vice Chairmen  
2. F. Robert Leary, Sr.  
3. Brent T. Lemire  
4. Kevin A. Lynch

**Note Taker:** Matthew Sullivan

**In Attendance:** Troy Brown, Town Administrator  
**Memo:**

**One Selectman was absent:**  
1. Steven J. Webber, Chairman

**Agenda Topic:** Call to Order

**Presenter:** Selectman K. Schaefer

1. 5:30 pm – Paperwork Review
2. 6:35 pm – Call to Order
3. 6:35 pm – Pledge of Allegiance

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

**Presenter:** Selectman K. Schaefer

1. Board of Selectmen Meeting Minutes from January 13, 2020
2. Board of Selectmen Meeting Minutes from January 23, 2020
3. Board of Selectmen Meeting Minutes from February 1, 2020
4. Accounts Payable Manifest from February 4, 2020, of \$1,979,198.13, and February 11, 2020, of \$111,318.22.
5. Payroll Manifest from February 6, 2020, of \$56,521.86, and February 13, 2020, of \$58,956.63.
6. Treasurer, Tax Collector, and Town Clerk Reconciliations

**Discussion:** None

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

**Vote:** ( 3-0-1 ) The motion carried. (Selectman R. Leary abstained)

**Agenda Topic:** Items Moved from Consent

**Presenter:** Selectman K. Schaefer

1. None

**Agenda Topic:** Items Added to Consent

**Presenter:** Selectman K. Schaefer

1. None

1. **Zoning Board of Adjustment (ZBA):**

- a. Kyle D'Urso, P.E., ZBA Alternate (Term Expires 3/31/23)

**Discussion:** TA Troy Brown mentioned the Selectmen should wait until Mr. D'Urso is interviewed before voting to approve him as an Alternate Member of the Zoning Board of Adjustment.

**Motion** ( Selectman K. Lynch / Selectman R. Leary ) I motion to table the vote until Mr. D'Urso appears.

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

- b. Kyle D'Urso, P.E., ZBA Alternate (Term Expires 3/31/23):

- i. Mr. D'Urso lives at 16 Riverview Circle.
- ii. Mr. D'Urso mentioned that he had spoken with Chairman R. Riley of the Zoning Board of Adjustment.
- iii. Mr. D'Urso has lived in Litchfield for around two and a half years. Before moving to Litchfield, he lived in Londonderry.
- iv. Mr. D'Urso, while living in Londonderry worked on the Master Plan Implementation Committee and as an Alternate Member on the Planning Board.
- v. Mr. D'Urso mentioned that he is interested in learning how the town of Litchfield operates and to give back to the community.
- vi. Mr. D'Urso is a Civil Engineer and believes he can help the town.

**Discussion:** None

**Motion** ( Selectman B. Lemire / Selectman R. Leary ) I move to appoint Kyle D'Urso as an Alternate Member of the Planning Board of Adjustments with a term to expire on March 31, 2023.

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

- c. John Devereaux, ZBA Alternate (Term Expires 3/31/23):

- i. Mr. Devereaux is currently a sitting member of the Zoning Board of Adjustment.
- ii. The Selectmen agreed they did not need to interview Mr. Devereaux because he is a sitting member of the ZBA.
- iii. TA Troy Brown mentioned that the Zoning Board of Adjustments has been busy.
- iv. Chairman R. Riley requested the Selectmen vote to approve Mr. Devereaux before the end of his term.

**Discussion:** None

**Motion** ( Selectman B. Lemire / Selectman K. Lynch ) I move to appoint John Devereaux as a Regular Member of the Planning Board of Adjustments with a term to expire on March 31, 2023.

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

2. **Hamel Circle Street Acceptance:**

- a. TA Troy Brown mentioned that the process is long to receive approval for a public street.
- b. The process includes:
  - i. A two-year waiting period (Maintenance Bond)
  - ii. The Town Engineer and Planning Board have signed off on Hamel Circle.
- c. No Public Hearing is required.
- d. TA Troy Brown mentioned that when all the paperwork came in the town received a quick claim deed and not a warranty deed.

- e. TA Troy Brown mentioned that he wants a warranty deed and not the quick claim deed.
- f. TA Troy Brown mentioned that after the Selectmen give their approval, he will go back to the builder and request a warranty deed for Hamel Circle
- g. Selectman K. Schaefer asked if they still plowed the street on their own. TA. T. Brown answered by saying that the town still plows the street. Once the Maintenance Bond is in place the town will plow.

**Discussion:** None

**Motion** ( Selectman R. Leary / Selectman B. Lemire ) I move to accept Hamel Circle as a public street with a condition that a warranty deed, not a quick claim deed, be provided before the recording at the Registry of Deeds.

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

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**Agenda Topic:** Other Business

**Presenter:** Town Admin. Troy Brown

- 1. None

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**Agenda Topic:** Administrator Report

**Presenter:** Town Admin. Troy Brown

1. **Veteran's Group:**

- a. Chairman S. Webber was contacted by the veteran's group, the same group who is working on the Veteran's Credit.
- b. The Veteran's group has requested to use the town's seal with the United States flag or some insignia embossed over the seal.
- c. TA Troy Brown mentioned that the town does have a town seal policy. The town has the authority to grant permission to different groups or agencies to use the seal.
- d. TA T. Brown informed the Veteran's group that they should create a design and bring the design in front of the Selectmen for approval.
- e. Selectman B. Lemire asked why the group would be using the seal. T.A. T. Brown said the group was unofficially going to create a Litchfield Veteran's Association.
- f. The Selectmen's only concern was the use of the seal. If the Veteran's Association used the seal to fundraise then the seal could be compromised.
- g. T.A. T. Brown mentioned that he has seen other towns let their town departments use the town seal.

2. **Pat Jewett Volunteer Appreciation Award:**

- a. Heidi Miller will receive the award this year.
- b. T.A. T. Brown will work with Laura Gandia to coordinate the annual award ceremony.
- c. The ceremony will occur on March 2 at 7 pm.
- d. T.A. T. Brown will talk to Chairman Webber about the two parts of the ceremony.
  - i. Chairman will lead off with the Pledge of Allegiance
  - ii. Chairman or another Selectman will go over the history of the award.

3. **Voters Guide:**

- a. The town will no longer be able to use the Hudson-Litchfield News to distribute the voter's guide.
- b. T.A. T. Brown mentioned that it looked promising to use direct mail to distribute the voter's guide.
- c. T.A. T. Brown believes the cost will be similar to that of using the Hudson-Litchfield News.

4. **Next Meeting:**

- a. February 24, 2020 @ 6:30 pm

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**Agenda Topic:** Public Input - started at 6:51 pm

**Presenter:** Selectman K. Schaefer

1. **Joe Cabral:**

- a. Mr. Cabral mentioned that he was concerned about not possibly not receiving the voter's guide. He was happy to hear the Board of Selectmen discuss possible ways to distribute the guide.
- b. Mr. Cabral asked Selectman B. Lemire if he was a member of the Historical Society. Selectman B. Lemire informed Mr. Cabral that he was a member of the Historical Society, but he now is a member of the Heritage Committee.

Public Input closed at 6:53 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 the Rec Commission will meet on February 11th. He will not be able to attend because of the New Hampshire Primary.

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

1. Selectman R. Leary mentioned that the Deliberative Sessions are complete. The Budget Committee has also completed the budgets for the town and the school.

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

1. Nothing to report

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

1. Selectman K. Lynch mentioned that the Planning Board has met and is still discussing the issue with Mel's and Rick Charbonneau. The issues are still under review.
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**Agenda Topic:** Adjourn the Public Portion of Meeting

**Presenter:** Selectman K. Schaefer

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

(Selectman B. Lemire / Selectman R. Leary) Motioned to enter non-public session per RSA cited below:

1. RSA 91-A:3, II(b) - The hiring of any public employee

**Roll Call Vote:**

1. Selectman R. Leary - yes
2. Selectman B. Lemire - yes
3. Selectman K. Lynch - yes
4. Selectman K. Schaefer - yes

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

**Entered Non-Public Session:**

6:56 pm

**Reconvene Public Session:**

#:## pm

**Motion Made To Adjourn:**

**Motion** Selectman Lemire/Selectman Leary moved to adjourn the meeting.

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

The meeting adjourned at 7:12pm

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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