

# Town of Litchfield, New Hampshire

## Board of Selectmen

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Meeting Date: 03/23/20

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

Selectmen in attendance:  
1. Steven J. Webber, Chairman  
2. F. Robert Leary, Sr., Vice Chairman  
3. Richard W. Lascelles  
4. Kevin A. Lynch  
5. John E. Pinciario

In Attendance: Troy Brown, Town Administrator  
Memo:

No Selectmen were absent:

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Agenda Topic: Call to Order

Presenter: Chairman S. Webber

1. 5:30 pm – Paperwork Review
2. 6:32 pm – Call to Order, followed by the Pledge of Allegiance

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Agenda Topic: Review and Approval of Consent Items

Presenter: Chairman S. Webber

1. February 24, 2020 Meeting Minutes
2. Town Clerk's Reconciliation - January
3. Veteran's Credits (3)
4. Land Use Change Tax (1)
5. A/P Manifest: 3/17/2020 - \$115,872.33 & 3/24/2020 - \$19,969.13
6. P/R Manifest: 3/19/2020 - \$63,705.14 & 3/26/2020 - \$56,121.39

Discussion: None

Motion ( Selectman R. Leary / Selectman J, Pinciario ) Motion to accept the Review and Approval of Consent Items.

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

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Agenda Topic: Items Moved from Consent

Presenter: Chairman S. Webber

1. None

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Agenda Topic: Items Added to Consent

Presenter: Chairman S. Webber

1. None

1. **2020 Property Revaluations – Avitar Update:**

- a. The meeting was initially going to have both the DRA and Avitar Associates of New England attend the Selectmen’s meeting. Because of the COVID-19, the DRA has requested to postpone the meeting.
- b. Chad Roberge, President of Mapping for Avitar Associates, called into the meeting and discussed the work that Avitar will perform. Mr. Roberge mentioned the work appears to be on schedule. Most of the work will be performed in the employee’s cars and offices.
- c. Mr. Roberge discussed how, in previous years, Avitar would make appointments to meet with residents at a town office. Avitar, in the worst-case scenario, will have the appointments by telephone. The appointments were not supposed to take place until June 15, 2020. Hopefully, COVID-19 will be better by then if not the appointments will take place by telephone.
- d. Mr. Roberge mentioned the revaluation of properties is still on schedule. The Avitar Association will go to the resident’s front door and knock. The Avitar employee will not enter the home and will step back to provide social distancing. The employee will inform the resident that the employee is going to measure the exterior of the house if the resident allows. Later on this year or next year, Avitar Associates will send the residents a letter asking if the homeowner wants the interior of their home measured.
- e. None of the Selectmen had any questions for Mr. Roberge. Avitar has been performing revaluations in Litchfield for years, Most of the residents are quite familiar with Avitar’s procedures.
- f. The Selectmen thanked Mr. Roberge for calling into the meeting and wished him well.

2. **Moore’s Falls Conservation Area – Discarded Needles and Syringes:**

- a. Matthew Lepore, Conservation Member, called into the Selectmen’s meeting to discuss the discarded needles and syringes by Moore’s Falls.
- b. Mr. Lepore updated the Board of Selectmen with what has been occurring at Moore’s Falls since August 2019. Matthew mentioned people were seeing needles and syringes on the shore. The needles and syringes were appearing on the southern side of the property by St. Francis Church.
- c. Mr. Lepore has called the fire department numerous times because he has found syringes. Each time he has barricaded the area and waited for the fire department to show up at Moore’s Falls. In February, Matthew was giving a tour of the area to visitors and as he was showing the area, he found a few more syringes.
- d. Mr. Lepore explained to the Board of Selectmen that finding the needles and syringes is becoming more difficult and dangerous. The items are coming onshore covered in a lot of debris. Mr. Lepore told the board that the Highway Department may need to get involved.
- e. A member of the board asked Mr. Lepore if the needles were floating. Mr. Lepore answered by saying that he notices the syringes after there has been a high-tide. The board member mentioned that he has seen this before. The syringes come down Moore’s Falls and they get caught up in that area. Selectman K. Lynch believes the syringes are coming from another town or city that is north of Litchfield.
- f. Chairman S. Webber previously informed TA T. Brown of the issue. TA. T. Brown contacted the town’s legal counsel about the town’s possible liability. The Town Administrator informed the Board of Selectmen that the property is public property. The land is managed by the town and the Conservation Committee. The Conservation Committee is made up of volunteer members. Because the town welcomes people to the property then once the town knows about the problem the town must take action to protect the visitors. The protection would consist of putting up signage and warning the users of the park about the danger. The town would then need to block the area off and contact the fire department. Both the town’s insurance company and legal counsel provided the same feedback.
- g. Mr. Lepore explained that he had blocked off the area with ‘danger’ tape and put up signs reading ‘Keep Out’. Mr. Lepore also took photos of the tape blocking access and the signs.
- h. Selectman R. Lascelles asked Mr. Lepore if the needles had the cap on or were the needles exposed. Mr. Lepore answered by saying the needles were exposed.

- i. Chairman S. Webber mentioned that he would prefer not to see volunteers at Moore's Falls cleaning up the needles and syringes. He believes trained professionals, the police and fire department, should clean up the area. If a volunteer was to get injured from a needle then the town would be held liable.
- j. TA. T. Brown mentioned the board would get in touch with the Highway Department and ask if they would go down and pick up any debris. The Conservation Committee will contact people to volunteer to pick up the debris and bring the debris up to an area where the Highway Department will take the debris. TA T. Brown will contact the Recreation Commission to find out if they have seen syringes down by the John Bryant River Access.
- k. Selectman K. Lynch will show the Highway Department employees and the volunteers how to get down to Moore's Falls to pick up the debris.

3. **BOS Order 2020-1 - COVID-19:**

- a. TA T. Brown explained to the Board of Selectmen that the town has held three Emergency Management Meetings. The COVID-19 rules of engagement are changing on an hourly basis. Chairman S. Webber and TA T. Brown agreed the board should track the decision they make. TA T. Brown created a draft of BOS Order 2020-1. The belief is instead of creating a new order every time a decision is made, the board will amend BOS 2020-1. The board will keep a central document and will add bullets as the board makes changes.
- b. TA. T. Brown agreed to read through Order 2020-1. If the board agrees with the document then they can make a motion to adopt the document.
- c. The document included the following information:
  - i. Residents are encouraged to use the town's emergency alert system 'Code Red'. The residents can register online. To ensure all residents are informed the Emergency Management communications shall be posted on the town website, Facebook page, Twitter account, Code Red emergency alert system, and LCTV. The school's blackboard system will be used as necessary. IT Director John Brunelle called into the meeting and mentioned that residents who don't have access to Comcast, these residents can go to the town's website and watch the video online.
  - ii. The Emergency Management Team consists of the Emergency Management Director, Chairman and Vice-Chairman of the Board of Selectmen, Police Chief, Town Administrator, Health Officer, IT Director, Road Agent/Highway Manager, Finance Manager, Assistant Town Administrator, Town Clerk, Tax Collector, Director of Solid Waste and Recycling, School Superintendent, School Business Administrator, Librarian, and a designated LCTV representative.
  - iii. The Emergency Management Team has agreed to meet on Mondays, Wednesdays, and Fridays at 2 pm. The meetings are performed by conference call.
  - iv. The fire station and emergency operations center are closed to the public, until further notice.
  - v. The police department and dispatching lobby are closed to the public, until further notice.
  - vi. The Aaron Cutler Library is closed to the public, until further notice.
  - vii. The town offices shall remain closed to the public but will operate as a virtual Town Hall. Transactions can be done online or arranged by phone or email. Questions shall be answered by phone and email. In special situations, an appointment in Town Hall with appropriate town personnel may be scheduled. Town Hall employees will be working both remotely and on-site.
  - viii. All recreation facilities shall be closed to the general public for organized group activities, until further notice. This includes Roy Memorial Park, Brickyard Park, Brook Road Park, Jeff Lane Park, and Sawmill Park. Users are reminded to follow social distance measures as recommended by the Center for Disease Control (CDC).
  - ix. The School Department has closed its facilities for group gatherings. At this time the police department will watch the town buildings. If the police see gatherings, they will ask the group to disperse.
  - x. The town, as of right now, has no intention of closing the Albuquerque Bike Path. People are recommended to go outside to get exercise and get fresh air.

- xi. The Solid Waste and Recycling Facility will expand its hours. The facility will be open on Wednesday from 12 pm until 7 pm, and Fridays from 12 pm until 8 pm. The idea is to create social distancing and alleviate the overcrowding on Saturday. All other hours will remain the same.
  - xii. The Town Clerk and Town Tax Collector office hours are Monday through Friday from 8 am until 4 pm. The Town Clerk and Tax Collector do not see the need for the Monday evening hours.
  - xiii. The deadline for motor vehicle registration on new vehicles will be extended from February 26 to April 30, 2020.
  - xiv. The Veteran and Elderly Exemption applications are extended from April 1 to June 1, 2020.
  - xv. The town has created a wellness check program. The program will check on elderly residents, residents with serious health conditions, or residents with other special needs. The town will send out notifications to residents asking if the residents know of anyone who may need to be checked on.
  - xvi. Employees who are sent home by their supervisor due to changes in work operations or because their health status may put other employees at risk due to COVID-19 shall be paid their regular base wage without using their earned or sick leave.
- d. The board agreed that the Selectman should write the date next to the approved item. If the board agrees to amend an item then the Selectmen would write the date next to the amended item.
  - e. Selectman R. Lascelles asked to be copied on the meetings. Chairman S. Webber mentioned that if three Selectmen are involved then the meeting must be made public.
  - f. TA T. Brown mentioned he will add the tennis courts, play structures and Talent Hall to the closed recreation areas. The basketball courts are not listed as prohibited, but gatherings are not permitted.

**Discussion:** None

**Motion** ( Selectman R. Lascelles / Selectman J. Pinciario ) Motion to approve BOS Order 2020-1 as amended.

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

4. **BOS Appointments:**

- a. The Board of Selectmen discussed which committees the Selectmen would represent. The Selectmen agreed to represent the following committees.
  - i. Budget Committee - Vice-Chairman R. Leary
  - ii. Planning Board - Selectman K. Lynch
  - iii. Recreation Commission - Chairman S. Webber
  - iv. Conservation Commission - Selectman J. Pinciario
  - v. Heritage Commission - Selectman R. Lascelles

5. **Zoning Administrator:**

- a. TA T. Brown will contact each committee and inform the committee who their Selectman's Rep is. TA T. Brown will also send out the schedules for each committee to the Selectmen.
- b. Selectman K. Lynch asked why TA T. Brown was still listed as the Zoning Administrator. TA T. Brown mentioned his appointment ends on March 31, 2020, unless reappointed to the position. Selectman K. Lynch believed the new Building Inspector was also listed as the Zoning Administrator.
- c. TA T. Brown mentioned the Selectmen could extend his appointment for 30 days. This would allow the Board of Selectmen time to review the contract of the Building Inspector.

**Discussion:** None

**Motion:** (Selectman J. Pinciario / Selectman R. Leary) Motion to appoint TA T. Brown as the Zoning Administrator until April 30, 2020.

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

6. **Highway Department / Road Agent:**

- a. Chairman S. Webber mentioned that Kevin Brown's appointment as the head of the Highway Department & Road Agent will end on March 31, 2020.
- b. Selectman J. Pinciario commented to the board that they should look outside of the town for a professional Road Agent. Selectman J. Pinciario believes the last three or four Road Agents had serious problems and they did not have the background for the job.
- c. A member of the board asked if the town had a job description for the Road Agent position and if the position received an annual review. Both answers were 'yes'.
- d. The member of the board believes the town should be objective regarding the annual reviews. The member of the board would like to see a copy of the Road Agent's job description. The member was informed that the Highway Department manager is a full-time position. The position of Road Agent is given to the Highway Department manager and the employee receives a small stipend for having the title of Road Agent.
- e. Chairman S. Webber reminded the board that Kevin Brown's appointment as manager of the Highway Department ends on March 31, 2020. The board will need to at least extend Kevin Brown's appointment to allow the board to interview other candidates for the position.
- f. The board agreed to have a vote to extend Kevin Brown's term as manager of the Highway Department and Road Manager.
- g. Selectman J. Pinciario requested that TA T. Brown contact the NHMA and advertise for the Highway Department / Road Agent position. The Board of Selectmen agreed that before advertising for the position, the board should agree on the job responsibilities.

**Discussion:** Selectman K. Lynch mentioned that COVID-19 may impact the ability to find another candidate within six-months. The Selectmen agreed to review the situation in six-months.

**Motion:** (Selectman J. Pinciario / Selectman R. Leary) Motion to extend Kevin Brown's term as manager of the Highway Department and Road Agent by six-months. The appointment would end on September 31, 2020.

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

7. **Committee Appointments:**

- a. The following committee members need to be reappointed to the committees which they serve. Their term ends on March 31, 2020:
  - i. Zoning Board of Adjustments (alternate) - Eric Cushing
  - ii. Planning Board - Michael Croteau
  - iii. Recreation Commission - Peter Ames
  - iv. Recreation Commission - Steve Gannon
  - v. Conservation Commission - Joan Mckibben
  - vi. Conservation Commission - Thomas Levesque
  - vii. Conservation Commission - Michael Croteau
  - viii. Conservation Commission - Harry Menzigian
  - ix. Conservation Commission Alternate - John Curtin

**Discussion:** None

**Motion:** ( Selectman J. Pinciario / Selectman R. Lascelles ) Motion to accept it as written by the administrator

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

8. **Warm Zone Grant - Police Department:**

- a. Captain Thomas Scotti applied for the Warm Zone Grant from the Department of Homeland Security. When police respond to an incident, there are three zones. The first zone is the hot zone. The zone outside of the

hot zone is the warm zone. The zone outside of the warm zone is the cold zone. This grant is used to purchase equipment that will be used in the warm zone.

**Discussion:** None

**Motion** ( Selectman J. Pinciario / Selectman R. Lascelles ) Motion for the Litchfield police department to move forward and accept the \$6,000 grant from Homeland Security for the purchase of tactical gear and medical supplies.

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

9. **Police Station / Town Hall - HVAC Improvements:**

- a. The Board of Selectmen, at the end of 2019, encumbered \$50,000 to begin work replacing the heating and cooling system at Town Hall and police station. There are two HVAC units on the police side of the building. The units are 20-years old and will likely fail without notice.
- b. The estimated cost of replacing the units is \$53,000. This will leave three HVAC units that need to be replaced on the Town Hall side.
- c. The town will apply to the Capital Improvement Committee for assistance in completing the project on the Town Hall side.
- d. TA T. Brown has spoken to Affiliated Services. The owners of Affiliated Services live in Litchfield. The company is also available to respond to the town 24 hours a day, seven days a week. If the board was to put the job out for bid, the town would need to hire a mechanical engineer to put together the bid specs.
- e. Affiliated has put together a bid for the work. Affiliated would install 96% efficient HVAC units. The company is also in a position to be able to start the work.
- f. TA T. Brown mentioned to Selectman R. Lascelles that the board annually reviews the town's purchasing policy. The town would be hiring a company that is owned by Litchfield residents.
- g. Selectman R. Lascelles mentioned that he is concerned whenever the town spends money or receives money. He is concerned that favoritism or nepotism could be involved with decision making.
- h. Selectman J. Pinciario requested the discussion be tabled until Selectman R. Lascelles can read the town's purchasing policy.

**Discussion:** The discussion will be brought up again at the next meeting.

**Motion:** (Selectman J. Piciario / Selectman K. Lynch) Motion to table the discussion of hiring Affiliated Services to replace the HVAC units on the police station side of the building.

- i. Selectman J. Pinciario removed his motion, before the vote.

**Discussion:** None

**Motion** ( Selectman J. Pinciario / Selectman K. Lynch ) Motion to recommend the Town Administrator to approve the purchase order for the amount of \$53,000 for the purchase of installing HVAC equipment for the Town Hall and Police Station.

**Vote:** ( 4-0-1 ) The motion carried. (Selectman R. Lascelles abstained)

10. **Plow Truck Purchase:**

- a. TA T. Brown discussed the purchase of a plow truck for the Highway Department. TA T. Brown requested permission from the Selectmen to proceed forward with the purchase of a plow truck. The permission from the Selectmen would allow the town to secure pricing. The bid for the plow truck would be state bid or less.
- b. TA T. Brown mentioned that he is concerned that if the board is not able to move quickly, the town could find itself with one less plow truck next winter.
- c. Liberty International has provided some state bid pricing for plow trucks. The town would like to speak with Ford, Chevrolet, Freightliner and International. Chevrolet has come out with nice middle-size heavy-duty trucks.

- d. The board had two votes. The first vote was for the plow truck and the second vote was for the plow equipment.

**Discussion:** Selectman R. Lascelles mentioned his concern about the town's purchasing policy. The Town Administrator responded by saying the town will receive pricing from at least three vendors and honor the state bid price. If the town receives the state bid price then the purchasing policy does not require competitive bid pricing.

**Motion** ( Selectman J. Pinciario / Selectman K. Lynch ) In accordance with the purchase section six of the purchasing policy, I move to authorize the purchase order for an amount not to exceed \$60,000, which is at the below federal and state bid prices.

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

**Discussion:** None

**Motion** ( Selectman J. Pinciario / Selectman R. Leary ) In accordance with the purchase sections nine and ten of the purchasing policy, I move to authorize the purchase order for an amount not to exceed \$40,000 for the installation of the purchase of new plow equipment for the new plow truck.

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

11. **2020 Road Improvements:**

- a. TA T. Brown spoke with the Road Agent about finishing the Mayflower Drive Project. This year a one and a half- inch overlay will be applied. The catch-basins will be adjusted and the grates will be put back in.
- b. Harvest Way and Standish Circle are small cul-de-sacs. A vendor in town suggested only putting a one and a half-inch overlay down.
- c. The town is looking at reclaiming and doing a two-inch binder on Cranberry and Campbell Drive. The culvert on Campbell Drive needs to be replaced as well.
- d. The town is looking at reclaiming and doing a two-inch binder on Aaron Way.
- e. Albuquerque Ave has a section near Sawmill Park that needs work, The section that needs to be fixed is about 950 feet long.
- f. Pinecrest and Brenton Street have sections that need to be repaired.
- g. Working with the local contractors, the town has received some pricing. The pricing is estimated at around \$280,000. The revenue the town has this year is the Block Grant at \$209,000, Road Impact Fees at \$24,500, encumbered state aid at \$43,205 and the state aid from this year at \$68,205.
- h. If the Selectmen approve the work, this will be the third year that Litchfield has worked with Continental Paving.

**Discussion:** None

**Motion:** (Selectman R. Lascelles / Selectman R. Leary) In accordance with the purchase section six of the purchasing policy, I move to authorize the Town Administrator to approve the contract and purchase order with Continental Paving Inc, for an amount not to exceed \$426,000 for the 2020 Road Improvement Projects. The project funds are to come from the Block Grant, Warrant Article 7, and road improvements.

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

12. **206 Charles Bancroft Highway - Lease Agreement:**

- a. TA T. Brown had previously asked Selectman K. Lynch to go down and ask the owners of McQuesten Farm if they were interested in releasing the property. This would be the third year having a formal written lease agreement with McQuesten Farm.
- b. The agreement is \$1000 a year and they provide the town with their insurance certificates. The payment is due on or before June 1, 2020. McQuesten Farm always pays the fee as soon as the agreement is in place.
- c. State law permits towns to lease town property but only for one-year leases. A special Warrant Article would allow the town to enter into a multi-year, at least for five-years, lease agreement.
- d. The town will look into creating a 2021 Warrant Article to lease the property to McQuesten Farm.

- e. Selectmen R. Lascelles was concerned that the property is ten acres and the town is only leasing the property for \$1,000 a year. Selectman R. Lascelles would like to see the ability to lease the property go out to bid. The Selectmen was not sure that \$1,000 was an appropriate amount to receive for leasing the property. He would like to know if another group would be interested in leasing the property.
- f. TA T. Brown mentioned when the lease agreement was created he researched into similar leases. The Town Administrator had reached out to the Commissioner of Agriculture and was informed that towns were entering into leases for almost no cost. The reason for those leases was the farmers would take care of the property at no cost to the town. Anywhere from zero to \$100 an acre is the typical payment for leasing farmland.
- g. TA T. Brown mentioned that if the town is going to put together a Warrant Article to lease the property then maybe the town should put the lease out to bid.

**Discussion:** Selectman R. Leary agreed with Selectman R. Lascelles that the lease should go out to bid. Selectman R. Leary also mentioned that the owners of McQuesten Farm work the property in that area, and questioned if someone else is going to come in and only lease ten acres.

**Motion:** (Selectman J. Pinciario / Selectman K. Lynch) Motion to authorize the Town Administrator to approve the 296 Charles Bancroft Highway lease agreement in the amount of \$1,000 to expire on December 31, 2020.

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

13. **Annual Non-Union Performance Review:**

- a. TA T. Brown mentioned this will be the third year providing a performance review for non-union personnel. The town has a system where an employee may receive zero to a maximum percent. The maximum percent is decided by the Board of Selectmen. The union contract is allowing up to two and a half percent. TA T. Brown believed two and a half percent should be the maximum percent for non-union personnel.
- b. The town has historically had a maximum of three percent. The budgeted amount has not increased, TA T. Brown believes that two and a half percent is a better figure for this year's non-union performance review.
- c. \$15,000 has been the budgeted amount for the past few years. The two and a half percent would put the performance review in line with the union personnel.
- d. Selectman R. Leary questioned what would happen if a non-union employee disagreed with the review he or she received. TA T. Brown commented that reviews are not grievable. An employee may put the dispute in writing, but the review is not grievable.
- e. Selectman J. Pinciario commented that he did not believe it was fair to give a two and a half percent increase to an employee with a \$50,000 and only a two and a half percent increase to an employee making \$10,000. He believed the monetary increase was different, even though both employees received a two and a half percent increase.
- f. TA T. Brown mentioned that the union employees have a contract that offers them up to two and a half percent increase based on performance. As an example police officers receive either two and a half percent or zero, there is nothing in between. The review is considered a pass or fail.
- g. All contract employees are capped at two percent.
- h. Selectman R. Lascelles requested confirmation that all reviews are in writing and the employees will receive an increase from zero to two and a half percent. He also wanted to know if the Selectmen were allowed to view the employee's reviews. TA T. Brown confirmed the first part and will check to see if the Selectmen can view employee's reviews.
- i. The reviews are performed by the employee's supervisors. The department heads have their reviews performed by TA Troy Brown. Troy Brown's review is performed by the Board of Directors.
- j. Selectman J. Pinciario wanted to know why the Selectmen are not able to perform the reviews of the department heads. Selectman J. Pinciario was informed that the day to day operations was given to the Town Administrator. Selectman Pinciario understood that was how the town performed the reviews, but he believes things should change. Selectman Pinciario believes since the Board of Selectmen approve the contracts for the employees, the Selectmen then should have the right to give the reviews.



- k. Selectman J. Pinciario asked the other Selectmen additional questions and mentioned that he was asking the questions because he believes the Selectmen should communicate with the employees they govern.
- l. Selectman R. Lascelles believes every employee needs to have a performance plan. The performance review should only be an extension of the performance plan.

**Discussion:** None

**Motion:** (Selectman J. Pinciario / Selectman R. Leary) Motion to set the 2020 annual performance review of a maximum of no more than two and a half percent, effective July 1, 2020.

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

14. **PFOA:**

- a. Selectman R. Leary mentioned that people who live on the Hillcrest extended area are concerned about many people getting cancer or having other health issues
- b. A resident in the area chose to have her water tested. The results from the test showed higher than the accepted level. Saint Gobain refuses to pay for the test because they claim the resident lives outside of the area.
- c. The resident is going through her second time with breast cancer.
- d. Chairman S. Webber mentioned that if the town was to look into this, the town would likely find pockets around the town with high PFOA levels. Selectman S. Webber mentioned that Pilgrim Drive has residents dealing with a similar situation.
- e. The Selectmen agreed there is no scientific proof that PFOA's cause cancer. At the same time, the Selectmen agreed that health issues seemed to follow high PFOA levels.
- f. Selectman J. Pinciario stated that he believed the levels for acceptable PFOA were changed. Chairman S. Webber mentioned that the New Hampshire Supreme Court put a stay on the order
- g. Selectmen's Meeting on 01-27-2020:
  - i. Assistant Commissioner Clark Freise and Jeffrey Marks represented the NH-DES.
  - ii. Mr. Freise is a resident of Litchfield.
  - iii. Mr. Freise stated the DES is in an odd time period. Normally, the DES would give a presentation on what was done in 2019, and what will get started in 2020. The NH-DES has set new standards for drinking water and groundwater. However, 3M and the Plymouth Water District sued the NH-DES in Superior Court. The judge stayed the standards. This means the DES is back to the old standards, even though other places have tested to the new standards.
  - iv. The reason for the stay is the judge believed the DES did not do a sufficient job of a cost-benefit analysis.
- h. TA T. Brown will ask the town's legal counsel to attend a future Board of Selectmen's meeting. The Selectmen will ask the town counsel where the town stands legally in regards to the PFOA levels.

**Agenda Topic:** Public Input @ 8:45 pm

**Presenter:** Chairman S. Webber

- 1. None

Public Input Closed at 8:45 pm

**Agenda Topic:** Other Business

**Presenter:** Chairman S. Webber

- 1. None

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**Agenda Topic:** Administrator Report

**Presenter:** Town Admin. Troy Brown

1. TA T. Brown mentioned the town's Personnel Policy on the maximum amount of earned time one is allowed to accrue. The maximum amount of earned time allowed is 320 hours. At the end of March, the Town Administrator will exceed the cap. The Town Administrator believes he is not in a position to either lose it or use it. TA. Troy Brown requested the Selectmen grant him an extension. TA T. Brown requested the extension until July 30, 2020. The extension is allowed under the town's Personnel Policy.

**Discussion:** None

**Motion:** (Selectman J. Pinciario / Selectman R. Leary) Motion to extend the time for the Town Administrator to use his accrued Earned Time until July 30, 2020.

**Vote:** ( 4-0-1 ) The motion carried. (R. Lascelles abstained)

2. **Next Meeting(s):**

- a. April 13, 2020 @ 6:30 pm
- b. April 27, 2020 @ 6:30 pm

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**Agenda topic:** Selectmen Reports

**Presenter:** Chairman S. Webber

1. None

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

**Presenter:** Chairman S. Webber

**Motion Made To Adjourn:**

**Discussion:** None

**Motion:** (Selectman K. Lynch / Selectman R. Leary) I move to adjourn the meeting.

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

The meeting adjourned at 8:49 pm

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Approved by the Board of Selectmen:

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Steven J. Webber, Chairman

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F. Robert Leary, Sr., Vice Chairman

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Richard W. Lascelles

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Kevin A. Lynch

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John E. Pinciaro