

Town of Litchfield, New Hampshire

Board of Selectmen

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Meeting Date: 08/10/20

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

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

In Attendance: Troy Brown, Town Administrator
Theresa Briand, Town Clerk (Virtual)
Karen White, Finance Manager
Ben Sargent, Police Chief (Virtual)
Kevin Brown, Road Agent (Virtual)
Erica Lussier, CPA (Virtual)
Donald Ware, Pennichuck (Virtual)

No Selectmen were absent:

Memo: John Brunelle hosted the virtual meeting by using Webex

Agenda Topic: Call to Order | Presenter: Chairman S. Webber

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

Agenda Topic: Review and Approval of Consent Items | Presenter: Chairman S. Webber

1. A/P Manifest: 8/04/2020 - \$3,127,014.52, and 8/11/2020 - \$38,638.65
2. P/R Manifest: 8/06/2020 - \$56,672.58, and 8/13/2020 - \$42,108.26
3. MS-535 - 2019 Financial Report

Discussion: None

Motion: (Selectman Kevin Lynch / Selectman John Pinciario) Motion to approve the Items of Consent.

Roll Call:

Chair Steven Webber - Yes
Vice-Chair Robert Leary - Yes
Selectman Kevin Lynch - Yes
Selectman Rich Lascelles - Yes
Selectman John Pinciario - Yes

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

Agenda Topic: Items Moved from Consent | **Presenter:** Chairman S. Webber

1. None

Agenda Topic: Items Added to Consent | **Presenter:** Chairman S. Webber

1. None

Agenda Topic: Approval of Meeting Minutes | **Presenter:** Chairman S. Webber

1. July 27, 2020, Meeting Minutes

Discussion: Selectman Rich Lascelles asked if the trees have been taken out around the old Town Hall, or if T.A. Troy Brown had plans for the trees. T.A. Troy Brown said he would discuss the matter during the Town Administrator's Report. Selectman John Pinciario mentioned that the lights are on in the cellar again.

Motion: (Selectman Rich Lascelles / Selectman Robert Leary) motion to approve the Items of Consent.

Roll Call:

Chair Steven Webber - Abstain

Vice-Chair Robert Leary - Yes

Selectman Kevin Lynch - Yes

Selectman Rich Lascelles - Yes

Selectman John Pinciario - Yes

Vote: (4-0-1) The motion carried

Agenda Topic: Public Input @ 6:48 pm | **Presenter:** Chairman S. Webber

1. None

Public Input closed at 6:49 pm.

Agenda Topic: Business | **Presenter:** Chairman S. Webber

1. **Melanson - Heath Co., Erica Lussier, CPA**

T.A. Troy Brown welcomed Erica Lussier to the meeting. He also mentioned that the audit was shared with the Budget Committee, the Selectmen, and the Department Heads. He added that John Brunelle added the statements to the town's website.

Erica Lussier, CPA - Melanson Health Co.

Audit Review:

The town did not have a management letter this year. If the auditors had found areas that needed improvement or additional control, the auditors would have provided a management letter.

The town received a 'Clean Opinion' from the auditor.

- a. A 'Clean Opinion' is the best grade one can receive.

Management Discussion and Analysis (pages 3 - 9)

Highlights (page 10)

- b. Net Position Statement - All the town's funds consolidated into one column (Government Activities). The statement is presented on an accrual basis of accounting.
- i. Long-Term Capital Assets: \$26,000,000 (increased by \$784,000)
 1. The increase was due mainly because of the fire station.
 - ii. Net Pension Liability: \$4,353,593
 1. This amount represents the town's portion of the NH Retirement Systems Net Pension Liability.
 2. The NHRS Liability is \$4.8 billion (Litchfield represents .09% of the NHRS Liability)
 - iii. Net OPEB Liability:
 1. The amount is \$1,031,031.
 2. The Net OPEB Liability is the future healthcare costs of retirees.
 3. Retirees pay 100% of their premiums.
 - iv. Unrestricted Net Position: (- \$2,304,265)
 1. The reasons for the negative balance are:
 - a. Net Pension Liability
 - b. Net OPEB Liability
 - v. Governmental Funds Balance Sheet: (Page 12)
 1. Four Columns:
 - a. General Fund - chief operating fund
 - i. Total Cash and Investments (\$11,000,000):
 1. The School District is owed \$8,541,538 as of December 31, 2019.
 - b. Fire Station Capital Fund
 - c. Non-Major Governmental Funds
 - d. Total
 - vi. Unassigned Fund Balance:
 1. \$2,248,535 (highest in 10 years)
 - a. The Unassigned Fund Balance was determined on 12/31/19.
 - b. The Department of Revenue looks at that figure on a Budgetary Basis.
 2. The DRA likes to see the percentage of the town's overall budget between 5% and 17%.
 - a. Litchfield is at 11.5% General Fund vs. Actual Fund.
 - i. Four Columns:
 1. Original Budget (Beginning of the year)
 2. Final Budget (End of the year)
 3. Actual Budget
 4. Variance (How the town did with the budget)
 - ii. Revenue Surplus of the Budget = \$244,000
 Departmental Surplus = \$29,325
 Total Surplus = \$273,325
 - b. Fiduciary Funds: (Page 17)
 - i. School Trust Funds
 - ii. Engineering Escrow

Erica Lussier, CPA, suggested that the Board of Selectmen review the rest of the financial statements. Selectman Rich Lascelles asked Erica Lussier, CPA why the Net Pension Liability and Net OPEB Liability had risen. She stated that the Net Pension Liability increased because of the investment rate of return. The actuarial assumptions might have an impact as well, Melanson Heath Co. takes the state's numbers from the State Auditor. Erica Lussier, CPA, stated that the numbers for the Net OPEB Liability were consistent with last year's numbers. The Board of Selectmen thanked Erica Lussier, CPA, for her hard work. The Selectmen also thanked Finance Manager Karen White for her work.

2. **Pennichuck Corp. - Donald Ware, PE:**

Selectman Kevin Lynch mentioned that Selectman Rich Lascelles, Donald Ware, met and discussed the discoloration of the Litchfield water. Pennichuck Water sent out a letter to residents of Litchfield, who use Pennichuck Water. The letter explained what was happening, and requested that the residents contact Pennichuck Water, and take samples of their discolored water. Selectman Kevin Lynch believes that the discolored water could be the result of aging pipes, the pressure within the pipes, or the drought. Selectman Rich Lascelles commented that the discussion tonight is only about the water quality concerning the discoloration. The discussion has nothing to do with the cost of water or the fact that someone might have PFOA.

Donald Ware acknowledged that people's awareness of discolored water started with Flint, Michigan. He immediately stated that Litchfield, NH water does not contain lead. The Litchfield water system is new, its system has ductile iron with a cement lining, and some of the water mains are PVC. Donald Ware mentioned that the primary source for water in Litchfield, until January 2019, were wells. The wells on Nesenkeag Drive had naturally occurring iron and manganese. He said that two wells are located near Darrah Pond, and one well is located in the southern portion of Litchfield. The three Litchfield wells were built back in the 1980s. The wells were able to produce 2.6 to 2.7 million gallons a day. He said that was enough water for both Hudson and Litchfield's water system. The same wells

now produce about 1.6 million gallons a day.

Before January 2019, the demand for water in Hudson and Litchfield was not satisfied by the wells. Pennichuck Water supplied seasonal water from its core system in Nashua. In 2018, the Town of Litchfield contracted with Pennichuck Water to build an interconnection, underneath the Merrimack River, capable of delivering a million gallons a day of water.

Donald Ware mentioned that the three wells in Litchfield have manganese. The wells contain anywhere from six parts per million and upwards to 100 parts per million. Manganese is considered to be safe to drink; it is not regulated from a water quality perspective. Manganese is regulated as a secondary contaminant by the EPA. Manganese above five parts per million will start, over time, to color one's dishwasher, washing machine, and whites will begin to burn.

Hudson has always done what is called sequestering. The Town of Hudson adds a polyphosphate to water. The polyphosphate binds the manganese so that it stays in the solution. The polyphosphate allows the Hudson residents not to see discolored water. The two issues with polyphosphate are:

1. When the polyphosphate is heated above 100 degrees, the bond breaks. People will see the manganese in their hot water.
2. The polyphosphate manganese chains begin to coat and bind to the insides of the water mains. During the spring and summer months, people will water their lawn, and the fire department will practice hooking up to the fire hydrants. These events will cause the bonded manganese to release and show up in the resident's water. Pennichuck Water tries to flush out the water pipes in the spring; this year, Pennichuck was not successful.

The water coming out of Nashua is considered surface water, so the water's chemistry is different from groundwater. The water coming from Nashua has also loosened the manganese that bonded itself to the pipes. Pennichuck will be going through some additional flushing towards the end of September or beginning of October. Pennichuck will also try some directional flushing of the Litchfield water pipes. Donald Ware commented that since June, the number of complaints had dropped significantly. In the last six weeks, Pennichuck received eight complaints from Litchfield residents.

Selectman Rich Lascelles asked if Donald Ware could determine anything from the eight complaints made within the last six weeks. Donald Ware said that neither he nor his Distribution Manager found a patter for the discolored water. Donald Ware promised to look into the complaints again. He suggested that residents clean out their hot water tanks once a year, given that Litchfield has a history of manganese. Donald Ware mentioned that the discolored water is coming from Litchfield's distribution system; it is not coming from Pennichuck. Selectman Rich Lascelles then asked if the residents could do anything to help Pennichuck prepare for the fall flushing of the pipes. Donald Ware said the residents could help by reporting any water issues. If Pennichuck does not hear from the residents, the company does not know that there are problems with the water.

Chair Steven Webber asked T.A. Troy Brown if the town could use the ‘Code-Red’ system to alert residents when Pennichuck Water would be flushing the water pipes. T.A. Troy Brown agreed that the town would use the ‘Code-Red’ system. Donald Ware will send T.A. Troy Brown a list of dates and addresses for the fall flushing. If clothes get stained during the flushing, the residents should let the clothes stay wet. The residents should then contact Pennichuck for an additive that will cause the manganese to release from the clothes’ fibers. Selectman Robert Leary commented that Chief Frank Fraitzl informed that the fire department found sludge using the hydrants. The Fire Chief was concerned that the sludge might damage the fire hydrants. Donald Ware told the board that the Fire Chief was using a hydrant in a new community. Because the neighborhood was new, the hydrant was not part of the spring flush of the water pipes. He added that the new neighborhood is located in the heart of where the manganese has been building up.

Agenda topic: Public Input @ 7:05 pm

Presenter: Chairman S. Webber

Public Input Closed @ 7:06 pm

Agenda Topic: Business (cont.)

Presenter: Chairman S. Webber

3. **Impact Fees:**
Police Station Conceptual Design

T.A. Troy Brown commented that he had been working with Police Chief Ben Sargent, Kaestle Boos, and Eckman Construction to create preliminary designs and the cost estimates for the construction of a new police station. T.A. Troy Brown acknowledged that the talk of a new police station came from projects proposed to the Capital Improvement Committee. The Capital Improvement Committee asked the Police Chief to look into the building of a new police station attached to the fire station. The design is called ‘Phase Two.’ The Capital Improvement Committee then asked the Police Chief to look into renovating Town Hall and the police station. One of the options was to make the Town Hall building into the police station. The committee also discussed adding to the police station. The idea was to have Kaestle Boos create a plan that would provide a design and a cost estimate. The Capital Improvement Committee asked Chief Ben Sargent to present plans and cost estimates to the committee. The additional information will allow the Capital Improvement Committee to decide whether a new building is more cost-effective than renovating the Town Hall building into a police station. T.A. Troy Brown recognized that if the police station took over Town Hall, the town needed to find a building to place the Town Hall employees. Chairman Steve Webber mentioned that the Capital Improvement Committee wanted to see if the Town Hall building could be reconfigured.

T.A. Troy Brown mentioned that the discussion of a new police station is not going to go away. The town can use impact fees to pay for the planning of a new police station. The town has \$25,743 in Impact Fees to use towards planning a new police station. He commented that the town has already committed \$24,575 (\$12,075 + \$12,500) towards the ‘Phase Two’ project, and ‘Phase Three’ is a proposal of \$12,500.

Chairman Steve Webber asked Chief Ben Sargent if he had anything he wanted to add. Chief Ben Sargent said that T.A. Troy Brown spoke eloquently, and he just would ask for the support from the Board of Selectmen. Chairman Steve Webber mentioned that the Capital Improvement Committee realizes that the town’s priority is a new elementary school. At the same time, the committee tries to fit in the needs of other departments, and not overburden the taxpayers. Selectman Kevin Lynch stated that he thought Town Hall has to stay where it is. He believed the police station could be added onto but disagreed with the ‘Phase Two’ option. Chief Ben Sargent commented that he foresees the Litchfield Police Department increasing the number of police officers, as the town

population continues to grow. T.A. Troy Brown said that he was asking the board to approve the spending of \$24,575 of the \$25,473 available in Impact Fees. This would leave \$898 in Impact Fees.

Selectman Robert Leary mentioned that he believed the Litchfield Police Department always seemed to get the short end of the stick. He did not think remodeling the Town Hall would benefit the town or the police department. He thought 'Phase Two' should have been done when the fire station was built. He asked if Eckman Construction would have to bid for the job. T.A. Troy Brown said that Eckman Construction was given the bid to construct the fire station by a committee that was formed by the Board of Selectmen. He added that six or seven contractors bid for the job. T.A. Troy Brown mentioned that Eckman Construction had offered their services for free. If they were asked to bid for the contracting job, they would be interested in being the contractor. Kaestle Boos was brought on board because former Police Chief Joseph O'Brion used them, and they do an outstanding job.

Selectman Kevin Lynch asked T.A. Troy Brown if the police station takes over the Town Hall, then what happens to Town Hall. T.A. Troy Brown said he would have to go back to the CIP Committee to see the next step. The next step may include the discussion of a building being built next to the police station for the Town Hall. Chairman Steve Webber mentioned that it would be less expensive to put up some walls in Town Hall then it would be to build a new building for the police. Selectman Kevin Lynch disagreed and said Town Hall should move into the Griffin Memorial School. Chairman Steve Webber said that idea was off the table because of the mold issues, and a high water table. He added that the CIP Committee has no authority. The committee will prioritize projects, make a presentation to the Planning Board, have a public meeting to present the plans to the residents, and present it to the Board of Selectmen. Nothing will happen until the Board of Selectmen adopts the plan. Selectman Kevin Lynch said he was not in favor of spending money to have plans created for a police station. Selectman John Pinciario commented that spending the \$24,575 to have plans designed was worth it. Police Chief Ben Sargent pointed out that the use of Impact Fees would not cost the taxpayers any money.

Discussion: Selectman Rich Lascelles asked to have something documented about what the town will have at the end. T.A. Troy Brown said the documentation is online for the Selectmen to view.

Motion: (Selectman John Pinciario / Selectman Rich Lascelles) Motion to approve the use of \$24,575 in Impact Fees for the police station design of 'Stage Two' and 'Stage Three' to be expended.

Roll Call:

Chair Steven Webber - Yes
Vice-Chair Robert Leary - Yes
Selectman Kevin Lynch - Yes
Selectman Rich Lascelles - Yes
Selectman John Pinciario - Yes

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

4. **Grant Acceptance:**

- a. **GOFERR - COVID-19 Expenses - \$10,416.15**
- b. **GOFERR - 1st Responder Hazard Pay - \$26,514.34**
- c. **GOFERR - 1st Responder Hazard Pay - 36,042.80**

T.A. Troy Brown mentioned these are funds that are COVID-19 related. The hazard pay for the non-emergency workers has not been paid yet. T.A. Troy Brown said he has decided to wait until the town submits their third request. The request would be put in before September 15, 2020. Selectman Kevin Lynch asked if the town was paying the firefighters Hazard Pay for their training. Karen White informed Selectman Kevin Lynch that the firefighters and police officers were paid from a grant previously approved by the Board of Selectmen. They only received the Hazard Pay for eight weeks and two days.

Discussion: Chairman Steven Webber asked the Selectmen to make a motion to authorize the acceptance of \$10,416.15 for COVID-19 Expenses, \$26,514.34 for Firefighter hazard pay, and \$36,042.80 for Police Officer hazard pay.

Motion: (Selectman Kevin Lynch / Selectman Robert Leary) So moved.

Roll Call:

Chair Steven Webber - Yes

Vice-Chair Robert Leary - Yes

Selectman Kevin Lynch - Yes

Selectman Rich Lascelles - Yes

Selectman John Pinciario - Yes

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

5. **Budget Review:**

T.A. Troy Brown mentioned that he tried to do the zero-based budgeting, as the board requested. In some cases, he found the zero-based budgeting could be done, and in other instances, the zero-based budgeting could not be done. If he was unable to do the zero-based budgeting, he took the three-year average of actual expenditures, or for some, he used his experience and knowledge. T.A. Troy Brown mentioned that not all the information was available. Some information, like the insurance information, will be provided later. He also reminded the Selectmen that 2020 had 53 pay periods. 2021 will be back to the 52 pay periods.

a. **Town Meeting - 4130.30**

T.A. Troy Brown said that the town is proposing a 2021 Town Meeting Budget of \$9,265. There is a bottom line reduction of \$11,229. He said that was related to the fact that in 2020, the town had three or four elections. In 2021, the town will have the Deliberative Session and the March Voting Day. The line items for:

1. EX WAGES - BALLOT CLERKS was reduced by \$2,580
2. EX WAGES - MODERATOR & CHECKLIST SUPERVISORS was reduced by \$998.
3. EX OPTECH PROGRAMMING SUPPORT was decreased by \$5,250.
4. EX EQUIPMENT MAINTENANCE CONTRACT was increased by \$100.
5. TC ELECTION PROVISIONS was reduced by \$500.
6. ELECTION SUPPLIES/EQUIPMENT was reduced by \$2,000

T.A. Troy Brown mentioned that Moderator Frank Byron asked that he have five Selectmen available for the election. By law, the town needs to have three Selectmen available. If a Selectman cannot be present, the town needs to elect a citizen to take the Selectman's place. Moderator Frank Byron also informed T.A. Troy Brown that they would need a tremendous amount of workers for this election. The number of workers that T.A. Troy Brown mentioned was 12. Selectman Rich Lascelles said that he would not be able to attend the election because he is on the ballot.

T.A. Troy Brown has talked to I.T. Director John Brunelle about getting three cell phones. One would be for the Moderator, one for the Assistant Moderator, and one for the Town Clerk. The cell phones would have a public number that can be published. If residents have questions, they can call the posted number. This process will be used from now until March 2021. T.A. Troy Brown agreed that the town needs to be concerned about constitutional rights, and issues regarding mandatory masks,

b. **Town Clerk - 4140.10**

T.A. Troy Brown said that the town is proposing a 2021 Town Clerk Budget of \$125,685. There is a bottom-line increase of \$9,539. The line items for:

1. TC WAGES DEPUTY TOWN CLERK was increased by \$515.
2. TC WAGES - CLERK was increased by \$8,724.
3. TC SALARY - TOWN CLERK was increased by \$229.
4. TC PRINTER CARTRIDGES was increased by \$1,070.

5. TC POSTAGE was reduced by \$1,000.

T.A. Troy Brown mentioned that the town splits the salary and benefit costs 50/50 for the Town Clerk and the Tax Collection Budgets. The town has budgeted 40 hours for the Deputy Town Clerk, and an adjustment was made for the Town Clerk. The toner cartridge line item increased significantly. The state no longer provides the correct printer cartridges.

c. **Tax Collection - 4150.40**

T.A. Troy Brown said that the town is proposing a 2021 Tax Collection Budget of \$123,453. There is a bottom-line increase of \$8,059. The line items for:

1. TX WAGES DEPUTY TAX COLLECTOR was increased by \$515.
2. TX WAGES - CLERK was increased by \$8,724.
3. TX SALARY - TAX COLLECTOR was increased by \$229.
4. TX POSTAGE was reduced by \$1,510.
5. TX MILEAGE AND TOLLS was increased by \$100.

T.A. Troy Brown reminded the Selectmen that the town splits the salary and benefit costs 50/50 for the Town Clerk and the Tax Collection Budgets. The most significant reduction is the postage line item. The Town Clerk Theresa Briand found the mailings are more cost-effective if performed in-house.

d. **Sanitation Administration - 4321.10**

T.A. Troy Brown said that the town is proposing a 2021 Sanitation Administration Budget of \$451,600. There is a bottom-line increase of \$22,305. The line items for:

1. SW WAGES - FACILITY MANAGER was increased by \$7,301.
2. SW WAGES - STAFF was reduced by \$3,072.
3. SW ELECTRICITY was increased by \$200.
4. SW GENERAL SUPPLIES was reduced by \$50.
5. SW EQUIPMENT REPAIR & MAINTENANCE was reduced by \$450.
6. SW DIESEL FUEL was reduced by \$475.
7. SW UNIFORMS & ACCESSORIES was reduced by \$25.
8. SW DEMOLITION MATERIAL DISPOSAL was increased by \$15,099.
9. SW SOLID WASTE DISPOSAL was increased by \$3,969.
10. SW RECYCLABLES DIRECT DISPOSAL was reduced by \$200.
11. SW MILEAGE & TOLLS was increased by \$8.

T.A. Troy Brown commented that the most significant increase is the line item for demolition material. The town increased the wages for the facility manager due to an adjustment in the position. T.A. Troy Brown mentioned the electricity line item was based on the money spent over three years, then increased by 5%. Selectman John Pinciario suggested that the town may want to charge an annual fee to allow residents to bring their trash to the Transfer Station.

e. **Road Agent - 4311.10**

T.A. Troy Brown said that the town is proposing a 2021 Road Agent Budget of \$29,468. There is a bottom-line increase of \$2,393. The line items for:

1. HW CONSULTING ENGINEER SERVICES was increased by \$5,000.
2. HW ELECTRICITY was reduced by \$450.
3. HW PROPANE GAS - GARAGE HEAT was reduced by \$678.
4. HW BUILDING MAINTENANCE & REPAIR was reduced by \$1,479. (3-year average)

T.A. Troy Brown said the most significant increase was the line item for consulting engineer services. The line item increased by \$5,000. Last year the Budget Committee decreased the line item by \$5,000, and the town is asking the

Budget Committee to restore the \$5,000 for the line item. T.A. Troy Brown said the Selectmen would receive the run rates about three-quarters of the way through the budget.

f. **Road Maintenance - 4312.10**

T.A. Troy Brown said that the town is proposing a 2021 Road Maintenance Budget of \$743,127. There is a bottom-line reduction of \$60,212. The line items for:

1. HW WAGES - WORKMEN was increased by \$882.
2. HW OVERTIME - WORKMEN was increased by \$3,500. (3-year average)
3. HW HEALTH INSURANCE was increased by \$1.
4. HW EQUIPMENT RENTAL CHARGES was reduced by \$2,250.
5. HW ROAD SWEEPING was increased by \$500.
6. HW CATCH BASIN CLEAN OUTS was increased by \$1,000.
7. HW CATCH BASIN REPLACEMENT was increased by \$8,750.
8. HW GENERAL SUPPLIES was reduced by \$1,000.
9. HW VEHICLE REPAIRS & MAINTENANCE was increased by \$20,600. (3-year average)
10. HW UNIFORMS & SAFETY EQUIPMENT PURCHASE was increased by \$460.
11. HW SALT PURCHASES was increased by \$5,000.
12. HW BLOCK GRANT ROAD IMPROVEMENTS was reduced by \$97,655.

T.A. Troy Brown said that the road maintenance budget was deceiving. The Highway Block Grant drives the budget. Two things are happening with the Highway Block Grant:

1. In 2020, the town was provided a one-time financial aid. The amount received was \$68,205. THE DRA said to put it in this budget and offset it with the revenue.
2. The town is estimating that the Highway Block Grant will be about \$180,000 in 2021. Last year, the town budgeted for \$210,000. The decrease is all COVID-19 related.

T.A. Troy Brown mentioned that he and Road Agent Kevin Brown would like to put out to bid for the contract for plowing the town office, police station, and the fire station parking lots. T.A. Troy Brown said that he would like to include the sidewalks in the bid. The town pays for the salt, but the contractor spreads the salt. He added that the most significant increase came from the vehicle repair & maintenance line item. The line item increased by \$20,600. The town used a three-year average to calculate the financial need for the line item. T.A. Troy Brown believed that 1800 tons of salt were the correct figure. He said whatever the state bid price for salt is, that is the figure the town will use, multiplied by 1800. The state bid price is not known at this time. The catch basin permit requires that the catch basins be cleaned every other year. The town has 400 catch basins at \$25 each, that would require an increase of \$1,000.

g. **Street Lighting - 4316.30**

T.A. Troy Brown said that the town is proposing a 2021 Street Lighting Budget of \$13,800. There is a bottom-line increase of \$450. The line items for:

1. STREET LIGHTS was increased by \$450.

T.A. Troy Brown mentioned that there are three to four different utility divisions, all under Eversource. The town receives three to four separate bills for the street lights, instead of just one. The street lights are a combination of high-pressure sodium, mercury, vapor, and LED.

h. **Accounting - 4150.10**

T.A. Troy Brown said that the town is proposing a 2021 Accounting Budget of \$272,598. There is a bottom-line increase of \$3,611. The line items for:

1. FA WAGES FINANCE STAFF was increased by \$5,592.
2. FA OVERTIME - SEC/BOOKKEEPING STAFF was reduced by \$400.
3. FA HEALTH INSURANCE was reduced by \$3,458.

4. EX DENTAL INSURANCE was reduced by \$1,584.
5. FA SOFTWARE SUPPORT SERVICES was increased by \$120.
6. FA PRINTING was reduced by \$120.
7. FA DUES & SUBSCRIPTIONS was reduced by \$40.
8. FA OFFICE SUPPLIES was increased by \$89. (3-year average)
9. FA POSTAGE was reduced by \$64.
10. EX MILEAGE & TOLLS was reduced by \$274.
11. EX SEMINARS was reduced by \$250.
12. FA AUDITING SERVICES was increased by \$4,000

T.A. Troy Brown commented that the most significant increase was in the wages line item. The line item is increased by \$5,592. The other considerable increase was with the auditing service line item. The line item increased by \$4,000. T.A. Troy Brown said before he went to the Melanson Heath and offered a proposal, he wanted to speak with the Selectmen. The Selectmen agreed they liked the Melanson Heath relationship. Finance Manager Karen White was authorized to talk to Melanson Heath and offer a proposal.

i. **Revaluation of Property - 4152.10**

T.A. Troy Brown said that the town is proposing a 2021 Revaluation of Property Budget of \$53,512. There is a bottom-line reduction of \$3,185. The line items for:

1. ASSESSING SERVICES was reduced by \$3,270.
2. ASSESSING SOFTWARE was increased by \$85.

T.A. Troy Brown mentioned that the current contract with Avitar has ended. T.A. Troy Brown said that he could put the contract out to bid, or offer the contract to Avitar. The problem with using another company is that the town uses Avitar software. The transition to another company would not be smooth. The Selectmen agreed to authorize T.A. Troy Brown to speak with Avitar and offer a three-year proposal.

j. **Board of Selectmen - 4130.10**

T.A. Troy Brown said that the town is proposing a 2021 Board of Selectmen Budget of \$158,248. There is a bottom-line increase of \$27,357. The line items for:

1. EX SALARY TOWN ADMINISTRATOR was increased by \$5,534.
2. EX SELECTMEN'S EXPENSE was increased by \$350. (3-year average)
3. EX HEALTH INSURANCE was increased by \$19,764.
4. EX DENTAL INSURANCE was increased by \$1584.
5. TA LONG-TERM DISABILITY INSURANCE was increased by \$67.
6. EX CLERICAL SUPPORT was increased by \$500.
7. EX BACKGROUND CHECK was reduced by \$175.
8. EX DUES & SUBSCRIPTIONS was reduced by \$80.
9. EX BOOKS & PERIODICALS was reduced by \$50.
10. EX MILEAGE & TOLLS was reduced by \$138.

T.A. Troy Brown commented that the most significant increase is the line item for health insurance. The line item was increased by \$19,764. He said that this figure goes back to the Library Trustees. The Board of Selectmen has a written agreement with the Library Trustees. The agreement states that if one of their employees changes their health insurance plan, the Board of Selectmen will incur the increased costs, until the next fiscal year. A library employee did not elect to have health insurance. The employee selected the spouse's health insurance, but now the employee is on the town's health insurance. According to the agreement, the Board of Selectmen has to incur the added expense.

T.A. Troy Brown mentioned that the Board of Selectmen covers the costs for clerical support. The clerical support includes the minute takers for the Board of Selectmen, Zoning Board of Adjustment, and the Budget Committee.

k. **Legal Expenses - 4153.10**

T.A. Troy Brown said that the town is proposing a 2021 Legal Expenses Budget of \$38,116. There is a bottom-line reduction of \$6,884. The line items for:

1. LE TOWN ATTORNEY LEGAL SERVICES was decreased by \$6,884 (3-year average)

T.A. Troy Brown commented that the budget figure for legal expenses is based on a three-year average. Last year the Board of Selectmen budgeted for \$45,000, and the Budget Committee reduced the figure. At the time, T.A. Troy Brown was unsure what type of legal expense budget the Board of Selectmen wanted. Select John Pinciario asked who the law firms were that the town used. T.A. Troy Brown said the town has two law firms. The first law firm for general counsel is Laura Spector-Morgan, from the Mitchell Municipal Group, P.A. The other law firm is Preti Flaherty. Preti Flaherty was brought on to help with the PFOA issue from St. Gobain. Selectman Kevin Lynch mentioned that the general counsel should be a local law firm. Selectman John Pinciario agreed with Selectman Kevin Lynch. T.A. Troy Brown said the hourly rate for the Mitchell Municipal Group, P.A. is around \$200 an hour. He reminded the Selectmen of the amount of work the town receives from the law firm compared to what they bill. Other law firms start charging the clients, the moment the lawyer picks up the phone.

l. **Planning Board - 4191.10**

T.A. Troy Brown said that the town is proposing a 2021 Planning Board Budget of \$41,616. There is a bottom-line increase of \$443. The line items for:

1. PB WAGES - ADMIN ASSISTANT was increased by \$118.
2. PB NRPC PLANNER was reduced by \$500.
3. PB PUBLIC NOTICES AND ADS was increased by \$825. (3-year average)

T.A. Troy Brown stated that because the Hudson Litchfield News closed, the town is forced to use the Telegraph and the Union Leader. The cost has increased significantly. Selectman Rich Lascelles asked what the town's legal requirements were regarding public notices. T.A. Troy Brown commented that the Planning Board must put a legal notice in the paper for any cases. The applicant has to pay a fee of \$100. The fee comes into the town as revenue.

m. **Zoning Board - 4191.30**

T.A. Troy Brown said that the town is proposing a 2021 Zoning Board Budget of \$1,616. There is a bottom-line increase of \$700.

1. ZB PUBLIC NOTICES & ADS was increased by \$700.

T.A. Troy Brown said the increase for public notices and ads was similar to the increase with the Planning Board.

n. **Cemeteries - 4195.10**

T.A. Troy Brown said that the town is proposing a 2021 Cemeteries Budget of \$13,790. There is a bottom-line increase of \$3,290.

1. C CEMETERY GROUNDSKEEPING was increased by \$3,290.

T.A. Troy Brown mentioned the line item increased because the contractor was never doing the spring cleaning when he bid on the job. Previously, the Valley Street Jail Program performed the spring cleanup. Last year, the bill for the cleanup was \$2,400.

o. **Advertising & Regional Associations - 4197.10**

T.A. Troy Brown said that the town is proposing a 2021 Advertising & Regional Associations Budget of \$16,316. There is a bottom-line reduction of \$4.

1. PRINTING was reduced by \$875.
2. PUBLIC NOTICES AND ADS was increased by \$700. (3-year average)

3. DUES & SUBSCRIPTIONS was increased by \$171.

T.A. Troy Brown said the line item for printing was reduced because of the actual cost of, jointly with the school district, doing the printing. The town can no longer contract out to the Hudson Litchfield News. The public notice line item increased for the same reason that the Zoning Board and the Planning Board advertising increased. The Nashua Regional Planning Commission just informed the town that the dues and subscriptions would be \$6,288, an increase of \$171.

p. **Welfare Vendor Payments - 4445.2**

1. None

T.A. Troy Brown said the town would not budget anything for vendor payments in 2021. Last year, the town created the Expendable Trust Fund for this purpose. This year, the town has only expended about \$1,000.

q. **Patriotic Purposes - 4583.10**

T.A. Troy Brown said that the town is proposing a 2021 Patriotic Purposes Budget of \$1,550. There is a bottom-line increase of \$50.

1. PF MEMORIAL DAY GENERAL SUPPLIES was increased by \$50. (3-year average)

T.A. Troy Brown said the Memorial Day general supplies line item was calculated using a three-year average. The line item is strictly for the Memorial Day service. The line item increased by \$50.

r. **Conservation - 4611.20**

T.A. Troy Brown said that the town is proposing a 2021 Conservation Budget of \$1,495. There is a bottom-line increase of \$97.

1. CC PROPERTY MANAGEMENT was increased by \$50.
2. CC DUES & SUBSCRIPTIONS was increased by \$62.
3. CC GENERAL SUPPLIES was reduced by \$15.

T.A. Troy Brown Conservation Commission is looking to purchase a chainsaw and lawnmower. The total increase for the Conservation Commission is \$97.

s. **Debt Service - 4711.10**

T.A. Troy Brown said that the town is proposing a 2021 Debt Services Budget of \$263,564. There is a bottom-line reduction of \$11,229.

1. DS PRINCIPAL LONG TERM DEBT - Fire Station Bond was increased by \$10,000.
2. DS INTEREST LONG TERM DEBT - Fire Station Bond was reduced by \$5,865
3. DS TAX ANTICIPATION NOTE - There was no change.

T.A. Troy Brown mentioned this was the bond payment for the fire station. This is the third year the town has made a payment. T.A. Troy Brown believes the bond was for 20 years. The principal long term debt increased by \$10,000, and the interest long term debt was reduced by \$5,865.

- a. August 24, 2020 @ 6:30 pm
- b. September 14, 2020 @ 6:30 pm
- c. September 28, 2020 @ 6:30 pm

Agenda topic: Administrator's Report

Presenter: Town Admin. Troy Brown

1. T.A. Troy Brown commented that he toured the old Town Hall. The Historical Society found a few additional items to remove. The Highway Department went down and cleaned out the junk that was lying around the building. The lawn was mowed and trimmed. T.A. Troy Brown mentioned that they noticed trees were hanging over the old Town Hall and the cable building. If a massive ice storm occurred this winter, the tree branches could break. He believes the board should look into having the trees removed. T.A. Troy Brown said that he would talk to Road Agent Kevin Brown and receive estimates to take down the trees. Selectman Kevin Lynch pointed out there are leach fields behind the buildings. He added that the town should have the trees removed before the antenna is installed. T.A. Troy Brown said he would receive three quotes.
2. T.A. Troy Brown commented that the parking lot around the old fire station is showing signs of stress. He was not sure if crack sealing would help to preserve the parking lot. T.A. Troy Brown said he would ask Road Agent Kevin Brown to have someone in the crack filling business come and look at the parking lot. At the same time, have the parking lot outside the Town Hall, and the police station looked at. T.A. Troy Brown believes the town has money, in the Highway Department budget, to pay for the sealing and painting of the Town Hall parking lot. The Selectmen agreed the project was worth getting estimates.
3. Painting Project, Article #10, was passed for \$25,000. The money was earmarked for the painting of the old Town Hall. T.A. Troy Brown believed it was time to receive some proposals to paint the building.
4. During an Emergency Management meeting, the topic of the spending freeze came up. The Emergency Management Team is concerned that items that were going to be purchased in 2020 were put on hold because of COVID-19. T.A. Troy Brown asked the Selectmen to lift the spending freeze, knowing that the town has been reimbursed for everything that is spent because of COVID-19. He added that the revenues had not been impacted. Selectman Kevin Lynch asked which departments T.A. Troy Brown was referring to. The primary departments he was talking about were the Police Department, the Fire Department, and holding off on the Highway Department. Selectmen Kevin Lynch said he would like the Department Heads to tell the Selectmen what they want, and the Selectmen will make the decision.
5. The water line extension for 3A, from Hillcrest to the library, is managed by Pennichuck Water. Pennichuck Water has put the project out to bid. If everything goes well, the project will start this fall. T.A. Troy Brown was informed that the town could expect six new fire hydrants. Each fire hydrant will be separated by 1,000 feet.
6. The Radio Tower Project has four sites. The four sites are:
 - a. Roy Memorial Field - Utility pole needs to be installed.
 - b. old Town Hall building - the foundation has been dug.
 - c. Morgan Road - Crown Castle, the owner of the property, wanted a \$1,700 monthly access fee. John Brunelle was able to get Crown Castle to waive the fee.
 - d. Colonial Drive (Pennichuck Water Tower) - John Brunelle is overseeing the construction of the tower. The tower will need to have a generator. Fences will be installed to make sure the tower is secure. Pennichuck Water is looking for a Memorandum of Understanding (MOU).

Agenda topic: Selectmen Reports

Presenter: Chairman S. Webber

Selectman Steve J. Webber - Rec Commission & CIP Committee:

1. The Rec Commission will meet on August 11 to go over their budget.

Selectman Robert Leary Jr. - Budget Committee:

1. The Budget Committee will meet again on August 27.

Selectman Kevin A. Lynch - Planning Board:

1. The Planning Board returned the missing plans. The Planning Board met last week.

Selectman John E. Pinciario - Conservation Commission:

1. The Conservation Commission met last week. The members discussed how bad the trails have become at Parker Park.

Selectman Richard W. Lascelles - Heritage Commission:

1. The Heritage Commission will meet on August 11th. The Rec Commission is using the meeting room on Tuesday. The Heritage Commission received permission to meet in the other meeting room.

Agenda Topic: Non-Public Portion of Meeting

Presenter: Chairman S. Webber

Motion To Enter Non-Public Session (Roll Call Vote): (Selectman John Pinciario / Selectman Kevin Lynch)

Motioned to enter non-public session per RSA's cited below:

1. RSA 91-A:3, II(a) - Compensation

Roll Call:

Chair Steven Webber - Yes

Vice-Chair Robert Leary - Yes

Selectman Kevin Lynch - Yes

Selectman Rich Lascelles - Yes

Selectman John Pinciario - Yes

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

Entered Non-Public Session:

9:58 pm

Reconvene Public Session:

11:00pm

Adjournment:

Discussion: None

Motion: Selectman Selectman John Pinciario / Selectman Kevin Lynch moved to adjourn the meeting at 11 pm

Vote: (5-0-0)

The meeting adjourned at 11pm.

Approved by the Board of Selectmen:

Steven J. Webber, Chairman

F. Robert Leary, Sr., Vice Chairman

Richard W. Lascelles

Kevin A. Lynch

John E. Pinciario