

Town of Litchfield, New Hampshire

Board of Selectmen

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Meeting Date: 08/24/20

Call to Order: 6:03 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
3. Richard W. Lascelles
4. Kevin A. Lynch
5. John E. Pinciario

In Attendance: Troy Brown, Town Administrator
Theresa Briand, Town Clerk
Frank Byron, Moderator
Steve Perry, Assistant Moderator
Justin Haley (Virtual)
Donna Ferguson (Virtual)
Vicki Varick (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. 6:03 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: 8/18/2020 - \$13,066.09, and 8/25/2020 - \$68,516.29
2. P/R Manifest: 8/20/2020 - \$58,928.96, and 8/27/2020 - \$56,684.51
3. Three (3) Property Tax Abatements

Discussion: None

Motion: (Selectman Kevin Lynch / Selectman Robert Leary) 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

Vote: (4-0-0) 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. August 10, 2020, Meeting Minutes

Discussion: None

Motion: (Selectman Rich Lascelles / Selectman Kevin Lynch) motion to approve the August 10, 2020 meeting minutes.

Roll Call:

Chair Steven Webber - Yes

Vice-Chair Robert Leary - Yes

Selectman Kevin Lynch - Yes

Selectman Rich Lascelles - Yes

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

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

1. **Moderator Frank Byron, Election Update:**

Town Administrator Troy Brown mentioned that Moderator Frank Byron, Assistant Moderator Steve Perry, and Town Clerk Theresa Briand have been working together on the Primary Election. They have worked with the school officials, Police Chief Ben Sargent, Fire Chief Frank Fraitzl, and the Emergency Management Team to create a plan. Mr. Byron commented that the officials had come up with a layout plan. The plan would help to reduce the chance of spreading COVID-19. The layout plan will be implemented for the September 8 and the November 3 elections. If there are any problems with the September 8 election, the issues will be corrected for the November 3 election. The School Administrative Unit (SAU), the Checklist Supervisors, and Chief Ben Sargent are okay with the layout. The Attorney General and the Secretary of State have said that the decision to wear masks is up to the Town Moderator. Mr. Byron has determined that anyone entering the Campbell High School gym will be required to wear a facemask. The Board of Selectmen are exempt from wearing a mask because they have a Constitutional duty to be at the election.

Twelve residents of Litchfield have volunteered to assist with election day. I.T. Director John Brunelle was asked and agreed to create a space on the town's website that would be used for information related to the election. Mr. Byron commented that the town would commence processing the absentee ballots at 8 am on Election Day. The belief, this year, is that the town will receive an enormous amount of absentee ballots. The SAU has agreed to allow the election committee to set up the election operations early. The hope is to set up the operations on Wednesday, September 2, for the election on Tuesday, September 8.

Mr. Byron said there had been a change with a new state law. The law now allows for the processing of absentee ballots before the State Election. He went through the procedures of pre-processing the absentee ballots. The pre-processing method does not let the election officials look at the sealed ballot. The ballot remains sealed until Election Day. The town has Mr. Byron, Mr. Perry, and Ms. Briand as election officials. The town needs a fourth

election official. The official could be a Selectman, a Deputy Clerk, or a Supervisor of the Checklist. In 2016, Litchfield had 22 absentee ballots for the State Election. As of today, Litchfield has 154 absentee ballots for the State Election. In 2016, Litchfield had 401 absentee ballots for the Presidential Election. As of today, Litchfield has 367 absentee ballots for the Presidential Election.

If a resident has a medical condition that does not allow them to wear a mask, they will need to vote outside, in their car, or the unmasked area. These voters should call on election day either (603) 845-6158, (603) 845-6376 or (603) 845-6219, and someone will meet them to assist in voting. Fire Chief Frank Fraitzl has authorized the election officials to use the fire department trailer. The fire department will clean out the trailer and make it handicap accessible for the election. According to the Secretary of State and the Attorney General, the town should review the voting procedures with legal counsel. Legal counsel does not need to approve the voting procedures; they need to be aware of the procedures in case of legal action.

Mr. Byron said that he had some concerns because the budget was planned with having six or seven ballot clerks. Litchfield now has to have up to 12 people for the election. The Selectmen asked if some of the funds spent on the election could be refunded through the Cares Act. Ms. Briand explained that she was told the town would receive an estimated \$12 for every absentee ballot, after the next 34 absentee ballots. The \$12 will be split 80% and 20%. The state will pay 80% per absentee ballot, and the town will pay 20% per absentee ballot. The 20% has to come from the town, and not from GOFERR. Ms. Briand has filled out the necessary paperwork, per RSA 31:95-b, to receive the unanticipated revenue. She read the following, "The municipality using the designating signing authority, the option must also attach evidence demonstrating the authority to sign." Ms. Briand requested that the Board of Selectmen vote to authorize her to sign the forms. Ms. Briand must show the minutes, and send the documentation in by Friday.

Discussion: Mr. Brown mentioned that the town would be reimbursed based on the number of absentee ballots. The grant will not be similar to what the town does with GOFERR.

Motion: (Selectman Kevin Lynch / Selectman Robert Leary) Motioned that Terri proceed to be able to sign it and go.

Roll Call:

Chair Steven Webber - Yes

Vice-Chair Robert Leary - Yes

Selectman Kevin Lynch - Yes

Selectman Rich Lascelles - Yes

Selectman John Pinciario - Yes

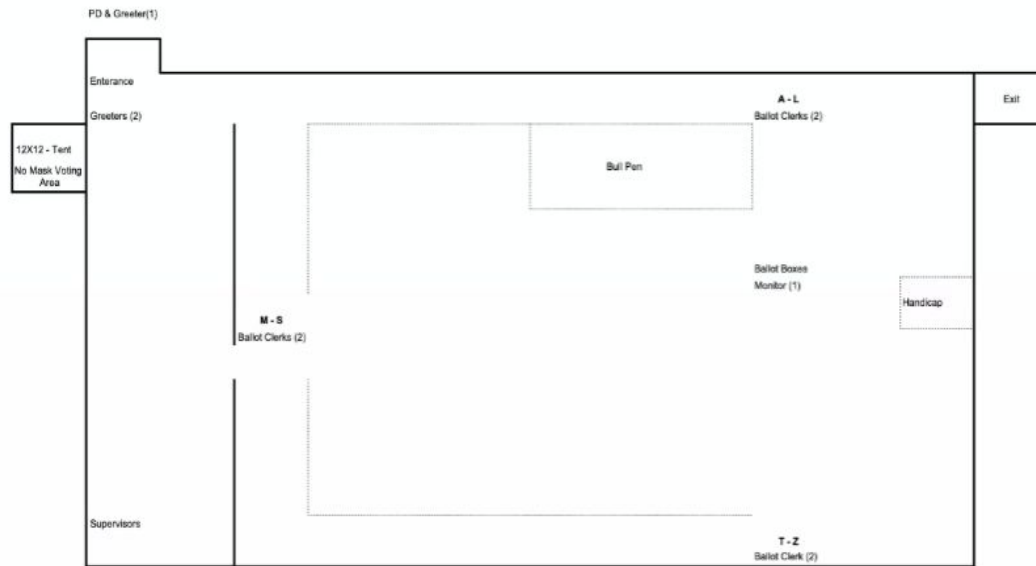
Vote: (5-0-0) The motion carried.

Mr. Byron stated that he would station two greeters out front to direct people into the correct line, and make sure that the people's flow does not overwhelm the voting area. He will also position people to protect a ballot box that will be located outside. He is also very concerned with the impact of Ms. Briand and her group. The September and November elections are going to be heavily reliant on absentee ballots. The Board of Selectmen mentioned that the town should consider closing Ms. Briand's office on Election Day. Ms. Briand said that her office is required to be open on Monday, the day before the election, between 3 pm and 5 pm. If a resident gets an absentee ballot before the election and does not return the ballot by 5 pm on September 8, that absentee ballot will not be accepted, and the resident will need to get another absentee ballot. If a resident picks up an absentee ballot on the day of the election, they have until 7 pm to turn in the absentee ballot. Mr. Byron and Ms. Briand confirmed that there is no way that someone can vote twice. Ms. Briand and Mr. Byron will check to see if, on election day, residents need to provide identification to receive an absentee ballot.

If someone comes in on election day and wants to register to vote, one of two things will happen. If the resident is wearing a mask, the resident will be directed to the Supervisor of the Checklist. If the resident does not want to wear a mask, they will be sent outside, and someone will come out to register the resident. Mr. Byron commented that as Moderator, he could have someone who is registering to vote remove their mask for identification. If the person refuses to remove their mask, Mr. Byron will have the authority to call the Attorney General. The Board of

Selectmen suggested that Mr. Byron use the Athletic Director's office because cell phone reception is poor at the high school.

The Layout of the Election:



The voters will enter the gymnasium and look for the letters that correspond with their last name's first letter.

1. The letters A-L will walk into the gymnasium, head to the left-hand side, and all the way down.
2. The letters M-S will enter the gymnasium, head to the right-hand side, and all the way down to the double doors.
3. The letters T-Z will go down the hallway through the double doors, and they will come out at the back of the ballot clerks. The voters will follow the wall down to the corner, and they will see their ballot clerks.

The first greeter will stop people and provide them with a mask if they need a mask. The greeter will also disinfect the voter's hands and remind the voters that they need to wear their masks during the entire process. The second set of greeters will be there to hand out placemats. The placemats will be used in the voting booths. The greeters will also hand out pencils and pens to fill out the ballot. The ballot box will be in the same spot it has always been located. There will also be a box for voters to deposit their change of party affiliation.

If a voter refuses to wear a mask, the greeter will send the voter outside the building to a tent. Ms. Briand and her staff will be in the tent with absentee ballots. The emergency trailer will most likely be positioned next to the tent. If a person wearing a mask comes in to vote and is not registered, they will be sent to the hallway's end. The Supervisors of the Checklist will be sitting down in that area. If the person does not wear a mask, the person will be sent outside, and a supervisor will assist the person with their registration. There will be large trash cans by the exit door. The voters may throw away their placemats in the trash cans. The voters will be responsible to self-screen before they go and vote. No one at the high school will screen voters.

Letter to Residents Regarding Upcoming Elections:

The pandemic continues to have a significant impact within our community including the upcoming September 8th NH State Primary election and the November 3rd Presidential Election. Our election planning has been underway for several months working to implement protective changes in our election operations. For those uncomfortable moving about in public, we are suggesting absentee voting as one available option to address those concerns.

If you wish to vote in person, there are several changes being implemented for voter protection and to comply with changes in state election law. First, face masks will be required to be worn for all individuals entering the gymnasium. That includes voters, election volunteers and officials as well as any minors attending with their parents/guardians. Those of you not wishing to wear masks will have the opportunity to cast your ballot in a separate, spatially isolated area by filling in an absentee ballot and affidavit as required by the Secretary of State's and Attorney General's offices.

Concern for exposure to COVID is now categorized as a "physical disability" allowing absentee voting under RSA 657:1. For those voters who have obtained an absentee ballot from the Town Clerk before the election and are concerned with mail delivery, we will accept your absentee ballot at the election site anytime from 7AM until no later than 5PM on election day. Absentee ballots filled out by those who decline to wear a mask will be accepted up until the closure of the polls at 7PM. Citizens who have a disability, including a concern with COVID, and do not wish to enter the polling place may vote by absentee ballot in their vehicle. Those voters should call on election day either (603) 845-6158, (603) 845-6376 or (603) 845-6219 and someone will meet you to assist in voting.

In the Primary election, undeclared voters who wish to return to undeclared, will now receive a form from the ballot clerks that can be filled in and deposited into a collection box. Only those listed as "undeclared" can change their party affiliation on election day; all declared voters looking to change party must do so prior to the primary election.

The layout of the voting area has also changed and we will position greeters who will direct you to the appropriate line. Please see the NH Secretary of States website at <https://sos.nh.gov/> for information on voting in NH as well as watch the Town's website at <https://litchfieldnh.gov/> for updated information.

While we expect that these new procedures and poll layout will bring some confusion and frustration, we respectfully request that everyone be patient and understanding. We would like to recognize and thank all of you who have stepped up and volunteered your time to assist at these elections.

Your support is greatly appreciated.

Theresa Briand, Litchfield Town Clerk/Tax Collector – tbriand@litchfieldnh.gov

Frank Byron, Town & School Moderator – fbyron@litchfieldnh.gov

The Board of Selectmen agreed with the letter to the residents regarding the upcoming election.

2. **Cares Act Election Funding Grant Acceptance - 18,920.37:**

Discussion: Mr. Brown suggested a motion for the acceptance of the Cares Act Election Funding Grant Acceptance. The proposed motion was 'I move for the Town to accept and expend up to \$18,920.37 from the Federal CARES Act for Elections in accordance with RSA 21-P:43 for eligible election expenses.'

Motion: (Selectman Robert Leary / Selectman Rich Lascelles) 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.

3. **Justin Haley - Eagle Scout Project:**

Justin Haley is a Life Scout of Troop 11. Mr. Haley presented the First Responder Monument to the Board of Selectmen. Mr. Haley thanked everyone who helped him with the Eagle Scout Project. He plans on adding flowers around the monument in the fall. Mr. Haley mentioned that with the additional funds he has, he would write a check

to the town to assist with the monument's maintenance. Mr. Haley will send paperwork to Mr. Brown for him to sign. The Board of Selectmen thanked Mr. Haley for his gift to the town and the First Responders.

4. **Budget Review:**

a. **Information Technology - 4150.20**

Mr. Brunelle presented the Information Technology Budget for 2021. The most significant increase was in the Telephone & Data Services.

1. **Go Telephone & Data:**

- a. Consolidated Voice/Fax/Data services all the departments (\$3,200/month) was increased by \$9,900.
- b. PD Dedicated Data Trunks for Communications (6 months @ \$258) was increased by \$1,548.
- c. Comcast - Internet Access / All Sites (\$394 per Month) was reduced by \$1,032.

2. **Go Software Support:**

- a. Contracted computer services were reduced by \$4,000.
- b. Video and Audio Recorders (Software and Hardware) were reduced by \$450.
- c. Town-Wide Door Security Maintenance was increased by \$850.

3. **Go Equipment Maintenance:**

- a. Five computer upgrades (Town, PD, and Fire), including monitors, were increased by \$6,620.
- b. Chromebook Replacements (\$450 x4) was increased by \$1,800.
- c. ID Printer Replacement was increased by \$4,500.
- d. Windows 7 to Windows 10 PRO upgrades were reduced by \$0.

4. **Go Equipment Purchase:**

- a. Conway - Town Hall Printer (\$275/quarter use & all supplies) was increased by \$1,100.

Mr. Brown reminded the board members that I.T. John Brunelle's contract ends on December 31, 2020. The Town Administrator and the Board of Selectmen will need to meet and discuss a new deal; before the end of the year.

b. **Library - 4550.20**

Vicki Varick presented the Library Budget for 2021. The most significant increase was with health insurance.

1. Budget Summary:

- a. The wage for Children's Librarian was increased by \$1,457
- b. The wage for Adult Services Librarian was reduced by \$205
- c. The wage for Assistant Librarian was increased by \$1,798.
- d. The wage for the custodian was reduced by 46.
- e. The wage for Pages was increased by \$244
- f. Merit Increases were reduced by \$1,182.
- g. Health Insurance Opt-Out was increased by 268.
- h. Health Insurance was increased by \$28,905.
- i. Dental Insurance was increased by \$1,716.
- j. Social Security was increased by \$601
- k. Medicare was increased by \$141.
- l. Software Purchase and Licenses were increased by \$224.
- m. Water Usage was reduced by \$115.

- n. Equipment Maintenance Contract was increased by \$141.
- o. Trash Container Service was increased by \$5.
- p. Dues and Subscriptions were increased by \$45.
- q. Septic Tank Cleaning was increased by \$275.
- r. Books and Media were increased by \$119.
- s. Periodicals were reduced by \$27.
- t. Equipment Purchases were increased by \$127.
- u. Furniture/Fixture Purchases were reduced by \$1.
- v. Mileage and Tolls were reduced by \$7
- w. Background Checks were reduced by \$25.

2. **Review MOU**

Mr. Brown and Ms. Varick discussed the history of the Memorandum of Understanding (MOU) between the Board of Selectmen and the Library Trustees.

- a. The first MOU is the health insurance agreement. The MOU was documented in September 2013. Because the Library Budget was so small, the library requested to be able to carry a contingency if a library employee decided to sign up for health and dental insurance during the year. To keep the Library Budget low, the Board of Selectmen agreed to absorb the insurance cost for an employee who opted to receive insurance after the annual enrollment.
- b. In 2020, the Board of Selectmen absorbed \$26,000 in insurance coverage costs. The cost for the additional insurance came from the Board of Selectmen's Operating Budget. He believes the time has come for either the Board of Selectmen or the Library to carry a contingency within their budget for the unexpected benefit cost.

The Selectmen agreed that the expense is coming from the Library, and if a contingency is created, the contingency should be in the Library Budget. The Selectmen discussed the pros and cons of carrying a contingency and how much contingency to carry. Mr. Brown suggested that the Selectmen contact legal counsel and make sure that library and town employees can access the same expendable trust fund for health insurance coverage. The Selectmen should then draft a Warrant Article for an expendable trust fund,

3. **Review Parking Lot / Catch Basin Agreement**

The second MOU was an agreement between the Board of Selectmen and the Library to maintain the library parking lot. The maintenance includes plowing and cleaning the catch basins. Ms. Varick said that during her 22 years working for the Litchfield Library, the library has never had to pay for the cleaning of the catch basins. She mentioned that the land that the library sits on is town held land. Ms. Varick mentioned that the Library might help with the cost of cleaning the catch basins. She first needs to know the cost of cleaning catch basins.

The Board of Selectmen agreed they had written correspondence, by Roland Bergeron, that the Board of Selectmen had decided to maintain and plow the library parking lot. The Selectmen agreed that the parking lot's crack sealing and the cleaning of the catch basin should remain the responsibility of the town. Ms. Varick noted that the Library has \$65,000 in a building maintenance trust fund. The Trustee of trust funds controls the trust fund.

The Board of Selectmen requested that Ms. Varick provide information about how many hours the employees work for the library.

- a. Librarians and Assistant Librarians work 32 hours a week.
- b. Fill-in Assistant works four hours a week.
- c. Custodian works five and a half hours a week.
- d. Pages:
 - i. One works five hours per week.

- ii. One works five and a half hours a week.

Ms. Varick discussed the number of residents who use the library daily and acknowledged that since COVID-19, the number of residents using the library has decreased. She went on to talk about the programs that the library offers. Some of the programs are:

- a. Storytime for Preschoolers.
- b. Mother Goose on the Loose.
- c. Book Clubs for adults.

c. **Mosquito District - 4411.20**

Mr. Brown said that he reached out to Municipal Pest Management Services, Inc. and requested a new proposal for 2021. The contractor has honored the contract price for the last several years. The contract for 2021 is \$31,850. The deal carries a \$1,000 contingency for one application of the school and recreation facilities. If the facilities need treatment in the fall, then the contractor will go out and do a treatment:

- a. MD Contracted Services were increased by \$1,000. (Contingency)
- b. General Supplies were increased by \$100.

Mr. Brown mentioned that every year the town and the state receive a report from the contractor. Most of the contract is for testing. The additional \$1,000 is for the treatment if needed. The company sprays twice, once in August, and once in September. If required, the contractor will spray in October. The contractor only treats if there is a hit of Triple E. The only places the treatment is done is where children congregate, he does not treat Moores Falls or the John Bryant River Access. Mr. Brown commented that, once a week, the contractor sets traps for the mosquitos. After catching mosquitoes, they are sent to a lab and tested for diseases. Selectman Rich Lascelles asked if the Mosquito Control Committee was still active. Mr. Brown commented that the Board of Selectmen dissolved the committee. John Latcha is still active and communicates with Mr. Brown.

d. **Health Agencies - 4415.10**

Mr. Brown stated that the health agency letters had not supplied all their letters to the town.

e. **Insurance - 4106.90**

Mr. Brown stated that the insurances do not get renewed until late October, early November.

f. **General Governmental Facilities - 4104.10**

Mr. Brown said that the dramatic increase in the budget was primarily from the equipment lease. COVID-19 has also caused a rise in wages for the custodians. The increase in the budget for the custodian is based on one hour extra, five days a week, for 52 weeks:

- 1. GB Wages - Custodian was increased by \$3,575.
- 2. GB Town Hall/Police Station/Old Fire Station Electric was increased by \$1,500.
- 3. GB Town Hall/Police Station - Water Charges were increased by \$480.
- 4. GB Building Maintenance & Repair was increased by \$62.
- 5. GB Equipment Repair & Maintenance was reduced by \$770.
- 6. GB Gasoline was increased by \$2,500.
- 7. GB Generator Diesel Fuel was increased by \$80.
- 8. GB Custodial Maintenance Supplies were increased by \$2,691.
- 9. Furniture and Fixture Purchase was increased by \$1,600.
- 10. Equipment Lease was increased by \$150,890.

Mr. Brown added that the custodian would clean Talent Hall when the building reopens. He is not responsible for cleaning the fire station. The Highway and Solid Waste Departments do their cleaning. He

noted that two of the communication towers would have a power source added. The two towers are the Colonial Drive Tower at \$1,000 a year, and the Roy Memorial Field Tower at \$500 a year. The town is currently paying \$1.70 a gallon for gasoline. Because of COVID-19, the budget for the custodial maintenance supplies was increased. The budget was increased for furniture because the chairs in the meeting rooms need to be replaced. The board members discussed the costs of the custodial maintenance supplies and the possibility of waiting until next year to purchase the supplies. Mr. Brown mentioned that once the Communication System is paid off, the equipment lease's line item would be removed.

5. **Town Facilities Permit:**

At a previous meeting, the Board of Selectmen voted on a new permit for the town facilities. The agreement was the permit would have the Transfer Facility and River Access printed on the permit. The Rec Commission met and discussed creating a permit for the rec fields and facilities. Mr. Brown looked into adding the rec fields and facilities to the permit but decided against the idea. He suggested to the Selectmen that they keep the permit generic. The permit would read Litchfield Facilities. As the Board of Selectmen update or create new ordinances, the ordinance would reference the need to have a Litchfield Facilities permit. The Board of Selectmen agreed to Mr. Brown's suggestion, and no vote was needed.

6. **Draft Travel Policy:**

Mr. Brown presented a draft of the Travel Policy. He mentioned that the Travel Policy would read that the Board of Selectmen are discouraging employees from traveling outside of the New England states. The employees are not being allowed to travel for business and non-essential training. Essential training is permitted. Mr. Brown commented that the Travel Policy is only a draft. He is still working with the Emergency Management Team, and the legal counsel on the policy.

If a town employee were to go outside of the New England states, the employee would be required to have a COVID-19 test before returning to work. If the employee tested positive, the employee would have to follow the standard protocols for quarantining. The board members agreed that with the CDC's policy change in the 14 days quarantining, the policy might want to add a caveat into the plan. The caveat would refer to the CDC's guidelines, at the time.

Mr. Brown commented that the Family-First CoronaVirus Response Act is an expansion of the Family Medical Leave Act (FMLA). If anything related to COVID-19 was to occur, the employee is eligible for up to 80 hours of paid leave. If an employee goes on a personal vacation and catches COVID-19, the employee is eligible for 80 hours of paid leave. Mr. Brown said the policy would be brought up at the next meeting.

Agenda topic: Upcoming Meeting

Presenter: Chairman S. Webber

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

- a. September 14, 2020 @ 6:30 pm
- b. September 28, 2020 @ 6:30 pm
- c. October 12, 2020 @ 6:30 pm

Agenda topic: Administrator's Report

Presenter: Town Admin. Troy Brown

1. Mr. Brown mentioned that the Planning Board was putting together a survey. The survey would go out to the residents, and the Department Heads to receive feedback on the town facilities. The survey was previously shown to the Board of Selectmen to obtain their input. Some of the Selectmen asked that the survey include the costs of the items. The survey was edited to include the costs, but adding the tax input is not something that can be done. Until all the numbers are finalized, one can not calculate what the tax impact would be. The Board of Selectmen discussed what could be added to the survey and how it would benefit the Capital Improvement Planning Committee (CIPC).
2. Mr. Brown informed the Board of Selectmen that he found out today that a Litchfield Police Officer suffered a work-related injury. The Police Officer could be out one to two months. The town recently found out that another Police Officer gave his resignation. The town is now shorthanded with Police Officers.
3. Mr. Brown commented that he is working with the Road-Agent to receive quotes to remove the old trees down at the old Town Hall. He is also working on obtaining quotes for the parking lots.
4. Mr. Brown was informed that Jeff Lane has a tree that needs to be taken down completely. If the tree has partially come down, but if the tree is not removed, the tree will damage the backstop of the major league field at Jeff Lane Field.

Agenda topic: Selectmen Reports

Presenter: Chairman S. Webber

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

1. The Rec Commission will meet on August 25 to go over their budget.

Selectman Robert Leary Jr. - Budget Committee:

1. The Budget Committee will start meeting again on Thursday, August 27

Selectman John E. Pinciario - Conservation Commission:

1. The Conservation Commission did not meet.

Selectman Richard W. Lascelles - Heritage Commission:

1. At the last meeting, Mr. Ware from Pennichuck Water mentioned that he only heard of eight discolored water complaints recently. The eight complaints were over one month. The report showed that most of the complaints were confined to a small area of Litchfield. The Heritage Commission has not met.

Selectman Kevin A. Lynch - Planning Board:

1. Selectman Kevin Lynch added to Selectman Rich Lascelles's comments about the Pennichuck Water report. The complaints were concentrated around Talent Road. The water pipes are receiving a flushing effect and different volumes of water. He did not have a report on the Planning Board.

Mr. Brown answered a question about the use of Impact Fees. He said that a Department Head, board, or committee would come and ask for Impact Fees. The Board of Selectmen needs to vote to approve the use of Impact Fees. The Selectmen also need to take a look at the Impact Fee Analysis. In the analysis, the report will discuss certain items that are eligible for using the funds. The funds can only be used for what the CIP or the Master Plan says how the funds can be used. Mr. Brown provided an example of the town having a Recreation Impact Fee. The Recreation Impact Fee can only be used for recreation purposes. If the Rec Commission decided they wanted a new roof for Talent Hall, the Recreation Impact Fees could not be used. The Impact Fees can only be used on projects that are considered 'growth.'

Agenda Topic: Non-Public Portion of Meeting

Presenter: Chairman S. Webber

Motion To Enter Non-Public Session (Roll Call Vote): (Selectman Robert Leary) Motioned to enter non-public session per RSA's cited below:

1. RSA 91-A:3, II(a) - The dismissal, promotion, or compensation of any employee or the disciplining of such employee or investigating any charges against him.
2. RSA 91-A:3, II(c) - Reputation

Roll Call:

Chair Steven Webber - Yes

Vice-Chair Robert Leary - Yes

Selectman Kevin Lynch - Yes

Selectman Rich Lascelles - Yes

Selectman John Pinciaro - Yes

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

Entered Non-Public Session:

9:01 pm

Reconvene Public Session:

9:59pm

Adjournment:

Discussion: None

Motion: (Selectman Pinciaro/ Selectman Lynch) motioned to adjourn the meeting.

Vote: (0-0-0)

The meeting adjourned at 10pm.

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