

Town of Litchfield, New Hampshire

Board of Selectmen

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Meeting Date: 09/21/20

Call to Order: 6:33 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
Karen White, Finance Manager
E.J. Dean
Ben Sargent, Chief of Police

No Selectmen were absent:

Memo: Russ Blanchette hosted the virtual meeting by using Webex

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

1. 5:30 pm – Paperwork Review
2. 6:33 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: 9/22/2020 – \$43,823.26
2. P/R Manifest: 9/24/2020 – \$61,207.54
3. Tax Collector Reconciliation – July & August
4. Town Clerk Reconciliation – July & August
5. Transfer of Funds
 - a. \$10,000 to the General Assistance Expendable Trust Fund
 - b. \$10,000 to the Technology & Communication Expendable Trust Fund
 - c. \$50,000 to the Building Systems Expendable Trust Fund
 - d. \$5,000 to the Library Earned Time Accrual Expendable Trust Fund
6. Land Use Change Tax (5)
7. FEMA Grant Acceptance – \$6,024.68
8. GOFERR Grant Acceptance – \$46,916.89

Discussion: None

Motion: (Selectman Robert Leary / Selectman John Pinciario) Motion to approve the Items of Consent.

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

September 14, 2020 Meeting Minutes:

Discussion: None

Motion: (Selectman Robert Leary / Selectman John Pinciario) Motion to accept the meeting minutes from September 14, 2020.

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

September 21, 2020 Meeting Minutes:

Discussion: None

Motion: (Selectman Robert Leary / Selectman John Pinciario) Motion to accept the meeting minutes from September 21, 2020.

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

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

Town Clerk Grant Acceptance - \$5,000:

Selectman Kevin Lynch Town updated the Board of Selectmen about the discussion during the Planning Board meeting. E.J. Dean requested permission to relocate the food cart and allow the food cart to remain in the relocated spot until the end of the 2020 Spooky World event. The request was made because the plan was omitted from the site plan for 2020. Selectman Kevin Lynch mentioned that they would need to have a Public Hearing for the Planning Board to approve the request. The Planning Board would need to notify residents about the Public Hearing. The Planning Board decided that they would not have the Public Hearing because the notification and Public Hearing would take an estimated four weeks to prepare for. Selectman Kevin Lynch pointed out that all the food carts would be located in the back except for one food cart. The Board of Selectmen and the Town Administrator discussed the issue and Mel's Funway Park owners' responsibility to make sure everything is added to the site plan. The Board of Selectmen emphasized that the omission was not a town administration error. Town Administrator Troy Brown commented that the Selectmen sent this issue to the Planning Board, and the Planning Board has sent it back to the Selectmen. The Board of Selectmen could take action on the issue or enforce the violations. The Board of Selectmen stressed that come spring 2021; the board expects that Mel's Funway Park will have their site plan corrected.

Discussion: None

Motion: (Selectman Kevin Lynch / Selectman Rich Lascelles) I move not to enforce the applicable sections of the Town of Litchfield Zoning Ordinance and potential violations of the conditionally approved site plan to allow Dean and Flynn, Inc., with written permission from property owners, to utilize the same mobile food cart that was approved to operate at Mel's this summer but moving slightly to properly accommodate social distancing space requirements needed for the hayride until the end of the 2020 Spooky World event and further request that the Planning Board amend the conditionally approved site plan before next season if the location continues to be used.

Vote: (2-1-2) The motion carried. (Selectman Rich Lascelles voted 'no'; Selectmen Steve Webber and Selectmen John Pinciario abstained)

Capital Improvement Plan Adoption:

Town Administrator Troy Brown mentioned the NHMA is having a webinar. The Public Health Officer and Police Chief will be participating in the webinar. The webinar will cover the recommended guidance and practices that communities can provide residents as they participate in Trick or Treat. Mr. Brown stated that as soon as he learns more about it, the Board of Selectmen will be presented with the information if the board needs to take action.

At the last meeting, Mr. Brown said that Fire Chief Frank Fraitzl was interested in having the Fire Prevention Parade. The fire chief brought the subject up at the previous meeting to ensure the Board of Selectmen did not have any concerns or objections. The board said they were behind the parade as long as safety precautions are followed, and the town was not paying the fire department to have a parade. Mr. Brown stated that if the town does pay anyone it would be the on-call firefighters and not the full-time firefighters.

Chair Steven Webber asked Mr. Brown to call Chief Fraitzl and investigate if there would be a parade charge.

Police Administrative Car Purchase:

Town Administrator Troy Brown reviewed the Travel Policy. Mr. Brown mentioned that the town had employees use the 80 hours of paid sick leave. Mr. Brown noted that after the 80 hours of paid sick leave are used; the employee may take another 80 hours of unpaid sick leave.

The Town of Litchfield, until further notice, will not authorize any non-essential international and out-of-state domestic business travel (e.g., conferences, meetings). The Town strongly discourages personal international and domestic travel outside of the New England states. The Town strongly discourages personal travel on cruise ships. Any employee who travels within New England by airplane, bus, train, or other public conveyance will be required to obtain a negative COVID-19 test before returning to work and quarantine until the test results. If testing is not available, an employee must quarantine for 14 days. If an employee has symptoms and tests positive for COVID-19, the employee may not return to work until ten days have elapsed since experiencing any symptoms and/or a negative test result.

Building Permit Fee Proposal:

Town Administrator Troy Brown mentioned that about two months, he had spoken to the board about how COVID-19 was impacting the staff and their ability to follow the Personnel Policy regarding Earned Time. Mr. Brown stated that employees had planned vacations to use their Earned Time, but the vacations were canceled because of COVID-19. Mr. Brown used the Police Department as an example; he described how an officer left, an officer was injured, and another officer is on military leave. On top of COVID-19, the police department has a reduced staff. A couple of months ago, the Board of Selectmen approved to extend the employee's Earned Time until September 30. Mr. Brown recommended the following:

Discussion: None

Motion: (Selectman John Pinciario / Selectman Rich Lascelles) Motion to go along as Mr. Brown has voiced on the Earned Time, and allows it to go as stated.

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

Snow Contract & Winter Operations Update:

Town Administrator Troy Brown presented the Rec Commission Budget,

Budget – Review, Adjustments, and Preliminary Adoption:

Town Administrator Troy Brown presented the Rec Commission Budget,

Draft Warrant Articles:

Town Administrator Troy Brown presented the Rec Commission Budget,

Future Meeting Start Time:

Town Administrator Troy Brown presented the Rec Commission Budget,

Agenda Topic: Other Business

Presenter: Chairman S. Webber

Draft Warrant Articles:

Town Administrator Troy Brown reviewed the Warrant Articles with the Board of Selectmen.

PROPOSED TAX IMPACT ARTICLES

Article #2 - Operating Budget

Shall the Town vote to raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts outlined in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling **\$0.00**. Should this article be defeated, the default budget shall be **\$0.00**, which is the same as last year with certain adjustments required by the previous action of the Town of Litchfield or by Law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. Estimated 2021 tax rate impact: **\$0.00**.

Article #3 - Police Department Collective Bargaining Agreement

Shall the Town vote to approve the cost items for wage and related costs that have been included in the collective bargaining agreement reached between the Town of Litchfield and Council 93 of the American Federation of State, County and Municipal Employees, which provides for the following increases in wages and benefits at the current staffing level and further to raise and appropriate the sum of **\$00,000** for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels. Estimated 2021 tax rate impact: **\$0.00**

Article #4 - Full-Time Clerk Position

To see if the Town will vote to change the part-time clerk position to a full-time clerk position effective April 1, 2021, at an estimated annual increase in salary and related costs of **\$18,804** and further vote to raise and appropriate the sum of **\$9,579** for wages and benefits for the period of April 1, 2021, to December 31, 2021. Estimated 2021 tax rate impact: **\$0.00**.

Wage & Benefits	2021	2022
Wages	\$4,795	\$12,787
Health	\$2,779	\$3,706
Dental	\$127	\$281
NHRS	\$675	\$1,798
SSI	\$60	\$185
Medicare	\$18	\$47
Total	\$9,579	\$18,804

Article #5 - Purchase of Tanker Truck

Shall the Town vote to authorize the selectmen to enter into an 8 year lease-purchase agreement for the sum of **\$682,000** for lease-purchasing a fire tanker truck with equipment and attachments for the Fire Department and to raise and appropriate the sum of **\$95,103** for the first year's payment for that purpose. This lease agreement contains an escape clause. Estimated 2021 tax rate impact: **\$0.00**.

2021	2022	2023	2024	2025	2026	2027	2028	Total
\$95,103	\$95,103	\$95,103	\$95,103	\$95,103	\$95,103	\$95,103	\$95,103	\$760,827

Article #6 - Purchase of a Plow Truck

Shall the Town vote to authorize the selectmen to enter into an 8 year lease-purchase agreement for the sum of **\$100,000** for lease-purchasing a plow truck with equipment and attachments for the Highway Department and to raise and appropriate the sum of **\$14,076.00** for the first year's payment for that purpose. This lease agreement contains an escape clause. Estimated 2021 tax rate impact: **\$0.00**.

2021	2022	2023	2024	2025	2026	2027	2028	Total
\$14,076	\$14,076	\$14,076	\$14,076	\$14,076	\$14,076	\$14,076	\$14,076	\$112,604

Article #7 - Purchase of a Plow Truck

Shall the Town vote to authorize the selectmen to enter into an 8 year lease-purchase agreement for the sum of **\$100,000** for lease-purchasing a plow truck with equipment and attachments for the Highway Department and to raise and appropriate the sum of **\$14,076.00** for the first year's payment for that purpose. This lease agreement contains an escape clause. Estimated 2021 tax rate impact: **\$0.00**.

2021	2022	2023	2024	2025	2026	2027	2028	Total
\$14,076	\$14,076	\$14,076	\$14,076	\$14,076	\$14,076	\$14,076	\$14,076	\$112,604

Article #8 - Human Services and Health Agencies

Shall the Town vote to raise and appropriate the sum of **\$0.00** to support Human Services and Health Agencies providing services to the Town of Litchfield. If approved, the Health and Human Services Funding Committee will review funding requests and submit recommended funding amounts to the Board of Selectmen for approval. Estimated 2021 tax rate impact: **\$0.00**.

To be determined in November Raised \$25,000 last in 2019

Article #9 - General Assistance Expendable Trust Fund

Shall the Town vote to raise and appropriate the sum of **\$0.00** to be placed in the General Assistance Expendable Trust Fund as previously established. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2021 tax rate impact: **\$0.00**.

Maybe not be needed will know in November/December Estimated Fund Balance - \$8,925.66

PROPOSED NO TAX IMPACT ARTICLES USING UNASSIGNED FUND BALANCE

Article #10 - Road Improvements

Shall the Town vote to raise and appropriate the sum of **\$200,000** for road improvement projects. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2021 tax rate impact: **\$0.00**.

Article #11 - Purchase of Backhoe

Shall the Town vote to raise and appropriate **\$125,000** to purchase a backhoe with equipment and attachments. This sum of **\$100,000** comes from the unassigned fund balance, and the sum of **\$20,000** to come from the Recycling Revolving Fund. No amount to be raised from taxation. Estimated 2021 tax rate impact: **\$0.00**.

Article #12 - Technology & Communication Expendable Trust Fund

Shall the Town vote to raise and appropriate the sum of **\$12,000** to be placed in the Technology & Communication Expendable Trust Fund. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2021 tax rate impact: **\$0.00**

Estimated Fund Balance - \$38,076.86. May not be needed waiting for the Radio Tower Project completion.

Article #13 - Property Revaluations Expendable Trust Fund

Shall the Town vote to establish a Property Revaluations Expendable Trust Fund per RSA 31:19-a to fund future property revaluations and to raise and appropriate **\$25,000** to put in the fund; further to name the Board of Selectmen as agents to expend from said fund. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2021 tax rate impact: **\$0.00**

Article #14 - Health and Dental Care Expendable Trust Fund

Shall the Town vote to establish a Health and Dental Care Expendable Trust Fund per RSA 31:19-a to fund unanticipated health and dental insurance-related expenses for Town and library employees and to raise and appropriate **\$25,000** to put in the fund; further to name the Board of Selectmen as agents to expend from said fund. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2021 tax rate impact: **\$0.00**

Article #15 - Recreation Facilities Expendable Trust Fund

Shall the Town vote to establish a Recreation Facilities Expendable Trust Fund per RSA 31:19-a to repair, renovate and replace recreation facilities and buildings and raise and appropriate **\$50,000** to put in the fund; further to name the Board of Selectmen as agents to expend from said fund. This sum to come from the unassigned fund balance and no amount to be raised from taxation. Estimated 2021 tax rate impact: **\$0.00**

Article #16 - Bonds

Option 1 - Interest earned on bonds is recognized as general fund revenue. - No vote is required

Option 2 - Unused bond principal can be used to pay the principal on the loan. - Need a vote of the Selectmen

Option 3 - Interest and unused bond principal can be used by $\frac{2}{3}$ majority vote for any purpose for which bonds may be issued RSA 33:3-a - Need a Warrant Article

Estimated Fund Balance - \$33,917.18 (\$10,334.32 bond / \$23,582.86 interest)

Article #17 - Fire Facilities Capital Reserve Fund

Shall the Town vote to discontinue the Fire Facilities Capital Reserve Fund created in 2000. Said funds and accumulated interest to the date of withdrawal shall be transferred to the Building Systems Expendable Trust Fund. Estimated Fund Balance - \$612.93

Article #18 - Property Tax Exemption

Shall the Town adopt the provisions of RSA 72:61-64 inclusively, which provide for an optional property tax exemption from the property's assessed value, for property tax purposes, for persons owning real property, which is equipped with solar energy systems intended for use at the immediate site? Such property tax exemption shall be in the amount equal to (enter \$ amount or % amount) of the assessed value of qualifying solar energy system equipment under these statutes. Estimated 2020 tax rate impact: **\$0.00**. The total value of solar in the Town from 61 properties is \$1,238,890. \$23.65 * \$29,299.75

Agenda topic: Administrator's Report

Presenter: Town Admin. Troy Brown

1. KBT Realty 'Mel's Funway Park' Summons Tax Abatement

Selectman Kevin Lynch received a summons from KBT Realty. KBT Realty has officially filed for its tax abatement. Town Administrator Troy Brown has provided the summons to the assessor and the town's legal counsel. The town was aware that the summons would be coming from KBT Realty. The disagreement is over the Land-Use Change Tax.

2. Naticook Lawn Appreciation Letter Sent

The Board of Selectmen sent out a support letter to Naticook Lawn & Landscape. The letter thanked Ryan Lane for all his hard work with regards to the Recreation Commission's fields. Chairman Steven Webber thanked Mr. Brown for writing the letter of support.

3. Public Hearing CIP Wednesday at 6 pm

The Public Hearing is Wednesday, September 23, at 6 pm.

4. Stormwater Annual Report

Mr. Brown will be working on the annual Stormwater Report (MS4). The report will provide the EPA with an update with what the town has been doing with the Stormwater Management. The report will be submitted to the EPA.

5. Seal coating the Three Parking Lots

The seal coating of the three different parking lots has begun. The sealcoating is finished, and the striping of the parking lots is next.

6. Snowplow Contracts

Road Agent Kevin Brown will be at the next meeting to provide an update on the snowplow contracts.

7. Logger

Mr. Brown mentioned that a resident on Garden Drive had contacted a logger to do some logging. Selectman Kevin Lynch informed Mr. Brown, and the logger will now take a look at the Solid Waste Department property. The logger may take down some trees and pay the town for the timber.

8. Jeff Lane Parking Lot

The Air National Guard has a battalion that is willing to build a parking lot at Jeff Lane. Other battalions will perform electrical work and fix the back staircase of Talent Hall. Some legal notices need to be placed in the paper.

Agenda topic: Selectmen Reports

Presenter: Chairman S. Webber

Selectman Richard W. Lascelles - Heritage Commission:

1. Selectman Rich Lascelles mentioned that Veto Day is typically the last day of the legislative session. He also commented on the health of Pat Jewett and suggested that the Board of Selectmen should have a tribute for her. Selectman Rich Lascelles said that he could probably get something from Governor Sununu to put towards the tribute.

Selectman Robert Leary Jr. - Budget Committee:

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

Selectman Kevin A. Lynch - Planning Board:

1. Selectman Kevin Lynch said that the Planning Board reviewed E.J. Dean's request to move a food cart at Mel's Funway Park.

Selectman John E. Pinciario - Conservation Commission:

1. Selectman John Pinciario left the meeting at 7:35 pm.

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

1. The Rec Commission will meet on September 22.

Agenda Topic: Public Input @ 9 pm

Presenter: Chairman S. Webber

1. No Public Input

Public Input closed at 9:01 pm.

Agenda Topic: Adjournment

Presenter: Chairman S. Webber

Discussion: None

Motion: (Selectman Leary / Selectman Lascelles) motioned to adjourn the meeting.

Vote: (4-0-0)

The meeting adjourned at 9:01 pm.

Approved by the Board of Selectmen:

Steven J. Webber, Chairman

F. Robert Leary, Sr., Vice Chairman

Richard W. Lascelles

Kevin A. Lynch

John E. Pinciaro