

Town of Litchfield, New Hampshire

Board of Selectmen

TEL – (603) 424-4046

EMAIL – townhall@litchfieldnh.gov

FAX – (603) 424-3014

Meeting Date: 09/14/20

Call to Order: 5:30 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

In Attendance: Troy Brown, Town Administrator
Karen White, Finance Manager

Memo: John Brunelle hosted the virtual meeting by using Webex

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

No Selectmen were absent:

Agenda Topic: Call to Order #1

Presenter: Chairman S. Webber

1. 5:30 pm - Call to Order

Discussion: None

Motion To Enter Non-Public Session: (Selectman Pinciario/ Selectman Lynch) 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.

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:

5:33pm

Discussion: None

Motion To Enter Non-Public Session: (Selectman Pinciario/ Selectman Lynch) Motion to reconvene public session.

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.

Reconvene Public Session:

6:05 pm

Agenda Topic: Call to Order #2

Presenter: Chairman S. Webber

1. 6:34 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: 9/08/2020 - \$48,287.71, and 9/15/2020 - \$111,770.64
2. P/R Manifest: 9/10/2020 - \$55,448.21, and 9/17/2020 - \$61,546.53

Discussion: Chair Steven Webber asked if the members had any items they wanted to be removed from consent or any business added for the evening. Mr. Webber then asked for a motion.

Motion: (Selectman Robert Leary / Selectman John Pinciario) 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.

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 24, 2020, Meeting Minutes

Discussion: None

Motion: (Selectman Rich Lascelles / Selectman Kevin Lynch) motion to approve the August 24, 2020 meeting minutes.
September 14, 2020

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: Business

Presenter: Chairman S. Webber

1. Town Office Reopening Plan Update:

Town Administrator Troy Brown mentioned that the Emergency Management Team met on September 11. The group agreed that Town Hall would reopen this morning at 8 am. Town Hall is open for regular business from 8 am until 4 pm. Face masks are still required to be worn inside Town Hall. Residents are asked to pay attention to the signs that direct traffic. The Town Clerk's / Tax Collector's Office is open on the evenings of Monday and Thursday from 4 pm until 6 pm. These hours will remain by appointment only. Mr. Brown commented that the Town Clerk's / Tax Collector's Office hours would stay the same until further notice.

Mr. Brown informed the Board of Selectmen that other meetings are starting to occur more often. The meetings tend to be a hybrid of members showing up to the meeting and other members using Webex to attend the meeting. Mr. Brown pointed out that the room can only hold twelve people, and that number includes LCTV. Mr. Brown stated that the Board of Selectmen needs to send a message that the committees need to manage their meeting size to no more than 11 people in the room. The committees also need to know that the public is only allowed to participate in the meeting virtually. The Board of Selectmen discussed using the meeting room located in the fire station. Mr. Brown noted that the meeting room had been closed since the beginning of the pandemic. The room is used for the Emergency Management Team and the training of the firefighters. If the residents were to start using the room, the room would need to be cleaned consistently. Chair Steven Webber commented that the room does not have access to cameras. Mr. Webber asked Mr. Brown to inform the other committees that they need to restrict the number of members that attend the meetings to 11 and restrict non-members from attending the meetings in person. The Board of Selectmen agreed to speak with Chief Fraitzl about possibly using the fire station's meeting room.

2. Budget Review:

a. Recreation Commission - 4130.30

The Recreation Commission was not present for the meeting. Town Administrator Troy Brown mentioned that the town only had the Recreation Commission's budget from last year. Mr. Brown requested that the Board of Selectmen defer the Recreation Commission budget until the next Board of Selectmen meeting.

The Board of Selectmen agreed to defer the Recreation Commission budget presentation. Chair Steven Webber said that he would reach out to Rec Commission's Chair Andy Collins.

b. Police Administration - 4210.10

Chief Sargent and Captain Scotti reviewed each Line Item and made the following recommendations:

- i. **Line Item 110** - The Police Chief and Police Captain's salaries increased by \$9,791.
- ii. **Line Item 111** - These salaries for the police officers decreased by \$19,735.
- iii. **Line Item 120** - The increase for the administrative assistant is \$250.
- iv. **Line Item 121** - The increase for the prosecutor is \$77,906.
- v. **Line Item 125** - The increase for Special Officers is \$3,036.
- vi. **Line Item 140** - The overtime for officers decreased by \$4.
- vii. **Line Item 141** - The overtime for Captain Thomas Scotti decreased by \$3,000.

- viii. **Line Item 144** - The overtime for court decreased by \$3,962.
- ix. **Line Item 149** - The police department training increased by \$8,334.
- x. **Line Item 150** - The police department witness fees decreased by \$100.
- xi. **Line Item 191** - The police department uniform allowance decreased by \$800.
- xii. **Line Item 325** - The police department prosecutor contracted services increased by \$76,600.
- xiii. **Line Item 341** - The police department's telephone and data decreased by \$2,760.
- xiv. **Line Item 342** - The police department's software support increased by \$749.
- xv. **Line Item 560** - The police department dues decreased by \$105.
- xvi. **Line Item 610** - The police department general supplies decreased by \$270.
- xvii. **Line Item 620** - The police department office supplies decreased by \$400.
- xviii. **Line Item 630** - The police department equipment maintenance and repairs decreased by \$1,300.
- xix. **Line Item 660** - The police department's vehicle repairs and maintenance increased by \$1,625.
- xx. **Line Item 670** - The police department books and periodicals decreased by \$950.
- xxi. **Line Item 680** - The police department uniforms and accessories increased by \$600.
- xxii. **Line Item 740** - The police department equipment purchase increased by \$336.
- xxiii. **Line Item 760** - The police department cruiser purchase increased by \$14,836.
- xxiv. **Line Item 811** - The police department seminars and conventions increased by \$4,007.
- xxv. The police department's proposed budget increase is \$12,085.

Chief Ben Sargent mentioned that he would be going to the Hudson Police Department on September 21. He will attend a presentation on body cameras for police officers. Chief Sargent noted that the Litchfield Police Department has Watchguard security in the police cruisers. He mentioned that if the lights are activated on a police cruiser, then the microphone is activated. Chief Sargent will find out the cost of a body camera unit, and if it would work for Litchfield. He added that the police cruiser's cameras record the action occurring in the front and the back. Captain Ben Sargent commented on his five-year plan to introduce a track and narcotic dog. Selectman Kevin Lynch thanked Chief Sargent and Captain Scotti for their hard work. Captain Scotti discussed the K-9 grant that is available to the Litchfield Police Department. The grant is through the Stanton Foundation. Town Administrator Troy Brown reminded the Selectmen that this is a contract year for the Litchfield Police Department.

c. **Police Support Services - 4210.50**

- i. **Line Item 128** - The police dispatcher's salary decreased by \$2,740.

Selectman Rich Lascelles asked if there was an update on increased SRO's for the Litchfield schools. Chief Sargent mentioned they are holding off with increasing the amount of RSO's with the current economic situation. Chair Steve Webber said that he had discussed bringing back D.A.R.E.. Once COVID-19 hit, the discussions were put on hold.

d. **Animal Control - 4414.10**

- i. **Line Item 128** - The Animal Control Officer's salary decreased by \$288.
- ii. **Line Item 352** - The Animal Control veterinarian services decreased by \$75.

Chief Ben Sargent noted that the town does not have a leash law. The town requires that all animals must be under the control of the owner.

Agenda Topic: Public Input @ 7:48 pm

Presenter: Chairman S. Webber

- a. Public Input closed at 7:49 pm.

Agenda Topic: Business (Continued)

Presenter: Chairman S. Webber

e. **Health Department - 4411.10**

Chief Frank Fraitzl, Deputy-Chief Doug Nicoll, and Building Inspector Peter Dionne presented the fire department's budget.

- i. No change in the budget

f. **Ambulance - 4215.10**

- i. **Line Item 351** - Ambulance Service Charge increased by \$1,725.
- ii. **Line Item 800** - Ambulance Bad Debt did not increase.

Selectman Rich Lascelles asked if the 55 and over communities were responsible for more of the Hudson ambulance services. Chief Fraitzl commented that he did not believe that was the case. He offered to pull a report, but he thought the Hudson ambulance was called out more often for car accidents.

g. **Fire Administration - 4220.10**

- i. **Line Item 110** - The Fire Chief salary increased by \$621.
- ii. **Line Item 111** - The firefighters and EMT salary increased by \$807.
- iii. **Line Item 120** - The call firefighters salaries decreased by \$4,275.
- iv. **Line Item 127** - The fire department training wages decreased by \$3,294.
- v. **Line Item 129** - The fire department fire inspector's salary increased by \$119.
- vi. **Line Item 140** - The firefighters overtime salary increased by \$1,359.
- vii. **Line Item 149** - The firefighter overtime training salary increased by \$1,779.
- viii. **Line Item 212** - The firefighter short-term disability insurance increased by \$119.
- ix. **Line Item 213** - The firefighter long-term disability insurance increased by \$75.
- x. **Line Item 391** - The instructor services increased by \$112.
- xi. **Line Item 410** - The electricity decreased by \$2,834.
- xii. **Line Item 560** - The dues and subscriptions increased by \$224.
- xiii. **Line Item 610** - The general supplies increased by \$150.
- xiv. **Line Item 635** - The vehicle fuel decreased by \$275.
- xv. **Line Item 670** - The books and periodicals increased by \$450.
- xvi. **Line Item 682** - The protective gear increased by \$525.
- xvii. **Line Item 810** - The mileage and tolls decreased by \$50.
- xviii. The fire department's proposed budget decrease is \$4,368.

The department uses an app that is on all the firefighters and EMT's cell phones. The app lets the firefighters know who is responsible for responding to a call. The app also shows how long it should take a firefighter to reach the fire station. Selectman Kevin Lynch asked if the firefighters were allowed to use their cars to respond to the scene. Officers, EMT's and paramedics may go directly to a location, but firefighters must get their gear from the fire station and arrive at the scene using the fire department's transportation. Selectman Rich Lascelles asked Chief Fraitzl what the run rate was for the fire station's maintenance and repairs. Chief Fraitzl answered that the fire station had been secured because of COVID-19. They had not performed half of the care that they would have. Mr. Lynch asked if the fire department planned on replacing equipment. Chief Fraitzl said that they intended to replace about five pagers, hose replacement, and thermal cameras.

Chief Fraitzl noted that he has heard from residents asking if the Litchfield Fire Prevention Parade would occur this year. Chief Fraitzl asked if the Board of Selectmen had any opposition to the parade taking place this year. If approved, the parade would occur on Friday, October 2. The Selectmen agreed to review the topic and decide at the next Board of Selectmen's meeting. The next meeting will be Monday, September 21, 2020, at 6 pm. Town Administrator Troy Brown mentioned that the board should discuss Halloween. Residents are already beginning to ask if the town is going to have Halloween this year. The board discussed the pros and cons of observing Halloween.

Chief Fraitzl said that he was aware of the kindergartener with a diagnosed case of COVID-19. They have not spoken with the Litchfield School District, as of meeting. Chair Steve Webber asked Chief Fraitzl if there was a

possibility of the Budget Committee using the fire station's meeting room. Chief Fraitzl said the meeting room was measured and would only hold about 11 people. If the tables are removed, maybe 14 people could fit in the room safely. Mr. Brown stated that IT Director John Brunelle confirmed that the infrastructure is not available in the meeting room. The town would need to invest some equipment and time to make the meeting room usable.

h. **Fire Hydrants - 4220.90**

- i. **Line Item 412** - The budget for the fire department hydrants increased by \$44,436.

i. **Code Enforcement - 4241.20**

- i. **Line Item 110** - The code enforcement salary increased by \$328.
- ii. **Line Item 129** - The code enforcement wage for a temporary inspector decreased by \$1,000.
- iii. **Line Item 210** - The health insurance decreased by \$16,799.
- iv. **Line Item 211** - The dental insurance decreased by \$1,584.
- v. **Line Item 550** - The code enforcement printing increased by \$100.
- vi. **Line Item 560** - The code enforcement dues, licenses, and subscriptions increased by \$4,000.
The MyGov program is a permit management software program. The program allows homeowners / contractors to go online and request a permit. The program also keeps track of all the open and closed permits.
- vii. **Line Item 811** - The code enforcement seminars and conventions increased by \$1,270.
- viii. The code enforcement's proposed budget decrease is \$13,685.

j. **Emergency Management - 4290.10**

- i. **Line Item 740** - The Emergency Management equipment purchase increased by \$1,000.

k. **Personnel Administration - 4155.10**

Town Administrator Troy Brown presented the budget for Personnel Administration.

- i. **Line Item 10-219** - Personnel Administration short-term disability increased by \$420.
- ii. **Line Item 10-290** - FSA Administration decreased by \$99.
- iii. **Line Item 20-220** - Personnel Administration Social Security taxes increased by \$8,712.
- iv. **Line Item 30-225** - Personnel Administration Medicare taxes increased by \$1,961.
- v. **Line Item 40-230** - Personnel Administration employee retirement increased by \$19,516.
- vi. **Line Item 40-231** - Personnel Administration firefighter retirement increased by \$2,310.
- vii. **Line Item 40-232** - Personnel Administration police retirement increased by \$39,453.
- viii. The Personnel Administration's proposed budget increase is \$72,272.

l. **Preliminary Revenue Estimates -**

Town Administrator Troy Brown presented the budget for Preliminary Revenue Estimates.

- i. The board discussed that the only significant change was with the Highway Block Grant. The amount decreased by \$97,655. The reason the amount looks significant was last year; the town received a one-time Block Grant for \$61,000. The town will not receive the one-time Block Grant this year.
- ii. The town has budgeted \$438,500 for Rooms and Meals tax for this year. This number will be provided to the town by the state when Litchfield sets its tax rate. Mr. Brown commented that he did not expect the number to decrease that much. He is concerned with next year. The state has been shut down for several months, and the shutdown will significantly impact the Operating Budget next year. If the amount decreases, then the amount that exceeds the tax cap will increase.
- iii. The board discussed the long-term ramifications of COVID-19. The board mentioned the effect of people working from home to ordering products online.

m. **Preliminary Tax Cap Calculation -**

Town Administrator Troy Brown presented the budget for Preliminary Tax Cap Estimates.

- i. The Operating Budget, as it looks right now, is exceeding the tax cap by \$143,000. If revenues continue to decrease, then the \$143,000 will increase.
- ii. The Selectmen discussed whether the insurance companies would raise or lower rates because people are not going to the doctor's office because of COVID-19. They also discussed how the tax cap is calculated.

n. **Preliminary Default Budget Calculation -**

- i. The Board of Selectmen agreed to defer this topic until the next meeting.

3. **Food Cart / Mel's Funway Park:**

- a. Because of conflicts of interest, both Chair Steve Webber and Selectman John Pinciario abstained from the discussion and vote.
- b. Town Administrator Troy Brown commented that he received a letter from E.J. Dean. Mr. Dean runs the food cart at Mel's Funway Park. Mr. Dean is seeking permission from the Board of Selectmen to utilize the same mobile food cart approved to operate at Mel's this summer. He is also requesting that he be allowed to move the cart slightly to properly accommodate the physical distancing space requirements needed for the hayride.
- c. Mr. Brown mentioned that this request was different from the initial request. Spooky World has a designated area for food carts to be placed.
- d. Mr. Dean presented his case to the Board of Selectmen, and the Selectmen asked him questions about the food cart. The food cart was never placed on the site plan that was created last year.
- e. Selectman Rich Lascelles mentioned that he was uneasy about stepping on the toes of the Planning Board. Mr. Brown noted that Mr. Dean could go to the Planning Board, but he does not believe the Planning Board can immediately resolve the issue.
- f. The board agreed that Mr. Dean should go to the Planning Board and find out from the Planning Board what they would want to provide Mr. Dean with permission to have his food cart at Spooky World.

Discussion: Mr. Brown said that he would inform the Planning Board of Mr. Dean's request.

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

Roll Call:

Chair Steven Webber - Abstained because of conflict of interest.
 Vice-Chair Robert Leary - Yes
 Selectman Kevin Lynch - Yes
 Selectman Rich Lascelles - Yes
 Selectman John Pinciario - Abstained because of conflict of interest.

Vote: (3-0-0) The motion carried.

4. **Draft Warrant Articles:**

- a. The Selectmen agreed to defer the Draft Warrant Articles until the September 21, 2020 meeting.

5. **Travel Policy - Second Read:**

Mr. Brown presented the Travel Policy. He mentioned that the Travel Policy would read that the Board of Selectmen is discourages 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. All employees must inform their supervisors if they were to travel outside of the New England states. The travel policy will be in place until December 31, 2020. If needed, the travel policy will be extended.

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. Mr. Brown commented that the Family-First CoronaVirus Response Act (FFCRA) 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. Finance Manager Karen White pointed out that if an employee goes out on FFCRA and collects a paycheck, then a month later has COVID-19, the town is not required to pay the employee again. The employee must wait for as 12-months from the date they originally went out on FFCRA to use the program again.

The Board of Selectmen agreed to review the travel policy and vote on the policy next week.

6. Old Town Hall Paint Bids:

The Purchasing Policy requires that all requests for proposals that are over \$12,000 be published in a newspaper for 14 days. Mr. Brown said that the advertisement for proposals was not in the Telegraph newspaper for 14 days. He noted that the town did not receive any bids for the painting of the old Town Hall. Mr. Leary mentioned that the north and west sides of the building need work.

Because of the lead in the paint, Mr. Leary said it would be difficult to find people to paint the building. The board agreed they needed to do two things. The first is to find contractors who specialize in removing lead paint. And the second is to find contractors who will repair the critical areas of the building. Mr. Brown suggested that the Selectmen need to sign a contractor to a contract by the end of 2020. Signing the deal will allow the Selectmen to encumber the funds until next year.

7. Winter Plow Bids:

The Purchasing Policy requires that all requests for proposals that are over \$12,000 be published in a newspaper for 14 days. The town advertised on the town's website, posted on social media, and informed local contractors of the available work. Mr. Brown said that the Selectmen may either post the proposal in the newspaper for 14 days, or the Selectmen may waive the 14-day requirement and open the two bids. The Board of Selectmen reviewed the two bids. Dalmatian Landscaping bid on Option 2, and Dalton Farms bid on Option 3 (a combination of Option 1 and Option 2). Mr. Brown will scan the bids and email the documents to the Selectmen for their review. Road Agent Kevin Brown will speak with both of the bidders.

The Selectmen discussed their options with the plow drivers. Selectman Rich Lascelles mentioned that having Kevin Brown come in and speak with the Selectmen would help. Troy Brown will contact Kevin Brown and ask him to attend a Selectmen's meeting on either September 21 or 28.

8. Community Development Block Grant (CDBG) Vote:

Mr. Brown reminded the Selectmen that this had to do with Litchfield Landing. The Selectmen had promised to apply for a grant on behalf of the community. The Community Development Block Grant would do a planning study to look into their water system. The application was submitted and granted to Litchfield Landing.

Discussion: Town Administrator Troy Brown read the motion for the record.

Motion: (Selectman Rich Lascelles / Selectman Robert Leary) The Town of Litchfield, NH hereby accepts a Feasibility Grant from the New Hampshire Community Development Finance Authority in the amount of \$25,000. The purpose of the grant will be to perform engineering studies necessary to outline a plan to repair or reconstruct the water distribution system at the Litchfield Landing Cooperative and all related administrative costs. The Board of Selectman authorizes Troy Brown to execute any and all documents necessary to accept the grant and to execute any contract documents, amendments thereto and complete the appropriate compliance documents.

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.

9. Avitar Contract:

The town went back to Avitar and asked them to put together a 5-year contract. Avitar proposed a 5-year contract for \$211,920. The deal is \$25,000 less than the previous contract. Mr. Brown said the reason for the reduction is that their employees do not need to be in the field as much. Avitar employees have been through the town several times and are confident with their information. Avitar will do fewer sight visits because they already have the data, and the residents do not appreciate having Avitar on their property.

Avitar use to do quarterly visits to the properties and bill the town about \$50,000 a year. Now the town will be billed \$95,000 for a one year update. Mr. Brown suggested that the town create a Capital Reserve Fund to start putting money away every five years. Mr. Brown reminded the Selectmen that the board had discussed putting the contract out to bid. The Board of Selectmen agreed to work with Avitar since they have worked with Litchfield for years, and already have the software that Litchfield uses. Mr. Brown recommended that the Selectmen make a motion to approve the Avitar 5-year contract.

Discussion: None

Motion: (Selectman John Pinciario / Selectman Kevin Lynch) Motion to approve the 5-year Avitar contract, as presented.

Roll Call:

Chair Steven Webber - Yes
Vice-Chair Robert Leary - No
Selectman Kevin Lynch - Yes
Selectman Rich Lascelles - Yes
Selectman John Pinciario - Yes

Vote: (4-1-0) The motion carried. (Selectman Robert Leary voted 'No')

10. Melanson Heath Contract:

The town went back to Melanson Heath and asked for a 3-year contract. The proposed 3-year contract was increased by \$4,500. In 2020, the contract will be for \$25,000. In 2021, the contract will be for \$26,000, and in 2027 the contract will be \$27,000. Melanson Heath informed Mr. Brown that Litchfield's previous agreement was below their market price.

Melanson Heath also pointed out, at the last audit review, the GASB 75 form. This statement is a process where they calculate the post-employment benefits. In Litchfield's case, GASB 75 is the impact that the retirees have on the town's insurance rates. Melanson Heath has chosen to no longer calculate GASB 75. The town will need to find another company that specializes in calculating the GASB 75 statement. The board discussed the importance of calculating GASB 75. Mr. Brown pointed out that some towns do not do the GASB 75 calculation, but the towns receive negative findings in their audit.

Discussion: None

Motion: (Selectman John Pinciario / Selectman Kevin Lynch) Motion to accept the contract

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.

11. Special Meeting – Monday, September 21, 2020 @ 6 pm:

The meeting will be used to go over the Warrant Articles, the Preliminary Default Budget Calculation, and the remaining portions of the budget. The Selectmen will then turn the budget over to the Budget Committee on Thursday, September 24, 2020.

The Board of Selectmen discussed the School Board's reasons for having a special meeting on Wednesday to vote to accept grant money.

Agenda topic: Upcoming Meeting

Presenter: Chairman S. Webber

1. Next Meeting(s):

- a. September 21, 2020 @ 6 pm – Special Meeting
- b. September 28, 2020 @ 6 pm
- c. October 12, 2020 @ 6 pm

Agenda topic: Administrator's Report

Presenter: Town Admin. Troy Brown

1. Mr. Brown mentioned that Accurate Tree provided a quote of \$2,500 to remove five trees down at the old fire station, and they will remove the tree at Parker Park. Mr. Brown received three other quotes from other companies. The other bids were for \$4,400, \$4,400, and \$4,999. One other quote came from Tip Top. They offered to take down the five trees at the old fire station for \$2,600.
2. Mr. Brown stated that he received a quote from JLP to seal the parking lots at the town office, the old fire station, and the library for \$13,335. Granite State Sealants quoted \$8,877 for the town office only.

Discussion: None

Motion: (Selectman John Pinciario / Selectman Kevin Lynch) Motion to accept the quote of \$13,335 from JLP to seal the parking lots at the town office, old fire station, and the library.

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. The flushing of the hydrants will occur during the last two weeks of October. Because of the current drought, the flushing had to be delayed.
4. The town is signing an agreement with the water main contractor, SUR West, tomorrow afternoon, and they hope to mobilize the week of September 21. Troy Brown has notified NHDOT, and SUR West will be submitting their permit application tomorrow or Friday. And the town will have a Pre-Construction meeting with NHDOT before SUR West mobilizing. If all goes well, they should be installing water main before October 1.
5. Mr. Brown warned Jayson Brennen about the work that SUR West will be doing.

Agenda topic: Selectmen Reports

Presenter: Chairman S. Webber

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

1. Nothing to report regarding the Rec Commission. The CIP Committee will make a presentation tomorrow to the Planning Board, and September 23, the committee will have a Public Hearing.

Selectman Robert Leary Jr. - Budget Committee:

1. The Budget Committee starts meeting again next week.

Selectman John E. Pinciario - Conservation Commission:

1. Nothing to report

Selectman Richard W. Lascelles - Heritage Commission:

1. Nothing to report with the Heritage Committee. Selectman Rich Lascelles mentioned the Legislative Update that occurred on Friday, September 11. The update discussed the Bill that was sent to Legislative Services. Selectman Rich Lascelles commented on the reopening of Litchfield schools.

Selectman Kevin A. Lynch - Planning Board:

1. The Planning Board meets tomorrow night.

Agenda Topic: Adjournment

Presenter: Chairman S. Webber

Adjournment:

Discussion: None

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

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 meeting adjourned at 10:47 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