

Town of Litchfield, New Hampshire

Board of Selectmen

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Meeting Date: 09/28/20

Call to Order: 6:33 pm

Meeting Location: Town Hall

Meeting Called By

Board of Selectmen

Type of Meeting:

Selectmen's Meeting

Facilitator:

F. Robert Leary

Note Taker:

Matthew Sullivan

In Attendance:

Troy Brown, Town Administrator
Karen White, Finance Manager
Terri Briand, Town Clerk/Tax Collector
Ben Sargent, Chief of Police (Virtual)
Peter Dionne, Building Inspector (Virtual)
Doug Nicoll, Deputy-Chief (Virtual)
Brian Bourque
Michael Croteau
Andrew Cutter
Dr. Michael Jette (Virtual)
Kevin Brown, Road Agent
Russell Blanchette, LCTV

Selectmen in attendance:

1. F. Robert Leary, Sr., Vice Chairman
2. Richard W. Lascelles
3. Kevin A. Lynch
4. John E. Pinciario

One Selectman were absent:

1. Steven J. Webber, Chairman

Memo:

The meeting room was limited to 12 people; the remaining people were remote.

Agenda Topic: Call to Order

Presenter: V-Chairman R. Leary

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: V-Chairman R. Leary

1. A/P Manifest: 9/29/2020 - \$122,132.27

Motion: (Selectman Rich Lascelles / Selectman Kevin Lynch) Motion to approve the A/P Manifest for 9/29/20.

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

2. P/R Manifest: 10/01/2020 - \$64,526.17

Motion: (Selectman Kevin Lynch / Selectman Rich Lascelles) Motion to approve the P/R Manifest for 10/01/20.

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

3. Tax Collector Reconciliation - July and August
4. Town Clerk Reconciliation - July and August

5. Transfer of Funds:
 1. \$10,000 to General Assistance Expendable Trust Fund
 2. \$25,000 to Technology & Communication Expendable Trust Fund
 3. \$50,000 to Building Systems Expendable Trust Fund
 4. \$5,000 to Library Earned Time Accrual Expendable Trust Fund

Motion: (Selectman Kevin Lynch / Selectman Rich Lascelles) Motion to approve the transfer of funds.

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

6. Land Use Change Tax (5)
7. FEMA Grant Acceptance - \$6,024.68

Motion: (Selectman Rich Lascelles / Selectman Kevin Lynch) Motion to accept the FEMA Grant.

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

8. Town Clerk Acceptance - \$5,000

Motion: (Selectman John Pinciario / Selectman Rich Lascelles) I move to accept the \$5,000 grant from Center For Tech & Civic Life to plan and operationalize safe and secure election administration and authorize the Town Clerk to expend funds for said purpose and sign all required grant documents.

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

9. GOFERR Grant Acceptance - \$46,916.89

Motion: (Selectman Rich Lascelles / Selectman Kevin Lynch) Motion to accept the GOFERR Grant.

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

Agenda Topic: Items Moved from Consent

Presenter: V-Chairman R. Leary

1. None

Agenda Topic: Items Added to Consent

Presenter: V-Chairman R. Leary

1. None

Agenda Topic: Approval of Meeting Minutes

Presenter: V-Chairman R. Leary

1. September 14, 2020 Meeting Minutes.

Motion: (Selectman Rich Lascelles / Selectman Kevin Lynch) Motion to approve the Meeting Minutes from September 14, 2020.

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

Andrew Cutter suggested that Vice-Chair Robert Leary have public input now, as the CIP Committee presentation would be lengthy.

1. Seth Miller:

Mr. Miller mentioned that he is working with the town to receive a building permit for Lot 18-68. Mr. Miller was told that he needed to get the timber on the property harvested soon. Mr. Miller requested written permission from the Board of Selectmen to create a logging road on a right-of-way. Mr. Miller said that the property belongs to his mother and that he is representing her. The intention is to build a single-family residence on Lot 18-68. The town will receive the revenue from the trees taken down on the right-a-way. Mr. Miller stated that he had spoken to the abutters, but he was unaware that he needed to legally notify the abutters. Mr. Croteau noted that Mr. Miller did not have to tell the abutters about removing trees legally, but he would need to legally inform the abutters if he builds something.

Discussion: None

Motion: (Selectman Kevin Lynch / Selectman John Pinciario) Motion to allow the creation of a logging road on a right-of-way, pending legal counsel approval.

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

2. Andrew Cutter:

Mr. Cutter asked what account the \$90,000 that is being transferred into expendable trust funds was coming. Town Administrator Troy Brown mentioned that the funds were coming from Warrant Articles passed in 2020. He added that the Board of Selectmen prefers to wait until the end of the year before transferring funds from the general fund to the expendable trust funds.

Public Input closed at 6:57 pm.

CIPC Presentation:

Purpose of the CIPC:

Michael Croteau presented the Vision Statement of the CIPC and how the CIPC was created. Mr. Croteau mentioned the CIPC was needed, how Impact Fees benefited the town of Litchfield, and stated the CIPC intends is to meet quarterly. The committee will meet in January, April, July, and October to keep the planning document current and relevant. Mr. Croteau stressed that the Plan is just a plan.

New Elementary School:

Brian Bourque discussed how the Litchfield School District believed there was justification for a new elementary school to be built. One of the reasons for creating a new elementary school was to increase the size of the school. The new school would educate the Pre-K through Grade-5 students. Griffin Memorial School currently has significant deficiencies with the building, land, HVAC, and other issues. The CIPC believed that the Griffin Memorial School's replacement was the top priority and graded as Urgent.

Brian Bourque reviewed the potential costs over a six-year term. The first three years cover the engineering costs, and the bond would begin in 2024 because the town cannot apply for state aid until 2023. Mr. Bourque mentioned that the School District was informed that it would require about \$1,250,000 per school to make the school district energy-efficient. Mr. Bourque commented that CHS might be the three schools' newest, but the building is still 20-years old. The District needs to replace the old heating and ventilation equipment at LMS and CHS. Instead of using controls, the switching of

mechanisms into place is being done manually. The room temperature checks are performed manually because of the lack of zoning and the aged ductwork.

Mr. Bourque commented that different parts of the CHS parking lot are eroding. Mr. Bourque stated that the LMS kitchen needed to be renovated to create more space for meal preparation. Mr. Bourque mentioned that the mechanisms to expand and collapse the bleachers, after 20 plus years of use, have failed. Replacement parts are difficult to procure, given the age of the units. Mr. Bourque mentioned that the turf field was graded as deferrable. The additional classrooms at LMS, the parking lot at LMS, and GMS were graded as Inconsistent. The three items are contingent upon the elementary school passing at the Town Meeting in 2023. Raising \$100,000 a year to address the aging issues of the school buildings was graded as Necessary. Superintendent Michael Jette supported everything that Mr. Bourque had presented. Mr. Bourque and Mr. Cutter answered questions from the Board of Selectmen.

Police Station:

Andrew Cutter mentioned that Chief Ben Sargent came forward requesting a new police station because of safety, space, and storage constraints within the current facility. The new police station is planned for construction in 2025. The plan includes the costs associated with a 'Plan 2' buildout. The CIPC is also considering alternative ideas for building a new facility. One of the alternatives is to renovate the Town Hall and relocate the Town Hall offices.

Police Chief Ben Sargent said that the police department's three main reasons were requesting a new Police Station were covered. The police department currently has 13 full-time police officers, two part-time police officers, two full-time police dispatchers, a prosecutor, an administrative assistant, and an animal control officer. Police Chief Ben Sargent mentioned the money spent to research the need for either a new Police Station or expand the Police Station into Town Hall. He added that the Police Department stores the old police files in the old Town Hall's cellar. The result of the research study was that the police department needed a 12,600 square foot facility to meet the needs of the Litchfield Police Department adequately. The cost to renovate Town Hall and make the building a Police Station would cost at least \$6,000,000 and would still be an old building. The CIPC graded the project as Urgent. Police Chief Ben Sargent answered questions from the Board of Selectmen.

Fire Station:

Andrew Cutter discussed the request from the fire department. The fire department has a 1991 Tanker Truck that is 29-years old, and a 1995 Fire Engine. The Tanker Truck was graded as Urgent as any repairs performed on the truck would be costly. The replacement for the 1991 Tanker Truck would be a new Tanker Truck using an eight-year lease. The 1995 Fire Engine was graded as Desirable and would also be replaced using an eight-year lease.

Deputy-Chief Doug Nicoll described the 1991 Tanker Truck and Fire Engine. He mentioned that after twenty years of service, the insurance companies recommend that fire trucks be retired. He added that the Litchfield Fire Department had done everything they could to extend the fire truck's lives. Deputy-Chief Doug Nicoll pointed out that the fire department stopped requesting new fire trucks because the Fire Station was not large enough to fit new fire trucks.

Deputy-Chief Doug Nicoll commented that the fire department has a fire truck committee in place, and they have had vendors come in and provide a presentation of new fire trucks. The Litchfield Fire Department is putting together a list of items needed on the fire trucks. He added that the fire trucks need to have enough space to transport firefighters. The fire department no longer allows the firefighters to drive personal vehicles to the scenes. Deputy-Chief Doug Nicoll answered questions from the Board of Selectmen.

Highway Department - Roads:

Andrew Cutter presented the Highway Department project requests. Mr. Cutter started by mentioning that the town Operating Budget includes \$200,000 for annual road improvements, per the Master Road Plan. The Operating Budget has historically been offset 100% with the Highway Block Grant funds in revenue. Mr. Cutter commented that for several years, there had been a separate Warrant Article to raise and appropriate an additional \$200,000. The new Fire Department was removed from the annual Warrant Articles to offset some of the initial costs. Mr. Cutter said that the estimated annual cost of road maintenance is \$400,000. Mr. Cutter presented 2021, 2022, 2023, 2024, 2025, and 2026 Proposed Paving Program.

Highway Dept - Equipment:

Mr. Cutter presented the equipment request made by the Highway Department. Mr. Cutter mentioned that the CIPC discussed the several pieces of equipment that are aged and coming to an end of their useful life. The committee had also discussed the trading-in of specific equipment, while the equipment still had value.

Mr. Cutter reviewed the pieces of equipment that were being requested. He mentioned that the backhoe is a crucial piece of equipment for both the Highway Department and the Solid Waste Department. Mr. Cutter pointed out that new developments have been created in the town, and further actions will be opening in 2021. These new developments have been built, and the Highway Department never received an increase in equipment to maintain the roads. New plow trucks have been requested to upgrade the Highway Department equipment and maintain the new roads in town. Town Administrator Troy Brown agreed with Mr. Cutter's presentation. Mr. Brown added that cities and towns in New Hampshire are struggling to hire snow plow drivers. Because Litchfield cannot find CDL licensed snow plow drivers, the town needs to have trucks that do not require a CDL license to drive.

Highway Dept - Other:

Mr. Cutter presented the need for a salt shed and paving the Highway Department's parking lot. Mr. Cutter pointed out that the current salt shed is limited to one and a half storms of storage. He mentioned that during the winter months, procuring salt is becoming more difficult. Litchfield is competing against the other towns for salt.

Rec Commission - Darrah Pond Parking Lot:

Mr. Cutter mentioned that the Recreation Commission requested that the Darrah Pond parking lot be adequately graded, paved, then striped for parking. Mr. Cutter commented on how Selectman Steven Webber said that if anyone had been to Darrah Pond during the spring, they saw a mud hole where the parking lot is supposed to be. If someone had been to Darrah Pond during the winter, they saw an ice skating rink where the parking lot is supposed to be.

Conservation Commission - Land Acquisition:

Mr. Cutter mentioned that the Conservation Commission requested \$2,000,000. The Conservation Commission would use the funds to acquire land. The acquisition of the land allows for the expansion of trails and wildlife preservation in Litchfield's critical areas. Mr. Cutter stated that the CIPC graded the request as Desirable, and the funding would be spread out in 2021, 2023, and 2026. The belief was that by spreading the funding out, the CIPC avoided the peaks and valleys of funding in the overall Master Plan summary.

Library - New Facility:

Mr. Cutter presented the request made by the library. The library came to the CIPC and explained the need for a new library. Mr. Cutter commented that the library is aged and in need of significant upgrades. Research showed that the new library's construction costs are approximately \$3,000,000. The CIPC members felt that additional information was needed before budgeting for the request. Mr. Cutter said that the CIPC looked into an alternate option. The alternate option was leveraging surrounding towns for their library services. Mr. Cutter stated that the CIPC graded the request as Research. Mr. Croteau reviewed the Planning Board's survey results, and Mr. Cutter answered questions from the Board of Selectmen. Selectman Robert Leary mentioned that the library building has to remain a library because it was an endowment to the town, and Selectman Rich Lascelles commented that he had heard similar restrictions.

Schedule of Capital Improvements Projects:

Mr. Cutter reviewed the spreadsheet of CIP projects. The municipality and the school district are approximately \$2.7 million to \$3.7 million. Mr. Cutter stressed that the projects do not represent actual Warrant Articles. The presentation is just a Planning Document.

Discussion: None

Motion: (Selectman John Pinciario / Selectman Rich Lascelles) Motion to accept the Capital Improvement Program.

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

Police Administrative Car Purchase:

Police Chief Ben Sargent commented that the Litchfield Police Department had encumbered \$15,000 for Speed and Traffic Enforcement Equipment. He requested the board to repurpose the funds for the purchase of a new administrative vehicle. Chief Ben Sargent then mentioned that the 2020 Police Department Budget has \$3,478 remaining on the 760 Cruiser Purchase line item.

Chief Ben Sargent then noted that he is down three police officers. An officer is currently on medical leave. He will be out of work for another eight-weeks. The police department would save at least \$12,464 in salary. An officer is currently on military leave and will remain on that status until next year. The police department will save \$21,120 in salary. On August 7th of this year, an officer submitted his resignation from the police department. At the earliest, the position would not be filled until the beginning of November. The result is a savings of \$9,856 in salary.

Chief Ben Sargent said that if the board repurposed the \$15,000 towards the purchase of an administrative vehicle, the total amount available would be \$61,918. Based on the calculations, Chief Ben Sargent requested that the board authorize the police department to purchase two Chevrolet Traverses to replace the 2014 and 2015 Ford Explorers in this fiscal year. The police department will receive two administrative vehicles, and the town will reduce its tax cap by \$62,836. The purchase would include the outfitting of the administrative vehicles.

Andrew Cutter mentioned that he was grateful to the Police Chief for trying to assist with relieving the tax cap issue. He wondered if helping the tax cap in 2021 would negatively impact the tax cap in 2022. Police Chief Ben Sargent stated that he wanted to help the town and would be willing to work with the town. He added that he thought if the police department helped save money this year, another department might be able to help next year.

Discussion: Mr. Brown requested that a Selectman make a motion to repurpose the encumbered \$15,000 towards the purchase of an administrative vehicle and to authorize the Police Chief to purchase two administrative vehicles within his operating budget.

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

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

Building Permit Fee Proposal:

Building Inspector Peter Dionne commented that when he started working for Litchfield, he noticed that the fees were under the market rate. Mr. Dionne mentioned that the last time fees were increased was on March 29, 2011. Litchfield currently has the lowest fees of the six surrounding communities. Mr. Dionne pointed out that the Building Department should be self-funded through the fees. Currently, the Building Department is only 50% funded through fees. Town Administrator Troy Brown mentioned that he introduced the topic for the current meeting. The board would then have two weeks to review the proposal and make any suggestions before the next Selectmen's meeting. If everything goes as plans, the new fees would be implemented on January 1, 2021. Mr. Dionne stated that the software license fee is an annual fee. He believes the cost of the software for 2021 is \$5,120.

Snow Contract and Winter Operations Update:

Budget – Review, Adjustments, and Preliminary Adoption

Road Agent Kevin Brown said that the Highway Department currently has seven trucks. Six of the trucks are up and ready to go, and the plows and the sand will be delivered in October. By the second week of October, the town will have seven trucks that will be ready. The Highway Department has seven sub-contract trucks. The total number of trucks the Highway Department will have for this winter is 14, and the town will have nine sanders.

Mr. Brown is working with the two companies that bid on the RFP for the town parking lots contract and the bike path contract. Both companies are trying to readjust their bids to something more reasonable. Mr. Brown acknowledged that the salt funds are high at this time.

Request to Review Department Head Budgets:

The board requested that Town Administrator Troy Brown have the Department Heads and committees review their budgets and look for further cuts.

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.

Board decision: The Operating Budget is still under review.

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

Board decision: Negotiating Team would consist of the Town Administrator Troy Brown, Finance Director Karen White, Police Chief Ben Sargent, and two Selectmen.

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

Board decision: The board chose not to take any action at this time.

Article #5 - Purchase of Tanker Truck

Shall the Town vote to authorize the selectmen to enter into an eight-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
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\$95,103	\$95,103	\$95,103	\$95,103	\$95,103	\$95,103	\$95,103	\$95,103	\$760,827
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Board decision: Board of Selectmen chose not to make a decision this year. They were reminded that from the date of purchase, fire engine's delivery would take one year.

Article #6 - Purchase of a Plow Truck

Shall the Town vote to authorize the selectmen to enter into an eight-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

Board decision: The board agreed not to support a new backhoe's purchase, but would support the purchase of a new truck. Funds from the Unassigned Fund Balance would be used to bring the price down on the truck.

Article #7 - Purchase of a Plow Truck

Shall the Town vote to authorize the selectmen to enter into an eight-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

Board decision: The board chose not to support the purchase of a new plow truck. The board may decide to change their decision.

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

Board decision: The board chose not to take action at this time.

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

Board decision: The board chose not to support this Warrant Article at this time.

PROPOSED NO TAX IMPACT ARTICLES USING UNASSIGNED FUND BALANCE

Article #10 - Road Improvements

Shall the Town vote to raise and appropriate the sum of **\$100,000** 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**.

Board decision: The board chose to support this Warrant Article, but only if the Warrant Article was reduced to \$100,000.

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**.

Board decision: The board agreed to support one plow truck's purchase if the purchase of a backhoe was removed as a Warrant Article.

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.

Board decision: The board agreed to remove the Warrant Article with the understanding that the Warrant Article may be brought back.

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**

Board decision: The board agreed to support this Warrant Article at this time.

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**

Board decision: The board chose to leave the Warrant Article as is.

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**

Board decision: The board chose not to support this Warrant Article.

Article #16 - Fire Station Bond Proceeds

Shall the Town vote to raise and appropriate the sum of **\$23,582.86** to pay a portion of the 2021 Fire Station Bond payment and to authorize the withdrawal of that amount from the December 31, 2020 fund balance for this purpose. (This amount will represent the interest earned on bond proceeds that was transferred to the general fund on or before December 31, 2020).

Estimated Fund Balance - \$27,448.18 (\$3,865.32 bond / \$23,582.86 interest)

Board decision: The board chose to support this Warrant Article.

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

Board decision: The board chose to support this Warrant Article.

Article #18 - Solar 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

Board decision: The board chose to support this Warrant Article.

Future Meeting Start Time:

The Selectmen agreed to start the meetings at 6:30 pm.

Agenda Topic: Other Business | **Presenter:** V-Chairman R. Leary

1. None

Agenda topic: Administrator's Report | **Presenter:** Town Admin. Troy Brown

1. **CIL**
Christmas in Litchfield (CIL) sent the Selectmen a letter updating the Selectmen about their intentions to have the Christmas in Litchfield event in 2020. Because of COVID-19, the committee will not have its usual in-person event at Darrah Pond. Instead, the committee will have a virtual tree lighting ceremony.

The committee is requesting that the Board of Selectmen grant permission for the CIL Committee to have the virtual event on Saturday, December 5, 2020. The time is still to be determined, but the event will occur after dark. The committee is also asking permission to hold the virtual event in the wooded area in the center of town. The location would be in the entire wooded area by the gazebo and next to the fire station.

The plan is for the CIL Committee to light the whole area up with small celebratory LED lights. The committee will also have the traditional flag pole tree, along with decorations along the pathways. The committee will have live coverage on 'Litchfield's What's Up?' and on LCTV.

The CILC will work with the Rec Commission and their liaison Peter Ames in detail and discuss allowable decorations to keep up for an extended period. Some would be kept up; others would be taken down on a specific date; for example, the big display stays up for two weeks for selfies and removed on the 20th, and the tree stays up through Xmas, taken down on Jan 2nd. But a discussion with agreeable deadlines and expectations so we can plan to recruit volunteers to plan accordingly.

Agenda topic: Selectmen Reports

Presenter: V-Chairman R. Leary

Selectman Richard W. Lascelles - Heritage Commission:

1. Selectman Rich Lascelles mentioned the health of Pat Jewett, and he will have an appreciation ceremony for Ms. Jewett on October 19 at 5 pm. People will be invited to come in and make a video tribute to Ms. Jewett.
2. Selectman Lascelles commented that he would like to create a committee to form a unified front. The unified front would go to the PUC to stop the rate increase and possibly get a decrease.
3. Selectmen Lascelles reminded the board members that legislation had been entered to force utility companies to pay the water bill. He provided the example of St. Gobain.

Selectman Robert Leary Jr. - Budget Committee:

1. The Budget Committee will meet on October 1, 2020.

Selectman Kevin A. Lynch - Planning Board:

1. Nothing to report

Selectman John E. Pinciario - Conservation Commission:

1. The Conservation Commission will meet on October 1, 2020.

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

1. Absent

Agenda Topic: Adjournment

Presenter: V-Chairman R. Leary

Discussion: None

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

Vote: (4-0-0)

The meeting adjourned at 10:19 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. Pinciario