

**Town of Litchfield, NH**  
**Board of Selectmen Special Meeting**  
**January 18, 2021**  
**Litchfield Town Hall**  
**7:00 pm**

**In Attendance:**

**Selectmen:** Steven J. Webber, Chairman, F. Robert Leary, Sr., Vice Chairman, Richard W. Lascelles, and Kevin A. Lynch

**Town Administrator:** Troy Brown

**Also in Attendance:** Kimberly M. Queenan

**Absent:** John E. Pinciario

**Memo:** None

**1. Call to Order:**

a. 7:00 pm - Chairman Steven Webber called the meeting to order, followed by the Pledge of Allegiance.

**2. Business:**

a. Selectman Pinciario Resignation Acceptance

Town Administrator Troy Brown commented that Selectman John Pinciario handed in his resignation Wednesday, January 13. Mr. Brown mentioned that the Board knew that this would happen because Mr. Pinciario had sold his house. Chairman Steven Webber thanked Mr. Pinciario for his 30 plus years of service to the Town of Litchfield. Selectman Robert Leary agreed and wished Mr. Pinciario and his wife well in their new home.

**Discussion:** Chairman Webber asked for a motion to accept Mr. Pinciario's resignation.

**Motion:** ( Selectman Lascelles / Selectman Lynch ) So moved.

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

b. Vacancy Discussion / Appointment

Town Administrator Troy Brown stated that he had spoken to Town Counsel about the Selectman resignation. Ms. Spector-Morgan, Esquire, informed Mr. Brown that the Selectmen had three options:

1. Take no action.
1. Appoint someone between now and the March Election to fill the position.
2. Decide to fill the position by asking a resident in the community.

Chairman Steve Webber commented that he believed appointing someone to fill the position was in the community's best interest. He stated that he was concerned that a Selectman could get a positive case COVID-19, leaving the Board with three Selectmen.

Mr. Brown mentioned that on Friday, January 15, he received a letter from Kimberly Queenan and read the letter to the Board. Ms. Queenan wrote that she was aware of a Selectman's resignation and was interested in serving as the Selectman until the next election. Ms. Queenan added that she intends to run for Selectman this year. Currently, Ms. Queenan serves as Vice-Chairman of the Planning Board, Chairman of the Heritage Commission, and as an Executive Commissioner of the Nashua Regional Planning Commission (NRPC).

Ms. Queenan attended the meeting remotely and was able to introduce herself. She has lived in Litchfield for 20 years, and over the last few years, has been part of different Boards and Committees. Ms. Queenan mentioned that she owns a few businesses, is a Computer Scientist, and has a Doctorate in Leadership. Selectman Rich

Lascelles asked if anyone else had shown interest in the vacant position. Mr. Brown commented that residents could start filling out the forms to run for office on Wednesday, January 20.

The Board discussed their options and the possible conflicts of having a Selectman also serving on the Planning Board. Mr. Webber asked Mr. Brown to speak with Legal Counsel and ask which Boards Ms. Queenan would have to give up if appointed to the Board of Selectmen. A suggestion was made that Selectman Kevin Lynch step down as the Selectman's Representative for the Planning Commission. Ms. Queenan could then take over as the Selectman's Representative for the Planning Board.

**Discussion:** Selectman Lynch mentioned that he wanted to make sure that Mr. Brown speaks with Legal Counsel. Chairman Webber commented that Ms. Queenan could stay for the remainder of the meeting but could not vote until she is sworn into office.

**Motion:** ( Selectman R. Leary / Selectman R. Lascelles ) I make a motion that we appoint Kim Queenan as our fifth Selectman and newest member of the Board.

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

c. 2021 Warrant Article Final Approval

**ARTICLE 1 - ELECTION OF OFFICERS**

a. Selectmen	1 Position	Three (3) Year Term
b. Selectmen	1 Position	Two (2) Year Term
c. Budget Committee	3 Positions	Three (3) Year Term
d. Cemetery Trustee	1 Position	Three (3) Year Term
e. Library Trustee	2 Positions	Three (3) Year Term
f. Town Moderator	1 Position	Three (3) Year Term
g. Trustees of Trust Fund	1 Position	Three (3) Year Term

**ARTICLE 2 - PLANNING BOARD**

**ARTICLE 3 - PLANNING BOARD**

**ARTICLE 4 - 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 set forth in the budget posted with the warrant or as amended by the vote of the first session, for the purposes set forth therein, totaling \$7,195,888 Should this article be defeated, the default budget shall be \$7,356,332 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: \$0.09.

Recommended by Board of Selectmen (4-0-0)

Recommended by Budget Committee (0-0-0) (Pending)

**ARTICLE 5 - POLICE CONTRACT**

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 \$11,803 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: \$0.01.

2021 - \$11,803  
2022 - \$59,799  
2023 - \$56,163

Recommended by Board of Selectmen (4-0-0)  
Recommended by Budget Committee (8-1-0)

#### **ARTICLE 6 - HUMAN SERVICES AND HEALTH AGENCIES**

Shall the Town vote to raise and appropriate the sum of \$21,255 to support Human Services and Health Agencies providing services to the Town of Litchfield. Estimated 2021 tax rate impact: \$0.02.

Recommended by Board of Selectmen (4-0-0)  
Recommended by Budget Committee (8-1-0)

#### **ARTICLE 7 - ROAD IMPROVEMENTS**

Shall the Town vote to raise and appropriate the sum of \$100,000 for the purpose of road improvement projects. This sum to come from the unassigned fund balance and no amount to be raised from new taxation. Estimated 2021 tax rate impact: \$0.00.

Recommended by Board of Selectmen (4-0-0)  
Recommended by Budget Committee (8-1-0)

#### **ARTICLE 8 - PLOW TRUCK PURCHASE**

To see if the Town will vote to raise and appropriate \$100,000 to purchase a plow truck with equipment for the Highway Department. This sum to come from the unassigned fund balance and no amount to be raised from new taxation. Estimated 2021 tax rate impact: \$0.00.

Recommended by Board of Selectmen (4-0-0)  
Recommended by Budget Committee (7-2-0)

#### **ARTICLE 9 - PROPERTY REVALUATION EXPENDABLE TRUST FUND**

Shall the Town vote to establish a Property Revaluation Expendable Trust Fund per RSA 31:19-a for the purpose of funding 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 new taxation. Estimated 2021 tax rate impact: \$0.00

Recommended by Board of Selectmen (4-0-0)  
Recommended by Budget Committee (8-1-0)

#### **ARTICLE 10 - PENNICHUCK EAST UTILITY RATE INCREASE**

Shall the Town vote to raise and appropriate the sum of \$50,000 for legal counsel, consultants, witnesses, technical reviews and other expenses related to the proposed Pennichuck East Utility water rate increase case filed with the New Hampshire Public Utilities Commission. This special warrant article will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until said rate case is completed or by December 31, 2023, whichever is sooner. This sum to come from the unassigned fund balance and no amount to be raised from new taxation. Estimated 2021 tax rate impact: \$0.00.

Recommended by Board of Selectmen (3-0-0)  
Recommended by Budget Committee (8-0-0)

**Discussion:** Chairman Webber asked for a motion to re-vote Article 10.  
**Motion:** ( Selectman R. Leary / Selectman R. Lascelles ) So moved.  
**Vote:** ( 4-0-0 ) The motion carried.

**Discussion:** Chairman Webber asked for a motion to approve Article 10.  
**Motion:** ( Selectman R. Leary / Selectman R. Lascelles ) So moved.  
**Vote:** ( 4-0-0 ) The motion carried.

#### **ARTICLE 11 - FIRE STATION BOND PROCEEDS**

Shall the Town vote to raise and appropriate the sum of \$23,582 for the purpose of paying 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).

Recommended by Board of Selectmen (4-0-0)  
Recommended by Budget Committee (9-0-0)

#### **ARTICLE 12 - FIRE FACILITIES 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. The estimated balance is \$622.

Recommended by Board of Selectmen (4-0-0)

#### **ARTICLE 13 - 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 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 of the assessed value of qualifying solar energy system equipment, up to a maximum of \$27,000. This exemption shall only be available to property owners who expend funds for the installation of such systems. Therefore, if the property is sold, the new owner shall not be eligible for the exemption.

Recommended by Board of Selectmen (4-0-0)

#### **3. Town Administrator's Report:**

Town Administrator Troy Brown commented that the Town needed to post the Warrant Articles and the Budgets by Monday, January 25. He added that the Deliberative Session will now be Saturday, February 6. The Town Meeting will start at 10 am, and the School District will start at 1 pm.

#### **4. Public Input @ 7:25 pm:**

a. None

Public Input closed @ 7:26 pm.

#### **4. Adjournment:**

**Discussion:** None  
**Motion:** ( Selectman Lascelles / Selectman Leary ) I move to adjourn the public meeting at 7:27 pm.  
**Vote:** ( 4-0-0 ) The motion carried

Respectfully Submitted,  
Matthew Sullivan  
BOS Recording Secretary

Approved by the Board of Selectmen:

-----  
Steven J. Webber, Chairman

-----  
F. Robert Leary, Sr., Vice Chairman

-----  
Richard W. Lascelles

-----  
Kevin A. Lynch

-----  
Kimberly M. Queenan