

**Town of Litchfield, NH**  
**Board of Selectmen Meeting**  
**March 8, 2021**  
**Litchfield Town Hall**  
**6:30 pm**

**In Attendance:**

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

**Town Administrator:** Troy Brown

**Absent:** None

**1. Call to Order:**

- a. 5:30 pm - Paperwork Review
- b. 6:30 pm - Chairman Steven Webber called the meeting to order, followed by the Pledge of Allegiance.

**2. Review and Approval of Consent Items:**

- a. A/P Manifest: 3/2/21 - \$1,590,015.89 and 3/9/21 - \$96,398.51
- b. P/R Manifest: 3/4/21 - \$55,777.24 and 3/11/21 - \$53,952.82
- c. Veterans Credit (6) and Recert (1) - \$3,000

**Discussion:** None

**Motion:** ( Selectman R. Leary / Selectman K. Lynch ) Motion to accept the Review and Approval of Consent Items.

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

**3. Additional Items or Other Business:**

- a. Town Administrator Troy Brown mentioned that he wanted to add RSA 91-A:3, II(a), the compensation of any public employee to the Non-Public Session of the meeting.

**4. Business:**

**a. Meeting Minutes:**

- i. February 6, 2021, Minutes
- ii. February 8, 2021, Minutes
- iii. February 22, 2021, Minutes
- iv. March 1, 2021, Minutes
- v. March 2, 2021, Minutes

**Discussion:** Chairman S. Webber requested a motion to approve the meeting minutes from February 6, February 8, February 22, March 1, and March 2.

**Motion:** ( Selectman K. Lynch / Selectman K. Queenan ) So moved.

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

**b. Review Election Coverage:**

Town Administrator Troy Brown mentioned that Litchfield has their Municipal Election tomorrow from 7 am until 7 pm. He noted that the Board had discussed what the election schedule would be for the Selectmen. The coverage would look as follows:

- i. Chairman S. Webber - All-day / Campaign a few hours
- ii. Vice-Chairman R. Leary - Fill in as needed
- iii. Selectman R. Lascelles - All-day
- iv. Selectman K. Lynch - All-day
- v. Selectman K. Queenan - All-day / Campaign a few hours

**c. Town Office / Police Station Flag Pole:**

Town Administrator Troy Brown stated that the town had an issue with the flag pole outside of Town Hall and the Police Station. He mentioned that Governor Chris Sununu requested that all flags be lowered to half-staff. Mr. Brown said that a staff member went outside to lower the flag to half-staff and found that the inside of the flag pole was iced up, and the rope inside the pole was frozen. The staff tried to heat the flag pole, and in doing so, realized the base of the pole was cracked. The High Department and Police Department got a backhoe and safely took the flag pole down.

Mr. Brown commented that the town would be filing a claim with the insurance company. The flag pole will be repaired, but the repair will likely not occur until the spring. The flag pole will be made to look like the other flag poles outside Town Hall. Until the pole is repaired, the United States Flag will be on one pole, the State Flag will be on the other pole, and the Town Flag has been taken down.

**d. COVID-19 Vaccination EMD Aid Agreement:**

Town Administrator Troy Brown mentioned that the Emergency Management Director brought this COVID-19 Vaccination EMD Aid Agreement to him. Mr. Brown noted that the NH-DHHS is offering agreements with all the towns and cities throughout New Hampshire. The deal would allow the Litchfield staff to step-up and provide services at the different vaccination sites. The staff would include the trained EMTs, Fire Fighters and have traffic detail.

The agreement will allow Litchfield to have the volunteers go to the vaccination sites, then bill the Department of Health and Human Services. Mr. Brown mentioned that he heard there is a cap of \$10,000 per town. Mr. Brown added that he needs the Board to authorize him to sign the agreement.

Selectman Lascelles asked if the agreement included all the expenses. Chairman Webber mentioned that the agreement read that they would not reimburse travel time costs to or from the vaccine site. Mr. Brown noted that the National Guard would remain at the National Guard sites, and the pop-up sites will use the employees from the towns and cities.

**Discussion:** None

**Motion:** ( Selectman R. Lascelles / Selectman K. Lynch ) I move to authorize the Town Administrator to sign the NH Dept. of Health and Human Services EMD - COVID-19 Vaccination Aid Assistance agreement.

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

**e. Purchase Order: Mosquito Control Contract - \$27,765:**

Town Administrator Troy Brown mentioned that the mosquito control contract is an annual contract that has been in place for several years and with the same vendor. Mr. Brown spoke with the vendor about the cost of their services, and they agreed to a slight reduction in the price. Last year, the contract was around \$30,000; the cost will be \$27,765 this year. The company will file all the required permits with the State to allow them to spray pesticides.

The company will also set up traps, and every week will do testing. If the Town has a concern, they will do a barrier spray on public properties. Another service that the company provides is poison ivy eradication. Selectman Lascelles suggested that Mr. Brown checks with the Conservation Commission about the poison ivy located at Moore's Falls and the John Bryant River Access.

**Discussion:** None

**Motion:** ( Selectman R. Leary / Selectman K. Queenan ) I move to approve Purchase Order M-21-07 in the amount of \$27,765.00 for the annual mosquito testing and control contract.

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

**f. Tax Abate Application - Map 5, Lot 164 (Right of Way off Cardinal):**

Town Administrator Troy Brown commented that Mr. and Mrs. Davis own approximately 2.967 acres of land recorded as tax map 5, lot 164. The property is listed as a Right-of-Way off Cardinal Lane and is assessed for \$34,600. The property owner has filed for three different things:

- i. Tax Abatement
- ii. To put the property in current use. A certain percentage of their property is classified as wetlands.
- iii. Donating 2.9 acres of land.

Mr. Brown mentioned that the 2.9 acres of land are located between Town-owned property. He noted that the property is not land that will be used, but the land is beneficial to the town for conservation purposes. The property can be used as an open space, and the property connects to other parcels of property.

Mr. Brown commented that the landowner wants to donate the land. By donating the property, the Town would have to abate the taxes owed on the property. The current taxes owed on the property is \$643. He stated that there might be a tax bill created for the land in May, but Mr. Brown hoped to get the transaction done before the next tax bill is created. He added that the Town would be responsible for the legal costs of drafting up the new deed, and the property would be the responsibility of the Town.

Chairman Webber requested that Mr. Brown write a thank you letter to Mr. and Mrs. Davis. Mr. Brown stated that if the Board agreed, he would contact Laura Spector-Morgan, Esquire, to start the process, then bring back the new deed to be approved by the Board.

**g. Administrator Report:**

Town Administrator Troy Brown commented how residents of Litchfield Landing previously approached the Board of Selectmen. Litchfield Landing is a community park located off of Route 102. The community is connected to Pennichuck Water Works, but the infrastructure within the park is old, and the residents are concerned with the pipes that are in the ground. Mr. Brown mentioned a Block Grant from the State would allow the Town to apply on Litchfield Landing's behalf and administer the grant. The first step was to assess the infrastructure within Litchfield

Landing. He added that the hope was that the assessment would show the equipment was in disrepair, allowing for additional Federal Funding.

The Board previously had agreed to go ahead and apply for the Block Grant. The Town was just informed that the Government Counsel just awarded the contract to the Town in the amount of \$25,000. Because the funds are Federal Funds, the Board will see this topic on their agenda a few more times.

Mr. Brown mentioned that he was contacted by legal counsel, who are used for the Saint Gobain case, and they are familiar with some action that was recently filed by the Town of Merrimack. The legal counsel has asked that the Board meet with them at the next Board of Selectmen meeting. The meeting would be considered a non-meeting with legal counsel. Legal counsel will provide the Board with information on what was filed and discuss the action that the Board might want to take. The Board agreed to meet with legal counsel on March 22.

**h. Selectmen Reports:**

**i. Selectman S. Webber - Rec Commission & CIP Commission:**

Chairman S. Webber mentioned that the Rec. Commission meets tomorrow night. Mr. Webber will not attend the meeting because of the Municipal Election.

**ii. Selectman R. Leary - Budget Committee:**

Selectman R. Leary had nothing to report.

**iii. Selectman R. Lascelles - Heritage Commission:**

Selectman R. Lascelles had nothing to report.

**iv. Selectman K. Lynch - Conservation Commission:**

Selectman K. Lynch mentioned the project that was discussed during the meeting.

**v. Selectman K. Queenan - Planning Board, Heritage Commission & NRPC:**

Chairman K. Queenan mentioned that the Planning Board met to have a preliminary meeting about the creation of 64 townhomes on an old horse farm. The home and farm subject was discussed, and the owner is willing to work with the Board. The next meeting is scheduled for March 16 at 7:00 pm. The NRPC will meet on March 17 at 7:00 pm, and the Heritage Commission will meet on April 13.

**i. Other Business:**

i. None

**5. Public Input:**

a. None

**6. Items Removed From Consent:**

a. None

**7. Non- Public Session:**

**Discussion:** None

**Motion:** ( Selectman R. Leary / Selectman K. Lynch ) Motioned to enter a Non-Public Session according to RSA 91-A:3, II(a) - Compensation of any public employee, RSA 91-A:3, II(c) - Reputation at 7:05 pm.

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

**8. Reconvene Public Session:**

7:49pm

**Motion:** ( Selectman K. Lynch / Selectman R. Leary ) motioned to seal the minutes indefinitely because it was determined that divulgence of the information likely would adversely affect the reputation of any person other than a member of this board.

**Roll-Call:**

- a. Selectman S. Webber - Yes
- b. Selectman R. Leary - Yes
- c. Selectman R. Lascelles - Yes
- d. Selectman K. Lynch - Yes
- e. Selectman K. Queenan - Yes

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

**9. Adjournment:**

**Motion:** (Selectmen Leary / Selectman Lynch) motioned to adjourn the public meeting at 7:49pm.

**Roll-Call:**

- a. Selectman S. Webber - Yes
- b. Selectman R. Leary - Yes
- c. Selectman R. Lascelles - Yes
- d. Selectman K. Lynch - Yes
- e. Selectman K. Queenan - Yes

**Vote:** ( 5-0-0 ) 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