

Town of Litchfield, NH
Board of Selectmen Meeting
Litchfield Town Hall
March 22, 2021 @ 6:30 pm

In Attendance:

Selectmen: Steven J. Webber, F. Robert Leary, Sr., 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 - Selectman Steven Webber called the meeting to order, followed by the Pledge of Allegiance.

2. Selectman Appointments:

Selectman Steve Webber mentioned that he was re-elected as Selectman for a three-year term, and Selectman Kimberly Queenan was elected for a two-year term. He added that the Board would elect a Chair, Vice-Chair, and appoint Selectmen to represent the Town Committees.

- a. Chairman - Steven Webber
- b. Vice-Chairman - Robert Leary
- c. Budget Committee - Robert Leary
- d. Planning Board - Kimberly Queenan
- e. Recreation Committee - Steven Webber
- f. Conservation Committee - Kevin Lynch
- g. Heritage Commission - Richard Lascelles
- h. Capital Improvement Committee - Steven Webber
- i. Emergency Management Team - Steven Webber
- j. School Facilities Improvement Committee - Steven Webber (Reg.) / Richard Lascelles (Alt.)

Motion: (Selectman K. Lynch / Selectman R. Leary) Motion to nominate Selectman Webber as Chairman of the Board of Selectmen.

Vote: (4-0-1) The motion carried (Selectman S. Webber abstained)

Motion: (Selectman S. Webber / Selectman K. Lynch) Motion to nominate Selectman Leary as Vice- Chairman of the Board of Selectmen.

Vote: (4-0-1) The motion carried (Selectman R. Leary abstained)

Chairman Steve Webber requested that Town Administrator Troy Brown notify the Boards, Commissions, and Committees of the Selectmen Representative. Selectman Rich Lascelles asked if the Selectmen were voting members of the Committees that they represent. Mr. Webber stated that the Selectmen are voting members, except for the Budget and Capital Improvement Committees. Mr. Webber added that if a Selectman is unable to make a Committee meeting, the Selectman should request that another Selectman attend the Committee meeting.

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

- a. A/P Manifest: 3/16/21 - \$19,419.53 and 3/23/21 - \$67,548.34
- b. P/R Manifest: 3/18/21 - \$62,832.66 and 3/25/21 - \$57,742.77
- c. Veterans Credit (3) - \$2,200
- d. Reconciliations - Tax Collector & Treasurer
- e. Intent to Excavate (2) - Map 21, Lot 18
- f. MS-232 - Report of Appropriations

Discussion: Selectman Leary corrected the amount of the A/P Manifest for 3/23/21.

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

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

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

- a. Town Administrator Troy Brown informed the Selectmen that the Non-Meeting with Legal Counsel had been canceled because both attorneys were not going to be able to meet with the Selectmen. Mr. Brown noted that he would try and schedule the meeting with Legal Counsel at the next meeting.

5. **Business:**

a. **Meeting Minutes:**

- i. March 8, 2021, Minutes

Discussion: Chairman S. Webber requested a motion to approve the meeting minutes from March 8, 2021.

Motion: (Selectman R. Leary / Selectman K. Queenan) So moved.

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

b. **Resignations:**

- i. ZBA - Richard Riley

Town Administrator Troy Brown commented that Richard Riley had been a member and Chairman of the Zoning Board of Adjustments for 18 years. Mr. Brown added that Mr. Riley did more than just Chair the ZBA; he also did a lot of the administration work for the ZBA. The Board agreed that the resignation of Mr. Riley would be a tremendous loss to the Town of Litchfield.

Mr. Brown mentioned that after the ZBA elects a new Chair, he will work with the ZBA to transition the administration work. Michele Flynn, who writes the minutes for the ZBA, is interested in learning the administrative side of the ZBA. Mr. Brown added that he had heard that attendance at the ZBA meetings was low, and he will check with the newly elected ZBA Chair and see what can be done to correct the issue.

Chairman Webber asked that Mr. Brown send Mr. Riley a letter thanking him for his years of service to the ZBA Committee.

ii. Heritage Commission - Kimberly Queenan

Town Administrator Troy Brown reminded the Board that Selectman Queenan needed to resign because she could not serve as a member of the Heritage Commission and also be a Selectman. The Board of Selectmen may only have one representative on a Committee at a time.

Mr. Brown noted that Ms. Queenan started the initiative to create the Heritage Commission. He stated that she was responsible for bringing the Heritage Commission to the Town Meeting vote. Chairman Webber thanked Ms. Queenan for her work with the Heritage Commission.

The Board discussed whether Mr. Levesque had provided his resignation. Selectman Lynch stated that the Conservation Commission was waiting for Mr. Levesque to hand in a letter of resignation. Chairman Webber said it was best to have the discussion during Non-Public under RSA 91-A:3, II(c) - Reputation. Mr. Lascelles agreed to withdraw his motion.

c. Appointments:

i. Committees

Term Ends

a. Conservation Commission:

- | | |
|-----------------------------|----------------|
| i. Matt Lepore (Reg.) | March 31, 2024 |
| ii. Marion Godzik (Alt.) | March 31, 2024 |
| iii. Andrew Thompson (Alt.) | March 31, 2024 |

Motion: (Selectman R. Leary / Selectman R. Lascelles) So moved.

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

b. Heritage Commission:

- | | |
|---------------------------|----------------|
| i. Harry Menzigian (Reg.) | March 31, 2022 |
| ii. Karl Franck (Reg.) | March 31, 2023 |
| iii. Steven Calawa (Reg.) | March 31, 2024 |

Motion: (Selectman R. Leary / Selectman K. Lynch) Motion to accept all three members.

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

c. Planning Board:

- | | |
|---------------------------|----------------|
| i. Joshua Smith (Reg.) | March 31, 2024 |
| ii. James Boffetti (Reg.) | March 31, 2024 |

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

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

d. Recreation Commission:

- | | |
|---------------------------|----------------|
| i. Chris Burns (Reg.) | March 31, 2024 |
| ii. Andrew Ruggles (Reg.) | March 31, 2024 |

Motion: (Selectman R. Leary / Selectman R. Lascelles) Motion to accept both members.
Vote: (5-0-0) The motion carried

- e. **Zoning Board of Adjustment:**
 - i. Laura Gandia (Reg.) March 31, 2024
 - ii. Thomas Cooney (Alt.) March 31, 2024

Motion: (Selectman R. Leary / Selectman R. Lascelles) So moved.
Vote: (5-0-0) The motion carried

- f. **Nashua Regional Planning Board:**
 - i. Kim Queenan (Reg.) March 31, 2024
 - ii. Michael Croteau (Alt.) March 31, 2024

Motion: (Selectman K. Lynch / Selectman R. Leary) So moved.
Vote: (4-0-1) The motion carried (Selectman Queenan abstained)

- f. **Fire Chief:**
 - i. Frank Fraitzl (Reg.) December 31, 2021
- g. **Forest Fire Warden:**
 - i. Frank Fraitzl (Reg.) December 31, 2021

Motion: (Selectman R. Leary / Selectman R. Lascelles) Motion to accept the Fire Chief and Forest Fire Warden expiring on 12/31/21.
Vote: (5-0-0) The motion carried

- h. **Town Treasurer:**
 - i. Debra Hogencamp (Reg.) March 31, 2024

Motion: (Selectman R. Leary / Selectman K. Lynch) Motion to accept Debra Hogencamp.
Vote: (5-0-0) The motion carried

- i. **Deputy Town Treasurer:**
 - i. Sharon Harding-Reed (Reg.) March 31, 2024

Discussion: Town Administrator Troy Brown mentioned that the Town Treasurer appoints the Deputy Town Treasurer and the Board of Selectmen then confirm the appointment. Mr. Brown asked for the confirmation of Sharon Harding-Reed as Deputy Town Treasurer.

Motion: (Selectman R. Leary / Selectman R. Lascelles) So moved.
Vote: (5-0-0) The motion carried

- j. **Zoning Administrator:**
 - i. Troy Brown (Alt.) December 31, 2021

Discussion: Mr. Brown commented that he had been appointed as Zoning Administrator off-and-on. He thought it would be easier to appoint him as the Zoning Administrator, and he would resign as soon as the Town has someone to fill the position. Selectman Leary suggested appointing Mr. Brown as the Alternate Zoning Administrator.

Motion: (Selectman R. Leary / Selectman K. Queenan) So moved.

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

d. Plow Truck:

Town Administrator Troy Brown mentioned that Road Agent Kevin Brown contacted MacMulkin Chevrolet to secure a truck. The truck would be the same as the one that the Town purchased in 2020. MacMulkin Chevrolet has one truck available; the truck is a standard 4WD HD chassis with a regular cab and a dump body. MacMulkin Chevrolet has verbally agreed to hold the truck for the Town of Litchfield, and the municipal discount purchase price of the truck and dump body is \$62,360.

Mr. Brown commented that he was looking for the Board to authorize the purchase of the truck. He pointed out that the Selectman authorized the purchase of a truck and the plow equipment at this time last year. The Town did not receive the truck until after the second snowstorm.

Discussion: None

Motion: (Selectman R. Leary / Selectman R. Lascelles) I move to authorize the purchase of a 2020 Chevrolet Silverado Medium Duty truck with dump body from MacMulkin Chevrolet and snowplow, wing, and sand/salter from HP Fairfield for \$37,811 and further to waive purchasing policy requirements in accordance with Section 9 - Exceptions.

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

e. Recycling Building Roof:

Town Administrator Troy Brown mentioned that Dave Mellen was looking to replace the roof at the Recycling Building last year. Mr. Brown stated that Mr. Mellen believes the current roof is the same roof from 1986. Once Covid-19 hit, he agreed to put the request on hold and revisit it this year.

Mr. Mellen collected three quotes to replace the Recycling Facility Roof. The best quote came from iRoof for \$14,100. The second quote came from Brian Smith Carpentry for \$15,450, and the third quote came from Lane Roofing for \$15,570.

Mr. Brown stated that the roof would be stripped, an ice shield will be added to the roof, and vinyl or PVC will be on the roof. The warranty is a 50-year material, 10-year non-prorated, and 10-year labor warranty. The funds that will be used for this project will come from the recycling revolving fund. The current balance of the recycling revolving fund is approximately \$60,000.00.

Discussion: None

Motion: (Selectman R. Lascelles / Selectman K. Lynch) I move to authorize the Town Administrator to contract with iRoof for the replacement of the Recycling Facility Roof for \$14,100. Funding to come from the Recycling Revolving Fund.

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

f. Transfer Station and Highway Garage Timber Harvest:

Town Administrator Troy Brown mentioned that last year Seth Miller worked with the Board regarding getting a right-of-way at Garden Avenue and Grove Court. Mr. Miller hired Hopkinton Forestry and Land Clearing to clear his property. Mr. Brown contacted the company and asked them to look at the Transfer Station and Highway Garage property.

Mr. Brown was looking to clear the land at no cost to the Town of Litchfield. He noted that he wanted the property cleared so the Town could improve the site distance as one is coming out of the Transfer Station and Highway Garage facility. Another reason to have the property cleared is that the Town was having issues with the ClearSpan buildings at the Highway Garage. If the area were cleared, then sunlight would be able to help melt the snow.

Mr. Brown commented that Hopkinton Forestry and Land Clearing contacted him and explained their schedule issues. The company is now ready to clear the property, and the State has approved the work. Because the company will not be able to harvest as much wood as he thought and has requested the Town of Litchfield pay \$1,250 to help with the mobilization. Mr. Brown noted that once the property is cleared, the Town may want to contact a solar power company about installing solar panels. He said that the funds would come from the Building Maintenance funds.

No vote was needed.

g. 2021 Paving Program:

Town Administrator Troy Brown mentioned that he met with Road Agent Kevin Brown and Mr. Brown had some concerns with the paving program planned for 2021. The concern was about two sections of road that the Town was not intending on paving this year. The first road was Pilgrim Drive and the second road was Recycle Way. The Town was going to pave Aaron Way and Cranberry Lane, but they were paved last year. The idea was to defer the paving on and redirect the funds to Pilgrim Drive and Recycle Way.

Mr. Brown stated that Pilgrim Way is patched up but is in rough shape. Mr. Brown added that the last time Recycle Way was paved was before he arrived as Town Administrator. The plan is to pave the driveway from Hillcrest Road, the parking lot (part of CIP plan), and continue until the Highway Department garage.

Mr. Brown commented that the Town could use additional funding from the Impact Fees of \$50,000. The Impact Fees would be used only for Page Road because Page Road is a primary road. The Recycling Fund for \$20,000. The Recycling Funds would be used towards the Recycling Way parking lot. Selectman Leary said he was not comfortable with changing the paving plans that the voters approved. Chairman Webber stated that the Town should show Continental Paving all the roads that need to be paved and see what they come back with as a quote.

Selectman Lascelles informed Mr. Brown that he had heard residents' complaints on Aaron Drive and Tanager Way about Buckley Disposal Services. He added that the trucks were leaking hydraulic and engine fluid onto the streets. Mr. Brown stated that he and the NH DES have been in contact with Buckley Disposal Services.

6. Public Input @ 7:33 pm

- a. None

Public Input closed at 7:34 pm.

7. **Business (Continued):**

h. Administrator Report:

Town Administrator Troy Brown commented that he had a contract extension for Chief Frank Fraitzl. Mr. Brown said that he worked with Legal Counsel and Chief Fraitzl on the extension. The extension takes the current contract, which expires on March 31, 2021, and extends the contract until December 31, 2021. The extension will allow the Board of Selectman and the Fire Chief to negotiate a new contract.

Mr. Brown stated that the Pincrest Road sidewalk application was submitted last week. Jay Minkarah worked with the Planning Board and submitted the application. The estimated cost of the project is \$675,000 and was higher than expected.

Mr. Brown added that the remainder of March would be used to catch up on long-overdue projects. Selectman Lynch and Selectman Leary have been appointed to work with Mr. Brown regarding the interviews for the Building Inspector position. The Board, about three months ago, agreed to become a Purple Heart Community. Mr. Brown will start working on the information needed for the Board to sign.

i. Selectmen Reports:

i. Selectman S. Webber - EMT, Rec Comm., School Facilities Improvement Comm., and CIP Comm.:

Chairman S. Webber mentioned that the Rec. Commission meets tomorrow night.

ii. Selectman R. Leary - Budget Committee:

Selectman R. Leary mentioned that the Budget Committee meets on Thursday night.

iii. Selectman R. Lascelles - Heritage Commission:

Selectman R. Lascelles had nothing to report.

iv. Selectman K. Lynch - Conservation Commission:

Selectman K. Lynch mentioned that the Conservation Committee met and discussed minor topics.

v. Selectman K. Queenan - Planning Board & NRPC:

Selectman K. Queenan mentioned that the Planning Board was finalizing the communities facilities chapter by putting the results into the chapter. She noted that the Heritage Committee needs to meet with Town Administrator Troy Brown and IT Director John Brunelle to hand over all the documents and photographs. Selectman Queenan noted that the NRPC had an audit done and was ranked either number one or two.

j. Other Business:

i. None

8. **Items Removed From Consent:**

a. None

9. Non- Public Session:

Discussion: None

Motion: (Selectman R. Lascelles / 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 7:44 pm.

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

Discussion: None

Motion: (Selectman K. Lynch / R. Leary) Motioned to seal the Non-Public Minutes.

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

10. Reconvene Public Session:

9:01 pm

11. Adjournment:

Motion: (Selectmen K. Lynch / Selectman R. Leary) motioned to adjourn the public meeting at 9:01 pm.

Roll-Call:

- f. Selectman S. Webber - Yes
- g. Selectman R. Leary - Yes
- h. Selectman R. Lascelles - Yes
- i. Selectman K. Lynch - Yes
- j. 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