

Town of Litchfield, NH
Board of Selectmen Meeting
April 12, 2021
Litchfield Town Hall

In Attendance:

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

Town Administrator: Troy Brown

Absent: None

Also in Attendance: Bobby Jacques (virtual)
Steve O'Neil (virtual)
Marie Grella (virtual)

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: 4/6/21 - \$1,137,629.77 and 4/13/21 - \$68,440.24
- b. P/R Manifest: 4/8/21 - \$55,761.30 and 4/15/21 - \$56,624.65
- c. March Reconciliation - Tax Collector
- d. Gravel Tax Levy - \$4,470.70
- e. Veteran's Credits (5) - \$3,200.00
- f. Acceptance of FEMA Funds Project #4 - \$5,962.68
- g. Acceptance of Warm Zone Training Funds - \$5,958.04
- h. Acceptance of Eagle Scout Funds - \$324.69

Discussion: None

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

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

3. Additional Items or Other Business:

- a. None

4. Business:

a. Meeting Minutes:

- i. March 22, 2021, Minutes

Discussion: Chairman S. Webber requested a motion to approve the meeting minutes from March 22, 2021.

Motion: (Selectman R. Lascelles / Selectman K. Lynch) So moved.

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

b. Purple Heart Proclamation:

Town Administrator Troy Brown mentioned that the Board had a couple of discussions about the Town of Litchfield becoming a Purple Heart Community. He stated that if the Board approved the proposed proclamation, then the Town of Litchfield would recognize August 7 as National Purple Heart Day.

Mr. Brown stated that Purple Heart Day is a day for the country to remember and honor military personnel who bravely represented their country and were either wounded or killed while in action. This military personnel is decorated with a Purple Heart, and this day is for remembering them and their sacrifice. He added there is an action within communities with residents who were awarded the Purple Heart to put up purple signs and recognize military personnel.

The Selectmen would first need to proclaim Litchfield as a Purple Heart Community, then the Town of Litchfield would start working with the DOT officials and military Veterans to put up signs. Chairman Steve Webber read the Purple Heart proclamation, and he asked if there was a motion to approve the proclamation.

Selectman Leary commented that Warren Adams, a local businessman, has offered to pay for the signage and posts. The Board and Mr. Jacques discussed how to get the names of the military personnel who have received the Purple Heart. Mr. Brown suggested putting a request for the information on social media and direct mailing the Veterans who are receiving the Veteran's Credit.

Mr. Brown said that throughout the process, Selectman Leary has been working with Marie Grella from Amherst. He noted that Ms. Grella has been trying to coordinate the communities in New Hampshire to become Purple Heart Communities. Ms. Grella informed the Board that they should inform the maker of the signs that they are Veterans because the Town would receive a 15% Veteran's Discount. She then asked that the Board take a picture of the proclamation with some Veterans from Litchfield and send her the picture. She noted that the Selectmen should make three copies of the proclamation, place one in Town Hall, and two copies of the proclamation should be sent to her. Selectman Webber reminded the Board that they needed to vote on the motion.

Discussion: None

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

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

c. Veterans of Litchfield:

The Selectmen asked Mr. Jacques if there was anything else that he would like to say, and he responded by saying that they sent the Board a prototype of what the group was looking to use as their logo. Mr. Jacques said that he recognized that the Board had voted on the Litchfield Veterans using the Town seal. He noted that approving the seal's use would be good because it would allow the group to have a logo.

Mr. Jacques and the Board discussed the available options, and the Board mentioned the option of the Veterans of Litchfield using the Town Flag. The problem is that the Board does not own the rights to the flag at this time. Matt Lepore still has the ownership rights of the flag. Mr. Jacques suggested that the Veterans of Litchfield could redesign the logo and re-submit the design.

Town Administrator Troy Brown stated that Legal Counsel informed the Board that the Town Policy allows the seal to be used only for Town business. If the Board gave the Veterans of Litchfield the right to use the Town

seal, the Board would have to allow other groups to use the seal. The Board agreed that they would like to approve a logo to allow the group to move forward. Mr. Jacques and the Board agreed to have the Veterans of Litchfield redesign the logo and submit the design for the next Board of Selectmen's Meeting.

d. Farm Lease Renewal:

Town Administrator Troy Brown mentioned this would be the third year that the Board of Selectmen leased the property at 296 Charles Bancroft Highway (Map 15, Lot 22). The lease agreement from the previous two years was \$1,000 per year, and the lease term would be from January 1, 2021, until December 31, 2021.

The leased property consists of unimproved agricultural land, and the lessee is interested in farming the property. Mr. Brown noted that the farmer is doing the Town of Litchfield a favor by maintaining the property and paying the Town \$1,000.

Discussion: Chairman Webber requested that a motion be made to authorize an agriculture/farm lease agreement with McQuesten Farm from January 1, 2021, to December 31, 2021.

Motion: (Selectman K. Lynch / Selectman R. Leary) I move that we renew the lease.

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

e. 2021 Paving Program:

Town Administrator Troy Brown commented that he had been working with Road Agent Kevin Brown on the list of proposed streets to be paved. Mr. T. Brown and Mr. K. Brown have driven down the streets to ensure that nothing had changed.

i. The proposed roads to be paved are:

1. Page Road
2. Laurel Street
3. Birch Street
4. Sparrow Lane
5. Pheasant Lane
6. Aaron Way
7. Cranberry Lane

Mr. Brown noted that Page Road is on the list to be paved because two years ago, the road had a two-inch binder put down but was not completed. This year the Town will complete the paving by putting down a one-inch overlay, and the Town of Hudson has agreed to work with Continental Paving to complete their end of Page Road.

Mr. Brown added that he is requesting that Pilgrim Drive be added to the list of roads to be paved. He mentioned that Pilgrim Drive had a lot of patchwork done during the winter, and the street needs to be paved. The total cost of repaving the proposed streets is \$407,811, and the Town has \$411,000 in available funding. Mr. Brown added that he put together a motion for the Board to vote on because he has found that the Town has spent money to have engineering studies performed, advertised for proposals, and Continental Paving would be the only company to respond.

Discussion: Town Administrator Troy Brown read the motion into the record, "In accordance with Section 9 'exceptions' and section 10, 'local advantage' of the Town Purchasing Policy, I move to authorize a contract and purchase order with Continental Paving, Inc. not to exceed \$407,811 for the 2021 Road Improvement Projects. Said

funds come from the Highway Block Grant (\$190,000), 2021 Encumbrances (\$50,000), Warrant Article 7 (\$100,000), Impact Fees (\$51,000) and Road Maintenance budget line item (\$20,000).”

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

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

f. Resignation Acceptance:

Town Administrator Troy Brown mentioned that he received a resignation letter from Thomas Levesque. Mr. Levesque is a member of the Conservation Commission and submitted his resignation from the Commission. Mr. Brown noted that Mr. Levesque served the Town of Litchfield, in different capacities, for over 50 years. Selectman Leary and Selectman Webber thanked Mr. Levesque for his great service to the Town of Litchfield.

Discussion: None

Motion: (Selectman R. Lascelles / Selectman K. Queenan) I move to accept the resignation of Thomas W. Levesque as a regular member of the Litchfield Conservation Commission and request the Town Administrator to send a letter of appreciation and NH State Granite Award for his approximately 50 years of service to the Town of Litchfield.

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

g. Conservation Commission Appointment:

Town Administrator Troy Brown mentioned that the Conservation Commission informed the Board of Selectmen that Jayson Brennen had expressed interest in being an Alternate Member of the Conservation Commission with a term to expire on March 31, 2024.

Discussion: None

Motion: (Selectman R. Lascelles / Selectman R. Leary) I move to appoint Jayson Brennen to serve as an Alternate Conservation Commission Member with a term to expire on March 31, 2024.

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

h. Alan Sandler, Alternate Library Trustee (Term Expires 3-31-22):

The Library Trustees requested that the Board of Selectmen appoint Mr. Sandler as an Alternate Library Trustee. Mr. Brown noted that Mr. Sandler is already an Alternate Member, but the Library Trustees have asked that he be re-appointed.

Discussion: None

Motion: (Selectman K. Lynch / Selectman K. Queenan) I move to appoint Alan Sandler to serve as an Alternate Library Trustee with a term to expire on March 31, 2022.

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

i. Administrator Report:

Town Administrator Troy Brown commented that the Old Town Hall roof needs to be replaced. The roof was last replaced in 1974, and the southside of the roof is in bad condition. Mr. Brown suggested that the Selectmen hire iRoof. He noted that the Selectman, according to the Purchasing Policy, can work directly with iRoof. Mr. Brown stated that

the Town would use the Building Systems Trust Fund to pay for the roof replacement. Selectman Leary suggested that ice and water shielding should be added to the roof. The Board authorized Mr. Brown to go directly to iRoof and receive an estimate for the work.

Mr. Brown then mentioned Pennichuck Water with regards to the rate increase. He said that the communities had hired Russell Consulting from Massachusetts. The company has already started reviewing why Pennichuck Water has requested permission to increase its rates. One of the first things to occur will be a temporary rate adjustment of 14.03%.

Mr. Brown stated that the Recycling Way Site Distance Improvement Project has already started. Continental Paving has contacted the Town and offered to put an excavator on site and stump the site. He noted that more information came out about the American Rescue Plan Funding, and the Town of Litchfield can expect to receive about \$840,000 in Federal Funds.

Mr. Brown commented that on Wednesday, April 14, a presentation about the sidewalk extension on Pinecrest would occur with the first review Board. Jay Minkarah and Mr. Brown will review the information to be presented before Wednesday's presentation.

Mr. Brown mentioned that the Town went through the insurance company to replace the flagpole that came down in front of the Town Hall. The insurance company has given their preliminary approval to replace the flagpole. Mr. Brown received a quote of \$6,549.55 to replace the flagpole, with the condition that they can attach the pole to the existing base. The deductible is \$1,000.

Mr. Brown provided the Selectmen with paper copies of Litchfield's Conflict of Interest Ordinance. The last time the ordinance was updated was March 12, 1982. Mr. Brown said that he would share the ordinance with Legal Counsel and see if it is still enforceable. If the ordinance is still enforceable, the Board will need to reach out to Department Heads and have a training session.

j. Selectmen Reports:

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

Chairman S. Webber mentioned that he sat in for Selectman K. Lynch at the Conservation Commission meeting, and Matt Lepore was made Chairman. The CIP met on April 5, and the Committee reviewed the different Warrant Articles, and the next meeting will be July 19. The objective for the next meeting is to review the CIP projects and add new projects. The Rec. Commission meets tomorrow night.

ii. Selectman R. Leary - Budget Committee:

Selectman R. Leary mentioned that the Budget Committee had a resignation, and the Committee meets again next week. If all goes according to plan, a new member will be appointed at the next meeting.

iii. Selectman R. Lascelles - Heritage Commission:

Selectman R. Lascelles mentioned that he participated in the Pennichuck Water Hearing as an intervener. He noted that the PFOA Committee still required some representation. Chairman Webber commented that he received an email from the Committee and that the Board could appoint someone to fill the position. Mr. Leary stated that he would have his water tested because the residents who had negative readings are now receiving positive readings.

iv. Selectman K. Lynch - Conservation Commission:

Selectman K. Lynch had nothing to report.

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

Chairman K. Queenan mentioned that the Planning Board's next meeting is scheduled for April 20 at 7:00 pm. The Board is working on a project to review the industrial land use laws between 3A and 102. The NRPC will meet on June 16 at 7:00 pm.

k. Other Business:

i. None

4. Public Input at 7:35 pm:

a. None

Public Input closed at 7:36 pm.

5. Items Removed From Consent:

a. None

6. Non-Public Session:

Discussion: Chairman Webber requested that a motion to enter a Non-Public Session according to RSA 91-A:3, II(c) - Reputation, and RSA 91-A:3, II(e) - Pending Litigation at 7:44 pm.

Motion: (Selectman R. Lascelles / Selectman K. Lynch) So moved.

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

7. Reconvene Public Session:

8:49pm

Discussion: None

Motion: (Selectman R. Lascelles / Selectman K. Queenan) 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

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

April 12, 2021

8. Adjournment:

Discussion: None

Motion: (Selectman R. Lascelles / Selectman K. Queenan) motioned to adjourn the public meeting at 8:50 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.

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