

Town of Litchfield, NH
Board of Selectmen Meeting
April 26, 2021
Litchfield Town Hall

In Attendance:

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

Town Clerk: Terri Briand (virtual)

Finance Manager: Karen White

Absent: Town Administrator Troy Brown

Also in Attendance: Police Chief Ben Sargent
Officer Jarrod McDonald
Andrew Cutter, Chairman of the Budget Committee

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: 4/20/21 - \$71,461.97 and 4/27/21 - \$232,248.65
- b. P/R Manifest: 4/22/21 - \$54,810.95 and 4/29/21 - \$55,011.90
- c. Purchase Order M-21-12 - \$17,101.27 (portable radios)
- d. Veteran's Credit (3) - \$1,500.00
- e. Veteran's Exemption (1)
- f. Purchase Order M-21-14 - \$150,889.74 (radio tower lease payment)
- g. Treasurer's Reconciliation - March
- h. Treasurer's Deposit Delegation Form - Jennifer Glaude

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. Selectman Rich Lascelles mentioned that the PFOA Commission, at the State level, has two openings. One of the positions may be filled by the Selectmen's appointment, and the other position would be filled by the State Senate's President's appointment. Selectman Lascelles requested that he be appointed as the Selectmen's appointee.

Chairman Steve Webber commented that Town Administrator Troy Brown would be sending out an announcement requesting a citizen to volunteer for the PFOA Commission.

Discussion: Chairman Webber requested a motion to appoint Selectman Lascelles to the State PFOA Commission.
Motion: (Selectman R. Leary / Selectman K. Lynch) So moved.
Vote: (5-0-0) The motion carried

4. **Business:**

a. **Meeting Minutes:**

i. **April 12, 2021, Minutes**

Discussion: Chairman Webber requested a motion to approve the minutes, as amended.
Motion: (Selectman K. Lynch / Selectman R. Lascelles) So moved.
Vote: (5-0-0) The motion carried

b. **Deputy Town Clerk/Tax Collector Confirmation - Jennifer Glaude:**

Town Clerk Terri Briand commented that she received several applications and resumes in the mail for the Deputy Town Clerk/Tax Collector position. Ms. Briand noted that Jennifer Glaude had a great background. Ms. Glaude has experience in customer service, working in an office, and banking. She started working for the Town of Litchfield a week ago, and Ms. Briand requested the Board to approve Ms. Glaude for the position of Deputy Town Clerk/Tax Collector.

Discussion: None
Motion: (Selectman R. Leary / Selectman K. Queenan) I move to confirm the Town Clerk/Tax Collectors appointment of Jennifer Glaude as Deputy Town Clerk/Tax Collector.
Vote: (5-0-0) The motion carried

c. **Proclamation - Municipal Clerks' Week:**

Chairman Steve Webber mentioned that for the last 52-years, the Town of Litchfield had a Municipal Clerks' Week. Chairman Webber explained that because of Covid-19, the Selectmen wanted to honor the Municipal Clerks for all their hard work during the pandemic. Municipal Clerks' Week will occur from May 2 through May 8, 2021.

Selectman Robert Leary read the proclamation to the Board Members.

d. **Police Officer Appointment - Jarrod MacDonald:**

Chairman Steven Webber welcomed Chief Ben Sargent and Officer Jarrod MacDonald to the meeting. Chief Sargent thanked the Board for the opportunity to present Officer MacDonald. Chief Sargent mentioned that Officer MacDonald is a lifetime resident of Litchfield and a Campbell High School graduate. Chief Sargent noted that Officer MacDonald was a member of the National Honor Society, the Triam Music Honor Society, and served as Class President.

Officer MacDonald is working on completing his Associate's Degree in Criminal Justice at Southern New Hampshire University. Chief Sargent mentioned that Officer MacDonald has every intention of working towards a Bachelor's Degree in Leadership and would like to receive a Master's Degree in an Emergency Management related field.

For the last ten months, Officer McDonald has been a New Hampshire Certified Part-Time Police Officer for the Hampton Police Department. He is currently averaging 50 to 55 hours a week at the Hampton Police Department. Chief Sargent added that the same day the Litchfield Police Department offered Officer MacDonald a position, and the Hampton Police Department offered him a full-time position.

Three members of the Hampton Police Department congratulated Officer MacDonald on his new position with the Litchfield Police Department.

Discussion: None

Motion: (Selectman R. Lascelles / Selectman K. Lynch) I move to approve Jarrod MacDonald as a full-time Probationary Police Officer.

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

5. Public Input at 6:55 pm:

- a. Chairman Steve Webber read, into the record, a letter received on April 15 and addressed to Town Administrator Troy Brown.

The letter read, "Dear Administrator Brown, I am writing to formally express my disappointment in the clear-cut deforestation of the town's recent purchase of the property adjacent to the access road to the Recycling Center. I understand that you approximately recommended the work on the project, and the Board of Selectmen did approve the same. I also understand that Continental Paving has graciously, once again, agreed to address our needs.

You wrote to me indicating that they will improve the sight distance at the intersection of Recycling Way on Hillcrest Road in the rough grading of the disturbed portions of the site. Given that the Planning Board, in 2018, developed a long-range Master Plan and approved by the Board of Selectmen in January 2019, a review of that document may be in order now. The Plan's stated goal, in part, was to preserve the rural character of the town, particularly our farmlands, forest, historic buildings, and elements, including the cemeteries and monuments.

I think that you could have asked a team, consisting of members from the Board of Cemetery Trustees, the Historical Society, the Historic Commission, the Planning Board, and Litchfield citizens who have demonstrated via town beautification volunteerism their interest in preserving our rural character to join forces with you as our Town Administrator and address the practical needs of the existing problem with exiting from the Recycling Center. A judicious cutting of a beautiful hemlock could have provided a buffer when looking northwest of Hillcrest Cemetery. Many stakeholders might have come up with options that did not include the complete raising of the land.

Our desire to meet the stated goals of the Planning Board's Master Plan before the fact would have been the best example of participating government. I look forward to your leadership in this matter and will wait to hear from you and members of the Board of Select Persons. Thank you for your attention to this matter.

Sincerely,
Gail Behringer"

The Board thanked Ms. Behringer for her input and stated they would take it under advisement and discuss it.

Selectman Kevin Lynch added that he had spoken with Mr. Brown and stated that landscaping and buffering would be designed so the town can maintain the view. Selectman Lynch noted that he had provided this information to Ms. Behringer.

Chairman Webber mentioned that after the work is completed, they would add a Beautification Team to develop some designs and add input from the Board of Cemetery Trustees.

Public Input closed at 7:01 pm.

6. Business (Continued):

e. Old Town Hall Roof Replacement:

Chairman Steve Webber commented that the board discussed how shingles were coming off of the Old Town Hall roof at the last meeting. At the last meeting, the Board asked the Town Administrator to reach out to iRoof and receive a quote, and iRoof provided a quote of \$8,000. The company will use an ice and water shield and offer a 50-year material, 10-year non-pro-rated, and 10-year labor warranty. iRoof would be able to start the work in the next few weeks if the Board chooses.

Chairman Steve Webber mentioned that the \$8,000 would come from the Building Systems Trust Fund balance, and the current balance of the fund is \$59,495.

Discussion: None

Motion: (Selectman K. Queenan / Selectman R. Lascelles) I move to authorize iRoof to replace the old Town Hall roof in the amount of \$8,000 and to waive the purchasing policy requirements in accordance with section 9, "Case by Case Basis." Said funds to come from the Building Systems Trust fund.

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

f. Nashua Regional Energy Aggregation Program :

Chairman Webber stated that the current supplier of energy to the town is Constellation Energy, and the contract expires in November 2021. He noted that the town has participated in this program for about ten years, and he added that the current rate is about 7 cents per Kilowatt hour. Since the town has participated in the program, it has saved over \$65,000 and has not had any problems with the program.

The Board discussed how comfortable they felt approving the MOU without more information. Selectman Rich Lascelles commented that the MOU appears to want the Town of Litchfield to commit to something without the Selectmen knowing what they are committing to.

Chairman Webber mentioned that if the Selectmen want to participate in the program, they need to sign the document by May 3.

Andrew Cutter, Chairman of the Budget Committee, stated that Eversource charges 10 cents per kilowatt-hour. He added that the energy suppliers historically had offered three-year rate locks. Starting this year, the energy suppliers are only offering one-year rate locks.

Selectman Rich Lascelles said that he would try to contact Mason Twombly, Regional Environmental Planner.

Discussion: None

Motion: (Selectman K. Lynch/Selectman R. Leary) I move to approve the MOU for continued participation in the NRPC Electric Aggregation Program, pending a conversation with Mr. Twombly.

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

g. Administrator Report:

Finance Manager Karen White had nothing to report.

h. Selectmen Reports:

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

Chairman S. Webber had nothing to report.

ii. Selectman R. Leary - Budget Committee:

Selectman R. Leary mentioned that the Budget Committee had appointed Mr. Taylor to fill the open Budget Committee seat position until the March 2022 election.

iii. Selectman R. Lascelles - Heritage Commission:

Selectman R. Lascelles mentioned that the Selectmen had continued the mask mandate for all town buildings and property until May 2. He wanted to know if the mask mandate would automatically expire on May 2 or does the Board need to take further action.

Selectman R. Lascelles commented that one of the wells that is part of Hudson tested positive for PFOA and was shut down. He noted that the well is located on the backside of Darrah. Selectman R. Leary said that someone from the State informed him that the State would be expanding their testing area.

iv. Selectman K. Lynch - Conservation Commission:

Selectman K. Lynch had nothing to report.

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

Selectman K. Queenan mentioned that the Planning Board is still working on the conceptual phase of the 64-unit townhomes at Darcol Farms. She stated that they are looking for solutions to move the existing home, and they are also looking at the land they are not using on the other side of the electrical lines for conservation community gardens or agriculture. The next meeting is scheduled for May 4 and is a Public Meeting.

The NRPC is opening its doors to the public on May 10. Selectman Queenan added that the NRPC would begin to offer DOT Engineering Review Services. The next NRPC meeting will be on June 16 at 7:00 pm. The meeting is also a Public Meeting.

Selectman K. Queenan commented that she would have other things to bring up at the next Board of Selectmen's Meeting. One of the subjects will be the definition of an urbanized area.

i. Other Business:

- i. None

7. Items Removed From Consent:

- a. None

8. Non- Public Session:

Discussion: Chairman Steve Webber requested a motion to enter a Non-Public Session according to RSA 91-A:3, II(a) - Dismissal, Promotion, or Compensation of any public employee at 7:24 pm.

Motion: (Selectman R. Leary) 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

9. Reconvene Public Session:

7:45 pm

Discussion: None

Motion: (Selectman R. Leary / Selectman K. Lynch) 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

10. Adjournment:

Discussion: None

Motion: (Selectman R. Lascelles / Selectman R. Leary) motioned to adjourn the public meeting at 7:46 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