

**Town of Litchfield, NH**  
**Board of Selectmen Meeting**  
**May 10, 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 Manager:** Troy Brown

**Also in Attendance:** Theresa Briand, Town Clerk/Tax Collector

**1. Call to Order:**

- a. 5:30 pm - Paperwork Review and a Life-Saving Commendation and Recognition Award Ceremony
- 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: 5/04/21 - \$834,029.64 and 5/11/21 - \$49,233.62
- b. P/R Manifest: 5/06/21 - \$60,480.34 and 5/13/21 - \$58,313.79
- c. Tax Collector & Town Clerk Reconciliations - April 2021
- d. Junkyard Permit License Renewal - Warren Adams, 507 Charles Bancroft Highway

**Discussion:** None

**Motion:** (Selectman K. Lynch / Selectman K. Queenan) 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 Lynch suggested adding the topic of the Memorial Day Parade.
- b. Selectman Lascelles recommended adding the topic of the Nashua Regional Energy Aggregation Program.

**4. Business:**

**a. Meeting Minutes:**

- i. April 26, 2021, Minutes

**Discussion:** Chairman Webber requested a motion to approve the minutes, as amended.

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

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

**b. Theresa L. Briand, Town Clerk/Tax Collector - Tax Deeding/Waiver :**

Town Clerk and Tax Collector Theresa Briand informed the Board that the town had a property at 3 Lori Lane, and the property needs deeding sometime this year. Ms. Briand mentioned that this property went to deed back in 2018 and was purchased by the park owner. Since the property was purchased, the owner has not made a single payment on the property. The Town of Litchfield has done lien notices and a deed notice, and the owner refused to accept the certified letter. She noted that the Litchfield Police Department had to hand-deliver the certified letter.

Ms. Briand commented that the town would wind up in a bad situation with the issue at the park if the Board deeded the property. She suggested holding off on deeding the property and revisiting the issue in six months. Chairman Webber asked if this was the exact property that the town took action on in 2018? Ms. Briand stated that the property was the same, but the owners were different, and Selectman Lynch noted that survey work was being done up there. Town Administrator Troy Brown stated that the town would become the mobile homeowners and landlords if the board deeded the property. Mr. Brown mentioned that most Boards do not take the tax deed until the town can work with the park owners. This time would allow the owner to transfer ownership when the town takes the deed.

Mr. Brown read the motion, "I move to sign the deed waiver as prepared by the Town Clerk for property located at 3 Lori Lane."

**Discussion:** None  
**Motion:** (Selectman R. Lascelles / Selectman K. Lynch) So moved.  
**Vote:** (5-0-0) The motion carried

Mr. Brown mentioned that the Board needed to vote tonight because May 24 would be too late. Ultimately, the actual deed date is Monday, May 17, 2021.

**c. Litchfield Boy Scouts - Talent Hall Use Request and Town Clean-Up:**

Town Administrator Troy Brown mentioned that he was contacted by Justin Haley and his mother, Susan Haley. The Boy Scouts meet at the bottom of the church and have since not met in the church because of the pandemic. The Boy Scouts requested to use the old fire station as a meeting place, but the Emergency Management Team did not believe the old fire station was the best place to meet. The Emergency Management Team thought that Talent Hall would be the best temporary location to have their meetings. The Boy Scouts have offered to disinfect Talent Hall, especially the doorknobs and other high touch-points.

Mr. Brown noted that he brought the request to the Board, and if he receives approval, would bring the request to the Recreation Commission tomorrow night. Chairman Webber commented that reopening Talent Hall for the Boy Scouts would be a good test for reopening town buildings. He also mentioned that the person who cleans Town Hall would be willing to stop by Talent Hall. He added that Chief Fraitzl went down to Talent Hall and measured the inside of the building. Chief Fraitzl reported that 130 people could fit in Talent Hall and still keep six feet of physical distance.

Mr. Brown then stated that the town has an annual clean-up day and was coordinated by Pat Jewett. With the loss of Pat Jewett, the Boy Scouts have shown interest in taking on the scheduling of the annual cleanup day. He added that the past practice was that the Board would support the event but would not sponsor the event for liability reasons.

Town Administrator Troy Brown suggested that the Board use the following motion, "I move to support the Boy Scouts efforts in coordinating the Annual Clean-Up Day with the condition that this is not considered an event sponsored by the Town of Litchfield."

**Discussion:** None  
**Motion:** (Selectman R. Lascelles / Selectman R. Leary) So moved.  
**Vote:** (5-0-0) The motion carried

**d. Appointment - Conservation Regular Member - Andrew Thompson:**

Town Administrator Troy Brown mentioned that Thomas Levesque resigned from the Conservation Commission a couple of weeks ago. The Conservation Commission has since met and recommended appointing Andrew Thompson as a regular voting member with a term to expire on March 31, 2022.

**First Motion:**

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

**Discussion:** Chairman Webber stated that he spent a year on the Conservation Commission, and during that time Mr. Thompson's attendance was semi-regular. Mr. Thompson also did not add much input into the discussions. Mr. Webber added that the Conservation Commission is sitting on \$1,000,000 and that they need someone who will help create a Master Plan for the Town of Litchfield. The Board members agreed that the decision about who is the next full-time member is critical. Chairman Matt Lepore commented that the Commission chose to recommend Mr. Thompson because they believed he was the best candidate.

Selectman Lascelles asked how the Conservation Commission lost \$135,000, and Mr. Lepore mentioned a cap on the Conservation Commission account of \$1,000,000; anything over the cap is then transferred into the General Funds account. Mr. Brown stated that the amount transferred to the Unassigned Fund Balance was closer to \$35,000.

Dianne Planskey said that the Conservation Commission voted to recommend Mr. Thompson as a full-time member of the Commission. Selectman Lascelles suggested that the alternates from the Conservation Commission meet with the Selectmen and Selectman Queenan said that she was concerned with the damage done to the Conservation Commission if they felt their voice was not being heard.

**Vote:** (0-0-0) No vote was taken.

**Second Motion:**

**Discussion:** None

**Motion:** (Selectman R. Lascelles / Selectman R. Leary) I move to invite alternate members of the Conservation Commission, who would like to be a permanent member, to meet with the Board of Selectmen along with the leadership of the Conservation Commission.

**Vote:** (4-1-0) The motion carried (Selectman K. Queenan voted 'no')

**e. NH State PFAS Environment & Health Study Committee:**

Town Administrator Troy Brown commented that the Board had discussions on this subject at the last meeting. The Selectmen agreed to appoint Mr. Lascelles as a citizen's representative on the PFAS Commission. Mr. Brown then mentioned another position on the PFAS Commission that the President of the Senate appoints. April Webber has expressed interest in serving as a community representative on the PFAS Commission, and the State Representatives likely know that she is interested. Mr. Brown suggested that the Board go on record supporting Ms. Webber as a citizen's representative. The Board would then ask the State Representatives to get in contact with the Senators.

**Discussion:** None

**Motion:** (Selectman R. Lascelles / Selectman K. Queenan) I move to put forth Aprils' name and go from there.

**Vote:** (4-0-1) The motion carried (Chairman Webber abstained)

**f. Annual Performance Reviews:**

Town Administrator Troy Brown stated that this would be the third year using this performance. The town changed from the standard seniority step-grade system to a performance review system. The performance review system is only for the non-union employees, and July 1 is the implementation date. Supervisors start writing the reviews, so they are in place for July 1.

Mr. Brown requested that the Board set the maximum percentage rate at 3% and continue using the July 1 date. He added that union employees would automatically receive a 3% increase, and non-union employees would receive between 0% to 3%. He also noted that the contracted Department Heads are set to receive a 2% increase. Mr. Leary said that he would like the non-union employees to have the ability to have their performance reconsidered if they believed the review was not fair.

Chairman Webber requested that a motion be made.

Mr. Brown read the motion, "The 2021 annual performance review of the non-union employees is set at the maximum rate at no more than 3%, effective July 1, 2021, with the provision that an employee has the ability to seek reconsideration if they are not satisfied with their review with the Board of Selectmen."

**Discussion:** None

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

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

**g. Memorial Day Parade:**

Selectman Lynch mentioned that the Town of Litchfield should have a Memorial Day Parade this year. Mr. Lynch noted that there had been positive changes regarding the pandemic, but Chairman Webber stated that the Historical Society came out and said they would not be spearheading a Memorial Day Parade.

Mr. Webber commented that the Board could reach out to other groups in town to see if they would be interested in spearheading a Memorial Day Parade. Mr. Lascelles suggested reaching out to the Veteran's group. The Board requested Mr. Brown to contact other groups to see about having a Memorial Day Parade.

**5. Public Input at 7:25 pm:**

**a. Dianne Plansky -**

Ms. Plansky stated that she wondered if the town wanted to separate the parade so that the town has a more somber Memorial Day, and she suggested having a more festive Fourth of July Parade. Selectman Queenan concurred saying that Memorial Day services should be a somber event,

The Board discussed the possibilities of having a parade, and Ms. Queenan mentioned that the school band could not do anything because of Covid-19. Ms. Plansky suggested contacting the Christmas in Litchfield group and the 'What's Up' group to see if they would plan the parade.

Public Input ended at 7:46 pm.

**6. Business (Continued):**

**h. Nashua Regional Energy Aggregation Program:**

Selectman Lascelles stated that the Board had a discussion at the last meeting about the energy contract. The town has their contract through the Nashua Regional Planning Commission, and the cost is seven cents per kilowatt-hour. Mr. Lascelles called the Nashua Regional Planning Commission, and the contact person was on vacation; Mr. Lascelles then contacted the Litchfield School District to find out the type of contract they have, and the School District pays EverSource 6.8 cents per kilowatt-hour.

Mr. Lascelles mentioned that he spoke with Jay Minkarah, and Mr. Minkarah stated that they could not confirm the seven cents per kilowatt-hour because they do not know how many groups and municipalities would be involved.

The Board discussed their options and asked Mr. Brown to contact EverSource about what their rate is. Even though the date of accepting the contract has expired, Mr. Brown mentioned that the town could still accept the contract offer. The Board acknowledged that the rate is only locked in for one year if they accept the three-year contract.

**Discussion:** None

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

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

**i. Administrator Report:**

Town Administrator Troy Brown mentioned that last week he was working with the NH-DES. The NH-DES is reaching out to towns affected by the St. Gobain PFAS contamination. The NH-DES will be holding a series of virtual informational meetings. He suggested that Litchfield's virtual meeting occur on Monday, May 17 at 6:30 pm, and the NH-DES agreed.

The purpose of the meeting is to touch base with the citizens of Litchfield and discuss the findings from their testing. The town will send out the information about the virtual meeting by using social media, the towns' website, LCTV, and Code-Red.

The road paving projects have been completed, and the preliminary invoice is for \$412,000. Mr. Brown mentioned that the town had collected more Impact Fees, and the Impact Fees can be used towards the Page Road Project. He requested that the Board authorize an additional \$11,000 from the previously encumbered \$51,000 a total amount of \$62,000 from the Road Impact Fees to be used towards the 2021 paving costs of Page Road.

Chairman Webber requested a motion for the use of the Road Impact Fees.

**Discussion:** None

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

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

Mr. Brown commented that the Vice-Chair of the ZBA had contacted him; the Vice-Chair asked if the ZBA could receive special permission to hear the cases face-to-face. Mr. Brown acknowledged that large crowds do not attend the ZBA Meetings, and the request is reasonable. The consensus of the Board was that the ZBA would be allowed to hear the cases face-to-face.

**Discussion:** Town Administrator Troy Brown stressed this motion applied to all Board's, Committee's, and Commissions. As long as they manage the room capacity.

**Motion:** (Selectman R. Lascelles / Selectman R. Leary) Motion to approve it.

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

iRoof contacted Mr. Brown, and they stated that they want to start the roof work at the old Town Hall on May 17.

**j. 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 has a meeting on Thursday. Mr. Leary mentioned that the Patton family has a young daughter that was recently diagnosed with a brain tumor. The daughter had surgery to remove the brain tumor and came home last night. Thoughts and prayers go out to the Patton family. The father is a volunteer firefighter, and the mother is a school teacher.

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

Selectman R. Lascelles mentioned that the Heritage Commission is meeting tomorrow night. He then commented on the Campbell High School Softball Team. Mr. Lascelles stated that the softball team is undefeated and clobbering teams and added that because of Covid-19, Campbell is playing D1 and D2 teams. Twenty-eight of the student-athletes are part of Campbell softball, and 10 of the student-athletes are Seniors.

**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 would meet on Tuesday, May 18, at 7 pm. The next NRPC meeting will be on June 16 at 7:00 pm.

**k. 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 and RSA 91-A:3, II(d) - Acquisition of Real Property at 8:10 pm.

**Motion:** (Selectman R. Leary/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

**9. Reconvene Public Session:**

8:54pm

**Discussion:** None

**Motion:** (Selectman Leary/ Selectman 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 Leary / Selectman Lynch motioned to adjourn the public meeting at 9:30pm.

**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:

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Steven J. Webber, Chairman

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F. Robert Leary, Sr., Vice Chairman

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Richard W. Lascelles

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Kevin A. Lynch

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Kimberly M. Queenan