

**Town of Litchfield, NH**  
**Board of Selectmen Meeting**  
**August 30, 2021**

**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

**In Attendance:** Karen White, Finance Manager; and Chairman Matt Lepore

**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: 8/31/21 - \$74,908.95
- b. P/R Manifest: 9/1/21 - \$56,746.44
- c. NH DRA Form MS-1 - Inventory of Valuation

**Discussion:** No Discussion

**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. None

Selectman Rich Lascelles commented that the Board of Selectmen meeting on August 23 only had three members physically present, and Selectmen Robert Leary attended the meeting virtually. The Board discussed what the policy was with regards to having a quorum. Town Administrator Troy Brown mentioned that if a member is attending the meeting virtually, the Board must take a roll-call vote.

**4. Business:**

**a. Meeting Minutes:**

- i. August 19, 2021, Special Meeting Minutes
- ii. August 23, 2021, Meeting Minutes

**Discussion:** No Discussion

**Motion:** (Selectman R. Leary / Selectman K. Queenan) Motion to accept the August 19 Special Meeting Minutes.

**Vote:** (5-0-0) The motion carried (Chairman S. Webber abstained)

**Discussion:** No Discussion

**Motion:** (Selectman K. Queenan / Selectman R. Lascelles) Motion to accept the August 23 Meeting Minutes.

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

**b. Resignation Acceptance - Josh Smith, Planning Board Member:**

Town Administrator Troy Brown commented that Josh Smith could no longer serve on the Planning Board or the NRPC because of personal commitments. Mr. Brown noted that he did not believe that the Planning Board had any Alternate Members.

Selectman Kim Queenan stated that she is a Commissioner of the NRPC with Michael Croteau as an Alternate. Chairman Steve Webber mentioned that if a resident was interested in becoming a member of the Planning Board, they should attend a meeting and talk to Michael Croteau, Planning Board Chairman.

**Discussion:** The Board requested that Town Administrator Brown send a thank you letter to Mr. Smith for his years of service.

**Motion:** (Selectman R. Lascelles / Selectman R. Leary) I move to accept the resignation of Josh Smith as a Regular Planning Board Member and Commissioner of the NRPC effective August 27, 2021.

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

**c. Budget Review:**

The Board reviewed the proposed increases and decreases to the 2022 Town of Litchfield Budget.

**i. Planning Board - 4191.10**

Town Administrator Troy Brown represented the Planning Board.

Line Item		2021 Budget	2022 Proposed Budget	Difference
120	PB- Wages - Admin Assistant	\$21,742	\$22,366	\$624
555	PB- Public Notices and Ads	\$600	\$1,350	\$750
		\$22,342	\$23,716	\$1,374

**ii. Zoning Board- 4191.30**

Town Administrator Troy Brown represented the Zoning Board. Mr. Brown commented that the Zoning Board Budget was pretty straightforward. He mentioned that he estimated the Zoning Board would have ten meetings at \$300 per meeting for advertising purposes. Mr. Brown commented that the Zoning Board would need to look at restructuring the fee structure for the ZBA.

Mr. Brown noted that because most of the Zoning Board Members are new, he is looking at having the NHMA have a training seminar for the members of the ZBA.

Line Item		2021 Budget	2022 Proposed Budget	Difference
555	ZB - Public Notices and Ads	\$800	\$3,000	\$2,200
670	ZB- Books and Periodicals	\$16	\$80	\$64
811	ZB- Seminars	\$50	\$500	\$450
		\$866	\$3,580	\$2,714

iii. **Cemeteries - 4195.10**

Town Administrator Troy Brown represented the Cemetery Trustees. Mr. Brown stated that he had contacted the Cemetery Trustees, and they have viewed the Cemetery Budget. Selectman Robert Leary pointed out that Hillcrest Cemetery does not have water, but Pinecrest Cemetery does. He noted that his brother left money to establish a waterline for the Pinecrest Cemetery.

Mr. Brown commented that Warren Adams contacts Pennichuck Water to remove the water meter in the fall and reinstall the meter in the spring.

Line Item		2021 Budget	2022 Proposed Budget	Difference
10-412	ZB - Public Notices and Ads	\$200	\$272	\$72
10-650	ZB- Books and Periodicals	\$13,290	\$13,315	\$25
		\$13,490	\$13,587	\$97

iv. **Conservation Commission - 4611.20**

Chairman Matt Lepore represented the Conservation Commission. Mr. Lepore mentioned that the Conservation Commission is looking for new equipment because the current equipment is not reliable. He commented that the Rec Commission and the Conservation Commission were looking to bring back the fishing derby.

The Board discussed the insurance coverage for volunteers who may severely injure themselves. Mr. Brown stated that he would contact the insurance company to see if volunteers are covered.

Line Item		2021 Budget	2022 Proposed Budget	Difference
430	CC- Property Management	\$1	\$2,200	\$2,199
610	CC- General Supplies	\$100	\$500	\$400
810	CC- Mileage and Tolls	\$15	\$50	\$35
811	CC- Seminars and Annual Meeting	\$138	\$275	\$137
836	CC- Youth Fishing Derby	\$0	\$650	\$650
		\$254	\$3,675	\$3,421

v. **Parks and Recreation - 4520.10**

Chairman Steve Gannon and Town Administrator Troy Brown represented the Recreation Commission. Chairman Steve Webber commented that Mr. Gannon did a great job putting together the 'Back to School Bash' by Chaos and Kindness. Mr. Brown mentioned that Line Item 344 was zero because the cost was transferred to the Selectmen's Budget. He noted that the Town of Litchfield has a contractor who works for the Board of Selectmen, Capital Improvement Planning Committee, Budget Committee, and the Rec. Commission.

The Board agreed to be careful with line item 650 - Field Maintenance. The concern is that contractors are having to deal with staff shortages and rising costs. Mr. Brown suggested letting the Rec Commission identify five or six local contractors and request them to put together their best proposal. Selectman Robert Leary

suggested that the Board of Selectmen reach out to Ryan Lane from Naticook Lawn & Landscape and ask him for a quote.

Line Item		2021 Budget	2022 Proposed Budget	Difference
344	PR- Clerical Support	\$1,080	\$0	-\$1,080
410	PR- Electricity	\$6,800	\$7,000	\$200
411	PR- Propane Gas - Talent Hall	\$4,256	\$5,813	\$1,557
412	PR- Water Charges	\$1,061	\$1,112	\$51
430	PR- Building Repair and Maintenance	\$4,500	\$4,333	-\$167
442	PR- Trash Container Services	\$3,552	\$3,220	-\$332
730	PR- Facility Improvements - Capital Outlay	\$1	\$3,500	\$3,499
		\$21,250	\$24,978	\$3,728

5. **Public Input @ 7:20 pm:**

a. Jayson Brennen, 23 Aldrich Street -

Mr. Brennen mentioned that three projects were intended to go to the Planning Board in the past six months. The three projects were the horse farm, the gas station, and the warehouse. Mr. Brennen commented that the warehouse and the gas station would have likely made an economic impact on the Town of Litchfield.

Mr. Brennen stated that for some reason, the State of New Hampshire impeded the projects. The gas station project was halted because the State would not allow two driveways. He noted that the residents never received an apparent reason for why the State halted the warehouse project. Mr. Brennen requested that the Board of Selectmen contact State Officials and explain that the Town is trying to create economic development.

Selectman Robert Leary mentioned that he spoke with Attorney Andrew Prolman and was told the Town of Litchfield and the State of New Hampshire were fantastic. The problem was that a Federal mandate required that a specific amount of land had to be donated compared to the land that they were taking.

Public Input ended at 7:31 pm.

6. **Business (Continued):**

vi. **Library - 4550.20**

Chair Donna Ferguson represented the Library Trustees. Ms. Ferguson reviewed the increases and the decreases of the Library Budget. She noted that the increase was \$6,604, which is about a 2.16% increase. Selectman Rich Lascelles asked why the Board of Selectmen reviewed the Library Budget if they had no control over their Budget. Ms. Ferguson commented that the Library Trustees present their Budget to the Selectmen out of courtesy.

Mr. Brown stated that he wanted to discuss the MOU between the Library Trustees and the Board of Selectmen. The MOU was regarding the Selectmen paying the health insurance costs for library employees who were not initially

budgeted to receive health insurance. Mr. Brown said he would send a copy of the MOU to the Selectmen and bring back a copy of the old Warrant Article.

Line Item		2021 Budget	2022 Proposed Budget	Difference
960		\$305,453	\$312,057	\$6,604
		\$305,453	\$305,453	\$6,604

vii. **Mosquito District - 441.20**

Town Administrator Troy Brown represented the Mosquito District. Mr. Brown mentioned that he met with the contractor, he was told that the company would honor the contract price. Mr. Brown noted that this meant there would be no change to the contract. He stated that the contract was for \$27,500, but he added \$1,000 if extra spraying was needed.

Line Item		2021 Budget	2022 Proposed Budget	Difference
392	Annual Contract	\$31,850	\$28,500	-\$3,350
610	General Supplies	\$1	\$100	\$99
		\$31,851	\$28,600	-\$3,251

viii. **General Governmental Facilities - 4194.10**

Town Administrator Troy Brown represented the General Governmental Facilities. Mr. Brown mentioned that the most significant increase was for line item 635 - gasoline.

Line Item		2021 Budget	2022 Proposed Budget	Difference
120	GB- Wages - Custodian	\$12,756	\$13,506	\$750
410	GB- TH/PS/Old P\FS Electricity	\$18,900	\$19,000	\$100
411	GB- TH/PS/Old P\FS Propane Gas	\$8,978	\$9,450	\$472
412	GB- TH/PS Water Supply	\$2,700	\$3,540	\$840
413	GB- Meeting House Electricity	\$504	\$650	\$146
635	GB - Gasoline	\$36,000	\$48,498	\$12,498
636	GB- Generator Diesel Fuel	\$257	\$355	\$98
640	GB- Custodial Maintenance Supplies	\$1,591	\$1,887	\$296
		\$81,686	\$96,886	\$15,200

**h. Administrator Report:**

No Administrator Report

**i. Selectmen Reports:**

No Selectmen Reports

**j. Other Business:**

No Other Business

**7. Items Removed From Consent:**

a. None

**8. Non-Public:**

**Discussion:** None

**Motion:** (Selectman R. Lascelles / Selectman K. Lynch) motioned to enter Non-Public under RSA 91-A:3 II(a) - Employee Compensation at 7:58 pm.

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

**9. Reconvene:**

8:33 pm

**10. Adjournment:**

**Discussion:** None

**Motion:** (Selectman R. Leary / Selectman R. Lascelles) motioned to adjourn the public meeting at 8:34 pm.

**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