

Town of Litchfield, NH
Board of Selectmen Meeting
September 13, 2021

In Attendance:

Selectmen: Steven J. Webber, Chairman; F. Robert Leary, Sr., Vice Chairman; Richard W. Lascelles (Virtual due to Covid-19); Kevin A. Lynch; and Kimberly M. Queenan

Town Manager: Troy Brown

In Attendance: Karen White, Finance Manager

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.

Discussion: Chairman Steve Requested a motion to permit Selectman Rich Lascelles to participate in the meeting virtually. Mr. Lascelles explained that he was required to quarantine because of a positive Covid-19 test.

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

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

2. Review and Approval of Consent Items:

- a. A/P Manifest: 9/7/21 - \$120,620.67 and 9/14/21 - \$67,519.49
- b. P/R Manifest: 9/9/21 - \$54,181.55 and 9/16/21 - \$57,787.44
- c. Treasurer, Tax Collector, and Town Clerk Reconciliations
- d. NH DRA Form MS-535 - Financial Report

Discussion: No Discussion

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

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

3. Additional Items or Other Business:

Selectman Rich Lascelles stated that he would like to add the following items to the meeting agenda.

- a. The situation that occurred at Mel's Funway Park.
- b. The status of residents receiving bottled water.
- c. An Update regarding Purple Heart Community

4. Public Input @ 6:38 pm:

- a. Rick Charboneau, 401 Charles Bancroft Highway -

Mr. Charboneau mentioned that he saw signs yesterday that were adjacent to his property. He noted that he thought Mel's was setting up for Spooky World, but it turned out to be a concert that lasted until 10 pm. Mr. Charboneau acknowledged that he knocked the concert signs down, commenting that the signs are not any site plan, and the Planning Board did not give permission to put up the signs. He admitted that he later found out that the Selectmen had given permission for the concert.

Mr. Charboneau commented that he contacted a couple of the Selectmen, the Town Administrator Troy Brown, and an employee for the State of New Hampshire. He asked that the Board not permit Mels to sidestep the Planning Board when a change to the site plan is being made. He also asked that if the Board makes an exception that the abutters at least receive a notification.

Mr. Charboneau mentioned that, as the owner of Continental Paving, he has always followed the proper guidelines and expects that the other companies in Litchfield should do the same.

Selectman Robert Leary commented that the Selectmen were unaware that Mel's would put signs up and down 3A. Mr. Brown stated that Jeff Blackwell went down to Mel's this morning, and the signs were gone.

b. Mike Accomando and Wayne Caulfield, Mel's Funway Park -

Mr. Accomando mentioned that the signs that were put up were the same signs they have used for Spooky World. He noted that he has never been told to take the signs down over the past ten years or had the DOT tell them to take the signs down. He commented that the Town of Litchfield, the Police Department, and the Fire Department have never asked them to take the signs down. Mr. Accomando added that the Town of Litchfield's legal counsel sent a letter informing them that they needed to have signs that directed the traffic to the cornfield. He apologized for the error but believed he had to follow the legal counsel's instructions.

Mr. Caulfield commented that he did not appreciate Mr. Charboneau throwing and tipping over their signs. Mr. Caulfield stated that he has heard residents say that Mel's does things all the time without receiving a permit and added that it was not true. He noted that they had done everything the Town had ever asked them to do.

c. Rick Charboneau, 401 Charles Bancroft Highway -

Mr. Charboneau mentioned that he could not understand how someone would rent out a facility and use the excuse that they did not know what was happening at the facility.

Public Input ended at 6:55 pm.

5. Business:

a. Meeting Minutes:

i. August 30, 2021, Meeting Minutes

Discussion: No Discussion

Motion: (Selectman R. Leary / Selectman K. Queenan) Motion to accept the August 30 Meeting Minutes.

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

b. Budget Review:

i. Code Enforcement - 4241.20

Town Administrator Troy Brown presented the Code Enforcement Budget and mentioned that Jeff Blackwell was present. Mr. Brown commented that the Health Officer position would be transitioned under the Code Enforcement Officer during the first of the year.

Mr. Brown commented that the Code Enforcement Officer's salary included incentives. The incentives will be earned once specific certifications are achieved. He noted that the Town saved money by changing the job from hourly to salary; Mr. Blackwell, sitting in the back of the room, informed the Board what certifications he would like to pursue throughout 2022.

Line Item		2021 Budget	2022 Proposed Budget	Difference
110	CE-Salary Code Enforcement	\$60,091	\$71,722	\$11,631
129	CE- Wages - Temporary Inspector	\$1,000	\$1,000	\$0
140	CE- Overtime	\$600	\$0	-\$600
210	CE- Health Insurance	\$10,514	\$10,514	\$0
221	CE- Dental Insurance	\$0	\$450	\$450
550	CE- Printing	\$400	\$400	\$0
560	CE- Dues, License, and Subscriptions	\$5,295	\$5,235	-\$60
660	CE- Vehicle Repairs and Maintenance	\$1,500	\$1,500	\$0
670	CE- Books and Periodicals	\$500	\$500	\$0
680	CE- Uniforms	\$500	\$500	\$0
811	CE- Seminars and Conventions	\$3,390	\$3,390	\$0
		\$83,790	\$94,961	\$11,171

ii. **Health Department- 441.10**

Town Administrator Troy Brown presented the Health Department Budget. He noted the annual stipend for the Health Officer of \$1,500. The State has stopped testing the water, allowing the Town to decrease the budget by \$180. The line item Seminars and Conventions was increased to \$450 for a Health Officer and two Deputies. Mr. Brown stated that he believed having two Deputies as backup is essential because of the new mandates coming from the Federal Government. Selectman Kevin Lynch suggested having one Health Officer and one Deputy. The Board discussed what would happen if one or two Deputies worked for the Town of Litchfield in another position. Deputy Chief Doug Nicoll was sitting in the back of the room talking to the Board.

Line Item		2021 Budget	2022 Proposed Budget	Difference
128	HA- Salary - Health Officer	\$1,500	\$1,500	\$0
356	HA- Water Analysis	\$180	\$0	-\$180
560	HA- Dues and Subscriptions	\$140	\$135	-\$5
811	HA- Seminars and Conventions	\$210	\$450	\$240
		\$2,030	\$2,085	\$55

iii. **Fire Administration - 4220.10**

Fire Chief Frank Fraitzl and Deputy-Chief Doug Nicoll presented the Fire Administration Budget. Chief Fraitzl mentioned that salary increases are based on merit. He noted that some of the salaries had decreased because the department has more people at the beginning of their career than at the end of their career, and the department is looking to hire additional firefighters. The Town expects to have some information on the dental insurance in late October or early November.

Town Administrator Troy Brown mentioned that the Litchfield School District has gone out discussing rates for the heat, and he believes the Town should get a firm rate soon. Chief Fraitzl mentioned that the most significant increase was the replacement vehicle lease/purchase for \$43,499. The training costs were decreased because the State decreased the costs. The increase in the budget from last year is \$19,956.

Line Item		2021 Budget	2022 Proposed Budget	Difference
110	FD- Salary - Fire Chief	\$59,005	\$60,691	\$1,686
111	FD- Wages - Firefighter/EMT	\$142,024	\$146,246	\$4,222
120	FD- Wages - Call Firefighter	\$85,085	\$72,831	-\$12,254
127	FD- Training Wages	\$50,000	\$47,960	-\$2,040
129	FD- Fire Inspector	\$4,854	\$4,975	\$121
140	FD- OT - Firefighter	\$12,145	\$15,084	\$2,939
149	FD- OT - Training - Firefighter	\$12,204	\$11,313	-\$891
191	FD- Uniform Allowance	\$400	\$400	\$0
210	FD- Health Insurance	\$58,289	\$58,289	\$0
211	FD- Dental Insurance	\$2,454	\$2,454	\$0
212	FD- Short-term Disability Ins.	\$4,084	\$3,828	-\$256
213	FD- Long-term Disability Ins.	\$229	\$205	-\$24
342	FD- Computer Software Contracts	\$2,277	\$2,277	\$0
345	FD- Dispatch Service Contracts	\$8,400	\$8,400	\$0
355	FD- Pre-Employment Screening	\$11,450	\$8,250	-\$3,200
391	FD- Instructor Services	\$9,525	\$9,628	\$103
410	FD- Electricity	\$12,166	\$12,200	\$34
411	FD- Heating	\$6,000	\$11,066	\$5,066
412	FD- Water	\$4,620	\$4,620	\$0
430	FD- Station Repairs and Maintenance	\$13,425	\$13,425	\$0
560	FD- Dues and Subscriptions	\$1,634	\$1,634	\$0
610	FD- General Supplies	\$900	\$900	\$0
613	FD- Community Relations	\$750	\$750	\$0
620	FD- Office Supplies	\$1,000	\$1,000	\$0

635	FD- Postage	\$100	\$50	-\$50
630	FD- Equipment Repair and Maintenance	\$41,450	\$21,450	-\$20,000
635	FD- Vehicle Fuel	\$5,140	\$6,740	\$1,600
640	FD- Custodial Maintenance Supplies	\$1,000	\$1,000	\$0
660	FD- Vehicle Repairs and Maintenance	\$30,000	\$30,000	\$0
670	FD- Books and Periodicals	\$1,500	\$1,500	\$0
680	FD- Uniforms and Accessories	\$4,200	\$3,800	-\$400
682	FD- Protective Gear	\$18,750	\$20,500	\$1,750
683	FD- Medical Supplies	\$5,000	\$6,000	\$1,000
692	FD- Provisions	\$500	\$500	\$0
740	FD- Equipment Purchase	\$18,250	\$18,250	\$0
741	FD- Equipment Leases	\$1,200	\$1,200	\$0
760	FD- Vehicle Lease/Purchase	\$1	\$43,500	\$43,499
810	FD- Mileage and Tolls	\$1	\$1	\$0
811	FD- Seminars and Conventions	\$12,105	\$9,155	-\$2,950
		\$642,117	\$662,073	\$19,956

iv. **Emergency Management - 4290.10**

Town Administrator Troy Brown presented the Emergency Management Budget. He noted that the Director of the Emergency Management Team receives a stipend of \$1,500 a year. Chief Fraitzl stated that line item 560 for Hazmat District Dues covers their insurance policy for Hazmat. There is no increase in the budget for 2022.

Line Item		2021 Budget	2022 Proposed Budget	Difference
128	EM- Emergency Management Director	\$1,500	\$1,500	\$0
342	EM- Software Support	\$4,672	\$4,672	\$0
560	EM- Hazmat District	\$8,555	\$8,555	\$0
630	EM- Equipment Repair and Maintenance	\$750	\$750	\$0
740	EM- Equipment Purchase	\$1,500	\$1,500	\$0
		\$16,977	\$16,977	\$0

v. **Fire Hydrants - 4220.90**

Town Administrator Troy Brown presented the Fire Hydrant Budget. Mr. Brown stated that the Town only has one hydrant in the City of Manchester. He noted that the Town of Litchfield was informed that the hydrant rental would increase by \$100 per year. Mr. Brown then mentioned that the 255 hydrants in the Town would have six months of no increase and six months of a 14.3% increase. Right now, there is no increase for next year's budget.

Line Item		2021 Budget	2022 Proposed Budget	Difference
412	FD- Hydrants	\$508,190	\$508,190	\$0
		\$508,190	\$508,190	\$0

vi. **Ambulance- 4215.10**

Town Administrator Troy Brown presented the Ambulance Budget. Mr. Brown stated the run rate for the Ambulance is four quarterly payments, and the Town has made the first two payments. The increase for the 2022 budget is an estimated increase of \$1,275. The Bad Debt line item will remain the same. The Hudson Ambulance service tries to collect the fee, and if unable, transfers the bill to the Town of Litchfield. The Town tries to collect the fee, and after three attempts, the bill is sent to the Board of Selectmen. The Board will then vote to write off the outstanding debt and ask a third-party vendor to collect the debt.

Line Item		2021 Budget	2022 Proposed Budget	Difference
351	AM- Ambulance Service Charge	\$59,225	\$60,500	\$1,275
800	AM- Ambulance Bad Debt	\$10,000	\$10,000	\$0
		\$69,225	\$70,500	\$1,275

Fire Chief Frank Fraitzl informed the Board that the Fire Department received a \$6,000 grant to outfit the Department with ballistic helmets, vests, and jackets. He requested that the Board place this topic on the next meeting's agenda.

vii. **Police Administration - 4210.10**

Police Chief Benjamin Sargent and Captain Thomas Scotti presented the Police Administration Budget. Chief Sargent mentioned the Administration Salary increased by 2%, the Officers received a 3% wage adjustment, and the Administrative Assistants and the Prosecutor received merit increases. Chief Sargent commented that the Cruiser Purchase was increased by \$28,999. He added that approximately \$38,542 were contractual salary increases.

Line Item		2021 Budget	2022 Proposed Budget	Difference
110	PD- Salary - Administration	\$210,163	\$214,865	\$4,702

111	PD- Officers	\$779,949	\$812,809	\$32,860
120	PD- Wages - Administrative Assistant	\$45,366	\$46,707	\$1,341
121	PD- Prosecutor	\$77,906	\$80,246	\$2,340
125	PD- Wages - Special Officers	\$95,231	\$95,231	\$0
140	PD- Wages - OT - Officers	\$108,154	\$108,154	\$0
141	PD- Wages - OT Captain	\$0	\$0	\$0
144	PD- OT - Court	\$1	\$1	\$0
149	PD- OT - Training	\$33,275	\$33,275	\$0
150	PD- Witness Fees	\$0	\$0	\$0
191	PD- Uniform Allowance	\$6,800	\$6,800	\$0
199	PD- Community Detail	\$12,000	\$12,000	\$0
210	PD- Health Insurance	\$307,262	\$294,383	-\$12,879
211	PD- Dental Insurance	\$17,854	\$17,854	\$0
213	PD- Long-Term Disability Insurance	\$3,000	\$3,000	
215	PD- Life Insurance	\$960	\$960	\$0
325	PD- Prosecutor Contracted Services	\$0	\$0	\$0
335	PD- Shredding Services	\$440	\$440	\$0
336	PD- Emergency Response Team	\$5,000	\$5,000	\$0
341	PD- Telephone and Data	\$0	\$0	\$0
342	PD- Software Support	\$17,404	\$18,674	\$1,270
349	PD- Child Advocacy Center	\$2,750	\$2,750	\$0
355	PD- Pre-Employment Screening	\$1,000	\$2,020	\$1,020
550	PD- Printing	\$700	\$600	-\$100
560	PD- Dues	\$710	\$710	\$0
610	PD- General Supplies	\$2,030	\$2,030	\$0
613	PD- Community Relations Supplies	\$500	\$500	\$0
620	PD- Office Supplies	\$3,000	\$3,000	\$0
630	PD- Equipment Maintenance and Repair	\$510	\$510	\$0
660	PD- Vehicle Repairs and Maintenance	\$12,525	\$16,775	\$4,250
670	PD- Books and Periodicals	\$1,736	\$1,406	-\$330
680	PD- Uniforms and Accessories	\$11,800	\$11,800	\$0

681	PD - Ammunition/Supplies Purchase	\$6,500	\$6,500	\$0
740	PD - Equipment Purchase	\$6,280	\$6,170	-\$110
760	PD- Cruiser Purchase	\$1	\$29,000	\$28,999
811	PD- Seminars and Conventions	\$24,655	\$21,655	-\$3,000
		\$1,795,462	\$1,855,825	\$60,363

viii. **Police Support Services - 4210.50**

Police Chief Benjamin Sargent and Captain Thomas Scotti presented the Police Administration Budget. Chief Sargent mentioned that the salary for the Dispatcher increased by \$4,722 or a 3% increase in their wages.

Line Item		2021 Budget	2022 Proposed Budget	Difference
110	PD- Wages - Dispatcher	\$104,458	\$109,180	\$4,722
111	PD- Wages - Dispatch Coverage	\$0	\$0	\$0
120	PD- OT - Dispatcher	\$9,500	\$9,500	\$0
127	PD- Uniform Allowance	\$1,000	\$1,000	\$0
129	PD- Health Insurance	\$21,029	\$21,029	\$0
140	PD- Dental Insurance	\$1,315	\$1,315	\$0
149	PD- Uniform and Accessories	\$1,000	\$1,000	\$0
191	PD- Dispatch Services Contract	\$27,384	\$27,384	\$0
		\$165,686	\$170,408	\$4,722

ix. **Animal Control - 4414.10**

Police Chief Benjamin Sargent and Captain Thomas Scotti presented the Animal Control Budget. Chief Sargent mentioned that the Animal Control Budget is staying level-funded.

Line Item		2021 Budget	2022 Proposed Budget	Difference
128	AC- Salary - Animal Control Officer	\$15,000	\$15,000	\$0
190	AC- Mileage Allowed	\$2,400	\$2,400	\$0
352	AC- Veterinarian Services	\$0	\$0	\$0
410	AC- Electricity	\$1,000	\$1,000	\$0
411	AC- Heating	\$266	\$305	\$39
430	AC- Building Repairs and Maintenance	\$500	\$750	\$250
560	AC- Dues and Licenses	\$40	\$40	\$0

610	AC- General Supplies	\$550	\$550	\$0
625	AC- Postage	\$0	\$0	\$0
811	AC- Seminars	\$0	\$0	\$0
		\$19,756	\$20,045	\$289

x. **Information Technology - 4150.20**

IT Director John Brunelle presented the Information Technology Budget. Mr. Brunelle mentioned that the line item for Wages was \$26,928 and is the second year of his contract. He commented that Telephone and Data cover the Telephone and Data Services has a 4% increase. Mr. Brunelle noted that there was a significant increase with line item Software Support. The proposed amount increased by 51%. He mentioned that everyone who works for the Town receives a Google Account, and the Town pays \$59 per seat per year. Mr. Brunelle requested to increase the number of seats from 125 to 150.

Mr. Brunelle stated that most of the Town employees work with Google Docs, but the Police Department has to deal with State Agencies that want to remain with Microsoft Office. He asked for 15 seats for Microsoft Office at \$250 per seat. The Police Department will still use Google Docs but will also have access to Microsoft Office when needed. Mr. Brunelle then talked about Anti-Virus and Malware Detection. He requested an increase to \$4,100.

Mr. Brunelle proposed budgeting \$6,700 for online forms and applications. Mr. Brunelle mentioned that the Town uses the company JotForm and he described the benefits and showed a demonstration of using online forms. Mr. Brunelle introduced the line item Equipment Maintenance. He mentioned that the maintenance costs increase every year but pointed out that his salary was removed from this line item. The line item decreased by \$18,934.

Mr. Brunelle mentioned that Equipment Purchase has a significant increase of \$15,647. The line item would be used to budget for five computer upgrades, update the Police Department with larger monitors, MDT replacement within the Police Cruisers, a five-year lease for the Police Department and Town Hall copiers, and additional power protection.

The Board discussed security issues and asked if what happened in Peterborough could happen in Litchfield. Mr. Brunelle commented how the Town employees have been trained, and the Town has set up procedures to make sure that the Town of Litchfield is not hacked.

Line Item		2021 Budget	2022 Proposed Budget	Difference
110	IT- Wages	\$0	\$26,928	\$26,928
341	IT- Go Telephone and Data	\$57,516	\$59,820	\$2,304
342	IT- Go Software Support	\$26,975	\$40,894	\$13,919
630	IT- Go Equipment Maintenance	\$40,320	\$21,386	-\$18,934
740	IT- Go Equipment Purchase	\$7,917	\$23,564	\$15,647
741	IT- Equipment Lease	\$1,100	\$1,100	\$0
		\$133,828	\$173,692	\$39,864

xi. Health Agencies - 4415.10

Town Administrator Troy Brown presented the Health Agencies Budget. Mr. Brown noted that 2022 Proposed Requests had not been entered because there is a Committee that reviews the requests from the health agencies, and they recommend how much each agency should receive.

Line Item		2021 Requests	2022 Proposed Requests	Difference
20-350	HO- Big Brothers and Sisters	\$500	\$0	-\$500
20-351	HO- Home Health and Hospice	\$6,500	\$0	-\$6,500
20-352	HO- St. Joseph's Community Service	\$1,955	\$0	-\$1,955
40-350	HO- Bridges	\$1,000	\$0	-\$1,000
740	HO- Greater Nashua Mental Health Center	\$4,878	\$0	-\$4,878
	HO- Lamprey Health Care	\$800	\$0	-\$800
	HO- Court Appointed Special Advocates (CASA)	\$500	\$0	-\$500
	Red Cross	\$0	\$0	\$0
	United Way	\$0	\$0	\$0
	Harbor Homes	\$0	\$0	\$0
	Anne-Marie House	\$0	\$0	\$0
		\$16,133	\$0	-\$16,133

xii. Insurance - 4106.90

Town Administrator Troy Brown presented the Insurance Budget. He noted that the Town will not receive the insurance rates for Worker's Compensation, Property Liability, and Health Insurance until late October.

Line Item		2021 Budget	2022 Proposed Budget	Difference
520	IN- General Liability Insurance	\$67,687	\$67,687	\$0
525	IN- Insurance Deductibles	\$2,000	\$2,000	\$0
		\$69,687	\$69,687	\$0

xiii. Personnel Administration - 4155.10

Town Administrator Troy Brown presented the Personnel Administration Budget. He noted that the Town had not received the Short-Term Disability cost, and the most significant increases come from the Employee Retirement, Firefighter Retirement, and Police Retirement. Mr. Brown stated that the Wage Expense increased by \$5,000 and added that this line item is for non-union employees. The Wage Expense line item was at \$15,000 for the previous four years. Mr. Brown reminded the Board to watch the Worker's Compensation Insurance and

the Unemployment Tax. He added that without knowing the set tax rate, he estimated that the Town is over the Tax Cap by \$85,000.

Line Item		2021 Budget	2022 Proposed Budget	Difference
10-219	PA- Employee Short-Term Disability	\$15,120	\$15,120	\$0
10-290	PA- FSA Administration	\$429	\$396	-\$33
20-220	PA- Social Security Taxes	\$96,204	\$97,702	\$1,498
30-225	PA- Medicare Taxes	\$42,680	\$44,037	\$1,357
40-230	PA- Employee Retirement	\$109,323	\$125,255	\$15,932
40-231	PA- Firefighter Retirement	\$53,736	\$57,865	\$4,129
40-232	PA- Police Retirement	\$328,210	\$384,998	\$56,788
10-990	PA- Wage Expense	\$15,000	\$20,000	\$5,000
50-250	PA- Unemployment Tax	\$1,176	\$1,176	\$0
60-260	PA- Workers Compensation Insurance	\$86,473	\$86,473	\$0
		\$748,351	\$833,022	\$84,672

xiv. **Advertising and Regional Associations - 4197.10**

Town Administrator Troy Brown presented the Advertising and Regional Association Budget. Mr. Brown stated that this budget pays for the voter's guide, public notices, and advertising from the Board of Selectmen.

Line Item		2021 Budget	2022 Proposed Budget	Difference
550	AR- Printing	\$850	\$1,200	\$350
555	AR- Public Notices and Advertising	\$1,450	\$1,450	\$0
560	AR- Dues and Subscriptions	\$14,016	\$14,062	\$46
		\$16,316	\$16,712	\$396

xv. **Review Preliminary Revenue Estimates**

Town Administrator Troy Brown mentioned that the Town benchmarks are based on the 2021 revenues at this time of year. The Town will submit the information to the State, and the State will finalize the information. This allows the Town to set its Tax Rate because revenues for the Town will be set. Mr. Brown added that the Town of Litchfield should receive approximately \$200,000 from the Highway Block Grant. The Town is looking at an additional \$53,000 this year in revenue.

c. LED Street Light Proposal:

Town Administrator Troy Brown commented how the Selectmen mentioned they were interested in LED street light conversion. He noted that this topic had been discussed for a few years. A resident informed Mr. Brown of the company Affinity. Affinity has done business throughout New Hampshire, Vermont, and Maine.

Affinity has taken a look at the Town's accounts and looked at the Town's cost and the number of lights the Town has. Affinity has determined that the net cost to convert all the LED lights would be \$17,653. This would result in an annual savings of \$7,574, and the annual street light bill would be \$5,300. The Town is currently paying approximately \$13,000 a year for street lights.

Affinity's next step would be to commit with the Town of Litchfield. At that point, they would come out and visit each street light and get GPS coordinates. Selectman Rich Lascelles asked who currently owns the street lights, and Mr. Brown stated that Eversource owns the lights. Mr. Lascelles then asked who would own the street lights after the conversion, and Mr. Brown commented that he would have to get back to Mr. Lascelles with an answer.

Mr. Brown mentioned that there is a one-year warranty that covers everything. After the first year, there is a warranty on the fixture itself, but the labor cost is not covered. He commented that the payment of the new LED lights could be made by using ARPA Funds, Unanticipated Funds, or reimbursement funds from either the insurance company or the property liability company. The Selectmen would need to have a Public Hearing, and after the Hearing, they could vote to spend the funds.

Mr. Brown said that he would contact Affinity and ask them to attend the next Board meeting.

d. Uncollectible Receivables:

Town Administrator Troy Brown mentioned that Karen White went through a long process with the auditors this year. The auditors will provide the Selectmen with a virtual presentation of the audit report in October. The auditors will remind the Selectmen that the Town should not hold onto three years of receivables.

Mr. Brown presented the Board with \$3,816.43 of unpaid bills. The amount is the total of unpaid Ambulance bills older than three years.

Discussion: No Discussion

Motion: (Selectman K. Lynch / Selectman K. Queenan) Motion to write-off \$3,816.43 of past due to ambulance account receivables and send past due receivables to the Town's collective agency.

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

e. Other Business:

i. Mel's Funway Park:

Selectman Rich Lascelles stated that he had seen several instances where Mel's has requested variances, and he believes that going forward, the Board of Selectmen should require that anyone requesting a variance goes to the Planning Board. He stated that the letter from legal counsel was wishy-washy and did not say anything about signs.

Mr. Brown mentioned that things could go to the Planning Board that they can not act on. He suggested that before the Selectmen decide what impacts the Planning Board, they should ask the Planning Board for their input. Mr. Brown also stated he hopes that the Town can flush out some of the unknown issues during Mel's next site-plan update and review.

Ms. Queenan commented that she agreed with Mr. Lascelles, and the Selectmen should not be used to override the site plan. Mr. Brown described Mel's Funway Park site plan and added that things are being done that are not on the site plan.

Mr. Lascelles read a letter that was sent to Andy Prolman. The letter read, "Andy, I spoke with the Selectmen last night, and while it was not unanimous, they agreed to allow the two previously scheduled events to occur while the site-plan amendment process plays out. Providing that all the parking is in the cornfield and signs are pointing 'all events parking' to that area. Thank You, Laura" Mr. Lascelles acknowledged that Mel's was using the letter as evidence that the majority of the Selectmen approved of the event.

Mr. Lascelles stated that the Selectmen need to come to an understanding with legal counsel that a general letter will not work for Mel's.

ii. The furnishing of bottled water for PFOA:

Mr. Lascelles stated that he was contacted by someone who has elderly parents who live in the Town of Litchfield. The issue is that Monadnock Water sometimes drops the water off at the end of the driveway. Mr. Lascelles contacted Mr. Brown, and they talked about how many people in Litchfield are still receiving bottled water.

Mr. Brown commented that the State said 250 people are still using bottled water, and he noted that St. Gobain provided a spreadsheet that showed only 50 people were still receiving the bottled water. Mr. Lascelles mentioned that the problem is not receiving the water but that this is an inconvenience. He suggested using ARPA Funds to help the residents out.

Mr. Brown said he would contact the State and ask them to attend the next meeting virtually.

iii. The Purple Heart Community:

Mr. Lascelles mentioned that he has tried to find Purple Heart recipients but has only located one. He added that being quarantined has not helped and that he would attend a Veteran's Meeting once it ends. Mr. Lascelles believes there are about 250 to 300 Veterans in the Town of Litchfield. Chairman Steve Webber stated that he would reach out to Bobby Jacques in the morning.

f. Administrator Report:

Town Administrator Troy Brown commented that the American Flag Pole was installed in front of Town Hall. Mr. Brown mentioned that some residents have complained about the burning of brush at the Transfer Station. The State inspected the Transfer Station and reported that Dave Mellen was doing a great job. The Town has decided to try and chip the brush, and Mr. Mellen believes he can absorb the cost in his revolving fund.

g. Selectmen Reports:

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

1. EMT -

Chairman Steve Webber said the Emergency Management Team has not met in several weeks.

2. Rec Commission -

There is a Rec Commission meeting tomorrow at 7:30 pm in the Town Hall meeting room. The dedication of the Justin Bissette Memorial Baseball Complex occurred on Saturday, September 11.

3. School Facilities Improvement Committee -

The last meeting was canceled because of attendance.

4. CIP Committee -

The CIP Committee is looking to meet in October.

ii. Selectman R. Leary - Budget Committee:

Selectman R. Leary commented that the Budget Committee would meet on September 23 at 7 pm.

iii. Selectman R. Lascelles - Heritage Commission:

Selectman R. Lascelles mentioned that the Heritage Commission is supposed to meet on Tuesday.

iv. Selectman K. Lynch - Conservation Commission:

Selectman K. Lynch stated that the Conservation Commission is looking into purchasing a property.

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

1. Planning Board-

Selectman K. Queenan mentioned that the Planning Board would meet on Tuesday, September 21, at 7 pm. The Planning Board is going to continue to work on their Land-Use Laws.

2. NRPC-

Ms. Queenan stated that the next NRPC meeting is Wednesday, September 22, at 7 pm on the third floor of Nashua City Hall. Everyone needs to wear a mask. Information about the meeting can be found on their website.

Selectman Robert Leary mentioned that a local Veteran, Stephen Moore Miller, has been deployed overseas. The GMS has started a collection of cards, non-perishable snacks, and personal hygiene products. He asked the residents of Litchfield to donate to the collection.

5. Items Removed From Consent:

a. None

6. Adjournment:

Discussion: None

Motion: (Selectman K. Lynch / Selectman R. Leary) motioned to adjourn the public meeting at 9:43 pm.

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