

**Town of Litchfield, NH**  
**Board of Selectmen Meeting**  
**February 14, 2022**

**In Attendance:**

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

**Town Administrator:** Troy Brown

**Absent:** None

**In Attendance:** Town Clerk Theresa Briand, John Brunelle Fire Chief Frank Fraitzl, and Police Captain Thomas Scotti

**1. Call to Order:**

a. 6:30 pm - Chairman Steve Webber called the meeting to order, followed by the Pledge of Allegiance.

**2. Review and Approval of Consent Items:**

- a. A/P Manifest: 01/18/22 - \$237,611.39; 01/25/22 - \$57,319.55
- b. P/R Manifest: 01/20/22 - \$56,336.08; 01/27/22 - \$57,652.44
- c. 2022 Default Budget Form - \$7,364,547
- d. Tax Collector & Town Clerk Reconciliation - December 2021
- e. FEMA Public Assistance Grant Acceptance - \$5,809.50
- f. Litchfield Police & Fire Road Race Permit - 09/10/22

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

**Discussion:** None

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

**3. Request for Additional Items / Other Business:**

a. None

**4. Business:**

**a. Meeting Minutes:**

- i. January 10, 2022 Meeting Minutes

**Motion:** (Selectman R. Leary / Selectman K. Lynch) Motion to accept the January 10, 2022 Meeting Minutes.

**Discussion:** None

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

**b. 2022 Warrant Articles Votes:**

Town Administrator Troy Brown mentioned that the Select Board needed to revote the Operating Budget. The Budget Committee voted 9-0-0, but the Select Board only voted 4-0-0. Mr. Brown stated that the Board likes to have a 5-0-0 support of the Operating Budget. Mr. Brown noted that the Board did not take a position regarding the

Veterans Tax Credit at the last meeting. A couple of Board members wanted to abstain from the vote as they could benefit from the tax credit.

i. Location and Start Town:

Town Administrator Troy Brown mentioned that the School Board has decided to meet in the gymnasium for the Deliberative Session. The School Board feels that with the Covid numbers still significant, the gymnasium allows for more separation and better airflow. The Emergency Management Team (EMT) met about a week ago and discussed this topic, and they suggested that the Deliberative Session remain in the gymnasium.

Mr. Brown commented that the Select Board needs to decide where to hold the Deliberative Session, either in the gymnasium or the auditorium. LCTV has stated that they can stream the meeting in either location, and the School District has said that the Select Board can use either location.

The School District will start its session at 10 am and end at noon. They discussed how the Select Board could offer a break during the transition and start immediately after the School District session. Mr. Brown stated that the Select Board needs to post a time that their Deliberative Session will begin, even if it starts a little late.

**Motion:** (Selectman R. Lascelles / Selectman K. Queenan) Motion to post the Deliberative Session for noon.

**Discussion:** None

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

ii. Article #8 - Operating Budget:

Town Administrator Brown commented that the Operating Budget was in the amount of \$7,413,037. The tax impact is \$.09. The Default Budget is \$7,364,547.

Chairman Webber asked for a motion to re-vote the Operating Budget.

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

**Discussion:** None

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

Chairman Webber asked for a motion to approve the Operating Budget, as written.

**Motion:** (Selectman R. Leary / Selectman R. Lascelles) Motion to approve the Operating Budget, as written.

**Discussion:** The Select Board recommended the Operating Budget 5-0-0, and Budget Committee recommended 9-0-0.

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

iii. Article #20 - Veterans' Credit:

To see if the Town will vote to increase the Veterans' Tax Credit and the All Veterans' Tax Credit from \$500 to \$750 per year? Town Administrator Brown commented that the Budget Committee would not take action regarding this article because the Town does not need to raise and appropriate funds.

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

**Discussion:** None

**Vote:** (3-0-2) The motion carried. (Selectmen Rich Lascelles and Robert Leary abstained)

The Town will wait for the Planning Committee to act on Articles 2 - 7. The Town will also work with the Department of Revenue Administration (DRA), and there is a budget form that both the Budget Committee and the Select Board will need to sign. The Select Board should be ready to sign the form on Thursday, January 27.

<u>iv. Warrant Article Assignments:</u>	<u>Assignee</u>
a. #1 - Election of Officers	n/a
b. #2 - Zoning Amendment 1	Planning Board
c. #3 - Zoning Amendment 2	Planning Board
d. #4 - Zoning Amendment 3	Planning Board
e. #5 - Zoning Amendment 4	Planning Board
f. #6 - Zoning Amendment 5	Planning Board
g. #7 - Zoning Amendment 6	Planning Board
h. #8 - Operating Budget	Budget Committee
i. #9 - Human Services and Health Agencies	Selectman S. Webber
j. #10 - Full-Time Highway Position	Selectman K. Lynch
k. #11 - Full-Time School Resource Officer Position	Captain T. Scotti
l. #12 - Part-Time Clerk Position	Selectman R. Leary
m. #13 - Fire Engine Lease Purchase	Fire Chief F. Fraitzl
n. #14 - Property Revaluation Expendable Trust Fund	Selectman K. Queenan
o. #15 - Technology & Communication Expendable Trust Fund	Town Adm. T. Brown
p. #16 - Fire Vehicle and Equipment Repair Expendable Trust Fund	Selectman R. Lascelles
q. #17 - Public Works Expendable Trust Fund	Selectman S. Webber
r. #18 - Conservation Fund Cap Amendment	Selectman K. Lynch
s. #19 - Farmland Capital Reserve Fund	Town Adm. T. Brown
t. #20 - By Petition (Veterans' Tax Credit)	Selectman R. Leary

**c. Moderator and Town Clerk Meeting:**

Town Clerk Theresa Briand spoke to the Select Board about when the Town needs to have the Deliberative Session. The Select Board acknowledged that previously the Town would use one weekend, and the School District would use the next weekend. This time the Town and School District are using the same day.

Town Administrator Brown mentioned that the 2022 NHMA SB2 reads, "Saturday, February 5 is the earliest date to hold the first session of Town Meeting. Saturday, February 12 is the last day to hold a session." The Board agreed that it was smart to combine both Deliberative Sessions on the same day in case of bad weather.

Mr. Brown stated that the Select Board would meet with the Town Moderator and Town Clerk to review the warrant articles. This will be the second year in a row that the Deliberative Sessions will be held in the gymnasium. The residents attending the Deliberative Session will be informed that it is recommended that they wear a mask. If a resident chooses not to wear a mask, there will be a gymnasium section where they can sit. Chief Fraitzl informed the Board that they have masks in case masks are required.

Mr. Brown commented that the Board would need to make a motion to amend Article #13 - Fire Engine Lease

Purchase. The Town received a guaranteed price proposal of \$680,000. The Budget Committee has already decided on the Article, so someone will need to make the motion at the Deliberative Session. The Select Board will then hold a meeting after the Deliberative Session to vote on the amended motion.

**d. Unmarked Town Vehicles:**

Town Administrator Troy Brown commented that at the last meeting during public comment, Mr. Cabral made comments during Public Input that he was hearing concerns about the unmarked Town vehicles. The Select Board mentioned that they would discuss this issue at the next Selectmen's meeting.

Mr. Brown stated that he asked the Fire Chief and Police Chief to provide the Board with written explanations why some vehicles within each Department remain unmarked. Mr. Brown mentioned that both explanations were very similar. The Police Department has three unmarked vehicles (Police Chief, Captain, and Detective). The Fire Department has the Command Vehicle. He noted that these vehicles are assigned to Town employees either by contract or agreement based on their position.

Mr. Brown mentioned that they took a look at the surrounding Towns to see if things were being done differently. He noted that it is very common that these vehicles are unmarked. The unmarked police vehicles are working vehicles that may require undercover investigative work. Mr. Brown commented that other towns see that their marked police vehicles are parked outside their house or in a parking lot and are getting vandalized. The point was made that there is equipment within the police vehicle that is very expensive.

Captain Scotti commented that the Litchfield Police Department is involved in operations with the State of New Hampshire. One of the operations that the Police Department assists with is called "Operation Hammer." These vehicles are used consistently for police business purposes.

Mr. Brown noted that the Town has employees whose contract allows them to use their assigned vehicle for personal use. Selectman Lynch stated that the vehicles should be marked and not used for personal reasons. Selectman Leary mentioned that he always believed the vehicles should be marked but acknowledged that Mr. Brown and Captain Scotti brought up good reasons not to mark the vehicles. Selectman Lascelles stated that he did not see a problem putting a town seal on a vehicle. Chairman Webber stated that he did not see the benefit of marking a town vehicle.

Fire Chief Fraitzl commented that the marking of the Fire Department vehicles was always at the discretion of the Fire Chief. Chief Fraitzl mentioned that there is a lot of money tied up in the Command Vehicle. Suppose someone broke into the vehicle and stole the portable radio. In that case, the Fire Department and the Police Department are impacted because the portable radio has the frequencies for the other portable radios.

Chief Fraitzl noted how the fully marked Bedford Command Vehicle had items stolen from it. He added that a resident, a couple of years ago, followed the Chief and took photos of every place the Chief had parked the Command Vehicle. Chief Fraitzl stated that he considered that borderline stalking. He noted that Fire Chiefs in the surrounding Towns are not comfortable driving their Command Vehicles because the markings act as an advertisement.

Chief Fraitzl mentioned that only two of eight Officers within the Fire Department use the Command Vehicle. Most of the time, the Officers would prefer not to use the Command Vehicle because of the inconvenience. He described how an Officer would have to drive to the fire station and pick up the Command Vehicle, then drive the vehicle for work purposes, and return the Command Vehicle at the end of the day to be able to go home. Most of the Officers

would prefer to use their vehicles.

Chief Fraitzl stated that the Command Vehicle carries about \$40,000 to \$50,000 worth of equipment, more than the cost of the vehicle.

Selectman Lascelles asked Chief Fraitzl how he justified having the vehicle leaving Town with all that equipment. Selectman Lascelles added that a vehicle with all that equipment should remain in Town. Chief Fraitzl stated that unless he comes to the fire station and picks up the Command Vehicle, it is unlikely that anyone else will use the vehicle.

Chief Fraitzl said that the Command Vehicle could communicate with multiple radios, track accountability on the fire scene, have a layout, reference material, a well-stocked medical bag, an AED, multi-gas meter, four spare portable radios, and a thermal engine camera. He noted that the equipment in the Command Vehicle is not the only piece of equipment; the other Fire Engines have similar equipment.

Selectman Kim Queenan asked if there was a benefit to having the Town Seal on the vehicles. No one could provide a benefit for putting the Town Seal on the vehicles. Selectman Lascelles mentioned that he had no problem leaving the Command Vehicle unmarked. Still, he had an issue with an \$80,000 Command Vehicle leaving the Town and not be used if there was an emergency. Chief Fraitzl stated that the Utility Vehicle has similar equipment and that the Deputy rides in the front seat of the fire truck, not the Command Vehicle.

Chairman Steve Webber asked the Board how they wanted to proceed. Selectman Lynch stated that he believed vehicles should have the markings on them, and the Command Vehicle should remain in Town. Chairman Webber noted that it sounded as if no other Officer wanted to use the Command Vehicle, except for Chief Fraitzl.

**Motion:** (Chairman S. Webber / Selectman K. Queenan) Motion that we keep the vehicles, in discussion, unmarked.

**Discussion:** Selectman Leary mentioned that it is important that the Town keep everything the same, no matter how the Select Board decides to proceed.

**Vote:** (3-2-0) The motion carried. (Selectman Lascelles and Selectman Lynch voted 'no')

**e. Personnel Policy Amendment:**

Mr. Brown stated that this was introduced at the last Select Board meeting.

**i. Two-Week Notice Requirement:**

Mr. Brown mentioned that in the last six months more than a few employees have quit and not provided a two-week notice. He commented how the Department Heads spoke to him at a meeting regarding doing something that would make the employees want to provide a two-week notice.

Mr. Brown reviewed the Town Two-Week Notice and the Union Two-Week Notice policies. He mentioned that the Union Buyback requires employees to provide a two-week notice, or their Earned Time Buyback would be reduced by 50%. Currently, the Non-Union employees can walk into the office and say they quit and not provide a two-week notice without a penalty. Mr. Brown described the management issues that can occur when employees do not provide proper notice.

Mr. Brown mentioned that copying the Union Two-Week Policy would provide an incentive for the employee to

provide a two-week notice and not be penalized. He noted that the Select Board would be provided language that gives them discretionary authority. If an employee cannot provide a two-week notice, the Select Board would have the authority to waive the requirement. This would be on a case-by-case basis.

Mr. Brown reviewed the Town Buyback and the Union Buyback policies. He mentioned that the Union Buyback requires that the employees be eligible for buyback provided that they have at least ten days remaining banked. He commented that non-union employees had sold their Earned Time back to the Town and later found themselves without any Earned Time to use when they needed it.

If the Board approves the policy, the effective date would be April 2022.

**Motion:** (Selectman R. Lascelles / Selectman K. Queenan) Motion to accept the policy change.

**Discussion:** None

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

**f. Annual Policy Approval (second read):**

**i. Credit Card Policy:**

Mr. Brown commented that at the last meeting, he introduced and did an overview of the Credit Card Policy and the Fund Balance Policy.

Employee	Amount
John Brunelle	\$ 10,000.00
Ben Sargent	\$ 5,000.00
Kevin Brown	\$ 2,500.00
Frank Fraitzl	\$ 2,500.00
Karen White	\$ 2,500.00
Troy Brown	\$ 2,500.00
Vicki Varick	\$ 2,500.00
Theresa Briand	\$ 2,000.00
Gerry Pilon	\$ 500.00
Total	\$ 30,000.00

**Purpose:**

To establish those procedures under which Department Heads will control the use of the Credit Card assigned to them. These procedures are intended to accomplish the following:

1. To ensure that the procurement with credit cards is accomplished in accordance with the policy and procedures established by the Board of Selectmen.
2. To enhance productivity, significantly reduce paperwork, improve controls, and reduce the overall cost of small purchases.
3. To ensure appropriate internal controls are established within each department, procure credit cards to be used only for authorized purchases.
4. To ensure that the Town bears no legal liability from inappropriate use of Credit Cards.

The credit card will not be used for personal purchases of any kind. Use of the credit card for personal purchases or expenses with the intention of reimbursing the Town is prohibited.

Each credit card is embossed with the cardholder's name and shall not be lent to any other person. Cardholders are responsible for the security of the credit card. All precautions shall be used to maintain the confidentiality of the cardholder's account numbers and the credit card's expiration date.

All purchases made with a credit card must adhere to purchasing requirements in the Town's purchasing policy.

**Motion:** (Selectman K. Lynch / Selectman K. Queenan) Motion to accept the Credit Card Policy, as stated.

**Discussion:** None

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

**ii. Fund Balance Policy:**

The Fund Balance has different categories:

- a. Nonspendable Fund Balance
- b. Restricted Fund Balance
- c. Committed Fund Balance
- d. Assigned Fund Balance
- e. Unassigned Fund Balance

2021 Fund Balance Retention Established at Tax Rate Setting is \$2,430,296.00 or 9.68% retention.

**Motion:** (Selectman R. Lascelles / Selectman R. Leary) Motion to accept the Fund Balance Policy, as stated.

**Discussion:** None

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

**g. Annual Review and Discussion (first read):**

**i. Town Seal Policy:**

RSA 31:93 indicates that: "Every town shall provide for the use of its Town Clerk, an Official Seal, bearing the name of the Town and the date of its incorporation, and such general design as may be approved by the Selectmen thereof. Papers issued from the office of the Town Clerk may be attested therewith."

The Town of Litchfield has produced a seal that graphically represents the municipality and includes the name of the Town of Litchfield and the information that Litchfield was incorporated in 1734.

As part of its statutory responsibility, the Town has an embossing seal used on certain official documents. This embossing seal is in possession of the Town Clerk as required by RSA 31:93.

Beyond this embossing seal, the Board of Selectmen has authorized the Town seal to be used for a number of official municipal purposes. These uses include, but may not be limited to:

- a. Letterhead and envelopes for various Town Officials, Boards, and Commissions
- b. Business cards for various Town Officials checks issued by the Town of Litchfield
- c. Publication of the Annual Report of the Town of Litchfield
- d. Publication of various regulations and ordinances of the Town of Litchfield
- e. Within the department logos of the Litchfield Fire Department, Litchfield Police Department, and

- f. Litchfield Highway Department as seals appearing on vehicles owned by the Town of Litchfield such as fire trucks, police cruisers, and highway trucks
- g. As an identifier on official Town of Litchfield websites
- h. Street signs and other official information signs posted by the Town
- i. On the official ballot used for Town of Litchfield and Litchfield School District elections
- j. Identifying clothing that is worn by Town of Litchfield officials or personnel.

The seal of the Town of Litchfield is intended only to be used for official business of the Town of Litchfield, its Officials, Departments, Boards, and Commissions.

This seal's design, arrangement, presentation, and layout is the property of the Town of Litchfield, NH, and may be used only for official use by the Town of Litchfield as outlined in this policy.

No other use of the Town Seal is permitted without prior written permission from the Select Board .

The Town reserves the right to take appropriate legal action to remedy any unauthorized use of the Town of Litchfield seal, including but not limited to seeking injunctive relief, costs, and attorney's fees in the Superior Court.

The Board discussed how Matt Lepore came to the Select Board and requested permission to use the Town Seal on the Town Flag. Chairman Webber noted that Mr. Lepore should have asked permission to use the Town Seal before starting his project. The Town voted to accept Matt Lepore's flag as the Town Flag.

**ii. Investment Policy:**

Town Administrator Brown stated that State law requires the Select Board to annually review and adopt a policy for the investment of public funds that provides a framework for the Town Treasurer to follow. In addition to compliance with state law, the primary purpose is to preserve the safety of principal and liquidity of cash to support operational needs.

The policy requires that the Town maintains annual bonding levels with its property liability insurance carrier. The policy allows the Treasurer to delegate deposit authority to ensure deposits are conducted at least every week and daily if cash exceeds \$1,500.

Selectman Lascelles asked how the Trustees of Town Funds are impacted by this policy. Mr. Brown stated that they are not impacted by the policy because they oversee their own funds.

**5. Public Input @ 7:46 pm:**

Public Input closed at 7:47 pm

**6. Business (cont.):**

**h. School Impact Fees:**

Town Administrator Troy Brown informed the Board about a letter from the School District regarding Impact Fees. The School District has come across a couple of other problems with CHS. One of the problems is inadequate water pressure due to the wrong size piping installed at the time of construction. The solution is the installation of a booster pumping system and the replacement of intake piping to increase the water pressure servicing the building. We are waiting on an estimate for this work, which is anticipated to be between \$40,000 and \$50,000.



Mr. Brown stated that the School District is also upgrading the interior lighting with energy-efficient LED fixtures. This project is anticipated to cost approximately \$315,000, with a portion expected to be covered by grant funding. This investment will provide the School District with significant future energy savings.

In July 2021, the School District requested the Impact Fees for the HVAC improvements. The Select Board authorized the use of \$279,800 for specifically HVAC improvements. The Select Board made it clear that the funds were only used for the HVAC. The School District has requested that the Board amend the usage from HVAC only to water pressure issues and for LED light fixtures.

Mr. Brown mentioned that the Board felt comfortable with providing \$279,800, and now the Town is comfortable saying that the School District has \$315,000 available for them to expend. Mr. Brown noted that if the Board authorized the release of the Impact Fees, the School District would then go out, spend the money, and provide the Town with the receipts. The Town would then reimburse the School District for their expenditure.

Mr. Brown suggested the following motion, “Motion to expand the authorized July 26, 2021 purpose and amount of the high school Impact Fees from \$279,800 for HVAC expenses only to \$315,000 for HVAC, water booster pump, intake piping, and energy efficiency LED lighting costs.”

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

**Discussion:** Selectman Leary stated that he would be in favor of releasing the extra funds exclusively for these other items. He added that the Select Board had already released the Impacts Fees for the HVAC only. Mr. Leary preferred that these Impact Fees be released only for the water booster pump, intake piping, energy efficiency LED lighting costs, and nothing else.

Selectman Leary pointed out that there were members of the Budget Committee during the Budget Committee meetings claiming that the School District was allegedly moving funds around. He noted that if the Select Board said that the funds could only be used for a particular reason, it would keep the School District on target. Selectman Leary pointed out that a common argument during the Budget Committee meetings was that this is a bottom line budget, and the School District can move the money any way they want.

Chairman Webber commented that the School District’s request makes it appear like they want to negate the HVAC only request and use the funds only for the water booster pump, intake piping, and energy efficiency LED lighting costs. Mr. Brown said that the School District wants to repurpose and expand their request.

The Board discussed Selectman Leary’s suggestion and agreed that they needed more information regarding what happened to the School District’s initial request. Mr. Brown stated that he would contact Business Administrator Cory Izbicki regarding the School District’s request and what happened with the HVAC funding request.

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

**i. Hudson Water Department Conservation Plan:**

Town Administrator Troy Brown stated that he wanted to put the Hudson Water Department Conservation Plan on the agenda because it arrived in Town by Certified Mail. Mr. Brown spoke with the Public Works Engineer from Hudson, and this is a process that the Town of Hudson is required to do every three years. The Town of Hudson submits the report to the State of New Hampshire.

Mr. Brown commented that the report summarizes an update regarding where the Town of Hudson is at with their assets, well production, other sources of water, and how they are meeting standards set by the State and Federal Government.

The document was sent to the Town of Litchfield, the NRPC, and Pennichuck.

The Town of Hudson is having discussions regarding whether to invest \$10M to put in filtration systems to make the water drinkable. They are also looking at purchasing water from another source.

Selectman Lascelles asked Town Administrator Brown if he had received an update regarding the residents still receiving bottled water. Mr. Brown said that he had not received an update, and he would reach out and ask for an update.

**j. Other Business:**

a. None

**k. Town Administrator Report:**

Town Administrator Troy Brown mentioned that the Town received notice from the NH-DHHS that they will have a virtual meeting on Thursday, January 27 at 6:30 pm, they will have a virtual meeting. Merrimack, Litchfield, Londonderry, and Bedford are all invited to attend and participate. The discussion will cover the concerns regarding cancer. Selectman Lascelles commented that he is registered to attend the meeting. Selectman Leary noted that he received a letter informing him of their wells' high levels of PFOA. He suggested that anyone who receives the letter should get their wells tested.

Mr. Brown stated that the Town committed to changing the street lights to LED lights. The decision was made based on receiving rebates from Eversource. He noted that the rebate was around \$100 a fixture. The company that the Town is working with has put in the paperwork to win the funding if it is approved. If the State decides to reverse its decision regarding funding the program, the Town will seek retroactive payments.

Mr. Brown commented that Jayson Brennen contacted him regarding how the Town of Hudson is scheduling a flyover in April or May and gathering new digital imagery of the community. Mr. Brennen contacted the company that will be doing the flyover for Hudson and asked how much it would cost to do the same for the Town of Litchfield. The cost would be around \$7,000 to \$10,000. Mr. Brown mentioned that the Town could pay for this using ARPA funds or Storm Water Management funds. He explained how the GIS could be used to benefit the Town.

Mr. Brown provided an update regarding the Pat Jewett Volunteer Appreciation Award for 2022. He informed the Board that the ceremony was canceled due to the peak of the Omicron Virus. It is not a good time to invite friends, relatives, grandchildren, and community leaders to conduct an award ceremony. He noted that there is no coordinator at this time, and the event is normally held as close to March 1st as possible.

The Board discussed their options, and they decided to have the event outside in late spring or early summer.

7. **Selectmen Reports:**

a. **Selectman S. Webber:**

i. **Emergency Management Team:**

The Emergency Management Team met last week and discussed potential or rolling blackouts that could happen with Eversource. This blackouts could occur because of the fuel issue and the winters worsening.

ii. **Recreation Commission:**

The next Rec Commission meeting will meet on Tuesday, January 25 at 7:30 pm

iii. **School Facilities Improvement Committee:**

The next School Facilities Improvement Committee meeting will be on February 9

iv. **Capital Improvement Planning Committee:**

The Capital Improvement Planning Committee will likely meet after the Town Meeting

b. **Selectman R. Leary - Budget Committee:**

Selectman R. Leary commented that the Budget Committee is all wrapped up. The Deliberative Session is February 5.

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

Nothing to report.

d. **Selectman K. Lynch - Conservation Commission:**

Nothing to report.

e. **Selectman K. Queenan - Planning Board & NRPC:**

i. **Planning Board-**

Selectman K. Queenan mentioned that the Planning Board has a special meeting on Tuesday, January 26, at 7 pm. The meeting will be a Public Hearing to consider changes to the Litchfield zoning and site plan regulations.

The Planning Board will have their next regular meeting on Tuesday, February 1, at 7 pm. She mentioned that Dar-Col Farm, which is across from Corning Road, is back on the table. She noted that there would be a total of 66 townhomes. She added that it is really 64 homes, but the old home will stay on the property, which would be two units. The barn, which is from 1800 to 1820, will not be saved. She added that Jayson Brennen is looking to see if the barn could be moved to Moore's Falls.

Selectman Queenan mentioned that Dar-Col Farm is a local builder, and they are bringing in traffic study people. The builders believe that the DOT will not have a problem because it is a stand-alone project. She added that a resident could not change the speed limit, but the Town could.

ii. **NRPC-**

Ms. Queenan stated that the next Commissioner meeting would be on March 16, at 7 pm. Selectman Lascelles stated that a bill in front of the Legislature would have given the cities more representation at the NRPC. He noted that the bill was voted on today and did not pass.

**8. Items Removed From Consent:**

- a. None

**9. Non-Public:**

Vice-Chairman Robert Leary mentioned that the Board would be entering Non-Public Session under RSA §91-A:3. II(a) - Dismissal, Promotion, or Compensation of Any Public Employee, and a second RSA §91-A:3 II(a) - Dismissal, Promotion or Compensation of Any Public Employee. He asked for a motion to enter Non-Public at 8:27 pm.

**Discussion:** None

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

**Roll Call:**

- a. Selectman K. Queenan - Yes
- b. Selectman R. Leary - Yes
- c. Selectman R. Lascelles - Yes
- d. Selectman K. Lynch - Yes
- e. Selectman S. Webber - Yes

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

**8. Reconvene:**

**Discussion:** None

**Motion:** (Selectman #####/Selectman #####) motioned to adjourn the Non-Public Session at #:## pm.

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

**9. Adjournment:**

**Discussion:** None

**Motion:** (Selectman #####/Selectman #####) motioned to adjourn the Public Session and seal the Non-Public 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 the Board at #:##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