

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

**In Attendance:**

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

**Town Administrator:** Troy Brown

**In Attendance:** Theresa Briand, Town Clerk; Harry Menzigian, Conservation Commission; and Jayson Brennen, Conservation Commission

**Absent:** None

**1. Call to Order:**

a. 6:00 pm - Chairman Steven Webber called the meeting to order, followed by the Pledge of Allegiance.

**2. Elected Officials Oath of Office:**

a. Robert Leary and Kevin Lynch were sworn in as Selectmen by Town Clerk Theresa Briand.

**3. Organizational Meeting:**

a. Election of Chairman

**Nomination:** Selectman R. Lascelles nominated Selectman Steve Webber as Chairman for the Select Board.

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

b. Election of Vice-Chairman

**Nomination:** Selectman R. Lascelles nominated Selectman Robert Leary as Vice-Chairman for the Select Board.

**Vote:** (4-0-1) The motion carried. (Selectman R. Leary abstained)

**4. Non-Public Session #1:**

Chairman Steve Webber 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(c) - Reputation. He asked for a motion to enter Non-Public at 6:09 pm.

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

**Discussion:** None

**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.

March 14, 2022

**5. Reconvene:**

**Motion:** Selectman Leary / Selectman Lynch motioned to adjourn the Non-Public Session at 6:55 pm.

**Discussion:** None

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

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

- a. A/P Manifest: 03/08/22 - \$100,468.61; 03/15/22 - \$54,474.69
- b. P/R Manifest: 03/10/22 - \$58,020.50; 03/17/22 - \$62,142.43
- c. Treasurer and Town Clerk / Tax Reconciliation for February 2022
- d. Veterans All Credit (2) - \$750
- e. Elderly Exemptions (4)
- f. Purchase Order M-22-06 - \$16,950 for Communication Tower's Generators
- g. Gravel Tax Warrant - Map 21, Lot 18 (\$3,302.40)
- h. Intent to Excavate - Map 21, Lot 18

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

**Discussion:** None

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

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

- a. None

**8. Business:**

**a. Meeting Minutes:**

- i. February 28, 2022, Meeting Minutes

**Motion:** (Selectman R. Leary / Selectman R. Lascelles) Motion to accept the February 28, 2022, Meeting Minutes.

**Discussion:** None

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

**b. Fishing Derby - Harry Menzigian:**

Harry Menzigian stated that the Rec Commission and the Conservation Commission decided to bring back the fishing derby, and they are going to hold the derby at Brookyard Brook. Mr. Menzigian mentioned that he came up with the rules and prizes. The sponsor for the event is Paul Lemire, and he will supply different prizes that will be passed out to the children.

Mr. Menzigian commented that he ordered the fish and was surprised at the increase in cost. He had a budget of \$650 and could only purchase 158 fish, and the state will supply another 158 fish. The commissions will likely install a snow fence to keep the fish in the brook.

Mr. Menzigian stated that the derby would occur on May 14 from 8 am until 11 am. He mentioned that Parker Park has limited parking, and they are hoping for around 25 cars. The commissions agreed that they did not want

children walking from the Community Garden to Parker Park to Brookyard Brook. He asked the Board for help getting the police and fire to provide detail for the event.

The Board discussed how a fishing derby is a great event and how they enjoyed it in the past. They also discussed that anyone over the age of 16 must have a license to fish.

Town Administrator Troy Brown mentioned that he would reach out to the police and fire departments and request details for the event.

**c. Old Town Hall Parking Lot Improvements:**

Jayson Brennen mentioned that he came to the meeting to update the Board on the plans to replace the handicap staircase, remove some paving, and plant grass. Mr. Brennen showed the Board the existing outside conditions of Old Town Hall, and then he showed the Board what the exterior of Old Town Hall would look like.

Mr. Brennen described how six parking spots would be removed, plus the walkway on the north side of the building. He commented that the ramp would be repositioned. A local company has said they are willing to help with the cleanup. Mr. Brennen noted that volunteers would help line the front of Old Town Hall with granite and plant new trees.

Mr. Brennen mentioned that the Historical Society does not have an issue with the improvements, and Mr. Charboneau informed Mr. Brennen that he might be able to help with the parking lot next month. Selectman Lascelles asked if anyone had looked into a historical marker for the old Town Hall, and Selectman Queenan stated that it had been looked into, and she will get an update for him.

Mr. Brennen and the Board discussed what would happen if they removed the handicap ramp, and they agreed that a temporary ramp could be built. Town Administrator Brown commented that he invited Mr. Brennen to the meeting so that the Board was made aware of everything that would happen.

Selectman Lascelles asked if the project would be completed by Memorial Day. Mr. Brennen commented that if the pavement were ripped up in early April, they would have two months to let the grass grow. The rest of the project would be worked on during the summer. Mr. Brennen added that he received a message from Mr. Calawa informing him not to worry about the Memorial Day ceremony and they could work around the project.

The Board thanked Mr. Brennen for coming to the meeting.

**9. Public Input @ 7:28 pm:**

**a. Michael Forte, 70 Talent Road:**

Mr. Forte thanked the Board for their work and patience. Mr. Forte noted that he wanted to add a different perspective to the fire truck issue. Mr. Forte mentioned that if he had known that the purchase of a new fire truck was going to be a warrant article, he would have provided an argument for the purchase of the fire truck.

Mr. Forte stated that he is a mechanic for the City of Somerville and has worked for the City for eight years. Mr. Forte noted that he had been involved with purchasing, building fire apparatus, and knowledge of these trucks from front to back. He mentioned that the 30-year-old fire truck needs to be replaced and added that he inspected the fire truck. Mr. Forte commented that 30 years is the limit on pumps for fire trucks, and 25 years is the limit for ladder fire trucks. He stressed that when it comes to purchasing new fire trucks, the price never goes down, the price only goes up, and the cost of a new fire truck goes up 3% to 8% every year. He noted that we would see a

significant increase in the price for a new fire truck next year because of the current supply issues.

Mr. Forte stressed that the fire truck would likely fail when someone's house is on fire, not while sitting in the fire station bay. He described a situation where the fire truck would pull up to a house fire, and the firefighters would switch on the pump, and the pump would fail. Mr. Forte added that the fire truck would become a paperweight when it fails because there are no parts made for a 30-year-old fire truck.

Mr. Forte stated that he was pleading with the Select Board to purchase a fire truck using the ARPA funds. Selectman Lascelles asked if Mr. Forte saw any damage to the frame of the fire truck during his inspection. Mr. Forte acknowledged that he saw a lot of rust on the frame.

Mr. Forte commented that the fire truck engines are meant to be driven and not remain parked in the fire station. He described how a fire truck parked in a bay is similar to a car sitting in someone's backyard and not running for a period. The engine not being used winds up taking mileage off the fire truck. He also described all the other fire trucks' issues when they are not being used.

The Board thanked Mr. Forte for inspecting the fire engine, input, and attending the meeting.

**10. Business (cont.):**

**d. Lease Agreement - Map 15, Lot 22:**

Town Administrator Troy Brown commented that the lease agreement is the annual agreement that the Select Board has approved the last few years. He noted that the Select Board could only approve a one-year lease agreement; a multi-year lease agreement requires a Town vote. The property is located at 296 Charles Bancroft Highway, McQuesten Farm, and the Town of Litchfield has agreed to a one-year lease for \$1,000.

**Motion:** (Selectman K. Lynch / Selectman K. Queenan) Motion to authorize Town Administrator Brown to sign the lease on the Select Board's behalf.

**Discussion:** None

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

**e. Resignation - Ruth Ellen Whitney, Trustee of Trust Funds:**

Town Administrator Troy Brown mentioned that the Select Board received the resignation too late to place the position on the ballot. The resignation came in after the deadline to sign up for office. Mr. Brown reached out to legal counsel, the Select Board is the appointing authority, and the Board will appoint someone just for this year.

The Board discussed contacting the Trustees and seeing if they can recommend someone. Chairman Webber suggested that the Board use social media for advertising the open position. The Board then discussed who was on the ballot, and Michael Falzone's name came up as the first person to contact regarding the open position.

Mr. Brown said that he would contact Mr. Falzone and find out if he is interested in becoming a Trustee to the Trust Fund.

**f. Board Appointments:**

Town Administrator Troy Brown commented that he supplied a list of the current Selectmen and their appointments before the election. The Board agreed to the following appointments:

- i. **Chairman Steve Webber**
  - 1. Rec Commission
  - 2. School Facilities Improvement Committee
  
- ii. **Vice-Chairman Robert Leary**
  - 1. Budget Committee
  
- iii. **Selectman Rich Lascelles**
  - 1. Heritage Commission
  - 2. Emergency Management Team
  
- iv. **Selectman Kevin Lynch**
  - 1. Conservation Commission
  
- v. **Selectman Kim Queenan**
  - 1. Planning Board
  - 2. Capital Improvement Planning Committee (CIPC)

**g. Town Administrator Report:**

Town Administrator Troy Brown reviewed several items with the Select Board.

i. **Litchfield Community Church Food Pantry**

The Litchfield Community Church thanked the Town for the donation at the end of the year. The Town has made this donation for the last couple of years, and the funds go directly to aid the residents of Pelham.

ii. **Boulderdash Trail Bridge Construction**

Mr. Brown commented that Jayson Brennen reached out to him about bridge crossings at the Boulderdash Trail. The Boulderdash Trail is a new trail that is in the State Forest. Mr. Brennen contacted Mr. Brown and wanted to make sure the Select Board felt comfortable with him constructing some of the bridge crossings.

iii. **VFW Awards**

The Town received a letter from the VFW regarding their annual event. The event recognizes residents, public employees, firemen, and policemen. Mr. Brown asked that the Select Board look at the letter and make a recommendation.

vi. **Water Use Reporting**

Mr. Brown commented that Roy Memorial Park has an irrigation system. He noted that the Town has met with the NH-DES over the years, and the Town is supposed to report the amount of water used through the irrigation system. Mr. Brown mentioned that the idea was to install a meter, and Pennichuck would come around and read the meter. He noted that the Town was never able to get the meter to work for some reason. The first meter froze up; the Town installed a new meter, which never worked.

Mr. Brown stated that the Town received a notice of violation, and he contacted the NH-DES to see what can be done about receiving some type of notification regarding the use of water this year. He pointed out that the Town has used different landscapers over the past few years, and he would like to speak with the current landscaper about installing a water meter that works.

vii. **LED Street Lights**

Mr. Brown mentioned that he received an invoice for the completion of the project. The contractor informed Mr. Brown that they wanted to replace the street lights first and see if Roy Memorial Field would still need lighting.

viii. **Aerial Imagery / Fly Over**

Mr. Brown commented that Mr. Brennen had given a presentation to the Select Board regarding coordinating with the Town of Hooksett and the vendor responsible for doing the aerial imagery. Mr. Brennen is still working on trying to get the aerial imagery done.

ix. **Pennichuck Water Complaint**

Mr. Brown mentioned that the Town had received correspondence from some residents. The first correspondence was a letter regarding the agreement issued by the PUC over the new water rates. Mr. Brown noted that the Town could represent the Town's interest, but the Town has difficulty spending taxpayer's money on individual claims.

Mr. Brown suggested that the Select Board take the letter they received and forward it to the attorney, and the Board could see if the attorney would be interested in drafting a response to the resident.

x. **43 Tanager Way Public Safety Issue**

Mr. Brown stated that 43 Tanager Way is the address of the homeowners that had bullets strike their home. The Londonderry and Litchfield Police Departments have concluded their investigation and had no findings. There was no way to identify the weapon used and the vicinity where the shots were fired.

The homeowner is asking that the Select Board get involved. Chairman Webber suggested that the Select Board start by inviting the Londonderry and Litchfield Police Departments to meet with the homeowners. Mr. Brown stated that he could facilitate the meeting.

xi. **Fire Truck Purchase**

Mr. Brown commented that he did not know that Mr. Forte would come to the meeting and speak about the need to purchase a new fire truck. Mr. Brown noted that the Article was defeated by 698 (yes) to 836 (no).

Mr. Brown mentioned that if the Article had passed, the Town would have exceeded the tax cap; the Budget Committee was not permitted to recommend the Article because it would go over the tax cap. Still, they unofficially tried to show their support for the Article.

Mr. Brown commented that 'No means No' does not apply in this scenario. The Town would now use a different funding source than raising and appropriating funds to purchase the fire truck. If the Select Board used the ARPA Funds, the funds would be considered a grant. The Select Board has the authority to accept the funds and use the funds in the Town's best interest. The Town has already accepted \$452,575 from last year, and the Town will receive a similar amount in either May or June.

Mr. Brown stated that the Town had a guaranteed price, until March 31, of around \$680,000; the price for the same fire truck after will be approximately \$716,000. The manufacturer has stated that they expect another 5% increase by the end of April, another 5% in July, and the increased cost could be \$63,000. Mr. Brown acknowledged that the Select Board has a difficult decision to make considering last week's

election. He noted that the Board could hold a Public Hearing to see how the residents would feel about purchasing a fire truck with ARPA funds.

The Select Board discussed whether they have a moral obligation to purchase the fire engine for the safety of the residents and the firefighters. They also discussed how the residents voted no regarding buying a new fire engine, and some were not comfortable going against the resident's vote. The point was made that the Town held off a couple of years before asking the taxpayers to purchase a new fire engine. The residents voted no this year, but next year the price of a fire engine could increase by \$100,000.

Mr. Brown stated that Chief Frank Fraitzl informed Mr. Brown that he would reach out to Greenwood and see if they would extend the guaranteed price until after a Public Hearing. Mr. Brown added that to get the discounted price, the company is looking for 100% prepayment at the time of order.

**11. Selectmen Reports:**

**a. Selectman S. Webber:**

**i. Emergency Management Team:**

Nothing to Report

**ii. Recreation Commission:**

The Rec Commission has a meeting on March 22.

**iii. School Facilities Improvement Committee:**

The School Facilities Improvement Committee has a meeting on March 23.

**iv. Capital Improvement Planning Committee:**

The CIP is going to meet on April 4th.

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

The Budget Committee will meet on March 24. Selectman Leary mentioned that they have enough 'Purple Heart' community signs to do the entry roads into Litchfield. Mr. Leary noted that he was confident that the Veteran's group would help put up the signs. He added that it would be nice if the Historical Society would be willing to do a designation at their festivity.

Mr. Leary said he received a quote of \$1,100 to put sod down outside the Old Town Hall.

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

The Commission is supposed to meet in April.

**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 canceled the meeting for Tuesday, March 15, at 7 pm. The next meeting will be on April 5, at 7 pm. Ms. Queenan added that she would contact Jayson Brennen

regarding traffic calming measures on Albuquerque Ave.

ii. **NRPC-**

Ms. Queenan stated that the next Commissioner meeting would be on March 16, at 7 pm.

**12. Items Removed From Consent:**

- a. None

**13. Non-Public:**

Chairman Steven Webber 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(c) - Reputation.

He asked for a motion to enter Non-Public at 8:32 pm.

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

**Discussion:** None

**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.

**14. Reconvene:**

**Motion:** Selectman Leary / Selectman Lynch motioned to adjourn the Non-Public Session at 9:55 pm.

**Discussion:** None

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

**15. Adjournment:**

**Motion:** Selectman Leary / Selectman Lynch 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 9:55 pm.

**Discussion:** None

**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