

Town of Litchfield, NH
Board of Selectmen Meeting
April 25, 2022

In Attendance:

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

Finance Manager: Karen White (acting Assistant Town Administrator)

In Attendance: Kevin Brown, Road Agent

Absent: Troy Brown, Town Administrator

A. Call to Order:

1. 6:30 pm - Chairman Steven Webber called the meeting to order, followed by the Pledge of Allegiance.

B. Review and Approval of Consent Items:

1. A/P Manifest: 04/19/22 - \$124,992.56; 04/26/22 - \$29,434.10
2. P/R Manifest: 04/21/22 - \$61,731.87; 04/28/22 - \$57,824.77
3. March Treasurer's Reconciliation
4. Land Use Change Tax (LUCT) Abatement (1) - \$1,374.63
5. Land Use Change Warrants (LUCW) (3) - \$36,390.00
6. Elderly Exemption Approval (1)
7. Elderly Exemption Denial (1)

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

Discussion: None

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

C. Request for Additional Items / Other Business:

1. None

D. Business:

1. Meeting Minutes:

- i. April 11, 2022, Meeting Minutes

Chairman Webber asked for a motion to approve the minutes.

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

Discussion: None

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

2. Resignations:

i. Matthew Lepore, Conservation Commission, Regular Member:

Finance Manager White mentioned that Matthew Lepore sent in his letter of resignation effective May 5, after the Conservation Commission's last meeting. Mr. Lepore thanked everyone for their support, and it was a pleasure to work for the Town of Litchfield.

Motion: (Selectman R. Lascelles / Selectman K. Lynch) I move to accept Matthew Lepore's resignation as a regular Conservation Commission member effective May 5, 2022, and ask the Town Administrator to send a thank you letter for all his hard work and dedication to the Town of Litchfield.

Discussion: The Board discussed how important Mr. Lepore has been to the Town of Litchfield and how much work he did for the town. They mentioned that he would be missed.

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

The Board thanked Mr. Lepore for all the work he did for the Town of Litchfield.

ii. Kevin Cormier, ZBA, Regular Member:

Motion: (Selectman R. Lascelles / Selectman K. Lynch) I move to accept Kevin Cormier's resignation as a regular ZBA member effective April 14, 2022, and ask the Town Administrator to send a thank you letter for all his hard work and dedication to the Town of Litchfield.

Discussion: None

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

3. Appointment:

i. Jerry Sorensen, ZBA, Regular Member (Term Expires 3/31/23)

Motion: (Selectman K. Lynch / Selectman R. Lascelles) At the request of Chairman Gandia, I move to appoint Jerry Sorensen as a regular ZBA member until March 31, 2023.

Discussion: Chairman Webber mentioned that Mr. Sorensen is a member of the Veteran's group, and he is also a licensed architect. Mr. Webber added that Mr. Sorensen recently received his architect license in New Hampshire.

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

4. 2022 Paving Program Approval - Road Agent Kevin Brown:

Road Agent Kevin Brown presented the plan for the 2022 Paving Program and requested the Board's approval. Mr. Brown requested that the Board authorize a contract and purchase order with Continental Paving, Inc. not to exceed \$218,416 for the 2022 Road Improvement Projects.

Mr. Brown reviewed the 2022 Paving Program for six streets in Litchfield. He noted that the town would look into additional paving projects at the end of the year. Mr. Brown commented that the projects for the end of the year would be presented to the Capital Improvement Plan Committee.

Chairman Webber stated that the project would cover 1.69 miles, and \$29,829.78 of the total cost would come from Impact Fees. The remaining \$188,586.22 would come from the Highway Block Grant. The total amount for the project would be \$218,416.00.

Selectman Leary commented that he and Road Agent Brown had discussed the roads in Litchfield, and some of the areas discussed were not listed in the spreadsheet. Mr. Brown commented that they discussed Locke Mill Drive and Brenton. He added that the culvert on Page Road would be a special project. Mr. Brown mentioned that he had a meeting with Continental Paving, and Lou needed to come down and look at the culvert. The culvert might have to be dug up and repacked.

He added that the town is also looking at Chase Brook, Pinecrest (from Albuquerque to Brickyard), and McElwain to 3A. Selectman Leary stated that a resident on Garden Drive has water going onto his lawn and a resident on Brook Lane. Mr. Brown said that they are looking at using ARPA funds to pay for those repairs.

2022 PROPOSED PAVING PROGRAM				
CIP Year	PROJECTS	MILES	DESCRIPTION	Budget
2022	Locke Mill Drive	0.68	Shim and overlay	\$89,380.00
2022	Kiln Drive	0.10	Shim and overlay	\$13,612.00
2022	Brenton Street	0.52	Shim and overlay	\$45,756.00
2022	Quigg Court	0.10	Shim and overlay	\$9,184.00
2022	Crowell Court	0.15	Shim and overlay	\$23,780.00
2022	Finch Court	0.14	Shim and overlay	\$18,204.00
	Total Miles	1.69		
			Misc. Trimming:	\$3,500.00
			Contingency:	\$10,000.00
			Misc. Tack Coat \$5.00 per Gallon:	\$5,000.00
			Total:	\$218,416.00

Motion: (Selectman K. Lynch / Selectman K. Queenan) In accordance with Section 9 ‘exceptions’ and section 10 ‘local advantage’ of the Town Purchasing Policy, I move to authorize a contract and purchase order with Continental Paving, Inc. not to exceed \$218,416 for the 2022 Road Improvement Projects. Said funds to come from the Highway Block Grant (\$188,586.22) and Impact Fees (\$29,829.78).

Discussion: None

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

The Board thanked Road Agent Kevin Brown for coming to the meeting and Continental Paving for their work at the Old Town Hall.

5. Purchasing Policy - First Reading:

Finance Manager White and the Select Board reviewed the Purchasing Policy.

This policy is intended to provide practices and procedures necessary for the conduct of purchasing activities for the Town of Litchfield. This policy is designed to:

- i. Encourage maximum competition through fair and equal opportunity for those qualified and interested.
- ii. Provide a uniform procedure for the procurement of material, equipment, supplies, and services.

- iii. Ensure that taxpayers get the “best overall value” for their dollars.
- iv. Apply to all Town Departments, Boards, Committees, Commissions, Elected and Appointed Officials under the authority of the Board of Selectmen.

Purchasing Procedures and Purchase Orders:

- i. All purchases require prior approval by the Department Head or designee.
- ii. The Town Administrator shall approve purchase orders before purchasing capital items, goods, or services valued at greater than or equal to \$5,000 but less than \$12,000.
- iii. The Board of Selectmen shall approve purchase orders before purchasing capital items, goods, or services equal to \$12,000 or greater.
- iv. Vendors listed in Appendix A shall be exempt when the Finance Department has a written contract or agreement on file establishing a routine or regular purchase of goods or services or specific vendors where goods and services are purchased routinely over the course of the year from whom cumulative purchases will exceed the purchase order threshold. All exceptions shall be reviewed annually by the Board of Selectmen.
- v. Some of the factors considered when determining the “best overall value” as referenced in section 1-c above are:
 - a. Price
 - b. Quality
 - c. Warranty
 - d. Service
 - e. Availability
 - f. Past Performance of the vendor
 - g. References
- vi. Throughout this document, the authority vested to the Town Administrator may be delegated upwards to the Board of Selectmen in the absence of the Town Administrator.
- vii. In all cases where the department is the purchaser of goods or services requiring a purchase order, the Town Administrator must sign a purchase order for payment authorization. In no case may a single individual perform purchases and authorize their actions. The Town Administrator will have eligible purchase orders approved by the Board of Selectmen. Delegation downwards of purchase orders to avoid a conflict with this section is not authorized.

For Purchases and Competitive Bid Process:

The following sections cover all purchases of capital items, goods, and services except for contractual and/or repeating operational purchases from vendors listed in Appendix A. In cases of unique, non-repeating purchases from vendors listed in Appendix A, this exception may not apply. For example, a vendor listed in Appendix A that provides routine repair or maintenance services is exempt from this section, but the purchase of new equipment from the same vendor shall not be exempt. In cases where there is a sole source of materials, goods, or services, regardless of price, the Town Administrator or Board of Selectmen must approve the use of that particular vendor in accordance with section 6.

- i. **Under \$5,000:** Employees are encouraged to secure competitive pricing from multiple sources. Purchases in this category require the approval of the department head before the purchase.
- ii. **Between \$5,000 and \$11,999:** Informal written proposals from at least three sources must be solicited; in cases where fewer than three proposals are received, the non-submitting vendors should be listed on the purchase order. Faxed or emailed quotations are acceptable. Purchases must be supported by written quotations from vendors and attached to the purchase order before approval. Direct solicitation of proposals is allowed. Award of purchase requires the approval of the department head and the Town Administrator.

- iii. **Over \$12,000:** Formal written proposals shall be submitted in a sealed envelope for these major purchases. Invitations for proposals will be posted on the Town's website for at least fourteen (14) calendar days before opening. Direct solicitation to qualified contractors/vendors is also allowed. Invitations for proposals may also be publicly advertised in local newspapers of record, relevant professional journals, or posted on applicable websites. Invitations for proposals should allow at least fourteen (14) calendar days from initial publication until the due date for submissions. The Town Administrator must approve the invitation for proposals before posting any invitation and will advise the Board of Selectmen as to the strategy at the Board's next regular meeting. The Board of Selectmen may authorize a publication period of less than fourteen (14) calendar days. Proposal specifications require the approval of the Town Administrator. Formal proposals must be received, sealed, and in writing by the posted deadline at the Litchfield Town Hall Board of Selectmen's office. All proposals shall be opened under the requirements of a publicly posted meeting as described in RSA 91-A, at a date, time, and place designated in the request for proposal (RFP). The Town Administrator and the Department Head shall open all proposals under dual control. In those cases where the Town Administrator functions as the Department Head, the Finance Manager or a member of the Board of Selectmen shall serve as the dual control. The results of the proposals shall be made public at a posted opening meeting or the next public meeting of the Board of Selectmen. Late proposals will not be accepted after the closure time listed on the RFP documentation. The winning submission must be reviewed by the Town Administrator and Department Head to ensure the bid complies with the bid specifications. Purchases involving contracts awarding the proposals to be signed by the Town may be reviewed by Town Counsel before presentation to the Board of Selectmen. The award of a purchase contract or a services contract requires the approval of the Board of Selectmen, who may choose to delegate this authority to the Town Administrator on a case by case basis. If at least three proposals are not received, the Board of Selectmen may require another RFP Process.
- iv. Bids may not be awarded to the lowest bidder based on various factors that may weigh against the bidder, as detailed in section 2d above. In all cases where a bid is not awarded to the lowest bidder for capital items or goods or services whose value is greater than or equal to \$5,000 but less than \$12,000, the awarding of the bid must be approved by the Town Administrator; awards for items or goods or services whose value is greater than \$12,000 must be approved by the Board of Selectmen. In both cases, the reason for awarding the contract to other than the lowest bidder will be documented by attachment to the purchase order.

Professional Service Contracts:

Either the Request for Proposal (RFP) or Request for Quotation (RFQ) process (or a combination) may be used for professional service contracts. The primary difference between the two processes is that in the RFP process, a specific proposal is received and evaluated. The proposal includes a scope of work and a cost proposal. In the RFQ process, Statements of Qualifications (SOQs) are received in the RFQ process, and selection is made upon those qualifications. In this process, a mutually acceptable scope of work and the contract amount are negotiated with the successful bidder.

The Town Administrator must approve the RFP/RFQ, must be in writing, and must be posted on the Town's website for at least fourteen (14) calendar days before opening. Direct solicitation to qualified bidders is also allowed. Invitations for proposals may also be publicly advertised in local newspapers, relevant professional journals, or applicable websites. Invitations to bid should allow at least fourteen (14) calendar days from initial publication until the due date for submissions. The Town Administrator must approve the invitation to bid strategy before posting any invitation and will advise the Board of Selectmen on the strategy at the Board's next regular meeting. The Board of Selectmen may authorize a publication period of less than fourteen (14) calendar days. Proposals or SOQs must be submitted to the Town in a sealed envelope marked with the name of the request as indicated in the instructions.

Proposals shall be opened before the public at a date, time, and place designated in the RFP/RFQ. All proposals shall be opened under dual control by the Town Administrator and Department Head. In those cases where the Town Administrator functions as the Department Head, the Finance Manager or a member of the Board of

Selectmen shall serve as the dual control. The proposals shall be analyzed (based upon the “best overall value” to the Town) and documented, including staff recommendations. In cases where the Board of Selectmen is the primary contact, proposers may be invited to discuss proposals and approaches with the Board in a public meeting. Contracts awarding the bid to be signed by the Town may be reviewed by Town Counsel before or after the presentation to the Board of Selectmen. The award of a contract requires the approval of the Board of Selectmen, who may choose to delegate this authority to the Town Administrator on a case by case basis.

If at least three bids are not received, the Board of Selectmen may require a re-bid. If a re-bid is required, the Board of Selectmen will not release the bid values by those who originally submitted bids.

Public Auction:

With the approval of the Town Administrator, purchases may be made through public auction. For purchases over \$3000 and less than \$12,000, the department must provide the Town Administrator writing quotes from similar products to provide a realistic price comparison. Upon receiving this information and verifying budget availability, written authorization indicating the amount “not to exceed” shall be granted, allowing the department head or designee to participate and bid on that particular product. If a purchase is made through auction, all documentation must be retained and submitted to the Finance Department. For purchases greater than \$12,000, the department head should provide the documentation noted above to the Board of Selectmen for approval, who shall also set a “not to exceed” value on bidding.

Cases Not Requiring Competitive Pricing Procedure:

The Town Administrator, with notification to the Board of Selectmen at a regular meeting, may approve a purchase order without competitive pricing for items less than \$12,000, and the Board of Selectmen, at a publicly noticed meeting with such exception noted on the agenda, may approve purchase orders without competitive pricing for items greater than \$12,000 under the following conditions:

- i. Item is to be purchased under any eligible State or Federal competitive pricing lists.
- ii. There is only one known source of purchase and no comparable substitute product or service; written documentation supporting the sole source must be provided.
- iii. The specific type or brand of supply or part necessary for the acceptable operation of a machine or device or as required by the warranty or contract on the machine or device; written documentation supporting the purchase of a specific brand or part necessary for the acceptable operation of a machine or device must be provided.
- iv. An item previously awarded within the past twelve months.
- v. Purchases can be procured through cooperative intergovernmental purchase agreements with other government jurisdictions.

Emergency Procurements:

Emergency procurements may be made when a threat to public health, welfare, or safety exists, provided that such emergency procurement shall be made with such competition as is practical under the circumstances. If an emergency requires the immediate purchase of materials, supplies, equipment, or services, the Board of Selectmen authorizes department heads to approve such emergency purchases if the situation permits. The Town Administrator shall be notified of the emergency and the associated purchases as soon as possible. As soon as it is practicable, standard purchasing procedures will be reinstated. The Town Administrator will notify the Board of Selectmen of each occurrence. In all emergency purchases, receipts are required and shall be turned into the Finance Department as soon as possible.

Artificial Division Prohibited:

Purchases shall not be artificially divided to create lower purchase amounts and therefore avoid the requirements of this policy. Service contracts or purchases of goods on an open contract must be evaluated upon the total cost through the contract's life and the appropriate approvals obtained based upon that price. Whether or not a proposed purchase constitutes the Town Administrator shall determine the artificial division.

Exceptions:

Exceptions to the policy will be determined on a case-by-case basis by the Board of Selectmen.

Local Advantage:

The Town of Litchfield will make every effort to purchase from businesses within the Litchfield area if the purchase fits into the "best overall value." It must be noted that the Town of Litchfield employees have a responsibility to the Town's taxpayers to ensure that bids are awarded to vendors offering their products or services at the "best overall value" to the Town.

Cancellation and Rejection of Proposals:

An invitation for proposals or other solicitations may be canceled or rejected, in whole or part, as may be specified in the solicitation when it is in the Town's best interest.

Ethics in Public Purchasing and Contracting:

In accordance with RSA 95:1, no person holding a public office in the Town of Litchfield, either appointed or elected, shall, by contract or otherwise, except by open competitive pricing, buy real estate, sell or buy goods, commodities, or other personal property of a value in excess of \$200 at any one sale to or from the state or political subdivision under which he holds his public office. In accordance with RSA 95:1-a, no official or employee of the Town shall require any public works or construction contract to make an application to or to get any surety bond or contract of insurance specified in the building or construction contract from a particular surety or insurance company, agent, or broker. It shall be unethical for any Town employee involved in making procurement decisions to have personal investments in any business entity that will create a substantial conflict between their private interests and public duties. It shall be unethical for any person to offer, give or agree to give any Town of Litchfield employee or for any Town of Litchfield employee to solicit, demand, accept or agree to accept from any vendor or business a gift or gratuity in any amount in connection with any decision, approval, disapproval, or recommendation concerning a solicitation. Inexpensive advertising items bearing a vendor's name, such as pens, pencils, paperweights, cups, candy, calendars, etc., are not considered articles of value or gifts in relation to this policy.

Disposal of Surplus Property:

Department Heads should notify the Town Administrator at least annually about any property considered surplus. For items with a value of less than \$1,000, department heads may dispose of them as appropriate following notification of the Town Administrator. For items with an estimated value greater than \$1,000, and less than \$1000, the Town Administrator will have the authority to transfer property from one department to another, including surplus equipment as trade on replacement equipment, authorizing placement in state surplus auction, retain for parts or authorize the sale by public or electronic auction. All items declared surplus (excluding real estate) with an estimated value of greater than \$1000 would be reported to the Board of Selectmen. The Board retains authority to authorize the form of disposition.

Appendix A:

List of vendors excluded from competitive bidding (i.e., software license, vehicle repairs, uniforms, legal services, insurances, etc.)

Chairman Webber asked Finance Manager White to review the Purchasing Policy amounts and the Disposal of Surplus Property amounts with Town Administrator Brown. He also asked the Select Board to review the Purchasing Policy and be ready to take action at the next Select Board meeting.

6. VFW Awards Ceremony:

Chairman Webber mentioned that the Hudson Memorial Post is hosting its Annual Loyalty Day on Friday, May 6, @ 6:30 pm. Mr. Webber read the letter into the minutes,

“Dear Mr. Webber,

The Hudson Memorial Post 5791 and its Auxiliary will be hosting its annual Loyalty Day /Scholastic Awards ceremony on Friday, May 6, 2022, at 7 pm. We plan to honor citizens, students, educators, public servants, and others who have made significant contributions to the well-being of our community. We invite the Board and a guest(s) to attend this ceremony as the following employees will be recognized that night.

- a. Christopher Underwood, Litchfield Police Department, Loyalty Day Award
- b. Corey Fecteau, Litchfield Fire Department, Loyalty Day Award
- c. Steve Dube, Hudson Fire Department (FYI, as he's also Litchfield's Fire Inspector), Loyalty Day Award

We will be serving light refreshments this evening, with a social time from 6:30-7:00 pm and the awards ceremony beginning at 7:00 pm. Although the event is open to the public, for planning purposes, I ask that you RSVP by May 1, 2022.

NOTE: Due to COVID-19, we recommend following the latest CDC, state, and local health guidelines at the time.

Sincerely,

Robert J. Everett, PAP,
Chairman.”

7. Public Input @ 6:55 pm:

i. Joe Cabral, 7 Brickyard Drive:

Mr. Cabral provided the Select Board members with the list of websites that he used to search for used fire trucks. Mr. Cabral mentioned that he met with Chief Fraitzl about a week-and-a-half ago, provided the Chief with the same list of websites, and added that he is trying to help Litchfield save some money. Mr. Cabral reviewed the different fire trucks listed on the websites.

Mr. Cabral mentioned that the Litchfield Fire Department and School District had received funding to renovate or build a new building. He added that the Fire Department also received a new pick-up truck and a command vehicle. Mr. Cabral commented that he and Selectman Lynch discussed how Pelham, last year, received a grant to help pay for the renovation of their middle school. Chairman Webber stated that Litchfield Police Station is on the Capital Improvement Plan.

Mr. Cabral mentioned that the ARPA funds should be spread around and spent on all the town's needs. Chairman Webber commented that the School Facilities Improvement Committee meets on the second and fourth Wednesday of every month from 3:30 pm until 5:30 pm, and they are not meeting this week because of April's vacation.

Mr. Cabral informed the Select Board that he would not be snowplowing next year.

Public Input closed at 7:05 pm.

8. Town Administrator Report:

Finance Manager Karen White had nothing to report.

9. Selectmen Reports:

i. Selectman S. Webber:

a. Recreation Commission:

The Rec Commission does not have a meeting on April 26, and its next meeting will be on May 10.

b. School Facilities Improvement Committee:

The School Facilities Improvement Committee will not meet this week because of the April vacation.

ii. Selectman R. Leary:

a. Budget Committee:

The Budget Committee met on April 21. The Budget Committee reviewed and approved the by-laws for the Committee. The next meeting is on May 26.

iii. Selectman R. Lascelles:

a. Heritage Commission:

Selectman Rich Lascelles commented that the Heritage Commission met. He noted that the only project coming up is the Dar-Col stables situation.

b. Emergency Management Team:

Nothing to Report

iv. Selectman K. Lynch:

a. Conservation Commission:

Selectman Lynch stated that he did not have anything to report.

v. Selectman K. Queenan:

a. Volunteers:

Dr. Queenan mentioned that the Town Website (<https://litchfieldnh.gov/2022/04/23/volunteers-needed/>) has a list of volunteer positions needed for Committees.

On April 23, 2022, the Town Website listed that volunteers were needed for the following:

1. Capital Improvements Committee - One Citizens Representative
2. Pat Jewett Volunteer Appreciation Award - One Coordinator
3. Conservation Commission: Regular & Alternate Members
4. Heritage Commission: Regular & Alternate Members
5. Planning Board: Alternate Members
6. Recreation Commission: Alternate Members
7. Zoning Board of Adjustment: Alternate Members

Dr. Queenan noted that the Committees cannot do town business, if they do not have quorums.

b. **Capital Improvement Planning Committee:**

Dr. Queenan mentioned that the next CIPC meeting is scheduled for Monday, May 2, 2022, at 6 pm at the Town Hall. She commented that the CIPC needs a citizen to serve as a representative on the Committee. Dr. Queenan added that the CIP Committee would like to be part of the interview process of the community member.

c. **Planning Board:**

Dr. Queenan commented that the next Planning Board meeting is scheduled for Tuesday, May 3, 2022, at 7 pm at the Town Hall. She stated that Alternate Members are needed.

At the last meeting on April 19, 2022, the Planning Board approved Mel's Funway Park's amended site plan. She noted that some significant items that Mel's will add to the park are:

1. 58 parking places in three locations.
2. An outdoor laser-tag arena throughout the woods where the haunted hayride currently lies.
3. A Winter Light show along the existing trails where the haunted hayride currently lies (patrons will stay in their cars and drive through the Winter Light show).
4. Christmas tree sales area adjacent to the arcade building.
5. An 8' x 16' ice cream cooler with a fence near the arcade building.
6. Also, during the last meeting on April 19, 2022, concern was raised about enforcing the Site Plan conditions/rules (such as parking, decibel levels) and zoning ordinances such as lighting brightness

Dr. Queenan believed that Mel's Site Plan reads that they are permitted five events per year, but they will explore the five-event policy.

Dr. Queenan stated that she would inquire if a policy exists on enforcement now, and if not, she would see if one could be defined. She noted that a future meeting on Tuesday, May 17, 2022, at 7 pm at the Town Hall, will also include a workshop to discuss speed and safety concerns on Albuquerque Ave. They will discuss and explore items such as:

1. Potential traffic calming measures.
2. Potential of adding more road signage near the two existing parks:
 - a. Roy Memorial Park/Darrah Pond/Talent Hall
 - b. Sawmill Brook
 - c. Near the High School, along the road where many people cross the street to get to the walking/bike path, more speed limit signs, etc.
 - d. Potential painting of crosswalks at key intersections:
 - i. Pinecrest (4-way stop signs)
 - ii. Talent (2-way stop)
 - iii. Hillcrest (4-way stop)
 - iv. Near the High School for students that walk to school and have to walk across Albuquerque to get to the High School side of the road, near park entrances, etc.

Dr. Queenan commented that Town Administrator Brown discussed reaching out to NRPC about identifying a firm that could do a current analysis of Albuquerque to identify items that may improve this road. She said there might be a grant available for the analysis of Albuquerque.

Dr. Queenan noted that residents are always welcome to attend the meetings or send their concerns, questions, and ideas. She added that the Planning Board would get the Workshop Info details posted.

d. **NRPC:**

Dr. Queenan mentioned that the next Full Commissioner meeting is scheduled for Wednesday, June 15, 2022, at 7 pm. The NRPC is located at 30 Temple Street, Nashua, NH.

9. Items Removed From Consent:

- i. **None**

10. Non-Public:

Chairman Steven Webber mentioned that the Board would be entering a Non-Meeting Session to have a consultation with legal counsel. He asked for a motion to enter the Non-Meeting at 7:19 pm.

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

11. Reconvene:

Motion: (Selectman K. Lynch / Selectman R. Leary) motioned to adjourn the Non-Meeting Session at 8:25 pm and (Selectman B. Leary / Selectman R. Lascelles) motioned to sign a service agreement with Municipal Resources Incorporated (MRI) for Interim Police Administrator Services.

Discussion: None

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

12. Adjournment:

Motion: (Selectman K. Lynch / Selectman R. Leary) motioned to adjourn the Public Session at 8:29 pm.

Discussion: None

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