

**Town of Litchfield, NH**  
**Board of Selectmen Meeting**  
**May 9, 2022**

**In Attendance:**

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

**Town Administrator:** Troy Brown

**Absent:** None

**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: 05/03/22 - \$825,093.43; 05/10/22 - \$70,366.79; and 05/10/22 - \$9,595.00
2. P/R Manifest: 05/05/22 - \$56,896.12; 05/12/22 - \$54,708.86
3. Tax Clerk/Tax Collector Reconciliation - April

Chairman Webber asked for a motion to approve the Review and Approval of Consent Items.

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

**Discussion:** None

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

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

1. None

**D. Business:**

**1. Meeting Minutes:**

**a. April 25, 2022, Meeting Minutes**

Chairman Webber asked for a motion to approve the minutes.

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

**Discussion:** None

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

**2. Policies:**

The Select Board reviewed the Purchasing Policy.

**a. Purchasing Policy - Second Reading:**

- i. Provides procedures and guidelines for Department Heads, Boards and Committees to follow regarding the purchasing items or services.
- ii. The Policy encourages fair and open competition.
- iii. The Policy also encourages local business.

- iv. The Town Administrator is authorized to approve Purchase Orders from \$5,000 to \$11,999. Three written informal proposals are requested.
- v. The Select Board approves any purchase from \$12,000 or greater with a formal bidding process, unless waived.
- vi. The Select Board may grant waivers on a case by case basis.
- vii. Appendix A – List of vendors excluded from competitive bidding (i.e software license, vehicle repairs, uniforms, legal services, insurances, etc.).

Town Administrator Brown proposed making a change to the disposal of surplus property. He suggested that Department Heads have the authority to dispose of surplus property that has a value of \$0 to \$500. Town Administrator Brown also suggested that the Town Administrator have the authority to dispose of surplus property that has a value of \$500 to \$1,000.

Selectman Lascelles asked how the Town post things correctly since the Town is limited to the Union Leader and the Telegraph. Town Administrator Brown mentioned that he still has access to the Telegraph and the Union Leader, and he uses them for some of the legal notices. He noted that the Town would use its website and professional websites (i.e. [www.nhmunicipal.org](http://www.nhmunicipal.org), or [www.nhroadagents.org/](http://www.nhroadagents.org/)).

Selectman Lascelles asked if it would be allowable to put something on social media, if the Town was going to dispose of a Police cruiser. Mr. Brown commented that he reaches out to IT Director John Brunelle when there is going to be a Town Hearing. Mr. Brown asks that Mr. Brunelle post something on the Town website and on social media.

Selectman Leary stated that if a Department Head or Town Administrator were to dispose of something, the Select Board should be notified. Mr. Brown said that he would add, “the Town Administrator has the authority from \$500 to \$1,000, upon notification to the Board of Selectmen.” Selectman Leary said the line should also be added to the Department Heads section.

Chairman Webber asked for a motion to approve the amended Purchasing Policy.

- Motion:** (Selectman R. Lascelles / Selectman K. Queenan) Motion to accept the Purchasing Policy, as amended.  
**Discussion:** None  
**Vote:** (5-0-0) The motion carried.

**E. Reports:**

**1. Town Administrator Report:**

**a. Audit:**

Town Administrator Brown mentioned that the 2021 Audit will start. The auditors will be in the building for two days this week. They will be here on Wednesday and Thursday. Mr. Brown commented that they have already started the pre-audit process.

**b. Part-Time Clerk:**

Finance Manager Karen White asked Mr. Brown to inform the Select Board that they will be publishing the tax warrant for the first tax bill this week. He reminded the Board that the tax warrant has to be delivered to the Tax Collector by May 15. Mr. Brown said that he would send an email out to the Board requesting that at least three Selectmen come in and sign the warrant.

Mr. Brown said that the part-time clerk position, which was approved by the taxpayers of Litchfield, has been posted by Town Clerk and Tax Collector Theresa Briand. The position has been posted on social media, the Town's website, and the NH Municipal Association website.

**c. High Resolution Fly-Over:**

Mr. Brown mentioned that Jayson Brennen was working to coordinate a flyover to get the high resolution of the Town. The company did a flyover, but the resolution did not come out great. Mr. Brennen contacted the company and they did another flyover today.

Mr. Brown thanked Mr. Brennen, and added that it is nice to have a resident that has expertise in this area.

**d. Furniture Upgrade:**

Mr. Brown commented that they may see a little activity tomorrow. He noted that at the year end, the Board encumbered some funds to upgrade the desks for Ms. White, Ms. Snaman, Mr. Blackwell, and himself. The furniture should get delivered, and move the very old furniture out.

Selectman Lascelles asked how the furniture was going to be disposed, and Mr. Brown stated that even the used furniture companies do not want the desks. He noted that they would try to move the desks to the Transfer Station and see if residents might take them for free.

**F. Public Input @ 6:46 pm:**

**1. Rick Charbonneau, 401 Charles Bancroft Highway -**

Mr. Charbonneau mentioned that he attended the Planning Board meeting and he asked the Board about the noise ordinance. The Town does not have a noise ordinance but it does have a 75 decibel requirement, and a lighting requirement. Mr. Charbinneau asked the Planning Board to put the decibel and lighting requirements on the Plan, but the Planning Board informed him that the enforcement was up to the Select Board.

Mr. Charbonneau stated that he came to the Select Board meeting to find out who he should contact when there might be a problem. Dr. Queenan mentioned that she was going to report about this during the Selectmen Reports. She mentioned that at the prior Planning Board Meeting, the Board discussed identifying "Process" of reporting Violations (Site Plan, Zoning Ordinance, Noise, etc.), for on-hours and off-hours. The Initial Research/Inquiry is ongoing. She noted that the next research is scheduled for May 12, 2022. Dr. Queenan noted that the Planning Board has a form online for violations, and they have information from the NH Municipal Association regarding what to do.

Mr. Charbonneau pointed out that the violations occur over the weekend, and there is no official that witnesses what occurred. He commented that the Litchfield Police Department should know the regulations if there is a complaint made. Mr. Charbonneau stated that he would allow for the Town to choose the meter that would enable the Town to read the noise and light levels and he would pay for the meter.

Mr. Charbonneau acknowledged that the discussion was just the beginning of the process to start enforcing the noise and light ordinances. Captain Scotti suggested that residents call the Litchfield Police Department and make a complaint. The police will then document the complaint and pass it on to Code Enforcement on Monday.

Mr. Brown stated that, this year, the Town purchased software that allows the IT department to make up a complaint form. The form would be a PDF that the resident would fill out and a copy of the form would route to that resident, the employees in charge of researching the complaint.

Public Input closed at 7:02 pm.

**G. Reports (cont.):**

**2. Selectmen's Report:**

**a. Selectman S. Webber:**

**i. Recreation Commission:**

The Rec Commission's next meeting will be on May 10.

**ii. School Facilities Improvement Committee:**

The last School Facilities Improvement Committee meeting was canceled because of the April vacation, and there is a meeting this Wednesday.

**b. Selectman R. Leary:**

**i. Budget Committee:**

The next Budget Committee meeting is on May 26.

**c. Selectman R. Lascelles:**

**i. Heritage Commission:**

Selectman Rich Lascelles commented that the Heritage Commission has not met.

Mr. Lascelles stated that if there was anyone who grew up or lived under communism in Eastern Europe, former president of Poland Lech Walesa will be speaking to a joint session of the House and the Senate on Thursday, May 12. If anyone is interested contact Selectman Lascelles and he will provide an invitation.

**ii. Emergency Management Team:**

Nothing to Report

**d. Selectman K. Lynch:**

**i. Conservation Commission:**

Selectman Lynch stated that the Conservation Commission met and they will have the Fishing Derby at Parker Park. Harry Menzigian spoke at the Conservation Commission meeting and mentioned that he had a hard time getting the license to have the Fishing Derby. The first person he spoke with retired and the second person had to start from the beginning because she did not receive any information regarding the request. Mr. Lynch mentioned that the Litchfield Police, Fire, and EMT's will be there to make sure the residents are safe.

**e. Selectman K. Queenan:**

**i. Capital Improvement Planning Committee:**

Dr. Queenan mentioned that the next CIP meeting will be held on Monday June 6, 2022. The last meeting was held on Monday May 2, 2022. At the meeting:

1. Two contracts were approved for Mr. Minkarah from NRPC.

- a. Update the CIP spreadsheet and draft a formal CIP report.
  - b. Review current Impact Fee Methodologies, work with town and school to identify future projects that accommodate growth, look at future town data projections, and then develop a final Impact Fee Schedule for adoption by the Planning Board.
2. The Fire Chief and Deputy Chief discussed the need for a new Fire Truck. The informed the Committee that it takes about 22 months for new fire trucks (order/spec/build/deliver). Price of a new Fire Truck is mid-to-high \$700,000. Since 90% of the town now has access to hydrants, the CIP Committee can remove the Tanker truck from the CIP Committee.

The new Fire Truck will keep the town's ISO Insurance rating the same, continue to meet the town's required NFPA standards, and allow Litchfield to support neighboring towns. They followed-up on the submitted used fire truck list. Two of the fire trucks were already sold, and the other two had electrical issues.

3. Waiting for the two town citizens that expressed interest for the one Citizen Representative role of this committee, to be invited to the next CIP meeting.
4. The Library Chairperson introduced herself to the CIP committee. She plans on being more active with the CIP committee.
5. The CIP Committee is planning in June, to start hearing from the Town Administrator and the Department Heads, in order to add their items onto the CIP. The CIP Committee may double up meetings in the next few months, so they can expedite prioritizing CIP items for the Select Board.

Mr. Brown mentioned that the Select Board is relying on the CIP Committee to put together a list for recommended actions regarding the ARPA funds. The CIP Committee will update the priorities for the CIP Plan and ask for the ARPA fund requests.

ii. **Planning Board:**

Dr. Queenan commented that the next Planning Board meeting is scheduled for Tuesday, May 17, 2022 at 7 pm at the Town Hall. She noted that one item on the meeting agenda will be a workshop to discuss Albuquerque Traffic Calming Measures.

Dr. Queenan mentioned the last meeting was held on Tuesday May 3, 2022. The Planning Board conditionally approved the Corning Farm at River Edge development project near Route 3A and Corning Road. These will be 64 three-bedroom townhomes, and the house will be made into two units. The total is 66 units.

Dr. Queenan stated that the Town should work with NRPC to get the Corning Rd/3A intersection onto the 10-year TIP Plan (Transportation Improvement Program). The DOT is aware that this intersection must be improved because the intersection currently has a grade of a "D." They are expecting in 10-years that leaving Corning Road and turning left onto 3A would have a five minute and 11 seconds (311 seconds) wait.

Dr. Queenan mentioned that she was not sure how they could keep this on the radar, and Mr. Brown stated that it was a good question for Mr. Minkarah.

At a prior Planning Board Meeting, the Board discussed identifying “Process” of reporting Violations (Site Plan, Zoning Ordinance, Noise, etc.), for on-hours and off-hours. The Initial Research/Inquiry is ongoing. Dr. Queenan commented that she will be meeting with the Building Inspector on May 12, 2022.

iii. **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.

7. **Items Removed From Consent:**

- i. **None**

8. **Non-Public:**

Chairman Steven Webber mentioned that the Board would be entering a Non-Public Session under RSA 91-a:3, ii (a) - Compensation of a public employee. He asked for a motion to enter the Non-Public Session at 8:20 pm.

**Motion:** (Selectman R. Leary / Selectman R. Lascelles) 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.

9. **Reconvene:**

**Motion:** (Selectman R. Leary / Selectman R. Lascelles) motioned to adjourn the Non-Public Session at 8:53 pm.

**Discussion:** None

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

10. **Adjournment:**

**Motion:** (Selectman R. Leary / Selectman R. Lascelles) motioned to adjourn the Public Session at 8:53 pm and to seal the minutes because it is determined that divulgence of this information likely would adversely affect the reputation of any person other than a member of this board.

**Discussion:** None

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

**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

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