

TOWN OF LITCHFIELD BOARD OF SELECTMEN

May 23, 2016

Selectmen's Meeting

Members Present: Frank A. Byron, Chairman
Brent T. Lemire, Vice Chairman
John R. Brunelle
Steven D. Perry
Kevin C. Bourque

Absent: Frank A. Byron, Chairman - Excused

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork review
6:00 p.m. Call to Order
6:30 p.m. Non-Public Session - RSA 91-A:3II(a) - Compensation of a Public Employee

Pledge of Allegiance

Review of Items for Consent:

1. Approval of Meeting Minutes for May 9, 2016
2. Approval of Nonpublic Meeting Minutes for May 9, 2016
3. Approval of Accounts Payable Manifest 5/13/2016 (\$181,714.72) & 5/24/2016 (\$57,408.84)
4. Approval of Payroll Manifest 5/19/2016 (\$50,698.03) & 5/26/2016 (\$53,868.61)
5. Property Tax Warrant 5/16/2016 \$8,897,237.00

Approval of Consent Items

Selectman B. Lemire reads aloud the Items for Consent

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the Items of Consent

Selectman S. Perry **seconds** the motion. **Vote. Carries 4-0-0.**

Request for Additional Items/Other Business - None

Business

Recreation Commission Interview/Appointment

Selectman B. Lemire introduces Michael Boschi who is interviewing with the Board of Selectmen for a position as a Regular Member to the Recreation Commission with a term to expire March 31, 2019.

Selectman S. Perry asks Michael how will he benefit the Recreation Commission.

M. Boschi states during his time living in Litchfield he has volunteered on numerous Boards and

Organizations such as Basketball, Soccer, Lacrosse and Baseball. He attends Recreation Commission meetings trying to assist them in anyway by commenting on the fields regarding possible improvements, assisting with fundraisers or events they may be holding. Plus mentions he volunteers whenever possible around town as well.

Selectman K. Bourque thanks Mr. Boschi for stepping up and volunteering his time, and wanting to be a part of the Community and give back.

Selectman B. Lemire echo's the sentiment of Selectman Bourque and thanks Mr. Boschi for volunteering.

Selectman S. Perry states that Mr. Boschi is terrific at maintaining the conditions on the sporting fields and helps prepare them for maintenance. He has been a great coach and president for various leagues in Town, and he feels would be an asset to the Recreation Commission.

Selectman S. Perry **motioned** for the Board of Selectmen to approve the appointment of Michael Boschi as a Regular Member to the Recreation Commission with a term to expire March 31, 2019.

Selectman J. Brunelle **seconds** the motion. **Vote carries 4-0-0.**

Board advises Mr. Boschi to get sworn in with the Theresa Briand before the next Recreation meeting.

Draft Resolution 2016 - Dissolution of the Litchfield Cable Advisory Committee

Town Administrator T. Brown tells the Board that he and Richard Pentheny have continued discussions on the dissolution of the Litchfield Cable Advisory Committee, which has been discussed with the Board of Selectmen at previous meetings. They are here this evening to share with the Board a prepared draft of the 2016 Resolution documents, and to have a formal discussion with the Selectmen as to how they wish to move forward with the dissolving of the Committee. They have also prepared a draft of the job description that is being created for Mr. Pentheny as a Manager/Department Head for the cable operations. Troy states it is not required by law, but would like to know if the Board wishes to hold a public hearing.

Troy tells the Board that he and Mr. Pentheny are still working on amending the Charter. They are working on detailing responsibilities of the Department and outlining the positions, duties and requirements of other staff that would be reporting to Richard. Also salary needs to be addressed with the Board, and who Mr. Pentheny will report to the Board of Selectmen or the Town Administrator.

Selectman B. Lemire mentions the Board can proceed with this in segments, they can approve the resolution and continue to have discussions to iron out details as Troy and Richard work on the necessary information. Troy agrees, he states the Board can review all the documents and make sure everything is in order and approved then proceed with scheduling a public hearing.

Selectman B. Lemire reads aloud the resolution authorizing the dissolution of the Litchfield Cable Advisory Committee for the public.

WHEREAS, the March 18, 1978 Annual Town Meeting authorized the Board of Selectmen to franchise and regulate a cable television system pursuant to Chapter 53-C of the New Hampshire Revised Statutes Annotated; and

WHEREAS, the Board of Selectmen created the Litchfield Cable Advisory Committee to

negotiate a cable franchise agreement, rectify cable tv related complaints and oversee the Town's Public, Education and Government Cable program and activities; and

WHEREAS, the cable franchise agreement and the Town's Public, Education and Government Cable TV program has been in place for several years;

WHEREAS, the Litchfield Cable Advisory Committee has been inactive and a majority of the members agree the committee has served its purpose and recommends that it be dissolved and to hire a manager to monitor the cable franchise agreement and oversee the Town's Public, Education and Government Cable TV program; and

WHEREAS, Town's Public, Education and Government Cable program and activities are funded with cable franchise fee revenue and can be used to pay for equipment and staff.

NOW, THEREFORE, BE IT RESOLVED, that the Litchfield Cable Advisory Committee, which is not mandated by law and serves as an advisory committee to the Board of Selectmen, is hereby dissolved and the Board of Selectmen hereby rescinds all appointments to the Litchfield Cable Advisory Committee effective upon adoption of this resolution; and

BE IT FURTHER RESOLVED, that the Board of Selectmen create the position of LCTV Manager and appoint Richard Penheny to perform the position's duties and responsibilities in accordance with the attached job description.

Board discusses this matter and is in agreement on holding a public hearing. But recommends legal counsel review all the documents when completed, then the Board will review and approve the final paperwork and schedule a public hearing.

Selectman J. Brunelle states the positions will be funded from the PEG fees.

Discussion Regarding Street Opening Moratorium

Town Administrator T. Brown mentions he, Selectman F. Byron and Road Agent Jack Pinciario had a discussion on Friday with Pennichuck Water Works. They discussed the installation of a water main line by Pennichuck on behalf of St. Gobain as a possibility in order to correct and repair the PFOA water contamination issue to affected homeowners. St. Gobain has requested quotes for this work from Pennichuck and when these estimates are completed and reviewed it will be decided by them if it would be an alternative in the resolution of this issue.

Troy mentions in these discussions it has been mentioned that all the roads affected would be resurfaced. He states that some Towns have Street Opening Permits (trench permits) that are issued, which places restrictions on reopening a road that has just been repaved/resurfaced. Utilities or Businesses for new development or expansion of services would have to go under the roadway and not cut into the pavement, emergencies would be an exception (water main break etc.). Towns can place restrictions for a road not be disturbed for a period of 5-7 years and require other engineering alternatives such as infrared (a laser process that melts the new and old road surfaces together) be done. Troy mentions that Litchfield does not have any such

policy in place, but they thought the concept should be looked into by the Board as a possibility. Board discusses there are pros and cons to this issue, and decided to have Troy and Jack review other Towns policies and bring forward proposals to the Board for review within the next few weeks.

Policy Review

Fund Balance Policy, Records Retention Policy and Reconciliation Policy

T. Brown states the three Policies he shared with the Board have no changes and he recommends them as written for the Board's approval.

Selectman K. Bourque **motioned** for the Board of Selectmen to accept and approve the Fund Balance Policy, Records Retention Policy and the Reconciliation Policy as written.

Selectman S. Perry **seconds** the motion. **Vote carries 4-0-0.**

Administrator Reports

T. Brown mentions he has been meeting with Pennichuck and NHDES regarding the PFOA water contamination issues. There is an important meeting being held Tuesday May 24, 2016 at 7:00 pm at Campbell High School for homeowners with private wells who are impacted by this issue. He mentions that a flyer has been hand delivered to all homes affected, informing them of the meeting, also he issued a Code Red Alert. Troy states it is important for homeowners to attend to learn what Pennichuck Water Works role will be in this, and to sign up for employees from Pennichuck to have access to your property and home in order to survey the best way to bring a water line into your home. This needs to be completed in order for Pennichuck to give a quote to St. Gobain on a price and time frame to have this water service completed to homeowners in a timely fashion.

Troy also informs the Board that last week he attended a Stormwater Coalition Meeting. He learned that the permit will be issued sometime this summer, and there will be a one year grace period from the time it is issued for a Town to comply. He mentions that he and the Board were wondering how this would affect the 2016 Budget, and it appears this will not impact the Town until 2017. The cost will be based on rules and requirements that the State imposes, that will have to be given to Engineers for cost estimates. Troy mentions that the Coalition will be meeting with the City of Manchester, they have a Southern NH Regional Planning Commission that has a Coalition. They are hoping to get the two groups working together in order not to duplicate efforts and expenses and for all Communities to save money. He states they feel it would look better to EPA if everyone is united in their efforts regarding this issue

Selectmen Reports

Selectman J. Brunelle was on vacation and did not attend the last Recreation Commission meeting so has nothing to report.

Selectman S. Perry attended the Planning Board meeting where they continued to discuss the Master Plan. Mentions if anyone would like to come and get involved they are always welcome to attend a meeting.

Selectman K. Bourque states that the Budget Committees meeting is Thursday evening.

Selectman B. Lemire attended the Fire Fighters award ceremonies, which was very nice. He also went to the Conservation Commission's Fishing Derby held last Saturday, which had a great turnout of young people and was enjoyed by all who attended. He also wanted to remind everyone the Town will be observing Memorial Day on Monday May 30th at 10:00am. All Residents and Businesses are invited to attend the parade. If you wish to walk in the parade they will be meeting at the Litchfield Middle School parking lot at 9:30 and proceeding to the Litchfield Historical Building/Fire Station. The Memorial Day program will begin there at approximately 10am, the Boy Scouts will perform the presentation of colors, the Campbell High School Chorus and Band will perform and the program will close with the placement of wreaths and taps played. The Historical Society will have the building open for the public also.

Public Input - None

Items Moved From Consent - None

Other Business - None

Selectman J. Brunelle **motioned** for the Board of Selectmen to adjourn the public portion of the meeting to go into a non-public session per RSA 91-A:3,II(a)- Compensation of a Public Employee

Selectman K. Bourque **seconds** the motion.

Roll call vote - Selectman K. Bourque (yes), Selectman J. Brunelle (yes), Selectman S. Perry (yes), Selectman B. Lemire (yes) **Vote carries 4-0-0.**

Board of Selectmen will only come out of non-public to adjourn.

The next Board of Selectmen's meeting will be on June 13, 2016 at 6:00pm at Town Hall

Frank A. Byron, Chairman

Brent T. Lemire, Vice Chairman

John R. Brunelle

Steven D. Perry

Kevin C. Bourque

