

TOWN OF LITCHFIELD BOARD OF SELECTMEN

April 10, 2017

Selectmen's Meeting

Members Present: Steven D. Perry, Vice Chairman
John R. Brunelle
Kevin C. Bourque
Kurt D. Schaefer

Absent: Brent T. Lemire, Chairman - Excused

Also Present: Troy Brown, Town Administrator

5:00 p.m. Paperwork review

6:00 p.m. Call to Order

Pledge of Allegiance

Review of Items for Consent:

1. Approval of Board of Selectmen Meeting Minutes from March 27, 2017
2. Approval of Payroll Manifest 4/06/17 (\$58,407.06) & 4/13/17 (\$51,631.97)
3. Approval of Account Payable Manifest 4/04/17 (\$1,739,935.31) & 4/11/17 (\$203,010.01)
4. Elderly Exemption (1) \$50,000
5. Veterans' Tax Credit (2) \$300 each
6. Timber Tax Levy (1) \$1,084.26
7. Notice of Intent to Cut (1)
8. Notice of Intent to Excavate (1)

Approval of Consent Items

Selectman S. Perry reads aloud the Items for Consent

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

Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

Request for Additional Items/Other Business - None

Business

New Appointment

Conservation Commission Alternate Member - Harry Menzigian (term expires 3/31/20)

Selectman S. Perry asks Harry Menzigian to tell the Board of Selectmen a little about himself.

Mr. Menzigian states he has been a resident in Litchfield for 23 years, and served on the

Planning Board for 6 years. He is a Hunter Safety Instructor, and is involved with the

Londonderry Fish and Game Club. Harry Menzigian states he has helped Joan McKibbens with

the Town Fishing Derby. He retired last year and tells the Board one day he was out in his yard and Joan McKibbens came by wanting to see the eagles and told him now he was retired he should join the Town's Conservation Commission. He mentions he has always had an interest in Conservation and working with the public, so now has the time and felt it would be a good fit for him.

Selectman K. Bourque and the Board thank Mr. Menzigian for volunteering his time to the Town. Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the appointment of Harry Menzigian with a term to expire 3/31/2020 as an Alternate Member to the Conservation Commission.

Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

Appointment Approvals

Library Trustee Alternate - Donna Ferguson (term expires 3/31/18)

Deputy Treasurer - Debra Hogencamp (term expires 3/31/20)

Deputy Town Clerk/Tax Collector - Patricia A. Textor (term expires 3/31/20)

Selectman J. Brunelle **motioned** for the Board of Selectmen to approve the appointments with terms to expire as read.

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

Report of Appropriations - MS-232

Town Administrator T. Brown states Finance Director, Karen White has prepared the MS-232 document and submitted it to the State. This reports all the approved Appropriations from the Town Meeting to the NH Department of Revenue Administration.

Selectman K. Bourque **motioned** for the Board of Selectmen to approve and accept the MS-232 Report as stated.

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

Update on Rescheduled Town Meeting

Town Administrator T. Brown states the latest information from the Town's Legal Counsel and the NH Municipal Association indicates everyone is hopeful there may be a resolution on this issue. There is another Bill which has been approved by the State Senate, and is being presented to the House and if approved will be forwarded to the Governor for final approval and signature. Troy tells the Board there has been a date mentioned of around April 20th for this to happen. The Board of Selectmen at their next meeting would then take a vote to ratify the Town Election results. There would be no need to hold a Public Hearing, just a vote from the governing body which is the Board of Selectmen.

Selectman S. Perry wants to clarify that this action would give the Board of Selectmen the authority to vote to ratify the Town Election results, which were delayed by a week due to a snow storm. He states it is nice to see everyone coming to their senses to possibly pass this Bill and allow the voting results to stand without asking Citizens to come out to revote.

Troy mentions Litchfield has worked with other Towns and our Legal Counsel to file necessary legal documents in order to get a decision made by a Judge. But all of this has been put on hold

and there has been no tax money spent on legal guidance regarding matter. And due to this Bill being presented, everyone is feeling hopeful that when passed it will resolve all the confusion surrounding this matter.

2017 Road Improvement Plan

Town Administrator T. Brown states it is his position the votes that were taken on Election Day are valid. So he has placed this back on the agenda because he feels the Town needs to move forward with the 2017 Road Improvement Plan. Troy would like the Board to adopt the second part of the plan, which was put on hold due to issues with the Election day results which the Board discussed at its last meeting. He states another Bill in Concord would still require a public hearing to be held, but any contracts the Board enters into from Election Day to May 23 would still be valid. He believes both bills would uphold the Town's Election results, so he would like to move forward with the second phase the Board but on hold until this all could get resolved at the State level.

Selectman S. Perry feels the Board should still wait to make sure all goes as planned, he feels you can not take a chance with \$204,000. It will only be a matter of a few weeks, there may be an answer by the next Board meeting and they can take action at that time.

Troy mentions he was going to discuss this matter later on tonight, but due to vacation schedules the Board will not be able to meet on its regular scheduled date of April 24th.

However after a discussion they agree to cancel the next meeting and keep the next scheduled Board meeting on May 8, 2017.

Selectman K. Bourque agrees with Selectman Perry about waiting for the State's approval on this matter. Board continues to discuss.

Selectman J. Brunelle states if this is resolved by the Governor before the Board of Selectmen's next meeting could they authorize Troy and the Road Agent to move forward with the second phase of the Road Plan. Board discusses this matter further.

Selectman J. Brunelle **motioned** for the Board of Selectmen to authorize Town Administrator T. Brown and the Road Agent to continue with the contracts already approved by the Board for the 2017 Road Improvement Plan, contingent upon final approval of Legislation regarding the Election Day results from the State and Governor.

Selectman K. Bourque **seconds** the motion. **Vote carries 3-1-0.**

Review of Aged Account Receivables Report

Town Administrator T. Brown states this is the first time he has brought this report to the Board since adopting the Account Receivables Write Off Policy. He tells the Board that once the policy was adopted and they hired First Financial for debt collection, there was a lot of work which needed to be done internally in order to get the information to the agency. So in accordance with the policy that was adopted, on a quarterly basis he will be reporting any outstanding balances to the Board.

He mentions the Finance Director Karen White collects and tracks these funds and is who generates the report. Troy reminds the Board at the last BOS meeting they wrote off a substantial amount off as uncollected debt for Ambulance Revenue due to the age of most accounts and they were legally unable to collect. He mentions the balance outstanding for

Police Special Detail is \$4,439.44, there is no concerns on these accounts. However, there is one outstanding invoice for Police Detail in the amount of \$632.00, but they believe it may be incorrect billing information and staff is currently working to correct the issue. Troy also states the amount for unpaid balances for Ambulance is \$38,088.61, and all the outstanding bills have been submitted to First Financial for collection. These figures are as of the end of March 2017. He tells the Board the \$38,000 is a real number now that they can start tracking to see how well the collection process will go.

Selectman S. Perry asks if Troy has looked at the Police Special Detail fund this year to see how it has been tracking, and if he has not could he update the Board at the next meeting Troy states he will look into it and report back to the Board at their next meeting.

Public Input - None

Sale of Surplus Vehicles/Equipment

Troy tells the Board the Road Agent has informed him that he has two sanders (1 small/1large) and an old boat (without engine) and trailer that he would like to take and sell at the State auction in Concord as surplus vehicles. Board asks where the boat came from, is it an old one from the Fire Station. Troy states he is not sure, it is a small aluminium boat that has been there a long time, and thinks it is a boat that was converted into a trailer.

Selectman S. Perry would just like Troy to find out more about the boat and if they have ownership and can sell it.

Selectman S. Perry **motioned** for the Board of Selectmen to approve the sale of the two surplus sanders and the boat if correct ownership is determined.

Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

Administrator Report

Troy mentions last week he and Kevin Lynch met with a septic designer at the Fire Station to discuss the septic system failure and proposals for its redesign. Kevin is also working with two other companies on the needed work and proposals. Troy mentions the discussion he had with the first designer on site, he thought was a very positive discussion. This person's initial assessment of the situation was a recommendation to consider installing a pump station in the existing septic tank (which is just outside the fire station building) to pump the wastewater through a pipe installed down below the frost line and push it over to the Old Town Halls leach field. His guess was that it may cost about \$10,000. Troy is not sure if this included the design for a new for the leach field at the Old Town Hall. It was his opinion to put the infrastructure in and try and use the existing leach field on the other side of the parking lot.

Selectman S. Perry states to "try" and use it (the existing leach field) at a price tag of \$10,000 and it does not work...then what?

Troy tells Selectman Perry it was his assessment based on the load capacity of the Old Town Hall, knowing there was once a Police Station and Town Hall there, he felt it was quite possible the field could handle this load. Again Selectman Perry questions and repeats "could" as an issue.

Troy mentions they discussed designing a leach field, so if the day comes this plan could also

fail you would already have a design plan approved and in place. So he felt this possibility might make sense.

Selectman S. Perry tells Troy if this price also includes a design plan then it would make more sense. Troy states it will be interesting to see what the other two companies will come up with for their design proposals. Board discusses this issue

Troy mentions he also spoke with the Fire Chief about the plans for the new station. He will be reaching out to the Architect in order to set up a meeting to discuss some of the comments citizens made at the Deliberative Session about wanting the Police Station included in the design plans for the new Fire Station. He would like to see if changes could be made to the design or what limitations there may be or if it is even a possibility. Troy states they will bring back a few proposals to the Board to consider after this meeting. Board thought the way the building was designed they could not combine the two Stations, but if they designed the Fire Station at a different angle they could merge some common areas with the existing Police Station and have the two facilities together. Troy will report back to the Board with updated information at a future meeting.

Selectman Kurt Schaefer asks Troy if at the existing Fire Station the washer would be going into the Old Town Hall leach field and the bathroom go to the existing septic/leach field at the Station.

Troy states the existing Fire Station leach field would be abandoned and all the wastewater would be pumped from the septic tank to the Old Town Hall's leach field.

Board continues to discuss this design issue.

Selectman Reports

Selectman S. Perry states last week the Planning Board meeting was cancelled due to the Elections. He also mentions the Board did discuss and agreed upon the Committee appointments for the Board, and Troy sent an email listing the following appointments:

Selectman J. Brunelle is appointed to the Budget Committee, and Selectmen B. Lemire will an alternate if needed.

Selectman K. Schaefer is appointed to the Recreation Commission

Selectman K. Bourque is appointed to the Conservation Commission

Selectman S. Perry is appointed to the Planning Board

Selectman K. Schaefer states the Recreation Commission is meeting tomorrow so he will update the Board at the next scheduled meeting.

Selectman J. Brunelle states the Budget Committee has not meet as of yet.

Items moved from consent - None

Other Business - None

T. Brown mentions the Library is sponsoring a seminar with a speaker who will be attending to discuss Coyotes. This is due to Residents reporting a number of sightings and having concerns.
“Coyotes in Our Community” Campbell High School Auditorium April 11, 2017 @7pm

Selectman J. Brunelle **motioned** for the Board of Selectmen to adjourn
Selectman K. Bourque **seconds** the motion. **Vote carries 4-0-0.**

The next Board of Selectmen's meeting will be on May 8, 2017 at 6:00pm at Town Hall

Brent T. Lemire, Chairman

Steven D. Perry, Vice Chairman

John R. Brunelle

Kevin C. Bourque

Kurt D. Schaefer