

TOWN OF LITCHFIELD BOARD OF SELECTMEN

June 26, 2017

Selectmen's Meeting

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

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 June 12, 2017 Board of Selectmen Meeting Minutes
2. Approval of Account Payable Manifest 6/20/2017 (\$289,360.24) & 6/27/2017 (\$77,445.33)
3. Approval of Payroll Manifest 6/22/2017 (\$55,891.79) & 6/29/2017 (\$55,527.65)

Approval of Consent Items

Selectman B. Lemire reads aloud the Items for Consent

Selectman S. Perry **motioned** for the Board of Selectmen to approve the Items for Consent

Selectman J. Brunelle **seconds** the motion. **Vote carries 5-0-0.**

Request for Additional Items/Other Business - None

Business

Alternate Member to the Conservation Commission - Matthew Mark Walter Lepore

Selectman B. Lemire tells the Board that Matthew Mark Walter Lepore is before the Board this evening looking to be appointed as an Alternate Member to the Conservation Commission with a term to expire April 1, 2020. Selectman asks Matthew to tell the Board a little about himself and why he would like to volunteer for the Conservation Commission.

Matthew states he would like to see the utilization and preservation of Litchfield Town Lands. He would like areas such as Parker Park or the State Forest to be kept untouched for people such as himself to continue to be able to enjoy using. He tells the Board he has been a resident here all his life and has enjoyed the land areas in Town. He would like to see areas utilized for recreation as well as business.

Selectman B. Lemire states he would assume Matthew would like to use his time as a learning experience also.

Matthew tells the Board he would.

The Board thanks Matthew for volunteering his time to the Conservation Commission, and state it is nice to see the youth in Town stepping up and volunteering.

Selectman S. Perry asks if there will be any issues attending the scheduled meetings once a month.

Matthew state no issues.

Selectmen K. Bourque **motioned** for the Board of Selectmen to approve the appointment of Matthew Mark Walter Lepore as an Alternate Member to the Conservation Commission with a term to expire April 2, 2020.

Selectman J. Brunelle **seconds** the motion. **Vote carries 5-0-0.**

Selectman J. Brunelle explains to Matthew he will need to be sworn in with Theresa Briand the Town Tax Collector/Town Clerk before being able to attend a Conservation meeting as a member.

2017 Dog Warrant

Selectman B. Lemire reads aloud the Warrant from the Town of Litchfield to Police Chief O'Brion regarding dog owners who have failed to license their animals.

To: Police Chief Joseph O'Brion, Litchfield, New Hampshire in said county.

On June 26, 2017, the Town Clerk for Litchfield presented a list of the owners of dogs who have failed to license or not renewed their dog licenses pursuant to RSA 466:1. You are hereby directed to issue a civil forfeiture for each unlicensed dog in compliance with the provisions of RSA 466:14. Further, you and duly sworn members of the Litchfield Police Department are authorized to seize any unlicensed dog following written warning to the dog owner.

Given under our hands at Litchfield, New Hampshire, this thirteenth day of June, 2016.

Signed by the Litchfield Board of Selectmen

Selectman J. Brunelle **motioned** for the Board of Selectmen to accept and approve the issuance of a warrant from the Town of Litchfield to Police Chief O'Brion regarding dog owners who have failed to license their dogs.

Selectman K. Bourque **seconds** the motion. **Vote carries 5-0-0.**

1" HBP Wearing Course Waiver - Colby Road and Pine Avenue

Town Administrator T. Brown tells the Board there has been another issue with the roads due to the water line extension project. Luke Carron the Town Engineer has been out on site working with Pennichuck and the subcontractors and they have discussed the addition of a Cape Cod berm and Wearing Course to Colby Road and Pine Avenue now rather than wait till the Spring of 2018. This is advised by Mr. Carron due to the Cape Cod berm needing to be locked with the

pavement in front and material behind in order to keep it in place and to keep the integrity of the road and its base over the Winter due to heavy traffic and snowplowing. Troy states he has asked Luke if there are any other streets they have concerns about in order to have the Board address the matters now. He was assured there are no other issues at this time. Troy mentions as discussed before there is a 2 year performance bond in place on these roads so if there are any issue they will be repaired.

Board discussed this matter

Selectman K. Bourque **motioned** for the Board of Selectmen to approve the 1” HBP Wearing Course Waiver for Colby Road and Pine Avenue.

Selectman J. Brunelle **seconds** the motion. **Vote Carries 4-1-0.**

2018 Budget Schedule

Town Administrator T. Brown shared with the Board a copy of the 2018 Budget Schedule. He states it is the same schedule as the previous years, and they will adjust according where necessary as the budget process moves forward. Troy tells the Board if they have a bond this year, there will be some extra meeting or hearing dates possibly added. The Budget Review will start on 8/28 and move through with meetings on 9/11 and 9/25 with the Board providing their Budget to the Budget Committee on 9/29. He states the Budget Committee is requesting the Board provide them with the Warrant Articles as complete as possible when they submit their final Budget to them. They also have asked the Board have the Default Budget completed, understanding some numbers will not be completed until closer to end of year.

Selectman S. Perry states that is impossible.

Troy states 75% of the Budget will be done, but the final Default Budget figures will not be available to complete this until late October mid November.

Board continues to discuss this issue and states the Budget Committee has no authority over the Board of Selectmen’s Budget, they are looking at it as a reference.

Troy mentions he will share this schedule with all the Department Heads this week.

Selectman S. Perry **motioned** for the Board of Selectmen to approve and adopt the 2018 Selectmen/Budget Committee Schedule as submitted.

Selectman K. Bourque **seconds** the motion. **Vote carries 5-0-0.**

Public Input - None

Administrator Reports

T. Brown tells the Board with the approval of the State Budget, it is his understanding the Highway Block Grant funds had additional funds awarded. So it appears the State has taken surplus funds and added an additional 30 million dollars to the Highway Block Grant Funding and Bridge Funding (which Litchfield does not qualify for). He states the New Hampshire Municipal Association will have a schedule out soon, he has heard the Town may receive an additional amount that could match what we have already received as our Highway Block Grant. He finds that hard to believe, thinks it may be \$50,000-\$100,000 but will wait to see. He mentions the funds would be received this year and the law would allow the Town to hold a hearing to accept the funds in order to spend them this year.

Selectman B. Lemire states this will have to be looked into closely, because originally he heard one of the funds required it to be used for only new not existing projects/programs. He thought NHMA was going to try and get that altered, but does not know if that was successful. Troy states they will have to wait and see, he will keep the Board posted.

Town Administrator T. Brown tells the Board he was contacted by the Litchfield Presbyterian Community Church, who also owns the house across the street where the food pantry is located. They have expressed concerns for the need of a crosswalk and flashing light or warning system of some sort to be installed in order for them and citizen's utilizing the food pantry to cross Rt 3A safely. The Church Pastor contacted the State DOT who said they could put in a crosswalk and flashing lights, that met the necessary State requirements. However, the Church cannot make this request it has to come from the Town, and the Town would have to take on the operational costs. Troy is not sure if there will be installation costs, the Pastor did not have all the details. So Troy tells the Board he will contact the parties involved and find out all the facts and report back to the Board for them to consider this request.

Troy also mentions at the last BOS meeting the Board approved for Pat Jewett and Troy to move forward with the necessary paperwork to get approval from Eversource to have flag poles/holders attached to utility poles from Hillcrest to Pinecrest. Troy states the paperwork was completed and sent in last week. They also went and purchased some flag pole kits they thought would work, only to find out after reviewing the paperwork they could not use anything metallic (aluminum) for poles they had to be fiberglass or wood, so they will be returning them. They were trying to have the flags ready for the upcoming July 4th holiday, but are still waiting for Eversource to come take a look at the area for final approval and inspection.

Troy also wanted to discuss with the Board the Police Special Detail Fund. He states with the next payroll Karen will be doing the next 457 match for the Police Officers that qualify. He wanted to let the Board know Karen looked at the fund today and it has a cash balance of \$40,000 with outstanding accounts receivables of approximately \$17,900 so altogether a total in the fund of \$58,000. Troy states the General Fund is owed \$3,300, and with all the Officers eligible for the 457 match and payroll costs included the second quarter payment is \$14,23100, which will still leave a balance in the fund of \$31,000. Troy states the Department has a few changes before the end of year with some new hire coming on, but Karen has estimated the liability for the 3rd and 4th quarters to be about \$9,000-\$12,000. So if the Board feels it's appropriate he would like authorization to issue the 2nd quarter payment of the 457 match to the eligible Officers from the Police Special Detail Fund.

Selectman B. Lemire states they cannot authorize this at this time, there is still an outstanding arbitration grievance with the Department that is not being heard until November (by their request).

Troy states they are still obligated to pay this match, and the grievance is from the first quarter of last year.

Selectman B. Lemire states the grievance is still about it not being clear when the 2nd match is to be paid, and he does not want to move forward until legal counsel has been advised and

gives their opinion on this issue. Board and Troy continue to discuss this matter.

Board agrees to pay all those Officers who are eligible for the first \$1,000 of their 457 match to be paid, and to wait on paying the 2nd match until legal counsel gives their opinion on the matter.

Selectman S. Perry **motioned** for the Board of Selectmen to approve the first \$1,000 of the 457 match be paid to all eligible Officers from the Police Special Detail Fund.

Selectman J. Brunelle **seconds** the motion. **Vote carries 5-0-0.**

Selectman Reports

Selectman J. Brunelle attended a very short Budget Committee meeting last week, where they discussed the 2018 Budget Schedule.

Selectman S. Perry states the Planning Board held a meeting last Tuesday, but he was unable to attend. But received feedback they discussed work on the master plan. Also discussed how to get feedback from the Community, so they may reach out with a survey to keep the Citizens involved.

Selectman K. Schaefer attended a Recreation Commission meeting and states the basketball courts outside of Talent got paved. He had a conversation with the Contractor who is helping them with the ball fields to see when they would pave the outside courts, and he stated he had forgotten but said tomorrow, and got right on it.

Items moved from consent - None

Other Business - None

Town Office Closed July 3 & 4 - Independence Day

Property Tax Bills Due July 5th

Selectman S. Perry **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 and RSA 91-A:3 II(c) - Reputation.

Selectman J. Brunelle **seconds** the motion.

Roll call vote - Selectman K. Bourque (yes), Selectman J. Brunelle (yes), Selectman S. Perry (yes), Selectman B. Lemire (yes) and Selectman K. Schaefer (yes). **Vote carries 5-0-0.**

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

The next Board of Selectmen's meeting will be on July 10, 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