MINUTES
LITTLETON SELECT BOARD
MONDAY, JUNE 22, 2026, AT 5 PM
LITTLETON COMMUNITY CENTER, HEALD ROOM
120 MAIN STREET, LITTLETON NH 03561

Present: Kerri Harrington, Chair; Paul Lehmann, Vice Chair; Taylor Caswell, Member; Ed Cherian, Member; Troy Brown, Town Manager; Chief Paul Smith; Joanna Ray, P&Z Administrator; Rilee Clark, Opera House Director; Lori Hogan, LEL CEO; Vicki Potter, Administrative Secretary; Zack Dickinson, Zack D. Video; Wayne Burger; Bill & Sherry Latulip

Harrington opened the meeting at 5:00 pm with the Pledge of Allegiance and a Moment of Silence.

Approval of Minutes:

1. 6/8/2026 - BOS Meeting - **Caswell made a motion to approve the minutes. Lehmann seconded the motion. All agreed. Motion passed 4-0.**

2. 6/8/2026 - BOS Non-Public Meeting - **Caswell made a motion to approve these minutes. Cherian seconded the motion. All agreed. Motion passed 4-0.**

Business:

1. Appointment of Littleton Water & Light Commissioner - Lori Hogan, CEO - Harrington started by saying that with Linda MacNeil resigning as a commissioner, they needed to fill her position. BG Frazier had submitted her letter of interest and her resume during the initial vacancy period that was in April. She had since submitted a new letter of interest again. The Board also received a letter of recommendation from Tom Ross, a current LWL Commissioner. Hogan stated that she has attended all their meetings for the last two years and is current on all the operations and projects happening at LWL. Cherian stated that Frazier has years of experience and is more than qualified to fill the position. **Cherian made a motion to appoint Frazier to fill the remaining term expiring in April 2027. Caswell seconded the motion. All agreed. Motion passed 4-0.**

2. **Approval of Parking Enforcement Vehicle Purchase - Manager Brown/Chief Smith** - Brown took the lead first and stated that they are asking the Board to approve the purchase of a new parking enforcement vehicle so they can give the current used one back to the Deputy Chief to operate as his vehicle is now beyond repair. In past practices have been when a new police vehicle is purchased, they give the one being replaced to another department (such as parking enforcement) for them to utilize. By doing this practice, the cost of the repairs from those recycled vehicles is beginning to catch up and is not becoming cost effective any longer. They would like to purchase a brand-new Maverick pickup. It's economical, smaller, AWD so it's easier to get around, has a small bed to haul cones and barricades for road closures as needed, etc. Being that it will only be used for parking enforcement, they feel they can get 8 to 10 years of life from this vehicle, opposed to having to keep swapping it out every few years with a used one. He said the parking meter fund has been around since the late 1940's. The purpose of this fund is to enforce parking, and their interpretation is any piece of equipment vehicle used to enforce eligible parking expenses. Chief Smith included that the current parking vehicle that they would like to give back to the Deputy Chief is 2018 but it still has under 100,000 miles and feel it should get him by until they start the next round of replacement vehicles. Hopefully with the upcoming 2027 budget. Brown also mentioned that the meter fund balance currently has about $135,000 in it so they have more than enough to pay for and equip this new vehicle and still cover the salaries, benefits and operational costs. Chief Smith said the fund has been used to redo parking lot D and purchase the emergency tower that's now functional in parking lot D. The warrant article is very specific for what it can be used for. Since it has been established, it

has worked and they have done a lot of repairs over the years to sidewalks and parking lots. The biggest purchase from this fund was around $80,000 to purchase and replace the parking meters in 2010. Chief Smith said truck is a police package vehicle. It is a special duty Ford maintenance specifically for special purposes (a special purpose vehicle) from a Government Purchase Program, meaning a bid price. This is what the New England Bid Price is for this vehicle. He sent a letter of intent, but they cannot purchase it until they get the "green light" from the Board. Chief Smith asked if they would make the motion not to limit the amount because the prices, he gave the Board were estimates and did not include the cost for decaling, equipping it or the trailer hitch. Brown feels that $45,000 should be enough to cover the costs based on the figures provided should be good. **Lehmann made a motion to authorize the police department's request to purchase a parking enforcement vehicle utilizing the parking meter fund revenues with an amount not to exceed $45,000, fully equipped. Harrington seconded the motion. All agreed. Motion passed 4-0.**

3. **Review Proposed Fee Schedule Amendments - Manager Brown** - Harrington started saying that they had discussed some proposed changes to the fee schedule covering the Administrative Fees and the Opera House Fees at the last meeting. This is the second phase of updating the Master Fee Schedule. Brown said tonight is to review some of the changes the Board asked them to re-look at. One thing they asked was for a comparison of similar towns regarding some of the P&Z fees. After Ray gathered the comparison, Brown feels we are still in a good place with the proposed changes. They also found that all the towns they investigated varied on how they handle their P&Z operations, such as they may have building inspectors whereas we don't. The next changes they wanted to review again were for the Opera House rental fees. He sat with Clark and they went over everything again. They also gathered some comparisons from similar venues, their usage, seating capacity, hours or days of usage, fees and what was included (such as room setup, cleaning, etc.) He also feels this is a better fit for what he believed the Board was looking for. Once they go through the last phase of reviewing the parking fees, then making amendments to the master fee schedule will be easy and till only need to be done every one to three years. Brown said he would schedule the public hearing for this agenda item to be advertised and placed on the July 27th meeting agenda for the public's input and Board's vote.

4. **Review Capital Improvement Plan – Manager Brown** - Brown said we adopted our budget procedures and there are three date sensitive action items. One was to set the recommended COLA for the non-union employees. The second was setting the budget guidance policy. The third one is to review the CIP (Capital Improvement Plan) to make sure everyone is aware of what's in it because when we enter the budget development process they can keep in mind capital items that are needed for possible warrant articles. Brown said Ray has been working hard with the Planning Board for the last two years and she is the publisher of this document. Brown went over the highlights coming up for the 2027 budget. In the administrative department, they have $2M earmarked for financing the fit up & design for the new town office building. The fire department is still in need of a ladder truck that failed in 2026 so it will be tricky to figure out the financing for that because one day we will need that truck. Also, the Chief had done a building assessment of the current existing conditions and future needs of the existing building. The architect came up with a design to add an addition to include two more bays and a redesign of the existing floor plans that was estimated at $3.4M and will need to discuss that this year. There will be a presentation coming up where the architect will meet with you all to discuss his ideas and how he came up with the costs, etc. The Chief has been applying for grants to find some assistance to help with the cost of this project. For 2027, the only other real item coming up in the CIP is an ambulance replacement. For the police department they are looking for a vehicle refresh for 2028. They are looking at changing their approach this time and investigate lease purchasing the vehicles instead up coming up with $260,000. Public Works 2027 CIP will be looking at the Mill Street bank stabilization as a place holder for $2M. We don't know what the real cost will be but need to make sure we get this issue addressed. The Palmer Brook Culvert on Manns Hill in

2028 for $2M. This project was supposed to have been done a year ago but due to funding and planning it was pushed off. Brown said that this report is missing and not sure how it was, but some highway equipment needs to be replaced (such as a front-end loader, a grater, a snowblower (designed for clearing Main St & parking lots), and plow trucks. They will be added to this plan. For Parks & Rec, in 2026 we had $80,000 for their one-ton light duty truck, which was pushed off because they couldn't meet the budget goals. Due to the condition of the vehicle, it will need to be discussed in 2027. The green building was just torn down and has a placeholder for $500,000, in anticipation of a discussion for some type of new utility/storage building. In 2026 the Transfer Station had $100,000 for a truck scale and in 2027 they have $100,000 for a compactor.

5. **Review Investment Policy - Manager Brown** - Brown began by saying this Investment Policy is required by State Law. He and Bolasevich worked on it last year and made a lot of changes. They looked it over again this year but didn't see anything that needed to be revised. It is a standard policy now with clear, simple language that aligns with other municipalities. It lays out the areas where the Treasurer and the Finance Director can invest money, which is very limited. Our Treasurer cannot do everything but under State Law she has the authority to delegate some of her functions. There is a form where she can delegate depository authority and other authorities to certain employees. So, if anything were to go wrong, the bonding company would have documentation proving that employee was acting on behalf of the Treasurer. This policy does not require any action from the Board except documenting that they reviewed it.

6. **Review Disposal of Town Property Policy - Manager Brown** - This policy is self-imposed that only requires an annual review. There are no recommended changes for this year. It is just to make you aware; the policy sets out procedures for a department head and the Town Manager to follow when disposing of surplus property. The safeguard for department heads and Town Manager is they can dispose of anything that has a value of $10,000 or less. Anything greater than that amount will have to come to this Board for permission to dispose of it. They will be working on cleaning stuff hanging around the different departments.

7. **Approval of Agenda and Meeting Procedures Policy Amendments - Manager Brown** - Harrington started by saying with the final changes made since the last meeting that this might be the last time they need to discuss it. She also thanked Brown for taking their advice from the last meeting and writing something that makes more sense to her. For the people watching the video, Brown explained this is a Board policy on how they develop the agenda, how they work with other department heads and others from the public to get on the agenda, and the deadlines for that process they need to follow. During the meeting they have a dedicated public comment period. This lasts for 20 minutes and speakers are allowed 3 minutes to speak. They have public hearings that are required by state law, or they might decide they want one, so people are allowed to participate. During the business portion of the meeting if the Board is going to be voting on something, they (the Select Board Members) all have the right to ask permission from the Chair to allow the public to speak at that time. If for some reason the Chair decides not to grant permission, the majority of the Board can override the Chair's decision. **Lehmann made a motion to adopt the revised Agenda and Meeting Procedures Policy as presented. Caswell seconded the motion. All agreed. Motion passed 4-0.**

8. **Approval of Select Board Replacement Process - Select Board Chair Harrington** - Harrington started by reminding everyone that at the last meeting Linda MacNeil resigned her position and they now must fill her vacant seat. In past practices, they have just appointed someone, but in speaking with Brown they have decided to open it up to get a small window where anybody (who is a town resident) can submit a letter of interest, resume and anything else they feel shows their qualifications, experiences, work history, skills, etc. to fill this position. They will receive these items by 4:00 pm on

Friday, July 10th at the Administrative Window at the Town Office. Interested parties can mail, email or hand deliver their information. After the cut-off date, the Board will have a work session to review the submissions and then at the July 27th meeting they will make their appointment. The person appointed will sit at their first meeting in August. That person will be a voting member for about seven or eight months until the March 2027 election. At that election, there will be a one-year term available to finish the remainder of MacNeil's term and a three-year term available for Harrington's seat as her term will be expiring. Brown said that he would work with Potter to get the information posted to the website and in the paper.

9. **Rail Trail Village RSA 79-E Property Tax Status - Manager Brown** - Brown said we received a letter on March 20th from the owner of the Rail Trail Village (RTV) to make sure the Town was aware of what their interpretation of belief was of the tax incentive credit on their property. They stated that they substantially completed the work on the building in May 2025 and the agreement they had following the state law is that upon completion then the five-year incentive period starts. We think that 2026 would be the first year they would be fully taxed on all improvements. In the review of the files, emails and everything, Brown believes that their interpretation is correct. With the Town not having a building inspector or having an assessor out there, this might be one area that the Town could explore better to determine substantial conclusion. There were some discussions between the Board members trying to determine which tax year the completion date falls into (2026 or 2026) before it starts the 5-years count. Brown feels we need to validate the substantial completion date, and we need to figure what we need to ask for to validate the information they provided to us. Harrington said they are paying us taxes just not the full amount. Cherian said they are paying the pre-improvement tax rate. Hogan said approximately 3-years ago they approached by RTV stating that they qualified for a G2 rate because they had gotten to the part of their project where they were using the largest amount of power. That was granted to them. She can go back in the records to see how that relates to that because it is going to a G2 rate, which is basically LWL lowest rate they offer to the largest customers.

<u>Town Manager Report:</u>

1. **May 2026 General Fund Report** - Brown said we are just about 6-months into the year, and we are right on target to where we should be. He went through some of the individual lines, like for the vehicle and heating fuel lines, they are trending above where they should be, but they are not off as much as he thought they would be. He will continue to watch them but overall, he thinks they should be okay. At this point all expenditure lines should have 58.3% remaining. The Town right now is in a good position where our bottom line is at 58.5%, pretty spot on. Bolasevich did inform Brown that out of that number, they did prepay the June health insurance bill. So, $93,000 got charged in May for June. So technically, we are doing a little bit better on percentages. He also asked them to remember that the workers' comp insurance and property liability insurance are all paid in full early in the year and those are approximately $100,000.

2. **Other Updates** - The only thing Brown wanted to inform the Board about was the fact they held the bid opening on Friday, June 19th for the Riverfront Commons Project. They had three contractors that expressed an interest and they are all very good ones. J. Fenoff bid $1.2M; JW Brooks & Sons bid $1.7M (they are doing the Cottage Street Project right now) and Gordon Services bid $1.7M a smidge higher than JW Brooks (which did the Remich Park Project and the Dells Dam Project now). Our budget right now, give or take, with different funding, we have about $900,000 to $1M for this project. All the bids exceeded the amount for this project. The engineers will be meeting this week to evaluate all the bids and see if that low bid is legit. There were some financial security issues, bonding, letters of credit that were missing and some follow-up on that with the low bidder. If the engineer qualifies the low bidder, then the next challenge will be to figure out what we can do to reduce some scope of work to get our funding closer to our budgeted amount. Lehmann asked what the low bid was again

and Brown said the exact bid was $1,261,000. The biggest challenge right now is to select a vendor, reduce the scope of work to get it closer to our budget and to get in a request to Land & Water Conservation funding before July 6th for the revised scope of work.

Select Board Reports:

1. Caswell started by letting everyone know the NH Magazine readers' poll results were in and Littleton had several winners. Littleton Co-op, Schillings Beer Co. won 2 awards, Littleton Diner, Taste the Thai also won 2 awards, Littleton Bike & Fitness and Lahouts.

2. Caswell also thanked Hogan for attending their Board meetings as she can provide information on conversations when needed and it (LWL) is an important part of our town and infrastructure. He said it is probably our largest advantage and maybe one of the reasons why a lot of towns like Littleton are great for power service and rates that we have here. He wasn't here for the previous meeting related to the data center issue, but he thinks that at some point that is something they are going to have as a conversation about at the Select Board level. Some of the points made about both (Galvanized Required Replacement) GRR and data centers were a little concerning. At this point, he feels there is very little that Littleton could do to stop it if someone wanted to come in and do one. He is an advocate of economic development but at the same time this may be a case where there needs to be a little throttling of that for reasons that are beyond unpleasantness. Cherian said you may not need to get power from a grid anyway and there is no way we would be able to support a full-size data center. Hogan said no but there is some legislation that's being considered that would force us to increase and improve the infrastructure to allow it and it would be at our expense. It didn't pass legislation recently, but they are going to keep trying. Caswell just felt this was something that we will need to keep in mind going down the road.

3. Cherian asked Hogan if there was an RFP coming out pertaining to the battery project. She confirmed that they are going to be starting some research to identify some and she does have one she is interested in.

4. Cherian asked Clark if the Pride Parade and Festival were scheduled for this weekend. She confirmed and said it will be held at the Riverfront Commons.

5. Harrington also mentioned the Pride Parade for this weekend and said the Fourth of July activities will be taking place this weekend as well at Remich Park. July 3rd will be the next First Friday Event. She also announced that a notice went out on social media that two more First Friday Events have been added to this year's schedule for September and October. She reminded everyone that the next scheduled Select Board meeting is scheduled for July 27th.

Public Comment: *(20 minutes max; 3 minutes per speaker; chair may grant waivers)*
There were none at this meeting.

Lehmann made a motion to adjourn. Cherian seconded the motion. All agreed. Motion passed 4-0. This meeting closed at 6:43 pm.

Minutes submitted by Vicki Potter.