**MINUTES**
**LITTLETON SELECT BOARD**
**MONDAY, AUGUST 24, 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; Dave Harkless, Member; Troy Brown, Town Manager; Lori Bolesavich, Finance Director; Eric Oliver, Director Public Works; Chief Paul Smith; Chief Chad Miller; Michael Chamberlain, Transfer Station Manager; Lori Hogan, LWL CEO; Vicki Potter, Administrative Secretary; Diane Cummings, Budget Committee Chair; Bill Latulip, LFD; Zack Dickinson, Zack D. Video; Cory Philbrick, Manager with Vachon Clukay & Company, PC; Scott Bluni, Schillings - Head of Sales; Nolan Barber, Schillings - Northern New England Brand Representative; Tim Egan, Schillings - Events Consultant; Barry Normandeau, Normandeau Trucking; Karen Lord; Pat Kellogg; December Rust; Tom Godfrey

Harrington opened the meeting at 5:00 pm with the Pledge of Allegiance and a Moment of Silence. Following that she welcomed Harkless to his first official Board meeting.

**Approval of Minutes:**

1. 7/27/2026 - BOS Meeting - **Caswell made a motion to approve the minutes as presented. Lehmann seconded the motion. All agreed. Motion passed 5-0.**

2. 8/17/2026 - BOS Work Session - **Lehmann made a motion to accept the minutes. Harkless seconded the motion. Motion passed 4-0-1 with Cherian abstaining as he was not present for this meeting.**

**Business:**

1. **2025 Audit Presentation - Cory Philbrick (Vachon Clukay)** - Harrington introduced Philbrick. Philbrick started by saying they have been working with the Town for about 10 years now. He explained that at the end of their audit they provide a few letters to the Town and the Board and he began explaining what they are. The first letter is the Governance Letter. This letter is an overview of the audit process and how it is conducted in accordance with generally accepted auditing standards. It may point out areas where the Board may want to pay specific attention. These may include new accounting standards that were adopted by the Town, such as the GASBY Statement 102 adopted in 2025. The next report is the Internal Control Report. With this report "less is better." This one points out any material weaknesses or significant deficiencies to report on. They look at annual reports, past experiences, talking to management, the types of activities the Town is engaged in, the types of purchases being made, payroll benefit structures, what are the major revenue streams, and they use this information to develop an overarching risk analysis of where the Towns most risky activities would be. The third letter is the Management Recommendation Letter. This letter is where they would communicate things that are less significant than what would go into the Internal Control Letter, such as a minor deficiency or show an opportunity to improve Town processes. This year they had a few things to point out. First was the Single Employer Other Post Employment Benefits (OPEB). It's a way of saying that retirees

are allowed by state statute to remain on the town's health insurance at their own cost. Their recommendation is for the town to develop a review and reconciliation process over that census data prior to it being submitted to the actuary just to avoid any potential delays or having a reassessment done after the fact once the initial evaluation is completed. Next recommendation is Timely Investigation of Stale Cash Reconciling Items. This is internal control related, but very minor. When handling any cash reconciliation is being done on old, outstanding or unusual items should be investigated. It could be just an error or an oversight, but it can be corrected in a timely manner to keep information accurate. Final recommendation is on Collateralization Coverage of the town's financial deposits with banks. The town has FDIC Insurance over all its deposits. It has $250,000 coverage on its checking and savings accounts. They found that this coverage is primarily linked to the operating account. There are several other smaller accounts that don't have significant balances compared to the operating account, they are effectively uninsured or uncollateralized. State statute does require that any unsecured deposits be collateralized. Their recommendation was just to engage your deposit institution to make sure all the town's accounts are picked up when determining the level of collateral that you would want at any time. Last report is the Final Statements. Philbrick said he was happy to report the Town received an unmodified opinion on all its reporting units for year ending December 31, 2025. Unmodified opinion is viewed as a clean opinion. It means the Towns financials are fully anticipated to be presented in accordance with GAP in all material respects. He said "anticipated" because the audit report is still in the draft phase. He said there is nothing to make him believe that the opinion would be unmodified. Highlights of the financial statements are the total current assets of the town. This includes cash, investments, receivables and prepaid items has declined approximately $684,000 year over year, about 7% annually. The largest decrease was seen in cash and investments combined in total of about $840,000. He said that it may sound like a lot, but the town used $760,000 of Fund Balance to offset annual appropriation. When you think about what you budgeted, it is not that big of a swing. Non-current assets, like your capital assets, long-term lease receivable on the new town office building. Those increased by $1.8M. That increase was in capital outlays, like the donated historic fire truck the town received, the new town building purchased, the ongoing upgrades and repairs at the WWTP, various transportation and road improvement projects. Current liabilities, like vendor payables, current portions of debt have increased by approximately $107,000 year over year. This was driven by the increase in some of the finance purchase arrangements that the town entered during the year. The long-term debt also increased by about $124,000. This was net difference of scheduled repayments on the towns existing debt offset by new issuances. Philbrick said he didn't touch on the total liability change because once the new OPEB valuation is obtained that number will change. So, there's not a lot of sense to talk about in total yet. Philbrick thanked the town for choosing them to perform the town's annual auditing work and for all the work and hospitality that Bolasevich, Brown and the rest of the staff at the town office provide them with when they are up here. It really helps them keep things moving smoothly. Hogan asked Philbrick to give a summary of the component unit. She is presuming the LWL is still presented in the financial statements, but they are audited by the same firm but separately with independent reports to the commissioners. Philbrick said as Hogan pointed out, LWL is considered a component unit of the Town of Littleton. A component unit can be triggered by several different things. In the case of LWL, the Board of Commissioners who govern LWL are selected through the Town's Select Board. Additionally, any general obligation debt issued by LWL is backed by the full faith and credit of the Town. Those two things combined trigger what's known as component unit reporting, which means certain elements of the financial statements of LWL get pulled into the Town of Littleton's financial statements. Harkless asked if the items in the report pertaining to OPEB were highlighted because they were getting changed or to bring attention to them. Philbrick said that it was specifically for the Board to know that information is all going to be changing. Most of the information they are seeing there was last year's disclosure, and he highlighted it so that you knew it would be changing. With budget season getting ready to start, Brown just wanted to bring back the discussion that we have a policy to try and maintain a minimum of 5% of the unassigned amounts with goal of getting it to 8%. You reported tonight when we benchmark not against the audit but against the DRA's tax rate. We probably won't see much growth. Philbrick asked how much we used in Fund Balance to support subsequent appropriations in 2026. Brown said they maybe only had two warrant articles that they used the Fund Balance and believe it was around $200,000. Philbrick looked at the report and saw it was $226,000 and when DRA looks at the number, they provide that number for those subsequent appropriations in your financials its assigned not unassigned because as of 12/31 you have a plan for it. When DRA does the tax rate setting and when they give you that percentage, that number comes down to unassigned. So, your unassigned 1.2 realistically is going to look more like 1.4 or 1.5.

2. **Littleton Water and Light Well B Interconnection Report - Lori Hogan, CEO LWL** - Hogan started by saying that she and the Commissioners were successful in getting an SRF Grant this year. They call it Well B or otherwise known as Lafayette Well. It's the well directly behind their facility that was recently permitted. They have been trying to raise funds to interconnect, which is about $720,000. They applied last year but did not make the ranking. They reapplied this year and they ranked seventh in the State of NH for priority projects, and they are eligible for up to 50% grant then 50% loan. Bullet points are that the Board will be seeing a warrant article because they will need it to be able to accept the grant and the loan needs to be approved. There will be a provision of Bureau of Rail and Transit application that has been submitted but it is going to require additional approval and information to be provided. She is sure of that approval. The Town is the owner of the land and LWL is the operator. So, there will need to be some approval for that application to be approved. Typically, LWL does not borrow funds but in this case SRF is a very low-interest rate loan so it would free up cash for other system priorities. It also projects need. She said this is the first significant SRF that they have ever got funded and would like to continue the trend. They are projecting the second increased in the water rates that they had reported last year. Because of this grant, she would say that they would defer and do that in 2027 and maybe do just a small cost of living adjustment. This is to be determined by the commissioners, but this is her current recommendation to them. The issue getting resolved is they will now have 100% redundancy for their water system, which to her is huge. If they ever have an issue with the transmission line, they will have enough permitted capacity to meet the needs of the town, which is 500 gallons per minute. They will be able to produce that through Brickyard and Lafayette well combined. Coming up, their recommendations are going to have a warrant article submitted to Bolasevich and she almost has that ready to send over to her. They will also request a vote for the Town Manager to be able to sign any permit

applications that are being presented by the Bureau of Rail and Transit. Harkless said a lot of work went into the Rail Trail and wanted to know if it was going to be put back all nice. Hogan confirmed and said they will be going over with power which will not have any trail interruptions. Then they will bore under the trail for the water line. **Caswell made the motion to give the Town Manager approval to sign permit applications as necessary for this grant. Cherian seconded the motion. All agreed. Motion passed 5-0.**

3. **Littleton Water and Light - Gale River Dam Removal - Lori Hogan CEO LWL** - Hogan started by letting this Board know that they maybe seeing more of her because she is submitting three different grant applications from Northern Borders Grant for more than a half million dollars. One from the Federal Department of Energy grant for $2.3M and she is also submitting one for the Drinking Water Trust Fund grant. She is hoping she will be announcing more soon. They won't know the status of any of these ones already submitted until October or November. Her next topic was from another grant they received from American Rivers. They have a dam that was built in 1960 at their intake on the Northern branch of the Gale River. It is no longer used. American Rivers has approached them to remove the dam, and the commissioners approved it as a two phased project. They are going to redo our intake this year and remove the dam next year. If an emergency arises, they could use the dam to get water into the intake. They want to make sure the infiltration gallery is working properly first before they go in and rip out their redundancy. Once again, the property owner is the Town of Littleton. She has already provided a deed from 1905 to the Town Manager for review because the location of the intake is strictly confidential. The Commissioners are recommending the project because we will be seeing new infrastructure at no cost and it mitigates any exposure to LWL to potentially remove the dam in the future at their cost. As part of the funding North American Rivers approached NH Dam Removal and NH Arms Funds. NH Arms Fund is one of the granters that required a perpetual easement to the property stating that they would never touch the remediated area. Hogan said they cannot do that, it's not feasible. If there intake is not working and it's their only source of water, they are going to do what they must do. If it goes into that area, then it goes into that area. They negotiated separate languages with the Arm Fund and Army Corps of Engineers that says that LWL doesn't have any stated intention to go into that area but if something does happen, they would approach Arm and DES for proper approvals. She is looking for permission from the Board to allow the Town Manager to approve and sign, although they cannot do it now because it requires some dates of when the grant form is approved and they don't have that yet. It should be done soon, maybe late September or early October. This has been reviewed by the Towns legal counsel, and most of the wording came from them because she was not happy with the DES' wording. So, she rewrote it and they approved it. **Cherian made a motion to grant the Town Manager the approval to sign permit applications and forms for the Aquatic Resource Mitigation Fund Project Owner Acknowledgement. Caswell seconded the motion. All agreed. Motion passed 5-0.**

4. **Schillings Oktoberfest Event - Scott Bluni, Nolan Barber, Tim Egan** - Bluni started with introductions and explained that they were here to talk about Schillings Oktoberfest and Anniversary Party which will come with a request for road closure. Their presentation included information about their team, the history of how Schillings began, their

accomplishments over the years and safety. The road closure they are asking for is for parts of Mill Street, Porter Street and Lot B, like how it was closed during the First Friday Events. They also wanted the Board to know that this year, they went to see and talked to every abutter about the event in detail and they all signed an acknowledgement and agreements form. They invited all local businesses to come and participate in the local community. Last year they donated $17,000 to charities from their ticket proceeds. This year's charities they will be donating to will be: Adapted Sports Partners, Littleton Area Mutual Aid, the Bancroft House and the Michael James Jackson Foundation. The first three are local Littleton/North Country charities and the last one is a scholarship fund that allows people who don't have access to learning how to brew, hospitality or to distill. It funds grants to get people into that line of work. Bluni also shared that in the history of Oktoberfest, they have never had any arrests, they have escorted a couple of people for being a little boisterous. Rust asked if Schillings obtained a beer and specialty festival license for this event and it was confirmed they had. He then said that The Littleton Ordinance, under Chapter 5, Public Drinking, that the Select Board or Designee must grant permission to allow drinking on Town owned properties and wanted to know if that process has been completed. Chief Smith said it is in the ordinance, but the Board can grant those permissions as part of their vote tonight. Kellogg asked when the event will be held and Bluni said September 26th. **Caswell made a motion to close Lot B, Mill Street and Porter Street and grant permission for public drinking at this one event to be held on September 26th. Cherian seconded the motion. All agreed. Motion passed 5-0.**

5. **Community Gardens Discussion - December Rust** - Rust introduced himself and explained that the community does not have a steady basis of fresh produce. He then explained that he is looking into the idea and exploration of forming a community garden space where anyone can grow and tend their own produce. He is hoping this will grow an interest. There would be a nominal fee that wouldn't be meant for a source of income but rather to help with water, soil maintenance, tools, supplies and administration while keeping participation affordable. Eventual design would depend on location, available space, accessibility, sunlight, water access, community interest and funding. It could include garden plots or raised beds for residents and organizations and would be designed to accommodate gardeners with mobility limitations, small tool shed for shared gardening equipment, composting, educational and community gardening opportunities. It would help the community interact with one another over a shared need. The result would be to help provide and disperse fresh produce back into the local community. For example: to the Dinner Bell, Reddington Street Food Pantry, the Little Free Pantry, etc. Rust provided a list of benefits that could come from this program and let everyone know that he will presenting this again at the Littleton Library on September 15th at 5:30 pm. He said this is still in the exploration phase and he is looking for support from the Select Board, interested residents and businesses to work together on this. His goal is for this program to have very little impact on the taxpayers but rather funding comes from grants, donations and a volunteer effort. He wants to find a landowner that can work out a trust that could be established and saved within the community for generations. Harkless condemned Rust on his well thought out presentation and shared that he remembered there was a small community garden attempt at Remich Park about 12 years prior that didn't work out. He then learned that there is a community garden at the Daughters of Charity of Sacred Heart of Jesus. He said they

have a great thing going and wanted to make sure that it wouldn't step on their toes or if they could collaborate together or not. They have 3-acres where they work and provide 3 tons of produce per year that they to all the area food pantries. Hogan said it would be a good impact for children to get their hands in the dirt and learn how to grow vegetables, that's an invaluable experience. Harrington also shared that Rust has an email address for this project of littletoncommunitygarden@pm.me. Egan shared that ACHS has a Food is Medicine Program and a cook together Program that teaches low-income folks how to cook better using food from the food pantry. He thinks this may be of interest to the CEO, Ed Shanshala. Harrington asked if he was just looking for the Board to say this is in the early stages and they are okay with you continuing to explore it more. So, the Board's consensus was that they are all okay with him to continue community conversations. She then thanked Rust for his presentation. Rust added that he has a Facebook page as well, Littleton Community Garden.

6. **Public Hearing - Acceptance of Community Center CDBG Grant - Manager Brown - Harrington opened this public hearing topic at 6:21 pm**. She read into record "Accepting and expending Community Development Block Grant Funds in the amount of $500,000 for the Littleton Community Center Project." Brown added that the grant application was written and we held a public hearing through that process and everyone who came up that night supported it. It was submitted and awarded half million dollars for renovation for this building and the Carriage Annex. This is just our responsibility in accordance with State law to accept it upon receiving input from the public. Caswell asked in terms of where we stand in getting this done if we accept this and take another half million. Brown said he wasn't sure as this grant will be managed by North Country Council. This grant application did have some other matching funds which he believes they had received. Harrington said they did receive the funds, but they are still trying to fundraise. Brown said this grant program is federally funded so only the Town could be an applicant, so we are allowed to apply and receive these grants on behalf of other eligible organizations. **Harrington asked the public if anyone had any questions. With no questions, Harrington closed this public hearing at 6:24 pm. Lehmann made the motion to accept the CDBG Grant to be used for the renovation of the Littleton Community Center and Annex and to authorize the Town Manager to execute any documents and agreements associated with said grant program. Harkless seconded the motion. All agreed. Motion passed 5-0.**

7. **Bertha Fire Engine Management & Storage Resolution - Chairperson Harrington** - Brown said the purpose of this resolution is because we had heard from public (that they spoke at the last meeting) that they were concerned about what the Select Board was doing to find temporary and permanent storage for Bertha. Between the Board Chair, Fire Chief and himself really needed to take an official position on who is the designated person in charge of this task. He said it is generically written for the Fire Chief, currently Chief Miller, but would carry on for 10-15 years from now or until rescinded by this Board. Harrington began by reading into record the "Resolution establishing responsibility for the custody, preservation storage, management and use of the 1931 American Lafrance Fire Engine "Bertha" (**See a copy of this below**.) She said it was cool that we have an almost 100-year old fire truck and feels we should celebrate her birthday when it gets here in a few years. Chief Miller thanked Latulip for the extensive amount of work that he has done and

continues to do for Bertha. Including the fundraising he has done and continues to do and the ongoing maintenance operations. He has been the "go-to guy" and this project would have gone nowhere without him. Latulip said the situation is that the Historical Society wants Bertha to be housed at the Opera House, but in doing so, all the fluids in the truck would have to be drained. **Cherian made a motion to adopt this resolution as written. Harkless seconded the motion. All agreed. Motion passed 5-0.**

8. **Budget Committee Member Appointment** - Harrington reminded everyone that Mary Menzies had resigned her seat on the Budget Committee and they needed to fill the position. She said the position was advertised as normal through the website and the newspaper. They received a letter from a very qualified person, whose name is Tom Godfrey. Godfrey and his wife recently moved to the area and purchased the Beal House. Harrington said that he is coming to us with a lot of financial and budgeting experience and his resume is impressive. **Caswell made a motion to appoint Godfrey to the Budget Committee. Cherian seconded the motion. All agreed. Motion passed 5-0.**

9. **Review Purchase Policy - Manager Brown** - Brown said this policy went through an overhaul last year on condition that it be reviewed by the Board annually. Overall, this policy sets guidelines for department heads and some of the boards and committees that make various purchases. Some of the guidelines are: If you're making a purchase that's $10,000 but less than $25,000, then you get at least two written quotes. If the purchase is $25,000 up to $50,000 then we need three written quotes. Anything over $50,000 to $100,000 would need a legal notice advertising on the website and in the newspaper. If there is an emergency, then at the end of the policy there is a section that allows the Town Manager to waive the conditions. Cherian asked what happens if they do not receive the required number of bids. Brown said they would make a memo on the documents who they reached out to but only received one bid. This will show the taxpayers that we are managing their money as prudently as we can and when the auditors look at this policy, they will want to see documentation explaining why there weren't three quotes. Chief Miller said that in a lot of their situations the equipment is franchised and only one person is authorized to sell it in New Hampshire, so they must go through that vendor. Cherian asked that something they consider for the future is joint procurement with other towns. He knows this has probably been tried and failed but thinks sometimes there are advantages to collective bidding. He realizes this might be a pipedream but also a possibility for things like diesel fuel, road sand or salt. Brown said he made a note to consider this for next year. **Lehmann made a motion to approve the town's purchase policy as it was written. Cherian seconded the motion. All agreed. Motion passed 5-0.**

10. **Solid Waste Transportation Service Contract Award - Manager Brown** - Brown said the Board is aware, they reviewed the RFP then put it out for bid. It was advertised on the website and in the newspaper. They received two responses back and the Board opened those bids publicly at the last meeting. He and Chamberlain reviewed those proposals, now they are coming back this this Board with their recommendation tonight. He said this was not an easy task to review and come up with what they feel is the best way to proceed. There were different approaches from vendors in how they presented their numbers. Brown recapped the three different ways the bidders could present their figures. First option was a

fixed cost all-inclusive per haul. Second option was a cost with a fuel adjustment. Third option was if they could come up with any other way that was more efficient to provide services for the town. Casella decided to just do the fixed cost which they offered to do for $624.75 (everything included.) The goal of this contract was to get this on a calendar year basis, so this rate would carry us through December 31, 2027. At that point, we stated that we retained the right to negotiate for future renewals or go out to bid again. Normandeau submitted option two, their bid was a cost base of $589.00 per haul with a fuel adjustment (with the cost of fuel being $5 per gallon.) If the fuel went up to $5.25 per gallon, it would kick in the adjustment. Then every .25¢ fuel increase would be an additional cost per haul. So, you would have to figure out the fuel adjustment to get what the actual cost per haul would be. He said when you start factoring in the unknown of where fuel is going, that unknown number makes it very difficult for us to budget. We like fixed and predictable, and we are basing our estimate on about 150 loads to the landfill in the next 12 months. If that worked out based on the Cassella price, that would cost about $93,712. On the same number of loads from Normandeau's price, that's at $589 per load, then calculated another $16.50 on top of that would bring it to $605.50 per load for a total estimated cost of $90,825. A savings of $2,887, which is a little lower than Casella, but you still have the risk factor of where we're at in today's economy and more likely that the fuel is going to increase more than it will decrease. Brown said his recommendation to the Board is to go with the Casella contract. Cherian asked what the current hauling cost is and Chamberlain said its $595. Harkless asked if he considered the 3-year proposal from Normandeau's. Brown said he didn't because they hadn't asked for it and felt it wasn't fair. If he did, he would have to disqualify both bidders and ask them to rebid. There were continued questions and discussions regarding the bids. Normandeau reminded them that there was a double haul amount in his bid as well. He said historically when they haul out of there, there is usually a second load that's ready to go at the same time. Then your per trip rate goes down, which is even more savings. After more back and forth conversations between the Board trying to understand and determine the best options, **Cherian made a motion to award the RFP bid to Casella covering the period between September 1, 2026, to December 31, 2027. Harkless seconded the motion. Motion passed 4-1 with Caswell opposing the motion.**

**<u>Town Manager Report:</u>**

1. **July 2026 General Fund Report** - Brown said this is your July General Fund Report and it reflects that we have 41.67% on remaining appropriations. We are in a good position with 43.27% or $5,611,436.69 of the approved $12,968,512.52 budget still available. This places us approximately $207,496 or 1.60% under budget year to date. The welfare department has 38.14% left but we have had some personnel issues in there and we are way below where we should be. We are heading into the season where people are trying to find housing and electric costs start up. We do have this Board on record of authorizing us to access $50,000 from the expendable trust fund that we have had held for the last two years for this exact scenario where we find ourselves looking at overspending on the approved budget.

2. **Other Updates - <u>Cottage Street</u>** - You have probably seen that the concrete has been on Cottage Street and it's really taking on shape. **<u>Pool Update</u>** - He wasn't sure if the pool assessment report has been shared with Board or not. He is aware that Parks & Rec folks

are having a meeting on September 15th where they will be reviewing this assessment report. They will be already have created a subcommittee. Now they will have this tool to figure out next steps. Cherian asked if it could be fixed in the off season or if they need to wait until next summer. Harrington said they would be able to work on some of the indoor components off season. Brown said he has not looked at the report yet but it's looking like the cost of the complete renovation is going to be about $2M. Harkless said he went to the Parks & Rec's last meeting he confirmed that they had formed a committee, which he believes has about 9 or 10 members of the community on it. He said that Heidi Hurley is heading up that committee. Harrington wanted to commend Clark, the Parks & Rec Commissioners and all the people that have come forward to help with this situation.

**Select Board Reports:**

No one had anything tonight.

**Public Comment:** *(20 minutes max; 3 minutes per speaker; chair may grant waivers)*

1. Lord wanted to say she was excited about the Hero Dog for the Police Department will be moving forward and thinks it is a very positive thing. She also asked the Chief's if this would be part of the Fire Department as well. Chief Smith said we are still in the beginning stage. Once they secure all the funding then they will be bringing proposals to the Town Manager and then moving on from there. The Comfort Dog would be available to the paramedics, firefighters, and public safety.
2. Lord also asked if there was any more information from the engineering firm from the North Country Council. Brown said no, it is still under their review process.

3. Lord also wanted the Board to know that she is trying to do a sidewalk event, and October is Safety Month and she has contacted the schools and is trying to see if they could do some safety posters. Then she will see if she can get some community businesses to hang the posters.

4. Rust said he is one of the volunteers for the pool's subcommittee and there will be a discussion of a two-phase repair, with the first phase getting the pool up and running for this next year. That is not the full $2M projection. Then phase two will be for longevity because some of the equipment has been estimated to last the next 5 years, some 5 to 10 years. So, there is a lot to discuss, then they will take that to the Parks & Rec Commissioners. The next meeting is in September.

5. Rust said he is trying to obtain a NH state driver's license and most of the things that the DMV require for residency are for people living in conventional houses, such as deeds, leases, mortgages, utility bills, all of those types of aspects who people in those conventional aspects have access to but there is a specific RSA 263:5 E which recognizes that the town clerk can write letter on a town letterhead that states that he is a Littleton resident and they will accept that. He asked for that letter today but was told that she is on vacation this week, but she does not do that for anyone, but he could come back next week to talk to her directly. He would like the Board or the Town Manager to talk it out with the town clerk's office to see if something could be done about this.

6. Oliver just wanted to make a quick statement regarding the quote for hauling. From his experience those decisions are tough. With contractors and engineers usually the distance between them is razor thin and you have to make what you think is the best decision. For example, with paving this year, it was awarded to a company that was $42 a ton cheaper than everybody else. When asked why he was so cheap, he said he wanted to be in Littleton and wasn't letting it get away. It's a 15-month contract and they will be bidding on it again next year. He believes that it's going to be better for Littleton in the long run. The competition is there and people want to work for Littleton.

7. Brown said he knows that the town clerk will knock on his door and wants the public and everyone to be aware. The town clerk is an elected official and that position has been elected in this state since it was incorporated. It is done so intentionally to separate government from town. This is not a department head that the town manager can oversee. Cherian also stated that the Select Board does not have authority over the town clerk and our role is to provide them with office space. Rust asked who he should contact then and Brown said if he was not satisfied with the outcome, then he could maybe try contacting the Department of Safety.

**Lehmann made a motion to adjourn the meeting. Cherian seconded the motion. All agreed. Motion passed 5-0. Meeting ended at 7:38 pm.**

Minutes submitted by Vicki Potter

## LITTLETON, NEW HAMPSHIRE
## SELECT BOARD RESOLUTION

# A RESOLUTION ESTABLISHING RESPONSIBILITY FOR THE CUSTODY, PRESERVATION, STORAGE, MANAGEMENT AND USE OF THE 1931 AMERICAN LAFRANCE FIRE ENGINE "BERTHA"

**WHEREAS**, the 1931 American LaFrance fire engine known as **"Bertha"** served the Town of Littleton for many decades and represents an important part of the history and heritage of the Littleton Fire Department and the community; and

**WHEREAS**, after leaving Town ownership in 2004, Bertha was subsequently acquired and extensively restored by former Interim Fire Chief David Houghton to a condition representative of its original 1931 appearance; and

**WHEREAS**, following a public hearing on October 27, 2025, the Select Board accepted the donation of Bertha from the Eureka Hose Company for historical, ceremonial and community pride purposes; and

**WHEREAS**, as a condition of acceptance, the Town agreed to provide maintenance to preserve Bertha, to provide heated storage for the life of the vehicle, and to grant Eureka Hose Company the right to repurchase Bertha for one dollar ($1.00) should the Town determine that it no longer wishes to own the vehicle; and

**WHEREAS**, the Select Board recognizes that clear responsibility for Bertha's custody, preservation, maintenance, storage, transportation and use is necessary to protect the vehicle and ensure that decisions concerning Bertha are made consistently and in the best interests of the Town; and

**WHEREAS**, because of Bertha's historical connection to the Littleton Fire Department and the specialized knowledge necessary for the care and operation of an antique fire apparatus, the Select Board finds that the Fire Chief is the appropriate Town official to have primary responsibility for the custody and management of Bertha; and

**WHEREAS**, the Town must secure temporary and permanent safe, secure and heated storage for Bertha consistent with the conditions under which the Town accepted the vehicle; and

**WHEREAS**, the Select Board requests that the Fire Chief develop a temporary and permanent storage plan for Bertha to include the feasibility of establishing permanent storage and public display option at the Littleton Opera House.

**NOW, THEREFORE, BE IT RESOLVED,** That the Littleton Fire Chief is hereby designated as the Town official having primary responsibility for the custody, preservation and overall management of the 1931 American LaFrance fire engine known as "Bertha."

The Fire Chief's responsibilities shall include, but are not limited to, coordinating and overseeing:

- Routine inspection and preventative maintenance;
- Mechanical maintenance and repairs necessary to preserve the vehicle;
- Proper cleaning and preservation of the vehicle and its historical components;
- Safe and secure temporary and permanent heated storage;
- Maintenance of records regarding the vehicle's condition, maintenance and repairs;
- Transportation and operation of the vehicle;
- Participation in parades, ceremonies, community celebrations, educational activities and other appropriate public events; and
- Reasonable access to and display of Bertha for historical and community purposes.

**ADOPTED by the Littleton Select Board this 24th day of August 2026.**

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Kerri Harrington, Chair

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Paul Lehmann, Vice Chair

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Taylor Caswell, Member

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Edward Cherian, Member

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David Harkless, Member