

## James Gleason

---

**From:** Savage, Clinton <Clinton.J.Savage@dncr.nh.gov>  
**Sent:** Tuesday, April 12, 2022 1:37 PM  
**To:** James Gleason  
**Cc:** Rennie, Craig; Rudko, Alexis  
**Subject:** Littleton Rail Bed

Hi Jim,

My name is Clinton Savage and I am the District Supervisor for the NH Bureau of Trails.

I would to see if there is a time on the 19<sup>th</sup> or 20<sup>th</sup> to meet with you to discuss the Rail Trail issue regarding the uses of that section of rail line off of Industrial Park Rd going south.

Thanks

Clint

Clinton Savage, District 1 Supervisor  
NH Bureau of Trails  
629B Main Street  
Lancaster, NH 03584

Office 603-788-3155  
Email [Clinton.Savage@dncr.nh.gov](mailto:Clinton.Savage@dncr.nh.gov)

## James Gleason

---

**From:** James Gleason  
**Sent:** Tuesday, April 12, 2022 1:45 PM  
**To:** 'Savage, Clinton'  
**Cc:** Rennie, Craig; Rudko, Alexis; Doug Damko; Caitlin Leverone  
**Subject:** RE: Littleton Rail Bed

Mr. Savage,

Please propose a time and I will do my best to accommodate your schedule on either date. I am also copying the Director of DPW and the Director of Parks and Recreation as I feel it would be of value to me to have them part of the meeting.

Jim Gleason-Town Manager  
Littleton NH

**“When I was 5 years old, my mother always told me that happiness was the key to life. When I went to school, they asked me what I wanted to be when I grew up. I wrote down ‘happy’. They told me I didn’t understand the assignment, and I told them they didn’t understand life.”**

**-John Lennon**

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**Sent:** Tuesday, April 12, 2022 1:37 PM  
**To:** James Gleason <jgleason@townoflittleton.org>  
**Cc:** Rennie, Craig <Craig.D.Rennie2@dncr.nh.gov>; Rudko, Alexis <Alexis.M.Rudko@dncr.nh.gov>  
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## James Gleason

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**From:** Savage, Clinton <Clinton.J.Savage@dncr.nh.gov>  
**Sent:** Tuesday, April 12, 2022 2:11 PM  
**To:** James Gleason  
**Cc:** Rennie, Craig; Rudko, Alexis; Doug Damko; Caitlin Leverone  
**Subject:** RE: Littleton Rail Bed

10 am works for me either day.

Thanks

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**Cc:** Rennie, Craig <Craig.D.Rennie2@dncr.nh.gov>; Rudko, Alexis <Alexis.M.Rudko@dncr.nh.gov>; Doug Damko <ddamko@townoflittleton.org>; Caitlin Leverone <cleverone@townoflittleton.org>  
**Subject:** RE: Littleton Rail Bed

**EXTERNAL: Do not open attachments or click on links unless you recognize and trust the sender.**

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## James Gleason

---

**From:** Chief Paul Smith  
**Sent:** Tuesday, April 12, 2022 2:29 PM  
**To:** James Gleason  
**Subject:** Re: Rail Trail-ATV-Snowmobile

I have a huge conflict with this meeting.

Sent from my iPhone

> On Apr 12, 2022, at 2:20 PM, James Gleason <jgleason@townoflittleton.org> wrote:  
>  
> 10 am works for me either day.  
>  
> Thanks  
>  
> Clint  
>  
> Clinton Savage, District 1 Supervisor  
> NH Bureau of Trails  
> 629B Main Street  
> Lancaster, NH 03584  
>  
> Office 603-788-3155  
> Email [Clinton.Savage@dncr.nh.gov](mailto:Clinton.Savage@dncr.nh.gov)<mailto:Clinton.Savage@dncr.nh.gov>  
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## James Gleason

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**From:** James Gleason  
**Sent:** Thursday, April 14, 2022 3:36 PM  
**To:** Chad Miller; Michael McQuillen  
**Cc:** Doug Damko; Chief Paul Smith  
**Subject:** NH-DOT Eric Rexford Property-ATV's

I put you both on the meeting invite because I was not sure of the Chief's schedule, so internally you can determine which one should be there. The state wats to meet with me Tuesday at 10:00am and I am told it is about unauthorized vehicles access the RR illegally. I spoke with Paul and he thought if an issue came from the state (there has been a history of emails) there might be an alternative for the business. I want some idea if there is a town solution to the problem or this is the business owner and the states issue. If so why is the state wanting to meet with me....

Jim Gleason-Town Manager  
Town of Littleton  
125 Main Street  
Suite 200  
Littleton, NH 03561  
603-444-3996 Ext. 1028

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**-Robert F. Kennedy**

## James Gleason

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**From:** Chad Miller  
**Sent:** Thursday, April 14, 2022 5:58 PM  
**To:** James Gleason; Michael McQuillen  
**Cc:** Doug Damko; Chief Paul Smith  
**Subject:** Re: NH-DOT Eric Rexford Property-ATV's

I'll be bringing the UTV with us as we are meeting at noon to drive the rail trail for the river cleanup.

Get [Outlook for iOS](#)

---

**From:** James Gleason <jgleason@townoflittleton.org>  
**Sent:** Thursday, April 14, 2022 3:36:00 PM  
**To:** Chad Miller <CMiller@littletonfirerescue.org>; Michael McQuillen <mmcquillen@littletonfirerescue.org>  
**Cc:** Doug Damko <ddamko@townoflittleton.org>; Chief Paul Smith <chief@littletonpd.org>  
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**From:** Doug Damko  
**Sent:** Thursday, April 14, 2022 8:57 PM  
**To:** Chad Miller  
**Cc:** James Gleason; Michael McQuillen; Chief Paul Smith  
**Subject:** Re: NH-DOT Eric Rexford Property-ATV's

Thanks Chad! Much appreciated with my ongoing leg issues.

-Doug

On Apr 14, 2022 5:57 PM, Chad Miller <CMiller@littletonfirerescue.org> wrote:  
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**From:** James Gleason  
**Sent:** Tuesday, April 19, 2022 12:07 PM  
**To:** Caitlin Leverone  
**Cc:** Doug Damko; Vicki Potter  
**Subject:** Rail Trail-Soccer Field

The state Bureau of Rail Trails was in today to meet about 3 topics, one is the soccer filed issue. Any update as I am going to brief the BOS tomorrow on all 3 issues.

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**Sent:** Tuesday, April 19, 2022 12:27 PM  
**To:** James Gleason  
**Cc:** Doug Damko; Vicki Potter  
**Subject:** Re: Rail Trail-Soccer Field

Jim,

I have been in touch with someone else from the state who is supposed to be re-doing the lease. According to Lori, the Town has consistently paid the \$100/yr rent.

The Bureau of Trails is working on surveying that area to see how much they will need for the rail trail. I am hopeful that we could split the difference. If they need the whole section, that should still leave us with enough space for the soccer field NHIAA minimum requirements. I have not brought it to the school yet. I am waiting for the surveying to be completed.

I will reach out and check on the status.

### **Caitlin Leverone** (*"Le-ver-oni"*)

*Parks & Recreation Director*

Town of Littleton

125 Main Street Suite 200

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Cell: (603)616-2255

Office: (603)444-3996 ext. 1013

Fax: (603)444-1703

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**To:** Caitlin Leverone  
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I walked the area today to get an idea. Yes, they (State) are to do a survey and once that is done we can address the issue. If it requires reorienting the field and the home and visitor seats maybe the state will give us time to have a warrant article in 2023 with the field, dugouts and any other field and building replacement presented to the voters to pay for the costs.

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**From:** Rail Trail Properties <railtrailprop@gmail.com>  
**Sent:** Wednesday, April 20, 2022 2:42 PM  
**To:** James Gleason  
**Subject:** Re: Littleton Rail Bed

Hi Jim, could you provide Mr. Savage contact information.  
Thanks for sharing.  
Al

On Wed, Apr 20, 2022 at 9:16 AM James Gleason <[jgleason@townoflittleton.org](mailto:jgleason@townoflittleton.org)> wrote:

Mr. Allen Croteau,

This is just an FYI email. I had a meeting yesterday with Mr. Clint Savage with the NH Bureau of Trails, he indicated he would be contacting you about the development and the impact if any to the Rail Trail behind your development. I have attached a parcel map with Rail Trail property lines for you for when Mr. Savage contacts.

Regards,

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## James Gleason

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**From:** Rudko, Alexis <Alexis.M.Rudko@dncr.nh.gov>  
**Sent:** Wednesday, April 20, 2022 2:48 PM  
**To:** James Gleason; Doug Damko  
**Cc:** Savage, Clinton; Rennie, Craig  
**Subject:** RSA for town to designate town road as an OHRV allowed trail.

Jim & Doug,

Thank you for meeting with Clint and I. I believe the discussion was helpful.

What we discussed:

- 1) Town of Littleton will pursue option with town selectboard to allow OHRV access from parking lot on Industrial Park Rd south past Burndy Rd. to get onto Ammonoosuc Rail Trail via the snowmobile trail access ramp. This will bypass the TE-funded section from Industrial park Rd west to ~75 past gate.
  - a. Town will coordinate with police, fire and DPW for this.
  - b. If approved by town, the town will need to hold a public meeting and notify abutters. Town will need to install no parking signage on Industrial park Road so trail users do not park on private property and so police can enforce.
- 2) From Bill Watson: the town has agreements with Boston & Maine corp from the 70s that supersede the TE purchase of the corridor and therefore the town can continue to use wheeled vehicles to access areas on TE section for maintenance only.

Here is the link to the RSA for the town to designate a road for OHRV use: [Chapter 215-A OFF HIGHWAY RECREATIONAL VEHICLES AND TRAILS \(state.nh.us\)](https://www.state.nh.us/rsa/215-A%20OFF%20HIGHWAY%20RECREATIONAL%20VEHICLES%20AND%20TRAILS)

Specific sections are:

### Section 215-A:6

#### **215-A:6 Operation of All OHRVs. –**

IX. Pursuant to RSA 215-A:15, and following a duly noticed public hearing advertised at least 14 days in advance in a public location in the city or town and notification to abutters by verified mail pursuant to RSA 21:53, city or town councils and boards of selectmen may authorize the use of sidewalks and class IV, class V or class VI highways and bridges, or portions thereof, for use by OHRVs.

### Section 215-A:15

#### **215-A:15 Regulations of Political Subdivisions. –**

I. With bylaws or ordinances city or town councils and boards of selectmen may regulate the operation of OHRVs within city or town limits, providing they do not conflict with provisions of this chapter.  
I-a. (a) Any municipality that enacts an ordinance or bylaw under paragraph I relating to this chapter shall be responsible for the enforcement of such ordinance or bylaw.

Screenshot of the location in question funded by TE.



Screenshot of snowmobile access point into railbed.



**Alexis Rudko**  
Program Specialist  
Recreational Trails Program  
DNCR-Parks & Rec-Trails Bureau  
172 Pembroke Rd.  
Concord, NH 03301  
Tel: (603) 271-3254  
[Alexis.Rudko@dncr.nh.gov](mailto:Alexis.Rudko@dncr.nh.gov)  
[Recreational Trails Program Website](#)



## James Gleason

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**From:** James Gleason  
**Sent:** Wednesday, April 20, 2022 2:49 PM  
**To:** 'Rail Trail Properties'  
**Subject:** RE: Littleton Rail Bed

Clinton Savage, District 1 Supervisor

NH Bureau of Trails

629B Main Street

Lancaster, NH 03584

Office 603-788-3155

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## James Gleason

---

**From:** Barker, Louis <Louis.A.Barker@dot.nh.gov>  
**Sent:** Friday, April 22, 2022 11:34 AM  
**To:** 'RailTrailProp@gmail.com'  
**Cc:** James Gleason; Winters, Shelley; Rennie, Craig; Broadhead, Matthew; Corliss, Chuck A  
**Subject:** State-owned Berlin Branch Railroad Corridor - Littleton  
**Attachments:** 20220422 Letter Unauthorized Access and Improvements.pdf; Location Hitchner site V22-21.pdf; Tax map Littleton.pdf; NHDOT Requesting Temporary Use Agreement 2017.pdf; 2019 NHDOT Request to Lease RR Property 2019.pdf

Mr. Croteau,  
Attached is our letter regarding the unauthorized access and work within the railroad. To address the issues in a more timely manner it is being sent electronically.

I look forward to you response.

Lou Barker  
Railroad Planner  
NH Department of Transportation  
Bureau of Rail & Transit  
603-271-2425

June 2017

## **REQUESTING A TEMPORARY USE AGREEMENT TO ENTER STATE-OWNED RAILROAD LAND TO PERFORM WORK**

Those who wish to cross or enter onto State-owned railroad property on a short-term basis to perform some special work may request a Temporary Use Agreement from the NHDOT Bureau of Rail & Transit. The Bureau must first determine that the Temporary Use Agreement will not affect current or future railroad operations, other transportation or recreation needs, or environmental or historical resources. To initiate the Temporary Use Agreement, follow these steps:

1.) Address a written request to:

Shelley Winters, Administrator  
New Hampshire Department of Transportation  
Bureau of Rail and Transit  
PO Box 483  
Concord, NH 03302-0483

2.) Request permission for a Temporary Use Agreement to cross or enter on to State-owned railroad land and provide:

- a) A photograph, a location map and a plan or sketch of the area showing the property lines and the area of the railroad corridor to be entered onto.
- b) A description of your intended use of the railroad land, the length of time that the work will take and an explanation of the need for the crossing at the location identified. (e.g. construction access)
- c) Documentation of your ownership (i.e. deed and/or assessor's card) of your property adjacent to the State-owned railroad property, if applicable.

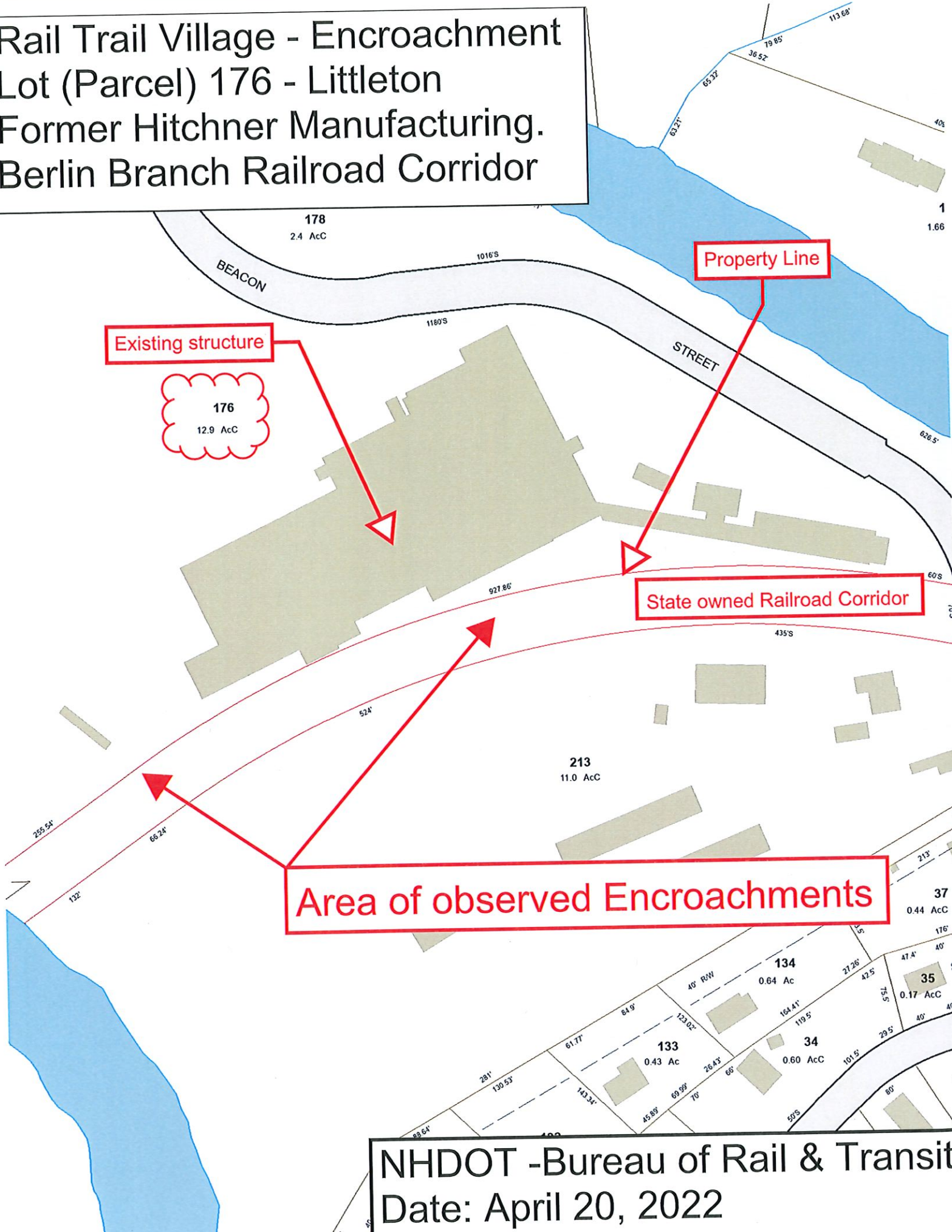
3.) The Bureau of Rail and Transit will review your request and may inspect the proposed work location. If the use is justified, the Bureau will prepare a Temporary Use Agreement with a defined end date, denoting the agreement is not permanent, and send it to you. Once you have signed and returned it with the required fees and insurance, it will be reviewed by the Attorney General's Office. The completed Temporary Use Agreement will then be returned to you. The holder of the Temporary Use Agreement must contact the Bureau of Rail & Transit and the Operating Railroad before entering on to the State-owned railroad corridor. Flagmen may be required by the railroad to be on site when workers or equipment are on the State-owned railroad corridor, at your expense.

Execution of the agreement will include these special Requirements (do not send with your initial request):

- a) There is a one-time preparation fee of \$350 plus a fee of \$50 per year for the term of the Agreement. Time extensions to the Temporary Use Agreement, beyond the original term, will incur an additional \$50 annual fee.
- b) You must provide a Certificate of Insurance showing you have acquired general liability coverage in the amount of \$1,000,000 each occurrence and \$2,000,000 in the aggregate. The Certificate of Insurance must designate the State of New Hampshire and the operating railroads (if any) as additional insured. You also may be required to provide Railroad Protective Public Property Damage Insurance in the amount of \$1,000,000 each occurrence and \$2,000,000 in the aggregate, where the work will be performed on an active railroad corridor.
- c) You may provide a bond in an amount to be determined, where work in the railroad corridor may impact railroad facilities and/or property.
- d) Corporations, Trusts, and other businesses must provide a Certificate of Vote for the Signatory and a Certificate of Good Standing from the New Hampshire Secretary of State.

**NOTE: THIS PROCEDURE CAN TAKE A MINIMUM OF SIXTY DAYS, TO COMPLETE ONCE WE RECEIVE ALL THE REQUIRED INFORMATION AND DEPENDING ON THE COMPLEXITY OF THE WORK TO BE PERFORMED ON THE RAILROAD PROPERTY.**

Rail Trail Village - Encroachment  
Lot (Parcel) 176 - Littleton  
Former Hitchner Manufacturing.  
Berlin Branch Railroad Corridor



NHDOT -Bureau of Rail & Transit  
Date: April 20, 2022

Recorded  
Granville County  
Book, Page, Date

LITTLETON N.H.

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1. Conveys additional width for cuts and fills

2. Subj. to easement rights retained by the State of N.H. in the right-of-way for the crossing tracks between the

3. Crossing rights in 10' strip

4. 15' RC sewer easement

5. 10' strip

6. 10' strip

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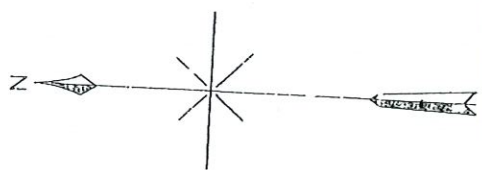
36. 10' strip

State owned Railroad Corridor

Property Line

Existing structure

Area of observed Encroachments



Former Hitchner Mfg. - Littleton  
Rail Trail Village - Encroachment  
Berlin Branch  
Valuation Section 22, Sheet 21  
MP C114.68, Station 1084+36

NHDOT -Bureau of Rail & Transit  
Date: April 20, 2022



**Victoria F. Sheehan**  
Commissioner

**THE STATE OF NEW HAMPSHIRE**  
DEPARTMENT OF TRANSPORTATION



**William Cass, P.E.**  
Assistant Commissioner

April 22, 2022

Allen Croteau  
PO Box 92  
East Derry, NH 03041  
Delivered via email: [RailTrailProp@gmail.com](mailto:RailTrailProp@gmail.com)

Re: State-owned Berlin Branch Railroad Corridor, Littleton  
Unauthorized Crossing of State Railroad Property

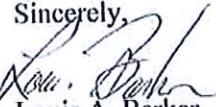
Dear Mr. Croteau,

During a recent inspection of the state-owned Berlin Branch Railroad Corridor in the Town of Littleton, unauthorized use of state-owned railroad property was identified in proximity to your private property (Rail Trail Village development on Lot 176) at 24 Beacon Street.

Your access onto, and work within, the state-owned railroad property from Lot 176 is undocumented and work being undertaken within state-owned railroad property is unauthorized, results in possible changes in drainage runoff, and is considered a trespass. I have included an excerpt from the Valuation Section 22, Sheet 21 (rail map) from our files showing the existing structure abutting the property line. Also included is an excerpt from the Town parcel maps that corresponds to information shown on the rail map. Access, use, and work outside on state-owned railroad property as defined on these maps would constitute an unauthorized use of state-owned property and must immediately cease unless you can provide documentation granting permission for use of the state-owned railroad property. If you have documentation of said permission to access and use state-owned railroad property, this must be submitted to the Department via email by May 4, 2022 for review and confirmation.

If you cannot provide proof of legal permission to access or use state-owned railroad property our office may be able to discuss other options to allow temporary use or access, including a Temporary Use Agreement or Lease Agreement. Enclosed are the Bureau's guidelines for requesting such agreements.

Again, by copy of this letter you are directed to immediately cease all unauthorized use and access of state-owned railroad property or provide proof of such legal permission to use and access the property by May 4<sup>th</sup>. Please contact me directly with any questions.

Sincerely,  
  
Louis A. Barker

Railroad Planner

Enc Location Hitchner site V22-21  
Tax Map Littleton

cc: Town of Littleton  
Department of Natural & Cultural Resources, Trails Bureau  
Office of the Attorney General

## REQUEST TO LEASE STATE-OWNED RAILROAD LANDS

Those who wish to lease a portion of state-owned railroad property may make a written request to the NHDOT Bureau of Rail & Transit. The Bureau must first determine that the subject parcel is not needed for current or future railroad operations and/or other transportation or recreation needs. The subject parcel must also be an ancillary or isolated parcel and not part of the main railroad corridor.

To initiate a lease, follow these steps:

1.) Address a written request to:

Shelley Winters, Administrator  
New Hampshire Department of Transportation  
Bureau of Rail and Transit  
PO Box 483  
Concord, NH 03302-0483

2.) In your request, provide:

- a. A picture, location map and a plan or sketch of the area showing property lines and identifying the abutters with the addresses of each adjacent property;
- b. Documentation of your ownership (i.e. deed and/or assessor's card) of your property adjacent to the state-owned railroad property;
- c. A description of your intended use of the land; and
- d. Enclose with the request a payment, either by bank check or certified check in the amount of \$500 made payable to "Treasurer, State of New Hampshire". This is an Administrative Fee for processing your request and upon receipt of this payment the Department will begin the formal surplus property process. (Note: At the completion of the transaction this amount will be applied to the total Administrative Fee described in Item 4d found below.)

3.) The Bureau of Rail and Transit (Bureau) will first review your request to determine if the parcel is needed for current or future railroad operations; if the parcel is not necessary for rail purposes, the Bureau will refer your request to other NHDOT Bureaus & District Offices, the municipality in which the property is located, and other state agencies to evaluate potential transportation or other public uses, including recreational needs. The Bureau notifies these entities and allows them 30 days to provide comments back to the Bureau; any comments received are considered during the Bureau's decision-making process. Following this review of comments, the Bureau will summarize feedback received and make a recommendation to the NHDOT Commissioner's Office as to what action should be taken (lease or not). Upon a decision by the Commissioner's Office, the Bureau proceeds accordingly.

4.) If the Commissioner's Office recommends leasing the parcel it would then be deemed surplus by the Department and the Bureau would obtain Federal review and approval of the surplus status, if necessary, and then follow the State surplus land procedures established by [RSA 4:40](#) and [RSA 228:57](#). They are:

- a. If the railroad corridor/property was acquired with funds other than state or federal highway funds or turnpike funds, the item is presented to the [Council on Resources and Development \(CORD\)](#), a committee made up of representatives from 12 State agencies. CORD will make a recommendation with regard to the disposal of the parcel through the Surplus Land Review process. Through CORD's process, county and local governments also have the opportunity to review and comment on CORD items.
- b. The Department conducts an appraisal of the property to determine its current lease value.
- c. The annual lease fee and term of the lease, along with term lengths of proposed renewals options, are submitted to the Long Range Capital Planning and Utilization Committee (LRPUC), a legislative committee. LRPUC reviews the pending lease transaction for procedural and fiscal soundness and

**NOTE: THIS PROCEDURE CAN TAKE A YEAR OR MORE TO COMPLETE.**

## REQUEST TO LEASE STATE-OWNED RAILROAD LANDS

renders their recommendation relative to whether the property should be leased and what the appropriate annual lease fees are as well as whether a one-time administrative fee should be levied.

- d. The Bureau prepares a Lease Agreement based on the appraisal, and input from LRPUC's review, that includes the annual lease fee, term of the lease and any renewal provisions, and any special terms and conditions. (Note: A certificate of insurance listing coverages of \$1,000,000 per incident, \$2,000,000 aggregate and naming the State of New Hampshire and, if applicable, the Operating Railroad as additional insured entities.) Also, subject to LRPUC's recommendation there is also a one-time administrative fee required, which is determined based on the complexity of the appraisal. If a simple opinion of value is sufficient, the fee is \$1,100 whereas if a full appraisal is needed, the actual appraisal fee will be used to set the administrative fee. The requestor's initial \$500 payment, which was submitted with the original application and detailed in Item 2.d., will be applied to the balance due for the final administrative fee.
- e. The Lease Agreement is signed by the requestor and then brought before the Governor and Executive Council for approval.
- f. Upon approval of the Governor and Executive Council, the Lease Agreement is approved and the Bureau handles the exchange of the executed document and funds.

**NOTE: THIS PROCEDURE CAN TAKE A YEAR OR MORE TO COMPLETE.**

## James Gleason

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**From:** Selectmen  
**Sent:** Tuesday, January 18, 2022 8:48 AM  
**To:** Carrie L. Gendreau (carriलगendreau@gmail.com); Roger Emerson (52millst@gmail.com); Milton Bratz (mtbratz@gmail.com)  
**Cc:** James Gleason  
**Subject:** FW: Industrial Park Road crossing permit, Littleton

Good Morning Everyone,  
I have received the two follow up emails (below) over the weekend to the Selectmen via the email address on the website. I received the original email on December 19<sup>th</sup> and forwarded it to you on December 20<sup>th</sup>. Please let me know if you need me to resend the original one to you again. I believe the attachment on that one was about eight pages.



Vicki Potter  
Administrative Secretary  
**Town of Littleton**

125 Main St                      Tel (603) 444-3996 Ext 1010  
Suite 200                         Fax (603) 444-1703  
Littleton, NH 03561         Direct (603) 575-9164  
[vpotter@townoflittleton.org](mailto:vpotter@townoflittleton.org)  
[www.townoflittleton.org](http://www.townoflittleton.org)

---

**From:** Beaulieu, Philip <Philip.L.Beaulieu@dot.nh.gov>  
**Sent:** Tuesday, January 18, 2022 8:08 AM  
**To:** 'Kris pastoriza' <krispastoriza@gmail.com>; Rennie, Craig <Craig.D.Rennie2@dncr.nh.gov>  
**Cc:** Selectmen <Selectmen@townoflittleton.org>  
**Subject:** RE: Industrial Park Road crossing permit, Littleton

Hi Kris,

Industrial Park Road is a Class 5 road maintained by the Town. The Department of Transportation would not have any permitting authority on that section of roadway. I am not sure if the Town of Littleton has a permitting policy for snowmobile or OHRV trail crossings.

Thanks

Phil

**Philip L. Beaulieu, P.E.**  
**NH Department of Transportation**  
**Highway Maintenance – District 1**  
**District Engineer**  
641 Main Street  
Lancaster, NH 03584  
Tel: (603) 788-4641  
Fax: (603) 788-4260



From: Kris pastoriza <[krispastoriza@gmail.com](mailto:krispastoriza@gmail.com)>

Sent: Saturday, January 15, 2022 6:16 AM

To: Beaulieu, Philip <[Philip.Beaulieu@dot.nh.gov](mailto:Philip.Beaulieu@dot.nh.gov)>; Beaulieu, Philip <[Philip.L.Beaulieu@dot.nh.gov](mailto:Philip.L.Beaulieu@dot.nh.gov)>; Rennie, Craig <[craig.d.rennie2@dncr.nh.gov](mailto:craig.d.rennie2@dncr.nh.gov)>

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A few days ago I called the Littleton Town Clerk and asked her if she knew if the town had any permit from DOT for the crossing of Industrial Park Road and she said she had never heard of such a thing.

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How do I make sure OHRVs are not given access to Industrial Park Road?

Craig, are these not BOT's responsibilities?

Kris

## James Gleason

---

**From:** James Gleason  
**Sent:** Tuesday, January 18, 2022 10:06 AM  
**To:** Doug Damko; Chief Paul Smith  
**Subject:** FW: Industrial Park Road crossing permit, Littleton

FYI

Jim Gleason-Town Manager  
Littleton NH

**“When I was 5 years old, my mother always told me that happiness was the key to life. When I went to school, they asked me what I wanted to be when I grew up. I wrote down ‘happy’. They told me I didn’t understand the assignment, and I told them they didn’t understand life.”**

**-John Lennon**

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How do I make sure that there is a crossing permit for Industrial Park Road, for snowmobiles, which as I understand it is a permitted use?

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Craig, are these not BOT's responsibilities?

Kris

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Vicki Potter  
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**From:** Kris pastoriza <krispastoriza@gmail.com>  
**Sent:** Tuesday, January 18, 2022 9:30 AM  
**To:** Selectmen <Selectmen@townoflittleton.org>  
**Cc:** Rennie, Craig <craig.d.rennie2@dn-cr.nh.gov>  
**Subject:** Re: Industrial Park Road crossing permit, Littleton

It appears that Littleton has no zoning regarding road crossings for snowmobiles or OHRVs. If that is correct:

"X. A person may operate an OHRV across any public way where the operation of said OHRV is not otherwise prohibited by law, but said person shall comply with the following provisions:

- (a) The crossing shall be made at an angle of approximately 90 degrees to the direction of the public way and at a place where no obstruction prevents a quick and safe crossing; and
- (b) The operator shall bring the OHRV to a complete stop before crossing the shoulder or, if none, the public way, before proceeding; and
- (c) The operator shall yield the right of way to all motor vehicle traffic on such public way which constitutes an immediate hazard to such crossing; and
- (d) The operator shall possess a valid motor vehicle driver's license or shall have successfully completed the approved snowmobile or OHRV safety training course."

The town may wish to consider altering its zoning to address the issue of snowmobile and OHRV crossings on town roads.

Did the town include snowmobiles as a permitted use of the new section of Rail Trail, and are they only permitted for one mile?



**Recreational Trails Program  
Grant Application  
FY-2018**

*Trails Bureau Use Only*

18-\_\_\_\_\_

**APPLICANT INFORMATION**

Organization Name Town of Littleton

Project Administrator (will be required to sign project administrator authorization form) Andrew Dorsett Town Manager

Organization Mailing Address: 125 Main Street Suite 200 City/Town Littleton State NH Zip 03561

Organization Day Telephone: (603) 444-3996 Organization Fax: (603) 444-

Email: adorsett@townoflittleton.org Website: www.townoflittleton.org

Applicant is:  Federal agency  
 State agency  
 Municipality  
 University/educational institution  
 Non-Profit  
 Private

Registered with the NH Secretary of State?  
 Yes  No  N/A (state/federal/municipality)

**PROJECT INFORMATION**

Project Name (include phase # if applicable): Littleton Rail Trail

Approximate Project Area Length or Total Trail System Length: \_\_\_\_\_ *Indicate either miles or feet*

Primary Permitted trail use(s) served (check all that have land owner permission)

<input type="checkbox"/> ATV	<input checked="" type="checkbox"/> hiking	<input checked="" type="checkbox"/> snowshoe	<input checked="" type="checkbox"/> mountain biking
<input type="checkbox"/> UTV	<input checked="" type="checkbox"/> bicycle	<input checked="" type="checkbox"/> x-c ski	<input type="checkbox"/> wheelchairs
<input type="checkbox"/> motorbike	<input type="checkbox"/> equestrian	<input type="checkbox"/> dog sled/mushing	<input type="checkbox"/> other: _____
<input type="checkbox"/> 4x4	<input checked="" type="checkbox"/> jogging/running	<input type="checkbox"/> skijoring	
<input type="checkbox"/> snowmobile			

Secondary Permitted/incidental trail use(s) served (check all that have land owner permission)

<input type="checkbox"/> ATV	<input type="checkbox"/> hiking	<input type="checkbox"/> snowshoe	<input type="checkbox"/> mountain biking
<input type="checkbox"/> UTV	<input type="checkbox"/> bicycle	<input type="checkbox"/> x-c ski	<input type="checkbox"/> wheelchairs
<input type="checkbox"/> motorbike	<input type="checkbox"/> equestrian	<input type="checkbox"/> dog sled/mushing	<input type="checkbox"/> other: _____
<input type="checkbox"/> 4x4	<input type="checkbox"/> jogging/running	<input type="checkbox"/> skijoring	
<input checked="" type="checkbox"/> snowmobile			

Project: rehabilitate 1 mile of the abandoned rail line in Littleton. Rail line runs along the Ammonoosuc River and will be part of the Riverwalk parallel to the River District of town. Gateway to additional trails including the Ammonoosuc Rail Trail. Trail will provide access to downtown for pedestrians, SM and eventually ATVs. Trail will be 12' wide with crushed gravel. RTP Funds: town DPW work force, contracted labor, equipment rental (excavator, loader, dozer, truck), materials (gravel, geotech fabric, erosion control: silt fence, hay, seed, mulch). MATCH: cash (town funds) & Northern Border Regional Commission grant for \$110K



Is the town planning to provide a 90 degree crossing of Industrial Park Road, for snowmobiles?



Are BOT and the Town of Littleton concerned about illegal use of the rail trail by HammerDown and other OHRV users?

<https://www.youtube.com/watch?v=QvJSXNYoobU>

Kris

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Thanks

Phil

**Philip L. Beaulieu, P.E.**

**NH Department of Transportation**

**Highway Maintenance – District 1**

**District Engineer**

641 Main Street

Lancaster, NH 03584

Tel: (603) 788-4641

Fax: (603) 788-4260

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**Sent:** Saturday, January 15, 2022 6:16 AM

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**Cc:** Selectmen <[selectmen@townoflittleton.org](mailto:selectmen@townoflittleton.org)>

**Subject:** Industrial Park Road crossing permit, Littleton



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Dear Phil and Craig,

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Craig, are these not BOT's responsibilities?

Kris

## James Gleason

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**From:** James Gleason  
**Sent:** Tuesday, January 18, 2022 10:10 AM  
**To:** Doug Damko; Chief Paul Smith; Michael McQuillen  
**Cc:** Vicki Potter  
**Subject:** FW: Industrial Park Road crossing permit, Littleton

FYI

Jim Gleason-Town Manager  
Littleton NH

**“When I was 5 years old, my mother always told me that happiness was the key to life. When I went to school, they asked me what I wanted to be when I grew up. I wrote down ‘happy’. They told me I didn’t understand the assignment, and I told them they didn’t understand life.”**

**-John Lennon**

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**Sent:** Tuesday, January 18, 2022 10:09 AM  
**To:** Carrie L. Gendreau (carriलगendreau@gmail.com) <carriलगendreau@gmail.com>; Roger Emerson (52millst@gmail.com) <52millst@gmail.com>; Milton Bratz (mtbratz@gmail.com) <mtbratz@gmail.com>  
**Cc:** James Gleason <jgleason@townoflittleton.org>  
**Subject:** FW: Industrial Park Road crossing permit, Littleton

Hi again,  
Just received this one as well and passing it along to you.



Vicki Potter  
Administrative Secretary  
Town of Littleton

125 Main St                      Tel (603) 444-3996 Ext 1010  
Suite 200                         Fax (603) 444-1703  
Littleton, NH 03561         Direct (603) 575-9164

[vpotter@townoflittleton.org](mailto:vpotter@townoflittleton.org)  
[www.townoflittleton.org](http://www.townoflittleton.org)

**From:** Kris pastoriza <[krispastoriza@gmail.com](mailto:krispastoriza@gmail.com)>  
**Sent:** Tuesday, January 18, 2022 9:30 AM  
**To:** Selectmen <[Selectmen@townoflittleton.org](mailto:Selectmen@townoflittleton.org)>  
**Cc:** Rennie, Craig <[craig.d.rennie2@dncr.nh.gov](mailto:craig.d.rennie2@dncr.nh.gov)>  
**Subject:** Re: Industrial Park Road crossing permit, Littleton

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"X. A person may operate an OHRV across any public way where the operation of said OHRV is not otherwise prohibited by law, but said person shall comply with the following provisions:

- (a) The crossing shall be made at an angle of approximately 90 degrees to the direction of the public way and at a place where no obstruction prevents a quick and safe crossing; and
- (b) The operator shall bring the OHRV to a complete stop before crossing the shoulder or, if none, the public way, before proceeding; and
- (c) The operator shall yield the right of way to all motor vehicle traffic on such public way which constitutes an immediate hazard to such crossing; and
- (d) The operator shall possess a valid motor vehicle driver's license or shall have successfully completed the approved snowmobile or OHRV safety training course."

The town may wish to consider altering its zoning to address the issue of snowmobile and OHRV crossings on town roads.

Did the town include snowmobiles as a permitted use of the new section of Rail Trail, and are they only permitted for one mile?



**Recreational Trails Program  
Grant Application  
FY-2018**

*Trails Bureau Use Only*

**18-** \_\_\_\_\_

**APPLICANT INFORMATION**

Organization Name	Town of Littleton				
Project Administrator (will be required to sign project administrator authorization form)	Andrew Dorssett Town Manager				
Organization Mailing Address	125 Main Street Suite 200	City/Town	Littleton	State	NH Zip 03561
Organization Day Telephone	(603) 444 - 3996	Organization Fax	(603) 444 - _____		
Email	adorssett@townoflittleton.org	Website	www.townoflittleton.org		
Applicant is (choose one)	<input type="checkbox"/> Federal agency <input type="checkbox"/> State agency <input checked="" type="checkbox"/> Municipality <input type="checkbox"/> University/educational institution <input type="checkbox"/> Non-Profit <input type="checkbox"/> Private:		Registered with the NH Secretary of State? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A (state/federal/municipality)		

**PROJECT INFORMATION**

Project Name (include phase # if applicable)	Littleton Rail Trail				
Approximate Project Area Length or Total Trail System Length	_____				Indicate either miles or feet
Primary/Permitted trail use(s) served (check all that have land owner permission):					
<input type="checkbox"/> ATV	<input checked="" type="checkbox"/> hiking	<input checked="" type="checkbox"/> snowshoe	<input checked="" type="checkbox"/> mountain biking		
<input type="checkbox"/> UTV	<input checked="" type="checkbox"/> bicycle	<input checked="" type="checkbox"/> x-c ski	<input type="checkbox"/> wheelchairs		
<input type="checkbox"/> motorbike	<input type="checkbox"/> equestrian	<input type="checkbox"/> dog sled/mushing	<input type="checkbox"/> other: _____		
<input type="checkbox"/> 4x4	<input checked="" type="checkbox"/> jogging/running	<input type="checkbox"/> skiing			
<input type="checkbox"/> snowmobile					
Secondary/Permitted incidental trail use(s) served (check all that have land owner permission):					
<input type="checkbox"/> ATV	<input type="checkbox"/> hiking	<input type="checkbox"/> snowshoe	<input type="checkbox"/> mountain biking		
<input type="checkbox"/> UTV	<input type="checkbox"/> bicycle	<input type="checkbox"/> x-c ski	<input type="checkbox"/> wheelchairs		
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Project: rehabilitate **1 mile** of the abandoned rail line in Littleton. Rail line runs along the Ammonoosuc River and will be part of the Riverwalk parallel to the River District of town. Gateway to additional trails including the Ammonoosuc Rail Trail. Trail will provide access to downtown for pedestrians, SM **and eventually ATVs**. Trail will be 12' wide with crushed gravel. RTP Funds: town DPW work force, contracted labor, equipment rental (excavator, loader, dozer, truck), materials (gravel, geotech fabric, erosion control: silt fence, hay, seed, mulch). MATCH: cash (town funds) & Northern Border Regional Commission grant for \$110K



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Are BOT and the Town of Littleton concerned about illegal use of the rail trail by HammerDown and other OHRV users?

<https://www.youtube.com/watch?v=QvJSXNYoobU>

Kris

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Thanks

Phil

**Philip L. Beaulieu, P.E.**

**NH Department of Transportation**

**Highway Maintenance – District 1**

**District Engineer**

641 Main Street

Lancaster, NH 03584

Tel: (603) 788-4641

Fax: (603) 788-4260

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**From:** James Gleason  
**Sent:** Tuesday, January 18, 2022 11:11 AM  
**To:** Carrie L. Gendreau (carriलगendreau@gmail.com); Roger Emerson (52millst@gmail.com); Milton Bratz (mtbratz@gmail.com)  
**Cc:** Vicki Potter; Doug Damko; Chief Paul Smith; Mike Welch  
**Subject:** RE: Industrial Park Road crossing permit, Littleton

BOS,

This is an area of the trail west of town and is not restricted to vehicles as is the portion of the new trail through the town. I do not know who Kris is and not sure there is an issue here for the town.

Jim Gleason-Town Manager  
Littleton NH

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Organization Name Town of Littleton

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Organization Mailing Address 125 Main Street Suite 200 City/Town Littleton State NH Zip 03561

Organization Day Telephone (603) 444-3996 Organization Fax (603) 444-

Email adsett@townoflittleton.org Website www.townoflittleton.org

Applicant is:  Federal agency  
 State agency  
 Municipality  
 University/educational institution  
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 Private

Registered with the NH Secretary of State?  
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**From:** Selectmen  
**Sent:** Thursday, February 3, 2022 8:21 AM  
**To:** 'Carrie Gendreau'; Carrie L. Gendreau (carriलगendreau@gmail.com); James Gleason; Milton Bratz (mtbratz@gmail.com); Roger Emerson (52millst@gmail.com)  
**Subject:** FW: Incorrect information on DNCR site  
**Attachments:** Lou Barker's marked up Google Earth map showing end of Ammonoosuc Rail Trail 12 2021.png

FYI

**From:** Kris pastoriza <krispastoriza@gmail.com>  
**Sent:** Thursday, February 3, 2022 8:06 AM  
**To:** Rennie, Craig <craig.d.rennie2@dn-cr.nh.gov>; Sarah <Sarah.L.Stewart@dn-cr.nh.gov>; Shelley.Winters@dot.nh.gov; Selectmen <Selectmen@townoflittleton.org>; Patrick.Bauer@dot.gov; miguel.ramos@dot.gov  
**Subject:** Incorrect information on DNCR site

Commissioner Stewart and Chief Rennie,  
the DNCR site states that the Ammonoosuc Rail Trail, which allows OHRV use, ends at Industrial Park Road. Former Chief Gamache, DNCR employee, also repeatedly stated that Industrial Park Rd. was the end of the Ammonoosuc Rail Trail.

### Activities and Amenities



The Ammonoosuc Rail Trail is 19 miles long and goes between Woodsville and Littleton. The Ammonoosuc River provides a gorgeous backdrop to this trail. In Bath, you can see the magnificent 345 foot covered bridge that was built in 1832. The Lisbon Depot is another must see along the trail. The trail starts at Central Street in Woodsville and ends at Industrial Park Road in Littleton.

<https://www.nhstateparks.org/visit/recreational-rail-trails/ammonoosuc-recreational-rail-trail>

The Ammonoosuc Rail Trail (non-TE funded section) does not end at Industrial Park Rd. DNCR has known this since at least 2017. The DNCR site needs to be corrected to state that motorized use of the ART ends at the I-93 underpass, approximately .3 miles west of Industrial Park Rd., and has no access to Industrial Park Rd. and the HammerDown ATV-tour company and their parking lot. The gate at the underpass needs to be closed during ATV season. The rail trail from this point east was TE-funded and does not allow OHRV use.

Kris Pastoriza  
Easton, NH



Approximate location of eastern delineation point Phase 1 Acquisition 1998.

Valuation Section 22, Sheet 19; Station 995+66;  
Milepost B (Berlin) 42, C (Concord) 113.

Industrial Park Road

I-93

Mile Post removed, Field reference - Approximately 152' west of Culvert #112.97 (Station 997+18)



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V.C.G.I. Maxar | Esri | HFR

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**From:** Doug Damko  
**Sent:** Wednesday, March 23, 2022 3:17 PM  
**To:** James Gleason; Chief Paul Smith  
**Cc:** Vicki Potter  
**Subject:** RE: Incorrect information on DNCR site

Jim,

I wasn't aware that this issue existed. Yes, this is a state issue and it looks like the town was Cc as a courtesy. I had a meeting yesterday with DNCR-Bureau of Trails, District 1 Supervisor, Clint Savage. We were discussing the trail surface improvements and access control gates that are part of his work plan for this year. His work begins at Industrial Park Road going east to the town line and then continuing in Bethlehem to Oxbow Drive. One topic we covered were the boulders that Eric Rexford has placed to define the rail trail path from his on-site parking area.

-Doug

---

**From:** James Gleason <jgleason@townoflittleton.org>  
**Sent:** Wednesday, March 23, 2022 2:05 PM  
**To:** Doug Damko <ddamko@townoflittleton.org>; Chief Paul Smith <chief@littletonpd.org>  
**Cc:** Vicki Potter <VPotter@townoflittleton.org>  
**Subject:** FW: Incorrect information on DNCR site

I have a message to call Eric Rexford, I thought this was a state trail-state issue? Is this something that is to be addressed by the town? Do we or the state need to post signs?

Jim Gleason-Town Manager  
Littleton NH

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**Subject:** Incorrect information on DNCR site

Commissioner Stewart and Chief Rennie,  
the DNCR site states that the Ammonoosuc Rail Trail, which allows OHRV use, ends at Industrial Park Road. Former Chief Gamache, DNCR employee, also repeatedly stated that Industrial Park Rd. was the end of the Ammonoosuc Rail Trail.

## Activities and Amenities



The Ammonoosuc Rail Trail is 19 miles long and goes between Woodsville and Littleton. The Ammonoosuc River provides a gorgeous backdrop to this trail. In Bath, you can see the magnificent 345 foot covered bridge that was built in 1832. The Lisbon Depot is another must see along the trail. The trail starts at Central Street in Woodsville and ends at Industrial Park Road in Littleton.

<https://www.nhstateparks.org/visit/recreational-rail-trails/ammonoosuc-recreational-rail-trail>

The Ammonoosuc Rail Trail (non-TE funded section) does not end at Industrial Park Rd. DNCR has known this since at least 2017. The DNCR site needs to be corrected to state that motorized use of the ART ends at the I-93 underpass, approximately .3 miles west of Industrial Park Rd., and has no access to Industrial Park Rd. and the HammerDown ATV-tour company and their parking lot. The gate at the underpass needs to be closed during ATV season. The rail trail from this point east was TE-funded and does not allow OHRV use.

Kris Pastoriza  
Easton, NH

V

**TOWN OF LITTLETON  
PUBLIC HEARING regarding THE UTILIZATION  
OF MUNICIPAL OWNED PROPERTY  
MONDAY, AUGUST 10, 2020  
5:30 PM  
2 UNION STREET  
OPERA HOUSE TOWER ROOM**

The Selectmen will hold a Public Hearing on **Monday, August 10, 2020 at 5:30 PM, at 2 Union Street, Opera House Tower Room** to discuss the utilization of municipal property from Industrial Park Road east to the end of Burndy Road for a OHRV/Snowmobile connector trail.

Interested persons are invited to attend and comment on any or all of the proposed projects. Please contact Cecile Stubbings at 603-444-3996 x 1015 or [cstubbings@townoflittleton.org](mailto:cstubbings@townoflittleton.org) in advance if you need assistance to attend or participate in the hearing. Anyone wishing to submit written comments should address them to Robin Heath, 120 Main St, Suite 200, Littleton, NH 03561. Comments must be received no later than Monday, August 10, 2020 at 12pm.

# Littleton Board of Selectmen

## TOWN MANAGER'S REPORT – 08/10/2020

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### Appointments

#### Legislative Update

**Guests:** Representative Erin Hennessey

**Background:** Erin will provide a Legislative update including information on her GOEFR committee work.

**Action/Recommendation:** N/A

### Town Manager's Report

#### EMS Year One Review

**Guests:** No one expected.

**Background:** The EMS Commission is meeting on Wednesday August 12<sup>th</sup> to review the first-year progress, operations, and finances. The Commission will present to the Board at its first regular meeting in September. There is a draft report included in the packet.

**Action/Recommendation:** No action required.

#### NHDOT Highway Block Grant Aid (State Fiscal Year July 1, 2020 to June 30, 2021)

**Guests:** Karen Noyes – Finance Manager

**Background:** By law, all municipalities in the State having Class IV and V mileage are entitled to Highway Block Grant Aid. RSA 235:23 stipulates the funding apportionments. Highway Block Grant Aid is distributed to municipalities by the State of New Hampshire on a yearly basis with partial disbursements made four times a year. 60% of the funds are distributed in the first two payments (30% in July and October) and the other 40% in the final two payments (20% in January and April). The funds can only be used for construction, reconstruction and maintenance of each municipality's Class IV and V highways. It can, therefore, be used to be part of the match for a project in the bridge aid program. It also can be used towards equipment to maintain the local roads. The intent here is that it be used towards the local roads, i.e., not used towards any other non-highway maintenance uses. Littleton's total for July to April 2021 is \$173,660.64.

**Action/Recommendation:** No action required.

#### School Street Speed Limit

**Guests:** Chief Smith, Public Works Director Doug Damko

**Background:** The Traffic Safety Committee is currently reviewing Partridge Lake Road signage consistency and speed limits, Porter Street loading zone improvements, Thayers Lane short term parking, crosswalk improvements at the intersection of Maple and Oak, School Street speed and other considerations. The Committee is recommending a reduction in the speed limit on upper School Street to 25MPH. The speed limit is currently 30MPH and was established when the road was essentially a dead end, low traffic road. Since the development of the end of the roadway as an entrance to the Park Hill mountain biking entrance, pump track and recreation parking area, traffic has increased. Residents have requested a requested a reduction in the speed limit.

**Action/Recommendation:** Consider making a motion to post the speed limit on Upper School Street to 25 MPH.

**Littleton Area Chamber of Commerce**

**Guests:** No one expected

**Background:** The Chamber previously requested a subsidized temporary rental space in the Opera House to assist in the Chamber's continuity. The Chamber has now indicated they would like to request the BOS to table this request due to other developments.

**Action/Recommendation:** No action required.

**Old Business****Mill Street Pedestrian, Parking Improvement Review**

**Guests:** Public Works Director Doug Damko

**Background:** The Board enacted temporary alterations to Mill Street earlier this year including; designation of a pedestrian way using mountable curb, speed bumps, roadway painting, and short term parking. The Board indicated after one month of full implementation it would review these measures. We have observed improvements and a reduction in complaints. Observation of the pedestrian way demonstrated that while some pedestrians walk in the vehicle travel way, an increasing number of pedestrians utilize the mounted curbing protected path, and while some have abused the short term parking stalls, they are being increasingly used for deliveries and abutting business support. A dramatic decrease in complaints in this area has been realized,

**Action/Recommendation:** If the Board finds that the temporary improvements are unsatisfactory consider making a motion that the Board of Selectmen will amend or remove improvements. If the Board finds that the improvements are functioning or could benefit from additional review, consider making a motion that the Board of Selectman would like to continue to the improvements through a time period.

*Improvements including speed bumps and curbing will need to be removed prior to winter plowing.*

**New Business****Bid Opening 34 Grove Street Map/Lot 85-54**

**Guests:** No one expected.

**Background:** The tax deeded parcel was advertised and bid(s) will be opened at this meeting.

**Action/Recommendation:** Open bids and consider making a motion that the Board of Selectman award the bid to the highest offer.

**Cottage Street Railroad Crossing**

**Guests:** No one expected.

**Background:** It has been suggested that the Town pursue the retention of the railroad crossing overhead infrastructure at the Cottage Street crossing. In communications with Chief Supervisor of NH Bureau of Trails Chris Gamache, and Railroad Planner from Aeronautic Rail and Transit at NHDOT Lou Barker we have inquired about the possibility for the Town to assume the control of this infrastructure. The request is based on the desire to utilize the infrastructure for wayfinding signage at this entrance to the community. If the BOS supports this effort a coordination process would be engaged to coordinate with NHDOT Bureau of Rails, Bureau of Right of Way and Traffic, and NH Department of Historic Cultural Resources to potentially bring this under the control and maintenance of the Town.

**Action/Recommendation:** Consider making a motion to direct the Town Manager to request to pursue the acquisition and/or control over the RR Crossing overhead infrastructure on Cottage Street.



**Apthorp District Commission Appointments**

**Guests:** Perspective Members

**Background:** The BOS at its meeting June 8<sup>th</sup> created the Apthorp District Commission. Since the BOS creation the Town opened a call for members. Those requesting membership have been submitted and are on page 12 of the packet.

**Action/Recommendation:** Consider making a motion to appoint those individuals selected.

**Floodplain Administrator Appointments**

**Guests:** Zoning Officer Milton Bratz, Public Works Director Doug Damko, and Interim Fire Chief David Houghton

**Background:** Article XVI of Littleton's zoning ordinance regulates the Floodplain and requires a Floodplain Administration. An official appointment of positions to oversee the administration of Littleton's floodplain is needed.

**Action/Recommendation:** Consider appointment of the positions of Public Works Director, Zoning Officer and Fire Chief as Floodplain Administrator.

This report is not all inclusive of current and ongoing activities, please let me know if you would like additional information about specific topics. Or if you would like to assist with any of these or other projects.

Respectfully Submitted,

Andrew Dorsett  
Littleton Town Manager

TOWN OF LITTLETON  
MONDAY, SEPTEMBER 14, 2020  
BOARD OF SELECTMENS MEETING  
FOLLOWING THE THREE PUBLIC HEARINGS  
SCHEDULED FOR 5:00, 5:15 AND 5:30 PM  
2 UNION STREET  
LITTLETON OPERA HOUSE, TOWER ROOM

**Present:** Town Manager Andrew Dorsett, Chairman Carrie Gendreau, Vice Chairman Chad Stearns, Selectman Roger Emerson, Executive Secretary Ceil Stubbings

**Others Present:** Chris Gamache (NH Bureau of Trails), Joe DePalma, Rudy Gelsi, David Houghton (Fire Chief)

Gendreau called the meeting to order at 5:40 PM.

**Pledge of Allegiance**

**Appointments:**

**Chris Gamache, NH Bureau of Trails- Rail Trail Status Update – Trail Permissions**

Mr. Gamache provided an update on the contractor selection, funding allocation and work schedule for the rail trail project in 2020 and beyond. He was also be available to provide additional information on additional agenda items related to trail permissions for the Littleton Off Road Riders and trail connections in the Industrial Park/Burndy Road area.

**Joe DePalma – Public Perception**

Joe DePalma said he had been hearing rumors that the board was not happy with the Town Manager. He hopes it is just rumors. Andrew has brought so much energy to the Town and he is really impressed with all that he has done. He is constantly working to make Littleton better. He is very committed to the Town. The Town Manager deserves the credit for the Town along with the Board of Selectmen.

**Town Manager's Report:**

**First Year EMS/Ambulance Review**

The EMS Commission met on Wednesday August 12th and September 9th to review the first-year progress, operations, and finances. A copy of the review is available upon request. Karen Noyes said that 29% of the overtime was going to be for EMS. It will not all be in the fire department overtime line. Some of the money for overtime that was attributed to COVID-19 can be submitted for 75% reimbursement.

Short Term Goal 3 addresses billing and collections. With the collaboration of the EMS Commission Chief Houghton has drafted an Ambulance Write Off Policy and Serve Rate Structure and Bill Collection Process.

Dorsett provided the Action/Recommendation: Consider making a motion to adopt the Ambulance Write Off Policy and Serve Rate Structure and Bill Collection Process. **Stearns made the motion to approve the Write Off Policy. Emerson seconded the motion. Motion passed 3-0.**

The second policy is the rate setting. The purpose of the policy is billing structure. Stearns recommended some changes to the naming of the fire department on page two of the document to Fire/EMS for clarity. **Stearns made the motion to approve the amended billing policy. Emerson seconded the motion. Motion passed 3-0.**

**Littleton Off Road Riders – Snowmobile Trail Permissions**

The seven Snowmobile Trail Permission renewals were approved for a five-year period.

**Littleton Historical Society - Opera House Lease**

Background: Article 37 of the 2020 Warrant authorized the Selectmen to negotiate and enter a 10-year

lease with the Littleton Historical Society for use of the bottom floor of the Opera House, with renewal every 10 years. The previous lease required monthly calculations of utilities. This lease provides a set monthly lease amount. **Emerson made the motion to approve the lease. Stearns seconded the motion. Motion passed 3-0.**

## Letter of Support – NCES Phase VI

1. Hauling Fees Increase Dramatically
  - a. Currently paying \$262 per trip with estimated yearly cost of \$33,655 (28.9% of disposal cost)
  - b. If doubles, and can expect it to minimally double, it will be \$67,310 (44.8% of disposal cost). This does not include the unknown factor of added material through our facility.
  - c. My guesstimate is it will be 2.5 to 3.0 times the current amount.
  - d. This is assuming that we will be allowed to go to Mt. Carberry (closest landfill).
  - e. Another factor is the expected shortfall in trash haulers to hire to move the material. Add the fact that now we are driving longer distances and drivers will only be able to dump a couple cans per day, I expect a shortfall in haulers and therefore expect longer wait times and high prices because of demand.
2. Tipping Fees Unknown
  - a. Tipping fees will be an unknown factor until we negotiate a price.
  - b. We may run into a supply and demand. Less competition could skyrocket tipping costs.
3. Increase in Quantity
  - a. Currently we are set up to take small trailers and vehicles. We also don't have room for stockpile of material
  - b. If the nearby NCES closes, we can expect to see large increase in material. This is because of numerous reasons
    - i. Contractors will not bring direct to landfill – we will see more trailer loads of C&D
    - ii. Private haulers will increase prices – They will have to drive longer distances, taking up valuable equipment and labor. Some haulers are expected to shutdown or drastically cut services.
  - c. Being a PAYT community, MSW is easy to handle but C&D is more difficult. With added material expect to have to hire more employees, which could raise costs to users.
  - d. We are on pace for 1.39 million pounds of MSW and 1.07 million pounds of C&D/Bulky Waste. I expect an increase of 20% in MSW (278,000 pounds) and 50% in C&D/Bulky (535,000 pounds) going through our facility.
4. Facility Set Up
  - a. We are not currently set up for a large influx of material. We will need more equipment, employees, and a new set up to handle the material.
  - b. Estimated equipment costs are to be around \$200,000 to \$300,000
  - c. We would start out having to hire 2 more part time employees but could see more after we figure the quantity needed.
  - d. We would also probably have to stop taking recycling from nearby towns that do not have recycling centers or don't have adequate recycling centers.
    - i. This would cause even more trash to go into the landfill

We could also be forced to stop taking some recyclables if we are to busy dealing with C&D

5. Road Conditions

- a. This is a side issue but a serious one
- b. Travelling longer distances will create an issue with roads
  - i. More road maintenance will be needed
  - ii. More emissions from hauling a longer distance
  - iii. More replacement of wear items like oil,tires, etc
  - iv. Also will create a road hazard for other drivers, especially in winter.

6. What the Modification will help with...

- a. This would give valuable time to allow the state and experts so come up with the solid waste disposal problem.
- b. Gives time to allow towns to start food composting once the DES guidelines are changed
- c. Gives time to investigate expanding C&D recycling efforts in NH. (Currently no options in northern NH).
- d. Gives time to allow the North Country to really investigate changing how they handle solid waste.
- e. Inconclusion IT GIVESTIME

**Dorsett said Littleton could gain from this and potentially lose a lot. It is not a long term letter of support. Emerson made the motion making a motion that the Select Board support the permit modification, and signing of the letter. Stearns seconded the motion. Motion passed 3-0.**

**Old Business:**

**Mill Street Pedestrian, Parking Improvement Review**

The Board enacted temporary alterations to Mill Street earlier this year including; designation of a pedestrian way using mountable curb, speed bumps, roadway painting, and short term parking. The Board indicated after one month of full implementation it would review these measures. We have observed improvements and a reduction in complaints. Observation of the pedestrian way demonstrated that while some pedestrians walk in the vehicle travel way, an increasing number of pedestrians utilize the mounted curbing protected path, and while some have abused the short term parking stalls, they are being increasingly used for deliveries and abutting business support. A dramatic decrease in complaints in this area has been realized, Action/Recommendation: If the Board finds that the temporary improvements are unsatisfactory consider making a motion that the Board of Selectmen will amend or remove improvements.

If the Board finds that the improvements are functioning or could benefit from additional review, consider making a motion that the Board of Selectman would like to continue to the improvements through a time period. Improvements including speed bumps and curbing will need to be removed prior to winter plowing. Gendreau said she reached out to some of the businesses down there but some felt the meters are overkill. Emerson asked if there was money in the meters. Chief Smith said they help regulate the parking spots. They do help and stop the all-day parking. Gendreau asked if the meters have to come down due to winter. Smith said they will remain there.

**Utilization of municipal property from Industrial Park Road east to the end of Burndy Road for an OHRV/Snowmobile connector trail.**

**New Business:**

**Appointment of the Treasurer – Janet Costa**

**Dorsett said we had a vacant accounts payable/receivable. We hired our current treasurer Pam Mason**

so have to appoint Janet who is the current deputy treasurer Stearns made the motion to appoint Janet Costa as treasurer. Emerson seconded the motion. Motion passed 3-0.

**Eureka Hose Company – Sale of 1931 American Lafrance Pumper for the sum of \$1.00**

Gendreau said it appeared the final transfer was never completed. Noyes said the Eureka Hose Company is made up of retired fire fighters. Emerson said it is in good shape. It needs brake work before it can be ready to go on the road. Stearns said this is just to complete the transaction. Stearns said we don't need a motion to ratify something that was already voted on. **Stearns made the motion to complete the bill of sale. Emerson seconded the motion. Motion passed 3-0.**

**River District Redevelopment Commission Appointment: Meg Brown**

Gendreau said that Meg Brown has a business in the River District. Stearns made the motion to appoint Meg Brown to the River District. Emerson seconded the motion. Motion passed 3-0.

**Accept a donation to the Conservation Commission of \$100. Stearns made the motion to accept the donation. Emerson seconded the motion. Motion passed 3-0.**

**Board of Assessors: None**

**Other Business:**

**Public Comments:** Rudy Gelsi said he wants to be appointed to the budget committee. He would like to comment on Joe DePalma's speech. I like Dorsett 100%. Everyone talks about the selectmen and the Town Manager. The Town is not being run the way it is supposed to be run. Dorsett is going to pay for it. The Town is in distress. You guys do everything under the table.

**Dorsett said he had a few updates to go over that he missed under his Town Manager's Report as listed below:**

*Wastewater Treatment Plant Asset Management Program*

The project kicked off in early July and a Level of Service meeting was held with DES in attendance in mid-August. Our consultant Dufresne Group has been collecting field data and record drawings of the treatment plant. Work will continue the study through the end of the year. The town was notified by the EPA in mid-June that they are updating the prior 2009 NPDES permit for the treatment plant and this revised permit will include new constituents for compliance along with tighter limits for currently tracked constituents. This revised permit will begin to be evaluated within the asset management plan and then will have a full evaluation in the next stage of completing a preliminary engineering study.

*Broomstick Hill Rd*

This project is FEMA disaster relief funded and covers a 3.3 mile stretch of road that includes full re-ditching and the addition of 3,200 cubic yards of gravel. This project was completed by the highway crew in mid-July and ahead of the FEMA grant funding deadline of early August.

*Road Improvements and Repairs*

This project has a \$500,000 budget that has been designed, bid out and ready to start construction in early September. Based on the budget, three streets were selected for paving improvements: South St, Farr Hill Rd and Partridge Lake Rd. Three contractors submitted bids: Central Asphalt Paving at \$287,412, GMI Asphalt at \$331,883 and Pike Industries at \$358,243. All three bids were competitive and reflect current NHDOT asphalt pricing that is currently back to 2018 levels.

Stearns made the motion to adjourn. Emerson seconded the motion. Motion to adjourn passed 3-0 at 8:22 PM.

**Note: The board may go into a nonpublic session per the following RSA's:**

\_\_\_\_ RSA 91-A:3, II (a) *The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.*

\_\_\_\_ RSA 91-A: 3, II (b) *the hiring of any person as a public employee.*

RSA 91-A:3, II(C) *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.*

\_\_\_\_ RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

\_\_\_\_ RSA 91-A:3, II(e) *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against this board or any subdivision thereof, or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.*

\_\_\_\_ RSA 91-A: 3, II (i) *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

Littleton Board of Selectmen

TOWN MANAGER'S REPORT -09/14/2020

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Appointments

Rail Trail Status Update & Trail Permissions

Guests: Chief Supervisor of Bureau of Trails - Chris Gamache

Background: Mr. Gamache will provide an update on the contractor selection, funding allocation and work schedule for the rail trail project in 2020 and beyond. He will also be available to provide additional information on additional agenda items related to trail permissions for the Littleton Off Road Riders and trail connections in the Industrial Park/Burndy Road area.

Action/Recommendation: N/A

Community Perspective

Guests: Joe DePalma

Background: Mr. DePalma hosting a group requested to address the Board with community perspective of the Town

Action/Recommendation: N/A

Town Manager's Report

EMS Year One Review

Guests: No one expected.

Background: The EMS Commission met on Wednesday August 12th and September 9th to review the first-year progress, operations, and finances. The Commission will present the report, included in the packet. See pages 3 – 20 of the BOS packet.

Short Term Goal 3 addresses billing and collections. With the collaboration of the EMS Commission Chief Houghton has drafted an Ambulance Write Off Policy and Serve Rate Structure and Bill Collection Process.

Action/Recommendation: Gendreau asked for a motion to adopt the Ambulance Write Off Policy and Serve Rate Structure and Bill Collection Process.

Littleton Off Road Riders Inc. - Snowmobile Permissions

Guests: No one expected.

Background: Included on pages 22 – 29 are the seven Snowmobile Trail Permission renewals for your review. These renewals are for a five-year period.

Action/Recommendation: N/A

Littleton Historical Society Opera House Lease

Guests: Richard Alberini

Background: Article 37 of the 2020 Warrant authorized the Selectmen to negotiate and enter a 10-year lease with the Littleton Historical Society for use of the bottom floor of the Opera House, with renewal every 10 years. The previous lease required monthly calculations of utilities. This lease provides a set monthly lease amount.

**Action/Recommendation:** Consider making a motion that the Board of Selectman sign the lease agreement with the Littleton Historical Society.

### **NCES Phase VI – Letter of Support**

**Guests:** Transfer Station Manager Brian Patnoe

**Background:** If NCES closes:

1. Hauling Fees Increase Dramatically
  - a. Currently paying \$262 per trip with estimated yearly cost of \$33,655 (28.9% of disposal cost)
  - b. If doubles, and can expect it to minimally double, it will be \$67,310 (44.8% of disposal cost). This does not include the unknown factor of added material through our facility.
  - c. My guesstimate is it will be 2.5 to 3.0 times the current amount.
  - d. This is assuming that we will be allowed to go to Mt. Carberry (closest landfill).
  - e. Another factor is the expected shortfall in trash haulers to hire to move the material. Add the fact that now we are driving longer distances and drivers will only be able to dump a couple cans per day, I expect a shortfall in haulers and therefore expect longer wait times and high prices because of demand.
2. Tipping Fees Unknown
  - a. Tipping fees will be an unknown factor until we negotiate a price.
  - b. We may run into a supply and demand. Less competition could skyrocket tipping costs.
3. Increase in Quantity
  - a. Currently we are set up to take small trailers and vehicles. We also don't have room for stockpile of material
  - b. If the nearby NCES closes, we can expect to see large increase in material. This is because of numerous reasons
    - i. Contractors will not bring direct to landfill – we will see more trailer loads of C&D
    - ii. Private haulers will increase prices – They will have to drive longer distances, taking up valuable equipment and labor. Some haulers are expected to shutdown or drastically cut services.
  - c. Being a PAYT community, MSW is easy to handle but C&D is more difficult. With added material expect to have to hire more employees, which could raise costs to users.
  - d. We are on pace for 1.39 million pounds of MSW and 1.07 million pounds of C&D/Bulky Waste. I expect an increase of 20% in MSW (278,000 pounds) and 50% in C&D/Bulky (535,000 pounds) going through our facility.
4. Facility Set Up
  - a. We are not currently set up for a large influx of material. We will need more equipment, employees, and a new set up to handle the material.
  - b. Estimated equipment costs are to be around \$200,000 to \$300,000
  - c. We would start out having to hire 2 more part time employees but could see more after we figure the quantity needed.
  - d. We would also probably have to stop taking recycling from nearby towns that do not have recycling centers or don't have adequate recycling centers.
    - i. This would cause even more trash to go into the landfill



- e. We could also be forced to stop taking some recyclables if we are too busy dealing with C&D
5. Road Conditions
- a. This is a side issue but a serious one
  - b. Travelling longer distances will create an issue with roads
    - i. More road maintenance will be needed
    - ii. More emissions from hauling a longer distance
    - iii. More replacement of wear items like oil, tires, etc
    - iv. Also will create a road hazard for other drivers, especially in winter.
6. What the Modification will help with...
- a. This would give valuable time to allow the state and experts to come up with the solid waste disposal problem.
  - b. Gives time to allow towns to start food composting once the DES guidelines are changed
  - c. Gives time to investigate expanding C&D recycling efforts in NH. (Currently no options in northern NH).
  - d. Gives time to allow the North Country to really investigate changing how they handle solid waste.
  - e. In conclusion IT GIVES TIME

We are drafting a letter of support including the information above. The letter will be available for Monday's meeting.

Action/Recommendation: Consider reading the letter of support, making a motion that the Select Board supports the permit modification, and signing the letter.

#### Project Updates

##### *Wastewater Treatment Plant Asset Management Program*

The project kicked off in early July and a Level of Service meeting was held with DES in attendance in mid-August. Our consultant Dufresne Group has been collecting field data and record drawings of the treatment plant. Work will continue the study through the end of the year. The town was notified by

the EPA in mid-June that they are updating the prior 2009 NPDES permit for the treatment plant and this revised permit will include new constituents for compliance along with tighter limits for currently tracked constituents. This revised permit will begin to be evaluated within the asset management plan and then will have a full evaluation in the next stage of completing a preliminary engineering study.

##### *Broomstick Hill Rd*

This project is FEMA disaster relief funded and covers a 3.3 mile stretch of road that includes full re-ditching and the addition of 3,200 cubic yards of gravel. This project was completed by the highway crew in mid-July and ahead of the FEMA grant funding deadline of early August.

##### *Road Improvements and Repairs*

This project has a \$500,000 budget that has been designed, bid out and ready to start construction in early September. Based on the budget, three streets were selected for paving improvements: South St, Farr Hill Rd and Partridge Lake Rd. Three contractors submitted bids: Central Asphalt Paving at \$287,412, GMI Asphalt at \$331,883 and Pike Industries at \$358,243. All three bids were competitive

and reflect current NHDOT asphalt pricing that is currently back to 2018 levels. Additional roadway sections

were priced and included for paving improvements. Added road sections include parts of Slate Ledge Rd, Grandview Rd and Mann's Hill Rd. A total of 6.5 road miles will be paved and work has begun on 9/8 with South St.

#### *Dells Dam Engineering Work*

This project is funded by a \$20,000 warrant article that was approved this year. The Conservation Commission and Selectmen Roger Emerson have been actively involved with the longstanding NHDES Letter of Deficiency status. This issue was discussed with town staff at the Conservation Commission meeting on July 20. NHDES conducted their bi-annual inspection on August 20 and this was attended by Conservation Commissioners, Selectmen Roger Emerson and town staff. Town staff has also engaged the engineering firm Dubois & King who had done previous work on the dam. The goal is to evaluate all the options on resolving the deficiency status and developing estimated costs. Once this is complete, a community meeting (live or virtual) will be held to present this information and to seek community feedback.

#### *Opera House Rigging, Sound, Lighting*

This project is funded by a combination of warrant articles along with grants from the Neil and Louise Tillotson Fund, Eversource and USDA. Town staff prepared and advertised a request for proposals in the first half of the year. The town received proposals from five theatre professionals that covered any one or all of the three systems. Dark Star Lighting & Production was selected based on their qualifications and their complete proposal covering all three systems. Contract negotiations are completed and the project is within budget. Work will begin in mid-September and be completed by the end of the year.

#### *Parking Lot Improvements*

We've had discussions on this project, but I have not done any formal work to date.

#### *West Drew Street Retaining Wall*

This project is funded by a \$10,000 warrant article and will replace a failing stone wall that holds up the road base on one side. Materials have been ordered consisting of large concrete blocks with a decorative pattern. A contractor is being sought to complete the installation of the blocks by the end of the fall.

#### *Sub Area 5 Sewer and Storm Improvements*

This multi-year project reached final completion in October 2019 and is near to completing the one-year warranty period. Warrant repairs for various items have been completed by the contractor on Union Street, Pine Street, Chiswick Street and Cross Street.

#### *River District Infrastructure Improvements*

This project continues to be in a resolution phase with the contractor and design engineer for deficiencies with the landscaping, drainage and the building foundation damage at 25 Ammonoosuc Street.

#### *Industrial Park Expansion Phase #IV A Access Road {LIDC project, coordination w/public works}*

This road extension project by LIDC was designed by Horizons Engineering and put out to bid mid year. Coordination with the Transfer Station and Public Works has been ongoing to minimize impacts on the area used for glass processing and brush burning. A construction kick-off meeting was held in mid- August with the selected contractor, Caulder Construction. Construction began in late August and will

be completed by the end of September. This road extension will provide access through a 60-foot right of way to the 41.96 acre parcel (T.M. 99-46) that the town sold to LIDC.

#### *Public Works Equipment/Vehicle Lease*

This lease purchase is funded by a warrant article up to \$515,000. Requests for proposals have been completed for two 10-wheeler dump trucks and a backhoe. The dump trucks selected are 2021 Internationals model HV613 and are outfitted for snow plowing. The price for each was \$196,547 which included a 7-year extended engine warranty. The backhoe selected is a 2020 Caterpillar 420XE and the price with trade-in and a 7-year full warranty was \$100,900. The total price of the three was \$493,994. Lease purchase financing at 1.5% was secured.

### Old Business

#### Mill Street Pedestrian, Parking Improvement Review

Guests: Public Works Director Doug Damko

Background: The Board enacted temporary alterations to Mill Street earlier this year including; designation of a pedestrian way using mountable curb, speed bumps, roadway painting, and short term parking. The Board indicated after one month of full implementation it would review these measures. We have observed improvements and a reduction in complaints. Observation of the pedestrian way demonstrated that while some pedestrians walk in the vehicle travel way, an increasing number of pedestrians utilize the mounted curbing protected path, and while some have abused the short term parking stalls, they are being increasingly used for deliveries and abutting business support. A dramatic decrease in complaints in this area has been realized,  
Action/Recommendation: If the Board finds that the temporary improvements are unsatisfactory consider making a motion that the Board of Selectmen will amend or remove improvements.

If the Board finds that the improvements are functioning or could benefit from additional review, consider making a motion that the Board of Selectman would like to continue to the improvements through a time period.

*Improvements including speed bumps and curbing will need to be removed prior to winter plowing.*

### New Business

#### Eureka Hose Company – Sale of 1931 American LaFrance Pumper - \$1.00

Guests: Interim Fire Chief David Houghton, Possibly Eureka Hose Company Representative

Background: The BOS on April 28, 2004 voted to sell the 1931 American LaFrance Pumper to Eureka Hose for \$1, see p. 31 of packet. Eureka Hose with the assistance of Steve Kelley made repairs to the truck, see page 37. However, it appears that the transaction was never officially completed.

Action/Recommendation: Consider reading the old motion and signing the Bill of Sale.

#### River District Commission Appointments

Guests: Meg Brown

Action/Recommendation: Consider making a motion to appoint Meg Brown to the Commission.

This report is not all inclusive of current and ongoing activities, please let me know if you would like additional information about specific topics. Or if you would like to assist with any of these or other projects.

Respectfully Submitted,

Andrew Dorsett  
Littleton Town  
Manager

**TOWN OF LITTLETON  
BOARD OF SELECTMEN  
WORK SESSION  
12:00 PM  
WEDNESDAY, APRIL 20, 2022  
125 MAIN STREET  
LITTLETON TOWN OFFICE, CONFERENCE ROOM**

**Present:** Roger Emerson, Chairman; Carrie Gendreau, Vice Chairwoman; Linda MacNeil, Selectwoman; Jim Gleason, Town Manager; Chief Paul Smith; Katie Williams, Human Resource Director; Vicki Potter, Administrative Assistant; Robert Blechl, Caledonian Record; Chad Stearns

Emerson started the meeting with the Pledge of Allegiance at 12:00 pm.

Emerson started the meeting with Gleason's contract. It just needs some wording corrected like having "probationary period" removed, the effective dates corrected and signed. No new terms are being requested or considered. **Gendreau made the motion to have Williams submit the changes to town council for the corrections. MacNeil seconded the motion. All agreed. Motion passed 3-0.**

Rail Trail - Gleason brought forth the following information to the Board's attention regarding some possible issues that may arise in the future stemming from his meeting with the State of NH D.O.T regarding the Rail Trail System and how it will affect some local businesses and fields.

1. OHV Point of Access via Industrial Park Road – The current access point (across from Hammer Down) for OHV's to ride the Rail Trail is not authorized due to the way the Rail Trail was Federally Funded. It will need to be accessed further down near Burndy Road, which will require the Town to grant permissions from OHV's to ride down that section of road. There is the potential for safety concerns with doing so due to the traffic conditions on Industrial Park Road. The board will need to keep in mind that there may be a need to decide later on regarding how OHV's will be allowed to access the Rail Trail.
2. Rail Trail Village – There maybe an issue with accessing the back side of the Rail Trail Village Apartment Building that could be used for tenant parking and/or as a point of accessibility for EMS vehicles. D.O.T will be performing an updated survey to see if any of that section of trail will be affected.
3. David E. Stoddard Memorial Field – One the back side of the field where the benches are, they are on inside of the Rail Trail. D.O.T will also be doing a survey following this all the way through as well. Once they get that information back, there maybe a possibility that the field may have to be redesigned some. If the field does end up needing to be realigned, they may need to consider the field regulations as well. Stearns feels that maybe 10-15 years ago that section of field was a second phase and they were granted permissions to extend it and that it maybe worth looking into.

Town Insurance - Gleason let the Board know that Steve Kelley requested that he meet with his insurance company to see about reviewing the Town's health insurance while they were here meeting with the school about theirs. Gleason and Williams did meet with the agent and was informed that for a fee of \$2,500 they would perform an assessment.

If the town decided to do business with them, they would credit the \$2,500 back. He has asked Merrimack Insurance to provide a list of what would be included for services for that amount. Gleason stated that he already has Williams checking into different options as well. With a Municipal Insurance there are many factors that will need to be considered as well.

Parks & Recreation Responsibilities/Accountability – Gleason started by reminding the board that they already clarified how the board's members are determined but the question now from Chief Smith is who regulates the lands, sets ordinances and regulations. As a Police Department they need the clarity as to who sets these so they can enforce them. Further discussions included how several of the RSA's read, how the board was formed to begin with, how this pertains to Littleton only, processes and steps that can be taken legally to revert to back to appointed positions if ever needed, who sets purposes and penalties, etc. At the end of the discussions, it was decided to seek legal council to obtain the right answers and report back to the board.

**Gendreau made a motion to adjourn the meeting. MacNeil seconded the motion. All agreed. Motion passed 3-0. Meeting adjourned at 12:42pm**