

Town of Litchfield
Select Board
January 14, 2019
Final Meeting Minutes

1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen: Gary Parker, Chairman, Rayna Leibowitz, Mark Russell; **Staff:** Trudy Lamoreau, Town Manager; Stan Labbe, Fire Chief; Steve Ochamanski, CEO; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Pat Soboleski, Senior Director; Road Advisory Committee Members: Toby Jutras, Chm., Tamas Szepsy, Cyndi Redmond; John Upham, FOAA Officer; Renee Lachappelle, BAR **and Guests Present** per the sign-in sheet.

2.0 Minutes of Dec. 10, 2018 Meeting submitted for final approval. A motion to approve the minutes was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. A check for \$44,000 was received from FEMA for reimbursement of expenses for the Oct. 31, 2017 wind/rain storm. The Town Manager would like to deposit it into the FEMA account and use some of it to replace the cones and barricades damaged and lost in responding to the event. Some additional paperwork has been submitted and another \$2,000 may be coming.

B. There are only 4 properties that are subject to foreclosure. All others have had their back taxes paid or are in repurchase agreements. These will be put out for bid in March.

C. The Town Manager has sent memos to all departments requesting budget submissions so work on the budget can start in February.

D. The Litchfield Fuel Assistance account has been busy. General Assistance has also picked up. The majority is help for rental housing. Food requests are referred to available resources.

E. The announcement of the vacancy in the Town Office has resulted in 6 applicants who will be interviewed.

3.2 Code Enforcement Officer/Plumbing Inspector - A. Steve advised the work load has slowed down in December. Another new home permit has been requested.

B. Septic systems still going in, but slower.

C. There is an IT meeting next week with API in Gardiner. He has contacted Microsystems in Auburn and a Scarborough firm to test their level of interest. Waiting for their responses.

D. CEO Contract renewal - Steve will meet with the Board Chairman to discuss it.

3.3 Road Commissioner - A. An employee was injured at work on Jan 3, resulting in a broken leg and torn ligaments that required surgery. Recovery is expected to be 12 to 18 weeks.

B. Larry is now plowing the mountain route. It takes 2.5 hours to complete it. Harold Jewell is helping fill in.

C. The crew has gone out for 15 events requiring plowing and/or sanding. About equal to last year at this time.

D. Sand/salt mixture is about at the half way point. More salt has been ordered. The salt price has been great, but the quality isn't. The delivery man has been very helpful, but this company will not be allowed to bid next year because of problems with communications initially and they don't have an office in Maine. Don't know yet if more sand will be needed this season.

E. The last storm saw several mailboxes taken out. Depth perception is faulty in blowing or heavy snow conditions. Freezing mist created challenging conditions, especially on the mountain route.

F. Major storm predicted for next weekend with up to 18 inches of snow if it doesn't include rain.

G. One truck needs a brake job. It is under way and is expected to be done for the weekend. The one-ton is in the shop and expected back Thursday.

H. The suggestion was made to think about putting out bids for winter sand for next year. This was referred to the Road Advisory Committee for development.

3.4 Fire & Rescue - A. Chief Labbe advised the new doors for the Fire Station have been received.

He is waiting for the contractor to install them.

B. A new First Responder class started last week. There are three students from town.

3.5 Emergency Management - The Town Manager reported that Bruce Slattery and Selectman Mark Russell attended a meeting with the Regional Communication Center regarding dispatching services. None of the towns present expressed a desire to change from the RRC. See discussion under 6.1.

3.6 Assessing Agent - Rob was here last Friday and Ellery Bane will be here on this Thursday. Work on the revaluation data entry is proceeding within the time frame they expected.

3.7 Transfer Station - A. Bryan advised the problem with folks depositing the wrong recyclables in the containers continues. If an attendant is not right there, anything goes. Most folks try to do the right thing, but many just don't care.

B. We need to make the hole larger in the paper bin to make it easier for folks to get larger quantities in the can at one time to speed up the process.

C. A recommendation was made by a resident to put a mat or non-skid strips in the cardboard container. Stepping in with snow on your boots makes it very, very slippery.

3.8 Other Committees: The Road Advisory Committee discussed the proposed bids, see 5.6. Also, the committee will meet 1/16/19 to discuss information to be in a bid for winter sand.

4.0 Agenda Adjustments

4.1 Dispatching Commitment

4.2 Quit Claim Deed

4.3 FEMA Funding

5.0 Scheduled Business

5.1 Stephen Lane - Proposal for a Community Development Block Grant - Steve invited Kerry Tyson to attend who explained the CDBG process that supports individuals for business enterprise. Steve read a statement of purpose and the list of equipment desired and its purposes. Terry advised the process requires a letter of interest from Steve. Then an application will be submitted which includes a letter of support from the town, if the Board is willing to support it. This will be a competitive grant program where less than all applicants are likely to be approved. It is not a loan. Funding comes to the Town and the Town pays for the equipment. Steve is responsible for ordering the equipment approved for the grant. The Town Manager has discussed this with the Auditor and the documentation needed has been determined. Payments will be made through the regular warrant approval process. A motion was made by Mark Russell, seconded by Gary Parker to authorize the Town Manager to sign the letter of support on behalf of the Board. The vote was 3 - 0.

5.2 Mary Jo Mason - Consent Agreement - Mary Jo Mason was present and first stated that she would not sign the Consent Agreement without her attorney present. Upon being informed her attorney was expected to come with her but since she had not had any contact with him and he had not responded to several attempts by the Town attorney to discuss the matter, the Town's position was that she did not have an attorney. Mary Jo was assured this document referenced only the exterior of her house and the items on her property that constituted an illegal junkyard. She had made progress in removing many items and this document was intended to provide additional encouragement and deadlines for achieving compliance or face the financial penalties included in it. Mary Jo stated that her daughter was living in the camper in the yard until she could find a rent. Mary Jo agreed to sign it and requested a copy to take with her, which was provided. A motion was made by Mark Russell, seconded by Rayna Leibowitz to sign the Consent Agreement on behalf of the Town of Litchfield. Mary Jo was asked if she would allow a health officer to visit her home and she firmly refused to let anyone in her home, and left with her copy of the Consent Agreement.

After Mary Jo Mason left, her next door neighbor advised some 30 rats have died in his home since Christmas. They had likely ingested poison and sought the water that he has in his old rock-walled basement. They have died in his walls and really stink.

Additional discussion was held regarding concern of the structural condition of the house. A motion to authorize the Code Enforcement Officer to contact the town attorney regarding the process of condemning the structure was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

5.3 Doug Caton- Consent Agreement - Mr Caton failed to attend the meeting. A motion to have the Select Board sign the Caton Consent Agreement, have it delivered by Steve and A constable requesting it to be signed (signature properly notarized) and returned within two weeks or legal action would commence, was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

5.4 Dave Wilson - did not attend. He had discussed with Chairman Parker the issue of limits for winter sand from the Town's pile. The Chairman requested a written policy to be drafted. Rayna will prepare a draft and circulate it to the Board, Road Comm. and Town Manager. Designated volunteers for the Senior Center may take more than the posted two bucket amount as they are delivering one bucket to each of several senior citizens. It may be appropriate to develop a form for multiple property ownership verification. The first sign limiting the amount of sand to be taken was first erected in 2009.

5.5 Food Sovereign Ordinance Submission - A draft of the final proposed Ordinance was provided. A public hearing on it will be held on Jan 28 and a decision will be made then regarding a date for a Special Town Meeting to vote on it and other matters that may be appropriate. A motion to hold a public hearing on the Food Sovereign Ordinance on Jan 28 at 7:30 was made by Rayna Leibowitz, seconded by Mark Russell and voted 3 - 0. The agenda for that meeting will include an item to schedule a Special Town Meeting.

5.6 Gravel & Paving Bids - Discussion -A review of the proposed trucking, gravel and paving bids was held. Some questions had been asked via e-mail regarding some portions of the proposed bids and these had been responded to and resulted in some modifications to the language of the bids. State law, Title 29 has detailed information regarding commercial driving licensing which trucking firms must meet. A motion to authorize the Road Advisory Committee to modify the bid documents according to discussions and send them out for return and bid opening on Feb. 11 was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

6.0 Unscheduled Business

6.1 Dispatching Commitment - Mark Russell discussed the information received in a recent meeting with the Regional Communications Center (RCC) regarding dispatching. While the costs are still not known, the towns attending affirmed their desire to stay with the RCC for at least another year. A motion was made to authorize the Town Manager to notify the RCC that we intend to stay with the RCC for dispatching for at least another year, from 7/1/19 to 6/30/20 Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

6.2 Quit Claim Deed - U28, Lot 058 - on Peace Pipe Shores - Martha Hallock, Jeremy Nelson, back taxes of some \$12,000 have been paid. A motion to sign the quit claim deed was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

6.3 FEMA Funding - A motion to authorize the Town Manager the funds from FEMA into the FEMA account was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

7.0 Legal

8.0 Appointments and Resignations

8.1 Registrar of Voters - Lezley Sturtevant - A motion was made to appoint Lezley Sturtevant as Registrar of Voters by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.0 Warrants

9.1 Town Voucher # 13 for \$ 355,269.93 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.2 Town Payroll # 14 for \$18,258.87 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

10.0 Other Business

10.1 The Fire Dept. repeater (also used by Public Works) doesn't cover the whole town. The question was asked of what will it take to get better coverage. The Chairman directed the Town Manager to invite Bruce Slattery to the next meeting to discuss it.

10.2 Chief Labbe advised a fire alarm inspection at the Litchfield Academy building (which is connected into the Libby Tozier School system), had 3 of 4 pull stations not working. Stan is having a technician come to determine the cause and correct it.

11.0 Selectmen/Public Discussion/Communication

12.0 Future Agenda Item

12.1 Feedback on Selectmen's Handbook

12.2 Whippoorwill Rd Culvert (Bid Opening 1/28/19)

12.3 IT Management Project

12.4 Food Sovereignty Ordinance (Public Hearing 1/28/19 - Schedule Special Town meeting)

12.5 Gustin Rd and Old Mill Rd Bridges (after May 1)

12.6 Shoreland Zoning, Land Use Ordinance Consistency Efforts

12.7 Dispatching Issues

12.8 CEO Contract

12.9 Gravel, Paving & Trucking Bids (2/11/19)

12.10 Radio Communications Repeater Issues (1/28/19)

12.11 Winter Sand Policy