

Town of Litchfield
Select Board
January 28, 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; Steve Ochamanski, CEO; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Bruce Slattery, EMA Director; Elton Wade, Litchfield Academy Trustee; Lindsay Nelsen (also Road Advisory Comm.) and Dian White, Conservation Comm; Road Advisory Committee Members: Tamas Szepsy, Cyndi Redmond; John Upham, FOAA Officer; Renee Lachappelle, BAR **and Guests Present** per the sign-in sheet.

2.0 Minutes of January 14, 2019 Meeting submitted for final approval. A motion to approve the minutes with corrections as identified was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. A request for a Poverty Abatement was received and provided to the Board for review and discussion at another meeting.

B. Tax abatement requests are being held by Trudy so more information can be obtained before presentation to the Board. A letter from Mr & Mrs Chouinard will be addressed. They will be invited to the meeting addressing them.

C. The proposed article for the Transfer Station Reserve Fund was reviewed and some wording changes made. It will be reviewed for the Special Town Meeting warrant at the Feb. 11 meeting.

D. An expense summary for the first 6 months of FY 2019 was given to the Board.

E. The Town Manager interviewed 6 candidates for the part time Town Office position. All were excellent. She is waiting for background and reference checks to be completed.

F. The Dave Blocher deed is not ready. It is expected soon.

G. A letter has been received today from Cliff Wells of the regional Communications Center regarding proposed costs for dispatching for FY 2020 will be \$12,209.00 plus additional costs for dispatching the Kennebec County Sheriffs Dept. FY 2019 cost was \$21,545.

3.2 Code Enforcement Officer/Plumbing Inspector - A. Permit Logs for November (which we already had received), December and January were provided, totaling almost \$1 Million of owner identified value. There are 4 new single family home permits in these 3 months.

B. Septic System Permits are held as the frost depth is too great until spring.

C. Three junkyard letters have been sent out. This is a continuing effort.

3.3 Road Commissioner - A. Busy couple of weeks. Sending crew home early when storms are expected to help save on overtime costs and give the crew some extra rest time. There have been 17 plowable storms to date.

B. Some repairs were made to the sander and plow on the 1-ton truck. The sander module replaced is the same one replaced last year.

C. Lots of sand and salt have been used.

D. Storm expected for Tuesday night into Wednesday. Additional crew has been called in.

E. A lot of mailboxes have been hit by plows. Larry and Chairman Parker described the steps residents could take to avoid loss.

F. Larry commented on the proposed policy requiring high visibility vests while driving the plow trucks. He prefers language that requires them to be put on when exiting the truck.

G. There was discussion regarding access to the winter sand pile for residents and how to limit the taking of excessive amounts of sand. A plan has been made to put Jersey barriers in place that would require vehicles to remain a greater distance from the sand pile to discourage shoveling sand into a pick up or sander when no one is around.

H. A complaint of pot holes on Wentzell Road was received. Larry is aware of them as he plows that road. They will be repaired when the PW crew has time between storms to patch them and they have the patching material, which they need to obtain. A resident also stated there are several potholes on the Academy Road.

3.4 Fire & Rescue - A. No report

3.5 Emergency Management - Bruce Slattery discussed the Repeater issue, see 5.4 below.

3.6 Assessing Agent - Ellery is expected to be here Thursday 1/31 and Trudy will discuss the Abatements information with him.

3.7 Transfer Station - A. A bucket of sand/salt has been put inside the cardboard bin to provide traction and it is working. A lot of sand has been used at the Transfer Station due to slippery conditions.

B. Bryan has met with Almighty Waste regarding their waste slips legibility. He needs to compile numbers for the report for DEP and is spending a large amount of time trying to read them. An Almighty Waste employee has advised she can produce an Excel spreadsheet for him and he is very pleased.

C. They are working on cutting a larger hole in the paper bin, using equipment that does not make sparks that would likely start a fire.

D. Hampden Recycling Center is opening in the spring. He has talked with several area Transfer Station Managers and plans are being made to visit the new facility and assess its capabilities.

E. A door on one of our older containers needs to be replaced or repaired. It can be opened and closed only by use of a piece of heavy equipment.

4.0 Agenda Adjustments

4.1 Date for Special Town Meeting

4.2 Grant for Conservation Commission Use in Community Park

5.0 Scheduled Business

5.1 Transfer Station Reserve Account Article - The proposed language was modified and Trudy was directed to discuss this with the Auditor to ensure it does not violate any requirements. A final decision to include it on the Special Town Meeting warrant will be made Feb. 11.

5.2 Whippoorwill Road Culvert Bid Opening 7:00 PM - Two bids were received for the Project. N. R. Luce, Inc. of Norridgewock bid of \$76,000. Atlantic Mechanical of Woolwich bid \$110,661. A motion to grant the award for the project to N. R. Luce, Inc was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0. Brian Luce, representing N. R. Luce, Inc. was present and advised there might be some suggestions that would result in lowering the final cost. He was invited to discuss these with Road Comm. Nadeau and the Road Advisory Committee (meeting Feb. 20). One suggestion is eliminating the requirement for a Bond. He advised bonds are not generally required by MDOT or most municipalities for jobs under \$100,000.

5.3 Doug Caton - Consent Agreement - The Consent Agreement was hand served to Mr Caton by a constable. The instructions to Mr Caton were to sign it and have it returned by this meeting to avoid further action. He has not done so. The next step is to prepare to go to court. A motion to authorize the Code Enforcement Officer to proceed with court action was made by Mark Russell, seconded by Gary Parker and voted 3 - 0.

5.4 Dispatching Repeater - Bruce Slattery advised the repeater for the Fire Dept. is on the WCBB tower on Oak Hill at no cost because of an agreement with WCBB established in the early 1980's. The Public Works and School Dept. requested placing a repeater there and were denied. The School Dept has since placed a repeater on another tower in Wales at a cost of \$300 - \$500 a month and there is no emergency power. The PW dead spots for radio communications are known. Several areas were listed. It is almost impossible to eliminate them. A repeater can be put at Carrie Ricker School to test for

adequacy for the PW radios, for 2 weeks without penalty according to FCC rules. Gardiner Fire Dept has a new repeater on Libby Hill. There has been no discussion with them regarding putting a repeater for Litchfield PW on it. Bruce and Trudy will talk with WCBB to see if they would be willing to entertain expanding the repeater capability to include PW and if they are not successful, will request a letter of refusal. In the meantime, placing a repeater at the Carrie Ricker School on a trial basis will be done.

5.5 Food Sovereignty Ordinance Submission - Public Hearing 7:30 PM A motion to hold a Public Hearing regarding the proposed Food Sovereignty Ordinance was made at 7:30 by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0. Discussion was held and there was no opposition identified. A suggestion to expand the allowances was made but the State Law does not extend those benefits, so we cannot either. The proposed Ordinance was developed with information from Maine Municipal Association and has been reviewed by the Town attorney. A decision will be made on Feb. 11 and it is expected to be a warrant article. The Public Hearing closed at 7:53 P.M..

5.6 Quit Claim Deed, Map 07, Lot 024 - Back taxes have been paid on this property prompting discharging the claim. A motion to approve signing the quit claim deed for property at Map 07, Lot 024 was made by Rayna Leibowitz, seconded by Mark Russell and voted 3 - 0.

6.0 Unscheduled Business

6.1 Date for Special Town Meeting - Discussion was held regarding the best date and Feb. 25 at 6:30 was selected. The Central Fire Station will be the location. A motion was made to have a Special Town Meeting on Feb. 25 at 6:30 PM at the Central Fire Station by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0. The Town Manager was directed to prepare the Warrant including 1) Choosing a Moderator; 2) Food Sovereignty Ordinance, 3) Transfer Station Reserve Fund, 4) Litchfield Academy expenditures, 5) Payment of funds for the TD Green Space Grant.

6.2 Grant for Conservation Commission - The Conservation Comm is requesting the Select Board apply for a grant from the TD Green Space Program on behalf of the Commission to use for the Community Park. Information was provided to the Board. The application date is 1/31/19. They are seeking support and endorsement by the Board and several committees and organizations in the community. The grant is for \$20,000 to \$25,000. If awarded, the community spends the money and obtains reimbursement. An educational effort will be included regarding the existence and benefits of the aquifer located beneath the Community Park. Award of the grant will be made February 19 and all work must be done in 2019. It was noted the town must authorize spending the money for this, so an article is needed for the Special Town Meeting. A motion directing the Town Manager to work on behalf of the Town to obtain the grant was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0. Trudy was directed to contact the Auditor for the appropriate wording for the warrant article and how to handle the funding if received.

7.0 Legal

8.0 Appointments and Resignations

9.0 Warrants

9.1 Town Voucher #14 for \$54,563.69 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.2 Town Payroll #15 for \$19,571.33 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

10.0 Other Business

10.1 Elton Wade described the financial needs of the Litchfield Academy Trustees for funds to repair a faulty fire alarm system that is connected into the Libby Tozier School and serves the Senior Center and Thrift Shop, based on a recent assessment made by a new alarm company. Chief Labbe has requested the cost for the work and is expected to provide it as soon as he receives it. Chief Labbe has also recommended having the Academy building converted to a master lock system so access is facilitated for the Fire Dept. and school custodians. An estimated cost for this will be obtained. These expenses are beyond the present financial resources which have been designated for some overdue

maintenance and repairs. A proposal for a warrant article for the February Special Town Meeting will be offered on Feb. 11. Additionally, several drafty, single pane, old windows need to be replaced and a proposal might be forthcoming for the June Town Meeting for that project.

11.0 Selectmen/Public Discussion/Communication

11.1 A resident asked if the town has considered a tax program for the elderly. Trudy was asked to contact MMA, KVCOG and Maine Revenue Services for information. Apparently Yarmouth and Gorham have adopted programs.

11.2 Several legislative bills are proposed regarding changes to homestead exemptions, Veterans exemptions (age and/or disability) and revenue sharing. All will bear watching.

11.3 A recent newspaper article regarding the Gardiner Public Library indicated the proposed cost for Litchfield for FY 2020 is \$27,180 compared to FY 2019 of \$20,895.

12.0 Future Agenda Items were reviewed

- 12.1 Feedback on Selectman's Handbook
- 12.2 IT Management Project
- 12.3 Gustin Rd and Old Mill Rd Bridges (inspections in Oct)
- 12.4 Gustin Rd winter maintenance (after May 1)
- 12.5 Shoreland Zoning, Land Use Ordinance Consistency Efforts
- 12.6 Dispatching Issues
- 12.7 CEO Contract (2/11/19)
- 12.8 Gravel, Paving, Trucking Bids (2/11/19)
- 12.9 PW Radio Communications Repeater Issues (2/11/19)
- 12.10 Winter Sand Policy (2/11/19)
- 12.11 Finalize Warrant Articles for Special Town Meeting (2/11/19)
- 12.12 Poverty Abatement
- 12.13 Doug Caton - Consent Agreement
- 12.14 High Visibility Vest Policy

13.0 Meeting adjourned at 9:14 PM

Respectfully Submitted

Rayna Leibowitz