

Town of Litchfield
Select Board
Feb. 11, 2019
Final Meeting Minutes

1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen: Rayna Leibowitz, Mark Russell; **Staff:** Trudy Lamoreau, Town Manager; Stan Labbe, Fire Chief; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Road Advisory Committee Member: Tamas Szepsy, Dian White, Conservation Comm.; John Upham, FOAA Officer; Renee Lachappelle, BAR **and Guests Present** per the sign-in sheet.

A motion to have Mark Russell preside in the absence of the Chairman was made by Rayna Leibowitz, seconded by Mark Russell and voted 2 - 0.

2.0 Minutes of Jan 28, 2019 Meeting tabled to next meeting for final approval when the full Board is present.

3.0 Reports and Correspondence:

- 3.1 Town Manager: A. Taxes continue to come in.
- B. Receiving several mailbox/plow complaints.
- C. Dog licenses have increased and Trudy feels the activities of the Animal Control Officer have positively impacted this.
- D. The Assessing Agents are here almost daily doing the data entry and have made a lot of progress.
- E. They are getting ready to send out 45 day notices of automatic foreclosures on about 75 accounts
- F. A new employee has been hired for the part time position. Emily Prosser was introduced to the Board members present.
- 3.2 Code Enforcement Officer/Plumbing Inspector - A. Trudy advised Steve is much less busy. He will be attending the next Board meeting/Special Town Meeting.
- 3.3 Road Commissioner - A lot of night time work has been done in the last two weeks.
 - B. The storm Tuesday into Wednesday meant long hours in the trucks. Crew will be off Tuesday preparing for rain Friday and Saturday. The trucks are ready.
 - C. Quote from Rockingham Electric for half the lights for \$2,500. Efficiency Maine rebate may be up to \$3,500. If Larry has the money in his account, he can have the work done.
 - D. Larry requested a town-provided cell phone so he can turn his personal phone off at times. Trudy advised she can provide him with one.
- 3.4 Fire & Rescue - A. Chief Labbe advised the First Responder class finishes Wednesday. Doing great. 4 students are Litchfield's. The students were pushing to do the course in a shorter period and it has worked well.
 - B. A tree came down at 4:30 AM. CMP was here in record time, about a half hour.
 - C. Preparing specifications for the new fire truck. Stan would like the Board to visit the Fire Station in late February or early March to review the specs and discuss it. He expects 3 companies will place bids. An issue pushing the cost up is requiring a two-stage pump instead of a single stage pump. The single stage doesn't work as well and is harder on the truck.

3.5 Emergency Management - A. Trudy advised the repeater at the Carrie Ricker School seems to be an improvement. Some more testing needs to be done. Stan questioned if the repeater is connected to a circuit that is served by the generator. This will need to be checked.

B. The Emergency Management Director was the first to turn in his budget for FY 20.

3.6 Assessing Agent - Trudy responded to a question that we have no time frame for the completion of the data entry at this time.

3.7 Transfer Station - A. Last weekend was cold and rainy so it had little use.

B. Foam pipe insulation will be put on the edges of the cut steel in the paper container to prevent cuts and injury from the sharp edges.

C. Bryan praised the plowing and sanding by Public Works.

4.0 Agenda Adjustments

4.1 Food Bank Update

5.0 Scheduled Business

5.1 Roger and Susan Bouley, Maxwell Rd. - Mr Bouley expressed concerns about the near flooding he had when water could not drain from his property because of changes made with last summer construction and has dissatisfaction with not being able to access the area behind his garage through a shallow swale at the side of the road. Larry suggested putting a culvert in the ditch at the resident's expense to provide the desired access as the swale with the added rocks Mr Bouley put in caused the water to back up. The Board agreed to visit his property in the spring to review the situation without snow banks.

5.2 Paving Bids 2019- Bid Opening at 7:00 PM The following bids were received and opened:

Crooker Construction, Topsham - machine placed 19mm, \$71.75/ton

Machine placed 12.5 mm (base), \$73.75, surface, \$80.00

Machine placed 1.5 surface, \$80.50

Hand placed, \$160.00

Pike Industries, Fairfield

19mm base, \$76.00

12.5, \$80.00

Driveways, \$150.00 ton

Northeast Paving

19mm, \$92.70

12.5, \$102.80

Hand placed, \$336.00

Reclaim, \$231.00

Tack coat, \$36.00 gal.

All states, Windham

19mm, \$70.20

12.5mm, \$74.60

Hand placed, \$135.00 Ton

The bids were given to the Road Commissioner and Road Advisory members present for review in another room.

The RAC recommended awarding the contract to All States Paving based on the bit rates. A decision will be made after the return of the Board Chairman.

5.3 Town of Litchfield/David Blocher Deed Approval - Trudy advised Dave will be in 2/12/19 to sign the deed. A copy was given to the Board to review.

5.4 CEO Contract Approval, moved to 2/25/19

5.5 Repurchase Agreement on R04, Lot 044A \$4217.00 with \$500 down and a minimum payment of \$345 a month for 12 months until paid. This is property on the Wentzell Road. The daughter is paying the back taxes and expects to be taking over the property ownership from her mother. A motion to approve the repurchase agreement was made by Rayna Leibowitz, seconded by Mark Russell and voted 2 - 0.

5.6 Abatements - MapU29, Lot 18 , account #755 for \$110.30 corrected building information. A motion to approve was made by Rayna Leibowitz, seconded by Mark Russell and voted 2 - 0. Map R12, Lot 13B, account #218 for \$159.35 to correct an outbuilding assessed in error. A motion to approve was made by Rayna Leibowitz, seconded by Mark Russell and voted 2 - 0.

5.7 Approval of Special Town Meeting Warrant - A. Article 3, Mark would like to remove this article and request a review by the Budget Committee regarding the use of Reserve Accounts and offer a recommendation.

B. Article 5 - Rayna requested removing the word “matching” as it implies town funding is required for this grant, and we have been assured there is not a matching requirement.

C. A motion to approve the Warrant as modified and authorize the Board to sign it outside the meeting was made by Rayna Leibowitz, seconded by Mark Russell and voted 2 - 0. The Town Manager was directed to ensure the Town’s website clearly indicates the Special Town meeting will be followed by the regular Select Board Meeting.

6.0 Unscheduled Business

6.1 Food Bank Update - Rayna Leibowitz provide information that the new Litchfield Food Bank was expected to open Wednesday, March 6 at 5:00 - 6:00 PM (and be open each Wednesday from 5 - 6 PM) preceded by an Open House and Dedication at 3:00 PM. All are invited. It will also be open each Thursday from 10:00 AM to noon. Dian White and Rayna will be Co-Directors of the Food Bank being sponsored by the Litchfield Plains Baptist Church and held at the old Gowell’s Convenience Store at 491 Richmond Road.

8.0 Appointments and Resignations

8.1 Emily Prosser, Deputy Clerk, Deputy Registrar of Voters, Deputy Tax Collector and Deputy Treasurer. A motion to approve the appointment was made by Rayna Leibowitz, seconded by Mark Russell and voted 2 - 0.

9.0 Warrants

9.1 Town Voucher #15 for \$383,517.19 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 2 - 0.

9.2 Town Payroll # 16 for \$ 17,183.16 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 2 - 0.

10.0 Other Business

10.1 Chief Labbe advised there is a build-up of ice at Litchfield Corner on Route 197. A resident advised there is also one on the Dennis Hill Road but further discussion identified that it is on the West Gardiner side of the bridge over Cobbossee Stream.

10.2 Chief Labbe and Trudy discussed the increased number of drug overdose calls the First Responders are being called to.

11.0 Selectmen/Public Discussion/Communication

12.0 Future Agenda Item

- 12.1 Feedback on Selectman's Handbook
- 12.2 IT Management Project
- 12.3 Gustin Rd and Old Mill Rd Bridges (Inspection in October)
- 12.4 Gustin Road - Winter maintenance (after May 1)
- 12.5 Shoreland Zoning, Land Use Ordinance Consistency Efforts
- 12.6 Dispatching Issues
- 12.7 PW Radio Communications Repeater Issues
- 12.8 Poverty Abatement
- 12.9 Gravel & Trucking Bids (2/25/19)
- 12.10 Winter Sand Policy
- 12.11 Doug Caton - Consent Agreement
- 12.12 High Visibility Vest Policy
- 12.13 CEO Contract Approval (2/25/19)

Respectfully Submitted,

Rayna Leibowitz