

Town of Litchfield
Select Board
April 23, 2018
Minutes

1.0 Convened 6:30; Pledge to Flag; Selectmen, Mark Russell, Chairman, Rayna Leibowitz and Gary Parker; **Staff:** Trudy Lamoreau, Town Manager; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Cyndi Redmond, Richard Lane and Tamas Szepsy, Road Advisory Comm; John Upham, FOAA Officer; Elton Wade, Kelly Weissenfels and Rodney Allen, Budget Comm; Renee LaChappelle, BAR, Selena Nadeau, TO Staff **and Guests Present** per the sign in sheet

2.0 Minutes of April 9, 2018 Meeting submitted for final approval. A motion to accept the minutes as drafted was made by Gary Parker, seconded by Mark Russell and voted 3 - 0.

3.0 Reports and Correspondence

3.1 Town Manager - A. Trudy advised she has the \$900 bill for the AED for the Town Office. It will be paid from leftover funds or held until next year's budget.

B. A set of property tax summaries was provided to the board regarding foreclosed properties. There are 21 properties. 11 of them also had foreclosure efforts from last year. 7 have repurchase agreements in place with 4 of these not fully compliant.

C. Quotes from several area printers were obtained for the Sodalite newsletter. None were lower than the current printer. No changes were made.

D. The Fire Station roof is expected to be completed on Wednesday. The contractor experienced a delay in obtaining materials.

3.2 Code Officer/Plumbing Inspector - Absent, no report.

3.3 Road Commissioner - A. Larry was on vacation last week. Ron oversaw the PW Dept. just fine.

B. Started grading Oak Hill Rd. today. The Grader developed repair issues and will be returned to the garage for inspection and repairs. In the meantime, another grader has been rented from Rent-It to finish the road before the rain expected Wednesday afternoon into Thursday.

C. Planning to grade the shoulders.

D. A sweeper will be here Wednesday for the intersections and the parking lot. It is coming from Hallowell PW Dept.

E. A request for the priorities of PW work was made. The response: Oak Hill Rd, Dennis Hill Rd., Huntington Hill Rd, Maxwell Rd.

F. Whippoorwill Rd Bridge/Culvert discussion - see 4.1 and 6.1.

3.4 Fire & Rescue - No report.

3.5 Emergency Mgmt.- No report.

3.6 Assessing Agent - A. Will be in on May 3. The Reval RFP is prepared and will be sent out tomorrow.

3.7 Transfer Station A. Busy weekend. Called Craig Marshall about chipping brush but has not yet received a response.

B. Was asked about being open 3 days a week to include Sundays. Bryan was asked to get figures together and have available for the Town Meeting for discussion.

C. Discussion about alternating between Fridays and Saturdays in the winter and Saturday and Sunday in the summer to accommodate the summer visitors. This alternating process is difficult to maintain and gets a great many complaints.

3.8 Other Town Committees - The Road Advisory Comm. Richard Lane was welcomed back from his winter stay in warmer areas.

Budget Comm - met last week to discuss the budget and supports the proposed budget. The RSU#4 school budget is expected to be finalized next Wednesday. A letter has been drafted and forwarded to the School Committee regarding the formula for local shares of the costs as Litchfield will be facing an increase but Wales and Sabattus will have decreases in the 2018/2019 costs.

4.0 Agenda Adjustments

- 4.1 Whippoorwill Rd Bridge/Culvert
- 4.2 Ranked Choice Voting Counts
- 4.3 Gustin Road Closing Discussion

5.0 Scheduled Business

5.1. Michael Edgecomb, Spectrum Cable negotiation discussion- Mr Edgecomb is employed by the James W. Sewall Co. He is seeking communities which would contract with him/the company to negotiate cable franchise contracts. According to his information from the public data base, Litchfield entered a 15 year contract in 1989. Trudy believes there were contract negotiations in 2004 but cannot locate any documentation. The cost for JW Sewall is \$125/hour or a flat rate of \$5,000. If several towns consolidate to share the costs, the amount is divided among them. Negotiations can include line extensions, broadband, coverage, franchise fees, customer service (emergency restoration priorities) and other factors. Towns do not have to be contiguous to consolidate for their services.

5.2 Quit Claim Deeds - The following repurchase agreements were completed and quit claim deeds are required to clear titles. Copies will be forwarded to the Registrar of Deeds.

Map U09, Lot 007 - Belinda Gunnells, A motion to approve was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

Map U23, Lot 004 - Mark and Debra Abbott, A motion to approve was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

Map R03, Lot 043 on 39 - Kevin Marsters, A motion to approve was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

Map R01, Lot 010 on 5 - Melissa Giroux, A motion to approve was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

5.3 Final vote on 2018/2019 Budget - The budget was reviewed. The Town Manager was asked to determine from the Auditor what the Undesignated Fund Balance is, as it was not readily identifiable in the Audit Report. A motion to approve the budget as proposed was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0. Note: the Auditor has advised funds approved as special projects may carry forward to other years until the project is finished. Those funds cannot be used for other projects, however. It was suggested the project for Town Office Renovations not be restricted to the present Town Office building but include evaluation of adding onto the Fire Station. The Town Manager advised this is being considered.

5.4 Preliminary draft of Town Meeting Warrant - A. Some dates need to be changed to reflect this budget process in Article 4 and 47.

B. Article 32 It was suggested that this article be removed and replaced with the suggestion people make donations to the charities they feel they want to donate to. No decision was made to delete this article at this time.

C. Article 37 needs to be changed to reflect the funds are requested for the Fire Equipment Reserve Fund and remove "and to be used by the Selectmen as they deem reasonable"

D. Article 38 needs to remove "and appropriate" and insert "to be used by the Selectmen as they deem reasonable". Add further information to projects: Transfer Station (cement pads and electrical), Fire Dept: (overhead doors and radio repeater). Change amount to be raised to \$177,000. Change amount to be appropriated to \$197,000 and identify the intent to remove \$20,000 from the Capital Projects Reserve Account.

E. Article 43 needs the word "right" inserted in the last line - (sixty foot (60') wide "right " of way".

F. Article 45 needs to reflect the higher State Revenue Sharing amount of \$157,000.

G. Articles need to be added reflecting the purchase of a truck for Public Works from the Public Works Equipment Reserve Account and proposed changes to three Ordinances

6.0 Unscheduled Business

6.1 Whippoorwill Rd Bridge/Culvert - Larry provided information from Calderwood Engineering that can be used to request bids from contractors. Larry would like authorization to issue the request for bids so

the work can be done this year. Calderwood would send the requests out, to be returned to the Town Office for opening on May 14, 2018. It would be desirable to have the work done between Sept. 1 and Oct. 30 to minimize the negative impact on our seasonal residents, if possible. A motion to approve sending out requests for bids was made by Gary Parker, seconded by Rayna Leibowitz and voted 3 - 0.

6.2 Ranked Choice Voting - Chairman Russell suggested Litchfield count the ballots for the first round only, and then send them to Augusta for any and all subsequent tallies. The other Board members concurred. Two balloting questions emerged from discussion. Can Litchfield NOT use the electronic counting machine? Can we require paper ballots?

6.3 Gustin Road Closing Discussion The resident who lives part way up the hill on the Gustin Road, Christine Pistole, requested information clarifying the Town's intent to close the Gustin Road, which she has heard about and opposes. The Road Commissioner explained the identification of options and costs which is under way and explained the process required to be done for closing a public road. A vehicle counter will be installed on May 1 for 1 week to determine how many vehicles normally use the road. A road contractor has been asked for an estimate of costs for some of the options being considered. Ms. Pistole was invited to provide contact information so she could be notified of discussions of this topic and encouraged to attend and participate in the Road Advisory Committee deliberations.

7.0 Legal

8.0 Appointments and Resignations

9.0 Warrants

9.1 Town Voucher # 20 for \$54,450.37 A motion to approve was made by Gary Parker, seconded by Rayna Leibowitz and voted 3 - 0.

9.2 Town Payroll # 20A for \$89.14 representing pay for hours omitted from an employees paycheck last period. A motion to approve was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

9.3 Town Payroll # 21 for \$16,831.82 A motion to approve was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

10.0 Other Business

11.0 Selectmen/Public Discussion/Communication

11.1 Discussion of Future Agenda Items was held. Some items are being removed now as they were addressed at this meeting. Others will be expected to be addressed at the May 14 meeting or the Town Meeting in June, and will be removed when they are finished with.

12.0 Future Agenda Item

12.1 D. Blocher Property (June Town Meeting)

12.2 Street Lights

12.3 Gustin Road and Old Mill Rd Bridges (will be removed pending receipt of MDOT inspection reports)

12.4 Whippoorwill Road Culvert/Bridge (bids requested for 5/14/18)

12.5 Return of the 7/14/16 Executive session Working Papers

12.6 AED Purchase (to be removed)

12.7 Spirit of America Nomination (scheduled for discussion 5/14/18)

12.8 Newsletter Cost Quotes(to be removed , see 3.1 above)

12.9 Town Report Quote from J.S.McCarthy (not obtained for this year, will be removed)

12.10 Recreation Committee By-Laws

12.11 BETE Reimbursement Amount (additional information needed from the Assessing Agent)

12.12 Feedback on Selectmen's Handbook (5/14/18)

12.13 Undesignated Fund Balance Information from Auditor

12.14 Balloting questions - not using counting machines, require paper ballots - see 6.2 above

12.0 NEWFuture Agenda Item

12.1 D. Blocher Property (June Town Meeting)

12.2 Street Lights

12.3 Whippoorwill Road Culvert/Bridge (bids requested for 5/14/18)

- 12.4 Return of the 7/14/16 Executive session Working Papers
- 12.5 Spirit of America Nomination (scheduled for discussion 5/14/18)
- 12.6 Recreation Committee By-Laws (5/14/18)
- 12.7 BETE Reimbursement Amount (additional information needed from the Assessing Agent)
- 12.8 Feedback on Selectmen's Handbook (5/14/18)
- 12.9 Undesignated Fund Balance Information from Auditor (5/14/18)
- 12.10 Balloting questions - not using counting machines, require paper ballots - see 6.2 above (5/14/18)
- 12.11 Open bids for Whippoorwill Rd Bridge (5/14/18)

13.0 Adjournment at 9:30 PM.

Respectfully Submitted by

Rayna Leibowitz