

Town of Litchfield
Select Board
July 9, 2018
Final Minutes

1.0 Convened 6:30; Pledge to Flag; Selectmen, Mark Russell, Chairman on opening, Rayna Leibowitz and Gary Parker, Chairman to preside after election, see 5.1 which was moved to the beginning of the meeting; **Staff:** Trudy Lamoreau, Town Manager; Larry Nadeau, Road Comm.; Steve Ochmanski, CEO/LPI; Bryan Lamoreau, Transfer Station Manager; Richard Lane and Tamas Szepsy, Road Advisory Comm; Pat Soboleski, Senior Center Director; John Upham, FOAA Officer; **and Guests Present** per the sign in sheet

2.0 Minutes of June 25, 2018 Meeting submitted for final approval. A motion to accept the minutes as drafted was made by Gary Parker, seconded by Rayna Leibowitz and voted 3 - 0.

3.0 Reports and Correspondence

3.1 Town Manager - A. The Town Manager met with the auditor recently along with some of the Town Office Staff to receive information regarding reconciling tax receivables. It was a very useful training session.

B. A draft of the Tax Abatement Policy and Procedures was distributed to the Board for review and discussion at the next meeting.

C. Last Friday, while the Auditor was here, Trudy tried to access the computer and experienced some serious issues. With Steve's and Ben's help it was determined that a cascading problem occurred relating to both an equipment failure with the server and a software problem with TRIO and its interface with Windows 10. It resulted in the corruption of the operating system in the server, the loss of some of June's transactions and the corruption of TRIO data. Over several hours of work over the weekend, the data up to June 7 was recovered. Some of the documents in the system can be recovered. A temporary server has been installed to enable operations until a restored or replacement server can be reinstalled.. A Dell computer technician is expected to come on 7/10/18 to check out the failed unit. Data regarding transactions will need to be re-entered and will result in extended hours for staff to get it done. The Town Manager was urged to capture information regarding the amount of time required and the cost of recovery.

D. Year end closing of the books went very smoothly, perhaps the best in 16 years....just before the computer system failed.

3.2 Code Officer/Plumbing Inspector - A. Steve doesn't have a Permit Report because of the computer failure issues. He expects to have it for the next meeting.

B. He issued 4 building permits for single family homes last month.

C. An appeal is pending for an ADA ramp. The proposed ramp requires a variance.

D. Gowell's expansion approval went OK. They are now waiting for DEP's Stormwater documentation to issue the permit.

E. The Planning Board expects Joel Greenwood from KVCOG to provide information about the latest information regarding recreational marijuana from the Legislature's recent actions. It is tentatively scheduled for the first Thursday in September.

3.3 Road Commissioner - A. Maxwell Road - The finish grade is being done this week and 7/17. Paving (hot top) is expected to be done July 20. The residents have expressed satisfaction with the work done.

B. Starting work on the Oak Hill Road soon. The road is separated into three sections, with pavement on each end and gravel (thin) in the center. Larry wishes to have the north section of the pavement ground, gravel and reclaim then graded and compacted with repaving probably in the spring. The gravel section will have the boulders removed (several are at or above ground level now) and gravel added. The south end towards the Wales town line is in the best condition. One of two pavement grinding companies serving the area has given Larry a price for grinding the pavement. Larry was asked to contact the other company to see if they are interested in giving us a price. If they do and it is comparable, we may need to request written bids, thus slowing the process a bit.

C. Larry and the Road Advisory Comm. Are proposing to have the John Tarr Road, the South Adams Road and the Buker Road get a double chip seal treatment this summer. This would preserve three town roads that are in pretty good condition and should last 7 to 10 years. This would make funding available for other roads during this period. The expected costs are \$7,000, \$24,000 and \$103,000 respectively. After some discussion the chip sealing projects for these three roads were approved.

D. Selectman Parker commented that some shoulder work needs to be completed on the Small Road before that job is considered done. Larry will look into it.

E. A comment was received regarding the cross culvert on the Academy Road that needs replacement. Larry was directed to look at it to see if replacing it is needed and if that can be included in the work being planned.

3.4 Fire & Rescue No report.

3.5 Emergency Mgmt. Trudy advised the FEMA portal for data was not accessible to Bruce when he tried to add or verify data. A FEMA representative will check it out and provide information to him.

3.6 Assessing Agent - A. About 30 more accounts are to be done to complete the updates for this spring.

3.7 Transfer Station - A. Bryan met with Chris Curtis regarding a bid for concrete work for a 14' X 40' pad for the cans. He got a price of \$3,900 after the PW Dept. does the site preparation. This has been added to their list of work but it is not expected to be done for a month or so.

B. There have been folks bringing household trash camouflaged as leaves in black plastic bags. The discussion encouraged more efforts on visual inspections, stronger enforcement of clear plastic bags (a new sign right up front already states that) and adding video cameras to problem areas.

3.8 Other Town Committees

4.0 Agenda Adjustments

5.0 Scheduled Business

5.1. Elect a Chair for the 2018/19 Fiscal Year - A motion to nominate Gary Parker as Chairman was made by Mark Russell, seconded by Rayna Leibowitz and voted 2 - 0 - 1.

5.2 ACO Position - The Town Manager introduced Clifford Daigle who submitted a resume for consideration for the Animal Control Officer. He currently serves as Bowdoinham's ACO and is on their Animal Response Team and would like to add Litchfield to his service area. Details relating to cell phone access and other issues will be handled by the Town Manager. He was welcomed to the service of Litchfield residents.

5.3 CMP Pole Application South Adams Road. Following discussion and confirmation the Road Commissioner had no problem with the identified location, a motion to sign the CMP permit for South Adams Road was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

6.0 Unscheduled Business

7.0 Legal - Regarding moving two loans now with Camden National Bank to Kennebec Savings Bank - The Town Manager advised the law was recently changed regarding moving municipal loans between banking establishments and it now requires a vote of the legislative body of the town to accomplish. Since it is not prudent to hold a Special Town Meeting to do this, no changes will be made at this time.

8.0 Appointments and Resignations

8.1 Senior Advisory Committee - John Upham and Richard Swett have applied. Since there is only one vacancy at this time, a motion was made to appoint John Upham to the Senior Advisory Committee, seconded by Rayna Leibowitz and voted 3 - 0.

8.2 Smithfield Plantation - Dian White (Associate Member) A motion to approve renewal of the appointment of Dian White as an Associate Member of the Smithfield Plantation was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

It was noted that appointments carry the responsibility for attending the meetings and participating in the activities of the organization to which the appointment has been requested. The policy of the Town has been that members missing 3 meetings without being excused (out of town, illness, etc.) may be removed. The Board requests information regarding such attendance issues from all Committees and Commissions, as well as any other problems encountered.

9.0 Warrants

9.1 Town Voucher #24A (final for FY2018) for \$41,358.91. A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0. Town Voucher #1 (for FY 2019) for \$363,512.92. A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.2 Town Payroll # 1 (for FY 2019) for \$18,979.33 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

10.0 Other Business

11.0 Selectmen/Public Discussion/Communication

12.0 Future Agenda Items

12.1 Feedback on Selectmen's Handbook Draft

12.2 Whipoorwill Road Culvert/Bridge (Reissue bid request in Oct.)

12.3 Tax Abatement Policy and Procedures Draft

13.0 Adjournment at 8:05 PM.

Respectfully Submitted by

Rayna Leibowitz