

Town of Litchfield
Select Board
July 27, 2020
Meeting Minutes

1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen: Gary Parker, Chairman, Rayna Leibowitz, Mark Russell; **Staff:** Kelly Weissenfels, Deputy Town Manager; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Pat Soboleski, Senior Director; Toby Jutras, Chm., Road Advisory Committee. Guest: David Larrabee, Litchfield Plains Cemetery Sexton.

The meeting was available via Zoom and residents were able to attend maintaining social distancing.

2.0 Minutes of July 13, 2020 Meeting submitted for final approval. Discussion of the mapping proposal requires clarification so these minutes were tabled to the next meeting.

Minutes of July 23, Special Select Board Meeting submitted for final approval. A motion to approve the minutes was made by Rayna Leibowitz, seconded by Mark Russell and voted 3 - 0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. Kelly Weissenfels, Deputy Town Manager, reported that while July is generally less busy in the Town Office, there has been a relatively steady stream of customers coming in. The plexiglass partition now allows two customers to be served simultaneously and that keeps the traffic flow moving faster.

B. The CDBG Grant requested by Steven Lane was approved. Some extra paperwork is required because some of the money is from Federal sources. Concern was expressed regarding the amount of additional work this will generate for the Town Office staff. The suggestion was made that the actual time spent should be captured for the work done for this grant.

C. Woodbury Pond Park revenues are equal to the expenses, so that is working out.

D. The Town has received a dividend from the insurance risk pool of \$1,973.

E. Kelly described an issue relating to circumstances around a piece of property that the Town has foreclosed on and taken ownership. When it is offered for sale, the subject having interest in it will be able to submit a bid.

F. Assessment – Maintaining Parity with State Market Values

- 1. After revaluation no need for further work for 2 -4 years on average
- 2. It is illegal to spot assess an individual property based on a sales price vs doing a mass appraisal. Statistical analysis must be done via a “mid-quartile” or “weighted average.” The State looks at 18 months of sales versus assessed (combined/waterfront) to get their valuation and compares it against the figures of the municipality. +/-10% is allowed before significant penalties occur.
- 3. Recommend doing quarters (including spring work) at that point so that a cumulative on site for the municipality has been done every 4 years. A quarter review adjusts existing inventory against existing records. It does not “revalue” individual properties. A certain amount of the cost of the “Quarter” is recouped in the value of adjustments found.

- 4. If after completion of quarters at approximately the 6 - year point, a revaluation is deemed necessary, there are a couple of options: 1) Factor – adjust all properties by a percentage factor up or down to meet the state valuation 2) Perform a full revaluation (sales analysis to bring things to current cost along with hearings. This would be at a discount since all the onsite visits would already have been done via Quarters.

3.2 Code Enforcement Officer/Plumbing Inspector –Steve is not attending this meeting, but Selectman Russell advised Steve had told him that five single family home building permit applications had been received in the past 10 days.

3.3 Road Commissioner -A. Larry Nadeau advised they are ditching on Stevenstown Road, but he has sent the crew home when temperatures are over 90 degrees.

B. He stopped at Whited Ford to check into the availability of tucks and will visit O’Connors soon.

3.4 Fire & Rescue – A. Kelly reported Chief Labbe had advised equipment for the new truck has been ordered.

B. There has been no movement on Dispatching Protocols.

3.5 Emergency Management – No report.

3.6 Assessing Agent – Ellery Bane, the Assessing Agent. was here last week. Property values still going up.

3.7 Transfer Station – A. Bryan reported last weekend things went well. The proposal from Canty Construction for site work is on the agenda for discussion and action. See 6.1.

B. A tractor for the Transfer Station has been found. A local couple offered their new TYW 37 hp tractor, 4 speed, hi-low range, PTO, diesel, cab with AC and heat with 14 hours on it for \$17,500. Bryan advised the warranty will transfer with the sale. He will want to purchase additional attachments, i.e. forks and a bush hog to mow the trash mound. See 6.2.

3.8 Other Town Committees: Toby Jutras, Road Advisory Comm.(RAC) Chairman, advised the RAC plans to meet soon and is soliciting the Select Board’s suggestions of priority road work. The Board advised they had been made aware of problems with the Dennis Hill Road, Pine Tree Road and Academy Road, but urged the Committee inspect the other Town-owned roads for additional consideration.

4.0 Agenda Adjustments

4.1 Transfer Station Tractor Purchase

4.2 Transfer Station Earth Work

5.0 Scheduled Business

5.1 Elect Board of Selectmen Chair for 2020/2021 – A motion to appoint Gary Parker as Chairman was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP abstained.

5.2 R02-016, 2787 Hallowell Road - No action.

5.3 R02-017, 2783 Hallowell Road – No action

5.4 Approve Employee bonuses – A motion to affirm the June 22 vote and issue checks for employee bonuses after July 1 so they would be in the 2021 Fiscal Year was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

5.5 Winter sand bid proposal – The proposal was reviewed and no changes were made. A

motion to issue the invitation to bid as proposed was made by Mark Russell, seconded by Gary Parker and voted RL Yes, MR Yes and GP Yes.

5.6 Soldiers Monument Lot Fence Repairs – David Larrabee had brought to the attention of the Select Board that the condition of the fence in front of the Soldier’s Monuments was poor and he felt it would not be appropriate to paint it in its present condition. He advised there are sections of fence in storage that might replace the existing sections. Larry Nadeau advised his Public Works Crew had workers qualified to do the metal work and would do it if the replacement panels would suffice. He will make arrangements to look them over when David is available.

5.7 Broadband Planning Survey Contract – A motion to authorize the Deputy Town Manager to sign the Broadband Planning Grant was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes. Larry Bell, Chairman of the Broadband Committee, advised three new residents have expressed interest in appointment to the committee. He was advised they need to send a note of their interest to the Board for appointment at the next meeting. They are: John Upham, Dick Cutliff and Judith Bulliner. Larry also advised the Committee has submitted a Grant request to the Maine Community Foundation Grant Program. Their intended projects, if approved, would be 1) a hot spot at the Litchfield Town Office (\$1,300), 2) Video Conferencing equipment upgrade for the Litchfield Town Office (\$2,900), 3) Purchase of 5 laptops and 2 tablets for the Senior Center and provide training (\$2,800), and 4) Consultant services (\$8,000) for further Broadband services. No matching funds are required for this grant.

5.9 Town Office Renovation Update – Kelly reported some maintenance work needed for the Town Office has been identified and a contractor, Jeff Craig, has been engaged to do it. It includes replacing 4 exterior doors, repainting the lobby and new lights and fan in the restroom. Major structural issues need to be brought before the Board. There was discussion about the possibility of eventually considering the repurposing of the Libby Tozier School as a Town Office, if RSU#4 were to leave it.

5.10 KVCOG General Assembly Representative Nominees – Gary Parker and Rayna Leibowitz have been designated by unanimous consent.

5.11 Dori Upham- not in attendance.

5.12 Abatement - Map U20-9, \$117.60 – this abatement is to correct an error. The original assessment was for more acreage than existed. A motion to approve the abatement in the amount of \$117.60 for David Crooker and Desmond Guilliard was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

6.0 Unscheduled Business

6.1 Transfer Station Tractor Purchase – A motion to authorize the purchase of a tractor for the Transfer Station conditional on the transfer of the warranty for the amount of \$17,500 was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes. A motion to authorize the Deputy Town Manager and Transfer Station Manager to purchase attachments for the tractor including forks and a bush hog for an amount not to exceed \$25,000 including the tractor, was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes.

6.2 Transfer Station Earth Work – A motion to authorize the earth work outlined in the proposal from Canty Construction for the Transfer Station for \$4,000 was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes.

8.0 Appointments/Resignations

8.1 Interim General Assistance Administrator – Diana Larrabee A motion to appoint Diana Larrabee as General Assistance Administrator was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes.

8.2 Conservation Commission – David Larrabee - A motion to appoint David Larrabee to the Conservation Commission was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes.

8.3 Woodbury Dam Committee – Mark Evans – A motion to appoint Mark Evans to the

Woodbury Pond Dam Committee was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes.

9.0 Warrants

9.1 Town Warrant #2 for \$47,883.93 – A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

9.2 Town Payroll #1 for \$25,178.25 - A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

11.0 Selectmen/Public Discussion/ Communication

11.1 A request was made to send a thank you note to the Litchfield Farmers Club for the use of their property for the 2020 Town Meeting. Kelly will send it.

11.2 Pat Soboleski, Senior Director, advised a Seniors Picnic had been set up with the Recreation Director to use some of Woodbury Pond Park on Wednesday. They will social distance and/or wear masks and each will bring their own lunch. The opportunity to get together safely will be welcome. She also advised she has arranged to use the Red Barn at the Fairgrounds for some of the Senior activities, until the barn is filled with storage on October 17.

12.0 Future Agenda Item

12.1 Feedback on Selectman's Handbook

12.2 Town Office Renovation Update

12.3 R02-017, 2783 Hallowell Road

12.4 Update regarding the new Dispatching protocols

12.5 Gravel Bid Update

13.0 Adjournment at 8:15 PM

Respectfully Submitted By

Rayna Leibowitz