

Town of Litchfield
Select Board
August 13, 2018
Final Minutes

1.0 Convened 6:30; Pledge to Flag; Selectmen, Gary Parker, Chairman, Rayna Leibowitz and Mark Russell; **Staff:** Trudy Lamoreau, Town Manager; Steve Ochmanski, CEO/LPI; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Bruce Slattery, EMA Director; Stan Labbe, Fire Chief, Kevin Buckmore, Dep. Chief, Tina Gowell, Asst Chief, Rescue; Mike Seaman, Planning Board; Vicki Russell, Sodalite Editor and Rec. Comm; Tamas Szepsy, Cyndi Redmond and Toby Jutras, Road Advisory Comm; John Upham, FOAA Officer; Pat Soboleski, Senior Center Director; Diana Larrabee and Selena Nadeau, Town Office Staff; Renee LaChappelle, **BAR and Guests Present** per the sign in sheet **2.0 Minutes of July 23, 2018 Meeting submitted for final approval.** A motion to accept the minutes after correction of three typos was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

3.0 Reports and Correspondence

3.1 Town Manager - A. computer update: There was a conference call last Friday afternoon. TRIO cannot recover all the data that was lost. Town staff will have to re-enter all data from hard copy records of all transactions. Attorney Dail is preparing a letter to be mailed to all residents outlining the problem and advising the Town Office will be open for 2 hours each in the morning and the afternoon. Other times, the door will be locked and the staff will focus on the required data entry. The Board is supporting this change.

Motor Vehicle records will need to have 6 weeks of data entered. BMV is sending staff Tuesday and Wednesday to do a manual report.

We need a TRIO person here to observe data entry so they can correct the data as some is date sensitive because of the fiscal year end that occurred in the middle of the problems. The financial side of the data is not adequate the way TRIO wants it done. The auditors will not be able to appropriately perform their audit function. All data from June 6 to July 14 is missing and needs to be re-entered.

Transactions that are happening now are safe as back-up is happening in multiple ways.

Chairman Parker advised TRIO will not do anything with our data unless their representative is here in our office where all actions can be monitored by our representative(s).

In responding to questions from attendees, Trudy advised the original contract with TRIO was initiated in 1995. Since then, it's continued by annual purchase agreements. Steve has been asked to look into other vendor products. Several other towns have been having problems with TRIO and TRIO has required some of them to move to the program being developed that is still in the Beta testing stage.

Support of the data entry effort by folks outside the Town Office staff may be limited to answering the telephone and informing people of the hours the office will be open and encouraging them to on-line operations whenever appropriate.

B. CMP/EMA Notification Protocols - Apparently there has been no development of written protocols to be provided to communities that CMP committed to in February. Trudy advised they have it but do not have it in writing or for distribution. They have advised their intent is to have 1 crew assigned to each impacted community. The County EMA Director has indicated there needs to be only one person from each town in communication with CMP (at a time).

3.2 Code Officer/Plumbing Inspector -A. Steve advised his logs are not up to date, given the time spent on the computer issues.

B. Steve is keeping up with site visits and inspections. There are 2 new houses going up on Overlook Drive and one on Stevenstown Road. Three new septic systems on established lots have been installed to replace outhouses.

C. Steve provided a copy of the legislative bill enacted regarding the new marijuana law. It requires towns to opt-in for commercial retail sales, growers, labs, etc. Litchfield doesn't intend to or need to take any action unless the Board receives a valid petition from residents.

3.3 Road Commissioner - A. Maxwell Road pavement base and finish coat is done. Driveway aprons are completed. A few shoulder areas need work. Now receiving complaints of speeders so Larry

has asked law enforcement to have a presence there whenever possible. He is also exploring the possibility of putting up yellow cautionary signs with lowered speed limits. Other roads in town may get yellow signs advising of pedestrians and animals in the area.

B. Oak Hill Road - ditching is one-third done. Starting gravel work. Larry has invited law enforcement to this area as well. Folks driving too fast in the construction areas pose a real threat to the PW Crew.

C. Working on establishing a safe pull-off area for fire trucks accessing a dry hydrant on Route 197 near the Ferrin/West Road intersection.

D. Small Road - Chairman Parker addressed a couple of areas he feels needs attention and Larry advised he will have a crew there Tuesday morning to address them.

3.4 Fire & Rescue - A. Tina Gowell presented Litchfield with a check for \$1,152 representing reimbursement of bills the Town had already paid for. A new collection agency is being used that is very effective. Similar checks were delivered to all the towns supporting Gardiner Rescue Services. There also has been a lowering of charges for some services done by the Gardiner responders that will result in lower costs for patients.

B. Chief Labbe advised it's been a rough summer. He complimented the PW Crew for the support and assistance. In June the FD had 3 investigations, 2 motor vehicle crashes, 2 Mutual Aid calls, 1 camper fire and 1 Assist Rescue. Rescue had 18 calls.

C. In July, the FD had 1 fire investigation, 1 brush fire, 2 Mutual Aid calls and 5 motor vehicle crashes. Rescue had 27 calls. Tina advised the newer First Responders have helped a lot and another class is being planned.

D. A check for \$1,000 has been received from Efficiency Maine as a rebate on the electric light conversion done at the Fire Station. Trudy would like to use some of it to convert exterior lights at the Fire Station to more energy efficient ones. This was approved if the auditor advises it is OK to do, otherwise the check must go into the general fund.

3.5 Emergency Mgmt. A. Meetings with FEMA to finalize the documentation for assistance for last October's storm were held.

B. The repeater has been ordered.

C. The radios for PW are the last to be programmed and there is assurance they will be done before the snowplows need to go out.

3.6 Assessing Agent - A. The Revaluation is expected to start before the end of the week. Big maps showing properties were printed for them to use. The town's website will be updated weekly to show the areas expected to be done as requested by a resident. Also, notices will be printed on colored paper and put up around town reminding folks to expect the assessors to come knock on their doors. Waterfront areas and seasonal properties are to be done first.

3.7 Transfer Station A. Site work has been done for the slab. A cement wall at the end of the containers will be going in, all for \$2,800.

B. The gravel roadway will be contoured differently.

C. Nitrates added to the leaves to speed composting have benefitted from the rain. They will need to be turned periodically.

D. Chemicals and contaminated oil will need to be taken to Lewiston/Auburn for disposal.

E. Bryan is planning to contact KVCOG to see about a chemical/hazmat disposal opportunity.

3.8 Other Town Committees - Recreation Committee - A. Vicki reported she and the Rec Director were the only ones who showed up for the meeting tonight. A written resignation has been received (see 8.2) and a verbal resignation has been given. Vicki will request a written resignation. A request for volunteers will be made in the next Sodalite. If volunteers do not come forward, the Recreation Program will end.

B. Vicki advised the Rec Director sent an email to a woman identified using vulgar language at the Ballfields and smoking marijuana while her child played sports. This tirade went on for over 2 hours. She was advised in the email that a repeat of that behavior will result in law enforcement being called and she will be prohibited from attending. The comment from the Board is that there should be no delay in calling

law enforcement in that situation.

Senior Advisory Committee - Pat Soboleski, Senior Center Director, advised the trip to Pemaquid Beach planned for Tuesday has been cancelled because of the predicted thundershowers.

4.0 Agenda Adjustments

- 4.1 Poverty Tax Abatement Policy to 6.1
- 4.2 Resignation, Rec Comm to 8.2
- 4.3 Quit Claims Deed Signature to 5.3
- 4.4 Ideas to 6.2

5.0 Scheduled Business

5.1. Sheriff Mason - Communications - Sheriff Mason discussed the problems the Kennebec County Sheriffs Office (SO) has had with dispatching through the Regional Communications Center (RCC) because the data system the RCC uses is not compatible with the data system the SO uses. In investigating the possible solutions, he has learned the Augusta Police Dept (APD) uses the same one the SO uses. He is talking with area communities exploring an interest in supporting a move to the APD dispatching service. He does not yet have potential costs identified. Kevin Buckmore of the Litchfield Fire Dept. was asked to provide an overview of Litchfield's experience and needs identified a few years ago when changing to Lincoln County Dispatch was being explored. No actions were taken as this was an informational effort at this time.

5.2 Quit Claims: Map R02 Lot 53 ON - Deborah Hersom, Repurchase agreement fulfilled. A motion to approve and sign the Quit Claim Deed was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Map R03 Lot 32A - Earl and Ellen Severance, Repurchase agreement fulfilled. A motion to approve and sign the Quit Claim Deed was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Map U24 Lot 43 on 39 - Stacy and Donald Vannah, Repurchase agreement fulfilled. A motion to approve and sign the Quit Claim Deed was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

5.3 Sign Quit Claim previously approved - Done, regarding property of Kevin Marsters.

6.0 Unscheduled Business

6.1 Poverty Tax Abatement Policy - There was discussion about the proposed policy and procedures. Trudy also provided a copy of the application form. No changes were recommended.

6.2 Ideas - Selectperson Leibowitz suggested the following:

1) As a Board, an annual visit should be made to the following Town-owned/operated locations to do a walk through to inspect and understand the reports provided through the year. By doing it annually, a new Board member would have the benefit of receiving some background information if appropriate and everyone would see the same current situation. If there isn't a new Board member, there is still value in an annual inspection to get current information.

Public Works Garage, storage, yard

Fire & Rescue Dept, buildings, walk around each vehicle

Litchfield Academy including the Senior Center, Thrift Shop and Tacoma Lakes Assoc spaces.

Old Town House, inside and outside inspection

Athletic Fields

Woodbury Pond Park

Community Park and Pit area

Smithfield Plantation

Transfer Station

2) Consider asking the Conservation Commission to review the Town-Acquired parcels of land for their value to retain or to offer for sale to get them back on the tax rolls. There are a lot of them and I question the value of some of them to just keep them. Some are fairly small so even harvesting wood may not be viable. I remember seeing a map showing them, I thought in the second Comprehensive Plan (late 1990's)

but I couldn't put my hands on it right away. Trudy, can you locate a copy of such a map, if not for tonight' meeting, maybe the next one? I understand these properties are in a trust and require voter approval to pull them out, but I think it should be explored. We have an amazing number of tax exempt properties in this town and putting the tax acquired properties into taxable status will help the tax rates for all of us.

Trudy advised Steve probably has the requested map. It was agreed the Conservation Comm. will be asked to review the issue. A resident encouraged the requirement for public hearings on the issue for additional public input. Pat Sirois who co-chaired the most recent Comprehensive Plan Committee encouraged reviewing the Plan for recommendations.

3) I would like to see efforts made by the Board to attend some meetings of the various committees and commissions: to encourage them, to demonstrate interest and to thank the volunteers for their service. It would open better communication between them and the Board and unify efforts. Certainly not every meeting, but once in a while.

- Planning Board
- Conservation Comm.
- Recreation Comm.
- Academy Trustees
- Smithfield Plantation
- Road Advisory Comm.
- RSU#4 School Comm.
- Senior Adv. Comm.

While no specific actions were taken on 1 and 3, there was no opposition to the suggestions. It was noted, however, the inspections in item 1) would require appropriate notices to the public so discussion could occur if warranted.

7.0 Legal

8.0 Appointments and Resignations

8.1 New Mills Dam Committee - 1 delegate vacancy, an alternate could be appointed - Applications from Richard Swett and Pat Sirois. Discussion was held and a motion to appoint Pat Sirois, a resident of the Upper Pond Road, to the New Mills Dam Committee was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0. Mr Swett will be asked if he would be interested in appointment as an alternate.

8.2 Resignation, Richard Swett, Recreation Committee - no action is required.

9.0 Warrants

9.1 Town Voucher # 2 for \$44,078.02. Trudy was asked to confirm the accuracy of the notation the bill from Dale Choate is for work on the Gustin Road as no mention of it was made by the Road Comm. It may be a coding error. A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Town Voucher # 2 for \$412,847.09. A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.2 Town Payroll # 3 for \$20,323.84 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

10.0 Other Business

10.1 Mr Bob Smith advised the resident who had gotten his dogs licensed as requested allowed them to bark long into the night and Mr Smith contacted the ACO, Cliff Daigle. Cliff visited Mr Smith, had him sign a complaint and visited the dog owner. The dogs were quieted and have been so since. Mr Smith is very pleased with the professionalism and competence of the ACO.

10.2 Renee LaChappelle requested the tax exempt properties be included in the book available for public access.

11.0 Selectmen/Public Discussion/Communication

12.0 Future Agenda Item

12.1 Feedback on Selectman's Handbook

12.2 Whippoorwill Road Culvert/Bridge

12.3 Conservation Comm. Recommendation re: release of town-owned property for sale

13.0 Adjournment at 9:25 PM.

Respectfully Submitted by

Rayna Leibowitz