

Town of Litchfield
Select Board
September 14, 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; Steve Ochmanski, CEO, LPI; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Pat Soboleski, Senior Director; Road Advisory Committee Members: Toby Jutras, Chm, Richard Lane; John Upham, Transfer Station Attendant

The Chairman, Gary Parker, advised the meeting is being available to the community via interactive telecommunications and by attending the meetings in person, using Covid-19 precautions.

2.0 Minutes of August 24, 2020 Meeting submitted for final approval. A motion to approve the minutes with the correction of one typo was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

3.0 Reports and Correspondence:

3.1 Deputy Town Manager: A. A trainer from the Bureau of Motor Vehicles was here last Friday to provide training and/or refresher training to all Town Office staff. It went well and was a positive experience.

B. A problem with the server occurred the day after the tax commitment was set. It required a restoration that was successful, as planned.

C. The generator at the Red Cook Fire Station in Purgatory could not be repaired and needed to be replaced. A new one was ordered and installed only to learn it was for 16 KW while the ordered one was 12 KW. Rather than remove and reinstall the correct size, the vendor adjusted the final cost in a compromise effort. A motion to use FEMA funds to cover the expense of the new generator was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

D. New doors for the porch entrances have been ordered and a new fan has been installed in the bathroom.

E. Office Renovations – A source for refurbished office furniture has been located and a list of required items developed to make the front office more efficient. A new layout has been developed as well. Kelly desires carpet tiles to be installed over the existing floor covering for the office area. There was discussion about the conference room but no specific designs have been decided on. A motion to authorize expenditure of up to \$11,000 from the Town Office Renovation budget line for refurbishing and remodeling of the Front Office was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0. Steve advised another carpenter has reviewed the Town Office structure and believes the floor joists for the Conference/Office addition have begun to separate from the original structure. Discussion then focused on the need for accurate measurements to identify benchmarks that could be compared with later measurements (when winter shifting may have occurred and an inner door is snug to open and close) to assess the situation.

F. Chairman Parker and a Town Office Staff Member have experienced problems with email reception once outside the Town Office. These issues will be addressed by an IT specialist.

G. In response to an inquiry, Kelly advised there are specific limits to the amount of GA assistance for residents who have died and require burial.

H. The 30 day notice of tax liens has gone out for last year's taxes and the new tax bills are at the printer's and are expected to be mailed soon.

3.2 Code Enforcement Officer/Plumbing Inspector – A. The Building Permit Log for August was provided. It includes four new single family homes, three garages, three sheds, a barn, a float (DEP Requirement in the Shoreland Zone) and other assorted improvements. Fees amounting to \$950 were collected. The owner-estimated value of the construction is \$592,600.

B. Steve advised he also has plumbing permit applications for 10 new septic systems in the last month.

C. He addressed the illegal junkyard/used vehicle sales business in the village zone that has been the subject of an enforcement action. It was determined that a 2001 Consent Agreement as part of an enforcement action then identified the vehicles sales business. If there are plans to increase its size or scope, it will need to go before the Planning Board for a permit. The illegal junkyard must be cleaned up. Work on cleaning it up has begun and will be monitored to ensure that cleanup continues.

D. Re. 2787 Hallowell Road – A date of Oct. 5 for requiring all occupants to vacate the property has been set and the residents have been notified.

3.3 Road Commissioner – A. Ditching on the Stevenstown Road will continue for a few more days.

B. The Road Advisory Comm. has met to discuss probable road projects this fall. The recommendation is to plan to use about \$155,000 this year for shim-work on the Academy Road, West Road, Easy Street and 2 portions of Stevenstown Road. All work on Dennis Hill Road will be deferred to next spring when work will include more restoration than shimming. Doing a shim now and tearing it up next year is not good use of road funds. This fall work is expected to be done by October 10.

C. A meeting is scheduled for Thursday, Sept 17 at 2:00 PM with the Maine Turnpike Authority to hear their plans to do work on the Route 197 Overpass in 2022. A funeral will keep the Selectboard from attending but the Road Commissioner will be present.

D. Larry advised the Old Mill Bridge will be posted to a 20 ton weight limit. The Town uses the one-ton truck to plow this road so the limit will not be a problem, but the three residents beyond the bridge may have trouble getting a large dump truck of dirt to deliver to them.

3.4 Fire & Rescue – A. Kelly reported that Chief Labbe's response numbers for August includes 7 fire calls and 8 EMS calls.

3.5 Emergency Management – Deputy EMA Director Bill Gartley is working on Covid-19 standards for Emergency Shelter Operations for the Town's Emergency Plan.

3.6 Assessing Agent – Ellery Bane, Assessing Agent, will be here Sept 21.

3.7 Transfer Station – A. Bryan Lamoreau, Transfer Station Manager and John Upham, Attendant, discussed several situations that have occurred recently with items put into the wrong recycling containers requiring considerable effort to retrieve, concerns that commercial operators are bringing items that should be disposed of through contracted disposal vendors or excessive disposal of materials that filled the bulky containers resulting in others being turned away. Addressing these concerns may be handled by 1) contacting Almighty Waste to see about having another container for bulky goods available for back-up; 2) sending a letter to the person (identified) who put a large

amount of paper in the glass container asking them to be more careful; and 3) checking with the Humane Society to see if they would use shredded paper as an alternative to disposal of large quantities in the paper container.

B. The matter of tire disposal in the winter was discussed. Options include not accepting tires once snow flies or obtaining some kind of container to store them in. Costs and availability will be explored.

3.8 Other Town Committees – Broadband Committee – Larry Bell, Chairman, advised the grant application his wife, Joline, submitted for funding was approved and \$7,000 will be received for a hot spot at the Town Office, equipment for video-conferencing for the Town Office and Computer Literacy training for the Senior Center. Joline was thanked and congratulated for her efforts.

Senior Center – Pat Soboleski, Senior Director advised the Carol Bailey String Band entertained at Schooner Estates last week and have plans to provide a concert at Clover Manor this week and at the Maine Veterans Home on Sept. 30 and a final one in early October in Augusta. They have been well received and the participants have really enjoyed doing it. Private vehicles are being used for transportation rather than the bus which would limit the number of passengers due to social distancing requirements.

4.0 Agenda Adjustments

4.1 Appointment of a Community Development Advisory Committee

5.1 Scheduled Business

5.1 Public Hearing CDBG Project – A motion to enter into a Public Hearing at 7:00 PM regarding the Slane 18 Productions CBDG Grant was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0. Steven Lane, dba Slane 18 Productions, has received the award of \$20,000 as a Community Development Block Grant. While there have been several steps in the application and approval process, a Public Hearing scheduled for this meeting is the final one making the federal funds available to him for the purchase of video equipment for his business. The public was invited to offer any questions or comments. In the absence of any, the Public Hearing was closed at 7:09 PM. The Board reviewed the Resolution Document provided as part of the grant packet. A motion to waive the reading of the full document and approve it as printed was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0. The document was signed and will be submitted with the (draft) minutes of this meeting and a copy of the newspaper notice of Public Hearing.

5.2 Liquor License - Event at Litchfield Fairgrounds - A wedding scheduled for Oct. 3 has the caterer requesting approval by the Select Board for a liquor license. After discussion with the Chairman of the Event Committee of the Litchfield Farmers Club, a motion to approve the application was made by Rayna Leibowitz, seconded by Gary Parker and voted 2 – 1.

5.3 Liquor License – Event at Meadows Golf Course – Randall Anderson requested approval of a liquor license expansion for one day for a member appreciation day on October 4. The event will be held outside and include food service for members who provide an RSVP. A motion to approve the application was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

5.4 Lindsay Nelsen – Control of ATV's Using Community Park – Ms. Nelsen was unable to attend but discussion was held regarding the prohibition of ATV use in the Community Park. If the Conservation Commission approves the expenditure of funds from their budget line for the signage that ATV's are not allowed and understand there is no enforcement ability, they can get the signs made and put them up.

6.0 Unscheduled Business

6.1 Appointment of a Community Development Advisory Committees – It has been deter-

mined that the Community Development Block Grant process requires the appointment of an Advisory Committee. A motion to create a Community Development Advisory Committee was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

8.0 Appointments/Resignations

- 8.1 David Kamila – Cobbossee Watershed District Trustee - A motion to approve the appointment of Dave Kamila as our representative to the Board of Trustees for the Cobbossee Watershed District was made by Rayna Leibowitz, seconded by Mark Russell and voted 3 – 0.
- 8.2 Dodie Johnson – Recreation – A motion to approve the appointment of Dodie Johnson to the Recreation Committee was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.
- 8.3 Town Office Employees
 - Tonya Barrett – A motion to approve a Certificate of Appointment for Tonya Barrett as Deputy Clerk, Deputy Registrar of Voters, Deputy Tax Collector and Deputy Treasurer was made by Mark Russell, seconded by Gary Parker and voted 3 – 0.
 - ChloeRiva Craig - A motion to approve a Certificate of Appointment for ChleoRiva Craig as Deputy Clerk, Deputy Registrar of Voters, Deputy Tax Collector and Deputy Treasurer was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.
 - Samantha Catlin - A motion to approve a Certificate of Appointment for Samantha Catlin as Deputy Clerk, Deputy Registrar of Voters, Deputy Tax Collector and Deputy Treasurer was made by Mark Russell, seconded by Gary Parker and voted 3 – 0.
 - Amy Grecenko - A motion to approve a Certificate of Appointment for Amy Grecenko as Deputy Clerk, Deputy Registrar of Voters, Deputy Tax Collector and Deputy Treasurer was made by Mark Russell, seconded by Gary Parker and voted 3 – 0.
 - Kelly Weissenfels - A motion to approve a Certificate of Appointment for Kelly Weissenfels as Registrar of Voters was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.
 - John Madore - A motion to approve a Certificate of Appointment for John Madore as Alternate Code Enforcement Officer was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.
- 8.4 John Madore - Planning Board – A motion appoint John Madore to the Planning Board was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.
- 8.5 Larry Bell – Community Development Advisory Committee – A motion to appoint Larry Bell to the Community Development Advisory Committee was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

9.0 Warrants

9.1 Town Warrant #5 for \$367,047.08 of which \$321,370.72 is payment to RSU#4 – A motion to approve Town Warrant #5 for \$367,047.08 was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

9.2 Town Payroll #5 for \$24,224.05, - A motion to approve Town Payroll #5 for \$24,224.05 was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

Town Payroll #6 \$25,274.69 - A motion to approve Town Payroll #6 for \$25,274.69 was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

11.0 Selectmen/Public Discussion/ Communication

11.1 A resident asked what would be the process to eliminate the admission costs for Litchfield Residents to use Woodbury Pond Park. He would like to see admissions charged only for non-resident use. This could be discussed as part of the budget development process for the next fiscal year that begins in February, 2021.

12.0 Future Agenda Item

- 12.1 Feedback on Selectman's Handbook
- 12.2 Update regarding the new Dispatching protocols
- 12.3 R02-016, 2787 Hallowell Road
- 12.4 R02-017, 2783 Hallowell Road

13.0 Adjournment at 9:32 PM.

Respectfully Submitted By

Rayna Leibowitz