

Town of Litchfield
Select Board
October 26, 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; Stan Labbe, Fire Chief with 6 Firefighters/first Responders; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Pat Soboleski, Senior Director; Road Advisory Committee Member: Toby Jutras, Chm.,

2.0 Minutes of October 13, 2020 Meeting submitted for final approval. A motion to approve the minutes was made by Mark Russell, seconded by Rayna Leibowitz and voted 3- 0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. Kelly Weissenfels advised he has received information the Ryker Hackett wants to start an ATV Club to promote responsible riding.

B. Gerry Lebel advised the Fire and Iron Motorcycle Club is hosting a rally in August, 2021 and inquired about a Mass Gathering Permit. He was advised if the gathering is expected to be less than 2,000 a permit is not required. He advised the attendance is expected to be much lower than 2,000.

C. Further discussions have been held with the Maine Turnpike engineer. TA will inspect the Small Road with the Road Advisory Committee representative.

D. A speed measurement device has been donated to the town from Maine DOT. It needs to be mounted on a trailer and Public Works will take care of it.

E. Another step regarding the CDBG has been identified to authorize a drawdown of funds.
See 4.1/6.1

3.2 Code Enforcement Officer/Plumbing Inspector – Absent. A. Kelly advised he has been doing a lot of site visits and inspections.

B. A septic system malfunction on the Ferrin Road requires inspection. He is waiting for access.

C, John Madore plans to work towards qualifying for CEO/LPI certification.

3.3 Road Commissioner – A. Larry Nadeau, Road Comm. Advised the Public Works crew did some ground work at the Red Cook Fire Station in Purgatory to better handle runoff.

B. The trucks are being prepared for adverse weather conditions being predicted for Friday with plows and sanders.

C. Two new wings came today.

D. They have adequate staffing for plowing but are still looking for a new full time worker.

E. All States Paving plans to hot top next week, weather conditions permitting.

F. Larry got a call from the Gardiner Public Works Director to discuss mutual aid among area towns if the Covid -19 situation results in extensive absenteeism for snow removal. The plan is to offer a truck with its driver a unit, rather than separate them. The financial issues will be dealt with later.

3.4 Fire & Rescue – A. Chief Labbe brought his officers to be introduced in their new capacities as several changes have occurred.

Deputy Chief, Reggie Poirier, Fire & Rescue

Deputy Chief, Rick Gowell, Fire & Rescue

Deputy Chief, Mike Sherman, Fire

Lieutenant, Gerry Lebel, Fire

Lieutenant, Mike LaRoche, Fire

Deputy Chief, Tina Gowell, Rescue

Lieutenant, Jodi Fournier, Rescue

Captain, Ryan Stevens, Fire

Captain, Jay Danforth, Fire & Rescue

Lieutenant, Justin Moores, Fire

C Chief Labbe advised he will be retiring next year and will be reviewing the process for selecting a new chief with the Department members when he returns from a trip to Oklahoma.

D. Chief Labbe thanked the Public Works Dept. for fine work they did at the Purgatory Fire Station.

3.5 Emergency Management – No report.

3.6 Assessing Agent – Ellery was here today. Everything went well.

3.7 Transfer Station – A. Bryan Lamoreau, Transfer Station Manager advised the past two weeks have been busy but things went well.

B. The tractor was used to make some repairs to the guardrails with Frank Lane's assistance.

C. Canty Construction will be sloping the ground away from the Swap Shop to promote drainage, draining the lake and creating the ramp for easier loading of leaves/brush. Bryan would like to get a stump grinder to reduce the stump to the left of the Swap Shop.

D. Bryan has determined a 20 foot trailer for tires will work OK and require less space and ground work.

E. A portable garage is desired for the tractor.

F. It was stated that both bulky cans need to be under the canopy, especially with winter weather approaching. The added weight of snow or rain is an additional expense that is unnecessary.

3.8 Other Town Committees – Broadband Committee – A. Larry Bell, Chairman, advised the proposed consultant contract is worded that \$1,500 to \$2,000 will cover through Dec. and be reviewed for another contract in 2021. Larry advised his intention is to have \$2,000 as the cap for the duration of the consulting services. The contract needs to be adjusted accordingly. See 4.2/6.2.

B. The Committee will develop a set of goals for negotiations and will provide those goals to the Select Board.

C. Larry reported four tablets were purchased and given to the Senior Advisory Committee.

D. The video equipment for the Conference Room has been received.

E. The Sodalite has included information about free webinars available online to improve computer literacy.

3.9 Conservation Commission – A. Lindsay Nelsen, Chair, advised the Maine Conservation Corp workers worked Oct 12 – 15 on the Community Park to expand and improve trails and control invasive species with non-chemical means. Seven local volunteers helped. More work needs to be done. She asked what can be done with the trash that was picked up. She talked with the Maine Board of Pesticide Control and was told a 30 – 40% glycosphate herbicide can be used with a cut and dab technique. It was suggested that Kelly confirm with the Town's insurance that it is OK for volunteers to do this.

B. There is concern about abuse of the Community Park by AVT operators. It is noted that the trails were not intended for ATV use. Lindsay was advised the Conservation Commission could vote

to use some of their funds to have signs made stating ATV's are prohibited, but there is no enforcement. Options were discussed to make access more difficult for ATV's but keeping it available for pedestrians and horses. Discussion included possible enforcement by the Warden Service as has been used by the Cemetery Association. Kelly was asked to check on the enforcement issue and to check with MMA regarding the Town's liability for ATV's in the Community Park and the Town pit area. Tom Wood opined that clear signs that ATV's are not allowed gives protection to the Town.

3.10 Road Advisory Committee – Toby Jutras, Chairman, advised a grant application is being prepared for a stream crossing grant from the Maine Dept. of Environmental Protection with a November 16 deadline for submission. The culvert on Dead River Road is the only place that meets the grant criteria. It will require 50% contribution from the Town if awarded. The intent is to have an open bottom crossing that allows a natural environment to exist. There will be a meeting on Monday with Eric Calderwood of Calderwood Engineering to review the situation.

3.11 Budget Committee – Tom Wood emailed a copy of the proposed Budget Committee Ordinance to the Board before this meeting. Discussion was held regarding the proposal and process. There is the question of whether an Ordinance, accepted by the voters, is required or if standard operating procedures or by-laws can be used instead. Kelly was asked to look into it.

4.0 Agenda Adjustments

- 4.1 CDBG Draw Down Authorization
- 4.2 Broadband Consultant Contract

5.0 Scheduled Business

5.1 Hearing 7 pm: General Assistance Ordinance & Appendix A motion was made at 7:00 PM to go into Public Hearing to address the General Assistance Ordinance and Appendixes by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0. In response to an inquiry, an explanation was given that the Ordinance and Appendixes provides a schedule of allowable costs and levels of assistance for eligible residents who apply. The Deputy Town Manager confirmed the recommendations are the result of guidance from DHHS. There were no other questions or comments. The Public Hearing closed at 7:04. A motion was made to approve the General Assistance Ordinance and Appendixes A – H for 2021 by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.,

5.2 Abatement - Map R07-018A, \$391.92/Supplemental R07-18B, \$391.92 – Building assessed on incorrect lot. A motion to approve the abatement and supplemental in the amounts of \$391.92 was made by Mark Russell, seconded by Gary Parker and voted 3 – 0.

5.3 Abatement - Map R07-023-3, \$2,847.10/Supplemental R07-23-3, \$2,492.10. A motion to approve the abatement and supplemental in the amounts of \$2,847.10 and \$2,492.10 respectively was made by Mark Russell, seconded by Gary Parker and voted 3 – 0. The difference accounts for a Homestead Exemption and a Veterans Widow Exemption.

5.4 Abatement - Map U21-40, \$177.50. This is not a buildable lot due to its size. A motion to approve the abatement in the amount of \$177.50 was made by Mark Russell, seconded by Gary Parker and voted 3 – 0.

5.5 Quitclaim Deed - Map R10-031 – The repurchase agreement by Howard Rowe has been successfully completed. A motion to approve the Quit Claim Deed was made by Mark Russell, seconded by Gary Parker and voted 3 – 0.

5.6 Repurchase Agreement - Map R03-049 – A motion to approve a Repurchase Agreement by Raymond Desrosiers, Sr. was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

6.0 Unscheduled Business

6.1 CDBG Draw Down Authorization A motion to authorize the Chairman to sign the CDBG Draw Down Authorization Password Form was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

6.2 Broadband Committee Casco Bay Consultant Contract - A motion to change the draft contract to reflect the price to not exceed \$2,000 for the contract period (not ending Dec. 31, 2020) and authorize the Deputy Town Manager to sign it was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

8.0 Appointments/Resignations

8.1 Budget Committee, Margaret Martin resignation – A motion to accept the resignation of Margaret Martin from the Budget Committee was made by Rayna Leibowitz, seconded by Mark Russell and voted 3 – 0.

9.0 Warrants

9.1 Town Warrant #8 for \$282,571.33 which includes over \$238,000 as half the county tax was approved on a motion by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

9.2 Town Payroll #8 for \$24,178.80 was approved on a motion by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

10.0 Other Business

10.1 A Poverty Abatement Application has been received and assigned the number 2020-03. Kelly was asked to contact the applicant to determine which of two proposed dates would be convenient for a meeting.

.2 Selectman Russell advised a new law has become effective called the Earned Paid Leave Law. It allows an employee to earn 1 hour of paid leave for each 40 hours worked. It is Public Law 217 chapter 156. Kelly was asked to see if MMA has any guidance. It will be necessary to review and update the Town's Personnel Policy when we have more details.

11.0 Selectmen/Public Discussion/ Communication

11.1 Draft Letter to MDOT – Selectperson Leibowitz advised accident data from MDOT's website shows noting later than 2018. During 2018, there were seven accidents at the intersection of Route 197 and Huntington Hill Road and Center Road including one fatality. There has also been confirmation that the proposed Day Care facility has opened at 491 Richmond Road as of today. The Select Board expressed a willingness to sign the letter so it will be revised and prepared for signatures.

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
- 12.5 Budget Committee Ordinance
- 12.6 Earned Paid Leave Law/Update Personnel Policy

13.0 Adjournment at 9:10 PM

Respectfully Submitted By

Rayna Leibowitz