

Town of Litchfield  
Select Board  
Nov. 28, 2022  
Meeting Minutes

**1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen:** Gary Parker, Chairman, Clarence Gowell III (identified as Rick Gowell in these minutes) and Scott Weeks; **Staff:** Kelly Weissenfels, Town Manager; Michael Sherman, Fire Chief; Tom Wood, Budget Comm.; Elton Wade and Rayna Leibowitz, Litchfield Academy Trustees.

**2.0 Minutes of October 24, 2022 Meeting submitted for final approval.** A motion to approve the minutes as drafted was made by Scott Weeks, seconded by Gary Parker and voted 2- 0-1 (Gowell abstained as he was not present for that meeting).

**Minutes of November 14, 2022 Meeting submitted for final approval.** A motion to approve the minutes as drafted was made by Scott Weeks, seconded by Rick Gowell and voted 2- 0-1 (Parker abstained as he was not present for that meeting).

**3.0 Reports and Correspondence:**

3.1 Town Manager: A. Kelly advised the bid packages for sale of foreclosed parcels have been advertised and have gone out. The Richmond Road parcel may not be as large as originally thought. This needs more investigation.

B. The RSU#4 Superintendent reported another budget glitch regarding the “Nutritional Costs” in that the Warrant wording was not correct and did not include “raising” the funds, just expending them.

C. The RSU#4 Withdrawal Committee is ready to meet with the Town’s attorney with questions. The Town Manager will determine if MMA has a subject matter expert that can be consulted first.

D. The Calderwood Engineering firm has provided final engineering reports for the Dead River Road Bridge and Woodbury Pond Dam projects for the Town Office records where they will be made available upon request.

3.2 Code Enforcement Officer/Plumbing Inspector – A. Steve provided the Building Permit Log for October. It shows 10 permits were issued with fees collected of \$650 for structures that are owner-valued at \$276,000.00

B. Franklin Lane has been working to clear his yard of vehicles and other articles, making significant progress on the front lot. Three cars left will be removed by next week. Some in the rear area have also been removed.

C. There is a potential enforcement action that the Board may receive regarding structures built within the setback area of a shoreland zone, work being done over the boundary line on another resident’s property and into the berm of the septic system and a permanent pier has been constructed, which is not allowed. Steve has met with the violator and outlined the remedy actions, some of which must be completed this fall before a hard frost.

D. When asked about the status of Steve’s potential assistant/alternate, he reported that the candidate is continuing his studies and making progress. He will be working with Steve during the winter.

E. Steve introduced Todd Berube, who was present, as an applicant wishing to be appointed to

the Planning Board. See 6.1 below.

3.3 Road Commissioner – A. Kelly reported for Larry who was absent that the crew was called out twice Friday morning and evening for freezing rain.

B. The crew is working on shoulders on Dead Rive Road and Whippoorwill Road.

C. 2,000 yards of sand have been delivered to the Town Office/Garage back yard. If it is needed, it will be moved to the Sand/Salt Shed. If not, it will be available for next year.

D. The crew has been busy with repairs to the trucks; hydraulic hoses leaking and a sander breakdown.

E. Dennis Hill Road, Huntington Hill Road and Pine Tree Road core samples have been taken to help determine construction needs for the next season. There was discussion about needing specific construction plans including time lines so projects don't take as long to complete as was the experience this year. The Road Advisory Committee is preparing a report of recommendations for projects for 2023.

F. Staffing: Public Works let one worker go as he didn't respond to being called out. A replacement has been hired.

G. The Board directed the Town Manager to have low spots that are pooling on Lunts Hill Road and Little Drive addressed to eliminate the problem before winter.

H. Route 197 overpass, the MTA assured Kelly the overpass will be open no later than 12/31/22. It may require paving work in the spring that will result in temporary lane closures.

I. There was discussion of potential problems if Route 126, the Thorofare Road and Route 197 were all closed next summer.

3.4 Fire & Rescue – A. Chief Sherman reported this week there has been activity to improve the EMS Action Plan because of regulation changes being made by the State licensing agency. The Department's Plan which includes EMS will be enhanced rather than creating a new separate Plan.

B. The frame on Engine 65 will not take a sticker next year because of advanced rust. The Kenworth Dealer in Portland will assess the situation and provide recommendations, options and proposed costs for review. They will also inspect the motor and transmission. The frame on this truck is a double "C" channel that harbors sand and salt to speed the deterioration. The Chief wants to avoid replacing the truck, if possible.

3.5 Emergency Management – Kelly advised a training program will be offered in January for municipal level Emergency Management.

3.6 Assessing Agent – The Assessing Agent will be here on Thursday. Several people requested appointments regarding their tax bills.

3.7 Transfer Station – A. Kelly reported for John Upham that he has obtained calcium for the Transfer station to better protect the concrete. The new door for the paper container was not measured correctly and will need some adjustments.

3.8 Other Town Committees – A. Brad Hilton, Senior Advisory Committee – requested consideration for funding for rental of the Sportsmen's Club for activities that are just too large for the Fire Station. The Select Board has not prohibited the rental but encouraged the Senior Center to use a facility that would not incur a cost as a conservation effort. It was also noted that the two schools have gyms that arrangements might be made to use that would be at no cost. The question was asked about the former Congregations Church just across the street from the Senior Center. Chief Sherman will seek some information about it. Brad will take the information back to the Committee.

B. The Budget Committee Chairman advised they have canceled its December meeting and will resume the third Monday in January.

#### **4.0 Scheduled Business**

- 4.1 7 pm - Public Hearing regarding “Levi’s Auto” junk yard, 1062 Plains Rd, R09-050, annual permit renewal –

A motion to go into Public Hearing regarding “Levi’s Auto Junk Yard was made by Scott Weeks, seconded by Rick Gowell and voted 3 – 0. Levi Bolton was present. The Chairman invited remarks and comments from attendees. There were none. He asked the Town Manager if any complaints had been received regarding this business. There have been none. The Hearing closed at 7:05. A motion to grant the renewal of a junk yard permit to Levi was made by Scott Weeks, seconded by Rick Gowell and voted 3 – 0.

4.2 Review junkyard cleanup of Ricker property, R02-115, tenant Mr. Fields – Mr. Fields and Mrs. Ricker were present. Steve advised the required clean-up had been done or put behind adequate fencing, to his satisfaction. He discussed the history of the situation and the Board discussed potential financial penalties. The Chairman requested one final truck frame be removed and Mr. Fields assured him it would be within a week. A motion to close the case upon moving the requested truck frame without financial penalty and the understanding that the problem would not be allowed to develop again was made by Scott Weeks, seconded by Rick Gowell and voted 3 – 0.

- 4.3 Review Litchfield Academy Windows Bid – next meeting, final bid document.

4.4 Review sign agreement to issue a construction overlimit permit, Thorofare Rd bridge deck replacement – The correspondence from MDOT included no specific routes so this information was requested before voting on it.

4.5 Continue discussion of creating policy committee, Scott has recruited a couple of individuals to work on this effort. The Budget Committee has volunteered to assist regarding budget and finance policies.

#### **5.0 Unscheduled Business**

5.1 Veterans Memorials Status – Discussion, Elton Wade advised he had not been able to get quotes or proposals he felt were reasonable. It was suggested he talk with other town as well as monument companies for suggestions of vendors. Work required includes repairs or rebuilding the World War II Honor Roll and power cleaning the Civil War monument.

5.2 Employee Contracts – The Town Manager raised the issue for who negotiates them, as the contract employees report to the Town Manager and when should they be done. After discussion, it was determined the Board will negotiate all contracts and the end dates of the contracts will be staggered to ensure they don’t fall on the same years. The CEO contract ends Dec. 31, the Town Manager contract ends April 30 and the Road Commissioner contract ends May 31.

#### **6.0 Appointments/Resignations**

6.1 Appointment to Planning Board – Todd Berube – A motion to appoint Todd Berube to the Planning Board was made by Rick Gowell, seconded by Scott Weeks and voted 3 – 0. Todd was welcomed to the Planning Board and thanked for his interest.

#### **7.0 Warrants**

7.1 Town Warrant # 15 for \$62,920.57 A motion to approve the Warrant #15 for \$62,920.57 was made by Scott Weeks, seconded by Rick Gowell and voted 3-0.

7.2 Town Payroll #10 for \$29,515.64 A motion to approve the Payroll #10 for \$29,515.64 was made by Rick Gowell, seconded by Scott Weeks and voted 3-0.

#### **8.0 Selectmen/Public Discussion/Communication**

8.1 Purgatory Mills Dam discussion included confirmation that the dam is owned by the Town of Litchfield. Its condition needs to be assessed. It is actively used by the Fire Dept. to obtain water

for firefighting on the north end of town. There is concern for its condition and if repairs are required, the funding for it needs to be determined. It was noted the north bank above the dam is sand-bagged when major water flows are expected, so the assessment may need to include reinforcing the integrity of that banking. The Woodbury Pond Dam, just above the Purgatory Mills Dam may be considered as an alternative water source for the Fire Dept.

8.2 The final decisions have not been made regarding the rotted sill area beneath the deck which provides the primary access point for the building. Tom Wood reported the Master Gardener who has maintained the plants in front of this deck has resigned as the salt for melting snow and ice has rendered the site unsuitable for growing plants. The Garden should not be considered an impediment to the repairs. The suggestion was made for landscape fabric and small stones for this area.

### **9.0 Future Agenda Items**

- 9.1 Feedback on Selectman's Handbook
- 9.2 R02, Lot 017, 2783 Hallowell Rd. Status of Probate
- 9.3 Litchfield Academy Windows project final bid document
- 9.4 Construction overlimit permit, Thorofare Rd bridge deck replacement
- 9.5 Town Office Rotted Sills projects
- 9.6 Purgatory Mills Dam Condition Assessment
- 9.7 Building Permit Fee Changes

### **13.0 Adjournment at 8:15 PM**

Respectfully Submitted By

Rayna Leibowitz