

Town of Litchfield
Select Board
November, 12 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.; Stan Labbe, Fire Chief; Cyndi Redmond and Tamas Szepsy, Road Advisory Comm; John Upham, FOAA Officer; Selena Nadeau, Town Office Staff; **and Guests Present** per the sign in sheet

2.0 Minutes of Oct. 2, 2018 Meeting submitted for final approval. A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Minutes of Oct. 4, 2018 Meeting submitted for final approval. A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Minutes of Oct. 22, 2018 Meeting submitted for final approval. A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

3.0 Reports and Correspondence

3.1 Town Manager - A. Elections went well with over 500 absentee ballots and a total of 1713 ballots cast. There were some glitches with the tabulating machine as it couldn't keep up with the data entry and it had to be emptied because of the number of ballots, but voters were patient with the delays this caused.

B. Taxes continue to come in well.

C. An update on the foreclosure list will be provided at the next meeting.

3.2 Code Officer/Plumbing Inspector - A. There were 5 new single family home permits issued in October. Steve is very busy with building and plumbing inspections.

B. Steve explained the 5 houses the Assessing team found that had no records. These were permitted constructions, one from 2 years ago and 4 were issued after the April 1 date, so no data had been created yet. Steve expects there will be 30 new homes this year.

3.3 Road Commissioner - A. Oak Hill Road - the paving contractor started hot topping but the plant broke down twice. They will continue the effort this week.

B. Heavy rain is expected Tuesday. The hill may ice.

C. Plow trucks are ready with plows, wings and sanders except the one-ton which has no sander in it yet.

D. Speed signs have been put up on the Maxwell and Small Roads. Chairman Parker requested moving the sign from the south end of the Small Road to a location between the overpass rail and Mel Newendyke's driveway. He also requested "Pedestrian" signs. The signs indicate 45 is the speed limit with '35" in yellow caution numbers below it.

E. A snow storm is expected Friday.

F. Removal of the Steps at Litchfield Academy - Larry expects he can have them removed by the Public Works crew next week

G. Test digging in the pit - Larry has contacted DEP about doing this. They are doing some research on the original permits. It is expected any work on doing this will be done next spring.

H. An employee using a rental roller put it in Park and stepped off it while it was running and when he re-entered, his jacket caught the gear shift and put it into reverse. The roller went down an embankment and tipped onto its side. The operator was not injured and no glass broke. The roller was righted and restarted and now it smokes more than normal. An accident report was completed and the rental company was notified. They will assess the damages and let us know the results.

3.4 Fire & Rescue -A. Chief Labbe advised the Maine Turnpike Authority again tried to collect toll fees for a response they made onto the turnpike. It was not paid.

B. Work has started on changing 6 entrance doors on the Fire Dept. buildings.

3.5 Emergency Mgmt. No Report.

3.6 Assessing Agent - A. Rob will be here 11/20 to start entering data collected. The Assessment

team has met with several residents. No problems were experienced..

3.7 Transfer Station A. No Report.

3.8 Other Town Committees - The Road Advisory Comm. No Report.

4.0 Agenda Adjustments

4.1 Discussion of Meeting with Enables IT - See 6.1

4.2 Randall Anderson, The Meadows Golf Course - See 6.2

5.0 Scheduled Business

5.1. Mary Jo Mason (and Lienholder) Consent Agreement - Mary Jo Mason was present and participated in discussion about the property she lives on at Litchfield Corner. She has been notified that there are violations of the state's Junkyard laws. Steve Ochmanski has requested permission to inspect the property for the purpose of identifying the specific violations so that a consent agreement can be developed aimed at bringing the property into compliance. The original notice of non-compliance was issued in July of last year. Since that time, there has been little effort to correct the situation. He has visually seen some violations from neighboring properties (with owners' permission) and observed piles of scrap wood and other materials, vehicles not registered in excess of the legal number, household trash, scrap vehicle parts, virtually all aspects of a definition of a junkyard in the state statutes. Litchfield's Solid Waste Ordinance states that all solid waste must be contained". It is not. Mary Jo plans to register one vehicle as an antique and that will leave 2 unregistered vehicles. She indicated the trash will be picked up Tuesday. An agreement was reached to allow the Code Enforcement Officer to come onto her property (but not inside her house) on Thursday at 2:00 PM. Mary Jo will be there and she was encouraged to request her attorney to be present. Steve will develop a report from the inspection that will identify the specific violations and draft a consent agreement that identifies the steps that need to be done and a time line they must be done to eliminate the violations. Mary Jo will attend the next meeting of the Select Board on Nov. 26 to execute the Consent Agreement.

5.2 General Assistance Ordinance Appendices A-D, 2018-2019 - The Town Manager advised the food allowance has increased \$10 per person, rental increased \$10 per month and qualifying amount increased by \$15 a month. A motion to approve the changes to the General Assistance Ordinance Appendices A - D was made by Rayna Leibowitz, seconded by Mark Russell and voted 3 - 0.

5.3 Carin Burnett - Food Sovereign Ordinance - Carin brought several sheets of petitions with verified signatures totaling more than 50, the number the Select Board requested. Local Food Rules. Org has been a resource that developed a template for a local ordinance. She was directed to work with Steve and any local interested residents to bring a final draft to the Select Board on Nov. 26. The goal will be to have it enacted by Feb. 1, 2019. To accomplish that, an article will be in the December and January Sodalite Newsletters, a Public Hearing will be part of the Select Board meeting on January 14 and a Special Town meeting will be scheduled. It will require a 7 day notice and the suggestion was made to build in a storm date, just in case. There was discussion about creating an Agriculture Advisory Committee, but this topic has a short time line. This Committee might be aimed more at marijuana-related issues. An invitation to express interest in participating would be a good idea.

5.4 Whippoorwill Road/ Calderwood Engineering - The Army Corp of Engineers is not willing to approve a culvert smaller than the one there now (It's a 6 foot one). In reviewing potential costs and approvals scenarios, a 4 foot culvert is not likely to be approved for a permit. An eight foot pre cast arch would require a permit and probably cost \$20,000 more than a six foot culvert with corrugated pipe. There is a known fiber optic cable underground, but it is not known at what depth it is or if it is active being used. Calderwood Engineering will seek answers to those questions. The Board reached a consensus that the six foot pipe would be satisfactory. Calderwood will issue the bid request when the fiber optic cable information is received.

5.5 Abatements -

Map R7 Lot 7, \$310.08 - A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Map U13, Lot 13-B, \$193.80 - A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Map R01, Lot 024B, \$492.98 - A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Map R12, Lot 3, \$977.48 - A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Map R07, Lot 019B, \$94.59 - A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Map R07, Lot 023-3, \$310.08 - A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Total - \$2,379.01

5.6 Supplementals

Map R07, Lot 19B, \$1,277.79 - A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Map R07, Lot 015C, \$1,270.62 - A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Map R07, Lot 6-B, \$3,206.74 - A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Map R13, Lot 1-A, \$5,751.67 - A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Total - \$11,506.82

5.7 Replacement (PW) Fuel Tank Discussion - Larry Nadeau requested authorization to place a "first refusal" on the two year old above ground fuel tank that is expected to be available next year, pending voter approval of funds. A surcharge on fuel handling for the School Buses has been collected to go towards the tank replacement but the balance in that fund was not known at this time. The consensus of the Board was to authorize him to do it, pending funds availability.

5.8 Sleepy Hollow Drive Naming Request - Beaver Drive had a driveway entering off it with a single house on it. Another house has now been built and the driveway must be named in accordance with our Road Ordinance. The residents have requested Sleepy Hollow Drive. A motion to approve the name of Sleepy Hollow Drive was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

6.0 Unscheduled Business

6.1 Discussion of Meeting with Enables IT - Selectman Russell was given a copy of the handouts from the meeting held Nov. 6 with Enables IT and a brief summary of some of the important topics discussed. Mike Seaman had offered to review the proposal and a copy will be provided to him.

6.2 Randall Anderson, The Meadows Golf Course - Renovations are under way to modify the uses of some areas of the Clubhouse, including plans to expand the area where alcohol will be served. Mr Anderson submitted a request for modifications to his liquor license to allow this change. A motion to approve the request was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

8.0 Appointments and Resignations

8.1 Local Health Officer - Annette M. Albis - The application for Annette Albis to be the Local Health Officer was reviewed. Mrs Albis was present to provide information about her qualifications as she has over 40 years experience as a Registered Nurse, serving in capacities of patient care, administration and teaching. She will do this service as a volunteer and is already taking the State-provided training program on line. A motion to appoint Annette M. Albis as the Local Health Officer was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.0 Warrants

9.1 Town Voucher # 9 for \$402,122.68 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.2 Town Payroll # 9 for \$ 18,566.68 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Town Payroll # 10 for \$19,059.46 A motion to approve was made by Mark Russell , seconded by Rayna Leibowitz and voted 3 - 0.

10.0 Other Business

10.1 A motion to cancel the Dec. 24, 2018 meeting was made by Gary Parker, seconded by Mark Russell and voted 3-0. A motion to allow the Select Board to sign any payroll or warrants as needed outside the meeting was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

10.2 A request for permission to close the office at 1:00 the afternoon of Dec. 13 for the annual employee Christmas Party was received from the Town Manager. Staff will use vacation time for the event. A motion to approve the request was made by Rayna Leibowitz, seconded by Gary Parker and voted 2 - 1 (Russell).

11.0 Selectmen/Public Discussion/Communication

12.0 Future Agenda Item

- 12.1 Feedback on Selectman's Handbook
- 12.2 Whippoorwill Rd Culvert/Bridge (Reissue bid request in Oct)
- 12.3 IT Management Project
- 12.4 Food Sovereignty Ordinance
- 12.5 Mary Jo Mason - Consent Agreement
- 12.6 Doug Caton - Consent Agreement
- 12.7 Gustin Road, Winter Maintenance (after May 1
- 12.8 Shoreland Zoning, Land Use Ordinance Consistency Efforts

13.0 Adjournment at 9:05 PM.

Respectfully Submitted by

Rayna Leibowitz