

Town of Litchfield
Select Board
December 12, 2022
Final 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), Scott Weeks; **Staff:** Kelly Weissenfels, Town Manager; Michael Sherman, Fire Chief; Larry Nadeau, Road Comm.; John Upham, Transfer Station Manager; Tom Wood, Chm., Budget Comm.; Toby Jutras, Chm., Road Advisory Comm. and Pat Soboleski, Senior Center Director.

2.0 Minutes of November 28, 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 3- 0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. Kelly reported the Kennebec County EMA is offering a National Incident Management System Course for Elected Officials on Jan. 24, 8:00 AM in Augusta and Jan. 27, 8:00 AM in Waterville. Kelly was asked to determine if it is available online.

B. Calderwood Engineering will evaluate the Purgatory Mills Dam and provide an estimate of costs. Kelly advised Maine Lakes and Streams would remove it at no cost to the Town.

C. In response to Chairman Parker’s inquiry, the door for the recycling bin is being worked on by David Stockton, 838-8639.

D. Kelly advised a man from Monmouth has offered log length wood for a Wood Bank. After checking into the potential liability, it was determined it should not be located on municipal-owned property. He is seeking interest from one or more organizations in Town.

E. Following the discussion with a spokesman from the Senior Advisory Committee regarding rental of the Sportsmen’s Club, Kelly advised a sponsor has offered to cover the rental costs for the rest of the fiscal year.

F. Rick Hebert will look at the Veterans monument to estimate the cost of needed work and provide an estimate to Elton Wade. Collette Monuments recommended Mr Hebert to Elton.

3.2 Code Enforcement Officer/Plumbing Inspector – A. Steve provided the background information regarding an enforcement action that began last September on a number of infractions: A) shoreland zone infractions of the installation of a permanent dock and a wooden planter on the shoreline, a rock wall pond 75 feet from the high water mark extending to the property line of the abutter and removing one end of the berm of the abutter’s subsurface wastewater system; B) Building without a permit. Steve advised a draft Consent Agreement was provided and the owner’s attorney (in an Email to Steve) advised he had recommended she sign it and seek full compliance. The work directed to be done immediately was not done. The owner’s son advised the attorney the work has been done, but Steve advised it has not. Steve described the documentation he has on this situation. The Select Board directed the CEO to notify the property owner to attend the next Select Board meeting (January 9) to address these issues.

B. The property at 2783 Hallowell Road is still tied up in Probate Court. Steve advised the family is trying to get things cleaned up and suggested obtaining a court order for an inspection. He was directed by the Board to do so.

3.3 Road Commissioner – A. Larry advised the Public Works Dept. has a vacancy. He has a

driver for the one-ton.

B. There has been snow today and a big storm is predicted for this weekend. Then next week looks busy. All equipment is working well. The new sanding body on the Mountain Route is working well.

C. Larry talked with All States Paving and they agreed to hold 2022 prices with an escalator clause for 2023.

D. Core samples for the roads planned for work next summer showed better bases than expected.

E. Larry invited Select Board members who are out and about in the overnight to notify him of road conditions that need attention, regardless of the hour by phone call or text.

F. Larry advised the new PW truck is still being built. There is no estimated time of arrival yet.

3.4 Fire & Rescue – A. Chief Sherman did a recap of the plans for an assessment of the Kenworth where the Kenworth dealer will do the engine and transmission and a Pierce Firetruck dealer will assess the condition of the frame. Information is being collected and the Department will make a recommendation to the Board when all the information is received.

B. New tires are going on trucks #66 and #64 as planned.

C. Fire calls for November were 17 including 2 trees down, 2 power lines down, 10 motor vehicle accidents, 1 mutual aid, 1 brush fire and 1 vehicle fire. There were 21 calls for First Responders of which 7 received a Litchfield response and Gardiner Ambulance handled the rest.

3.5 Emergency Management – The annual National Incident Command Survey was completed by the EMA Director.

3.6 Assessing Agent – The Assessing Agent will be here Dec. 15.

3.7 Transfer Station – A. The Transfer Station Manager advised 2332 Stickers for Transfer Station use have been issued.

3.8 Other Town Committees – Senior Advisory Committee – Pat Soboleski advised the Carol Bailey String Band will give a concert in Gorham on Wednesday and have their Christmas Party on Dec. 21 at 10:00 AM. She also advised the carolers honored the Town Office Staff by singing Christmas songs to them last Thursday.

Budget Comm – Tom Wood, Chairman, requested \$600 for pilot testing cloud computing for 12 months. The Town Manager advised the funding source would probably be the Contingency Fund. A motion to authorize \$600 from the Contingency Fund to support the Budget Committee pilot testing of the cloud computing capability for the budgeting process at the Town Manager's discretion was made by Scott Weeks, seconded by Rick Gowell and voted 3 – 0.

4.0 Scheduled Business

4.1 7:00 PM – Open Foreclosed Property Bids – The Chairman opened bids individually for each property being offered.

Map U28 Lot 86 – 2 bids submitted - \$1,500 from Linda Fitzpatrick and \$4,355 from Maurice Bernier. A motion to accept the bid of \$4,355 from Maurice Bernier was made by Rick Gowell, seconded by Scott Weeks and voted 3 – 0.

Map R3, Lot 41 (corner of Richmond Road and West Rd.) - 1 bid submitted from Todd Berube for \$12,000. A motion to accept the bid of \$12,000 from Todd Berube was made by Rick Gowell, seconded by Scott Weeks and voted 3 – 0.

Map R2, Lot 16 (2787 Hallowell Rd.) 2 bids submitted – Todd Berube for \$16,000 and Clarence Gowell for \$10,000. A motion to accept the bid of \$16,000 from Todd Berube was made by Rick Gowell, seconded by Scott Weeks and voted 3 – 0.

4.2 Transfer Station – proposed new parking configuration – John Upham, Transfer Station Manager, advised he would like to implement a diagonal parking pattern before the recycling containers. He has space for 7 vehicles, allowing 10 foot widths for each. He would use traffic cones with a wooden stake extension to improve visibility and plastic link chain to delineate the boundary of each. He would like to test the arrangement in March and April before the summer season. He is considering if a handicap space will be required. The Board did not oppose his proposal.

4.3 Road Advisory Committee – 2022 update and preliminary recommendations for 2023 Toby Jutras, Chairman, provided a written report summarizing the work done on the Dead River Road, Lunts Hill Road, Whippoorwill Road, Dennis Hill Road (partial), Libby Road, Wentzell Road, and engineering and bid documents for replacement bridges for the Old Mill Road and Gustin Road for a total cost of \$1.6 Million. This was the most ambitious reconstruction program in memory.

The work proposed for 2023 was reviewed. Core samples were taken and tested to guide the decision making process for these roads.

Ferrin Road, approx. .56 mile of reconstruction, ditching, culverts, grinding existing road, supplementing base as required and new base pavement and wearing surface;

Pine Tree Road, approx. 2.67 miles of reconstruction, ditching, culverts, grinding of existing road, supplementing base as required, new base pavement and wearing surface;

Huntington Hill Road, while 3.82 miles of reconstruction are needed, it will be divided into 2 years with 1.25 done in 2023 and the remainder in 2024. This will include ditching, culverts, grinding of existing road, supplementing base as required, new base pavement and wearing surface;

Stevenstown Road, crack sealing. All the above roads are proposed to be injected.

Additionally, maintenance on other roads will be performed as well as an overlay on Whippoorwill Road and chip seal on Lunts Hill Road.

It was noted the Select Board has not yet reviewed the Kleinfelder reports for determining their benefit relating to insights and any savings the Town may have realized because of their engagement.

Larry Nadeau, Road Commissioner, advised he has already reserved the excavator rental for 2023 and is assessing the ditching and culvert needs.

Small Road re-inspection will be done after the Route 197 overpass work is done including the final paving which is expected in the spring.

The recommendation was made for the Huntington Hill Rd. work to be performed first in the spring. The Road Advisory Committee will be meeting next on Jan. 18 and will bring their recommendation back to the Select Board.

5.0 Unscheduled Business

5.1 Revisit the employee contracts – The Town Manager consulted the Town’s attorney who recommended the Town Manager should be doing the negotiating. If the Select Board does it, the Town Manager’s signature should be on the contract.

5.2 The Town Christmas Party will be Wednesday, 11 – 1 and will include the Public Works staff.

7.0 Warrants

7.1 Town Warrant # 16 for \$133,940.91, A motion to approve the Warrant #16 for \$133,940.91 was made by Scott Weeks, seconded by Rick Gowell and voted 3-0.

Since the scheduled meeting on Dec. 26 is canceled, a motion to approve the next Town Warrant and Payroll outside a regularly scheduled meeting was made by Gary Parker, seconded by Rick Gowell and voted 3-0.

7.2 Town Warrant #17 for RSU#4 payment for \$518,573.42 A motion to approve the Warrant #17 for RSU#4 for \$518,573.42 was made by Scott Weeks, seconded by Rick Gowell and voted 2-1.

7.3 Town Payroll #11 for \$26,478.06. A motion to approve the Payroll #17 for \$26,478.06 was made by Scott Weeks, seconded by Gary Parker and voted 3-0.

8.0 Selectmen/Public Discussion/Communication

8.1 The question was asked if there was any consideration for selling Public Works or other equipment no long needed by the Town at public auction? As the Town has voted at Town Meeting to require sealed bids for equipment sales, it would require a vote of the Town to change to an auction process.

8.2 The Town Manager advised the RSU#4 Withdrawal Investigating Committee is preparing for a meeting with the Town's attorney. Their next meeting will be Dec. 19 at the Town Office. They have obtained and are working through Libby Tozier School operating costs data.

9.0 Future Agenda Items

- 9.1 Feedback on Selectman's Handbook
- 9.2 R02, Lot 017, 2783 Hallowell Rd.
- 9.3 Policy Committee
- 9.4 Purgatory Mills Dam Engineering Report

10.0 Adjournment at 8:35 PM

Respectfully Submitted By

Rayna Leibowitz