

Town of Litchfield  
Select Board  
December 13, 2021  
Draft Meeting Minutes

**1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen:** Gary Parker, Chairman, Rayna Leibowitz, Clarence Gowell III (identified as Rick Gowell in these minutes); **Staff:** Kelly Weissenfels, Town Manager; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; John Upham, Transfer Station Attendant; Pat Soboleski, Senior Director; Tom Wood, Budget Comm and Broadband Comm. Via Zoom; Larry Bell, Chm., Broadband Comm. and Joline Bell, Broadband Comm.; Lindsay Nelson and Christine Parker, Conservation Comm. Via Zoom.

**2.0 Minutes of November, 22, 2021 Meeting submitted for final approval.** A motion to approve the minutes as drafted was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3-0.

**Minutes of August 31, 2021 Meeting submitted for final approval.** A motion to approve the minutes as drafted was made by Gary Parker, seconded by Rayna Leibowitz and voted 2 – 0 -1 (Rick abstained as he was not in attendance for that meeting).

**3.0 Reports and Correspondence:**

3.1 Town Manager: A. Kelly Weissenfels advised that duplicate payments were made on a loan of some \$17, 597.54, resulting in paying off the loan a year early. This was primarily an error due to new employees not aware of automatic payments that had been set up. See 5.7 below.

B. A review of the State Treasurer’s website of unclaimed property resulted in the collection of \$2,446.01 belonging to the Town of Litchfield.

C. The audit of the financial records of the Town of Litchfield will commence on Dec. 22 and resume on Jan. 11 & 12.

D. The catalytic converter on the Senior’s bus was stolen at some unknown time. The bus needed to be moved and the problem was discovered as soon as it was started. Replacement will cost \$3,427.79. The insurance will cover most of it. Bryan advised several vehicles were impacted at a local auto repair business as well.

E. The Maine Broadband Coalition is requesting Town support. Kelly will request more information regarding what that means, does, costs.

3.2 Code Enforcement Officer/Plumbing Inspector – Not present. No report.

3.3 Road Commissioner – A. The Public Works crew has responded to rain and ice three times so far.

B. The new employee hired lasted three days.

C. Mechanical problems with trucks have been minor and they are ready for the next storm.

D. There is a broken door on the salt/sand shed. Getting it fixed has been delayed as repairing companies are having trouble getting workers so they are behind on work.

E. There was a problem with the septic tank pump and it resulted in a backup, but is now replaced and back filling the area dug up will be done this week.

3.4 Fire & Rescue – Chief Sherman is in class. No report.

3.5 Emergency Management – A. The generator maintenance contract has been signed with CAT for September service.

B. Discussion was held regarding Shelter Manager Training as we do not have a trained person for that role.

3.6 Assessing Agent – A. Final tax maps are now online. The new road map is expected after the first of the year.

B. The assessing agent will be here this week.

3.7 Transfer Station – A. A letter of resignation from Bryan Lamoreau as Manager was received and accepted with many thanks for a job well done by a motion made by Rayna Leibowitz, seconded by Rick Gowell and voted 3 - 0. Bryan stepped into this role 7 years ago with many challenges. He met them head on and the improvements he incorporated have resulted in a smoother and more efficiently functioning Transfer Station. Bryan thanked the Board and everyone who had been supportive of his efforts. John Upham has agreed to serve as Acting Manager until a replacement is found.

B. John advised his last sticker, # 2000, has been given out. More have been ordered.

C. He is monitoring the need for emptying the containers. 231 tires were recently removed from the Conex box.

D. The brush and leaf piles have been closed for the season. Removal will be done in the spring when more materials have been received.

E. There is an issue with getting the porta potty emptied. The town owns it and none of the rental organizations or septic pumpers will empty it. One will be rented in the future to ensure maintenance. There is no running water so a flush toilet is not an option.

F. The freon needs to be removed from several units, then they can be removed.

3.8 Broadband Committee – See 5.1 below.

3.9 Other Town Committees – Senior Advisory Comm: Pat Soboleski commended John Upham for doing a great job delivering sand to seniors who have requested it.

## **5.0 Scheduled Business**

5.1 Redzone Contract approval decision – 7 PM – Broadband Committee Chairman, Larry Bell, discussed some questions that had come up with the Board reviewing the proposed contract. The Town Office will not be given complimentary internet service. Rental of a WiFi router will be at an additional cost (above the listed service rate) and if a customer owns a router, it will be connected to the system to avoid the additional monthly charge. A motion to approve the contract and payments as stipulated on page 2 of it was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3 – 0. Larry Bell expressed appreciation for the efforts of Brian Lippold, Casco Bay Advisors, the consultant who assisted the Committee and the work of committee members and support of the Board.

5.2 Community Park Hunting Boundary – Chairman Parker advised he walked the proposed boundary with Lindsay Nelsen, Chair of the Conservation Comm. and Kelly and marked it with flags and white paint. A motion to approve the designated area identified with a squiggly line on the map of 12/13/21 as a no hunting zone was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3 – 0. The Conservation Comm. is expected to post it as a no hunting area with state-approved signage before the next hunting season in 2022.

5.3 Resident proposal for Woodbury Pond dam fence set back (D. Howes) – Discussion of shortening the fence or moving it back was held. Mr. Howes agreed to fund \$500 of the \$974.66 cost to move the fence, thus widening the access to his property. A motion to approve moving the fence to widen the space with \$500 of the cost being paid by Mr Howes and the Town paying the remaining \$474.66 was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3 – 0.

5.4 Way ahead for Woodbury Pond Dam and Special Town Meeting – The Town Manager has received a communication from Jason Gallant, the engineer from Pierce Atwood, that the 40 foot cut off wall may be adjusted. In the absence of a final design, no further decisions were made. However, the Town Manager was directed to discuss the matter with Calderwood Engineering and to determine what funds remain in the Woodbury Pond Dam account and let the Board know his findings.

5.5 Sign Junkyard Permit to post (1062 Plains Road, approved at previous meeting) The Code Enforcement Officer located a form and the Board signed it so a posting of a permit could be done.

5.6 Approval of Route 197 Diner Liquor License renewal – The application form was reviewed by the Board. A motion to approve the application was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3 – 0

5.7 Request for corrective action regarding FY 21 duplicate loan payments - After consulting with the Auditor, the Town Manager requested authorization to transfer \$16,000 from the FY 21 Contingency account and \$1,597.54 from the FY 21 Overlay account to be allocated to Debt Service of the original fire truck loan. A motion to authorize the Town Manager to transfer \$16,000 from FY 21 Contingency account and \$1,597.54 from the FY 21 Overlay account to be allocated to Debt Service of the original fire truck loan was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3 – 0.

5.8 Request to waive fee for Town’s above ground fuel depot permit – The Planning Board approved the permit for the project. A motion to approve waiving of the permit fee was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3 – 0.

5.9 Cancellation of December 27 meeting – A motion to cancel the December 27 Select Board meeting and authorize the Select Board to review and sign the Town and Payroll Warrants outside the meeting was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3 – 0.

5.10 Requirements for Election of Select Board Chair – A motion to require the election of the Chairman of the Select Board at the first meeting following the election and oath-taking of any new member was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3 – 0.

## **8.0 Warrants**

8.1 Town Warrant #11 for \$146,400.78. A motion to approve the Warrant# 11 for \$146,400.78 was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3-0.

8.2 Town Payroll #11 for \$25,646.87 A motion to approve the Payroll # 11 for \$25,646.87 was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3-0.

## **9.0 Selectmen/Public Discussion/Communication**

9.1 Discussion was held regarding the overpass over the Maine Turnpike on Route 197. The MDOT has added signs “to activate light” and they seem to help.

9.2 The Maine Turnpike Authority (MTA) has informed Chief Sherman that he needs to order the equipment that will activate the lights for emergency response and MTA will reimburse him.

9.3 Unpaid Ambulance response costs for Gardiner Rescue responding on the Turnpike in Litchfield are added to the fees Litchfield must pay. Board Member Leibowitz feels this issue should be investigated to see if other communities are likewise charged and take the issue to the Legislature for correction if appropriate.

## **10.0 Future Agenda Items**

10.1 Feedback on Selectman’s Handbook

10.2 R02, Lot 015, 2793 Hallowell Rd

- 10.3 R02, Lot 017, 2783 Hallowell Rd.
- 10.4 Budget Committee Suggestions
- 10.5 Constable
- 10.6 Maine Broadband Coalition Request

**13.0 Adjournment at 9:00 PM**

Respectfully Submitted By

Rayna Leibowitz