

Town of Litchfield
Select Board
February 22, 2021, 2020
Draft 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; Larry Nadeau, Road Comm. Plowing but arrived late; Road Advisory Committee Members: Toby Jutras, Chm., Richard Lane both via Zoom; Lindsay Nelsen, Conservation Comm. via Zoom, Larry Bell, Chm., Broadband Comm. via Zoom.

The Chairman, Gary Parker, advised the meeting is being available to the community via interactive telecommunications. Votes are recorded using the initials of Board members and their vote.

2.0 Minutes of Feb. 8, 2021 Meeting submitted for final approval. A motion to approve the minutes as corrected was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes. The notes from the Personnel Policy Workshop held on Feb. 11 were accepted.

3.0 Reports and Correspondence:

3.1 Town Manager: A. Kelly Weissenfels, Deputy Town Manager, reported that Wednesday and Thursday were busy last week after the holiday on Monday and winter storm that closed the office on Tuesday.

B. The evaluations for Town Office staff were completed.

C. A letter from Dave Kamila, who is a New Mills Dam Committee representative from Litchfield was provided that was sent to shore front property owners regarding the possible unrestricted access of Pleasant Pond and Cobbossee Stream (to start with) for alewives.

D. The Cobbossee Stream Engineering Report is now available. Selectman Russell advised it is very readable and well done.

E. The two applications submitted to DEP for stream crossing grants for the Dead River Road were both awarded, one for \$125,000 and one for \$50,000.

3.2 Code Enforcement Officer/Plumbing Inspector – Steve was absent but had advised Kelly that while this is normally a slow part of the year, he is still doing inspections. His response to inquiry about a possible illegal junkyard at Litchfield Corner referenced a different property than intended.

3.3 Road Commissioner – A. There was a second significant storm in 2 weeks.

B. Larry will plan to have Engineering Plans for the Dead River Projects for the next Board meeting.

C. an employee has left to go to work for a neighboring town's Public Works Dept.

3.4 Fire & Rescue – A. Chief Labbe advised Kelly the Fire Dept. is starting its search for a new Fire Chief. Interviewing is expected in mid to late March and a candidate forwarded to the Select Board by late April.

B. A new head set system is being installed in the new fire truck to accommodate communication en route to emergencies using blue tooth technologies.

C. A question was asked about the status of the review (and possible revision) of FD By-laws.

3.5 Emergency Management – No report

3.6 Assessing Agent – Ellery Bane, Assessing Agent will be here Feb. 25.

3.7 Transfer Station – A. Bryan Lamoreau has reported to Kelly that the Transfer Station has been very slow for the past two weeks.

B. Bryan is going to Hampden to look at a storage box this week.

3.8 Broadband Committee – Larry Bell, Chm., reported the letters requesting RFP's went out to 12 vendors. The Consultant will be following up with them. A report is expected for the next meeting.

3.9 Other Town Committees – A. Road Advisory Comm. (RAC) -Toby Jutras, Chm., advised the DEP grants are matching grants requiring the Town to pay all costs and DEP will match 50% up to the amounts approved as reimbursements.

The RAC is developing the proposed work plan for construction this year and into next spring.

B. Conservation Commission, Lindsay Nelsen, Chm., discussed the work done by the Conservation Corp last year and the desired projects to be addressed this year. The recommendation was made that she work with Kelly to develop the budget submission for the Town Meeting in June.

She advised she has learned that volunteers cannot be used to apply Round-Up to invasive plants in their cut and daub efforts without having a pesticides applicator license. She suggested consideration of having one or more Public Works employees obtain the license.

Lindsay advised a Commission member, Christine Parker, had developed a very nice Facebook page for the Commission and invited the Board to check it out.

4.0 Agenda Adjustments

4.1 Babcock Bridge Information

5.0 Scheduled Business

5.1 Animal Shelter Visit Report (C & J Animal Shelter) Contract – Discussion of Board was held with Mr Alexander and the Animal Control Officer participating by telephone. The report of the visit was read by the Board before the meeting. There were no additional questions. The Contract will be adjusted to require maintenance of the State Animal Shelter License as a condition of continuation and to be required to obtain and provide proof of business liability insurance in the amounts identified in the contract. Additionally, if Mr Alexander hires any employees, he will be required to obtain and provide proof of Workers Comp. Insurance for them. The motion was made to approve the contract with the identified adjustments and authorize it to be signed outside a regular meeting to be effective for the period March 1 to June 30, 2021, at which time the decision will be made to extend the contract for the next fiscal year of July 1, 2021 to June 30, 2022 by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes. The Deputy Town Manager will contact MMA to determine if a phrase stating that Mr Alexander is not an employee of the Town should be added to the next contract.

5.2 Budget Planning Timeline/Date of Annual Town Meeting – The Board discussed the timing of budget submissions, reviews and deadlines for getting the Town Report to the printer. It was determined the budget submissions would be reviewed starting March 8, the date for preliminary approval of the budget is May 10 with final approval on May 17. A motion to hold annual elections on June 8 from 8:00 AM to 8:00 PM, then recess the meeting to Saturday, June 12 at 10:00 to conduct the business of Town Meeting at a location to be determined was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

5.3 Draft RFP – Transfer Station Hauling – The Board discussed the draft of the bid request and offered several modifications to solicit additional information. No final action was taken.

5.4 Draft RFP - Cemetery Mowing - The Board discussed the draft of the bid request and offered several modifications to it. A motion to accept the cemetery mowing bid request as adjusted was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes.

5.5 Draft RFP – Recreation Mowing - The Board discussed the draft of the bid request and offered several modifications to it. A motion to accept the recreation areas mowing bid request as adjusted was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes.

5.6 Supplemental – R04-Lot 36, for \$647.20 – The property owner, Genevieve Pence, modified the use of the property from Farmland to Timberland and the Assessing Agent recommended the issuance of a supplemental tax bill. A motion to approve the supplemental bill in the amount of \$647.20 was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes.

6.0 Unscheduled Business

6.1 Babcock Bridge Information – Board member Rayna Leibowitz advised the on-line version of the Kennebec Journal today contained a posting on the legal page that indicated plans to replace the Babcock Bridge between Litchfield and West Gardiner. It did not identify where this bridge is located and it could be either on the Hallowell Road, northeast of Purgatory or on Route 126. The Deputy Town Manager has had no contact from the MDOT relating to it. Additional information will be sought.

9.0 Warrants

9.1 Town Warrant # 16 for \$66,648.91 including \$15,000 for salt. A motion to approve the Town Warrant # 16 for \$66,648.91 was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

9.2 Town Payroll #16 for \$24,344.03 A motion to approve the Town Payroll #16 for \$24,344.03 was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

11.0 Selectmen/Public Discussion/Communications

11.1 Second Amendment Sanctuary – This topic deserves some research and Mark offered to do it.

12.0 Future Agenda Items

12.1 Feedback on Selectman’s Handbook

12.2 R02, Lot 16, 2787 Hallowell Rd

12.3 R02, Lot 17, 2783 Hallowell Rd

12.4 Transfer Station Hauling Bid

12.5 Broadband Interest Report

12.6 Dead River Rd Engineering Planning

12.7 Cemetery mowing Bids (3/22)

12.8 Recreation Areas Mowing Bid (3/22)

12.9 Second Amendment Sanctuary information

13.0 Adjournment at 8:45 PM

Respectfully Submitted

By Rayna Leibowitz