

Town of Litchfield
Select Board
July 8, 2019
Meeting Minutes

1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen: Gary Parker, Chairman, Rayna Leibowitz, Mark Russell; **Staff:** Trudy Lamoreau, Town Manager; Stan Labbe, Fire Chief; Steve Ochamanski, CEO; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Road Advisory Committee Members: Richard Lane, Tamas Szepsy; John Upham, FOAA Officer; Dori Upham, RSU#4 School Committee; Kelly Weissenfels, Town Office Staff **and Guests Present** per the sign-in sheet.

2.0 Minutes of June 24, 2019 Meeting submitted for final approval. A motion to approve the minutes was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. The luncheon for Lezley Sturtevant went well. She will be missed.

B. Two candidates to fill her position were interviewed. The selection made was Jennifer Newendyke. She will start July 22. Trudy will be helping in the front office when they are busy.

C. A request was received from the Litchfield Plains Baptist Church requesting refund of Plumbing Permit fees paid. The Town Manager was authorized to make an administrative decision to refund the \$30 local portion of the fee.

D. A posting of the Select Board's Workshop on July 10 has been done. However, conflicts in schedules for two selectpersons requires it to be rescheduled but no date was selected.

E. The Town Manger has received an application for a Public Works vacancy. Larry will contact him.

3.2 Code Enforcement Officer/Plumbing Inspector - A. The Building Permit Log for June was distributed. It showed \$900 for permit fees was collected for buildings valued by owners to be \$461,000.00.

B. Plumbing permits have been very numerous. Six new septic designs were submitted today.

C. Steve provided the map of the Fire Department lot. There is a discrepancy between deeds on two sides of about equal amounts. An adjustment of deeds was discussed and requested to be brought back to the Board for approval.

3.3 Road Commissioner - A. The Whippoorwill Road Culvert job was completed and the road reopened on June 28th.

B. The Road Commissioner talked with a representative of All States Paving. The new asphalt plant is expected to be opened and operating in Richmond in 2 -3 weeks.

C. The new parking lot for the Community Park is completed.

D. Mr. Healey's work is completed and functioned well in the two recent heavy rainstorms.

3.4 Fire & Rescue - A. Chief Labbe advised things are going well. They responded to trees on power lines in several areas of town.

B. The FD received the written report from the voluntary inspection by the Bureau of Labor Standards. They were given 11 minor violations which will be resolved within a short period.

C. Chief Labbe advised next Tuesday, July 16, at 1 AM, the Regional Communications Center will be off-line for a period that may be as short as 45 minutes or as long as several hours. Stan has arranged for someone to man the radios at our Fire Station to alert responders if calls come in so the dispatching will be covered.

3.5 Emergency Management - A. The Town Manager advised the recent storm affected Oak Hill Road, Hollowell Road and the Pine Tree Road the most. There were some power outages, cable and telephone lines down.

B. The EMA Director is expecting to hear an update regarding the FCC license application soon.

3.6 Assessing Agent - Ellery will be here Thursday. Trudy had a discussion with Rob regarding the schedule for August meetings with residents. His staff will be here the week of August 12 to 16. It is

expected letters will be sent the preceding week identifying the values based on the new assessments. Residents can compare this with last year's tax bills to calculate approximate tax bills for this year. Trudy will place an article in the August Sodalite outlining the proposed schedule.

3.7 Transfer Station - A. Bryan Lamoreau, Transfer Station Manager, advised the weather is cooperating and the ground is drying out. This will enable some ground work to be done to better manage water on site.

B. He will be working on Tuesday to prepare for putting power to some areas not having it before.

C. He will get a quote on costs for expanding the concrete pad for additional containers.

D. He would like to put vinyl siding on the bottle drop.

E. Signs have taken a hit in recent weeks. Several will need replacement.

3.8. Other Town Committees - No reports.

4.0 Agenda Adjustments

4.1 Doug Caton Update

4.2 Mary Jo Mason Update

5.0 Scheduled Business

5.1 Election of Chairman -Nomination of Gary Parker to be Chairman was made by Mark Russell, seconded by Rayna Leibowitz and voted 2 - 0 – 1 (GP) abstaining.

5.2 Smithfield Plantation Concerns - Tabled to the next meeting

5.3 Jeffrey Phillips - Solid Waste Violation Mr Phillips did not attend and did not respond to a text from Mr Russell. The CEO was directed to advise the Town's Counsel of the situation regarding the Solid Waste Violations and request his recommendations on a motion by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

5.4 Adam Brooks - Illegal Junk Yard - Adam and Jamie Brooks were in attendance. There was discussion and an inspection of the premises by the CEO was set up for July 15th.

5.5 New Building Codes Requirements Update - The Legislature addressed this issue but the result of their actions continues to exempt towns of less than 4,000 residents. After the 2020 Census, we may need to address it, but not yet. Preliminary discussion indicates several area towns use a Third Party Inspector to ensure building codes are met and provide a report to the town CEO to enable an occupancy permit to be issued.

5.6 Town Office Renovations - Discussed potential costs of building a new building may be as high as \$1M. That prompted discussion of modifications to the existing building to add more space. In considering the existing building, the facilities on the south side, the septic system on the east side and the road on the west side, extending the wall on the north side of the meeting room might be the most feasible, as that wall needs to be reworked anyway. Steve will discuss the project with subject matter experts and bring back some recommendations.

5.7 Fire Truck Bid RFP discussion - A motion to advertise and request bids for the new fire truck was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0. The advertisement for bids will be published and sent to identified vendors for submission by 5:00 PM on August 12, 2019 and bids will be opened at the Select Board's meeting that night. Potential bidders must request the 118 page specifications document which can be e-mailed to them. Bid review will be done by a committee composed of Fire Department and Budget Committee members and a recommendation will be made to the Select Board at a subsequent meeting. The Town Manager contacted Dresden regarding their fire truck purchase but learned it was not them.

5.8 Spectrum Franchise Fees/Ad Hoc Committee Update - Tom Wood advised he would like to have a designated Committee to approach Spectrum as he has not gotten much response to his call. He has had a few people contact him about their interest in helping and Lawrence and Jolene Bell have expressed interest. Tom will provide names and contact information to Trudy. A motion to create an Ad Hoc Broadband Committee to explore licensing ,access and high speed internet needs consisting of not more than 7 members was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0. Their first actions will be to

meet, select a Chairman, draft a proposed Mission Statement and Scope of Work to be submitted to the Select Board.

6.0 Unscheduled Business

6.1 Doug Caton Update - The CEO advised the Judge gave Doug until August 31 or fines will be set commencing from October, 2018 and he has already been ordered to pay the Town's legal costs. Items on the back of the property also have to be cleaned up. The follow up to this issue is the possibility that he is violating a deed restriction by living at the old fire station. The CEO was directed to discuss this issue with the Town's legal Counsel.

6.2 Mary Jo Mason Update - The CEO advised we are waiting for a Court date. Mary Jo had until June 30 to respond to the complaint. Counsel expects a date will be set soon. The CEO expects the Counsel will request an inspection by the State Fire Marshals Office which will apply MUBEC standards and Life Safety codes. Existing Consent Agreement conditions regarding the illegal junkyard have not been fulfilled. The use of the camper for full time living quarters must also be addressed. It is not connected to water, sewer or electricity except by an extension cord.

7.0 Legal

8.0 Appointments and Resignations

8.1 Appeals Board - A motion to appoint Gerard Bossee and Fran Rudoff to the Appeals Board was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

8.2 Conservation Commission - A motion to appoint Diane Clay to the Conservation Commission was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

8.3 Historical Preservation Commission - A motion to appoint Ed Avis and Rayna Leibowitz to the Historical Preservation Commission was made by Mark Russell, seconded by Gary Parker and voted 2 - 0 - 1 abstained.

8.4 New Mills Dam Committee - A motion to appoint David Kamilla to the New Mills Dam Committee was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

8.5 Planning Board - A motion to appoint Dan Craft and Lorimer (Skip) Trafton to the Planning Board was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

8.6 RSU#4 School Board - A motion to appoint Shelly Wheeler to the RSU#4 School Board was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0. (This had already been done at the June 24, 2019 meeting but appointment papers were not available that night and they are tonight).

8.7 Senior Advisory Committee - A motion to appoint Lina Fontes to the Senior Advisory Committee was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

8.8 Smithfield Plantation - A motion to appoint Diane Clay and Carol Smith to the Smithfield Plantation was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

8.9 Woodbury Pond Dam Committee - A motion to appoint Dave Howes to the Woodbury Pond Dam Committee was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.0 Warrants

9.1 Town Voucher #1 for \$436,120.37 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0

9.2 Town Payroll #1 for \$22,283.09 A motion to approve was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0

10.0 Other Business

11.0 Selectmen/Public Discussion/Communication

11.1

12.0 Future Agenda Item

12.1 Feedback on Selectman's Handbook

12.2 Gustin Rd and Old Mill Rd Bridges (inspections in October)

12.3 Doug Caton - Consent Agreement Update

12.4 Mary Jo Mason Update

12.5 Town Office Renovations

12.6 Smithfield Plantation Concerns

12.7 Jeffrey Phillips Solid Waste Violation

12.8 Adam Brooks, Illegal Junkyard Update

13.0 Adjournment at 8:25 PM.

Respectfully Submitted,

Rayna Leibowitz