

Town of Litchfield
Select Board
September 26, 2022
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; Steve Ochmanski, Code Enforcement Officer/LPI; Michael Sherman, Fire Chief; Larry Nadeau, Road Comm.; Toby Jutras, Chm., Richard Lane, Lisa Jutras, Members, Road Advisory Committee; Pat Soboleski, Senior Center Director.

2.0 Minutes of Sept. 12, 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 suggested setting a date for a workshop to review the personnel policy, see 5.1.

B. Tax liens for 2021 will be going out early in December.

C. The Meadows celebrated the 25th year since the golf course was opened and Kelly attended.

3.2 Code Enforcement Officer/Plumbing Inspector – A. Steve distributed the Building Permit Log for August. \$950 was collected in fees for owner valued work of \$517, 500.

B. A road name was requested changing 60 Buker Road to Morgan Lane as another residence is being added to a single home driveway. A motion to approve the name of Morgan Lane was made by Rick Gowell, seconded by Scott Weeks and voted 3- 0. Steve was asked about the timing for Fire Dept. and E-911 notifications. He advised the Chief is hearing the information tonight, E-911 will be notified tomorrow and GPS may take up to a year to be updated.

C. An application for a fee waiver is being requested for a new office building/garage at the Transfer Station. While immediate construction is not expected, the permit is valid for 2 years from date of issue. A motion to approve the waiver of the Building Permit Fee was made by Rick Gowell, seconded by Scott Weeks and voted 3- 0.

3.3 Road Commissioner – A. Larry reported the new hire expected to start today was a no show. He also lost a guy last week.

B. The Whippoorwill Road will be completed and ready for paving tomorrow. Paving is expected to be completed this fall, probably in October.

C. Work on the yard at the Central Fire Station will start Thursday.

D. Edges for driveways on the Dead River Road are being trimmed today. The shoulders will be built up this fall. A shoulder machine will be loaned to the Town for free.

E. Larry was asked about the status of the guardrails on Buker Road. He made a note to check.

F. A salt delivery is expected tomorrow.

G. The repairs for the Overhead Door in the Sand/Salt Shed are still not done.

3.4 Fire & Rescue – A. With work starting soon on the Central Fire Station yard, the Chief and Larry will communicate so trucks can be positioned to respond to emergencies.

B. The Chief reported a conduit will be installed next week to provide an electric line to be

run to the Fire Department sign at the Firefighters Association expense. A suggestion was made to consider moving the sign to the north (towards the Town Office) to provide a safer situation for folks reading the sign before approaching the intersection and needing to watch the traffic situation.

C. A replacement pump has been found in South Dakota and has been ordered. It may be operational next week.

D. The Department has one new member and another applicant. Background checks are currently being done.

E. There is a lot on the calendar: a) A Red Cross Blood Drive on Oct. 1 appears to be full as advance appointments needed to be made; b) Oct. 8 will be a hosted Open House at the Central Fire Station and a yard sale from 9 to 2; c) Oct. 22 will be a Rabies Clinic at the Station with \$5 from each vaccination going to the Fuel Fund.

3.5 Emergency Management – No Report. Selectman Gowell advised he has learned that CMP is facing a shortage of transformers. If a major storm happened the included taking down transformers, there may be considerable delays in getting power restored.

3.6 Assessing Agent – Mr. Bane is expected to be here Sept. 29.

3.7 Transfer Station – Completed painting the bottle collection spaces. The bush hog will be tried this weekend. It is leaking oil. A seal kit is needed. A new one is \$2,000 and comes with a warranty. John would like to consider getting another roll off

3.8 Other Town Committees – Conservation Commission, Christine Parker advised they will be posting the no hunting signs in areas around Community Park as discussed and agreed last year. On Friday, members and volunteers will be doing some invasive plant control efforts all day. The licensed applicator has notified them he is unable to come. They will cut plants at a higher level and re-cut them when substances can be applied. Lindsay Nelsen advised they are trying to get some local folks trained and licensed to be applicators, perhaps with Public Works. She was encouraged to talk with the Town Manager about it.

4.0 Scheduled Business

4.1 Road Advisory Committee – Expectations / Charter – There was discussion about the role of the Road Advisory Committee (RAC) as decisions were made this year which were outside the involvement of the RAC, as well as engineering consultants, that raised some questions regarding the purpose and value of the RAC. Changes were made to the work plan by authorizing a temporary fix on Dennis Hill Road and changing the scope of work on both the Whippoorwill Road and Lunts Hill Road. The Chairman advised test borings for Lunts Hill and Whippoorwill Roads prompted the changes to obtain better outcomes. The decision was made to set up a workshop with the RAC to discuss how communications may be improved.

4.2 Junkyard Consent Agreement – R02-Lot 115, 579 Richmond Road – Present were Dan Fields, tenant and operator of an illegal junkyard at 579 Richmond Road and Bertha Ricker, owner of the property and sister of Mr. Fields. Steve Ochmanski provided the background information that Mr Fields had signed an agreement to dispose of or conceal behind fences or inside buildings the materials and vehicles that constituted an illegal junkyard by the date of June 30, 2022. A reminder letter had been sent to Mr Fields by the CEO in January, 2022, reminding him of the terms of the agreement he had signed. There were 20 vehicles there at the time, far exceeding the allowable limit of 2 non-licensed, uninspected vehicles allowed by the existing Ordinance. He advised there are 5 vehicles there today. A new Consent Agreement was offered but the operator requested to come before the Select Board regarding the situation. He advised the lumber visible belongs to the Snowmobile

Club and will be used for culverts and bridges on the snowmobile trails in the fall. Mr. Fields was advised lumber is identified as materials constituting a junkyard in state law. It must be placed inside or hidden behind a fence. After further discussion, an agreement was offered and verbally accepted and agreed to that all materials constituting an illegal junkyard would be removed or concealed within 30 days or the Town of Litchfield would initiate litigation in the Courts without further notice or meetings. The CEO was directed to inspect in 2 weeks and report progress back to the Select Board. A motion to give Mr. Fields 30 days to resolve all issues relating to an illegal junkyard operated by Mr. Fields on Mrs Ricker's property within 30 days was made by Rick Gowell, seconded by Scott Weeks and voted 3 – 0. The CEO will send letters to Mr Fields and Mrs Ricker regarding these terms.

4.3 Driveway Entrance Permit Waiver Request -Heron Drive – postponed to the next meeting to give the Board time to visit the location.

4.4 Road Bond Expenditures to Date – The Town Manager provided a report of Dead River Road costs. The format was reviewed to determine if it met the requirements. Discussion included efforts to capture the Public Works Department costs for these projects as well.

4.5 Gravel Contract – Discussion – Some changes to the bid and contract documents have been identified for future use. Documentation and record-keeping will also add data on costs for Public Works contributions to major road projects.

4.6 Town Properties to Sell – Peacepipe Properties Final Review – Discussion confirmed that research from the 1989-1990 Town Meeting showed a warrant article was approved that specifically states the process to be used for disposing of tax acquired properties. The Town Manager provided a copy to the Board. The question was raised of whether the small lots in Peace Pipe Shores includes access to the beach lots. The Town manager will research this issue. Another question was raised regarding can a quit claim deed contain a provision that prohibits building on the lot being offered for sale, if the lot previously had a building on it. The Town Manager will obtain a legal opinion on that.

4.7 Town Office Rot Repair – Review and Discussion of Bid Requirement- a local contractor has assessed the condition of deterioration under the porch area caused by snow buildup and the inability of moisture to drain away from wooden areas. The Town Manager identified the proposed scope of work that may need to be done as two projects. No action was taken until the bid policy change, scheduled for next meeting, can be established.

5.0 Unscheduled Business

5.1 Schedule Workshop for Personnel Policy Review – the date of October 17, at 7:30 AM was set. Copy of the Personnel Policy will be sent to Board members for review.

5.2 There was discussion about requesting a roll call of folks participating via Zoom.

6.0 Appointments/Resignations

6.1 Appointment – Gardiner Public Library Trustee – Christine Parker – A motion to appoint Christine Parker as Litchfield's delegate to the Gardiner Library Trustees and authorize the Board to sign the appointment paper outside a regular meeting was made by Scott Weeks, seconded by Rick Gowell and voted 3 – 0.

7.0 Warrants

7.1 Town Warrant #9 for \$193,264.78. A motion to approve the Warrant #9 for \$193,264.78 was made by Scott Weeks, seconded by Rick Gowell and voted 3-0.

7.2 Town Payroll #6 for \$31,486.68 A motion to approve the Payroll #6 for \$31,486.68 was made by Scott Weeks, seconded by Rick Gowell and voted 3-0.

8.0 Selectmen/Public Discussion/Communication

8.1 A resident requested information regarding how to contact the Ad Hoc Committee Investigating Withdrawing from RSU#4.

9.0 Future Agenda Items

- 9.1 Feedback on Selectman's Handbook
- 9.2 R02, Lot 017, 2783 Hallowell Rd.
- 9.3 Bid Policy Review
- 9.4 Babcock Bridge Waiver of weight Limits on Local Roads
- 9.5 Peace Pipe Shores Lots to Sell
- 9.6 Buker Road Guardrails
- 9.7 Repairs to Overhead Door in Sand/Salt Shed
- 9.8 Workshop with RAC
- 9.9 Driveway permit waiver for Heron Lane

13.0 Adjournment at 9:30 PM

Respectfully Submitted By

Rayna Leibowitz