

Town of Litchfield  
Select Board  
January 27, 2020  
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; Steve Ochamanski, CEO; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Pat Soboleski, Senior Director; Tamas Szepsy, Road Advisory Committee Member; John Upham, FOAA Officer; Elton Wade, Budget Comm.; Renee Lachappelle, BAR **and Guests Present** per the sign-in sheet.

**2.0 Minutes of January 13, 2020 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 Town Manager provided the expense summary for the first six months of the fiscal year.

B. She is hoping to start the budget work at the next meeting.

C. Tax payments due Jan 15th came in pretty well.

D. The date for the Town Meeting can be set tonight. A Presidential primary will be held March 3 in lieu of party caucuses. Absentee ballots have not yet been received. They are expected next week. The general election will be held June 9 for state, county and local officials.

E. Nomination papers will be available 100 days before general elections and candidates need to be aware of the date they must be returned.

F. The February Sodalite was delivered to the Post Office today. The new printer, Quality Copy, was prompt in getting it out.

G. Fuel Fund requests are down a bit. GA requests are running about the same.

3.2 Code Enforcement Officer/Plumbing Inspector -

3.3 Road Commissioner - A. It's been an odd winter. More rain and ice this year than last. Went out last night because of wet roads which got icy when the temps dropped.

B. Sand and salt holding up well.

C. Groundhog Day is considered winter's mid- point.

D. The Public Works crew is willing to take off a weekday when weekend plowing is likely, keeping the overtime lower.

E. The turn-around on the Gustin Road still needs to be done and they may get to it this week.

F. The blocks by the sand pile also need to be added.

G. The crew has been cold patching on the Academy Road. More will be done.

H. There was discussion of Eric Seaman's comments from last meeting. The Road Advisory Comm. will meet Feb. 5 at 5:30 and Larry will share the info. He also advised Eric was welcome to attend to discuss it.

3.4 Fire & Rescue - A. The Town Manager talked with Chief Labbe. There has been no progress on the Dispatching Protocols.

B. Rescue has been very busy.

C. The assembly of the new fire truck is moving right along.

3.5 Emergency Management - Waiting for CMP to connect electricity to the new building.

3.6 Assessing Agent - Agents were here last week and Jay expects to be here this week. Steve advised the property maps are being updated by the Lewiston Tech school. Renee Lachappelle advised the tax exempt properties are not included in the valuation listing. State law requires it. She also asked when the property cards would be updated. The Town Manager advised she understood Rob was

working on them and will try to get information about when they will be done.

3.7 Transfer Station - A. Bryan Lamoreau, Transfer Station Manager advised a resident has refused to put the new sticker on his vehicle. He has been advised he will not be allowed to enter if it is not on the windshield.

B. Bryan has found two people can handle the operations satisfactorily when it is this quiet and he would like to alter staffing to use funds for a fourth person in the summer when they are much busier. He was authorized to adjust the staffing as he needs to within his budget level.

C. A large tree still needs to come down. Chairman Parker has agreed to cut it and a potential period to do it was discussed.

3.8 Other Town Committees: A. Broadband Comm: Larry Bell advised they attended the Connect Maine Board meeting which meets monthly. This Board has grant opportunities. They also learned the U.S.D.A. has broadband grant opportunities but the application is 250 pages and requires professional engineering services to complete. Most grants have a requirement for matching local monies.

They have received 3 proposals from fixed wireless companies and a thorough analysis will be needed to compare them as each differs significantly. They are looking at consultant qualifications for future use.

There is a meeting with KVCOG on Feb. 10 to see about a collaborative effort to obtain broadband to be held at the Fire Station. Several area towns are studying this topic.

Phil Roy, attending the meeting for another topic, advised Washington and Hancock Counties linked with the University of Maine at Bangor and obtained fiberoptic cable installed in both counties, including rural areas, to enhance communications. It might be worthwhile to connect with them as well. He will try to get contact information to the Town Manager for sharing with the Committee

It was noted the Committee will need information regarding the process involved in getting bids and the hiring of consultants and the timelines for budget submissions.

B. Mass Gathering Ordinance Committee: Chairman Parker advised a first review of the draft Ordinance has been completed. The plan will be to forward it to the MMA for review and comment. There was good participation in the review process. Chairman Parker noted there seems to be obstructive language in the Comprehensive Plan and Land Use Ordinance. The suggestion was made to state that the Mass Gathering Ordinance supersedes the Land Use Ordinance and it could proceed until a court finds it does not.

#### **4.0 Agenda Adjustments**

4.1 Setting date for Town Meeting - see 6.1

#### **5.0 Scheduled Business**

5.1 Mary Jo Mason Update - A copy of the e-mail from the attorney was distributed to the Board to be read at their convenience.

5.2 Doug Caton Consent Agreement Update - One more inspection is to be done by the CEO within 45 days before a court date. The CEO advised the correct date of the telephone call to the Court was the 23<sup>rd</sup>, not the 27<sup>th</sup>, as previously reported.

5.3 Phil Roy (Birches Campground) R14 Lot 1.11 Citizens Initiative Petition to Amend Land Use Ordinance. Phil Roy advised the petition containing 175 names/signatures was provided to the Town Office. 173 were required to be certified and the Town Manager verified that number was certified as valid. A request to see the petitions was made and they will be present at the next meeting on Feb. 10. There was discussion about the appropriate wording for a petition that was not used for this one. The proposed LUO change will require Planning Board review and approval of a permit before the state will issue a license. The process of changing the Land Use Ordinance will require a Public Hearing to be held and it might be held in conjunction with another topic.

Voting by the Town will be at a regular or Special Town Meeting. Mr Roy will travel back to Litchfield (from Florida) for these if they are held before his scheduled return.

5.4 Steve Lane - authorization to reapply for a Community Development Block Grant. Mr Lane advised he had not been successful last year but some changes to the application criteria and his additional experience in the past year may improve his chances for success. He needs the Town's agreement for some of the requirements, the same as the Board approved last year. The Board agreed and the Town Manager was authorized to sign the appropriate paperwork to begin the application process. A public hearing will be required later in the spring.

5.5 Kent Ackley - Legislative Update - Mr Ackley was absent.

5.6 Abatements - Melissa Giroux, MapR01, Lot 10-5, \$176.40 - mobile home assessed to wrong owner.

Clarence Gowell Jr, Map R07, Lot 21B, Assessed for 4 base lots in error, \$532.00

Jenis Timmerman, Map U28, Lot 9A, assessed for a 1<sup>st</sup> floor enclosed porch in error, \$71.40

Gerard & Christine Bosse Map U25, Lot 11, shorefront footage adjustment and grade of dwelling adjusted, \$887.60

M. Harvey, Map R10, Lot 20C, lot is not a buildable lot, \$392.00

All for a total of \$2,059.40. A motion to approve the recommended abatements was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

5.7 Quitclaim Deed, Estate of J. Harry and Joline Jones, Map R09, Lot 053, all taxes have been paid. A motion to execute and sign a quitclaim deed was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

5.8 2020 Initial Boundary Validation Program signing - This is confirmation of town boundaries for the Census Bureau. A CD of the maps with boundary identifications was provided to the Chairman. The CEO has reviewed them and found them to be accurate. A motion to authorize the Chairman to sign the required document when he has reviewed the maps and agrees with the CEO's assessment was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

## **6.0 Unscheduled Business**

6.1 Setting date for Town Meeting - A motion to set June 9, 8:00 AM as the start of Litchfield's Town Meeting, to be recessed at 8:00 PM and reconvened Saturday, June 13 at 10:00 AM was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0. The location will be the Litchfield Sportsmens Club.

## **9.0 Warrants**

9.1 Town Voucher #15 for \$ 76,578.45 A motion to approve was made by Rayna Leibowitz , seconded by Mark Russell and voted 3 - 0.

9.2 Town Payroll #15 for \$20,276.13 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

## **11.0 Selectmen/Public Discussion/Communication**

11.1 A check of the Auditor's Report identified the Undesignated Fund balance increased by \$55,000.

11.2 A Litchfield Food Bank Report was given regarding the Food Bank use for the period March 6 to December 31, 2019. A copy will be provided to the Town Manager when it is typed.

11.3 A copy of the draft Major Event Emergency Response Guidelines was provided to the Town Manager and Selectman Russell by Chairman Parker. Selectwoman Leibowitz already has a copy.

11.4 Selectwoman Leibowitz will be attending the Marijuana Workshop on Jan, 28 being offered by the Maine Municipal Association at their office in Augusta.

**12.0 Future Agenda Item**

- 12.1 Feedback on Selectman's Handbook
- 12.2 Town Office Renovation Update
- 12.3 Cemetery Signs
- 12.4 Update Regarding Dispatching Protocols
- 12.5 Petition for Land Use Ordinance change for Campground Sale of Recreational Vehicles

**Adjournment at 8:47 PM.**

**Respectfully Submitted,**

**Rayna Leibowitz**