

Town of Litchfield  
Select Board Meeting  
March 11, 2019  
Final 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; Bruce Slattery, EMA Director; Road Advisory Committee Members: Toby Jutras, Chm., Tamas Szepsy; John Upham, FOAA Officer; Tiffany Caton, Vicki Russell, Recreation Comm; Renee Lachappelle, BAR **and Guests Present** per the sign-in sheet.

**2.0 Minutes of Feb. 25, 2019 Meeting submitted for final approval.** This item was tabled to the next meeting.

**3.0 Reports and Correspondence:**

3.1 Town Manager: A. Trudy advised a letter was received today from the Kennebec County Commissioners regarding dispatching services. A copy was made for each Selectperson.

B. Trudy researched the issue of fireworks at Woodbury Pond Park with the State Fire Marshals Office and the MMA Risk Pool representatives. The Risk Pool insurance will not cover any of use of fireworks at the Park, so none will be allowed.

C. Automatic foreclosure date is 3/27. Some folks have been in. Repurchase Agreements continue to be available until the 3/27 date.

D. Nomination papers are available for elected offices. They must be returned by 4/11.

E. Reminder, Town Meeting is set for June 11 for elections, is recessed and resumes on June 15.

3.2 Code Enforcement Officer/Plumbing Inspector - A. Early February was quiet. In the last 2 weeks, 4 new single family homes permit applications have come in.

B. Just finished final plumbing inspections on 3 from last fall.

C. Steve and Ellery are working on permit totals for last year.

D. Maps are not done yet because the Assessing Agents have been using them. New maps will include 2 years of changes.

E. The building inspection was done on the property on the Hallowell Road. The resident was cooperative. Condemnation of a building is a Select Board's decision, not a court decision.

F. Doug Caton - Waiting for notification of a court date.

G. Town Office Expansion - Steve has reached out to contact engineers, a former Bunker & Savage engineer and William Gatchell of Harriman Associates.

H. IT Maintenance - estimates have been received; one from API of Gardiner. A copy was given to Board members to review for the next meeting. A copy of the proposal from Securities Technologies, Auburn was also distributed. This company has been very helpful since last summer. Enables IT was received previously and Board members have copies.

3.3 Road Commissioner - A. Winter is not over. The crew was out again this morning. Our sub driver went to Florida. Our sub-sub driver was not available, so it took them a bit longer than usual to cover all the roads.

B. Some mechanical issues were resolved yesterday.

C. We still have enough sand and salt for a couple small storms.

3.4 Fire & Rescue - No report

3.5 Emergency Management - See 5.5 below.

3.6 Assessing Agent - The Assessing Agents have advised they have completed all steps of about 2,000 properties. They expect to finish by late July.

3.7 Transfer Station - A. Quiet weekend. Not good weather.

3.8 Other Town Committees - No reports

## **4.0 Agenda Adjustments**

- 4.1 Recreation Committee Terms of Appointments
- 4.2 Michael & Kristin Chouinard Abatement Request

## **5.0 Scheduled Business**

5.1 CDBG Grant 7:00 Steven Lane - Steven Lane is required to hold a Public Meeting regarding the application he has submitted for a grant to provide funding for a business proposal to give citizens an opportunity to ask questions or provide comments. This commenced at 7:00 PM. He read a statement describing his proposal and invited questions or comments. There were none and the Public Meeting closed at 7:05 PM.

5.2 Raymond Leet - Public Nuisance and Property Maintenance Ordinance - Mr Leet would like Litchfield to get a Public Nuisance and Property Maintenance Ordinance put in place, especially concerning properties at Litchfield Corner. Steve Ochmanski, CEO, advised we already have something in the Land Use Ordinance. There are procedures the CEO and Select Board must follow and we are currently doing that concerning two properties in the Litchfield Corner area.

5.3 CEO Contract Approval - tabled to next meeting.

5.4 High Visibility Vest Policy - Additional discussion regarding vests or coats. 16 new vests have been received. It was determined that any high visibility clothing would be satisfactory, including tee-shirts, vests and coats, depending on weather conditions.

5.5 PW Radio Communications Repeater Issues - The request was made to test communications capability by putting a repeater on private property with the approval of the property owner on Oak Hill as a temporary effort. Bruce will confirm the scheduling of it. Permission was given by the Board.

5.6 Budget Review - Departments Reviewed included: Transfer Station, Emergency Services (including dispatching), Recreation, Senior Center and Conservation.

5.7 Tree Growth Penalty Supplemental - Map R12, Lot 1D - Heirs of Roland Chesley removed 2 acres from Tree Growth and incurred a penalty of \$2,728.85 on account # 2935. A motion was made to approve the penalty by Rayna Leibowitz, seconded by Mark Russell and voted 3 - 0.

5.8 Executive Session - Poverty Abatement Request (Pursuant MRSA #36§841.2) a motion to enter an Executive Session pursuant to MRSA #36§841.2 was made at 7:55 PM. The Board came out of Executive Session at 8:18 PM. A motion was made to approve the poverty abatement in the amount of \$6,814.08 by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

## **6.0 Unscheduled Business**

6.1 Recreation Committee Terms of Appointments - Vicki Russell advised there are 5 members currently on the Recreation Committee and 2 more waiting to go onto it. In researching the appointments it was determined that the appointments made did not have an end period of the term indicated. The recommendation was made that the position being vacated by Vicki in June should be a 3 year appointment (she does not wish to be reappointed). The position held by Jamie Ouellette should end on June 30, 2020, Michelle McDonald end on June 30, 2020, Stephen Vannah end on June 30 2021 and Todd Twaddell end on June 30, 2021. After that, appointments should be for three years. A motion to accept this recommendation was made by Rayna Leibowitz, seconded by Mark Russell and voted 3 - 0.

6.2 Michael & Kristin Chouinard Abatement Request - Kristen and her daughters were present to discuss the incorrect tax bills they received for several years which included a second residence on the property that did not exist. An abatement had been given for this year. She was seeking an abatement for a longer period as the error has occurred since they purchased the property in 2009. A motion to approve the abatement for the two years that can be abated was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0. The corrections have been made to avoid the error in the future.

## **7.0 Legal**

## **8.0 Appointments and Resignations**

**9.0 Warrants**

9.1 Town Voucher #17 for \$367,665.84 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0

9.2 Town Payroll #18 for \$17,219.24 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0

**10.0 Other Business**

**11.0 Selectmen/Public Discussion/Communication**

**12.0 Future Agenda Item**

- 12.1 Feedback on Selectman's Handbook
- 12.2 IT management project
- 12.3 Gustin Rd and Old Mill Rd Bridges
- 12.4 Gustin Road - Winter maintenance (after may 1)
- 12.5 Shoreland Zoning, land Use Ordinance Consistency Efforts
- 12.6 Winter Sand Policy
- 12.7 Doug Caton - Consent Agreement
- 12.8 Town Office Expansion

**13.0 Adjournment at 8:20 PM**

Respectfully Submitted,

Rayna Leibowitz