

Town of Litchfield
Select Board
March 25, 2019
Draft 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, Tina Gowell, Rescue; Larry Nadeau, Road Comm.; Bruce Slattery, EMA Director; Bryan Lamoreau, Transfer Station Manager; Budget Committee members: Kelly Weissenfels, Tom Wood, Rodney Allen, Pat Soboleski, Elton Wade; Road Advisory Committee Members: Toby Jutras, Chm., Tamas Szepsy; John Upham, FOAA Officer; Renee Lachappelle, BAR **and Guests Present** per the sign-in sheet.

2.0 Minutes of 2/25/19 Meeting submitted for final approval. A motion to approve the minutes as corrected was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Minutes of 3/11/19 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. Several lien releases have been filed as taxes have been paid.

B. A copy of Gorham's Senior Discount Program has been distributed to the Board.

C. The Fuel Fund has been hit pretty hard in the last 5 - 6 weeks.

D. The new Food Bank has served 20, 20 and 32 families in its first 3 weeks.

3.2 Code Enforcement Officer/Plumbing Inspector - A. The building inspection on the Hallowell Road was completed and the Board has copies of the report. A meeting will be set up with the Town's attorney for 4/14 or 4/21 in the afternoon, 1:00 preferred.

B. The Planning Board had a Public Hearing on Shoreland Zoning Ordinance on 3/2/19. They took the language from the Land Use Ordinance for the permit requirements. The Land Use Ordinance was reviewed and changes and reformatting will be part of a Public Hearing on 4/4 at 6:30 PM.

3.3 Road Commissioner - Getting new lights installed in the garage under the Efficiency Maine program that will result in rebates for the costs.

B. Larry did some driving around and spot sanding of icy sections recently.

C. A Sprocket broke on a sander. This is not a usual occurrence and may have been a defective part. Additional assessment will be done.

D. Larry was asked to put BUMP signs up on town roads, especially Lunts Hill Rd. and the north end of Huntington Hill Rd.

E. A resident asked why we don't post roads. Larry responded that we don't have an ordinance to do it and without a law enforcement contracted to do it, there is no enforcement anyway.

3.4 Fire & Rescue - A. Quiet on the fire side for Litchfield but have had 6 recent responses for Mutual Aid.

B. Rescue has been very busy. Several members have been ill and unable to respond. The First Responder course gave them 2 new responders who are testing now.

3.5 Emergency Management - Radios for the Public Works are working better. The next step is to start the application process from the FCC for a tower up to 50 feet. The FCC will be able to identify if there is likelihood of interference from or to the existing antennae on the Hill. Bruce expects it might take up to 6 months to get a response. Bruce was authorized to begin the application with the Representative from RCM. There will need to be a building (probably 8 x 10 would suffice) a little off the road, (perhaps not 75 feet as originally discussed) with the antennae on the top and equipment inside. The test done showed improved communications with no dead spots. Bruce recommends retaining the repeater at the Town Office for back up with a generator in case the power failed on Oak Hill.

3.6 Assessing Agent - RJD Associates advised 90% of assessments are done and in their computer. All site visits are done. They will be making changes to the maps.

3.7 Transfer Station - A. Bryan reported there have been extra hours put in on the hazmat room

because of water that flowed in under the door and froze. A solution may be to slope the ground to allow the water to flow away from the building as the swap shop has had similar effects. Last weekend was light on Friday as the weather was not good, but busy on Saturday.

3.8 Other Town Committees - The Road Advisory Committee advised the expenditures for road work have been \$500,000 to \$600,000 over the past few years, including using the paving fund. A letter from the RAC was provided (not dated) outlining the proposed projects for the 2019 season which include finishing Oak Hill Road, Lunts Hill Road, West Road and Wentzell Road surface.

4.0 Agenda Adjustments

5.0 Scheduled Business

5.1 CEO Contract Executive Session - Pursuant to MRSA Title 1 §405 - A motion to go into Executive Session at 6:35PM was made by Mark Russell, seconded by Rayna Leibowitz and votes 3 - 0. The Executive Session ended at 6:57 PM. The changes to the CEO contract from the previous contract include increasing the salary to \$47,500 for the first year and \$50,000 for the second year with an average work week of 30 hours and specifying that health insurance would be paid at 100% (as it has been but if the rate for other employees changes, the CEO's would not change). A motion to approve the contract with these changes was made by Rayna Leibowitz, seconded by Mark Russell and voted 3 - 0.

5.2 Kelly Weissenfels - Sub Accounts - The Budget Committee reviewed the potential interest-earning capability of the Town funds and recommends moving the funds to a Money Market Account for more interest. This account would still be insured under FDIC. A motion to authorize the Town Manager to move the funds to a Money Market Account was made by Rayna Leibowitz, seconded by Mark Russell and voted 3 - 0.

5.3 Budget Review - A. The current population was estimated at 3650. There may be some additional requirements for elections when populations exceed 4,000. The Town Manager was asked to look into it.

B. The Budget Committee would like to investigate Spectrum services, the franchise fee issue and consumer interest in broadband services. They were authorized to do so.

C. Tom Woods will be looking into the street light issues.

D. The Budget proposals for Administration, General Government, Employee Benefits, Insurance, Planning Board, Town office Operations, Office Equipment, Computer Service, Software Support, Fire & Rescue, Forest Fires, Ambulance, Street Lights, Emergency Services, Recreation Dept., Cemeteries and Public Service Agencies were reviewed.

5.4 Quit Claim Deeds - G. Danforth Map R03, Lot 108A, R. Marquis Map R021, Lot 047 ON 1 - Glen Danforth- Map R03, Lot 108A, Repurchase Agreement completed. A motion to approve the quit claim deed was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

Robert Marquis- Map R021, Lot 047 ON 1 Repurchase Agreement completed. A motion to approve the quit claim deed was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

5.5 Workshop with Fire Dept @ Central Station (3/27/19 6:00 PM) A motion to hold the identified workshop was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

5.6 Poverty Abatement Process -Discussion was held regarding the Poverty Abatement process and a recommendation was made to hold an Executive Session on a Poverty Abatement review at a separate meeting and determine final action at a regularly scheduled Select Board meeting. A policy will be drafted for adoption at the next meeting.

5.7 IT Management Project - scheduled for 4/8/19

5.8 Winter Sand Policy - Discussion of creating a proposed ordinance or change the sign. The outcome, change the sign.

5.9 Agenda Outline - There was discussion but no changes were made.

6.0 Unscheduled Business

7.0 Legal

8.0 Appointments and Resignations

8.1 Recreation Committee Terms - V. Russell (6/30/19), J. Ouellette (6/30/20), M. McDonald (6/30/20) A motion was made to designate the term ending date of 6/30/19 for Vicki Russell by Rayna Leibowitz, seconded by Mark Russell and voted 3 - 0. A motion was made to designate the term ending date of 6/30/20 for Jamie Ouellette by Rayna Leibowitz, seconded by Mark Russell and voted 3 - 0. A motion was made to designate the term ending date of 6/30/20 for Michelle McDonald by Rayna Leibowitz, seconded by Mark Russell and voted 3 - 0.

9.0 Warrants

9.1 Town Voucher #18 for \$63,226.48 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.2 Town Payroll #19 for \$ 16,879.01 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

11.1 A suggestion was made to have the Select Board put an article on the Warrant for Town meeting to have 5 members on the Select Board. It will be on the agenda for the next meeting.

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 Gustin Rd -Winter maintenance (After May 1)
- 12.4 Shoreland Zoning, Land Use Ordinance Consistency Efforts
- 12.5 Doug Caton - Consent Agreement
- 12.6 Senior Discounts for property taxes
- 12.7 Town Office Renovations
- 12.8 Spectrum Franchise Fees
- 12.9 Poverty Abatement Policy (4/8/19)
- 12.10 IT Management Project (4/8/19)
- 12.11 Town meeting article for 5 Select Board members (4/8/19)

Respectfully Submitted,

Rayna Leibowitz