

Town of Litchfield
Select Board
April 8, 2019
Final 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 Ochmanski, CEO; Bryan Lamoreau, Transfer Station Manager; Road Advisory Committee Member: Richard Lane; John Upham, FOAA Officer; Rodney Allen, Budget Comm.; Michael Seaman, Planning Board; Renee Lachappelle, BAR **and Guests Present** per the sign-in sheet.

2.0 Minutes of March 25, 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. As authorized at the last meeting, the sub-accounts have been moved from Camden National Bank to Kennebec Savings Bank, also in Sub Accounts to receive a higher rate of interest.

B. The Contract from the Regional Communications Center has been received and will be on the next Agenda.

C. A proposed Contract from RJD Assessors has been submitted with an increase for 7/1/19 of \$1,500, 7/1/20 of \$750 and 7/1/21 of \$750. It will be on the next Agenda.

D. Removal of Canada Geese at the Woodbury Park must now be done by the Federal authorities at a cost of \$1,400.

E. The final installment of tax payments are coming in well.

F. Foreclosures have decreased by half in the last few weeks with payments of taxes.

3.2 Code Enforcement Officer/Plumbing Inspector - A. Steve provided a Permit Log for March, 2019 showing four permits issued at a cost of \$300.00 an owner-identified value of \$322,900.

B. Three new single family home applications are in and 5 more expected.

3.3 Road Commissioner - Crews have been out since 5:00 AM. Larry is on vacation so some temporary drivers have been called in.

3.4 Fire & Rescue - A. Chief Labbe advised the Fire Dept is proposing to trade the trailer used to haul the Kubota off-road vehicle for a heavier one. The current trailer is not as heavy as it should be for the vehicle and equipment it hauls. It is a safety issue. Scott's Recreation has offered a heavier trailer for \$2,500 (to be paid for by the Firefighters Association) using the current trailer as a trade-in. See 6.1 for vote.

3.5 Emergency Management - A. The license for the repeater on Oak Hill cannot be processed until after the Town Meeting. The proposed site for the building and tower is on property currently in the declaration of trust. In discussions with the Planning Board and Conservation Comm., it appears some changes would be required in the wording of the trust or some land would need to be removed from the trust, requiring a vote at a Town Meeting. The proposed site would need to be surveyed. The preliminary costs for the building, heat, electricity are about \$16,000, The driveway and site preparation work could probably be done by Public Works. The cost of the site work and concrete pad have not been determined. The cost of a survey is not known, but the CEO will identify the surveyor who did the full lot as using the same one could result in cost savings.

3.6 Assessing Agent - Ellery Bane will be here Thursday. The revaluation is going very well and some meetings with residents will be going on in the morning and data entry will be done in the afternoon. Public meetings are expected to be held in August after sending projected tax bill information to property owners in July.

3.7 Transfer Station - A. Bryan Lamoreau, Transfer Station Manager advised it was an interesting weekend. A truck came in with big black bags. When asked about the contents, they were advised it was

broken sheetrock. Not accepted. Another truck with 7 bags of household garbage concealed under bags of plastic jugs got put in the plastic compactor.

B. The plastic compactor has stopped working. The repairman is expected on Tuesday, 4/9.

C. Bryan will be at DEP training in late April for composting and blood borne pathogens.

D. John Upham donated 16 sheets of plywood.

E. A change in mercury containing bulb disposal will result in lower costs for the Town.

F. A suggestion of adding a third man instead of being open for three days during the summer was discussed. It will be reviewed when the budget is again discussed.

4.0 Agenda Adjustments

4.1 Fire Dept Trailer

5.0 Scheduled Business

5.1 Roger Bouley - Maxwell Road Water Issue - Mr Bouley was not present. Selectman Russell had visited the property. Selectperson Leibowitz advised she would like to have Larry and Mr Bouley present to discuss the situation when visiting the property.

5.2 Poverty Abatement Process - Draft Approval - A motion to approve the proposed policy was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

5.3 Carin Burnett - Food Sovereignty Amendment - the proposed amendment was discussed but no action was taken as more information needs to be gathered.

5.4 IT Management Project Steve Ochmanski and Mike Seaman discussed the merits of the three proposals received. Both ultimately supported the proposal from Superior Technology Services Co. because of more technically accurate information relating to the needs of the Town and the best ways of achieving them. While another proposal showed a lower cost, some critical elements were not included and would likely result in higher costs over all.

The suggestion was made to expand the budget lines to include replacement of computers reaching five years of age and seeking commercial grade hardware rather than consumer grade. Additional work should be done to address disaster recovery of data as warranties do not cover it. Steve was directed to offer suggestions on the budget changes to address this.

It was also noted that back-up procedures must be tested to insure they will work as expected with records of testing maintained. Building the Windows server cannot be completed until after the assessing work is done.

5.5 Budget Review - Office Equipment, Computer Service, Software Support needs a total amount and changed to reflect info from 5.4 above.

Public Works - \$5,000 was moved from Equipment Maintenance to the Garage Maintenance Account. This proposed budget includes \$60,000 to purchase sand. The question was asked if the assessment of sand and gravel in the pit had been done. No one knew in Larry's absence.

Garage - The electricity line was not reduced even though new energy efficient lights have been installed. The over-budget heat amount spent this fiscal year reflects an operations problem with the furnace this winter that needed repair.

Dams, Debt Service were reviewed. The paving bond has 10 months left.

Capital Projects - adding a tractor with a front end loader for the Transfer Station and putting \$100,000 in the Fire Equipment Reserve Account are included.

Special Projects - The Town Office Renovation needs to have a building use evaluation of the existing building performed (expect a cost of \$5,000) Add Repeater for PW for \$20,000. The Revaluation amount needs to be checked. The Recreation Dept has requested \$10,700 for work at the Veterans Field facilities. Questions were asked about the reasons for these projects and expected usage. No report has been received regarding the utilization of the facilities.

It is expected an initial approval of the budget will be done at the next meeting (April 22), to be reviewed and responded to by the Budget Committee and a final approval at the May 13 meeting.

5.6 Town Meting Article for Five Selectboard Members - Discussion was held but the proposal

did not have the support of the Board.

5.7 Quit Claim Deed - R. Vannah, Map R03 Lot 6 ON 10 - Taxes having been paid, a motion to approve and sign the Quit Claim Deed was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

6.0 Unscheduled Business

6.1 Fire Dept Trailer - A motion was made by Mark Russell, seconded by Gary Parker to approve the trade, at the expense of the Firefighters Association, vote 3 - 0. Once completed, the new trailer will become the property of the Town of Litchfield Fire Dept.

8.0 Appointments and Resignations

8.1 Jessica Childs - School Board Resignation - The term expires in June, 2020. A motion was made by Mark Russell, seconded by Rayna Leibowitz to accept the resignation and declare a vacancy in the position, the vacancy is to be posted in the Town's website and at the usual local locations to see if there is any local interest and appoint a person to fill the position for 2 - 3 months until an election can be held to fill out the remainder of the term. The vote was 3 - 0. Trudy was directed to identify the statutory references regarding filling the position and talk with MMA regarding the requirements

9.0 Warrants

9.1 Town Voucher # 19 for \$340,763.73 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.2 Town Payroll # 20 for \$23,041.37 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 motion was made by Mark Russell, seconded by Gary Parker to hold the Select Board meeting normally scheduled for May 27 (Memorial Day) to be held on May 28. The vote was 3 - 0.

11.2 A motion was made to hold a Selectboard Workshop on April 17 at 1:00 PM to meet with the Town's Attorney in Executive Session pursuant to 1 MRSA § 405, followed by Executive Session for Personnel Evaluations pursuant to 1 MRSA § 405. The vote was 3 - 0.

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 Doug Caton - Consent Agreement
- 12.5 Senior Discounts for property taxes
- 12.6 Spectrum Franchise Fees
- 12.7 Proposed Regional Communications Center Contract
- 12.8 Proposed Contract with RJD Assessors
- 12.9 Initial Approval of Budget
- 12.10 Proposed Food Sovereignty Ordinance Amendment

The meeting adjourned at 9:55 PM.

Respectfully Submitted, Rayna Leibowitz