

Town of Litchfield
Select Board
April 9, 2018
Meeting Minutes

1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen: Mark Russell, Chairman, Rayna Leibowitz, Gary Parker; **Staff:** Trudy Lamoreau, Town Manager; Steve Ochmanski, CEO, LPI; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Stan Labbe, Fire Chief; Kevin Buckmore, Jamie Dow, Tina Gowell, Fire Dept./Rescue; Bruce Slattery, EMA Dir.; Tiffany Caton, Rec. Director; Joan Thomas, Library Trustee; Selena Nadeau, Town Office Staff; Committee Members: Tamas Szepsy, Toby Jutras and Lindsay Nelson, Road, Advisory Comm and Rodney Allen, Tom Woods, Kelly Weissenfels and Pat Soboleski, Budget Comm; John Upham, FOAA Officer; **and Guests Present** per the sign-in sheet.

2.0 Minutes of March 26, 2018 Meeting submitted for final approval. A motion to approve the minutes as amended was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. A Drug Take-back session is scheduled for April 28, 10 - 2 at the Transfer Station in cooperation with the Kennebec Sheriffs Office.

B. The Sheriffs Office would like to meet with Litchfield regarding the proposed costs of a Resource Officer in the schools.

C. Pettengill Printers is no longer printing Town Reports. Trudy has talked with Quality Copy in Hallowell. They offered two styles: Magazine-like for \$5,000 or our usual format for \$2,500. Their deadline for receiving the copy is 2 weeks before it is needed by the Town. The Chairman requested getting a quote from J. S. McCarthy as well.

D. Trudy will prepare a letter to MDOT requesting removal of the pine trees between the Plains Baptist Church and the Pine Tree Road on behalf of the Board, Fire Chief and Road Commissioner. All will sign it when it is ready.

E. The Poverty Abatement denied on March 26 has been appealed. The Board of Assessment Review, Trudy and the Chairman will meet with the claimant in Executive Session.

F. There are 955 residents receiving a Homestead Exemption. It was explained that the Town would not be receiving a penalty, but rather the exemptions would be for \$19,000 instead of \$20,000.

G. Trudy has contacted the Town's attorney regarding the correct wording for the Town Warrant article regarding the purchase of property from David Blocher as suggested. A response is expected next week.

H. The AED source information was e-mailed from Tina to Trudy but not received. Tina will send it again.

3.2 Code Enforcement Officer/Plumbing Inspector - A. Steve is dealing with a lot of places with junk.

B. Building Permits - about 20 are pending with most waiting for additional information to complete them. Five are for new single family homes.

C. Plumbing Permits - generally not starting yet.

D. Planning Board - no final language yet regarding the marijuana topic. Still waiting for the State-level decisions.

E. The assessments from the Marijuana Survey will be available for 4/19. There will be a Public Hearing regarding several proposed changes to Litchfield Ordinances including timber harvesting in the Shoreland Zone that will pass enforcement authority to the state.

F. A Public Hearing regarding a site review issue will also be held on that evening.

G. Steve worked all day last Friday with the IT Technician to change equipment that supports the computer operations in the Town Office. Those efforts will provide better resiliency and expansion capabilities in the future.

3.3 Road Commissioner - A. Friday it snowed but the crew was not called out to plow and/or sand as the temps were expected to climb and melt much of the snow to slush before dropping again.

B. One employee is leaving for a better paying job so applications for a replacement will be requested.

C. The equipment is all washed signaling the end of plowing/sanding activities but the sanders are not being removed just yet. They will remain ready for snow but hope they won't be needed.

D. Some preventative maintenance is scheduled for the equipment when the threat of more snow is past. Larry doesn't want trucks out of service if they might be needed.

E. The insurance inspector was here last Thursday. He like what he saw in the PW area and took pictures to use as encouragement to others.

F. Larry and a member of the RAC met with representatives from All States Paving regarding concerns on the Upper Pond Road. All States will do more assessment and get back to him.

G. A resident asked for information about maintenance of roads that will be done this year. The response was that the frost needs to be out of the ground before much can be done, but there is a long list of things they intend to do this spring and summer. Ditching will start after May 1 when the rental equipment is here.

3.4 Fire & Rescue - A. Chief Labbe advised they lost the compressor on the pumper (vehicle #65) and it had to go for repairs.

B. After a chimney fire, the brakes locked up when they got back to the fire station and Stan had to call Larry for mechanical assistance. The bill for repairs is not in yet.

C. Chief Labbe is happy with the new flooring that was installed. Hopefully, there will be enough money left to do the office and restrooms.

D. The roofing job on Central Fire Station has started.

E.. Jamie Dow advised the radios on the trucks and the portables have been reprogrammed. They are all up to date. Some portables had to have programs written for them. The portables used for interior response are 18 - 19 years old.

F. The FD needs to plan to replace them (14 or 15) at about \$1,200 each. This needs to be incorporated into the Capitol Improvement Plan. They would like to replace a few at a time instead of all at once, so they are on a rotation basis for future replacements.

3.5 Emergency Management - The repeater estimate of \$15,000 will be the one in the budget, according to the EMA Director.

3.6 Assessing Agent -

3.7 Transfer Station - Good weekend last weekend. Seeing new people who are recycling. The new container is working well. The partition for the cardboard seems to be working well with folks putting their cardboard behind it, as appropriate, even without a sign directing them on how to use it. Some signs are still needed for other places.

4.0 Agenda Adjustments

4.1 Newsletter

4.2 Fire Chief quoted in newspaper

4.3 Spirit of American Nomination

5.0 Scheduled Business

5.1 Anne Davis - Gardiner Public Library - Ms. Davis provided information regarding the budget request for the Library. Handout materials explained the basis for the amount. A copy of the handout is available for review.

5.2 Chief Al Nelson, Gardiner Fire/Ambulance Dept. - Chief Nelson provided information regarding the budget request for ambulance services for Litchfield. Handout materials explained the basis for the amount. A copy of the handout is available for review. There may be legislation regarding requiring insurances to pay directly to the ambulance and not to the patients who then don't pay. Another issue is the responses to the Maine Turnpike travelers who don't pay if they require medical attention that gets passed on

to the towns the patients are in. Legislation to require the Turnpike to pay for it would probably be supported by all the towns along the Turnpike corridor.

5.3 - Tiffany Caton, Rec Director - Mowing Bids - Bids were opened by the Chairman for the 3 ball fields and Woodbury Pond Park

Brandon Catlin (Wales) All Year Round Yardwork

\$225 per week per field

\$260 per week for Woodbury

M. R. Early Lawn & Landscaping (Litchfield)

\$55 per week per field

\$50 per week for Woodbury

Ken's Lawn Care & Landscaping (Litchfield)

\$148 per week for 3 fields

\$65 per week for Woodbury

Paul's Yardworks (Litchfield)

\$85 per week per field

\$85 per week for Woodbury

A motion to accept the bid from Ken's Lawn Care & Landscaping was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

5.4 Recreation Comm By-Laws - Director Caton requested authorization to decrease members from 7 to 5 as there is a problem getting a quorum. A copy of the by-laws was requested.

5.5 Lindsay Nelson - Invasive Plants - Lindsay provided information about plans to continue to address invasive plants along the roadways. She requested consideration for including treatments to plants along State Roads (Route 197 and 126) and State Aid Roads.

Last year, the town paid for treatments of Japanese Knotweed along town owned roads and invited landowners to contract with the applicator we used to address their Knotweed at their own expense. The contractor will be back in June for 2 weeks and she would like to offer residents to address their patches again. She has the contact and contract information available. She has talked with MDOT reps who have said they plan to treat Knotweed on State roads next year. Apparently no treatments of State Aid Roads are planned. The Road Advisory Committee will be asked to discuss and bring a recommendation to the Board regarding what should be done this year, including addressing other invasives. Members expressed an intent to plan for some annual expenses for this issue.

5.6 Revaluation RFP Approval - Discussion of the latest draft of the RFP was held. The end date was changed so costs can be spread over a 2 year fiscal year period. A motion to approve the RFP was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0. The bids are to be opened by the Board on June 11. Advertising will be done in Bangor, Portland and Augusta newspapers, our website and the MMA website.

5.7 Budget Review: It was noted that mislabeling of columns made for considerable confusion regarding the review.

Recreation - The only increase is for Mowing, as the result of tonight's bid acceptance.

Public Works - Labor and overtime have increased to address potential snow/ice control next year and trying to keep employees to minimize turnovers. The salt and calcium (flake) budget is higher. Plans to replace a plow truck from the PW Equipment Reserve Account may need to be somewhere in the budget(?).

Town Garage - The underground fuel tanks may need to be replaced in 3 -4 years.

Revenues - Increased revenue projections in Auto Excise, Transfer Station Tipping and Cable Franchise. Expected decreases are in GA Reimbursements and Animal Control Revenue. A question was asked about BETE Reimbursement so that figure needs rechecking.

Capital Improvement Plan (CIP)- The Undesignated Fund Balance is about \$1M. A Working Draft of the CIP dated 4/9 was reviewed. It does not contain a figure for replacing the Litchfield Academy windows and the Transfer Station Items appear to not be on the budget page or the Capital Projects/Special Projects lists. The Revaluation and FD Doors and Repeater need to be added to the CIP and Budget pages and the Fire Dept

Reserve and Town Office Renovation need to be added to both CIP and budget. Some of the Town Office Renovation costs may come from the balance in the Capital Project Fund. Anticipating the Fuel Tanks replacement should also be in the CIP.

Other: The increase for TRIO upgrade of \$14,500 needs to be added to Office Equipment, Computers. There was discussion about the Capital Road Improvement Budget remaining at \$400,000 or reduced to \$300,000, the difference to be used to pay for this year's cost of the Revaluation. A resident noted if each department reduced their budgets a little, the Road Improvement Fund could be left at \$400,000.

5.8 Preliminary Budget Discussion - See above.

6.0 Unscheduled Business

6.1 Newsletter - Recent delays and failures to meet expectations by the printer prompted discussion and a request for the Town Manager to seek quotes and options from other printers.

6.2 Fire Chief quoted in Newspaper - Rayna reported Chief Labbe was quoted in a newspaper article regarding the budget concerns of the State Fire Marshal's Office. A copy will be put in the mailboxes of the Board.

6.3 Spirit of American Nomination - postponed to the next meeting in the interest of time.

7.0 Legal

8.0 Appointments and Resignations

9.0 Warrants

9.1 Town Voucher # 19 for \$349,395.13 A motion to approve was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0

9.2 Town Payroll # 20 for \$17,522.13 A motion to approve was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0

10.0 Other Business

11.0 Selectmen/Public Discussion/Communication

11.1 First draft of selections from the Selectmen's Handbook was distributed for comment by the Board and Town Manager.

11.2 Voting - Ballot Counting - Discussion and decision to not do electronic counting of ballots for the June primary.

11.3 Contract Employee Evaluations - A special meeting was set for 4/26 to do the four evaluations, if possible.

12.0 Future Agenda Item

12.1 D. Blocher Property proposed warrant article

12.2 Street Lights

12.3 Gustin Rd and Old Mill Rd Bridges

12.4 Whippoorwill Rd Culvert/Bridge

12.5 Return of the 7/14/16 Executive Session Working Papers

12.6 AED Purchase

12.7 Spirit of American Nomination

12.8 Newsletter Cost Quotes

12.9 Town Report Quote from J.S.McCarthy

12.10 Recreation Committee By-Laws

12.11 BETE Reimbursement amount

12.12 Feedback on Selectmen's Handbook

13.0 Adjournment at 10:50 PM

Respectfully Submitted,

Rayna Leibowitz