

Town of Litchfield
Select Board
April 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; Larry Nadeau, Road Comm.; Town Office Staff: Kelly Weissenfels.

The Chairman, Gary Parker, advised the meeting is being available to the community via interactive telecommunications which allows video and audio participation to those having camera capability using instructions available via the Internet. Voting by the Select Board will be done by roll call and will be recorded in the minutes using their initials and their vote.

2.0 Minutes of March 20, 2020, Meeting submitted for final approval. A motion to approve the minutes was made by Mark Russell, seconded by Rayna Leibowitz and voted RL – yes, MR – yes, GP – yes.

Minutes of March 23, 2020, Meeting submitted for final approval. A motion to approve the minutes was made by Rayna Leibowitz, seconded by Mark Russell and voted RL – yes, MR – yes, GP – yes.

Minutes of April 13, 2020, Meeting submitted for final approval. A motion to approve the minutes was made by Mark Russell, seconded by Gary Parker and voted RL – yes, MR – yes, GP – yes.

3.0 Reports and Correspondence:

3.1 Town Manager: A. Trudy Lamoreau, Town Manager, has confirmed that Nomination Papers for the Town elections are closed, regardless of when the Town voting occurs. The indications are that the State Primary voting will occur on July 14, 2020. Ballots will be printed showing the candidates who submitted sufficient signatures on nomination papers to be on the ballot. Other vacancies will require write-in votes to elect anyone.

B. Town Office business using the mail slot pass through continues to work well.

3.2 Code Enforcement Officer/Plumbing Inspector – Absent, no reporting required.

3.3 Road Commissioner -A. Expecting borderline icing if temps drop tonight.

B. Ditching has started on the Lunts Hill Rd. It's a muddy mess in places.

C. Did culvert work on Stevenstown Road due to beaver activity.

D. Larry talked with Phil of RCM Communications (RCM). For \$400, RCM will do a check of antenna coverage within 2 weeks. Locations below Ring Hill on the Plains and Thorofare Roads and the south east corner on Dead River Road have issues.

3.4 Fire & Rescue – A. Trudy reported for Chief Labbe that more supplies of response equipment have been ordered.

B. Rescue calls are down since Covid -19.

C. Requested statistics regarding calls have not been provided. The Town Manager will remind them of the request.

3.5 Emergency Management – Bruce checks in with Trudy and Chief Labbe every couple of days.

3.6 Assessing Agent – Ellery Bane is expected to be in the office on May 14th.

3.7 Transfer Station – A. The Transfer Station was closed last weekend due to illness. It is expected to reopen this weekend and will be open Sundays until September as well as Fridays and Saturdays.

B. A truck driver from Almighty Waste hit and bent a beam and possibly a post. A representative will be coming to visit 4/28 to either repair or assess for repairs. Chairman Parker intends to meet with him.

3.8 Other Town Committees: Conservation Comm.: The Town Manager reported the proposed locations for signage for the trails behind the Town Office will not interfere with Public Works operations.

Recreation Comm.; a recent ZOOM meeting identified volunteers who want to take down and rebuild dugouts at the Sports Field with solicitations of materials and other volunteers to help. It was noted that there may not be any sports played there this summer, so there may not be an immediate need to do it.

Road Advisory Comm.: Chairman Toby Jutras, participating remotely discussed construction planning and budget considerations given the potential for decreased revenues. So much is undecided in state budgets and school budgets that it may become critical for adjustments to accounts that the Town has some control over.

Mass Gathering Ordinance Comm.: A virtual meeting is scheduled for April 28 at 6:30 using Zoom to review and discuss the changes to the draft Ordinance made by KVCOG. The goal is to have it on the Warrant for the Town Meeting this year.

4.0 Agenda Adjustments

4.1 Appointment of Ballot Clerks

4.2 Cemetery Trust Funds Report

5.0 Scheduled Business

5.1 Mary Jo Mason update – no new information. A request was made to change the reference used for the agenda to the address

5.2 Broadband Committee Discussion/Request – Chairman, Larry Bell, participating remotely discussed progress on the Phase I grant request. Preliminary information has been forwarded to ConnectMe today. He has learned there is a Western Kennebec Lakes Region Group working on Broadband improvements for Fayette, Leeds, Mt Vernon, and Vienna. Winthrop, Monmouth and Litchfield may want to join up with them to be part of a larger group. Their progress is ahead of us so some catching up will be necessary.

Budget – the preliminary budget of Phase II to VII with 50/50 match from ConnectMe includes a gap analysis and the proposed cost to implement solutions. The Western Kennebec Lakes Region Group has completed this survey.

Chairman Bell reported TK Networks offering high speed broadband are off to a good start with 30+ customers. Things have slowed because folks are concerned about strangers coming into their homes with potential Covid – 19 exposures possible so as those concerns decrease, they are hoping for more customers. Service seems to be very satisfactory.

The proposed budget request for the current budget cycle is \$8,250 for half the Phase I work (ConnectMe to fund the other half) plus \$10,000 for strategic infrastructure investments for a town owned fixed broadband tower and/or coax cable service. TK Networks is interested in

expanding and feels 3 antenna locations would meet the needs.

A question was asked about franchise fees currently collected by Spectrum that have increased and whether that translates to higher revenues for the Town of Litchfield. This will be investigated by the Broadband Committee.

5.3 Elections/Town meeting Discussion – Litchfield’s elections have traditionally been held simultaneously with the State’s primary elections by calling the Town Meeting to order on that date, and recessing the Town Meeting when the polls close to be reconvened on the following Saturday morning for the completion of the Town Meeting business. If the State Primary is held on July 14 as projected at this time, that would mean our Town Meeting conclusion would be held on July 18. The Town Manager has determined both July 14 and 18 are dates the Sportsmens Club would be available. A motion was made to reschedule the Town Meeting to July 14, 2020 at 8:00 AM for the purpose of electing a moderator and voting for elected Litchfield officials and recessed to reconvene on July 18, 2020 at 10:00 AM for the purpose of completing the Town Meeting at the Litchfield Sportsmens Club by Mark Russell, seconded by Rayna Leibowitz and voted – RL – yes, MR – yes and GP – yes.

5.4 Road Posting Coordination – Discussion with no action taken.

5.5 Budget Review – Accounts reviewed included Public Works, Garage, Capital Projects (adding the Broadband Infrastructure) and Special Projects (adding the broadband matching grant). A quick walk through of the budget identified several categories that might have reductions and some additional information needed. Dave Blocher of the Budget Committee commented that the RSU#4 school budget local share for Litchfield may be increased by \$127,399 plus \$73,000 for 2 additional positions.

5.6 Executive Session, Road Commissioner Contract, Title 1, M.R.S.A. §405(6)(A). - A motion to enter Executive Session for the purpose of personnel matters in accordance with Title 1 M.R.S.A §405(6)(A) was made at 9:50 PM by Mark Russell, seconded by Rayna Leibowitz and voted MR – yes, GP – yes and RL – yes. The Executive Session was ended at 10:30 PM. A motion to offer Lawrence R. Nadeau, II as Road Commissioner, a contract as proposed requiring 45 days written notice if a contract was not being offered to continue service, three years duration of employment under this contract and an increase in pay of 3% each year above the amount last paid in the current contract was made by Mark Russell, seconded by Rayna Leibowitz and voted MR – yes, GP – yes and RL – yes. A motion to authorize the Selectboard to sign the contract outside of a regular meeting was made by Mark Russell, seconded by Rayna Leibowitz and voted MR – yes, GP – yes and RL – yes.

6.0 Unscheduled Business

6.1 Appointment of Ballot Clerks – A list of proposed Ballot Clerks was provided by the Town Manager for the 2020-2021 period. A motion to approve all of them was made by Mark Russell, seconded by Gary Parker and each was approved by vote by MR – yes, GP – yes and RL – yes for all except her own appointment from which she abstained. A copy of the list is attached to the official copy at the Town Office.

6.2 Cemetery Trust Funds Report – Rayna Leibowitz provided a printed report showing trust funds origins and purposes for several accounts. There are sufficient funds to ensure payment for name signs for all cemeteries requiring them.

9.0 Warrants

9.1 Town Voucher #22 for \$ 29,886.41 A motion to approve was made by Mark Russell,

seconded by Rayna Leibowitz and voted MR – yes, GP – yes and RL – yes.

9.2 Town Payroll #22 for \$17,010.21 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted MR – yes, GP – yes and RL – yes.

11.0 Selectmen/Public Discussion/Communication

1. 11.1 Memorial Day is May 26 and would be a scheduled Selectboard Meeting. A motion to move the meeting to Tuesday (May 27) and establish the **policy that whenever a regularly scheduled Selectboard meeting falls on a legal holiday, the meeting will be automatically rescheduled to the next evening** was made by Gary Parker, seconded by Mark Russell and voted MR – yes, GP – yes and RL – yes.

12.0 Future Agenda Item

- 12.1 Feedback on Selectmen’s Handbook
- 12.2 Town Office Renovation Update
- 12.3 New Dispatching Protocols Update

13.0 Adjournment 10:38 PM

Respectfully Submitted By

Rayna Leibowitz