

Town of Litchfield  
Select Board  
May 26, 2020  
Meeting Minutes

**1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen:** Gary Parker, Chairman, Rayna Leibowitz, Mark Russell (via Zoom); **Staff:** Steve Ochamanski, CEO; Larry Nadeau, Road Comm.(via Zoom); Bryan Lamoreau, Transfer Station Manager; Lindsay Nelsen, Conservation Comm. (via Zoom); Tom Wood (via Zoom), David Blocher (via Zoom), Budget Comm; Larry Bell, Broadband Comm.(via Zoom); 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 May 11, 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 May 6, 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.

**3.0 Reports and Correspondence:**

3.1 Town Manager: A. Steve reported in Trudy's absence.

B. He reported that Diana and Kelly have done an outstanding job in the front office.

C. All required reports are done and business has been accomplished as needed.

D. The plan is to reopen the Town Office to the public next Monday (June 1) and protocols have been developed to do it safely. They include: 1 person at a time inside the office. All business will be conducted through the center portal with the barrier in place. Papers can be passed through the opening at the bottom. Customers will not be required to wear masks. The Town Office staff may wear masks but will not be required to. The door stays locked to prevent additional people from entering until the present customer leaves. The door and counter will be sanitized after every customer. Customers coming to see the CEO/LPI will be admitted through the door directly into the conference room and directed to the chair at the near end of the table where they will be directed to remain. The CEO will bring any documents needed for review to the table. The CEO is considering requiring customers who want to see him to wear masks. He plans to wear one. The door between the lobby and conference room will stay closed. The bathroom will be off-limits to all but staff. There will be sanitizing accomplished after every customer. Signage will be thorough. Adequate sanitizing supplies are on hand. If the staff feels the situation is unsafe, the office will be closed to admittance and transactions will resume using the pass through.

3.2 Code Enforcement Officer/Plumbing Inspector – Today is Steve's first day back and he spent much of the day assessing situations.

A. A road name is requested for what had been Brian Kent's driveway. His daughter, Genevieve Pence, has taken over the property and has sold a house lot off the driveway (R4, Lot 36) so it must be named. The requested name is Wintergreen Lane. A motion was made to approve the

name "Wintergreen Lane" as requested by Rayna Leibowitz, seconded by Mark Russell and voted RL yes, MR yes and GP yes.

3.3 Road Commissioner – A. Larry reported the crew has been ditching on Lunts Hill Road, trimming brush and dealing with invasive plants.

B. The underground tank inspection isn't due until October, 2021. He would like to have it done sooner and if it passes it would extend the next inspection out longer. He will request it.

C. We need rain.

3.4 Fire & Rescue – A. The Chief is still out of state. No report of fire or rescue activity as requested.

3.5 Emergency Management – Nothing to report.

3.6 Assessing Agent – Rob and some of his staff were here last week trying to close up the spring work.

3.7 Transfer Station – A. Bryan Lamoreau, Manager, reported it has been very busy. Over 1100 stickers have been issued. Many summer residents have arrived.

B. Each weekend there seems to be a couple of folks who give a little trouble.

C. He met with a concrete contractor and got a price quote for concrete work desired. There was a discussion of the option of asphalt for the ramp for the roll-off rather than concrete. Additional information is needed.

D. He plans to get someone in to look at site work and other vendors next week.

E. Bryan has a meeting scheduled with the Budget Comm. on June 10 to discuss budget requests.

F. He is hoping to start on some of the projects that have been planned and funded that have not been done yet.

G. We have some information from the two organizations who do single stream recycling, so costs can be compared. A critical piece of information needed is the number of tons of each recycled product for the last reported year. Bryan has those reports at the Transfer Station and will get them to do the comparisons.

3.8 Other Committees: **Broadband Committee** – Larry Bell, Chairman, reported that ConnectMe will be meeting May 27 to review applications and decide grants. He'll report the results when he has them.

**Budget Committee** – A. This committee asked if there has been any word on a meeting scheduled with RSU#4 and there was no indication that any has been attempted.

B. The Select Board has received communication via e-mail regarding the proposed budget. Individual items will be discussed as the budget is reviewed.

C. Final recommendations for the Town Report will be forwarded to the Town Office after the June 10 meeting, in time to go to the printer.

#### **4.0 Agenda Adjustments - none**

#### **5.0 Scheduled Business**

5.1 R 02, Lot 16, 2787 Hallowell Road – A memo from the Town's legal firm has been received and provided to the Board at this meeting. It is likely the Board will want to review and discuss this information. When June 1 occurs, no action will be done automatically. If any action is done regarding demolition, the mortgage holder wants to be informed and involved.

5.2 R 02, Lot 17, 2783 Hallowell Road – No movement. Waiting for the courts to resume

activity.

5.3 Conservation Commission/Lindsay Nelsen – Protocols for Tax Acquired Property - There was discussion of process development and an agreement made that the property on the Lunts Hill Road (R9, Lot 72C) the Conservation Commission looked at would be a good one to use as a test case. Since no notice of intent to sell has been issued on it, there is time to work with it. The Select Board agreed to visit the site separately and put this topic on the next agenda for further discussion. The CEO, when asked if the lot was buildable, advised it has some wetland area, but 10% can be filled in up to 4,000 square feet without a permit. After that a Tier I or Tier II permit can be requested.

5.4 Request for Extension of License on Premise – Peak Partners, LLC. - A review of the application was done and several questions were identified. The CEO reached the applicant by phone and got answers. The intent is to be able to serve alcohol on the covered deck area and in the picnic area enclosed by a fence. A recommendation was made to revise the information and diagram to clarify the intent and eliminate the questions. A motion was made to approve the application when it is revised (as recommended) and authorize the Board to sign it outside of a regular meeting by Mark Russell, seconded by Rayna Leibowitz and voted RL yes, MR yes and GP yes.

5.5 Request for Extension of License on Premise - Lintonia Bar and Grill - A review of the application was done. The intent is to be able to serve alcohol at tables on the porch and picnic tables beside the lake in a fenced area. A motion was made to approve the application by Mark Russell, seconded by Rayna Leibowitz and voted RL yes, MR yes and GP yes. Select Board members Leibowitz and Parker were present and signed the application.

5.6 Mass Gathering Ordinance Review & Discussion, establishment of a Public Hearing date – Discussion of scheduling a Public Hearing date and time was held. It will be done using Zoom for participation without a gathering. A motion to hold the Public Hearing on Monday, June 15, 2020, at 6:30 PM was made by Rayna Leibowitz, seconded by Mark Russell and voted RL yes, MR yes and GP yes.

5.7 Budget Review – The Budget Committee has made several recommendations regarding changes to the budget amounts. While they recommended no wage or salary increases, that suggestion was not accepted by the Select Board. Some modifications in wages/salary lines have been made. Other suggestions looked at lines where budgeted amounts were historically not used and made reductions.

They recommend the lowest possible amounts they felt could be budgeted but recommend increasing the contingency fund to provide for monies to meet unfunded needs that may occur.

They want to incorporate the Select Board’s ability to curtail spending

They want to increase contingency funds

They want to move all accrued vac/sick leave to a single line in the 07-5 Employee Benefits account and establish an accrued fund where unused amounts roll into it each year.

They have recommendations regarding improvements and clarification to wording on some Warrant Articles.

They recommend informing RSU#4 that the Town of Litchfield is attempting to keep a level municipal budget and encourage RSU#4 to attempt to do the same.

Discussion of the Road Improvement Fund may result in a decrease this year and a hope that the economic picture will be better next year.

The revenues amounts are likely to not meet projections, especially in the accounts funded by

the State of Maine. Tom Wood of the Budget Committee offered to do some research and try to develop a potential revenue sheet for the next meeting on June 8.

**9.0 Warrants**

9.1 Town Voucher 24# for \$47,766.26 A motion to approve was made by Rayna Leibowitz, seconded by Gary Parker and voted RL yes and GP yes. MR abstained

9.2 Town Payroll #24 for \$20,152.57 A motion to approve was made by Rayna Leibowitz, seconded by Mark Russell and voted RL yes and GP yes. Mr abstained

**12.0 Future Agenda Item**

12.1 Feedback on Selectman's Handbook

12.2 Town Office Renovations Update

12.3 Cemetery Signs

12.4 Update Regarding the New Dispatching Protocols

12.5 R 9, Lot 72C Visit- Protocols for Tax Acquired Property

12.6 Final Budget Review

12.7 Revenue Projections Review

12.8 Town Warrant

**13.0 Adjournment at 9:27 PM**

Respectfully Submitted By

Rayna Leibowitz