

Town of Litchfield
Select Board
May 13, 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, Tina Gowell, Rescue; Steve Ochamanski, CEO; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Road Advisory Committee Members: Richard Lane, Tamas Szepsy, Cyndi Redmond, Lindsay Nelsen; Budget Comm. Members: Pat Soboleski, Rodney Allen, Elton Wade; John Upham, FOAA Officer; Renee Lachappelle, BAR; Conservation Comm. Members: Tim and Terry Tracy; Fire Dept. Reps: Betsy and Mike Sherman, Jack Samson, Ricky Gowell, Reggie L., Jodie Fournier, Rodney Allen; Litchfield Academy Trustee: Elton Wade; Rec. Comm Tiffany Caton and Vicki Russell **and Guests Present** per the sign-in sheet.

2.0 Minutes of April 22, 2019 Meeting submitted for final approval. A motion to approve the minutes was made by Mark Russell, seconded by Gary Parker and voted 3 - 0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. The Town Manager and Lezley Sturtevant went to a class last week regarding Vital Records. A Cash Management Class is coming up.

B. The Transfer Station Manager recently attended a two day training session.

C. The Code Enforcement Officer is scheduled for 2 days of training next week.

D. They are interviewing applicants for the Woodbury Pond Park attendant. They have a good pool of candidates.

E. The front office has been busy with 300 registrations in 7 days including 50 trailers that exhausted the inventory of plates.

F. The Road Commissioner has an ad in the paper and MMA website for 2 part time positions.

G. The Animal Control Officer has been very busy lately.

H. A request was made for authorization to move some sweep account balances into the Money Market account to benefit from the higher interest rates. A motion was made by Mark Russell, seconded by Rayna Leibowitz to authorize the Town Treasurer to set up the Money Market Account to maximize interest income with a report provided each month regarding the results and voted 3 - 0.

3.2 Code Enforcement Officer/Plumbing Inspector - A. The issue on the Whippoorwill road that Steve made us aware of is continuing.

B. The dangerous building issue is waiting to have all parties served. One is still not served after two attempts.

C. The CEO is dealing with 3 other junkyard issues.

D. Potential Land Use Ordinance changes would give the CEO authority to do a variance for ADA issues. A draft of the Warrant Article is needed.

E. Potential Shoreland Zoning Ordinance is to address state mandated changes and permits required which match the Land Use Ordinance provisions. A draft of the Warrant Article is needed.

F. Steve complimented the Planning Board for the work they have done.

G. The Building Permits Log for April 2019 was distributed showing \$600 collected for permits and permits issued for owner valued property of \$459,400.

3.3 Road Commissioner - A. Oak Hill and Gustin Roads have been graded.

B. Cold patching is done, for now.

C. The signage inventory has been assessed.

D. The sanders are out of almost all the trucks.

E. June 10 is the estimated start of the Whippoorwill Road culvert project with a maximum 21 day

road closure, but it is not expected to be that long. School will still be in session until June 15, according to Stan Labbe.

3.4 Fire & Rescue - A. Chief Labbe advised they had responded to 2 woods fires and 1 grass fire in the last 2 weeks, one in Bowdoin burned 6 acres.

B. Tina Gowell advised there is a group going to the Boston Burn Center for training and visits.

C. The snow coming off the Fire Station roof and hitting the generator seems to have been slowed by the roof stops. More assessment will be done next snow season.

3.5 Emergency Management - No action has been done on the FCC application as we wait for the Town Meeting vote to remove a property designated for the communications tower from the land trust.

3.6 Assessing Agent - Rob will be here on Thursday. Several people want to meet with him.

3.7 Transfer Station - A. The Bulky cans were 6 - 8 feet over the top by Saturday night, having started with empty cans Friday morning. Discussed having an extra bulky container and possibly an extra metal container too.

B. Some of the summer residents have arrived.

C. Training - blood borne pathogens and composting

D. Additional reporting of the number of summer residents needs to be done.

4.0 Agenda Adjustments

4.1 Litchfield Academy - see 6.1

5.0 Scheduled Business

5.1 Driveway Entrance Waiver (R11, Lot 007E) Withdrawn as a resolution was determined when the Road Commissioner met with the landowner.

5.2 Budget Approval 2019/2020 - A. 80-6 Capital Projects discussion of funds for line 056. Fire Equipment Reserve to remove \$100,000 in funding from the Unassigned Fund Balance rather than raise it from taxes this year. A motion to reduce the Capital Projects Account from \$135,000 to \$35,000 was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

B.83-6 Special Projects - A. Community Park - Discussion regarding a parking lot for the Community Park was held. It was determined the slope of the road down into the park would require constant maintenance for access by school buses. Creating a parking area at the road level and accessing the park on foot may minimize vandalism and damage to the parking area and prevent persons being locked in when the gate is locked in the evening. A motion to add \$5,000 for a parking area with space for the buses to turn around at road level was made by Mark Russell, seconded by Rayna Leibowitz, and voted 3 - 0.

B. Sports Fields Maintenance - it has been determined that grubs have infested the field and destroyed the grass. Skunks have hunted the grubs, digging up the field to get them. Treating the fields for grubs (then the skunks will hunt elsewhere), repairing the grass and rebuilding the pitcher's mound with stone dust will cost about \$2,500. Rebuilding the dugouts will be postponed to next year. A motion to add \$2,500 for Sports Field Maintenance was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

C. Final vote - A motion to accept the 2019-2020 budget of \$2,256,522 was made by Mark Russell, seconded by Gary Parker and voted 3 - 0.

D. Adjustments to Projected Revenues are:

Auto Excise- increase by \$25,000 to \$625,000

State Revenue Sharing - increase by \$25,000 to \$182,000

Homestead Reimbursement - increase by \$50,000 to \$150,000

A motion to accept Projected Revenues of \$1,129,648 was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

5.3 Review of 2019/2020 Annual Warrant - A. Fire Truck Article - An article needs to be drafted to authorize purchase of a fire truck up to \$___ with the appropriation of \$11,500 for this budget year. Interest would be \$64,700 for a 5 year, 3.5% loan and \$92,400 for a 7 year, 4.0% loan . A motion to

authorize writing the article outside of his meeting to authorize entering a loan for the Town to be written by Trudy and Kelly and circulated it to the Select Board before the next meeting was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

B. Article 46. A motion to designate the amount to be appropriated from the Unassigned Fund Balance to reduce the Tax Commitment as \$100,000 was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

5.4 Review of Gustin Road - A discussion of closing the Gustin Road to Winter Maintenance was held. A motion was made to hold a Public Hearing regarding this to be held at the May 28, 2019 Select Board meeting by Mark Russell, seconded by Gary Parker and voted 3 - 0. The proposal is for a closure to occur from October 31 to April 30 of each year commencing October 31, 2019 for a period of 5 years, at which time it will be reconsidered. A proposed warrant article will be prepared by the Town Manager.

5.5 Review of Spring Conditions- Oak Hill Road -A workshop was held regarding the conditions of Oak Hill Road. This discussion included consideration of paving the entire portion not previously paved (.4 to .5 miles) but including the addition of speed tables to slow the speed of traffic situated not less than 600 feet apart. This can be accomplished with a Selectman's Ordinance that does not need town voter approval. A final decision has not been made. The Road Commissioner advised the plan is to pave the north end of Oak Hill Road this summer after grinding the current pavement. He would want to accomplish all the paving at one time. The ledge under portions of the roadway on the north end does not prevent water drainage, so blasting the ledge is not currently planned.

5.6 Land Purchase Installment Contract, Map R02, Lot 052 ON, L Sprague on behalf of F. Cressey - A motion to approve a Land Purchase Installment Contract for \$637.08 was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

5.7 Land Purchase Installment Contract, Map R14, Lot 058, J. Slauenwhite - A motion to approve a Land Purchase Installment Contract was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

6.0 Unscheduled Business

6.1 Litchfield Academy - Trustee Chairman, Elton Wade, advised costs to upgrade the Fire Alarm System and make it compatible with the Alarm System in the Libby Tozier School will be more expensive than expected and additional funding will be needed to pay for it. He was advised to provide a proposal of funds needed for the next meeting so an article for the Town Warrant could be developed.

7.0 Legal

8.0 Appointments and Resignations

8.1 Resignation of Fred Fenton - Woodbury Dam Committee - Accepted with thanks for his service on a motion by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

8.2 Resignation of Skip Trafton - Planning Board - Accepted with thanks for his service on a motion by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.0 Warrants

9.1 Town Voucher #21 for \$353,971.19 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0

9.2 Town Payroll # 22 for \$16,212.94 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

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 and every agenda until finalized)

12.4 Doug Caton - Consent Agreement

12.5 Senior Discounts for property taxes

12.6 Town Office Renovations

12.7 Spectrum Franchise Fees

Adjourned at 10:15 PM.

Respectfully Submitted,

Rayna Leibowitz