

Town of Litchfield  
Select Board  
June 10, 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 Ochamanski, CEO; Larry Nadeau, Road Comm.; Pat Soboleski, Senior Director; Town Office Staff: Diana Larrabee, Kelly Weissenfels; Fire/Rescue Dept. Members: Tina Gowell, Michael Sherman, Betsy Sherman, Ricky Gowell, Jay Danforth; Road Advisory Committee Members: Richard Lane, Tamas Szepsy; John Upham, FOIAA Officer; Renee Lachappelle, BAR **and Guests Present** per the sign-in sheet.

**2.0 Minutes of May 28, 2019 Meeting submitted for final approval.** A motion to approve the corrected minutes was made by Mark Russell, seconded by Gary Parker and voted 3 - 0.

**3.0 Reports and Correspondence:**

3.1 Town Manager: A. Trudy Lamoreau reported the Town Report was printed and bound by a new vendor this year. The comments have been very positive.

B. The Town Manager reviewed the purchase agreements made with property owners to avoid foreclosure and most have been repaid as agreed. This has been a positive process of a payment arrangement of delinquent taxes to keep properties on the tax rolls and people in their homes.

3.2 Code Enforcement Officer/Plumbing Inspector - A. The Permit Log for May was distributed showing 14 Building Permits were issued including 2 single family homes with fees collected of \$800 and an owner identified value of \$485,709.00.

B. The CEO is looking at enforcement actions regarding Jeff Phillips Map U23, Lot 01 regarding unconfined trash. He was sent two letters on 4/18 and 5/5 which was picked up 5/11. He has made no effort to contact the CEO. The consent agreement 3 years ago required him to remain in compliance with the regulations. He is now in violation again. The Board directed the CEO to notify the resident that he is expected to attend the next Board meeting.

C. Adams Brooks - Letters were sent 5/2 and 5/20 and he has failed to respond. The CEO was directed to notify the resident that he is expected to attend the next Board meeting.

D. Computer system update: Steve reported that the Windows server went into operation on Friday. Windows 10 is not a good program to work in. There may be problems for up to 6+ months. If a problem is fixed, when an update is done, it erases the previous fix so it has to be done all over and the updates are very numerous.

E. Mr Caton was served. The court date is Friday, August 10 in Kennebec County Court.

F. Mason's case - They have not been able to serve Fulton Oakes. He will be served at his last residence and place of work. 30 days must elapse. The existing Consent Agreement is not being fulfilled. We should expect to go to court on it.

3.3 Road Commissioner - A. The Whippoorwill Road Culvert work is expected to start Monday, June 17 with road closure then and commencing for up to 21 days (although fewer are expected). School buses will be allowed to go through on Monday. Schools close on Tuesday.

B. State will begin paving the Plains Road on June 11. The Hallowell Road will be next.

C. The side entrance for Roger Goulet was completed.

D. Oak Hill grinding of the north end will start June 11. The contractor is providing flaggers.

3.4 Fire & Rescue - A. Chief Labbe reported it's been busy.

B. The Bureau of Labor Standards did an inspection visit by invitation and they passed with only a few minor issues identified. A new inspector in training worked very hard to find them. They will be remedied very quickly.

C. The Fire Dept responded to an 18 wheeler on fire on the Turnpike. It was loaded with French

Fries.

3.5 Emergency Management - No action on FCC application until after Town Meeting.

3.6 Assessing Agent - The Town Manager reported the time frames discussed at the last meeting have been relayed to the Assessing Agent who feels very confident the schedule will not interfere with the time frame for setting the tax rate.

3.7 Transfer Station - A. No report.

#### **4.0 Agenda Adjustments**

#### **5.0 Scheduled Business**

5.1 Discussion with Jennifer Allaiu-Winchester & Shelly Wheeler - Shelly Wheeler was present. The Board will be prepared to make an appointment for a candidate to complete the vacant School Committee term until June 2020 at the next meeting.

5.2 Fire Truck Bid/Bid Policy - Chief Labbe thought he followed the bid policy, but the Board explained that once specifications are developed, they need to go out to all vendors who might wish to bid and sealed bids must be submitted to the Select Board for opening. No one else is authorized to open bids. Now that specifications are determined, an announcement of the request for bids needs to go into the papers and a list of prospective vendors provided so they can be notified. The specifications will be made available to all and sealed bids directed to the Select Board will be requested.

5.3 Survey Services Contract - Lot on Oak Hill - Moved to June 24<sup>th</sup> meeting if the vote at Town Meeting allows removal of the subject lot from the Declaration of Trust.

5.4 Healey Culvert Resolution - Discussion of the erosion of the drainage ditch was held. A motion to install 18" culvert with a gravel base to within 4" of the surface, covered with loam and seeded was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0. A temporary signed right of way will be needed to allow the workers to do the job. Mr and Mrs Healey agreed this would be satisfactory to them.

#### **6.0 Unscheduled Business**

#### **7.0 Legal**

#### **8.0 Appointments and Resignations**

8.1 Resignation from Board of Assessment Review - Kathleen Malloy - A motion to accept the resignation of Kathleen Malloy was accepted with thanks was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

8.2 Appointments - Ballot Clerks effective May 2019 (see attached) A motion to appoint the Ballot Clerks as listed was made by Mark Russell, seconded by Gary Parker and voted 3 - 0.

#### **9.0 Warrants**

9.1 Town Voucher # 23 for \$ 346,243.04 A motion to approve was made by Mark Russell, seconded by Gary Parker and voted 3 - 0

9.2 Town Payroll # 24 for \$18,607.56 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 Larry and Jolene Bell indicated they would like to see better and faster internet service in town. They live off Woodbury Drive. They were told a member of the Budget Committee is looking into it. The suggestion was made to insert an article inviting folks who are interested in this to make their interest known to the Budget Committee member.

11.2 Selectman Russell commented on the Road Advisory Committee Report in the Annual Report that the closing sentence was not appropriate.

**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 Doug Caton - Consent Agreement
- 12.4 Town Office Renovations
- 12.5 Spectrum Franchise Fees Status
- 12.6 Appointment of School Committee Member
- 12.7 RFP for Fire Truck
- 12.8 Survey Services Contract - Oak Hill Property
- 12.9 Jeffrey Phillips - solid Waste Violation
- 12.10 Adams Brooks - Illegal Junkyard

Respectfully Submitted,

Rayna Leibowitz