

Town of Litchfield
Select Board
June 11, 2018
Final Minutes

1.0 Convened 6:30; Pledge to Flag; Selectmen, Mark Russell, Chairman, Rayna Leibowitz and Gary Parker; **Staff:** Trudy Lamoreau, Town Manager; Larry Nadeau, Road Comm.; Steve Ochmanski, Code Enforcement Officer/Local Plumbing Inspector; Bryan Lamoreau, Transfer Station Manager; Richard Lane, Cyndi Redmond and Tamas Szepsy, Road Advisory Comm; Selena Nadeau, Town Office; Tiffany Caton and Vicki Russell, Recreation Comm.; Pat Soboleski, Budget Comm, Senior Center Director; John Upham, FOAA Officer; Renee LaChappelle, **BAR and Guests Present** per the sign in sheet

2.0 Minutes of April 23, 2108 Meeting submitted for final approval. A motion to accept the minutes as drafted was made by Mark Russell, seconded by Gary Parker and voted 3 - 0. **Minutes of May 29, 2108 Meeting submitted for final approval.** A motion to accept the minutes as drafted was made by Rayna Leibowitz, seconded by Mark Russell and voted 2 - 0 - 1 (Gary abstained as he was not at that meeting).

3.0 Reports and Correspondence

3.1 Town Manager - A. A permit to allow liquor to be served for a wedding reception at the Litchfield Fairgrounds will be covered as 4.1 (6.1)

B. Preparations for the Election tomorrow are going well. 79 Absentee Ballots were requested. 52 have been received. Others may arrive in the mail tomorrow or be hand delivered to the polling place before 8:00 PM tomorrow.

C. Excellent meeting last Thursday regarding issues of local interest. It was well attended and had good interest and discussion. It was held by the Litchfield Community Action Coalition, originally intended to be a candidate's Night, but two Select Board candidates declined to attend.

D. The County Tax has been increased by nearly \$14,000 over the previous estimate. Additional funds will need to be added to the amount at the Town Meeting.

E. Based on the payment structure of the Revaluation Bid, an adjustment will need to be made in the amount at Town Meeting.

3.2 Code Enforcement Officer/Plumbing Inspector -A. Permit logs for April and May were presented to the Board. The owner declared value of buildings and additions for April was \$304,375.00 and for May, \$347,700.00. Permit Fees collected for the two months were \$1,550.

B. The Planning Board approved the application by Gowell's Shop & Save for an addition with a Fuel Island on the south side of the existing store.

C. The Appeals Board is expected to meet on an ADA Issue.

3.3 Road Commissioner - A. Larry met with FEMA representatives regarding claims for reimbursement of expenses for damages from the Oct. 30, 31, 2017 rain and wind storm. They have requested an estimate of brush and trees yardage and other information. A draft of the report will be emailed to the Town for verification.

B. Center Road, the Maine Turnpike Authority is refinishing the deck of the overpass.

C. MDOT is holding a public meeting on June 27 at 6:00 PM regarding replacement of the culvert(s) under Route 197 carrying Maggoty Meadow Brook, they call it Palmer Bridge.

D. Maxwell Road is almost done with ditching. Hope to pave it within 2 weeks.

E. More tree work is being done on Plains Road the remove the Pine Trees. A professional tree company is doing it as MDOT found the size of the trees made it difficult to work safely without proper training and equipment.

F. Some shoulder work on the sides of the Small Road will be done this summer to complete that project.

3.4 Fire & Rescue - No Report.

3.5 Emergency Mgmt. - No Report.

3.6 Assessing Agent - Ellery will be here after early July. Jay is handling issues until then on Thursdays.

3.7 Transfer Station A. Summer residents are here. The Transfer Station has been very busy.

B. A Snow Blower has been donated to the Transfer Station. A little tinkering had it running very well.

3.8 Other Town Committees - The Senior Center has produced a new brochure inviting participation in their activities. A copy was given to each Select Board member.

4.0 Agenda Adjustments

4.1 A permit to allow liquor to be served for a wedding reception at the Litchfield Fairgrounds will be covered. See 6.1

4.2 Letter from Cindy Redmond. She asked to have entered in the record. See 6.2

4.3 Minutes approval for April 26, 2018 Special Select Board Meeting for Personnel Evaluations and discussion for completion of the process. See 6.3

5.0 Scheduled Business

5.1. Tiffany Caton - Recreation -The proposed Operating Policy was modified by changing the language in #3 from “The Chairperson shall “preside for” the operation and maintenance of the recreation fields and Woodbury Pond and report happenings to the committee at monthly meetings” to “The Chairperson shall “oversee” the operation and maintenance of the recreation fields and Woodbury Pond and report happenings to the committee at monthly meetings”. A motion to approve the document as changed was made by Mark Russell, seconded by Gary Parker and voted 3 - 0. A motion to sign the revised final document outside of a meeting was made by Mark Russell, seconded by Gary Parker and voted 3 - 0

5.2 Bob Smith - Update on Dog Complaint - The District Attorney’s Office advised the complaint was dismissed as the owner never claimed the dog from the Humane Shelter and actual ownership could not be confirmed. Regarding other dog(s) in the household that have not been licensed, a notice of violation was served on June 10, 2018. No one would answer the door so it was left. It gives notice to register the dog(s) within 14 days. Trudy advised the Animal Control Officer will deliver one more notice and if the dog(s) are not licensed, a summons to District Court will be issued. Trudy was directed to determine if the second notice gives another 14 days.

5.3 Repurchase Agreements:

Map R07 Lot 24, Robert & Karen Barstis for \$18,244.88 with \$1,000 down and \$1,000 per month until the balance is paid. A motion to accept the Repurchase Agreement was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

Map R03 Lot 6 on 10, Russell Vannah for \$530.80 with \$300.00 down and the remaining amount paid by July 25, 2018. A motion to accept the Repurchase Agreement was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

5.4 Revaluation Award Bids - A motion to accept the bid from RJD Appraisals, Inc was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0. Discussion of clarifying issues will be held when the contractor is invited to attend the June 25, 2018 Select Board meeting, when the contract will be signed, pending approval at Town Meeting.

Waterfront criteria

Prioritize waterfront properties to better enable access

Obtain ID photos and information to put it on Litchfield’s website to facilitate identification of workers.

6.0 Unscheduled Business

6.1 A permit to allow liquor to be served for a wedding reception on June 30 at the Litchfield Fairgrounds. The caterer has obtained a license but it is conditional on a local permit approval. A motion to approve the permit was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

6.2 Letter from Cindy Redmond. She asked to have entered in the record. The Chairman invited her to read the letter in which some of the information from Rep. Kent Ackley was refuted. The letter also included information she was given regarding the low level of academic achievement in RSU#4 schools. A copy of the letter will be attached to the approved copy of minutes of this meeting.

6.3 Minutes approval for April 26, 2018 meeting for Personnel Evaluations and discussion for

completion of the process. A motion to approve the minutes of the Special Meeting of the Select Board for the Purpose of Employee Evaluations on April 26, 2018 was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0. The Employee Evaluations will be signed by the Select Board, sealed in envelopes and hand delivered to each evaluated employee. They are to read and sign them if they agree and notify the Board requesting another meeting if they do not. Once signed, the original should be placed in the employee's confidential file in the Town Office. A copy shall be made for that employee if requested.

8.0 Appointments and Resignations

8.1 The following Board, Committee and Commission candidates were appointed as indicated:

Board of Appeals: David Kamila - Approved on a motion by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

Board of Assessment Review: Glen Ridley, Paul Whalon - Approved on a motion by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

Conservation Commission: Sharon Thibault, Dian White - Approved on a motion by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

Historical Preservation Commission: Esther Slattery, Christine Stenberg - Approved on a motion by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

Planning Board: Paul Hempstead - Approved on a motion by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

Senior Advisory Committee: Richard Cutliffe, Dian White - Approved on a motion by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

Smithfield Plantation: Terry Tracy

Woodbury Pond Dam Advisory Committee: Fred Fenton, Gary Marsella - Approved on a motion by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

8.2 Town Officials

Code Enforcement/LPI: Steve Ochmanski - Approved on a motion by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

Constable: Bryan Lamoreau - Approved on a motion by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

Deputy Clerk, Deputy Tax Collector, Deputy Treasurer, Registrar of Voters: Lezley Sturtevant - Approved on a motion by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

Fire Chief: Stanley Labbe - Approved on a motion by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

Town Manager, Tax Collector, Treasurer, Welfare Agent, Deputy Registrar of Voters, Town Clerk, Administrative Assistant to the Assessors: Trudy Lamoreau - Approved on a motion by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

9.0 Warrants

9.1 Town Voucher #23 for \$377,679.46 A motion to approve was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

9.2 Town Payroll # 25 for \$18,679.46 A motion to approve was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

10.0 Other Business

10.1 John Upham clarified that two videos are being made of the meetings so folks can verify there has been no editing or other tampering with the video. He advised the video cards do not leave the Town Office and there is no video editing equipment or capability. Anyone with concerns are welcome to attend the meetings themselves.

10.2 Crack Sealing equipment may be rented or purchased. The question of costs was made and the Road Advisory Comm. will look into them. A vendor in Portland who sells the sealer will rent out the unit to apply it for a reasonable cost to his sealer customers. A member of the Road Advisory Comm. advised this is a process that is high on their priority list because it can help maintain the integrity of road surfaces for a longer period.

10.3 Renee LaChappelle was asked about the basis for her comments published in the newspaper

regarding her opinion that customer service improvements are needed. She responded that she had people tell her they did not get good service and that the office was not open on Fridays making it difficult to complete transactions for seasonal residents and those who came for weekends. She also criticized closing the office to accomplish year end functions or before the Christmas holiday.

11.0 Selectmen/Public Discussion/Communication

11.1 Rayna Leibowitz advised another successful History Day was held last week at Smithfield Plantation. About 100 fourth grade students enjoyed presentations at several stations. Forestry Day for third grade students was held in May.

12.0 Future Agenda Item

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

12.2 Feedback on Selectman's Handbook Draft

12.3 Whippoorwill Road Culvert (reissue bid request in Oct.)

12.4 Transfer Station Oil Storage Building Plans

13.0 Adjournment at 8:45 PM.

Respectfully Submitted by

Rayna Leibowitz