

Town of Litchfield
Select Board
June 22, 2020
Meeting Minutes

1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen: Gary Parker, Chairman, Rayna Leibowitz, Mark Russell; **Staff:** Steve Ochmanski, CEO/LPI; Stan Labbe, Fire Chief; Bryan Lamoreau, Transfer Station Manager; Pat Soboleski, Senior Director; Budget Comm. Members via Zoom including Tom Wood, Larry Bell and David Blocher; Tiffany Caton (via Zoom), Recreation Director; Town Office Staff: Kelly Weissenfels.

The meeting is being available to the community via Zoom which allows video and audio participation to those having camera capability using instructions available via the Internet (Facebook) and the Town's website. 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 June 8, 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. Kelly Weissenfels reported in the absence of the Town Manager that they have been busy. Allowing one customer at a time to come inside to the counter has worked well.

B. Preparations for the July 14 Primary Election appear to be going well. Misty is out for a week and will become immersed in final preparations when she returns. They have received lots of absentee ballots and expect usage to be high. A walk-through will be done the week before the election. The Secretary of State Elections Division continues to provide updates. Personal Protective Equipment (PPE) is expected. A security officer will be present to manage the door. Rayna suggested using benches from the Fairgrounds to allow folks waiting to sit down and they can also channel pedestrians appropriately. A point of contact will be provided to Kelly. Staffing appears to be adequate.

C. Notification has been received from McGee Construction, a contractor for MDOT, that Palmer Bridge on Route 197 is expected to be replaced on August 3 (one day only). NOTE: SEVERAL DAYS AFTER THE MEETING A CLARIFICATION WAS RECEIVED THAT THIS CLOSURE WILL BE FOR 30 DAYS, COMMENCING ON AUGUST 3. A map showing detour routes was provided. None of the Town owned roads are being used, only state aid roads.

3.2 Code Enforcement Officer/Plumbing Inspector –A. Steve Ochmanski advised he is still catching up from May.

B. He is writing a lot of Permits and a report will be provided at the July 13 meeting.

C. A driveway has had an additional home built on it so it needs a name. The residents have requested Serenity Drive. It is off the Whippoorwill Road and Island Road. A motion to accept the name Serenity Drive was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes, GP Yes.

D. Chief Labbe asked when a new road map for Litchfield might be developed. Steve advised the vendor we will be meeting with regarding updating the tax maps will be asked to offer a quote for

doing it. A large plotter will need to be identified. A resident advised the University of Southern Maine might have one and a comment was made that the area printing vendors might as well.

3.3 Road Commissioner – Kelly Weissenfels reported for Larry who had another commitment tonight.

A. Working with winter sand this week.

B. Ron is on vacation this week.

C. Ditching on Stevenstown Road. It hasn't been done during the time any of the existing crew was working. Culverts were found that were not previously known. They have now been recorded and their condition assessed.

D. MDOT is doing some work on the Thoroughfare Road. They will be removing the Jersey barriers and erecting "Do Not Park on This Side" signs. Enforcement status is unknown.

3.4 Fire & Rescue – A. Chief Labbe advised the new truck is scheduled to arrive on 6/24 at 11:00 AM.

B. Matinicus Island FD is requesting the truck being retired for their territory which is 3 miles long and 1 mile wide (no mutual aid). They don't expect to put much mileage on it. After discussion, it was suggested the FD determine an asking price or ask for an offer. At least some money should be received.

C. Outfitting the new truck will cost more than expected as few items can be transferred from the old one. We need to ask the Town for authorization to transfer funds from the Fire Equipment Reserve Fund at the Town Meeting on July 18. An article for the Warrant is needed. He advised the Firefighters Association has offered funds to assist with the costs.

D. Chief Labbe advised his firefighter numbers have decreased to 27 active members. He would like to have more.

3.5 Emergency Management - Kelly Weissenfels advised the Director has used funds left available at the end of FY 2020 to purchase a new radio and handset for EMA use that is compatible with the new digital system.

3.6 Assessing Agent – No report.

3.7 Transfer Station – A. Bryan Lamoreau, Transfer Station Manager, reported he is no longer accepting glass for recycling as there is no outlet for it. The glass container is closed and signs have been put on it.

B. Office Trailers: He has called several providers and rentals range in the \$300 - \$700 a month rate. Delivery and OSHA acceptable stairs are extra.

C. Earthwork: he called John Canty after getting no response from Steve McGee. Canty will be here to assess the work on 6/26.

D. An employee is absent with medical issues and not expected to be back anytime soon.

E. Employee John Madore is using his computer programmer skills to write programs for various Transfer Station functions.

F. Bryan is having Almighty Waste call him when the bulky goods cans are being picked up. He is using the town's front end loader to shift the bins around with less risk to the structure and less damage to the bins.

G. The budget includes \$10,000 for additional funds for a tractor and the warrant article needs to be worded to waive the normal bid process to enable the timely purchase of a used tractor that will meet the needs of the Transfer Station. (Note: The article regarding purchase of a used truck for Public Works also needs to have the bid process waived.)

3.8 Other Town Committees: Broadband Comm. - See 5.11 below.

Budget Comm. - A special meeting (via Zoom) will be held Tuesday at 6:30 to review the budget and articles approved by the Select Board at this meeting. The Town's website will contain the Zoom access information.

4.0 Agenda Adjustments - none

5.0 Scheduled Business

5.1 R02-016, 2787 Hallowell Road – A motion to proceed by authorizing legal counsel to request the resident to voluntarily leave the property so the Town can remove the dangerous building in accordance with the stipulated agreement they signed was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

5.2 R02-017, 2783 Hallowell Road – The CEO advised we are waiting for the court to resume. The required paperwork has been filed.

5.3 Executive Session 6:45 P.M. Discuss legal actions/path forward. A motion was made to go into Executive Session under provisions of 1 M.R.S.A. §405 (6)(E), conference with legal counsel at 6:46 by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes. The Executive session ended at 7:15 PM.

5.4 Discussion on Single Source Recycling - Following discussion, the directive was issued requiring a draft report of all investigation and gathering of information and compilation of comparisons of cost for single source disposal or continuing sorting at the transfer station to be prepared for presentation on August 24.

5.5 Approve Town Report – A draft of the final report will be obtained for Select Board review at the Town Office and approval. A correction was identified for including the Governor's letter in the table of contents. No Budget Information from the RSU#4 Supt. has been received. Mark Russell offered to contact him for it.

5.6 Woodbury Pond Park – Plans for opening? Fires/trash – Discussion was held and approval given to open the Park. Signs will be needed stating the new rules (Tiffany advised she could create them and has laminating ability). A pathway will need to be kept open allowing everyone to reach the water while maintaining social distancing. Attendants are to wear masks if less than 6 feet from patrons. Gloves will be available for staff as well as disinfecting supplies and hand sanitizers. Reports are requested

5.7 Election 07/14/2020 – Kelly Weissenfels advised Misty is studying procedures and requirements. PPE delivery date is currently not known. There were questions about whether absentee votes could be opened and counted before July 14 or if they needed to be handled only at the Election site.

5.8 Assignment of Trudy's duties – A motion to appoint Kelly Weissenfels Deputy Town Manager, Deputy Clerk, Deputy Registrar of Voters, Deputy Tax Collector and Deputy Treasurer with authority to act on behalf of the Town Clerk, Tax Collector and Treasurer in their absence within and for the Town of Litchfield, effective June 15, 2020, was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes. A motion to provide the salary for the appointed Deputy Town Manager in the amount of \$1,000 a week (in place of his regular salary) effective June 15, 2020, and continuing until the Town Manager returns to work or at the discretion of the Select Board was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

Kelly Weissenfels is expected to handle the bookkeeping, audit and Deputy Town Manager responsibilities. Diana Larrabee will handle Office Supervisor, Motor Vehicle Agent, Payroll, General Assistance and Deeds. Misty Harvey will handle Warrants and Invoicing. Debbie Boucher will handle Inland Fisheries. Steve will handle his normal CEO and LPI work as well as provide back up for General Assistance if needed.

A discussion was held regarding approving bonuses for the Town office staff in recognition of their outstanding work in keeping the Town Office open and handling the additional work created by the continuing absence of the Town Manager. The motion was made to approve a bonus of \$2,000

for Kelly Weissenfels, \$2,000 for Diana Larrabee. \$1,000 for Misty Harvey and \$500 for Debbie Boucher by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

5.9 Municipal Agent Appointment – A motion was made to appoint Diana Larrabee as Municipal Bureau of Motor Vehicle Agent was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

5.10 Poverty Abatement Application – additional information is needed

5.11 Broadband Contract - A motion to authorize the use of the Town Manager’s signature stamp on the Broadband Contract effective retroactively was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes. Chairman Bell advised some Committee Members have written letters of support for the Broadband referendum question for the newspapers, to be forwarded at the appropriate time before the July 14 referendum vote.

5.12 Budget review – a final review of the budget with changes to some articles of amounts and wording was made. The Budget Committee will review the changes and submit their recommendations for printing in the Annual Town Report Warrant. A motion to approve the amended warrant and amended budget and authorization to sign it outside of a regular meeting was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

6.0 Unscheduled Business

6.1

7.0 Legal

7.1

8.0 Appointments/Resignations

8.1 Board of Appeals – Joan Thomas – A motion to appoint Joan Thomas to the Board of Appeals was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

8.2 Woodbury Pond Dam Advisory Committee – Lawrence Bell - A motion to appoint Lawrence Bell to the Woodbury Pond Dam Advisory Committee was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

8.3 New Mills Dam Committee – David Smith Sr. - A motion to appoint David Smith, Sr. to the New Mills Dam Committee was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

8.4 Smithfield Plantation Board of Trustees – David Larrabee - A motion to appoint David Larrabee to the Smithfield Plantation Board of Trustees was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

8.5 Senior Advisory Committee – John Upham, Priscilla Hatch - A motion to appoint John Upham and Priscilla Hatch to the Senior Advisory Committee was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

8.6 Planning Board – Dennis Tompkins, Rickey J. Cody, Michael Seaman - A motion to appoint Dennis Tompkins, Rickey J. Cody and Michael Seaman to the Planning Board was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

9.0 Warrants

9.1 Town Warrant #26 for \$394,341.74 – A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

9.2 Town Payroll #26 \$ 48,598.15 – A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

10.0 Other Business

10.1 Warrant and Notice of Election from RSU#4 for the RSU#4 school budget referendum was approved on a motion made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

11.0 Selectmen/Public Discussion/ Communication

11.1 Select Person Rayna Leibowitz presented a list of cemetery names and specifications

(size and material) for signs to be made and the accounts they are to be paid from to the Deputy Town Manager for processing.

11.2 The Chairman, Gary Parker, advised he will open the meetings of the Select Board to the public in addition to continuing the Zoom broadcasting, effective July 13.

11.3 The recent death of Dan Bailey, our representative to the Cobbossee Watershed District, has created a vacancy. A notice will be placed in the Sodalite honoring Dan for his service and inviting interested candidates to submit letters of interest for the position.

12.0 Future Agenda Item

- 12.1 Feedback on Selectman's Handbook
- 12.2 Town Office Renovation Update
- 12.3 Update regarding the new Dispatching protocols
- 12.4 Transfer Station Draft Report of Cost Comparisons (Aug 24)
- 12.5 Woodbury Pond Park Report (Under Scheduled Business, Departments or Other Town Committees?)
- 12.6 Clarification of handling of absentee ballots
- 12.7 Poverty Abatement 2020-2 Additional Information Needed

13.0 Adjournment at 10:40 PM

Respectfully Submitted By

Rayna Leibowitz