

Town of Litchfield  
Select Board  
July 13, 2020  
Meeting Minutes

**1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen:** Gary Parker, Chairman, Rayna Leibowitz, Mark Russell; **Staff:** Kelly Weissenfels, Deputy Town Manager; Stan Labbe, Fire Chief; Steve Ochamanski, CEO; Larry Nadeau, Road Comm.; Pat Soboleski, Senior Director; Dorie Upham, School Committee. Guest: Rep. Kent Ackley

The Chairman, Gary Parker, advised the meeting open to the public as social distancing allows and 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 June 22, 2020 Meeting submitted for final approval.** A motion to approve the minutes was made by Mark Russell, seconded by Gary Parker and voted RL Yes, MR Yes GP Yes. **Minutes of July 1, 2020 Meeting submitted for final approval.** A motion to approve the minutes was made by Rayna Leibowitz, seconded by Gary Parker and voted RL Yes, GP Yes, MR Abstained as he was not present at that meeting.

**3.0 Reports and Correspondence:**

3.1 Town Manager: A. Kelly reported that the Town Office has a busy few weeks. The year end business was challenging and there have been non-stop calls.

B. Absentee ballot requests have been heavy.

C. The Sportsmens Club has been set up for on-premises balloting reflecting social distancing and safety concerns.

D. The State and Referendum Absentee Ballots already received have been logged in and put through the scanner. Local office votes have been put in a locked box for hand counting Tuesday after the polls close. Earl Lamoreau will be the Election Warden.

E. Steve Ochmanski's contract prepared for Trudy to notarize did not get signed before her illness so Kelly has had it modified for Diana to notarize after the Board and Steve had signed it. That action was completed at this time.

F. The County Assessment is usually paid in October. We have been notified that the option to pay half in October and half in February was offered and will be accepted.

G. GrowSmart Maine extended a free one year membership to Litchfield and it has been accepted.

H. A resident complained about overflow parking at the State boat ramp on the Whippoorwill Road having vehicles and trailers parking on the Whippoorwill Road pavement creating a dangerous situation. This apparently happens only on weekends. There was discussion about erecting signs directing drivers to park off the pavement.

3.2 Code Enforcement Officer/Plumbing Inspector – A. Steve provided a Building Permit Log for June. It included 30 permits issued for 5 single family homes and one new mobile home plus other construction projects. Fees collected were \$1,200.00 and the owner identified value of

improvements was \$1,479,800.00.

B. A proposal for updating the tax maps has been received from LatLong Logic, LLC for \$4,999.00. This will be reviewed by the Board for discussion at the next meeting. She also proposed updating the street/road map for \$50/hour.

3.3 Road Commissioner – A. Larry Nadeau, Road Commissioner, advised he met with MDOT and McGee Construction regarding the Palmer Bridge plan of work. Confirmation was obtained that rerouted traffic and construction vehicles would not be using town roads.

B. Lunts Hill Road ditching is all done.

C. Stevenstown Road ditching is almost done. More fill is available for residents. They should contact the Town Office or Larry if they want some. They are working with the Conservation Commission to identify areas of invasive plants to keep them out of the fill they deliver to residents. Fill containing invasive plant material is taken to the pit area to be handled there.

D. Planning to put bids out for winter sand. A draft of the bid request will be brought to the July 27 meeting for review and approval.

3.4 Fire & Rescue – A. Chief Labbe reported the June responses for the Fire Dept were 4, an automobile accident, a line down, a woods fire and a motorcycle/car accident. The First Responders has 7 calls and 1 body recovery.

B. Orders are coming in for the house number signs. Applications will be brought to the Town Meeting. Cost is \$20.00 for 2 sided, horizontal or vertical number signs that are green with reflective 3” numbers. Holes are pre-drilled in all 4 corners.

C. The new fire truck has arrived. Staff is being trained on it in small groups. The truck was brought to the meeting for a closer look. Very impressive.

D. FD vehicle #65 was involved in a minor fender scratch of another vehicle at the motorcycle/car accident. A report has been filed.

E. Chief Labbe reported he is down to 19 firefighters. He is talking with mutual aid towns, some of which are also down. This may compromise the ability to effectively respond to some incidents.

3.5 Emergency Management – Kelly reported for Bruce that he has responded to a Covid – 19 survey trying to identify if any Covid-19 responders were housed in Litchfield. None were.

3.6 Assessing Agent – He was here last Thursday and will be again on 7/30. Some additional spring work was identified and it has now been done.

3.7 Transfer Station – A. Bryan Lamoreau, TS Manager provided the following report: 1355 new Transfer Station stickers have been issued.

B. Canty Construction has submitted a bid for earth work.

C. An application for Dig Safe will be completed this week for burying an electrical line to the HazMat trailer.

D. New LED lighting was installed in the HazMat room

E. Continuing to seek proposals for office trailer rental.

3.8 Other Town Committees: Budget Committee: Tom Wood, Chairman, advised they are meeting Wednesday via Zoom at 6:30 to prepare recommendations for the Budget Committee to provide at the Town Meeting for those warrant items noting the recommendation will be provided “at the Town Meeting”.

#### **4.0 Agenda Adjustments**

## **5.0 Scheduled Business**

5.1 R02-016, 2787 Hallowell Road – Steve advised the resident’s attorney responded to the Town’s attorney today. He has been unable to contact the resident. Steve has been trying to get an estimate of demolition costs from different sources.

5.2 R02-017, 2783 Hallowell Road – Steve reported the earliest to get to Court is September. The Court is trying to deal with criminal cases first.

5.3 Transfer Station construction estimates – Cost estimates for various projects have been received. One project has been identified as a priority.

5.4 Election 07/14/2020 – Kelly reported the Sportsmens Club has been set up for voting. The size of the building allows for 29 persons to be in it at one time. There will be about 12 – 14 election staff so up to 15 voters will be admitted by security personnel at the entrance. Booths will be marked off so social distancing will be achieved. Personal Protective Equipment (shields, masks, gloves, hand sanitizer, sanitizing wipes, etc.) have been provided. No one collecting signatures or making any kind of display or presentation will be allowed to be inside the building. Voters wearing of masks will be encouraged but not required.

5.5 Maine Community Foundation’s **Community Broadband** grant program – A new Broadband Grant opportunity has been identified recently. Consulting may cost \$350 to \$700. The grant might be used to create one or more hot spots for access; provide computer classes at the senior Center; and provide video conferencing upgrades. The maximum grant size is \$15,000 and matching funds are required. A motion to authorize expending up to \$700 to cover consulting costs for this grant, the source of funding to be determined at the next Select Board meeting was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes, GP Yes.

5.6 Poverty Abatement #2020- 2 - A special Select Board Meeting to review and discuss this case in Executive Session was set for Thursday, July 23 at 2:00 PM.

5.7 Abatement request, Map U03 Lot 004, \$1,418.20 – This request is due to a significant degradation to the property clearly shown in photos submitted with the request. An Abatement in the amount of \$1,418.20 was granted on a motion by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

5.8 Abatement request, Map R06 Lot 27A, \$54.60 – This request is due to the property being already conveyed to another owner. An Abatement in the amount of \$54.60 was granted and the Select Board authorized to sign the form outside a regular meeting on a motion by Mark Russell, seconded by Gary Parker and voted RL Yes, MR Yes and GP Yes. A supplemental warrant in the amount of \$3,700.00 was approved on a motion by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

5.9 Supplemental, Map R02 Lot 66. \$3,700.00 – This is prompted by the owner requesting removal from Tree Growth Program.

5.10 Repurchase Agreement, Map R11 Lot 015E – A two year repurchase agreement was approved for Caron Foren on a motion by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes.

5.11 Repurchase Agreement, Map R03-104B - A two year repurchase agreement was approved for Michael Cunningham on a motion by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes.

## **6.0 Unscheduled Business**

## **7.0 Legal**

## **8.0 Appointments/Resignations**

8.1 Misti Harvey, Registrar of Voters – A motion to appoint Misti Harvey as Registrar of Voters was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP

Yes.

8.2 Election Clerks – The following list of Election Clerks were approved for two year terms on a motion by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

Diane Bergeron, Rochelle Lebel, Dawn Mills, Barbara Rolfe, Esther Slattery, Muriel Smith, Theodore Smith, John E. Upham, Elizabeth Weissenfels, Dian White and Diane Clay.

8.3 A motion to appoint Rayna Leibowitz as an Election Clerk was made by Mark Russell, seconded by Gary Parker and voted MR Yes, GP Yes, RL Abstained.

## **9.0 Warrants**

9.1 Town Warrant #1 for \$482,237.04 which includes a payment to RSU#4 for \$305,990.02 and a Fire Truck payment of \$125,404.47. A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

9.2 Town Payroll #27 for \$21,830.08 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

## **10.0 Other Business**

10.1 – Rep. Kent Ackley advised the Legislature adjournment occurred in late March, leaving many issues unresolved. There has been a start of committee work, but a real plan to resume the Legislature has not been created. A complication is the uncertainty at the federal level. Some special benefits will be ending soon. There is an expectation that the feds will "do" something within the next few weeks, but no promises. We will know more of what the feds are doing by Mid-August, but not likely before that. When asked about the fiscal year end figures and status of the state budget, he didn't have particulars but would try to get them.

## **11.0 Selectmen/Public Discussion/ Communication 1**

11.1 Poverty Abatement Case # 2020 – 1 – a Repurchase Agreement has been entered, resolving this case.

11.2 Pat Soboleski, Senior Director advised efforts are under way to reopen the Senior Center or activities for the seniors in a safe manner. She is looking into using the Red Barn at the Fairgrounds for line dancing and music activities. Other activities are being considered. The Senior Advisory Council will meet on 7/16/2020.

11.3 Woodbury Pond Park is working well. A local church has offered to do some work there and their offer was accepted.

11.4 The name of Maxwell Cemetery was added to the list of signs needed for cemeteries as Rayna noticed the sign that was previously on the fence had been removed.

11.5 Dorie Upham discussed the proposed RSU #4 school budget and the challenges of developing it.

## **12.0 Future Agenda Item**

- 12.1 Feedback on Selectman's Handbook
- 12.2 Town Office Renovation Update (7/27)
- 12.3 Update regarding the new Dispatching protocols
- 12.4 Transfer Station Draft Report of Cost Comparisons (8/24)
- 12.5 Tax Map Proposal (7/27)
- 12.6 Winter sand bid proposal (7/27)
- 12.7 Dave Blocher's Assessing Questions (7/27)

## **13.0 Adjournment at 9:15 PM**

Respectfully Submitted By

Rayna Leibowitz