

Town of Litchfield  
Select Board  
August 24, 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; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Pat Soboleski, Senior Director.

The meeting is being available to the community via interactive telecommunications using Zoom and the instructions are available 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 August 10, 2020, Meeting submitted for final approval.** A motion to approve the minutes as corrected (correcting the spelling of Roger Line's name from Lion) was made by Mark Russell, seconded by Gary Parker and voted RL Yes, MR Yes and GP Yes.

**3.0 Reports and Correspondence:**

3.1 Deputy Town Manager: A. Kelly reported he determined the trailer height for the leaf removal at the Transfer Station is 13.2 feet. This suggests the height of the ramp should be 6 feet.

B. One employee has left employment at the Town Office for personal reasons. The position was a full time one, but the candidates interviewed for the position wanted part time work, so adjustments have been made to create full time equivalency with the employment of several part (limited) time employees. An advantage is that it creates a larger pool of trained persons who might later desire longer hours and as none will be eligible for insurance coverage, cost savings will be realized. There was discussion about the wage scale for these employees.

C. A resident asked about procedures for receiving and storing absentee ballots to insure their protection and Kelly advised the ballots would be stored in the locked vault and would be deposited there every day upon closing if new ballots were received. The Secretary of State's Office of Elections is providing guidance information to be certain every municipality is informed.

D. A Budget Committee member asked if the annual Audit is being postponed because of the staff turnover. Kelly advised it has and will probably be done in October.

3.2 Code Enforcement Officer/Plumbing Inspector – Not present.

3.3 Road Commissioner – A. Continuing with the ditching on Stevenstown Road.

B. The Road Advisory Committee is meeting on Wednesday (5:30) to discuss cost estimates of paving for various road projects. A better recommendation of which projects should be done is expected to result from that meeting.

C. Larry did not like the two trucks he looked at last week. Will develop a set of specifications so a more consistent assessment of trucks can be done and that will also allow vendors to make him aware of trucks they have that meet the specs.

D. Larry plans to visit O'Connor Motors soon.

3.4 Fire & Rescue – A. Chief Labbe is back from Oklahoma. A report of activities for August will be available at the next meeting.

3.5 Emergency Management- A. Kelly met with the EMA Director and his Deputy for an

overview of capabilities, plans and experiences. How social distancing would be handled in a sheltering situation needs to be developed on paper.

B. The generator at the Red Cook Fire Station in Purgatory is out of order. New parts are ordered and expected to be installed on Sept. 20.

3.6 Assessing Agent – Ellery Bane will be back Sept. 24

3.7 Transfer Station – A. A bush hog for the tractor has been obtained.

B. Forks for it were more expensive than expected, so additional searching is under way. The assessment needs to consider the weight capacity for any being considered.

C. Bryan advised things went well last weekend.

D. A resident complimented on the courteous and pleasant service she received at the Transfer Station last weekend.

E. There was discussion about disposal of tires in the wintertime.

F. The Transfer Station will be ending its Sunday operations after next weekend returning to Fridays and Saturdays only. The website and Facebook page need to reflect that.

3.8 Other Town Committees: **Senior Center** – A. Pat Soboleski, Director, advised the Red Barn at the Fairgrounds will not be available after October, so she has made arrangements to use the Sportsmens Club for \$40 per use.

B. The music Group is planning a series of outdoor concerts in September and early October at various nursing and assisted living centers.

C. Another picnic for the seniors is scheduled for tomorrow at the Woodbury Pond Park, weather permitting. The last one had about 25 participants.

**Broadband Committee:** A. Larry Bell, Chairman, advised Casco Bay Consultants are mapping roads in town to identify service areas. They are reaching out to the RSU#4 point of contact (IT person) but her voicemail won't accept any more messages regarding the hot spots issue.

B. A hot spot could be installed at the Town Office for about \$1,500 to give internet access from the parking lot.

#### 4.0 Agenda Adjustments

#### 5.0 Scheduled Business

5.1 Winter Sand Bid Opening – 2 bids were received: The Chairman opened the sealed envelopes.

Country Fair Inc, Bowdoinham - \$13.90 per cubic yard delivered to the PW Garage.

Steve McGee, West Gardiner - \$10.10 per cubic yard delivered to the PW Garage

A motion to award the bid to Steve McGee was made by Mark Russell, seconded by Gary Parker and voted RL Yes, MR Yes and GP Yes.

5.2 Public Hearing CDBG Project – Paperwork for the CDBG Public Hearing had certain specific requirements for language in the published notice that the Deputy Town Manager did not identify, so the advertisement was inadequate. A new notice will be published for a new Public Hearing that will meet those requirements. A motion to hold a Public Hearing on Sept. 14 at 7:00 PM was made by Mark Russell, seconded by Gary Parker and voted RL Yes, MR Yes and GP Yes.

5.3 CDBG documentation/grant acceptance vote – A review of required documents was done and a motion to approve and sign the following documents was made by Mark Russell, seconded by Gary Parker and voted RL Yes, MR Yes and GP Yes.

Standards of Conduct

Fair Housing Resolution

Residential Antidisplacement and Relocation Assistance Plan

Equal Employment Opportunity Policy Statement

5.4 City of Gardiner Ambulance Service Agreement approval and signatures – Contract period is 7/1/20 to 6/30/21. A motion to sign the contract was made by Mark Russell, seconded by Gary Parker and voted RL Yes, MR Yes and GP Yes.

5.5 Abatement U28- 054, \$621.60 A review of tax records identified an error in the amount of land size. The correct size is .09 acre. The incorrect amount was .90. A motion to approve an abatement in the amount of \$621.60 for 2019 was made by Mark Russell, seconded by Gary Parker and voted RL Yes, MR Yes and GP Yes. There was discussion for allowing an abatement for 2017 and 2018 with concurrence amount the Board to approve this when the figures are determined.

5.6 Abatement R06-027A, \$371.00 – the tax bill included a mobile home which was on a lot separated off this lot. A motion to approve an abatement in the amount of \$371.00 was made by Mark Russell, seconded by Gary Parker and voted RL Yes, MR Yes and GP Yes.

5.7 Transfer Station Draft Report of Cost Comparisons – Currently the recyclable materials are hauled by Almighty Waste for a set amount and a tipping fee (except Cardboard has no tipping fee). The prices are known and relatively fixed. Using a single source vendor, there are transportation costs and tipping fees that are mostly fixed, but handling charges in addition seem to have a lot of flexibility based on sale-ability of the material and the contamination level (both of which are unknown until the billing.) The costs of single source recycling appear to have the potential for significant increases without guaranteeing an increase in the overall amount of recycling that would occur. After extensive discussion and the exploration of options, a motion to continue with the process we currently have and not change to a single source recycling effort was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes.

5.8 Quitclaim, Map R04-044A – the Repurchase Agreement for this property has been successfully completed by Gary and Casey Westling. A motion to sign the quitclaim Deed for R04, Lot 044A was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

5.9 2020/2021 Tax Commitment – At a Select Board Workshop with the Assessing Agent held August 20, 2020, options for calculating the mil rate were discussed. The amount of expected Revenue Sharing from the State of Maine is not definitely known but expected to be substantially reduced and the anticipated amount of the overlay were key factors resulting in the expectation of a small mil rate increase. Increases of costs for education at RSU#4 and increases in the county tax, both of which the Town of Litchfield has no control over or ability to change also needed to be taken into consideration. Accordingly, a motion to approve a tax rate for 2020 taxes of .0142 (\$14.20 per \$1,000 of valuation) was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes. This is an increase of 20 cents per thousand over the previous year.

## **8.0 Appointments/Resignations**

8.1 Richard Cutliffe – Broadband Committee – A motion to appoint Richard Cutliffe to the Broadband Committee was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes.

## **9.0 Warrants**

9.1 Town Warrant #4 for \$66,707.64 – A motion to approve Town Warrant #4 for \$66,707.64 was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes

9.2 Town Payroll #3 \$24,744.45 - A motion to approve Town Payroll #3 for \$24,744.45 was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes

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

11.1 Chairman Parker advised he will require hand votes at future meetings rather than use roll call voting.

11.2 Does Spectrum have better technology than Zoom? Would Local Access be available? What about live stream on Facebook or You Tube? More discussion expected.

## **12.0 Future Agenda Item**

12.1 Feedback on Selectman's Handbook

12.2 Update regarding the new Dispatching Protocols

12.3 CDBG Public Hearing Sept 14.

**13.0 Adjournment** at 8:30 PM.

Respectfully Submitted By

Rayna Leibowitz