

Town of Litchfield
Select Board
October 13, 2020
Draft 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.; David Kamila, New Mills Dam Comm. Chairman and Cobbossee Watershed District Trustee; and guests per the sign in sheet.

2.0 Minutes of Sept 28, 2020 Meeting submitted for final approval. A motion to approve the minutes was made by Mark Russell, seconded by Gary Parker and voted 3 - 0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. Deputy Town Manager Kelly Weissenfels introduced new employees in the Town Office: Tonya Barrett who works 20 hours, Clover Craig who works 20 hours and is the Elections person, and Samantha Catlin who works 10 hours a week. All have indicated a willingness to have flexible hours to handle the normal work load and elections as well. These new staff members were welcomed by the Board.

B. Town Office Renovations – there is new paint in the lobby, the office and a new front door has been installed. Still to be done is selection of a carpet color and office cube upgrades (probably to be done after elections).

C. Kelly has received a letter from LifeFlight requesting a donation.

D. Kelly was informed of a grant opportunity, he applied and has received a grant of \$5,000 for staffing increases for the election, a drop box purchase and related costs. There is no local match requirement. A report must be filed at the conclusion of the election activities to report how the funds were used.

E. In researching the Transfer Station plans for a ramp for leaf removal, a contact with Maine DEP resulted in receipt of a map showing the details we had not previously been able to obtain. It will be filed appropriately so it can be retrieved as needed.

F. Kelly has done some research into the Woodbury Pond Park income and expenses. Income is normally \$4,000 to \$6,000. This year's income is below average because of the Covid-19 situation. The number of local versus out of town users cannot be determined as no data is collected that would show it.

G. Discussion of the Route 197 MTA Bridge detour was held. MTA would like to video the Small Road condition before and after the detour and they, MTA, will fix any problems found. Discussion favors a requirement for a bond, but no final decisions were made this far before the detour scheduled for 2022.

H. Early voting is being done. We have over 500 absentee ballots requested. A new drop box has been purchased for them.

I Cemetery signs were received and shown to the Select Board. Kelly will advise Larry so the PW crew can put them on their to do list.

3.2 Code Enforcement Officer/Plumbing Inspector – Absent due to illness.

3.3 Road Commissioner -A. Ditching on Stevenstown Road expected to be done this week.

B. Paving will be done in the next few weeks, weather conditions permitting. Sweeping will

be done first. Paving will be done on the Academy Road, Easy Street and some stretches of Stevens-town Road.

C. Starting to prepare trucks for the next season, getting maintenance caught up, etc.

D. There is a position open in Public Works. Kelly will make sure it is on the website.

3.4 Fire & Rescue – A. Chief Labbe advised Kelly the response calls for September were 12 for the Fire Dept and 2 for the First Responders.

3.5 Emergency Management – No Report

3.6 Assessing Agent – Ellery was here last Thursday and will be here next Thursday. He is submitting abatements and supplementals as they are prepared rather than holding them for a special meeting. The Board requested a running total of both be maintained.

3.7 Transfer Station – A. Kelly reported for Bryan that last weekend was quiet.

B. He got a price for shipping container – 10 X 40 at \$3,600.

C. Kelly will contact Canty Construction regarding the earthwork he submitted a quote on.

D. The brush pile has been chipped and removed.

3.8 Other Town Committees – New Mills Dam Committee and Cobbossee Watershed District – Dave Kamila discussed the issue of alewives stocking for Cobbossee Stream that would likely include eventual migration to upstream bodies of water. There are unanswered questions of the possible consequences of millions of these fish exceeding the resource capabilities of these water bodies. Bill Monagle has written a White Paper on this topic and a copy was provided to the Board. He joined us via Zoom and added some comments and context to the discussion. The Board will review the White Paper, and invited Bill to consider developing a summary to be provided to the public and other communities and offer access to the full White Paper upon request.

4.0 Agenda Adjustments

4.1 Grant for Election Supplemental Acceptance

5.0 Scheduled Business

5.1 Broadband Grant – Larry Bell, Chairman, advised the grant funds have been received and discussed how they will be used. An account has been set up and specific persons have been tasked with individual projects. The bills will be submitted, coded and included on appropriate town warrants.

Regarding addressing negotiations concerning the franchise agreement, Larry supports hiring a consultant who is familiar with the subject matter and can provide the guidance we need to secure the best results. He would like to have up to \$2,000 available for this consultant. Larry will be the primary point of contact and key negotiator with final acceptance by the Select Board. He was encouraged to push for aggressive build-out for broader coverage ASAP.

5.2 General Assistance Ordinance – following discussion, it was determined a Public Hearing needs to be set. A motion to hold a Public Hearing for the General Assistance Ordinance on Oct. 26 at 7:00 PM was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

5.3 Town Pole Permit – On Buker and South Oak Hill Road, Fairpoint and CMP are replacing one pole and moving it 15 feet. A motion to approve the Pole Permit, work order # 801000300669 on South Oak Hill Road was made by Mark Russell, seconded by Gary Parker and voted 3 – 0.

5.4 Abatement Map R09-036, \$332.28/Supplementals R09-36E, \$400.44, and F \$88.04 When the assessment was done the entire lot was assessed. A correction is needed because a small lot had been set off and not considered separately. A motion to approve the abatement of \$332.28 for Michael Curtis on R09-Lot 036E and supplementals of \$400.44 for R09 – Lot 036E and \$88.04 for R09 – Lot 036 F for Jerry Welch was made by Mark Russell, seconded by Rayna Leibowitz and

voted 3 – 0.

5.5 Abatement R06-38B, \$65.32/Supplemental R06-38B, \$65.32 – To correct ownership. A motion to approve the abatement of \$65.32 on R06 – Lot 38B for Bruce Ouellette and a supplemental in the amount of \$65.32 for Jade Green and David Burbank was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

5.6 Abatement R03-115, \$423.16/Supplemental R03-114A, \$389.08 A motion for an abatement of \$423.16 to correct ownership and a supplemental for \$389.08 for Harold Vorhees and Mary Schneckeburger (including a homeowners exemption not previously applicable) was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

6.0 Unscheduled Business

6.1 Grant for Election Supplemental Acceptance A grant for \$5,000 was received from the Center for Technical & Civic Life to assist with Election costs. A motion to accept the grant and authorize the Deputy Town Manager to sign on behalf of the Select Board was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

9.0 Warrants

9.1 Town Warrant #7 for \$359,919.36 which includes payment to RSU#4 in the amount of \$313,680.33. A motion to approve the Town Warrant # 7 for \$359,919.36 was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

9.2 Town Payroll #7 \$24,306.71 A motion to approve the Town Payroll # 7 for \$24,306.71 was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 – 0.

11.0 Selectmen/Public Discussion/Communications

11.1 A draft letter has been prepared by Selectperson Leibowitz to MDOT regarding requested changes along Route 197 in the vicinity of 491 Richmond Road and provided by e-mail to the Select Board for review and comment.

13.0 Adjournment at 9:16 PM.

Respectfully Submitted By

Rayna Leibowitz