

Town of Litchfield
Select Board
November 14, 2019 (Rescheduled from Nov. 11, 2019)
Meeting Minutes

- 1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen:** Gary Parker, Chairman, Rayna Leibowitz, Mark Russell; **Staff:** Trudy Lamoreau, Town Manager; Larry Nadeau, Road Comm.; John Upham, FOAA Officer; Dori Upham, School Committee Member **and Guests Present** per the sign-in sheet.
- 2.0 Minutes of October 28, 2019 Meeting submitted for final approval.** A motion to approve the minutes was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.
- 3.0 Reports and Correspondence:**
- 3.1 Town Manager: A. Trudy advised she has been busy with a mixed bag of General Assistance Applications (mostly for rents) and Fuel Assistance requests since the temperatures dropped.
B. Trudy advised she would like to schedule the Christmas party for staff on Thursday Dec. 19, and closing the office that day at 1:00 PM. The plan is to close the office on Christmas Eve at 12:00 PM and New Years Eve at 3:00 PM. She was directed to stagger workers who wished to use vacation time for 12/26 and 1/2 for fairness and ensure adequate staff coverage in the Town Office on a first come basis.
C. Trudy has distributed the questionnaire for the 5 year Capital Improvement Plan to the Department Heads to begin the budget preparation process.
D. The second December meeting of the Select Board would be Dec. 23. A motion was made to cancel the second scheduled meeting on Dec. 23 by Rayna Leibowitz, seconded by Mark Russell and voted 3 - 0.
E. Trudy advised there will be a Conference Call on November 15 for 1.5 hours for Trudy, the Code Enforcement Officer and Town Office personnel to preview the TRIO SEQUEL Program. The Town of Litchfield will be going live with it on Dec. 7. A TRIO representative is expected to be on site to facilitate it and answer questions and problems that might arise. The Town Manager was urged to **confirm** a TRIO rep will, in fact, be here.
- 3.2 Code Enforcement Officer/Plumbing Inspector - Trudy reported he has been very busy with a lot of septic inspections.
- 3.3 Road Commissioner - A. Larry reported it snowed and iced over. Roads were sanded. Dirt roads were not plowed because they are not frozen yet. Jamie Dow is the current fourth driver. Other candidates are being reviewed.
B. Closing and blocking the Gustin Road will be done Monday.
C. A hydraulic hose on the sander on Larry's truck blew and has been repaired.
D. The Freightliner came out of O'Connor's but needs to go back.
E. The concrete for the radio building pad did not get down in the snow/ice. Rescheduled for next week.
- 3.4 Fire & Rescue - A. Stan has been in OK but is expected to return today or tomorrow.
B. The final Specifications for the new fire truck have been approved and forwarded to the manufacturer. Delivery may occur between spring and fall next year. Nothing definite for a firm date yet.
C. A Critical Incident Stress Debriefing was held for all personnel responding to the highway double fatality last Saturday.
D. Rescue has been very busy.
- 3.5 Emergency Management - no report
- 3.6 Assessing Agent - Rob has been in today. He talked with several residents, in an effort to

continue responding to questions about tax valuations. Ellery will see some others on 12/5.

3.7 Transfer Station - A. Trudy reported the Transfer Station Manager reported last weekend was very quiet.

3.8 Other Committees: The Mass Gathering Ordinance Committee held its first meeting and discussed the first 7 sections. They will work on redundancy. A citizen requested more public notification of meetings. There is a need for someone to take minutes of the meetings. The next meeting will be Nov. 19.

4.0 Agenda Adjustments

4.1 Google E-Mail - See 6.1

4.2 Cemetery Signs - See 6.2

5.0 Scheduled Business

5.1 Accounting of Oak Hill road work costs (materials, Town costs, contractor costs) The Town crew worked the equivalent of 5 forty hour work weeks for the crew, so wages, employment taxes and unemployment costs were calculated. The preparation, gravel, paving, speed tables and painting, all totaled \$618,524. It included 3.2 miles. All bills have been received and are included in the calculations.

5.2 Approval of 2019/2020 Abatements and Supplementals (see list attached) - A motion to approve the 2019/2020 Abatements and Supplementals as listed on the Nov. 14, 2019 document was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

5.3 Status of Employee Contracts - Trudy advised the Road Commissioner's contract expires April 30, 2020. A performance evaluation was scheduled for Dec. 12, 2019. The Town Manager's contract expires Dec. 31, 2019. The Code Enforcement Officer's contract expires Dec. 31, 2020.

5.4 Mary Jo Mason Update - No new information.

5.5 Doug Caton Consent Agreement Update - Next week there is expected to be a phone call between the Town's attorney and the Judge for a fine designation.

5.6 Approval of Notice of Tax Acquired Property - Tabled to next meeting.

6.0 Unscheduled Business

6.1 Google E-Mail - This action was postponed to occur after conversion to the TRIO SEQUEL program so it will be after Dec. 7. The new email system will be a Thunderbird program within Firefox.

6.2 Cemetery Signs - Rayna Leibowitz advised she had been approached about getting signs put up naming each of the Town's cemeteries. Several cemeteries have trust accounts that could cover the cost of having the signs made. Larry indicated the Public Works Dept. would install them, probably in the spring. Rayna will gather more information regarding the cemetery names, costs, etc.

7.0 Legal

8.0 Appointments and Resignations

9.0 Warrants

9.1 Town Voucher #10 for \$1,043,880.08 which includes prepayment of the new fire truck, RSU#4 school payment, paving for Oak Hill and winter sand. A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.2 Town Payroll #10 for \$18,212.52 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

10.0 Other Business

11.0 Selectmen/Public Discussion/Communication

11.1 The Town Manager met with RSU#4 Superintendent recently. They discussed the Libby Tozier School and the Sabattus Elementary School. He advised additional space is needed and he expects that in 2 - 3 years a request will be made to add onto the Sabattus Primary School or add a wing onto the Oak Hill High School and move the 7th and 8th grades into it (which doesn't address the status of Libby Tozier School).

11.2 Dori Upham advised Nancy Provost from Sabattus requested when budget preparations were being discussed that local Select Boards be invited to be more involved. The Chairman commented that the School Committee meetings are public meetings and there is an agenda item on every one inviting comments. Selectman Russell concurred that is correct and it is near the very beginning of the meeting before discussion of other items. Once that item is passed, no other public comment or discussion is accepted.

12.0 Future Agenda Item

- 12.1 Feedback on Selectman's Handbook
- 12.2 Town Office Renovations Update
- 12.3
- 12.4 Cemetery signs

Approval of Minutes from Oct 30, 2019

13.0 Adjournment at 8:03 PM

Respectfully Submitted,

Rayna Leibowitz