

Town of Litchfield
Select Board
November 23, 2020
Meeting Minutes

1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen: Gary Parker, Chairman, Rayna Leibowitz, Mark Russell via Zoom; **Staff:** Kelly Weissenfels, Deputy Town Manager; Larry Nadeau, Road Comm. via Zoom; Mike Sherman, Fire Dept. via Zoom; Larry Bell, Broadband Comm. via Zoom.

Chairman Parker advised the votes taken tonight would be audible ones as one Select Board member was participating via Zoom. Recording them will be by initials.

2.0 Minutes of Nov 9, 2020 Meeting submitted for final approval. A motion to approve the minutes was made by Gary Parker, seconded by Rayna Leibowitz and voted RL, yes, MR, yes, GP, yes.

3.0 Reports and Correspondence:

3.1 Town Manager: A. Kelly Weissenfels, Deputy Town Manager advised a part-time Town Office employee, still on probation, was terminated.

B. The Audit has been postponed to Dec. 14 as additional work is needed to be done in preparation.

C. Kelly received communication from the Gardiner City Manager regarding the New Mills Dam Committee meeting that was not held in compliance with CDC Covid-19 guidelines. The request was made to encourage our representative to be in full compliance for in-person meetings or conduct the meetings via Zoom.

D. Kelly was informed of a presentation by Upstream held at the Gardiner Public Library. He will try to get information regarding its availability.

E. Kelly has looked into legal liabilities regarding the medical equipment (crutches, wheelchairs, walkers, etc.) loaned to residents through the Senior Center. It appears there are no liability concerns.

F. ATV Liabilities, Kelly advised the Maine Tort Claims Act covers ATV usage on public lands. The Town is not liable.

G. The two applications for DEP grants for stream crossings were completed and submitted within the deadline.

H. Kelly advised the Town Office will be changing the telephone service to a Voice Over IP system. The costs are similar.

I. Chairman Parker has requested an assessment of the structural integrity of the floor under the Conference Room Entrance/Exit door as there was little to attach the door jamb to when the new door was installed.

3.2 Code Enforcement Officer/Plumbing Inspector – A. Kelly reported for Steve: Re: 2787 Hallowell Rd - The motor home is off the property. There is still a camper trailer and a van. Kelly will check ownership records on these.

B. The Parking Ordinance is a Selectmen's Ordinance that has not been reviewed or revised

for several years, so it is in need of review and updating. A copy will be provided to the Board members and a determination made if the Planning Board will be invited to participate.

C. 2783 Hallowell Rd. - There has been no court action.

3.3 Road Commissioner – A. Larry Nadeau, participation via Zoom, advised he is conducting interviews for PW positions. Two new employees have been hired.

B. Lights have been changed on three PW trucks to include green and amber flashing lights, as approved for public works and other classes of vehicles, depending on their functions. The fourth truck will be done very soon.

C. Larry expects all the trucks will be ready for any winter weather.

D. The Cemetery Signs are all put up. Thanks were extended.

E. The Academy Road received a shim coat and came out well. West Rd. and Easy Street both received a shim coat. The quantity needed for these roads was more than expected, so no paving work was done on Stevenstown Rd. to maintain funds available to start spring work.

3.4 Fire & Rescue – A. Mike Sherman reported for Chief Labbe who is out of state now, returning about Nov. 30. The three Deputy Chiefs are rotating for coverage while the Chief is away.

B. All social activities of the Fire Dept. members are postponed due to Covid. Masks are required for everyone at the Fire Stations.

C. Burn Permits are issued only on-line.

D. Adequate supplies of personal protective equipment and sanitizing supplies are in inventory.

E. Six firefighters have been trained and certified for driving and pump operations on the new fire truck. More will be trained as initial training was a Train the trainer program.

F. New extrication tools have been received and the old ones sold. The original funding source for the old ones will be identified as the revenues for the sales should be applied to those sources.

G. RCM has completed the installation of the charging system on the new truck including for the Thermal Imaging Camera operations.

H. Fire and Rescue calls for October- about a dozen for both.

I. When asked about the status of new Dispatching Protocols, Mike advised that Covid issues have caused delays in planning meetings. Tina has gathered information and provided it to the RCC. They will be addressing the protocols, Turnovers in RCC staffing have contributed to some of the problems as well. The goal will be standardized protocols among the area communities.

3.5 Emergency Management – Kelly advised the generator at the Town Office complex went off schedule for maintenance, but it has now been done and put back on the schedule.

3.6 Assessing Agent – Ellery will be back on 12/3/2020.

3.7 Transfer Station – A. Kelly reported for Bryan that the Solid Waste Report has been completed. Board member Russell requested a copy and Board member Leibowitz will review it at the Town Office.

B. The ground work at the Transfer station has been completed.

3.8 Broadband Comm. A. Larry Bell, Chairman, reported via Zoom, that the Broadband Planning Report has been received. Casco Bay Advisors will be presenting it to the Board at their 12/14 meeting. The options are being explored and discussed.

3.9 Other Town Committees – no reports

5.0 Scheduled Business

5.1 Schedule an Executive Session to discuss a personnel matter – The Chairman presented his request for an Executive Session to discuss a contract. After discussion including a request for confirmation that this is allowable within the limited scope of Executive Sessions, a motion was made by Gary Parker, seconded by Rayna Leibowitz to hold an Executive Session on Dec. 14 at 7:30 to discuss a personnel contract and voted RL, yes, MR, no, GP, yes.

9.0 Warrants

9.1 Town Warrant #10 for \$174,083.44 A motion to approve the Warrant #10 for \$174,083.44 was made by Rayna Leibowitz, seconded by Gary Parker and voted RL, yes, MR, yes, GP, yes.

9.2 Town Payroll #10 for \$24,567.41 A motion to approve the Payroll #10 for \$24,567.41 was made by Rayna Leibowitz, seconded by Gary Parker and voted RL, yes, MR, yes, GP, yes.

11.0 Selectmen/public Discussion/Communication

11.1 Discussion regarding the completion of the contract for the Road Commissioner – it was determined the process had not been completed so it will be scheduled for next meeting.

12.0 Future Agenda Items

- 12.1 Feedback on Selectman’s Handbook
- 12.2 R02, Lot 016, 2787 Hallowell Rd..
- 12.3 R. 02, Lot 017, 2783 Hallowell Rd.
- 12.4 Contract with Road Comm.
- 12.5 Casco Bay Advisors Presentation

13.0 Adjournment at 8:30

Respectfully Submitted By

Rayna Leibowitz