

Town of Litchfield
Select Board
November 25, 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; Steve Ochmanski, CEO; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Road Advisory Committee Members: Toby Jutras, Chm., Tamas Szepsy; John Upham, FOAA Officer; Rodney Allen, Budget Comm.; Larry and Joline Bell, Ad Hoc Broadband Comm. **and Guests Present** per the sign-in sheet.

2.0 Minutes of November 14, 2019 Meeting submitted for final approval. A motion to approve the minutes with the correction of the date from 12/16 to 12/26 was made by Mark Russell, seconded by Gary Parker and voted 3 - 0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. The Route 197 Diner requested another set of liquor license application forms be signed as the operator was unable to locate the original copy to submit to the State.

B. Doolin's Restaurant at the Meadows Golf Course is holding a fund raising event to benefit the Litchfield Fuel Fund and Food Bank. A fund raiser is being planned for OHHS Project Graduation.

C. A local group is gathering gifts for local children and has approached the Food Bank for identification of children to benefit. An effort will be made to identify ages and gender of children but names will not be made available as it is part of confidential information.

3.2 Code Enforcement Officer/Plumbing Inspector - A. The Permit Log for October was distributed. It includes three building permits for new single family homes and one new mobile home. Permit fees collected were for \$1,000 and owner identified value for properties was \$780,500.

B. The CEO expects plumbing permits will keep him busy for the rest of the year.

3.3 Road Commissioner - A. The Town crew was out at 4:00 AM to sand slippery roads.

B. Cement was poured Thursday for the communications building on Oak Hill Road.

C. There were mechanical problems with the Freightliner and the Loader.

3.4 Fire & Rescue - A. Trudy advised Rescue has been very busy.

B. Chief Stan Labbe has returned from Oklahoma.

C. The Fire Dept covered the Richmond Station while they responded to a fire.

D. A timer controlling the outside lights at the Central Station is malfunctioning and needs replacement. The electrician has been notified and is expected to replace it ASAP (The Town Office has received several calls)

E. The Town Manager was asked to obtain an update regarding the new dispatching protocols that were being developed.

3.5 Emergency Management - no report.

3.6 Assessing Agent - Ellery expects to be here 12/5 to meet with some residents regarding their assessments.

3.7 Transfer Station - A. Interesting week, according to the Transfer Station Manager. The DEP Inspector gave high marks for the annual report Bryan had submitted. When questioned about removing some trees, his only concern was regarding which way they would fall.

B. George and John attended DEP training. Some changes have occurred regarding propane tanks needing to have the valves removed by a propane company. There was discussion about requiring residents to take their tanks to Auburn or having them pay a fee for the Transfer Station to receive them and deliver them to Auburn for valve removal. The Transfer Station Manager was asked to develop cost figures for the 2020-2021 FY.

C. A local website contained dialogue regarding non-residents who claimed they are using the Litchfield Transfer Station. There was discussion about requiring the vehicles to have a Transfer Station sticker attached to the lower right side of the windshield to better identify residents rather than having the sticker on a card that can be passed around, even to non-residents. No stickers will be issued at the Transfer Station. Residents must go to the Town Office for them so residency (or property ownership) can be verified. A motion requiring every vehicle depositing materials at the Transfer Station to have a Litchfield Transfer Station sticker affixed to the lower right corner of the windshield as of 1/1/20 was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0. A motion directing the Town office to issue Transfer Station stickers upon request to verified residents and property owners to be affixed to the windshield as identified above was made by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0. Notices of the change will be put up around town, posted on the website and included in the Sodalite for January.

D. Used tractor purchase - Bryan discussed his attempts to locate a used tractor that will meet the needs of the Transfer Station and the complications of applying the current bid requirement for purchased over \$5,000. Following discussion, a motion was made to waive the bid policy for a four wheel tractor for the Transfer Station by Rayna Leibowitz, seconded by Gary Parker and voted 3 - 0.

3.8 Other Town Committees - The Ad Hoc Broadband Comm. requested to be on the agenda for the next meeting to provide a report. They have been busy gathering information and have more than 50 survey responses.

The Mass Gathering Ordinance Comm met last week and it went well. The next meeting is 12/3. The primary topic will be emergency medical response. Copies of the minutes of the meeting are available and were given to the Select Board. Chairman Parker advised Mike Seaman has put a tremendous amount of effort into this project and is to be commended.

4.0 Agenda Adjustments

4.1 Approval of Minutes for 10/30/19 - See 6.1 below

5.0 Scheduled Business

5.1 Mary Jo Mason Update - The CEO has had no contacts.

5.2 Doug Caton Consent Agreement Update The Town's attorney expects to have a telephone conference with the Judge on 12/3 at 9:30 AM. Mr Caton has not notified the CEO that he has finished as he was directed to do. If the Judge so orders, fines can be \$100 to \$2,500 a day starting in October, 2018. If the judge orders the Town to clean it up, the costs can be added to the tax bill and foreclosure can occur if it is not paid.

5.3 Approval of Notice of Tax Acquired Property - Tabled to next meeting as several issues were identified

5.4 Approve Position for Individual to take Minutes for the Mass Gathering Committee - Discussion - staffing costs are to come from Town Office staff account. If an employee works over 40 hours in a week, the extra hours must be paid as overtime. A motion to authorize the Town Manager to assign staff to take minutes and to offer staff the opportunity to do so was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

6.0 Unscheduled Business

6.1 Approval of Minutes for 10/30/19 - A motion to approve the minutes of October 30, 2019 as drafted was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

7.0 Legal

8.0 Appointments and Resignations

8.1 Appointment of Debra Boucher, who is a new part time employee to the positions of Deputy Clerk, Deputy Registrar of Voters, Deputy Tax Collector, Deputy Treasurer was made by Mark Russell, seconded by Gary Parker and voted 3 - 0. She will be working mornings for 25 - 30 hours a week.

9.0 Warrants

9.1 Town Voucher # 11 for \$16,307.38 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.2 Town Payroll # 11 for \$ 016,609.89 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 Christine Pistole, Gustin Road, discussed her concerns about the seasonal road closure expected.

- No signs of advance notice have been put up.

- Barriers went up today and the bottom ones are too close to her driveway to allow a tractor trailer truck to go past her driveway to back in to make pick-ups or deliveries. She asked to have them placed at the upper line of her property (and she provided detail about its location.

- Where are plows planning to turn around? She does not want them turning in her driveway.

Has Sonny Gowell given permission to use the area on his property?

- Snow and ice melt management - She is concerned about adequate provision for run off and handling the refreezing issues.

- Also, When the Wentzell Road was closed for 3 days because power lines were down on it, no notice was given and employees were unable to come to work and residents were unable to leave. (The Select Board had not been made aware the road was closed for three days.)

12.0 Future Agenda Item

12.1 Feedback on Selectman's Handbook

12.2 Approval of Notice of Tax Acquired Property

12.3 Update regarding the new dispatching protocols

12.4 Introduction of new employee

13.0 Adjournment at 8:10 P.M.

Respectfully Submitted,

Rayna Leibowitz