

Town of Litchfield
Select Board
January 24, 2022
Final Meeting Minutes

1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen: Gary Parker, Chairman, Rayna Leibowitz, Clarence Gowell III (identified as Rick Gowell in these minutes); **Staff:** Kelly Weissenfels, Town Manager; Michael Sherman, Fire Chief; Richard Lane, Road Advisory Committee Member via Zoom; Tom Wood, Budget Comm and Broadband Comm. via Zoom; Larry Bell, Chm., Broadband Comm. via Zoom

2.0 Minutes of January 10, 2022 Meeting submitted for final approval. A motion to approve the minutes as drafted was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3- 0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. Calderwood Engineering is working on the Woodbury Pond Dam project regarding permitting with DEP and the Army Corp of Engineers and to develop a timeline for completion of work on the dam by the end of 2022.

B. Monmouth has a new Town Manager, Justin Poirier. Kelly has had some discussion with him regarding the dam. More discussion will follow.

C. A resident's truck lost its gas tank in the Town Office yard. Sand was used to contain the spilled product. DEP was called and DEP and assumed the cost of transportation and disposal of the contaminated sand at a facility in Hartland.

D. In researching the duties of a Constable in Title 30 A, §2523, para. 3, allows directing the town warrant to a specific person (like a Deputy Clerk) to be posted. Local residents who are currently serving in law enforcement jobs were not able to accept a job in the same line outside of their employment.

E. Further discussion regarding the sand pile was held. Kelly advised he has purchased two video cameras, one trained on the Seniors bus and one on the sand pile to monitor users.

3.2 Code Enforcement Officer/Plumbing Inspector – A. Kelly advised the CEO/LPI expects to be attending the first Select Board meeting of the month only unless specific issues require other attendance.

B. There has been discussion about the Ricker property and plans have been made to clean it up.

C. Re. 2793 Hallowell Road: Apparently the Credit Union has not finalized its foreclosure process after all. The Town Manager had no further information. He has been directed to identify the accurate boundary line between 2787 and 2793 Hallowell Road properties.

D. There is no information regarding the potential illegal junkyard on Rt. 197.

3.3 Road Commissioner – A. The Road Comm. is absent to prepare for pending weather expected to require a plowing/sanding response.

B. The day was spent sanding icy spots from the last storm.

C. Larry is considering having an “on-call” person for emergency response in off hours. No definite decision has been made yet.

3.4 Fire & Rescue – A. Chief Sherman was wished a happy birthday.

B. Re: Traffic signal controls for emergency vehicles: Using the Gardiner Fire & Rescue controls for the traffic lights as a model, costs were estimated and the Maine Turnpike Authority (MTA) was advised of the costs to purchase the equipment for Litchfield's response vehicles, installation and to take the vehicles to Bangor for installation. MTA has advised him a check to cover the expenses will be forwarded. Once they are installed, they will belong to the Town of Litchfield.

C. The First Responder Class has been completed with 6 students. All passed the state test Saturday and now must take a national test. Each student requests it for themselves and takes it online at their convenience.

D. Chief Sherman has met with the Budget Committee and received suggestions for developing communications for residents and the development of planning tools for the budget process that were very helpful.

3.5 Emergency Management – The generator at the Public Works Garage has been checked.

3.6 Assessing Agent – A state statute regarding a tax deferral program has been put into law. The state will take over the burden of taxes for qualified residents. Repayment with interest will be required if the property is sold or passes to an heir. The Town Manager has drafted an article for the February Sodalite.

3.7 Transfer Station – A. John Upham, Acting Transfer Station Manager provided a written report that will be attached to these minutes.

B. The Transfer Station printer has not been working. Gary is trying to fix it.

3.8 Broadband Committee – A. Larry Bell, Chairman, reminded all of the Redzone informational meeting at the Fire Station on Thursday night at 6:30 PM.

B. The Franchise Agreement work with Charter Spectrum seems to be complete from our side. Larry expects to forward it to Charter tomorrow.

3.9 Other Town Committees – Budget Committee: Tom Wood, Chairman, advised the Committee is on line to work with departments at the front end of the budget process. Things are going well, so far. He appreciates the time for research to be done by starting this process.

4.0 Agenda Adjustments – there was discussion of changing the format regarding 4.0 and 6.0 for future agendas.

4.1 Constable or not

4.2 Sand pile discussion

4.3 Snow management at the Transfer Station

4.4 Town Manager Form of Government discussion

4.5 Clerk of the Works for Road Work

5.0 Scheduled Business

5.1 Review/approve putting a reserve plow truck up for sale – The Town Manager advised the 1998 International truck with plow has holes in the frame and has been removed from service. At least one person has expressed interest in buying it. If it is put out to bid and a buyer determined, the question was asked where the income would go, Highway Equipment Reserve Account or General Account. The Town Manager will find out. In the meantime, a motion to authorize the Town Manager to solicit bids for the 1998 International plow truck was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3 – 0.

5.2 Review/approve requests for gravel, grinding and paving bids – to be reviewed and voted on at the next meeting.

5.3 Discuss schedule for FY 23 Budget Reviews – The proposed schedule was distributed and reviewed. The Public Works discussion was moved to March 28th. That was the only change.

5.4 Liquor license renewal – Lintonia Bar & Grill – After review and discussion a motion to approve the renewal of the liquor license for the Lintonia Bar & Grill was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3-0.

6.0 Unscheduled Business

6.1 Constable or not – Following discussion, an exploratory committee was formed. Consisting of 5 appointees to explore options relating to law enforcement. Rick Gowell offered to begin the process with identification of interested persons. Area towns of Richmond, Sabattus, Monmouth and Gardiner have Police Departments. These also represent three different counties and different dispatching organizations. Is there any room for a regional response effort?

6.2 Sand pile discussion – Following discussion, a motion to require Public Works to place Jersey Barriers along the left side of the public sand pile, 4 feet from the existing guard rail to extend a minimum of 2 feet on either end, to be accomplished by the 31st of Jan, 2022. Replenishing the pile will be done from the back with a 3 foot gap between center barriers was made by Rick Gowell, seconded by Rayna Leibowitz and voted 3 – 0. The Town Manager was directed to have installed fence posts along the left side of the pile before the next winter season. The Town Manager was also directed to have a chain or cable placed across the door opening of the Salt/Sand Shed when it is not being actively used until it is repaired or replaced on a motion by Rayna Leibowitz, seconded by Rick Gowell and voted 3 – 0.

6.3 Snow management at the Transfer Station – The Town Manager and Transfer Station (Acting) Manager shall decide the status of opening or remaining open in inclement weather and use social media to inform the public. The report from the previous two weeks included nice comments from staff and residents about the good condition of the Transfer Station about the plowing and sanding.

6.4 Town Manager Form of Government discussion The Board will review pertinent documents in preparation for discussion at the next meeting.

6.5 Clerk of the Works for Road Work – as suggested by the Budget Committee was discussed. The Town Manager was directed to gather some information and report back at the next meeting.

8.0 Warrants

8.1 Town Warrant #14 for \$36,122.83., A motion to approve the Warrant# 14 for \$36,122.83 was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3-0.

8.2 Town Payroll #14 for \$23,061.56. A motion to approve the Payroll # 14 for \$23,061.56 was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3-0. Town Payroll #14B for \$2,900.11. A motion to approve the Payroll # 14B for \$2,900.11 was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3-0.

9.0 Selectmen/Public Discussion/Communication

9.1 The Town Manager was directed by the Board to prepare a draft agenda earlier with the issuing date and/or revision number on the bottom until a final agenda is established.

10.0 Future Agenda Items

- 10.1 Feedback on Selectman's Handbook
- 10.2 R02, Lot 015, 2793 Hallowell Rd
- 10.3 R02, Lot 017, 2783 Hallowell Rd.
- 10.4 Budget Committee Suggestions
- 10.5 Safety Flaggers
- 10.6 Town Report deadline for the printer
- 10.7 Gravel, Grinding & Paving bid packages
- 10.8 Clerk of the Works for Road Work
- 10.9 Destination of retired plow truck sales revenue
- 10.10 Update on Salt Shed overhead door
- 10.11 Review of statute and contracts Re: Town Manager Form of Government
- 10.12 Boundary line between 2787 and 2793 Hallowell Road properties

13.0 Adjournment at 8:55 PM

Respectfully Submitted By

Rayna Leibowitz