

Town Of Litchfield
Board of Selectmen
Minutes

Date: February 27, 2017

- 1.0 Convened at 6:30 PM; Pledge to Flag: Selectmen Present:** Chairman, Mark Russell, George Thomson;
Staff Present: Trudy Lamoreau, Town Manager; Tina Gowell, Rescue Director; Larry Nadeau, Road Commissioner; Paul Hempstead, Planning Board Chair; Brian Lamoreau, Transfer Station Manager; Richard Lane, RAC Chairman; Kelly Weisenfels, Budget Committee Chair; **Guests Present:** See Attached.
- 2.0 Minutes of January 23, 2017 meeting** submitted for final approval. **Selectman Thomson made a motion, 2nd by Selectman Russell, to approve the minutes. Motion passed 2-0-0.**
- 3.0 Reports and Correspondence:**
- 3.1 Town Manager: A) The Town Manager reported that she had received a request for a poverty abatement. She informed the applicant that, because the applicant was not in danger of losing the property, that it was denied. The Chairman clarified that the policy of the Board is to consider poverty abatements when the tax lien is about to mature and be subject to foreclosure.
B) The Town Manager announced that there are two candidates for the open Selectman position that returned valid nomination papers. The Special Town Meeting and election is scheduled for March 7, 2017 from 8:00 am to 8:00 pm at the town Office Conference Room.
C) The Town Manager has an Agenda Adjustment request to consider an RFP to cut some trees on the Upper Pond Road.
- 3.2 CEO/LPI – No Report
- 3.3 Road Commissioner – reported a busy plowing month, but no major breakdowns. He reported that the garage was damaged when a truck slid into it. Insurance will cover the damage. Salt and sand reserves are adequate.

The Chairman then proceeded, without objection, directly to item 5.2 Calderwood Engineering.

- 5.2** The Road Commissioner introduced Eric Calderwood of Calderwood Engineering which is the Company that the Town contracted with to engineer plans for repair and reconstruction of the Upper Pond Road. The engineer commented that poor drainage is the main problem with the road and designing a system of ditching and underdrains was the crucial part of any plan to improve the road. He indicated that the removal of some trees would be necessary to construct the appropriate ditches. The Chairman then invited those in attendance to ask questions of the engineer and the Road Commissioner and to offer comments about the plan. Many questions were asked and comments received. The Road Commissioner outlined how the process would go forward. The Road Advisory Committee will examine this plan in more detail and examine other options, if available. Further discussions with residents, including individual and group discussions with landowners on the Upper Pond Road, will occur. Recommendations about the scope of the project, the method of paying for the work, and when the work will take place will be welcome from the RAC, the Road Commissioner, the Budget Committee and the Board of Selectmen. If the planning progresses adequately, the Selectmen will include this project on the 2017 Annual Town Meeting Warrant.
- 3.4 Fire & Rescue - No Report.
- 3.5 Emergency Management - No Report.
- 3.6 Assessing Agent - No Report.

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- 3.7 Transfer Station - No Report
- 3.8 Other Town Committees:
Budget Committee has a new Chairman – Kelly Weisenfels.
- 4.0 Agenda Adjustments:**
- 4.1 Set Town Meeting date – item 6.1
- 4.2 Candidates forum – item 6.2
- 4.3 FOAA Officer Changes – item 6.3
- 5.0 Scheduled Business:**
- 5.1 LifeFlight – did not show. No action taken.
- 5.2 See Above.
- 5.3 Larry Nadeau Sr. -Sign Ordinance. Mr. Nadeau explained some of the intricacies of the State Law as it relates to flashing (changing) signs. He indicated that there is a need for an ordinance that addresses the use of these signs. After discussion, the Chairman made a request of the Planning Board Chairman to research the issue and to consider creating an ordinance that would be presented to the Annual Town Meeting
- 5.4 Whipporwill Road Pole Permit – Mid Maine Telecom, LLC has requested an easement for the installation of telecommunications poles. **It was moved by Selectman Thomson, 2nd by Selectman Russell, to approve the placement of the poles according to the plan submitted. After discussion, the motion passed 2-0-0.**
- 5.5 Abatement request Map R3 Lot 78C – the Telecommunications Tower on this lot is owned by a tax-exempt non-profit organization and should not have been taxed. **It was moved by Selectman Thomson, 2nd by Selectman Russell, to approve the abatement as recommended by the Assessing Agent. After discussion, the motion passed 2-0-0**
- 5.6 Graybill Mailbox – did not show. No action taken.
- 6.0 Unscheduled Business:**
- 6.1 Set Town Meeting date – **It was moved by Selectman Russell, 2nd by Selectman Thomson, to set the date and time of the annual Town Meeting as 8:00 am on Tuesday June 13, 2017 to choose a Moderator and hold Municipal Elections until 8:00 pm, at which time it will be recessed until 10:00 am on Saturday June 17, 2017. After discussion, the motion passed 2-0-0.**
- 6.2 Candidates Forum – Rayna asked about the possibility of holding a Candidate’s Forum for the Special election on Tuesday June 7, 2017. Discussion followed and the consensus was that that the time was too short to make the arrangements for an appropriate forum. No action taken.
- 6.3 FOAA Officer – Selena Nadeau asked if it was possible to consider appointing a new FOAA Officer. Discussion followed that centered around the need for someone other than a busy Town Manager to be responsible for answering the FOAA requests. John Upham indicated that he would be willing to volunteer to learn the job and to answer the requests. The Maine Municipal Association is hold a training workshop on FOAA on Monday March 13, 2017, the day of the next Selectman’s Meeting. The consensus of the Selectman was that, if Mr. Upham can attend that session, and, after completing the training, still wants to do the job, the Selectmen would appoint him as the new FOAA Officer at the next meeting.
- 7.0 Legal: None**
- 8.0 Appointments/Resignations:**
- 8.1 Dennis Tompkins’ appointment paper needs to be signed – **Selectman Thompson moved to sign the paper and selectman Russell seconded it and the motion passed 2-0-0.**
- 8.2 Joan Thomas as Library Trustee - – **Selectman Thompson moved to appoint Joan Thomas as Gardiner Library Trustee and sign the paper and selectman Russell seconded it and the motion passed 2-0-0.**

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- 8.3 Lezley Sturtevant as Registrar of Voters -- **Selectman Thompson moved to appoint Lezley Sturtevant as Registrar of voters and sign the paper and selectman Russell seconded it and the motion passed 2-0-0.**
- 8.4 Tina Gowell indicated that her appointment to the Gardiner Ambulance Committee was overlooked. – **Selectman Russell moved to appoint Tina Gowell as the Litchfield Representative to the Gardiner Ambulance Advisory Committee and authorize the Selectmen to sign the appointment paper outside an open meeting. Selectman Thompson seconded it and the motion passed 2-0-0.**
- 9.0 **Warrants:**
- 9.1 Town Voucher Warrant #15 was presented for \$374,362.18. **It was moved by Selectman Thomson, 2nd by Selectman Russell, to approve Warrant #15. After discussion, the motion passed 2-0-0.** Town Voucher Warrant #16 was presented for \$162.48. **It was moved by Selectman Thomson, 2nd by Selectman Russell, to approve Warrant #16. After discussion, the motion passed 2-0-0.** Town Voucher Warrant #17 was presented for \$75,519.97. **It was moved by Selectman Thomson, 2nd by Selectman Russell, to approve Warrant #17. After discussion, the motion passed 2-0-0.**
- 9.2 Town Payroll Warrant #16 was presented for \$15,422.77. **It was moved by Selectman Thomson, 2nd by Selectman Russell, to approve Payroll Warrant #16. After discussion, the motion passed 2-0-0.** Town Payroll Warrant #17 was presented for \$18,470.80. **It was moved by Selectman Thomson, 2nd by Selectman Russell, to approve Payroll Warrant #17. After discussion, the motion passed 2-0-0.**
- 10.0 **Oher Business:** Chairman Russell reminded about the Special Selectman’s Meeting that was scheduled for March 2, 2017 at 1:00 pm to conduct evaluations and consider contract adjustments for the Town Manager, Road Commissioner/Public Works Foreman, and the CEO/LPI.
- 11.0 **Selectmen/Public Discussion/Communication:** A question was asked about the loss of the Sodalite which led to a general discussion. Vicki Russell volunteered to put the articles together and John Upham volunteered to pick up the finished product. They will work with Deb Campbell to discuss the procedure and try to prepare an issue for April.
- Vicki Russell asked, in an effort to correct misinformation that is being posted on social media, for clarification of the action that was taken at the October 24, 2016 Selectman’s Meeting to authorize the Town Manager to sign a utilities easement for Tristan Russell. Selectman Russell and Selectman Thomson explained that because of a desire to avoid an appearance of a conflict of interest and a desire to protect the interests of the Town of Litchfield, they authorized the Town Manager to investigate and approve the request for the easement.
- 12.0 **Future Agenda Items:**
- 12.1 D. Blocher Property
- 12.2 Street Lights
- 12.3 Old Mill Road Bridge
- 12.4 Gustin Road Bridge/Culvert
- 12.5 Return of the 7/14/16 Executive Session working papers
- 12.6 Discuss Grant Writer Specialist
- 13.0 **Adjournment:**
Adjourned at 9:24 PM

Respectfully Submitted,
Mark Russell, Chairman