

Town of Litchfield  
Select Board  
March 8, 2021  
Final Meeting Minutes

**1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen:** Gary Parker, Chairman, Rayna Leibowitz, Mark Russell; **Staff:** Kelly Weissenfels, Deputy Town Manager; Stan Labbe, Fire Chief, Michael Sherman, Rodney Allen, FD; Larry Nadeau, Road Comm.; Bruce Slattery, Emergency Management Director via Zoom; Pat Soboleski, Senior Director via Zoom; Road Advisory Committee Members: Toby Jutras, Chm., and Richard Lane, both via Zoom; Tiffany Catom, Rec. Director via Zoom, Tom Wood, Budget Comm and Broadband Comm. via Zoom, Larry Bell, Chm., Broadband Comm. via Zoom

The Chairman, Gary Parker, advised the meeting is being available to the community via interactive telecommunications. Voting is identified using the Select Board members' initials and their vote.

**2.0 Minutes of Feb. 22, 2021 Meeting submitted for final approval.** A motion to approve the minutes as drafted was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

**3.0 Reports and Correspondence:**

3.1 Town Manager: A. Kelly Weissenfels, Deputy Town Manager advised he learned from the CEO that the illegal junkyard issue at Litchfield Corners is moot because the owner has a valid Used Car Dealer license that allows unlimited "repairable" vehicles to be present.

B. Foreclosure notices were sent out on 23 properties. Several owners have already paid the arrears. The list of remaining foreclosure accounts will be provided next meeting

C. Consideration is being given to moving Internet service to Consolidated. The cost will be comparable but services are expected to be better.

D. The Animal Shelter contract has been finalized with all required signatures.

3.2 Code Enforcement Officer/Plumbing Inspector – A. Kelly reported for Steve that the year end wrap up of permits issued in 2020 will be presented at the next meeting.

B. Rodent control has not been completed at 2787 Hallowell Road. The courts are starting to move again so court dates may be forthcoming. There was discussion about the status of the dumpster at this location. The Deputy Town Manager was authorized to have the dumpster emptied. Funding will come from Contingency and he was directed to create a separate account to track the expenses associated with the property.

3.3 Road Commissioner – A. Larry Nadeau advised the local roads are now posted.

B. The collapsing town garage floor was excavated and inadequate materials that had been used and caused the problem have been removed. Better gravel was put in and compacted and new concrete is expected Tuesday morning.

C. There was discussion about new above ground fuel tanks to be located on the old Town Garage lot across the road. Some trees will need to be taken down and David Swift has been asked to do that. Fill will need to be added from the garage area to create a firm pad. The tanks will be two 1,000 gallon tanks, double walled, so secondary containment will not be necessary. Both will contain diesel fuel. Most of the installation can be done by our PW crew. A pole and underground electric

service will be needed and a small paved area. The intent is to have the generator by the Public Works garage be connected to the fuel depot as well.

D. All States Paving is honoring last years price for asphalt with an escalator for fuel.

3.4 Fire & Rescue – A. Chief Labbe received his second Covid shot on Thursday, completing the two shot regimen for all firefighters and First Responders who wanted it.

B. The Fire Dept is interviewing two candidates for the Chief’s position next week.

C. The Chief’s job description is being revised and updated for the first time in 58 years. It was noted the Fire Department personnel policies need to be compatible with with town employee policies where appropriate.

D. Fire calls for February were 10 including 6 accidents, 1 wire down, 2 mutual aid and 1 good intent. Rescue had 11 responses.

E. Mike Sherman advised a radio antenna is being installed at the fire station to have higher internet speed. This will be very useful in emergency situations.

3.5 Emergency Management – Bruce Slattery advised the sensor issue at the fire station was resolved and all is quiet.

3.6 Assessing Agent – Kelly advised the Assessing Agent is gearing up for spring work.

3.7 Transfer Station – A. The Deputy Town Manager advised a Conex box has been purchased for the Transfer Station.

3.8 Broadband Committee – A. Larry Bell, Chairman, advised some vendors have expressed interest in the Broadband Expansion Project. Charter/Spectrum may respond in late April or early May; Red Zone is considering 5 towers that could blanket the town at a cost of \$50,000 each and the following companies want to talk: Matrix, Axium Technologies, Consolidated and TK Networks.

B. Negotiations with Spectrum on the cable contract have been tabled to after build out proposals are received.

C. Funding for rural broadband in the recent Covid 19 Recovery Bill is \$11 Million nationwide. Larry is seeking more detail of how it might benefit Maine in general and Litchfield in particular.

D. The question was asked if TDS was a vendor approached. Larry is not aware of their efforts for fiber optics in this area.

3.9 Other Town Committees – none offered reports.

#### **4.0 Agenda Adjustments**

4.1 Schedule evaluation of the Deputy Town Manager – See 6.1

#### **5.0 Scheduled Business**

5.1 Liquor License Renewal – Meadows Golf Club/Course – It was noted a public hearing for a liquor License Renewal is an option for the Board to require if desired. There was no identified need to hold one for this applicant. A motion to sign the application document with the applicant correcting the birth dates of the owners was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

5.2 Budget Review

A. Fire Dept. - Development of a new fire pond will be added as a special project.

Air Pack replacement options were discussed by Chief Labbe

It was noted the Fire Dept. needs to review and update the Capital Improvement Plan.

- B. Emergency Services – Discussed moving the Dispatch Services to another account. The Deputy Town Manager needs to contact the Regional Communications Center for the proposed costs for the next contract period. Propane costs for the Fire Dept and Public Works generators will come off this account and be put on the respective FD and PW accounts.
- C. Recreation – The Director was asked for registration numbers and advised there was no basketball or baseball in 2020. They did have soccer. Applications are being received for baseball. Hearing of interest for it. Director was asked about plans to combine programs with Sabattus. She advised they are in constant contact. The Recreation Program wants to be able to continue to play against Sabattus until the kids get to Middle School when the kids play together.  
Woodbury Pond Park – Entry fee is \$2 per person over 5 with veterans, seniors and kids under 5 free, or \$8 for a carload or \$30 for a season pass for the family.  
Income generally covers costs. She has no way of identifying how many are from out of town.
- D. Capital Road Improvements – Discussed the Road Advisory Committee’s recommendation to borrow funds to do a lot of work in order to avoid much higher costs later to rebuild roads that have deteriorated too much to save. The Budget Committee has offered to do some evaluation of the figures.
- E. Seniors – Director’s pay is proposed to receive a 3% increase.  
Line Dancing may restart in May at the Sportsmens Club @ \$40/wk.  
Band and Tai Chi may restart at the Fairgrounds or Sportsmens Club.  
Trips may be restarting in summer and trips to Woodbury Pond Park.
- F. Dams – Information from the Woodbury Dam Comm is needed.
- G. Newsletter – Moving to a new printer has been a positive move.  
The suggestion was made to consider printing the Sodalite on colored paper.

The Budget Committee discussed some propriety accounts that have not been transparent. They will be recommending that the Select Board must approve use of the funds.

## **6.0 Unscheduled Business**

6.1 Schedule evaluation of the Deputy Town Manager – March 18, 2021 at 3:00 PM.

## **9.0 Warrants**

9.1 Town Warrant #17 for \$391,636.87, including \$313,680.33 for RSU#4. A motion to approve the Warrant# 17 was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

9.2 Town Payroll #17 for \$19,860.75 A motion to approve the Payroll # 17 was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

## **12.0 Future Agenda Items**

- 12.1 Feedback on Selectman's Handbook
- 12.2 R02, Lot 016, 2787 Hallowell Rd
- 12.3 R02, Lot 017, 2783 Hallowell Rd.
- 12.4 Bid review and Approval for Transfer Station Hauling
- 12.5 Budget Comm. Recommendations
- 12.6 Foreclosure List
- 12.7 CEO's Permit Summary for 2020

**13.0 Adjournment at 10:05 PM**

Respectfully Submitted By

Rayna Leibowitz