

Town of Litchfield  
Select Board  
March 22, 2021  
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; Larry Nadeau, Road Comm.; Pat Soboleski, Senior Director via Zoom; Road Advisory Committee Member: Richard Lane, via Zoom; Tom Wood, Budget Comm and Broadband Comm. via Zoom; Rodney Allen, Budget Comm. via Zoom, Larry Bell, Chm., Broadband Comm. via Zoom; Bryan Lamoreau, Transfer Station Mgr. Vva 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 March 8, 2021 Meeting submitted for final approval.** A motion to approve the minutes as corrected (typos) 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 Deputy Town Manager: A. The American Rescue Plan (ARP) is giving \$1,000 per resident to towns and cities, resulting in Litchfield expected to receive \$364,000, divided over 2 years. The first installment may arrive before 6/30/21 but that is not certain. Guidelines on how it can be used have not been received.

B. Winter Salt Bid Agreement through KVCOG will be worked on by Kelly and Larry and submitted by the 4/2/21 deadline.

C. Kelly has learned there is a listing in the Treasurer of State records of \$2,100 belonging to the Town of Litchfield. Kelly will look into it.

D. A request for health insurance extension has been received from Trudy Lamoreau, Town Manager, added to Agenda Adjustments.

E. Personnel Policy Workshop Schedule added to Agenda Adjustments.

F. Foreclosure list is down to 11 from 23. Foreclosures from 2017 that should have been done last year were not, primarily due to the Pandemic and Trudy's illness. 17 on the list have been contacted and offered repurchase agreements.

3.2 Code Enforcement Officer/Plumbing Inspector – The CEO was unable to attend tonight..

3.3 Road Commissioner – A. Larry Nadeau, Road Comm. advised the crew has been cold patching on several roads.

B. A borrowed sweeper has been lined up to do intersections.

C. Roads are still posted to 23,000 pounds.

D. He has one man out sick this week.

E. Scott MacGregor has been hired for the full time vacancy.

3.4 Fire & Rescue – A. Kelly advised 2 out of 3 candidates for the Chief position have removed themselves from consideration.

3.5 Emergency Management – Kelly advised the first draft of procedures for sheltering in a

Covid-19 situation has been received. Health conditions monitoring equipment, e.g. temp monitoring, may need to be borrowed from the First Responder unit.

3.6 Assessing Agent – Kelly advised Zeb Pike was here last week. Ellery Bane is expected this week.

3.7 Transfer Station – A. Bryan Lamoreau advised the Transfer Station has been very quiet.

B. Plans for a new office/garage have been taken to Hammond Lumber to be priced out.

C. The purchased Conex box is on site. BDS has been called to remove tires currently at the Transfer Station.

D. The Gator (vehicle) is expected to be sold as the tractor pretty much replaces it with more functionality.

E. Bryan would like to move the paper, tin and glass cans to the other side so monitoring can be done more efficiently. He will get prices on site work for that project.

F. Summer hours were discussed. Bryan would like to be open on Thursday, Friday and Saturday each week as help is hard to find for Sundays. The Board wants to keep the Transfer Station open on Sunday so folks coming for the weekend can be served.

G. Bryan has learned that Kelly Brothers from Pittston is interested in bidding on the transportation bid.

3.8 Broadband Committee – A. Larry Bell, Chairman, provided information about the proposals for broadband received. Axiom has submitted a fiber optic proposal. Red Zone has submitted a wireless proposal. Charter Cable is expected to make a submission by the end of April. Other fiber-based services may be interested in submitting proposals as well.

B. Tom Wood, Larry and Joline heard a conference call today regarding the ARP funds. Infrastructure funding includes broadband with fiber preferred. More information can be researched and he will do that and provide an update.

C. Larry advised the county funding can also be used for broadband. More information is expected on that as well.

3.9 Other Town Committees – Budget Comm – Tom Wood – A. Tom had provided to the Board and Kelly a memo regarding “Enterprise Accounts” and how they might be handled to improve transparency. Additional discussion is needed for this. It will require some modifications to existing record keeping and the Budget Comm has offered to assist Kelly with setting this up.

B. The proposed Budget Committee Ordinance has been forwarded to MMA for review and comments. While this is outside their regular arena they agreed to do additional research. In the meantime, the Budget Comm has adopted operational by-laws.

C. The State Economic Infrastructure Development Grant (SEID Grant) has been reviewed by Tom and he has identified several categories of eligibility that Litchfield could consider applying for. He was urged to draft a letter of interest in coordination with Kelly.

D. Tom was thanked for his work on this topic.

Senior Center – Pat Soboleski advised as of 4/12/21 the Seniors will resume Line Dancing at the Sportsmens Club with 4 new instructors.. They plan to require that participants have had their 2 Covid-19 vaccine shots.

#### **4.0 Agenda Adjustments**

4.1 Health Insurance for Town Manager - See 6.1

4.2 Date for Workshop on Personnel Policies - See 6.2

## 5.0 Scheduled Business

### 5.1 Mowing Bids – Recreation Dept.

The following bids were received:

Shaw’s Greenhouse, Litchfield	Fields \$280, Woodbury \$75
Paul’s Yardworks, Litchfield	Fields \$420, Woodbury \$125
Catlin’s Year Round, Litchfield	Fields \$260, Woodbury \$90
AK Enterprise, Windsor	Fields \$1575 per field, Woodbury \$2250

Bids not in the correct form

4 Seasons Landscape, Sabattus	Fields \$70, Woodbury \$65
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A motion to accept the bid from 4 Seasons Landscape with the contingent that their description of Woodbury Park mowing is acceptable to the Recreation Director was made by Mark Russell, seconded by Gary Parker and voted RL Yes, MR Yes and GP Yes.

### Mowing Bids, Cemeteries

The following bids were received:

4 Seasons Landscape, Sabattus	Mowing \$455, Trimming \$35
Shaw’s Greenhouse, Litchfield	Mowing \$940, Trimming \$80
Catlin’s Year Round, Litchfield	Mowing \$561, Trimming \$17
AK Enterprise, Windsor	Bid refused, not in correct form

A motion to accept the bid of 4 Seasons Landscape was made by Mark Russell, seconded by Gary Parker and voted RL Yes, MR Yes and GP Yes.

### 5.2 Budget Review

A. Public Works – Larry advised he prefers to keep the existing loader in service rather than trying to replace it.

B. Garage – The replacement of underground fuel tanks with above ground fuel tanks will be part of the special projects article on the Town Warrant.

C. Administration -discussed, amount is not yet final

D. General Government – proposing slight decrease

E. Insurance – while not final, the Workers comp has increased due to claims

F. Town Office – proposing a decrease

G Office Equipment – proposing a decrease

H. Animal Control – increase in labor costs

5.3 Repurchase Agreement, map U10 Lot 015 – at 23 Easy Street, Lisa Asselin with \$500 down and \$320/month for 24 months. A motion to approve the repurchase agreement was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

5.4 Repurchase Agreement, Map U28 Lot 58A at 485 Peace Pipe Shores, Jeremy Nelson with \$1,000 down and \$2,105/month for 12 months. A motion to approve the repurchase agreement was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

5.5 Dead River Culvert Contract Approval – A motion to authorize Kelly Weissenfels, Deputy Town Manager, to provide an electronic signature on behalf of the Town of Litchfield for the two DEP grants for the Dead River Road culvert/bridge replacement grants was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

5.6 RFP Review and Approval for Transfer Station - A motion to authorize the Deputy Town

manager to advertise for bids for hauling of Transfer Station materials was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

## **6.0 Unscheduled Business**

6.1 Health Insurance for Town Manager – The Town Manager has requested continuation of health insurance for one person for a period of 6 months or until she obtains other health insurance, whichever comes first. The Town’s attorney suggested offering an agreement of insurance in exchange for a letter of resignation, retaining the condition from her contract that allows her to come back into employment with the Town within a 2 year period. A motion to authorize the Chairman to enter into an agreement with the Town Manager for the primary purpose of extending health care benefits for 6 months was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

6.2 Date for Workshop on Personnel Policies - A motion to schedule a Workshop for Review of Personnel Policies on March 29 at 1:30 PM to be followed by an Executive Session at 3:00 PM for the purpose of an evaluation of the Deputy Town Manager was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

## **8.0 Appointments and Resignations**

8.1 Glen Ridley: Board of Assessment Review – Not seeking reappointment

8.2 Paul Whalon: Board of Assessment Review – Not seeking reappointment

8.3 Elton Wade: Smithfield Plantation Trustee - Reappointed on a motion made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

8.4 Eileen Turcotte: Senior Advisory Committee - Reappointed on a motion made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

8.5 Richard Cutliffe: Senior Advisory Committee - Reappointed on a motion made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

8.6 Dian White: Senior Advisory Committee - Reappointed on a motion made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

8.7 Pat Sirois: Mew Mills Dam Committees - Reappointed on a motion made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

8.8 Christine Stenberg: Historic Preservation Commission - Reappointed on a motion made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

8.9 Judith Rogers: Historic Preservation Commission - Reappointed on a motion made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

8.10 Esther Slatery: Historic Preservation Commission - Reappointed on a motion made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

## **9.0 Warrants**

9.1 Town Warrant #18 for \$ 31,305.32, A motion to approve the Warrant # 18 was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

9.2 Town Payroll #18 for \$ 31,372.14. A motion to approve the Payroll # 18 was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

## **11.0 Selectmen/Public discussion/communications**

11.1 The change in telephone service for the Town Office requires a new contract for services.

A motion to authorize the Deputy Town Manager to sign a service agreement with Consolidated Telephone for telephone and Internet service was made by Mark Russell, seconded by Gary Parker 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 Open Bids for Transfer Station Hauling
- 12.5 CEO's Permit Summary for 2020

**13.0 Adjournment at 9:05 PM**

Respectfully Submitted By

Rayna Leibowitz