

Town of Litchfield
Select Board
May 10, 2021
FinalMeeting 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; Steve Ochmanski, CEO/LPI; Stan Labbe, Fire Chief, Michael Sherman; Larry Nadeau, Road Comm.; Bryan Lamoreau, Transfer Station Manager; Tom Wood, Budget Comm and Broadband Comm. via Zoom, Rodney Allen and Theresa Madore, Budget Comm. via Zoom; Larry Bell, Chm., Broadband Comm. and Budget Comm. via Zoom; Mark Evans, Woodbury Pond Dam 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 April 26, 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.

5.6 Approval of Town Manager Contract - taken out of order. Having received a resignation from Trudy Lamoreau as Town Manager, a motion was made to offer Kelly Weissenfels, who has been Deputy Town Manager, a contract retroactive to April 28, with both the term and pay for 32 months to 12/31/23 was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes. The contract offer was accepted, signed and signatures notarized as required. It was noted that when Trudy is able to return to work, a position will be made available for her in the Town Office. She has been missed.

3.0 Reports and Correspondence:

3.1 Kelly Weissenfels, Town Manager: A. A focus has been on preparing the budget to have it ready for final approval tonight.

B. The front counter has been busy.

C. Kelly has had a couple of calls regarding the alewife situation and the Board has been invited to visit the running of the alewives by a representative of the Dept. of Marine Resources.

D. Woodbury Pond Dam has some issues and Mark Evans is prepared to provide information about it. See 4.1

E. Tom Wood advised the Official Opening of the portal for the SEID Grant application requires the appointment of a person authorized to sign documents and represent the Town of Litchfield. His recommendation is for the Town Manager to be so authorized. See 4.2

3.2 Code Enforcement Officer/Plumbing Inspector — A. Steve Oclunanski, CEO, provided the Permit Log for April. For the first time in 11 years, it has needed a second page. It represents 4 new single family homes. Permit fees collected were \$1,500 for owner valued estimates of \$1,950,603.

3.3 Road Commissioner —A. Ditching is being done on the Dead River Road in preparation for work expected to be done this summer. Larry is finding the road bed and ditches contain a lot of blue clay. The culvert planned for replacement will be an 8 foot corrugated metal one.

B. Larry would like to put an overlay layer of pavement on the Stevenstown Road and Dead

River Road and ground the present surface using funding remaining in the Road Improvement Account. The Board concurred.

C. There was discussion about public notices of the Dead River Road closures so emergency responders as well as regular users of the road will have ample time to plan alternatives. Larry advised the culvert closure would likely be 24 — 48 hours but he does not know how long the bridge will take until he has more engineering information. He provided assurance that the notifications would be done.

3.4 Fire & Rescue — A. Stan Labbe, Chief, reported the response numbers for April for the FD was 12, including 4 accidents (3 on MTA), 1 smoke, 2 wires down, mutual aid calls to Bowdoin, Wales, West Gardiner and a local chimney fire. The First Responders went out to 4 calls. He did not have numbers on Gardiner Rescue calls to Litchfield.

B. The Chief was asked if the FD might be interested in a live burn training opportunity on a town owned property. He advised there are requirements for inspections to ensure there is no lead paint or asbestos, but if those are done he certainly would consider it.

3.5 Emergency Management — The dispatching costs were obtained for inclusion in the proposed budget.

3.6 Assessing Agent — The Assessing Agent was here last week and will be here this week. The spring work has been completed.

3.7 Transfer Station —A. Bryan Lamoreau, Transfer Station Manager, advised he is satisfied with Kelley Bros. So far. He is waiting for 30 yard containers.

B. There was discussion about a requirement to put the office and tractor building out to bid. He has received more than one cost estimate so it was felt the intent had been met.

3.8 Broadband Committee —A. Larry Bell, Chin, Broadband Comm., advised the REP for Broadband expansion went out to 14 providers. Five of them joined the Zoom call. Written questions deadline is May 11. The consultant is actively involved. Once all the proposals are in, they can be adequately compared.

3.9 Other Town Committees — The Budget Committee reported they plan to meet on May 12 to determine their recommendations for the FY 21-22 budget for the Town Report which will be going to the printer soon.

4.0 Agenda Adjustments

4.1 Woodbury Pond Dam Info from Mark Evans - See 6.1

4.2 Authorize signing of grant applications — See 6.2

5.0 Scheduled Business

5.1 Transfer Station Budget Review — Bryan Lamoreau provided a breakdown of labor costs as well as information regarding projects, their status and plans for accomplishing them as well as the status of funding still available from Capital and Special Projects from the current budget. This information will determine the amounts to be included in the proposed budget for FY 21-22.

5.2 Fire/Rescue SCBA Purchase Plan Budget Review - The FD has met with a representative of a second SCBA vendor (MSA) for the purpose of obtaining prices for purchases and comparisons with the prices from the first vendor (Scott). After discussion a figure was recommended for the budget considerations. While the cost of MSA equipment is slightly less than Scott equipment, the warranty is much shorter and there are several differences between the models that Chief Labbe is concerned might pose a safety risk to responders in an emergency situation. The preference of the Chief

is to stay with Scott products as that is the type firefighters have been using and are trained and experienced with.

5.3 Town 2021-22 Budget Review/Approval — The budget figures were given a final review with adjustments made in some areas. Administration — costs for the tax maps were lowered by \$1,500 for the fiscal year. Office Equipment, Computer Service, Software Support — the cost of the security system increased due to changing from a telephone to a radio connection. Forest Fires — the amount was increased by \$1,000 at the request of the Fire Chief. Capital projects was adjusted by reducing the additional fluids for the Transfer Station attendants' office by \$10,000. Special Projects included the addition of \$20,000 for Broadband Infrastructure. A motion to approve the Budget with the adjustments made tonight for appropriations of \$3,143,253 and revenue projections of \$1,520,400 was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

5.4 Town 2021-22 Warrant Review/Approval — The Town Warrant was reviewed and several changes/corrections were made to coincide with the budget information. An Article will need to be added for the Broadband Infrastructure item. A motion to recommend appropriating \$200,000 from the Unassigned Fund Balance Account to reduce the tax commitment was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

5.5 Quit Claim, H. Lilly, Jr. R-03, Lot 013, The foreclosure has been paid off and a motion to authorize signing the Quit Claim Deed for Harold Lilly, Jr was made by Rayna Leibowitz, seconded by Mark Russell and voted RL Yes, MR Yes and GP Yes.

6.0 Unscheduled Business

6.1 Woodbury Pond Dam Info from Mark Evans - Mark Evans, a member of the Woodbury Pond Dam Committee advised his newest information is from mid-April when a flow of water appearing to be from under a wing wall was identified. This water was cloudy, indicating dirt was in it so erosion is likely. On 5/25 the State Dam Inspector looked it over and said there is a leak. Wright Pierce Engineering from Topsham advised keeping the water level low (at 6' rather than raising it to 7'6"(summer level)) to minimize the leak. The work plan is for a 2-phase approach and the recommendation is for immediate assessment & remediation

A geotechnical assessment (not available until mid June) & die pack and temporary remediation, perhaps a liner and sand bags.

Phase 2 would be injections to seal or structural repairs The cost of the recommendations is expected to be provided before (perhaps JUST before) Town Meeting.

Gary advised he was familiar with a process that disbursts a substance onto the water surface that sinks and flows into gaps and seals them. It has used many times. The dam inspector said we may want to look for a grant from DEP (but was advised they are not generally available for low risk, low hazard dams like this one). The engineer who came from Wright Pierce advised she is from Monmouth and her mother has a camp on the Monmouth side of the pond.

The Dam Committee has a delegate from Monmouth and Mark was encouraged to contact that person and ask for an opportunity to inform the Monmouth Select Board of the developments known.

Discussion of funding for potential needs determined they could come from the Woodbury Pond Reserve Fund.

6.2 Authorize signing of grant applications — a motion to authorize the Town Manager to be the authorized official for grant applications was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

8.0 Appointments/Resignations

- 8.1 Resignation of Kelly Weissenfels as Registrar of Voters (no action required)
- 8.2 Appointment of C. Craig as Registrar of Voters —Appointed on a motion by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.
- 8.3 Appointment of Kelly Weissenfels as Town Manager - Appointed on a motion by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.
- 8.4 Appointment of Kelly Weissenfels as Town Clerk - Appointed on a motion by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.
- 8.5 Appointment of Kelly Weissenfels as Town Treasurer - Appointed on a motion by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.
- 8.6 Appointment of Kelly Weissenfels as Town Tax Collector -Appointed on a motion by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.
- 8.7 Appointment of Kelly Weissenfels as Freedom of Access Officer - Appointed on a motion by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.
- 8.8 Appointment of Kelly Weissenfels as Deputy Registrar of Voters - Appointed on a motion by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

9.0 Warrants

- 9.1 Town Warrant #21 for \$378,722.09, including \$313,680.31 for RSU#4. A motion to approve the Town Warrant# 21 was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.
- 9.2 Town Payroll #22 for \$ 23,043.27. A motion to approve the Payroll #22 was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

10.0 Other Business

- 10.1 The RSU#4 Referendum was presented and signed by the board to allow a vote on June 8, 2021

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 Proposed Settlements

13.0 Adjournment at 10:45 PM

Respectfully Submitted By

Rayna Leibowitz