

Town of Litchfield
Select Board
April 24, 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; Bryan Lamoreau, Transfer Station manager; Stan Labbe, Fire Chief, Michael Sherman, FD; Larry Nadeau, Road Comm. Via Zoom; Toby Jutras, Chm., Road Advisory Committee Member via Zoom; Tom Wood, Budget Comm and Broadband Comm. via Zoom, Larry Bell, Chm., Broadband Comm. via Zoom; Lindsay Nelsen, Conservation Comm. Via Zoom, Eric Seaman via Zoom; Randall Anderson 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 12, 2021 Meeting submitted for final approval. A motion to approve the minutes as corrected was made by Mark Russell, seconded by Gary Parker and voted RL Yes, MR Yes and GP Yes.

3.0 Reports and Correspondence:

3.1 Town Manager: Kelly Weissenfels, Deputy Town Manager reported A. It has been busy in the Town Office.

B. A Microsoft patch caused a computer crash when printing. They were able to overcome it and a correcting patch was provided.

C. A thank you note was read from Mid-Coast Truck Repair to the Fire Dept. for their professionalism in responding to a truck rollover on the Maine Turnpike and assistance unloading a load of potatoes. It was accompanied by a check for \$100 as a donation.

D. Some checks issued over a year ago were not cashed so they will need to be reissued. The total is \$758.69. See 4.1

E. The Recreation Director was authorized a salary increase in 2017 that was never implemented. Payment of the amount since then is due in the amount of about \$761.00. See 4.1

3.2 Code Enforcement Officer/Plumbing Inspector – A. Kelly advised the CEO informed him a report will be provided at the next meeting.

3.3 Road Commissioner – A. The Road Commissioner advised the crew is putting trim on the garage.

B. Ditching on Dead River Road will start next week.

C. The remaining stockpile of sand has been moved to the sand/salt shed.

D. An employee is leaving the PW crew to return to his pre-pandemic job.

3.4 Fire & Rescue – A. A tri-county training session will be held in Sabattus on Saturday.

B. Prices for Scott SCBA have been received reflecting different amounts for different quantities in an effort to get options. If 13 are purchased at one time, the price changes from \$96,356 to \$84,981. If 10 are purchased, the price of \$74,120 changes to \$65,370 NFPA regulations are likely to change in 2023. The FD has been told to expect a 5% increase to \$23,406 with no discount for the final 3.

C. It was suggested getting prices for the competitive brand (MSA) since connections are now

universal and the different brand would be compatible.

3.5 Emergency Management – No report

3.6 Assessing Agent – Spring work has started and is expected to be finished this week.

3.7 Transfer Station – A. Bryan reported they had a busy weekend and the drug takeback on 4/24 was very well received and considered successful.

B. Both the Bulky and cardboard containers were filled.

C. Bryan advised some employees do not want to work every Sunday. An ad has been posted on the website. The Board suggested additional posting to try to obtain applications.

3.8 Broadband Committee – A. See discussion under 5.3 below.

3.9 Other Town Committees – Budget Comm: Tom Wood advised its been hard to keep up. SEID grant information has been submitted. The MDOT Earmarks list is being worked on. He is seeking prioritization of projects and expects to meet the submission deadlines.

Conservation Comm. - Lindsay Nelsen has found a new source for Japanese Knotweed control treatment. Also, Bittersweet has been found at Woodbury Pond Park. That requires different chemical treatment from Japanese Knotweed. She was advised the Conservation Commission funds could be used for those costs and to work with the Deputy Town Manager.

4.0 Agenda Adjustments

4.1 Reissuing of lost checks, correcting error in payroll and funding for Broadband Consultant services and funding source authorization -See 6.1

5.0 Scheduled Business

5.1 Driveway Permit Variance Request R13-016 – Dennis Hill Road – A driveway was at this location historically, serving a farmhouse, now gone. This old driveway should be grandfathered. No variance is required. No action taken.

5.2 Meadows Liquor License Extension of Premise – This business intends to offer special activities twice a month plus July 3rd as well as special events. An extension of the liquor license for specific areas as shown in the application is being requested. A motion to approve the application was made by Rayna Leibowitz, seconded by Mark Russell and voted RL yes, MR yes and GP Yes.

5.3 Broadband RFP – Larry Bell, Chairman, advised the proposed RFP includes a compressed timeline to meet the submission schedule, unless the state extends the deadline. The pre-bid meeting is voluntary. Questions are invited to be submitted in advance and potential bidders can see the questions and answers online or they can call to connect into the pre-bid meeting. The date for the Board to open the bids was set at June 10. A warrant article will be drafted. Larry wants to be certain the consultant is involved. The Committee is over budget now and discussion was held regarding using contingency funds to cover the expenses until the fiscal year ends. The question was asked about whether grants could be used to cover the cost of consultants. Larry advised they have not so far. The RFP will go to 3 fiber providers and Spectrum. Red Zone is a fixed wireless provider. Fiber will be all over town. Spectrum is for 250 customers not currently served. A motion to approve the RFP with corrections was made by Mark Russell, seconded by Rayna Leibowitz and voted RL yes, MR yes and GP Yes.

5.4 Transfer Station Hauling Bid Review – The committee reviewing the bids opened at the last meeting recommended awarding the bid to Kelley Brothers of Pittston. A motion to award the bid to Kelley Brothers with the following provisions was made by Mark Russell, seconded by Rayna Leibowitz and voted RL yes, MR yes and GP Yes. The contractor is to present a contract, acceptable

to the Board for a 1 year period to include how recyclables will be handled. The priority is for recycling and not disposal in a landfill.

5.5 Municipal Referendums - Kelly discussed the request by the State to present referendum questions to the voters of Litchfield regarding liquor sales to confirm that voter approval has occurred before 2023. It was determined that if a referendum question was on the June 8 ballot, this issue, too, would be added. If not, it would be addressed in November.

5.6 Budget Review - A review of the proposed budget was done. It was noted the CEO contract needs to be renewed. Insurance costs will change, Legal Services budget was reduced, General Assistance budget was reduced. Street light budget was reduced. At the suggestion of the Budget Committee, new Capital and Special Projects Warrant Articles are expected to have defining information regarding the expected duration and the disposition of any leftover funds. Additional information regarding dispatching costs, Ambulance costs, Transfer Station projects costs, County Tax amounts and some other items are still needed.

5.7 Repurchase Agreement -Arnold Danforth, R14-018 on \$15,747.27 with \$4,000 down and \$490.00 for 24 months. A motion to approve the agreement was made by Mark Russell, seconded by Rayna Leibowitz and voted RL yes, MR yes and GP yes.

5.8 Quitclaim, Edwin Packard, Map R02 Lot 076A, the amount owed has been paid in full. A motion to approve and sign the Quit Claim Deed was made by Mark Russell, seconded by Rayna Leibowitz and voted RL yes, MR yes and GP yes.

5.9 Approval of Town Manager Contract- A final draft has been developed but no action was taken at this time.

6.0 Approval of Personnel Policy – final edits have not been completed but it is near final agreement.

6.0 Unscheduled Business

6.1 Reissuing of checks, correcting error in payroll and funding for Broadband Consultant services and funding source authorization – The following items require funding:

- 1) Replacement of lost checks - \$758.69
- 2) Correction of errors in Recreation Director pay - \$766.13
- 3) Broadband Consultant expenses to be through 6/30/21- \$ 4,206.00
for a total of \$5,730.82

A motion to authorize the Treasurer to transfer \$5,730.82 from the Contingency Fund to cover these expenses was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

8.0 Appointments/Resignations

8.1 Paul Hempstead, Planning Board Appt – A motion to approve this appointment was made by Mark Russell, seconded by Gary Parker and voted RL Yes, MR Yes and GP Yes.

8.2 Todd Twadelle, Recreation Committee Appt – A motion to approve this appointment was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

8.3 Michelle McDonald, Recreation Committee App - A motion to approve this appointment was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

9.0 Warrants

9.1 Town Warrant #20 for \$43,569.51 , A motion to approve the Warrant #20 was made by Mark Russell, seconded by Rayna Leibowitz and voted RL Yes, MR Yes and GP Yes.

9.2 Town Payroll #21 for \$20,437.59. A motion to approve the Payroll # 21 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 Personnel Policy Approval
- 12.5 Town Managers Contract Approval

13.0 Adjournment at 10:30 PM

Respectfully Submitted By

Rayna Leibowitz