

Town of Litchfield
Select Board
July 26, 2021
Meeting Minutes

1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen: Gary Parker, Chairman, Rayna Leibowitz, Clarence Gowell III (identified as Rick Gowell in these minutes); **Staff:** Kelly Weissenfels, Town Manager; Michael Sherman, Fire Chief; Larry Nadeau, Road Comm.; Richard Lane, Road Advisory Committee; Tom Wood, Chairman, Budget Comm and member Broadband Comm. via Zoom; Larry Bell, Chm., Broadband Comm.; Tiffany Caton, Recreation Director viz Zoom.

2.0 Minutes of July 12, 2021 Meeting submitted for final approval. A motion to approve the minutes as drafted was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3- 0.

Minutes of June 20, 2021 Meeting submitted for final approval. A motion to approve the minutes as drafted was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3- 0. **Minutes of July 30, 2021 Meeting submitted for final approval.** A motion to approve the minutes as drafted was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3- 0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. Kelly Weissenfels, Town Manager, advised the Town received an invoice for Phase I of the Woodbury Pond Dam. The Engineer advised they are working on developing the Phase II Plan. It may be completed before the end of the week.

B. The Road Loan Bond will be ready for the Town Manager and Select Board Chairman to sign on August 6. It is a 15 year loan beginning on August 6, 2021. For the first year, there may be incremental draw downs on it as needed. This is expected to be \$200,000 this fall and \$300,000 next spring with the balance available August 6, 2022. Payments will be made monthly to minimize the total interest amount paid over the life of the loan. It is noted that early repayment is allowed with no financial penalty.

C. The property at 2787 Hallowell Road was boarded up and secured without incident by a contractor with a Sheriff's Deputy and the Town's CEO present. A neighbor of this property was present and complained of the noise from the generator that runs at this location. The neighbors work the overnight shift and the sound of the generator makes sleep difficult. He also advised of the sewage running on top of the ground and through the culvert onto land owned by another neighbor.

D. Kelly advised he is taking a vacation for the first week in August.

3.2 Code Enforcement Officer/Plumbing Inspector – A. Steve Ochmanski advised he is working on an enforcement case on the Ferrin Road. What started as an illegal junkyard (which has been significantly cleaned up) became a plumbing law violation when he learned the residence has an inadequate subsurface waste system in place. The property owner is having the existing tank pumped every 10 days (with proof coming to the CEO/LPI) as long as the tenants are in the house. When the house is vacant, it is condemned until an acceptable system is in place.

B. There was discussion about notifications of potential violations and important matters that should be mailed using certified mail, return receipt requested.

3.3 Road Commissioner – A. Ditching on the Wentzell Road was completed today.

B. Ditching processes include ditching the full width of the right of way for that road. Any vegetation, including gardens and plantings within that right of way will be removed.

C. The Dead River Road culvert replacement is expected to be done the second week of August. The final section of culvert was received when it was expected. Some preparation work will be started next week.

3.4 Fire & Rescue – A. Mike Sherman, Fire Chief, advised the Oath of Office was administered and the Town Forest Warden paperwork is completed and ready to submit.

B. The Fire Dept. is moving forward on several areas of training. They may host a First Responder training program in the fall if sufficient students can be identified. They are improving in-house training, using professional firefighters who are volunteers for Litchfield to share their training with our responders. An invitation was extended for a tour of Litchfield Academy so responders will be familiar with the historic building.

3.5 Emergency Management – No report

3.6 Assessing Agent – A request has been received for a Tax Commitment Workshop in early September. The date of Sept. 2, at 2:00 PM was set. This is a Thursday.

3.7 Transfer Station – A. Kelly reported that John Madore has tendered his resignation to accept full time employment.

3.8 Broadband Committee – A. Larry Bell, Chairman, via Zoom, advised the Committee and the Select Board met in Executive Session with each of the two Internet Service Providers who were the finalists in the bid process. A Committee meeting is to be held next week and a recommendation may be presented to the Select Board.

B. There was discussion about surveying residents to better assess the status of services and identify what is really needed. The Committee will begin drafting survey questions.

3.9 Other Town Committees –

5.0 Scheduled Business

5.1 CEO Contract Approval – A motion to approve and sign the 2 year contract for the Code Enforcement Officer/Local Plumbing Inspector was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3- 0.

5.2 Rines Rubbish Removal - Concerns/Infractions – Mr and Mrs Rines attended to discuss the concerns of safety and compliance with regulations and the agreement which allows Mr Rines to collect rubbish in the Town of Litchfield. The concerns, observations and photographs were explained. Mr & Mrs Rines were unaware of some as the employee(s) had not forwarded information from discussions with the CEO or Transfer Station Manager. A copy of the Solid Waste Ordinance and Litchfield's Rules and Regulations were provided to Mr Rines. An agreement was made to provide the waste removal amounts for calendar year 2020 on the following day. Mr Rines has fully enclosed the truck used to collect rubbish to prevent accidental discharges and he will address the issue of stopping in unsafe locations with his drivers.

The Transfer Station Manager indicated a desire to change the schedule for renewal of rubbish haulers' licenses to be effective Jan 1 and run for the calendar year. He has agreed to send or deliver the renewal document along with the Solid Waste Ordinance and Rules and Regulation to each hauler. Select Person Leibowitz offered to assist in developing the process for this change.

The Select Board, together with the Transfer Station Manager will review the Solid Waste Ordinance for any needed changes to go before the residents at Town Meeting and will review the Rules and Regulations for changes which can be made by the Select Board.

5.3 Woodbury Pond Park Hours/Fees Adjustment Proposal – Tiffany Caton, Recreation Director, via Zoom, advised she discussed the financial situation (expenses exceeding the income) with the

park attendants and a proposal for changes was submitted. She advised there are currently 30 seasonal passes purchased, 25 resident passes at a cost of \$30 and 5 non-resident passes at a cost of \$50. The current admission costs of daily visits are \$2 per person or \$8 per car load. A motion was made to change the admission cost of daily visits to \$3 per person and \$12 per carload, effective immediately. The cost of season passes was increased to \$45 for residents and \$60 for non-residents effective beginning with the open season in 2022. The open hours for the Park will change to 11:00 AM to 6:00 PM, Monday through Thursday and 9:00 AM to 8:00 PM on Friday, Saturday and Sunday, weather permitting the park to be open, effective immediately. This motion was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3 – 0. The Recreation Director was directed to send notification of these changes to season pass holders. Admission costs for Seniors, Veterans and small children will not change.

Kelly advised there has been increased publicity for the Park on Facebook and a “Friends of Woodbury Pond Park” group is trying to form.

5.4 Ambulance Service Agreement – Kelly advised the City of Gardiner has sent a contract for Ambulance Services at the amount previously quoted. A motion to sign the contract with the City of Gardiner Ambulance was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3 – 0.

5.5 Assign Negotiator for Long Time Employee Transition to New Personnel Policy – Tabled for more research.

8.0 Warrants

8.1 Town Warrant #2 for \$108,446.38, A motion to approve the Warrant #2 was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3- 0.

8.2 Town Payroll #1 for \$26,558.88 A motion to approve the Payroll # 1 was made by Rayna Leibowitz, seconded by Rick Gowell and voted 3- 0.

9.0 Selectmen/Public Discussion/Communications

9.1 A resident requested an update regarding the Street Lights. Kelly advised he needs to research the status of the contract dates for each of the lights that are slated for removal as the contract may need to be satisfied. The contractors performing LED replacement work for some communities was in the MMA Magazine several months ago and that issue has not been identified.

10.0 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 R02, Lot 017, 283 Hallowell Road

12.5 Budget Committee Proposal for Grants Manager

12.6 Demolition Bid Review/Approval

11.0 Adjournment at 8:25 PM

Respectfully Submitted By
Rayna Leibowitz