

Town of Litchfield
Select Board
April 11, 2022
Final Meeting Minutes, Approved 4/25/22

1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen: Gary Parker, Chairman, Rayna Leibowitz, Clarence Gowell III, absent; **Staff:** Kelly Weissenfels, Town Manager; Michael Sherman, Fire Chief; Larry Nadeau, Road Comm.; Road Advisory Committee Member: Richard Lane; Tom Wood, Budget Comm. and Broadband Comm.; Elton Wade, Budget Comm.; Pat Soboleski, Senior Director.

2.0 Minutes of March 28, 2022 Meeting submitted for final approval. A motion to approve the minutes as corrected was made by Rayna Leibowitz, seconded by Gary Parker and voted 2- 0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. Communications: Kelly has received two letters from residents supporting contracting with Kennebec Valley Humane Society. A meeting is being scheduled for discussions with the operator of C&J Animal Shelter to make sure some of the issues identified are addressed.

B. Animal Control Officer (ACO) – While the ACO generally wears a uniform shirt, the lettering is small and isn't immediately readable except at close proximity. The Town Manager has requested that he obtain shirts with larger lettering on it.

C. The Town Manager has talked with two candidates for the Clerk of the Works position and feels either is qualified for our position. See 4.7 below.

D. The meeting with the School Board and RSU #4 Supt. was postponed until after the budget was finalized at the request of the Supt. Since the purpose was to provide some input to the budget considerations, it was apparent no input was desired. The meeting was canceled.

E. Law Enforcement Committee- The Town Manager has spoken with some of the members and expects a meeting will be set up when all have been contacted. One member is currently out of state.

F. The SportsEngine Account has been set up for the Recreation Dept. to use. (See minutes of March 28 meeting for more detail).

G. Elton Wade has obtained an estimate for materials (only) for repair of the World War II Honor Roll for \$1,000.

3.2 Code Enforcement Officer/Plumbing Inspector – A. The CEO is absent.

B. The Town Manager has asked Steve to look into the status of the pending housing legislation and provide a recommendation for the next meeting.

3.3 Road Commissioner – A. The Road Commissioner advised the Posted Road (weight limit) signs have been removed.

B. The Maine Turnpike Authority closed Route 197 between Hallowell Road and Small Road for overpass reconstruction scheduled through October, 2022. Detour signs have been posted to route traffic along the Hallowell Road, Plains Road and Small Road.

C. The Public Works crew has power washed the equipment with a new power washer to remove salt and sand before storage or use for other activities.

D. Cold patching of pot holes on Town Roads is underway.

E. The rental excavator is expected next week.

F. The Road Commissioner will be out of state next week.

G. A letter from All States Paving Co. has been received regarding the Libby, Stevenstown and Wentzell Road surfaces. All States paving Co. will be given time to resolve the issues.

3.4 Fire & Rescue – A. Chief Sherman advised there were 7 Fire Calls in March. 6 Motor vehicle responses and one furnace malfunction response.

B. He proposed establishing a reserve account for various identified expenses expected over the next 15 years (rather than using the Capital Improvements or Special Projects funding processes). This will be reviewed by the Select Board and Budget Committee after the Town Manager consults with the auditor.

C. Chief Sherman advised a tanker truck purchase is coming up and the Fire Equipment Reserve Account is expected to cover its cost without additional Town funding in the FY 23 budget.

3.5 Emergency Management – No Report

3.6 Assessing Agent – The Town Manager talked with the Assessing Agent about the possibility of scaling assessments but it may be too early to consider it. The Assessing Agent will be back in the office on April 28.

3.7 Transfer Station – A. The written biweekly report was provided to the Town Manager.

B. There is ongoing discussion about cardboard recycling and an outlet for it which only costs us for transportation is being sought.

3.8 Broadband Committee – A. The Town Manager reported that Redzone has been busy trying to make contacts in the community. They have been at the Transfer Station, Gowell's Shop N Save and Doolins. Tom Wood advised the bookmarks promoting Redzone on one side and the electronic services available from the Gardiner Public Library are in a final review before printing.

3.9 Other Town Committees – There were none.

4.0 Scheduled Business

4.1 Review/approve bid request for Woodbury Dam repair. Jess Helmes from Calderwood Engineering was present. He advised the full engineering project has not yet been completed but should be within two weeks. Still waiting for more information regarding the manner in which the sheet piles will be attached to the concrete work. The completed engineering and proposed bid are expected for the May 9 meeting.

4.2 Determine way ahead for Fire Department paving - engineering plan – Chief Sherman and the Town Manager met with Calderwood Engineering. A topo survey needs to be done. Options are to re-slope or put in a catch basin. Chief Sherman suggests repairing the damaged area and waiting on engineering for later decision-making.

4.3 Address alignment of Town chain-of-command with MRSA Title 30A – After discussion of the provisions of state law, a motion to direct the Code Enforcement Officer, Road Commissioner and all other Town employees to report to the Town Manager who will, in turn, when necessary, report to the Select Board was made by Rayna Leibowitz, seconded by Gary Parker and voted 2 – 0.

4.4 Review Woodbury Pond Park recommended changes to operating plan – Discussion of the proposals to have 2022 admission fees of \$3 for adults, \$2 for kids under 12, free for seniors and veterans, increase the cost of season passes by \$10 each (consistent with last summer's vote), modify the schedule of attendants to start at 10:00 AM and close at 8:00 PM between June 18 and August 20. Signs will be needed to advise of the changes. A list of requested and needed repairs and equipment was offered that might cost up to \$4,600. Since this account is already seriously in the red because of

lagging revenues, it was suggested that alternatives might be sought to include donations and sponsorships for these needs before monies are expended. The group working on this topic have already had several responses to requests for volunteers to help with some work. That is very encouraging.

4.5 Review/approve purchase of MTA Jersey barriers for public sand pile, other misc. use – Discussion was held and the Town Manager agreed to investigate options (smaller barriers that are easier to handle for a reasonable price) after determining the Transfer Station’s needs and the public sand pile needs.

4.6 Choose date/time for FY23 budget workshop – Apr. 26, 2022 at 3:00.

4.7 Choose date/time for Clerk of the Works candidates workshop – April 14, 2022 at 2:00 PM.

4.8 Budget Review - Capital Improvement Plan, Capital Projects, Special Projects, Town Warrant (revisit previous as required)

Gardiner Ambulance proposal includes 4 additional people at Gardiner before adding an additional vehicle. Average calls for Litchfield for the past year – 276 (up from 223) Proposed budget figure \$56,647.87 is Litchfield’s share plus \$9,834.45 for uncollectibles. The Town Manager was asked to get additional information about the uncollectibles including if any were MTA responses.

Equipment Reserve Account balances – Fire = \$350,000, Highway = \$144,000

Repeater – FEMA Reserve Account of \$40,000 might be tapped for this \$15,000 cost.

The Fire Dept. phone costs are to support a fax machine so the Regional Communications can provide a run-sheet on a timely basis. Chief Sherman will look into possible alternatives.

5.0 Unscheduled Business

5.1 Spectrum Cable Franchise Agreement and Supplemental Agreement – A motion to approve the Spectrum Cable Franchise Agreement and Supplemental Agreement after confirming the accuracy of the 3% calculations was made by Rayna Leibowitz, seconded by Gary Parker and voted 2 – 0.

6.0 Appointments/Resignations

6.1 Appointment – Recreation Committee - (Jen Lindsey) A motion to appoint Jen Lindsay to the Recreation Committee was made by Rayna Leibowitz, seconded by Gary Parker and voted 2 – 0.

6.2 Resignation – Recreation Director – (Tiffany Caton) The Town Manager advised he recommends ending the position of Recreation Director. The current Director was offered the opportunity to work to the end of the fiscal year but indicated she did not wish to. The Town Manager will request a written resignation. The Select Board Chairman suggested if a Director position is created again, it should be a stipend position and not based on hourly rates.

7.0 Warrants

7.1 RSU4 Warrant #26 for \$306,328.42 – A motion to approve Warrant #26 in the amount of \$306,328.41 was made by Rayna Leibowitz, seconded by Gary Parker and voted 2 – 0.

7.2 Town Warrant #25 for \$40,253.92 - A motion to approve Warrant #25 in the amount of \$40,253.92 was made by Rayna Leibowitz, seconded by Gary Parker and voted 2 – 0.

7.3 Town Payroll #20 \$18,893.82 - A motion to approve Payroll #20 in the amount of \$ 18,893.82 was made by Rayna Leibowitz, seconded by Gary Parker and voted 2 – 0.

8.0 Selectmen/Public Discussion/Communications

8.1 Resident Brad Hilton requested consideration of painting a yellow stripe down the center of Town Roads. The Road Commissioner or Town Manager will gather cost information.

9.0 Future Agenda Items

- 9.1 Feedback on Selectman's Handbook
- 9.2 R02, Lot 015, 2793 Hallowell Rd
- 9.3 R02, Lot 017, 2783 Hallowell Rd.
- 9.4 Budget Committee Suggestions
- 9.5 Safety Flaggers
- 9.6 Purchase of Jersey Barriers or Other Barriers from MTA or Other Vendors
- 9.7 CEO Assessment of Pending Housing Legislation
- 9.8 Pavement Repairs for Libby, Stevenstown and Wentzell Roads
- 9.9 Reserve Account for Various Identified FD Expenses
- 9.10 Woodbury Pond Dam Engineering Report and Proposed Bid Materials
- 9.11 Selling Town Property

13.0 Adjournment at 9:20 PM

Respectfully Submitted By

Rayna Leibowitz