

Town of Litchfield
Select Board
June 24, 2019
Final Meeting Minutes

1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen: Gary Parker, Chairman, Rayna Leibowitz, Mark Russell; **Staff:** Trudy Lamoreau, Town Manager; Larry Nadeau, Road Comm.; Bruce Slattery, EMA Director; Pat Soboleski, Senior Director; Road Advisory Committee Members: Tamas Szepsy, Richard Lane; John Upham, FOAA Office, Diana Larrabee, Town Office Staff; **and Guests Present** per the sign-in sheet.

2.0 Minutes of June 10, 2019 Meeting submitted for final approval. A motion to approve the minutes was made by Rayna Leibowitz, seconded by Mark Russell and voted 3 - 0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. The Town Office will be closing at 3:00 on Thursday, June 27 to accomplish year end functions.

B. The Town Manager advised that Lezley Sturtevant will be leaving for another position. Her last work day will be July 1 and a luncheon will be provided for her. She has worked for the Town of Litchfield for 12.5 years. Her position will not be advertised at this time as several applications for the last vacancy will be reviewed for potential candidates. Some were very interesting and had skills that are desirable for this position.

C. Payroll #25 and 25A is being offered for approval. Payroll #25A represents the payroll for the Select Board which had not been included in #25.

D. Many summer residents have arrived. The Town Office has been very busy.

E. Tom Woods plans to attend the July 8 meeting. An article is included in the July Sodalite inviting interested residents to come to discuss the high speed internet issues for Litchfield residents.

3.2 Code Enforcement Officer/Plumbing Inspector - Steve is absent. A. The Town Manager reported he has been very busy.

B. Steve provided a memo regarding the status of items under 5.0 Scheduled Business below. The information from the memo will be quoted below in reference to the topics.

3.3 Road Commissioner -A. For John Healey's property, the modification of the drainage has been started. 140 feet of culvert has been installed. Gravel is in. The plunge pool and riprap needs to be finished.

B. Oak Hill Road pavement on the north end has been ground. Residents seem pleased with the result. Paving will done in July or August.

C. The location of the speed tables has not been determined, but is expected to be done within two weeks.

D. The culvert on Whippoorwill Road is nearly done. The finish work is expected to be done within a few days and the road reopened. The fiberoptic cables have been challenging. They were not located where expected and the guard rail installation will be located outside the fiberoptic as some are in concrete and that required the change.

E. Another round of advertising for Public Works candidates resulted in no applicants.

3.4 Fire & Rescue - Chief Labbe absent.

3.5 Emergency Management - A. Bruce advised RCM Communications has started the FCC applications process. It has been determined the identified communications installation is in the flight line of a small airport on the Ridge Road in Wales. This will eliminate the possibility of a tower here. An alternative is an antenna on a building as long as it does not exceed 30 feet above the ground. A motion to authorize the EMA Director to move forward with the building and antenna project was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

3.6 Assessing Agent - Trudy advised Rob is planning to be here Wednesday. Mark plans to talk with him.

3.7 Transfer Station - A. In Bryan's absence, Trudy advised things are going well, The Transfer

Station has been busy.

B. Bryan is shopping for a tractor at a reasonable price.

C. An advertisement has been posted for the Attendant position becoming vacant soon.

D. A caller to the Town Office inquiring about cardboard disposal was told they could bring it to the Transfer Station, but it was determined later that this was a business and not a private resident. The policy of the Transfer Station is to not accept cardboard from businesses, and the person was turned away. Office staff has been reminded to ask more questions before giving information in the future,

4.0 Agenda Adjustments

4.1 Update on Rented Roller Accident from 2018 - see 6.1

5.0 Scheduled Business

5.1 Authorization for Survey Services Contract - lot on Oak Hill for communications building and antenna - R. D. Redmond provided an estimate for the work of \$1,180. A motion to authorize the Town Manager to sign the contract was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

5.2 Fire Truck Bid RFP -Tabled to the next meeting in Chief Labbe's absence. Mr Gowell advised Kevin is working on bid wording, but Kevin is currently out of town. Kevin provided the Town Manager with a copy but she is not certain it is the latest one. Selectman Russell advised he saw in the Maine Townsman magazine another town (possibly Dresden) is getting a new fire truck for \$400,000 and asked the Town Manager to contact that town to compare their truck with ours.

5.3 Town Meeting/ Report Review - The Town Manager felt the meeting went quite well although attendance was not as high as desired. Selectman Russell noted several errors in the Town Report should prompt another round of proof reading before sending it to the printer, i.e. Page 28 identifies Randall Liberty as Sheriff and Page 29 states there were 34 deaths but less than 34 are listed. The Town Manager advised the missing names of deceased will be included in next year's book. Chairman Parker advised attention needs to be given to the cut and paste efforts to ensure the result is as desired. The Town Manager will require all submissions to be received by the second Monday in May. A resident suggested reminder signs put up at busy intersections might help residents remember the Town Meeting date.

5.4 Update on Doug Caton's Court Hearing - Memo from the CEO advised he went to court with Town's legal council on June 4, 2019. The Judge gave Mr Caton until the end of August to finish cleaning up and have the CEO on site to do an inspection. If Mr Caton doesn't comply with the judge, legal council was instructed by the judge to file for a court date and it would be granted immediately. "We would be back in court within a week."

5.5 Jeffrey Phillips - Solid Waste Violation - Memo from the CEO advised he sent a certified letter requesting him to be present at this meeting but he did not receive a receipt that the letter has been picked up. Mr Phillips was not present. The CEO was directed to send another letter if the first wasn't picked up and he has heard nothing from Mr. Phillips. A neighbor attending the meeting advised Mr Phillips has done some clean-up but trash continues to blow around the neighborhood.

5.6 Adam Brooks - Illegal Junkyard - Memo from the CEO advised he sent a certified letter requesting him to be present at this meeting but he did not receive a receipt that the letter has been picked up.

5.7 Repurchase Agreement, Map U13, Lot 2, Gene & Tamara Marsella - Repurchase agreement in the amount of \$13,345.13 with \$1,000 down payment and \$514.38 per month for 24 months. A motion to accept the Repurchase Agreement was made by Rayna Leibowitz, seconded by Mark Russell and voted 3 - 0.

6.0 Unscheduled Business

6.1 Update on Rented Roller Accident from 2018 - The Road Commissioner reported that damages to the roller in last year's incident resulted in the motor needing replacement with a cost exceeding \$19,600. The insurance provider refused coverage because the duration of the rental had exceeded 30 days and only the first 30 days are covered without additional arrangements and costs paid. The repair costs will be paid out of the PW Account for 2018-2019. Future rentals over 30 days will be included in insurance coverage.

7.0 Legal

8.0 Appointments and Resignations

8.1 Appointment of one School Board Committee Member - Jennifer Allaiu-Winchester or Shelly Wheeler - Following discussion and review of information provided regarding the candidates, a motion to appoint Shelly Wheeler to the School Board Committee for one year to complete the term vacated by a resignation was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

8.2 Resignation from Senior Advisory Committee - Anne Thompson - A motion to accept Ms. Thompson's resignation with regrets and thanks was made by Mark Russell, seconded by Gary Parker and voted 3 - 0.

9.0 Warrants

9.1 Town Voucher #24 for \$165,676.65 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.2 Town Payroll #25 for \$39,938.58 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

9.3 Town Payroll #25 for \$3,943.08 A motion to approve was made by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

10.0 Other Business

10.0 An inquiry was made regarding the status of the Litchfield Food Bank. Selectperson Leibowitz responded that it was being well utilized with at least one new applicant every week and often more than one. There are 30 to 40 families served every week with Wednesday evening being the busier of the open times. The number of volunteers to help and financial contributions has demonstrated the level of local support and are greatly appreciated.

11.0 Selectmen/Public Discussion/Communication

11.1 Selectmen Visits to Town Properties - Discussion of resuming visits to town properties was held and a motion was made to commence this round of visits as a workshop on July 10 at 1:00 PM to visit the Old Town House, Athletic Fields, Transfer Station and Community Park by Mark Russell, seconded by Rayna Leibowitz and voted 3 - 0.

11.2 The Town Manager advised an item in the July Sodalite will invite folks interested in high speed internet in Litchfield to attend the July 8 meeting of the Select Board. It is expected an Ad Hoc Committee will be appointed at that time by the Select Board.

11.3 The Town Manager advised the CEO discussed the likelihood of Building Codes becoming a requirement in the near future for Litchfield. This may add up to \$6,000 to the cost of building a single family house. The Board requested the CEO plan to attend the next meeting to discuss this topic.

12.0 Future Agenda Item

12.1 Feedback on Selectman's Handbook

12.2 Gustin Rd and Old Mill Rd Bridges (inspections in October)

12.3 Town Office Renovations - Update on 7/8/19 Agenda

- 12.4 Spectrum Franchise Fees - Update on 7/8/19 Agenda
- 12.5 Appointment of Ad Hoc Committee for High Speed Internet
- 12.6 Building Codes Requirements Update - 7/8/19
- 12.7 Jeffrey Phillips - Solid Waste Violation - 7/8/19
- 12.8 Adam Brooks - Illegal Junkyard 7/8/19
- 12.9 Fire Truck Bid RFP - 7/8/19

13.0 Adjournment at 8:05 PM

Respectfully Submitted,

Rayna Leibowitz