

Town of Litchfield
Select Board
February 27, 2023
Meeting Minutes

1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen: Gary Parker, Chairman, Clarence Gowell III (identified as Rick Gowell in these minutes), Scott Weeks; **Staff:** Kelly Weissenfels, Town Manager; Michael Sherman, Fire Chief; Larry Nadeau, Road Comm.; John Upham, Transfer Station Manager; Toby Jutras, Chm. and Richard Lane, Road Advisory Committee Member; Tom Wood, Budget Comm.; Pat Soboleski, Senior Director; Elton Wade and Rayna Leibowitz, Litchfield Academy Trustees.

2.0 Minutes of Feb. 13, 2023 Meeting submitted for final approval. A motion to approve the minutes with one typo correction was made by Scott Weeks, seconded by Rick Gowell and voted 3-0.

3.0 Reports and Correspondence:

3.1 Town Manager: A. The foreclosure notices that were sent out are getting good responses. Several residents have paid their delinquent accounts.

B. The Town Office was closed for snow days on Tuesday and Thursday.

C. Some non-compliance issues with the Lahey Consent Agreement have been experienced. The Code Enforcement Officer continues to try to resolve them. The fine imposed has not yet been paid and the application for the permit for the dock was not signed.

D. An applicant to take minutes for the Select Board will be interviewed on Thursday.

3.2 Code Enforcement Officer/Plumbing Inspector – See the Lahey information above. The CEO was absent.

3.3 Road Commissioner – A. Storms are predicted for Tuesday into Wednesday and again on Thursday and Friday night into Saturday.

B. More salt has been ordered.

3.4 Fire & Rescue – A. Chief Sherman advised he has identified three shops that have the capability of repairing the truck frame. He is expecting the first one to do an inspection and offer a quote. A recommendation to the Board will be offered when the other two shops have also offered quotes.

B. The Cape Elizabeth fire truck was not purchased by another town but Chief Sherman passed on the offer to allow time for the repairs to be estimated.

C. The other equipment is all in good condition.

3.5 Emergency Management – No Report.

3.6 Assessing Agent – The Assessing Agent was here last week, preparing for spring work.

3.7 Transfer Station – A. The Manager reported 2353 stickers have been issued.

B. The average is two containers a week that need to be transported and emptied.

C. Drawings of the proposed parking arrangements have been provided to patrons and the response has been generally favorable. Because there will be designated parking spaces, it will be necessary to designate one as a handicapped space.

D. John expressed appreciation for the assistance of the Public Works Dept. in clearing snow after the storms. It has made the station safer for patrons and employees alike.

E. A new first aid kit has been obtained and is in the office. There is a plan to obtain and “AED” as well.

F. Some suggestions were made for additional signage to further educate patrons in an effort to get better cooperation, e.g. “Remove covers and caps from containers when they are of different materials from the containers”; “Place materials in containers to allow maximum use of available space”; and (for the Plastic container) “Transportation of recyclables is the largest expense and comes completely from taxes collected. Loosen and remove caps and covers to allow maximum compaction. This will reduce the number of times the container must be transported.”

3.8 Other Town Committees –Budget Comm: Tom Wood, Chm., advised the Committee recommends adding two categories to the Capital Improvement Plan for Capital Roads and Bridges Maintenance as a means of capturing additional information for assessing potential expenditures to facilitate analysis and decision making. The Board agreed with this recommendation without taking a vote on it.

Senior Center – Pat Soboleski, Director, advised the Carol Bailey String Band has been invited to entertain the 3rd and 4th graders at Carrie Ricker School.

4.0 Scheduled Business

4.1 Review/approve Road Advisory Committee 2023 Paving Recommendations – There was additional review and discussion of the proposed road construction schedule. A question was asked regarding the year the Buker Road was chip sealed. Kelly checked and advised it was 2018. A portion (1350 feet) of the Huntington Hill Road was reconstructed a few years ago. There was discussion of the need to redo this portion to avoid significant potential seam issues or work up to this portion on either end as a cost cutting measure. The Town’s Engineering contractor will be contacted for a recommendation before a final decision is made. The Road Advisory Committee was given verbal approval for the 2023 construction schedule for the following list of roads and the order in which they would be done: Huntington Hill Road, Pine Tree Road, Ferrin Road, Lunts Hill Road (Chip Seal), Whippoorwill Rd (finish paving), Stevenstown Road (crack sealing).

4.2 Review/approve Litchfield Academy Window Replacement Request for Bids – After review and discussion of the proposed bid, a motion to approve the bid as amended for Litchfield Academy Window Replacement was made by Rick Gowell, seconded by Scott Weeks and voted 3 – 0. Elton Wade will be the primary point of contact for contractors, the bids will be due by March 27 and work is to be completed by October 15, 2023.

4.3 Review Transfer Station current year expenses and options for remainder of the fiscal year – Unanticipated expenses for the current year include purchasing the new bush hog attachment and repairs to the door on the recyclable paper container. Savings have occurred on the labor category. Because of increases in transportation costs for the containers, a shortfall is expected. The Board has agreed to address this issue as needed.

4.4 Liquor license renewal – Route 197 Diner – Discussion was held by the Select Board including there have been no complaints and no identified problems with liquor service at this establishment. A motion to approve the license renewal request was made by Scott Weeks, seconded by Rick Gowell and voted 3 – 0.

4.5 Budget Review – Public Works – The proposed budget was reviewed and shows increases in RC salary, Signs, Labor, Overtime, Culverts, Equipment Maintenance, Salt/Sand, Cutting Edges and Chains. The current inventory of trucks shows a 1995 plow truck retained as a back-up. A 2005 truck that will become the back-up when the truck ordered in 2022 is received (expected in 2023); a

2007, a 2013 and the newest – a 2020. The loader has a lot of hours on it, but new ones are loaded with emissions controls and the research shows they have a lot of problems with them when the 5 year warranty runs out. The Budget Committee proposes to contribute annually to a CIP account to build a fund for big equipment purchases, in addition to the PW account where leftovers lapse into the PW Equipment Reserve Account.

Emergency Management – A pinhole leak has been identified in the radiator of the Generator. Larry suggested taking it to a repair shop in Bowdoin with a good reputation (in late March) to see if he can fix it. If he can't, we can call CAT. Rick offered to bring a trailer mounted generator to the town Garage to have as stand-by while the generator is out of service. His offer is appreciated.

Recreation – The Recreation (Rec) Comm. proposed an ambitious budget and intentions to be very active. Questions were posed regarding the policy guidelines they were working under, how many hours were being invested (does it warrant a “Director” or is a group of volunteers able to handle it)? The suggestion was made to create a map of the athletic fields with identification of various areas so folks could all be considering the same areas during discussions and to gather policies and procedures from area towns and using that info to develop them for Litchfield. The position of the Board is to improve the fields as a priority then consider the dugouts if and when there is sufficient interest. No action was taken at this time.

Senior Center – The proposed budget includes an increase in the Director’s salary, the overall center’s budget to allow for alternative space rental for some activities and the allocation for senior trips given the increased cost of fuel.

Cemeteries – A request has not been received from the Litchfield Plains Cemetery Assn. There was support for including the purchase of new fencing materials for the front of the lot.

Library – This amount includes an increase of 6.1% deferred from last year’s budget because of the continuing pandemic limiting library access.

Misc – KVCOG- This is the same as last year.

Enterprise Accounts – The Budget Committee suggested the Town needs to adopt policies and procedures for these accounts with Select Board authorization.

7.0 Warrants

7.1 Town Warrant # 24 for \$69,447.74 - A motion to approve the Warrant #24 for \$69,447.74 was made by Scott Weeks, seconded by Rick Gowell and voted 3-0.

7.2 Town Payroll #17 for \$26,431.16 - A motion to approve the Payroll # 17 for \$26,431.16 was made by Scott Weeks, seconded by Rick Gowell and voted 3-0.

8.0 Selectmen/Public Discussion/Communication

8.1 A request for an update from the Committee Investigating Separation from RSU#4 was received.

8.2 Inform/Remind voters of school budget information opportunities and the importance of voting.

9.0 Future Agenda Items

9.1 Feedback on Selectman’s Handbook

9.2 R02, Lot 017, 2783 Hallowell Rd.

9.3 2023 Road Construction Recommendation for Huntington Hill Rd.

9.4 Update from the Committee Investigating Separation from RSU#4

- 9.5 Recreation Comm. Policies/Guidelines
- 9.6 Hall across from Litchfield Academy
- 9.7 Policies and Procedures for Enterprise Accounts

10.0 Adjournment at 9:30 PM

Respectfully Submitted By

Rayna Leibowitz