

Town of Litchfield
Select Board
April 10, 2023
Meeting Minutes

1.0 Convened at 6:30 PM; Pledge to Flag; Selectmen: Gary Parker, Chairman, Clarence Gowell III, absent until just before the meeting ended due to a fire call, Scott Weeks; **Staff:** Kelly Weisenfels, Town Manager; Larry Nadeau, Road Comm.; John Upham, Transfer Station Manager; Tom Wood, Chairman, Budget Comm.; Elton Wade, Budget Comm and Litchfield Academy Trustee; Rayna Leibowitz, Litchfield Academy Trustee; Richard Lane, Road Advisory Committee Member. Others attending per the sign-in sheet.

2.0 Minutes of Feb. 27, 2023 Meeting submitted for final approval. A motion to approve the minutes as drafted was made by Scott Weeks, seconded by Gary Parker and voted 2- 0.

Minutes of March 9, 2023 Meeting submitted for final approval. A motion to approve the minutes as drafted was made by Scott Weeks, seconded by Gary Parker and voted 2- 0.

Minutes of March 27, 2023 Meeting submitted for final approval. A motion to approve the minutes as corrected was made by Scott Weeks, seconded by Gary Parker and voted 2- 0. Correction: Ditching to begin at the SOUTH end of Huntington Hill Road.

3.0 Reports and Correspondence:

3.1 Town Manager: A. Kelly reported there has been a good response to requests for application for Town Office Staff position.

B. The Spirit of America certificate has been received for the Broadband Committee, to be presented at Town Meeting.

3.2 Code Enforcement Officer/Plumbing Inspector – A. The Permit Log was provided for March. Off to a slow start. Plumbing Permits are picking up.

B. The Planning Board is considering an expansion of use for the former Country Store building. The former store area is being converted to an apartment and an office space wants to be added in the front as well.

C. A Citizen’s Petition may be received to expand the Planned Development District to include the corner of Maxwell Rd and Richmond Road (Route 197) as the new owner wants to open an auto repair business there.

3.3 Road Commissioner – A. Larry reported the plows and wings are off the town trucks. He is pulling the Road Posted signs tomorrow.

B. Ditching on Huntington Hill Road has started at the South end. Trees were cut. Fill is available for nearby requests.

3.4 Fire & Rescue – A. The Fire Dept. is responding to brush fires. Because it is so dry, burning permits will be canceled until we get rain.

3.5 Emergency Management – The generator work will be scheduled and a stand-by generator will be moved on-site.

3.6 Assessing Agent – Here Thursday doing spring work and taking calls.

3.7 Transfer Station – A. John reported 2386 stickers have now been issued.

B. Two containers were emptied this week and a PW worker was needed to crush the bulky container on Saturday. Thanks were expressed to the Road Commissioner.

- C. Items are being accepted for the Swap Shop and it will open for “shopping” next weekend.
 - D. Kennebec Sheriff Dept. will have a drug take back event on April 22, 10 AM to 2 PM.
 - E. The new parking arrangement is well received by most residents. The staff is demonstrating the proper way to park and a resident complimented them on the “leading by example” effort.
 - F. The new bush hog is installed on the tractor.
 - G. The leaf and brush piles are expected to be open when the ground is dry enough.
- 3.8 Other Town Committees – No reports.

4.0 Scheduled Business

4.1 Bid Opening- Litchfield Academy Windows (7pm)- Three bids were received and opened by the Chairman:

- A. Refined General Contractors (Bangor) Total \$19,000,
- B. Bangor Abatement Inc. (Bangor) Total \$14,078,
- C. All Seasons Home Improvement,(Augusta) Total \$17,339-

A motion to accept the bid from Bangor Abatement Inc for \$14,078 for all windows was made by Scott Weeks, seconded by Gary Parker and voted 2 – 0.

4.2 At 235 Buker Rd Driveway Culvert -Needs replacement, but outside right-of-way (by 1 foot)- a propane truck went through the older metal culvert while making a delivery. The property owner is requesting a culvert from the town and will install it. Discussion was held. A motion to give the resident at 235 Buker Road an 18” plastic culvert to be self-installed was made by Scott Weeks, seconded by Gary Parker and voted 2- 0.

4.3 Budget Review

4.3.1 Department Budgets – Review main points from workshop – Taxes are expected to increase. It looks like a mil rate of \$17.82 may be needed. An amount to cover the computer software program for Recreation Dept registrations was not previously included in the budget. Kelly clarified the Senior Center budget regarding rental funds for the Sportsmens Club and an increase in transportation costs. He advised there were some income and expenses not paid that was not previously identified. There was discussion about the grant funds expected for the Dead River Road stream crossing projects. While those funds will be put initially into the general fund, it is expected they will be transferred to the Road Improvement Reserve Fund eventually. Town Office building repairs and the cost of the Transfer Station building are not yet known.

4.3.2 Capital Improvement Plan – review main points from workshop – A thorough assessment of equipment replacement needs was done for Public Works and the Fire Dept.

4.3.3 Draft Town Warrants – The Chairman suggested having the Town Warrant begin in the center of the Town Report, starting with a colored page for quick and easy reference. The Town Manager was also asked to determine the cost of printing on full 8.5 X 11 inch paper, instead of the half page size currently used.

4.3.4 Additional Warrant Articles – still need to be fleshed out.

5.0 Unscheduled Business

5.1 Residents discussion of 911 call requiring 38 minute wait time for Gardiner Ambulance while CPR was being administered. The suggestion was made to request mutual aid for First Responders with adjoining towns, e.g. Wales, who might help cover Litchfield. This will be discussed with the Fire Chief who is absent tonight responding to a fire call.

5.2 Housekeeping- Budget items: Capital and Special Projects funding from previous years

will need extensions on 3 items to avoid those funds lapsing out of those projects and being forfeit: Litchfield Academy windows (the original amount of \$10,000); Insulation for the Town Garage (Larry expects to get this project done soon); Invasive species abatement funds did not get used so extending this amount will eliminate needing to approve new funds in the proposed budget.

5.3 The RSU#4 School Budget vote will require residents participation on May 17!

7.0 Warrants

7.1 Town Warrant # 28 for \$33,033.88 - A motion to approve the Warrant #28 for \$33,033.88 was made by Scott Weeks, seconded by Gary Parker and voted 2-0.

7.2 RSU#4 Warrant #29 for \$315,834.89 - A motion to approve the Warrant #29 for \$315,834.89 was made by Scott Weeks, seconded by Gary Parker and voted 2-0. Kelly advised this reflects a one-time decrease of \$33,000.

7.3 Town Payroll # 20 for \$22,049.83 - A motion to approve the Payroll #20 for \$22,049.83 was made by Scott Weeks, seconded by Gary Parker and voted 2-0.

8.0 Selectmen/Public Discussion/Communication

8.1 A resident asked if construction plans were known regarding Route 197 closing of the Turnpike overpass and Thorofare Bridge replacement. The Town Manager advised he has not been informed of any of them. The Route 126 Babcock Bridge replacement is expected to start in May.

8.2 There was further discussion about the Memorial Lot fence. Having it done by Memorial Day is desired but may not be possible.

9.0 Future Agenda Items

9.1 R02, Lot 017, 2783 Hallowell Rd.

9.2 Update from RSU#4 Withdrawal Committee

9.3 Update from the Policy Committee

10.0 Adjournment at 8:30 PM

Respectfully Submitted By

Rayna Leibowitz