

Town of Litchfield  
Selectboard Meeting Agenda  
July 24, 2023

**1.0 Convenes 6:30 P.M.; Pledge to Flag; Selectmen and Guests present.**

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(absent); Tom Wood, Chm., Elton Wade, Budget Comm.; Steve Ochmanski, Code Enforcement Officer; and others per the sign in sheet.

**2.0 Minutes of July 10, 2023**

Scott motioned to approve the minutes from July 10, 2023, Rick 2<sup>nd</sup>, Vote 3-0.

**3.0 Reports and Correspondence**

**3.1 Town Manager - Kelly Weissenfels**

Kelly reminded everyone that the RSU4 budget meeting is this Thursday at Oak Hill High School at 6:30pm. The board holds the meeting on Wednesday, however, to ensure enough time between the meeting and the election they have moved this one to Thursday July 27, 2023, at 6:30 pm.

The Town Office has moved forward with the implementation of its phone tree. Now when you call the Town Office you will have an option to ring the Code Enforcement Officer directly. This is to cut down on hold times for towns people as well as give the staff more time to assist people that come into the office in person. Also, the after-hours voice mail has been working well also. Kelly reports applications are coming in and interviews will start next week for a part-time office position.

There has been a letter received from the MDOT reporting that the Old Mill Bridge's weight restriction is being reviewed and will likely increase to the point of excluding emergency vehicles.

**3.2 Code Officer/Plumbing Inspector - Steve Ochmanski**

The list of permits requested in the past month was provided to the board members. Steve has been busy with inspections, etc. Steve reports he has been getting to the office around 7:30am to get his day started.

The on-going case of trash(pick-up) enforcement on the Whippoorwill Road is progressing. The landowner has until August 3<sup>rd</sup> to complete his task of cleaning up his property. If the process hasn't been completed to satisfactory standards, current photos will be brought to the members of the board to evaluate and determine the next step(s).

**3.3 Road Commissioner - Larry Nadeau**

Larry reports the chip seal was finished on Lunts Hill Road, there is minimal to no dust with this type of coated stone that has been spread. This town crew will be working on sweeping the excess off to the shoulders tomorrow. Larry feels this will help with extending the life of the hot top in the long run. Larry reminded Kelly there will likely be an uptick in calls due to some of the chip seal being on people's lawns. This is an unfortunate side effect of the process.

There are two new staff members that have joined the town road crew. They came with experience and continue to be productive team members.

Larry also noted there was a trip over to the transfer station to crush the bulky bin this weekend. Folks need to remember to crush their items as much as possible at home before depositing them into the bin.

The temporary fix to Gustin Road bridge has been completed. Larry cut out a 2' x 4' section of the bridge which has been replaced with multiple layers including cold patch that has been covered with the previously utilized steel plate, which has been covered with more cold patching. Larry reports its holding well.

#### 3.4 Fire & Rescue - Chief Sherman

Chief Sherman will be looking to have some loam placed around the driveway of the fire station as well as an overall cleanup of the grounds. He would like to see the life of the freshly paved driveway extended as long as possible. Larry suggested placing gravel first to beef up the edges and then place the loam for esthetics.

Chief Sherman is also looking to move forward with getting the driveway regraded as well as updating the sign over at the station that is in Purgatory Village. Larry agreed and will work with Chief Sherman to be sure the job gets done soon.

Also in Chief Sherman's report, he is still reviewing the numbers for the new truck that was approved during the town meeting. He wants to be 100% certain that the town/team is getting exactly what they have asked for. Also, they are waiting on one estimate from a company out of Brunswick. The chief would like to use a local shop if possible, if only to make logistics easier if work needs to be done in the future.

Scott asked Chief Sherman about the status of frame replacement. He is waiting for paperwork to be sent to him for review. Chief Sherman noted that it might be in his email inbox currently and once he has the paperwork he will sit down with Kelly to review, then move forward. Also, he let the board know there will be up front cost to cover supply cost(s), etc.

#### 3.5 Emergency Mgmt. Chief Sherman

Chief was able to sit down with and have a good discussion with John Varney who oversees the Carrie Ricker School. They have come to a verbal mutual aid agreement; Chief Sherman will be looking to get this all down on paper in the coming weeks. Part of the plan moving forward is to get keys to the school placed in a lock box so all parties involved can access the school for ease of access in case of an emergency. The plan discussed will include the use of the kitchen, Mr. Varney wanted to be sure his staffing costs were not going to see a hike due to the agreement. Chief Sherman notes that the funds should be coming from the Emergency Management Funds. As both sides progress in planning there should be a report on proposed costs to the town.

#### 3.6 Assessing Agent Kelly Weissenfels

The Assessing Agent was in the office the week before last and reviewed the LD290 program with Kelly. With the recent repeal of the program there will be no need to re-apply this year. All accounts will be double checked. Kelly reports there is a possible workshop date of August 31, 2023.

#### 3.7 Transfer Station Kelly Weissenfels

There were 2 bulky bins and a cardboard container emptied this past week.

#### 3.8 Other Town Committees

Road Advisory Committee – Toby Jutras

Even with all the rain the committee wanted to say ‘good job’ to the town crew and Larry as the roads are still looking good and maintenance projects, etc. are on schedule. There was a question raised as to whether yellow lines could be put down in center of the road. This question was met with a thank you.

Recreation Committee – Kelly on behalf of Katie Slattery Seaman

The Rec Committee held elections at their last meeting and results are as follows:

Chair: Katherine Slattery Seaman

Vice Chair/Secretary: Vicki Russell

Equipment Manager: Dodie Johnson

Treasurer: Undetermined currently

Also, Katie would like to remind everyone that soccer registrations are out on our online format through Sports Engine. Keep in mind that registrations will close August 5, 2023.

We have also put an ad in the Sodalite for the Athletic Coordinator position.

Senior Center Director - Pat Soboleski

Pat recently was asked if there could be a monthly schedule that could go into the Sodalite. Pat explained she types the schedule out for each monthly edition. The senior center would like to see greater involvement by the community. Scott brought up a question of changing the color of the Sodalite,. maybe making each edition or even a few editions each year a bright color that attracts attention.

Ad-Hoc Committee for Removal of the Town of Litchfield from RSU4 - Tom Wood

There is an interim report being worked on, and it should be presented to the board in the next month or so. Discussion was had about being certain there aren’t any repeat names when looking to see what the whole town thinks of the options moving forward. e.g.. if an exit poll survey is done, names should go onto the survey.

Budget Committee - Tom Wood

Tom updated the board that the committee is down a member after the elections. They are looking to fill the position.

#### **4.0 Scheduled Business**

4.1 Open bids for Town Office Repairs – 7 pm(7:15pm) Discussion started, there haven’t been any bids received to date. Gary is going to call contractors to find out how they normally hear about jobs and get bids. Also, if they have heard about the job of repairing the town office.

4.2 Results of Small Road post-detour inspection – Road Commissioner

Small Road has been reviewed again. Larry walked the road with MTA, small issues were found. The main issue is on the 197 ends of the road starting roughly 60 feet from the intersection. Noted was a sinking of the road in this area. Larry is waiting to hear back from his contact at the MTA.

4.3 Sign warrants for RSU4 budget validation

Time for discussion was allotted. Paperwork was handed to the board to sign.

Scott motioned to sign the Budget Validation, Rick 2<sup>nd</sup>, vote 3-0.

4.4 Approve updated Personnel Policy

Policy has been looked over and tweaked by legal to be sure verbiage is correct. The policy will be signed by the board and noted as adopted on July 24, 2023.

Rick motioned to approve the updated Personnel Policy along with adoption on July 24, 2023, Scott 2<sup>nd</sup>, voted 3-0.

#### 4.5 Gustin Rd Bridge status and options

Calderwood Engineering has provided detailed explanation of a proposed fix. Moving forward there are two options that are could cost the town a minimum of \$200,000.00 per bridge, based on known bids for similar size and type of bridge. Gary wants more information about the salmon and long eared bats that would slow the process of putting in a new bridge. Kelly brought up that it should be investigated if there would be a discount or a lesser cost if both bridges (Old Mill Bridge & Gustin Road Bridge) be replaced at the same time.

#### 4.6 Introductory concepts of proposed Litchfield and Monmouth Transfer Station merger

Kelly had a conversation with a Kent Akley, who would like to present his case to the board, Monmouth is looking to decrease their costs by having Litchfield use the Monmouth transfer station. Kent's initial thoughts included closing the Litchfield transfer station while utilizing EcoMaine & MWAC. The leader(s) of Monmouth Transfer Station have offered to utilize the staff of Litchfield at the Monmouth Transfer Station. Monmouth accepts household trash as well as building materials. There is a possibility of a hybrid solution, which should be investigated. Rick volunteered to call/ask around and see if anyone would be interested in getting involved in the formation of a committee to investigate options.

### **5.0 Unscheduled Business & 6.0 Appointments/Resignations**

#### 5.1 Appoint Steve Ochmanski as Code Enforcement Officer & Licensed Plumbing Inspector

Scott motioned to appoint Steve Ochmanski as Code Enforcement Officer & Licensed Plumbing Inspector, Rick 2<sup>nd</sup>, vote 3-0.

#### 5.2 Appoint Lawrence R. Nadeau II as Road Commissioner

Scott motioned to appoint Lawrence R. Nadeau II as Road Commissioner, Rick 2<sup>nd</sup>, vote 3-0.

#### 5.3 Appoint Kelly Weissenfels as Town Clerk

Scott motioned to appoint Kelly Weissenfels as Town Clerk, Rick 2<sup>nd</sup>, vote 3-0.

#### 5.4 Appoint Kelly Weissenfels as Tax Collector

Scott motioned to appoint Kelly Weissenfels as Tax Collector, Rick 2<sup>nd</sup>, vote 3-0.

#### 5.5 Appoint Kelly Weissenfels as Treasurer

Scott motioned to appoint Kelly Weissenfels as Treasurer, Rick 2<sup>nd</sup>, vote 3-0.

#### 5.6 Appoint Kelly Weissenfels as Freedom of Access Act (FOAA) Officer

Scott motioned to appoint Kelly Weissenfels as Freedom of Access Act (FOAA) Officer, Rick 2<sup>nd</sup>, vote 3-0.

5.7 Sign appointment papers for appointments made on September 12, 2022 as part of the creation of Ad Hoc RSU4 Withdrawal Investigation Committee. Naming: Percy Gowell, Tom Wood, Kelly Eaton, Chad Hill.

Scott motioned to approve the signature of papers for appointments made on September 12, 2022 as part of the creation of Ad Hoc RSU4 Withdrawal Investigation Committee. Naming: Percy Gowell, Tom Wood, Kelly Eaton, Chad Hill, Michael Sherman; Rick 2<sup>nd</sup>, vote 3-0.

### **6.0 Appointments/Resignations**

6.1 See Above

## **7.0 Warrants**

7.1 Town Warrant #3 \$880,627.81

Scott motioned to approve Town Warrant #3 \$880,627.81, Rick 2<sup>nd</sup>, vote 3-0.

7.2 Town Payroll #26 \$26,465.60

Scott motioned to approve Town Payroll #26 \$26,465.60, Rick 2<sup>nd</sup>, vote 3-0.

## **8.0 Selectmen/Public Discussion/ Communication**

8.1 Larry would like to have a public meeting to discuss his contract as he feels Kelly has been busy with all other duties and the process has not been completed in a timely manner. Larry would like to see the process done and if this is the way to get it completed then he wants to move forward.

Upon further discussion Gary, Scott and Rick are not comfortable setting a date or discussing further tonight. Next meeting there will be an answer from the board about moving forward.

8.2 Rick has been working on a project of his own. He has been clearing land where previously sat the Earle School. There used to be 18 schools in the town of Litchfield, and he would like to have this one marked with a historical marker. Discussion was had between many of the attendees of the meeting. He will move forward with working on the best way of marking the property.

## **9.0 Future Agenda Item**

9.1 R02-017, 2783 Hallowell Road

9.2 Update from RSU4 withdrawal committee

9.3 Academy Building window replacement – Vote for increase for the additional 2 windows

## **10.0 Adjournment 9:01pm**

Respectfully submitted by Angela Parker