

**Town of Litchfield
Selectboard Meeting Minutes
August 28, 2023**

1.0 Convenes 6:31 P.M.; Pledge to Flag;

Selectmen: Gary Parker, Chairman; Clarence Gowell III (identified as Rick 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(absent), Chm., Elton Wade, Budget Comm.; Steve Ochmanski(absent), Code Enforcement Officer; and others per the sign in sheet.

2.0 Minutes of Aug 14, 2023, and executive session Aug 14, 2023

Scott motioned to approve minutes of August 14, 2023, as well as executive session August 14, 2023, Rick 2nd, vote 3-0.

3.0 Reports and Correspondence

3.1 Town Manager - Kelly Weissenfels

A. The MDOT had been contacted for recommendations for speed control and safety regarding the intersection of Rt. 197 and Huntington Hill Road. Requested signage as well has been discussed in email with appropriate parties.

B. Plain's Road Cemetery fencing project has been completed, looks good.

C. RSU4 Round 3 timeline.

Wednesday July 30, 2023, the School Board will be deciding on what and how to cut from the budget.

Referendum Validation Thursday September 7, 2023

Referendum vote will take place Tuesday September 19, 2023

Once budget processing is complete Litchfield will know tax commitment.

D. Contractor has been contacted regarding the repair of the Town Office building. He is willing to meet, however, his previously placed bids have come through and now he has other jobs before Litchfield's request for repair. Kelly reports there is a plan for him to come in a couple weeks to discuss the project in person.

E. Rayna has maintained and organized (with an index) a backlog of Town and Country magazine articles that have graciously been offered to the Town Office to copy. These hold a lot of good information from 2010-2022.

3.2 Code Officer/Plumbing Inspector – Nothing additional to report per Kelly.

3.3 Road Commissioner – Larry Nadeau

A. Ditching on Pine Tree Road has been completed and Huntington Hill Road shoulders were graded, the work will continue through the next week(s). The paving on Huntington Hill Road should be completed in the next 2 weeks and Pine Tree Road is still on track for completion by the end of September. Larry reports this is too late for chipseal this year, but the plan is to complete that next year. As a reminder, all work could be delayed due to this year's continued rain.

B. Old Mill Bridge has been posted.

C. No answer from the Turnpike Authority, Larry will reach out again to get some answers.

D. Ferrin Road should be started over the next couple of weeks. The Road Crew wanted to have the Fire Station done before starting Ferrin Road.

E. All Shouldering should be done this year, the Road Crew will have the machinery needed for a month.

F. In the works is a repair plan for the road speed monitoring signs. The town is looking for a company that can work on the computer system to get the sign up and running again.

3.4 Fire & Rescue – Michael Sherman

A. Three proposals have come back for the tanker truck. Chief Sherman reports there will be a meeting to go over all the details. They want to be sure specs are what the crew needs/wants.

B. Training season went well, clean up will be concluded Sunday morning.

3.5 Emergency Mgmt. - Michael Sherman

Next meeting will be held Thursday at 6:00pm at Central School. The team will be discussing the draft copy criteria for opening and running the shelter. Also, will be working on the basic mutual aid agreement with RSU4 to be sure details are in writing.

3.6 Assessing Agent – Kelly Weissenfels

Factoring has been performed, which was presented to the Select Board this am during a workshop. All numbers were shown to the board and an explanation was given. The Mill Rate is still in question as the school budget is still undecided. October 5, 2023, is the next planned date for Assessing Agent to come back. Kelly will be sending out information to explain the details once all the numbers come in.

3.7 Transfer Station – Kelly Weissenfels

A. One bulky bin was emptied last weekend.

B. Final mow of the grounds has started before Winter.

C. Moving forward the transfer station will be open Fridays and Saturdays only, until next May.

3.8 Other Town Committees

Elton Wade discussed the monument restoration – time was given for discussion.

4.0 Scheduled Business

4.1 Town property auction possibilities - company presentation

Randy Mains stopped in per Scott's request to give a brief presentation about the company he works with. Randy informed the attendees of his background. The company has been contacted to give details on how they would recommend going forward with selling surplus municipal property (not real estate). The contract would be a 2-year non-binding agreement. Randy informed the room that he does all the legwork for the town. Time was given for discussion and questions.

4.2 Fire station yard clean-up long-term plan – Central and Purgatory Stations

Chief Sherman has put in a formal request to the Select Board and Town to have the grounds of the fire station cleaned up and to maintain well-manicured grounds. There has been discussion about this topic several times and the Chief would like to see something accomplished before Winter. The Request includes Central and Purgatory Stations alike. He would like to see Spring Cleanup done yearly, New Signage/Refresh for both stations (in the works), as well as tree and stump removal as needed and mowing. Discussion was had about the plan moving forward with a resolution that the Select Board agrees that the grounds of both stations need to be taken care of regularly and the Road Crew will be laying down a boarder to the driveway.

4.3 Ambulance advisory committee presentation – increased cost of “uncollectibles”

Tina Gowell brought to the Select Boards attention of the plan moving forward to deal with future “uncollectibles.” Also, she informed the Select Board that there is a large outstanding bill that has been outstanding for the last 10 years. This discussion concluded with Kelly and Tina needing to reach out to the head of the Gardiner EMT service to come to the next meeting and explain why, what, and how this

could have happened. Discussion was tabled for now until the details can be discussed with the company itself.

4.4 Old Mill Road bridge posting restriction and resulting plan of action

Due to the state coming out to inspect the bridges there is a shocking turn of events that the bridge has been posted for a 6,000lb load limit. There has been an ongoing investigation of costs (materials, manpower to repair) for repair of the bridge(s) that the Town is responsible for maintaining. Discussion was had between the board and guests. The Board is not yet aware of the costs of the materials. This discussion concluded with the resolve that the town will work to provide a temporary solution in place that will allow emergency vehicles and oil trucks to safely cross the bridge.

4.5 Town local road stubs (driveways) discontinuance, list confirmation

The town attorney has been consulted to find what steps must be taken to follow through with this discontinuance. The owners of the residence(s) in question need to be given written notice and then they have 1 year to respond. The email received back from the attorney was read aloud.

Road(s)/Driveways being considered:

Little Drive, Beaver Drive, Old Mill Road, Huffs Mill Road, Jungle Lane, Guston Road, Dingley Road, Community Drive, Easy Street (the extension).

An Assessment must be done; it was suggested to use Quimby Appraisals for the job. The town will keep easements.

Scott suggested that there be reasons put into the letter as to why these road(s)/Driveways are being selected. "I don't want to" isn't enough of a reason. It was suggested to be done tactfully and reasonably.

Discussion was left with all parties having follow-up jobs:

- Larry is to get cost of plowing (manpower spent on the roads, etc.)
- Quimby Appraisals is to be contacted to see the cost of appraisals and when this can be done. No matter what no changes will take place this Winter season.
- Lastly the letter will go to the individuals involved as well as possibly going into the Sodalite.

4.6 Update on road construction costs and road bond balance – part II

A hand out was given to Members and Guests still in attendance. Discussion was had between Larry, Kelly and Select board about the cost(s), timelines, and moving forward with the bridge replacement(s). Larry will ask about possible savings if both bridges are ordered and built at the same time. Now that the Board has had time to see and discuss the numbers the path forward is to order materials now. Then get the bridge in greatest need replaced first.

Scott motioned to direct the Town Manager to order the substructure fabrication and delivery as well as the abutment pre-casting and delivery for Old Mill Bridge as well as Guston Road Bridge. With the intent to save money. The total cost not to exceed \$360,000.00, Rick 2nd, Vote 3-0.

5.0 Unscheduled Business

5.1

5.2

6.0 Appointments/Resignations

6.1

6.2

7.0 Warrants

7.1 Town Warrant #6 \$58,388.77

Scott motioned to approve Town Warrant #6 at \$58,388.77, Rick 2nd, vote 3-0.

7.2 Town Payroll #4 \$33,654.19

Scott motioned to approve Town Payroll #4 at \$33,654.19, Rick 2nd, vote 3-0.

8.0 Selectmen/Public Discussion/ Communication

8.1

9.0 Future Agenda Item

9.1 R02-017, 2783 Hallowell Road

9.2 Update from RSU4 withdrawal committee

10.0 Adjournment 9:46pm

Respectfully submitted by Angela Parker