

2013

# 2013 Litchfield Town Select Board Meeting Minutes

Litchfield (Me.). Town Select Board

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Minutes of the Selectmen's Meeting  
January 8, 2013

- 1.0 Meeting convened by Chair Rayna Leibowitz at 6:30 PM. Pledge to flag.  
Selectmen present: Rayna Leibowitz, George Thomson, and Mark Russell.  
Staff present: Michael G Byron, Town Manager, Steve Ochmanski, C.E.O.,  
Trudy Lamoreau, Office Manager.  
Guests present: Deborah M. Campbell Ellery Bane  
John A Upham Nano Zachary Charlie Manchester  
Bette Manchester Teague Morris
- (a) Mark Russell moved/George Thomson seconded (**passed 3-0**) to approve the minutes of December 11, 2012, amended as follows:
- (i) 5.1(b) (ii) delete all and replace with: "There was no support from the Board to spend any money to have another attorney review the documents."
  - (ii) 6.0 (b) - delete all and replace with: "Eric asked if the Selectmen are committed to sending the petition to the Town Meeting in June. The consensus of the Board is that the petition needs to be sent to the Town Meeting as is, but were open to the idea of a "competing" warrant article if alternative ideas are presented."
  - (iii) 10.0 (b) - delete all.
- (b) Mark Russell moved/George Thomson seconded (**passed 3-0**) to approve the minutes of December 19, 2012, amended as follows: 5.6 (c)- delete all and replace with: "There were further discussions concerning personal property assessing and a process of communicating to Selectmen when large property valuation adjustments are made."
- 4.1 Town Manager Reported that:
- (a) As he had done some two years ago, on December 20, 2012 DeWitt Kimball took air samples in the Entry Lobby, the Rec. Dep't. Hallway and the outside front entry on the porch. (see Attachment #1):
- (i) Lab results – There were no spores that had a high enough count to register on the lab tests.
  - (ii) Summary – The "discomfort" of the front office staff may be "attributed to dust in the air due to the age and condition of the carpet... a thorough cleaning of the carpet should be done."
- (b) On December 26, 2012, Chief Labbe, Emergency Preparedness Director Bruce Slattery, Office Manager Trudy Lamoreau and the Manager met to discuss the communication "issues" with dispatching services of the C.M.R.C.C., and recommended that the C.M.R.C.C.'s Director and Dispatch Supervisor be invited to a future meeting with the Board to review the matter.  
The Board's consensus, after Chief Labbe drafts a list of "specific" issues, was to meet at the C.M.R.C.C., towards the end of February 2013, to discuss these issues.
- 5.1 Two candidates have asked to be considered as the Sodalite's next editor:
- (a) Chair Rayna Leibowitz asked each candidate to briefly relate her experience as it relates to the job opening.

- (i) Nano Zachary, 2071 Hallowell Road (who recently moved to Litchfield, and volunteers at the Food Bank) at one time edited a letter for the Girl Scouts.
    - (ii) Deborah Campbell, 639 Richmond Road (whose family dates back some four generations in Litchfield) recently retired as a technical writer from an Atlanta, Georgia company.
  - (b) Chair Rayna Leibowitz recommended that, due to her family's deep history with the Town, Ms. Campbell be the Sodalite's editor, with Ms. Zachary "in reserve", as she develops a "deeper" knowledge of Litchfield. The Board agreed with Chair Rayna Leibowitz's recommendation.
  - (c) On an "unrelated" matter, Ms. Zachary's companion, John Upham, inquired as to who was allowed to park trailers (he saw three last weekend) on the town owned lot on the Hallowell Road across from the P.W. garage.
    - (i) The Manager stated that a number of years ago, a former Board gave Arthur Esman, Norris Point, permission to park his trailer there when town roads were posted.
    - (ii) Selectmen George Thomson, earlier this evening, talked to Mr. Esman, who said that the "second" trailer is owned by a driver who lives in Monmouth, but doesn't know the ownership of the "third" trailer.
    - (iii) The Manager suggested that the current Board "revisit" this matter at a future Board meeting.
- 5.2 Board review draft Assessors' Agent contract with the Manager and Ellery Bane, RJD Appraisal.
- (a) The proposed 18 month contract runs from January 1, 2013 through June 30, 2014, with the \$30,600 contract cost prorated as follows:
    - (i) \$5,000 (the approximate current unexpended balance in the FY '13 budget) payable from January 1, 2013 through June 30, 2013, and,
    - (ii) \$25,600 payable from July 1, 2013 through June 30, 2014.
  - (b) Mark Russell moved/George Thomson seconded (**passed 3-0**) to authorize the Manager to sign the contract.
- 5.3 After discussion, Mark Russell moved/Rayna Leibowitz seconded (**passed 3-0**) to approve the Manager's recommended policy concerning marriages performed by Town Office notaries: No marriages shall be performed by municipal clerks, who are notaries, during office hours.
- 5.4 Board review Graybar Electric's Lighting Proposals for the Town Office & P.W. Garage.
- (a) During general discussions, Selectman George Thomson said he'd like to know the cost/benefits of installing LED lighting as an option.
  - (b) The Manager will schedule a meeting with Jeff Hersom, Graybar Electric, Selectman George Thomson and Steve Ochmanski to review 5.4 (a) above, and report their findings/recommendations back to the full Board.
- Mark Russell moved/George Thomson seconded (**passed 3-0**) to approve/sign:
- 9.1 Town Voucher # 13 for \$288,391.84; and
- 9.2 Town Payroll #14 for \$17,984.28.
- 10.0 Other Business:
- (a) The Manager overviewed the RSU4's four years cumulative \$410K Lunch Program deficit.

- (b) The Manager reported: that the “wheeler” “on-spot” tire chain specs were not “passed on” by Freightliner (the chassis vendor) to H.P. Fairfield (the chassis “outfitter”); that, recognizing its mistake, Freightliner would install this system for a discounted \$1,600.00. George Thomson moved/Rayna Leibowitz seconded (**passed 2-1**, with Mark Russell casting the negative vote) to approve Freightliner installing the “on-spot” chains for \$1,600 (Note: this amount is within the \$195,000 appropriated by the voters at last year’s Town Meeting from the P.W. Capital Reserve account).
- (c) Mark Russell inquired as to the status of the Wayne Ladd property. The Manager said: that an appraiser was in the Town Office today, gathering information on the property; and that he would follow up with the listing broker.
- (d) Mark Russell suggested that the C.E.O. and, if his current contract “calls for it,” the Manager be evaluated just before the Board’s January 22<sup>nd</sup> meeting, starting at 5:30 PM (if both are to be evaluated) or 6:00 PM (if just the C.E.O. is to be evaluated). The Manager was asked to provide the C.E.O.’s job description.

11.0 Selectmen/Public Discussion/Communication: \*

Bette Manchester, Charles Manchester and Teague Morris all made comments on agenda item 5.3 above.

\* As amended by the Board at their January 22, 2013 Meeting.

Adjourned at 8:07 P.M.

Respectfully submitted,

Michael G Byron

Minutes of the Selectmen's Meeting  
January 22, 2013

- 1.0 Meeting convened by chair Rayna Leibowitz at 6:00 PM. Pledge to flag.  
Selectmen present: Rayna Leibowitz, George Thomson, and Mark Russell.  
Staff present: Michael G Byron, Town Manager, Steve Ochmanski, C.E.O.  
Guests present: John Upham, Nano Zachary. (Note: the two guests left before the Executive Session ended).
- (a) At 6:03 PM, pursuant to 1M.R.S.A. §405(6)(A), George Thomson moved/Mark Russell seconded (**passed 3-0**) to enter into Executive Session in the History Center to evaluate the C.E.O.
- (b) At 6:55 PM, the Board left the Executive Session and returned to the Public meeting.
- 2.0 Mark Russell moved/Rayna Leibowitz seconded (**passed 3-0**) to approve the January 8, 2013 minutes amended as follows: delete section 11.0 in its entirety, and replace with: 'Bette Manchester, Charles Manchester and Teague Morris all made comments on agenda item 5.3 above.'
- 4.1 Town Manager Reported that:
- (a) Pursuant to the Board's recommendation, the Manager asked Chief Stan Labbe to draft a memo, outlining the R.C.C. "issues" to be reviewed at a meeting to be scheduled at the R.C.C.
- (b) Last Friday, Ron Ridley and Ed Dube picked up our "wheeler" at H.P. Fairfield's Skowhegan facility. With its 16 yard capacity (compared to our hopper sanders' 6-8 yard capacity), during last Saturday's road sanding, wheeler driver Ed Dube was able to complete his "mountain" route and return to the salt and sand shed with sand left over in his truck. When driving the hopper sander, Ed would have to return to the shed 2-3 times to complete one circuit.
- (c) Real Estate Attorney Peter Klein, Drummond Woodsum, will meet at the Town Office either on January 29<sup>th</sup> (Tuesday) or January 30<sup>th</sup> (Wednesday) at 11:00 AM to "restart" the process of having Litchfield Quit-Claim the Libby-Tozier real estate to RSU4 (as mandated by the school consolidation law). Chair Rayna Leibowitz, once informed of the meeting date, will try to attend to represent the interests of the Litchfield Academy Trustees in this matter.
- (d) Deb Campbell, our new Sodalite Editor, has started work on the February issue.
- 4.2 C.E.O.:
- (a) Reviewed his calendar year 2012 monthly permits, reflecting 66 applications issued totaling estimated construction values of \$2,370,275 (see Attachment #1).
- (b) Although his spreadsheet showed "0" permits issued during December 2012, the C.E.O. noted that he had "8 incomplete" apps. on his desk.
- 4.3 Fire and Rescue:  
In the absence of the Chief (at a training session tonight), the Manager reviewed the December 2012 call report: 3 fire calls; 8 rescue calls; no turnpike calls; and no mutual aid calls.
- 5.1 Board "revisit" policy of box trailers parking on the town-owned parcel on the Hallowell Road across from the P.W. Garage.
- (a) Several years ago, Arthur Esman, Norris Point, was given permission by the Board to park his box trailer on the town lot.
- (b) Mark Russell recalled that 6-7 years ago, Darryl Vannah was given trailer parking permission.
- (c) The Manager reported that Gary Cunningham, Ridley Lane, would also like trailer parking permission.

- (d) After discussion, Rayna Leibowitz moved/Mark Russell seconded (**passed 3-0**) to set policy as follows: Box trailer parking only (no SUV's, etc.); driver must be a Litchfield resident; and get Board permission to park. The Board would "revisit" this policy if issues arise concerning noise, spilled fuel oil, and the like.
- 5.2 George Thomson: Review Graybar's lighting upgrade proposals for the Town Office and the P.W. Garage.
- (a) George Thomson, who participated in the January 16<sup>th</sup> "due diligence" meeting with Jeff Hersom, Graybar's Government Sales Rep., reviewed the cost/benefits of these two proposals (that is, lower wattage, similar lumens generated, cash incentives from Efficiency Maine), and recommended going forward with the project.
- (b) George Thomson moved/Rayna Leibowitz seconded (**passed 3-0**) to accept the proposals as follows:
- (i) Town Office: \$567.46 material cost  
                                   -316.00 incentives  
                                   \$251.46 net cost  
                                   +500.00 Bob Kenney's labor  
                                   \$751.46 total project cost to be funded from Capital Projects  
                                   A/C.
- (ii) P.W. Garage: \$4,243.87 Material costs  
                                   -1,475.00 Incentives  
                                   \$2,768.87 Net Costs  
                                   + 700.00 Bob Kenney's labor  
                                   + 125.00 "staging" rental  
                                   \$3,593.87 total project cost to be funded from P.W. Cap.  
                                   Reserve
- 6.1 Unscheduled Business:
- (a) At 8:06 PM, Mark Russell moved/Rayna Leibowitz seconded (**passed 3-0**) pursuant to 1M.R.S.A §405 (6)(A), to enter into Executive Session to determine whether to remain in Executive Session to conduct the Manager's performance evaluation.
- (b) At 8:12 PM, Chair Rayna Leibowitz declared that the Executive Session was over, and the Board returned to Public Session.
- (c) Rayna Leibowitz moved/Mark Russell seconded (**passed 3-0**) to schedule the Manager's performance evaluation, starting at 5:30 PM, at the Board's February 12<sup>th</sup> meeting.
- 9.1 George Thomson moved/Mark Russell seconded (**passed 3-0**) to approve/sign Town Voucher #14 for \$56,825.61.
- 9.2 Rayna Leibowitz moved/Mark Russell seconded (**passed 3-0**) to approve/sign Town Payroll "outside" of the meeting.
- 13.0 Adjourned at 8:25 PM.

Respectfully submitted,

Michael G Byron  
 Secretary



Minutes of the Selectmen's Meeting  
February 12, 2013

As Amended 3/12/13

- 1.0 Meeting convened by Chair Rayna Leibowitz at 5:30 PM. Pledge to flag.  
Selectmen present: Rayna Leibowitz, George Thomson and Mark Russell.  
Staff present: Michael G Byron, Town Manager, Steve Ochmanski, C.E.O.  
No guests present.
- (a) At 5:31 PM, as the Board was about to enter into executive session pursuant to 1M.R.S.A. §405(6)(A) to conduct a performance evaluation of the Town Manager, Mark Russell moved to amend the reason for the executive session to include section 7 of the Manager's contract which reads: "The Board shall provide the Manager with periodic opportunities to discuss Board-Manager relationships and shall inform him at least annually, in writing, of any inadequacies perceived by the Board."
- (i) Mark Russell proposed the amendment, saying that he had a number of questions he'd like to ask the Manager.
- (ii) The Manager objected to the amendment, stating that sufficient notice hadn't been given to the Manager so that he could prepare for such a meeting. Furthermore, the Manager opined that Mark Russell could pose his questions as they related to the performance evaluation format.
- (iii) When asked when the Manager had been given a copy of the new performance evaluation format drafted by chair Rayna Leibowitz, he replied: "fifteen minutes ago."
- (iv) Mark Russell withdrew his amendment.
- (v) The Board and the Manager went to the History Center for the Executive Session.
- (b) At 6:30 PM, the Board left the Executive Session and returned to the Public Meeting.
- 2.0 George Thomson moved/Mark Russell seconded (**passed 3-0**) to approve the January 22, 2013 minutes with section 6.1 (c) amended as follows" "Rayna Leibowitz moved/Mark Russell seconded (**passed 3-0**) to schedule an **Executive Session** for the Manager's performance evaluation..."
- 4.1 Town Manager Reported that:
- (a) On January 29<sup>th</sup>, RSU#4 attorney Peter Klein, Rayna Leibowitz, George Thomson, Stan Labbe, Steve Ochmanski, RSU#4 Facilities Manager Jim Wilkens, RSU#4 Business Manager Scott Eldridge and the Manager met in the conference room, with a follow up site visit to the Litchfield Academy Libby-Tozier complex, to establish the parameters for Attorney Klein to redraft the documents needed for the Town to Quit claim the Libby-Tozier real estate to the RSU#4, **while retaining the Academy on an approved non-conforming lot.**
- (b) Electrician Bob Kenney recently completed the "Graybar" Town Office lighting upgrades, and, when there's a "lull" between snow/rain events, will start similar lighting upgrades in the Public Works garage.
- (c) On March 4<sup>th</sup>, there will be a Gardiner Fire & Rescue meeting at the Gardiner Council Chambers, starting at 4PM, to discuss a proposed restructuring of the service fee schedule. Note: Tina Gowell said that she heard that Richmond and Dresden may "rejoin" the participating towns.

- (d) **The Kennebec County Trustees will be contacted to paint the P.W. garage (ceiling and interior walls) this summer.**
- 4.2 C.E.O. reviewed with the Board his memo (see Attachment # 1 for the detail(s) outlining 3 enforcement actions he will soon be taking against Kevin Pulk, Nancy Rines, and Leigh Dwelley.
- 4.3 Fire & Rescue: Stan Labbe and Tina Gowell.
  - (a) Reviewed the January 2013 call report (see Attachment #2)
  - (b) The recent repairs to Engine 67 has added 10-12 years to its “useful life.” The new E-one/freightliner tanker should be delivered in about 2 weeks.
  - (c) The RCC has recently hired/trained additional dispatchers and the communication “issues” have diminished.
  - (d) Only have 7 first responders, therefore not feasible to schedule “on call” assignments. However, Gardiner Ambulance can respond in about 8 minutes.
  - (e) Will be at O.H.H.S. tomorrow to “recruit” junior fire fighters.
  - (f) Darryl Ellis is drafting a \$4,000 grant to purchase a “tough books” computer, which requires a 1/3<sup>rd</sup>, or \$1,300, “match.” This computer will allow patients to sign the “run sheets” during transports.
    - (i) Chair Rayna Leibowitz commented that \$4,000 seemed to be “too expensive”
    - (ii) The Manager suggested that Ben Bernier (I.T. consultant) be asked to work up other options.
    - (iii) Mark Russell moved/George Thomson seconded (**passed 3-0**) to table the request for a \$1,300- match to the February 26<sup>th</sup> meeting.
- 4.6 P.W.D.: The Manager reported that:
  - (a) The “early assessment” on the Freightliner wheeler is favorable, with its larger 14 yard capacity (compared to our hopper-sander’s 6 yard capacity) requiring less trips back to the salt & sand shed, thereby increasing ”route” productivity.
  - (b) The “clunking” sound generated by the 2005 International truck (our “backup” plow) turned out to be out-of-alignment rims which, with a new tire, cost about \$800. Initially, the crew thought that the transmission would have to be replaced at a cost of around \$4,000.
- 5.1 George Thomson moved/Mark Russell seconded (**passed 3-0**) to formally approve Litchfield resident Gary Cunningham’s written request to park his box trailer (for 12 months) on the Town-owned lot on the Hallowell Road across from the P.W. Garage. It was noted that Mr. Cunningham has met all the criteria established by the Board at their January 22<sup>nd</sup> meeting.
- 5.2 George Thomson moved/Rayna Leibowitz seconded (**passed 3-0**) to sign the Litchfield Sportsman’s Club’s annual Liquor License/Bottle club application.
- 8.1 Mark Russell moved/George Thomson seconded (passed 3-0) to reappoint the following Deputy Registrar of Voters to two-year terms running through January 31, 2015: Trudy Lamoreau, Lezley Sturtevant, Rebecca Lamoreau, and Michael G Byron.**
- 8.2** Mark Russell moved/George Thomson seconded (**passed 3-0**) to re-appoint Doris R Parlin as Registrar of Voters for a 2 year term running through January 2015.
- 8.3 **After discussion, Chair Rayna Leibowitz, without objection** “passed over” the appointment of Deborah Campbell as Deputy Registrar of Voters; pending Registrar Doris Parlin’s explaining the “need” for another deputy.

George Thomson moved/Mark Russell seconded (**passed 3-0**) to approve/sign:

9.1 Town Voucher #15 for \$542,108.22; and

9.2 Two Town Payrolls #15 for \$17,495.48, and #16 for \$15,037.13.

At 7:52 PM, the Board returned to the Executive Session with the Manager.

At 9:30 PM, the Board left the Executive Session and returned to the Public Meeting.

(a) Mark Russell moved/George Thomson seconded (**passed 3-0**) to approve/sign a “confidential” “plan of action,” outlining 8 tasks, and time frames for each task, for the Manager to complete.

(b) Chair Rayna Leibowitz will draft a “narrative” concerning the “plan of action” to be reviewed by the Board and the Manager at their February 26<sup>th</sup> meeting.

13.0 Meeting adjourned at 9:42 PM

Respectfully submitted,

Michael G Byron

Minutes of the Selectmen's Minutes     As Amended March 12  
February 26, 2013

- 1.0 Meeting convened by Chair Rayna Leibowitz at 6:30 PM. Pledge to flag.  
Selectmen present: Rayna Leibowitz, George Thomson, and Mark Russell.  
Staff present: Michael G Byron, Town Manager, Ellery Bane, Assessors' Agent, Deb Campbell, Sodalite Editor, Ron Ridley, P.W. Foreman  
Guests present:            Jonathan D Yellowbear            John Upham  
John O'Donnell            Robin Redmond                    Cyndi Redmond  
Keith Edwards (KJ)      Mel Newendyke                    Barb Newendyke  
Rachel Sukeforth        Tina Gowell                        Darryl U Ellis
- 2.0 Mark Russell moved/George Thomson seconded (**passed 3-0**) to table the February 12, 2013 minutes, so that Mark Russell has a chance to review his notes on section 2.0 which, in turn, reflected an amendment to section 6.1 (c) of the January 22, 2013 minutes.
- 4.1 Town Manager Reported that:
- (a) Electrician Bob Kenney has recently upgraded the lights in the P.W. garage.
  - (b) Foreman Ron Ridley has "booked" 8 Kennebec County trustees to paint out the P.W. garage ceiling and walls during the week of July 1<sup>st</sup>. Chair Rayna Leibowitz noted that July 4<sup>th</sup> is that Thursday.
  - (c) Yesterday, "All Clean Carpet Cleaners" measured the Town Office and will follow-up with a proposal.
  - (d) The first draft of the amended Personnel Policy, a collaborative effort of former Selectman Doug Read, Office Manager Trudy Lamoreau and the Manager (distributed tonight to the Board) will be on the March 12<sup>th</sup> agenda for review and discussion.
- 4.3 Fire & Rescue (see section 5.2 below).
- 4.5 Assessors' Agent Ellery Bane recommended the following three tax abatements:
- (a) \$289.94 to Susan E. Cross and Kenneth S. Russell, 52 Hardscrabble Road based on several measurement data entry errors. (see Attachment #1 for details). Mark Russell moved/George Thomson seconded (**passed 3-0**) to approve the **recommended** abatement.
  - (b) \$631.90 to Daniel and Tammy Thibeault, 30 Cedar Grove Lane, based on "an additional 1<sup>st</sup> floor 936 s.f. entered into the computer in error." (see Attachment # 2) for details). Mark Russell moved/George Thomson seconded (**passed 3-0**) to approve the **recommended** abatement.
  - (c) \$148.75 to Jean Paul and Arlene Thibeault 15 Cedar Grove Lane, based on a gazebo (assessed at \$12,289) which is not on the Thibeault's property (see Attachment # 3 for details). Mark Russell moved/George Thomson seconded (**passed 3-0**) to approve the **recommended** abatement.
- Mr. Bane noted that, in all three cases above, the original abatement application requested a larger abatement, and, in effect, the requests were denied. All three applicants will be notified of the approved abatement and the steps to be taken should they wish to appeal the denial.**
- Additionally, Mr. Bane noted that the TRIO assessing software, as of January 1<sup>st</sup> of the year, deducts another year of depreciation on buildings which was not included in the current year's commitment, but should be included in the next year's tax cycle.

- 4.6 P.W.D. Foreman Ron Ridley:
- (a) Reviewed with the Board that, during the recent snowstorm, the crew also had to deal with equipment issues- the front-end loader had a flat tire, and one of the plow trucks lost its wing plow during the storm.  
The Board expressed its gratitude for a job well done during such trying conditions.
  - (b) The salt & sand shed is down to about 400 yards, which should be adequate for 2 to 3 more “moderate” snow/sleet events. If needed, the crew will “open” the pit to access the “backup” sand pile.
  - (c) The Board pointed out the potential liability of plowing RTE 197, as Ron did during the last snow storm to complete his route (M.D.O.T. never showed up until 9 A.M. the next morning).
  - (d) M.D.O.T. has started posting State-aid roads; the crew will start posting town road next week.
- 5.1 Jonathan Yellowbear: Proposed “Second Amendment Preservation Ordinance” (see Attachment #4);
- (a) After much discussion, the Board suggested that Mr. Yellowbear’s citizens’ petition simply say that Litchfield, through a town warrant article, supports the United States Constitution 2<sup>nd</sup> Amendment, which reads as follows: “A well regulated militia, being necessary to the security of a free state, the right to keep and bear arms shall not be infringed.”
  - (b) The Board informed Mr. Yellowbear that he had two options of having his article placed on this June’s town warrant:
    - (i) Request that the Board (the “municipal officers”) place the article on the warrant, or
    - (ii) Collect the signatures on a petition of registered Litchfield voters equal to at least 10% of those who voted in the last gubernatorial election (about 160).
- 5.2 EMS “Toughbooks” Computer Request for a \$1,300 Grant Match. Tabled from the February 12<sup>th</sup> Meeting.
- (a) Tina Gowell and Darryl Ellis said that: the actual 1/3<sup>rd</sup> grant match is \$1,166; the computer needs “windows professional” and a touch screen.
  - (b) After discussion, Mark Russell moved/George Thomson seconded (**passed 3-0**) to leave the matter on the table to the March 12<sup>th</sup> meeting in order to review the following requested information:
    - (i) The details of the “3 year limited warranty,” and
    - (ii) Other possible, less costly, computer options. The Manager will, again, e-mail Ben Bernier (the Town’s I.T. contractor) for his recommendations.
- 5.3 DS200 Tabulator- Phase 2”Rollout” Process:  
After discussion, the Board consensus was not to pursue the tabulator, as a number of the Town’s election clerks prefer continuing the “social” aspects of hand-counting the ballots.
- 5.4 Manager/staff recommend June 8, 2013 Town Meeting Date: Although, at this time, there are no referenda to be voted on, the Board’s consensus is that a June 15<sup>th</sup> Town meeting date would allow a little extra time in case a referendum did eventuate.
- 5.5 Mark Russell moved/Rayna Leibowitz seconded (**passed 3-0**) to sign a Quit-claim deed to Normand & Janice Provencher, Trustees of the Provencher Family Trust.
- 6.1 Unscheduled Business: John Upham’s questions on the recently Board adopted policy on certain Litchfield citizens parking box trailers on the town-owned lot across the Hallowell Road from the P.W. garage:

- (a) In response to Mr. Upham's asking why no "fees for service" were being charged, the Board said that: collecting such fees would create a liability for the Town; and, furthermore, by allowing the parking of certain box trailers, alleviates a "safety" issue if the trailer had to park on "cramped" camp roads.
  - (b) In response to Mr. Upham asking how to place this matter on this June's town warrant, the Board repeated the two options as related to Mr. Yellowbear in section 5.1 (b) above.
- 8.1 Based on Registrar of Voters Doris Parlin's "justification" memo to the Board (see Attachment #5 for details), George Thomson moved/Mark Russell seconded (**passed 3-0**) to appoint Deborah Campbell as Deputy Registrar of Voters through January 31, 2015.
- 8.2 Mark Russell moved/Rayna Leibowitz seconded (**passed 3-0**) to appoint Paul Potvin as Civil Constable for Ace Detective & Security Agency, Inc. through June 30, 2014. George Thomson moved/Mark Russell seconded (**passed 3-0**) to approve/sign:
- 9.1 Town Voucher #16 for \$52,641.51; and
- 9.2 Town Payroll #17 for \$20,713.08.
- 5.6 Note this agenda item was deferred until after the "public" agenda had been completed.
- (a) At 8:50 PM, George Thomson moved/Mark Russell seconded (**passed 3-0**), pursuant to 1M.R.S.A. §405(6)(A), to enter into Executive Session with the Town Manager to review Chair Rayna Leibowitz's performance evaluation "narrative."
  - (b) At 9:05, Chair Rayna Leibowitz declared that the Executive Session was over, and the Board returned to Public Session.
  - (c) George Thomson moved/Mark Russell seconded (**passed 3-0**), after the Manager had a chance to draft his "response" narrative, and have it reviewed by the Board (in Executive Session), to have both documents placed in the Manager's personnel file.
- 11.0 Selectmen/Public Discussion/Communication:  
Board had a general discussion of whether Town Office space is being "efficiently" utilized. The Manager said that he would explore this matter further
- 13 Meeting adjourned at 9:30PM.

Respectfully submitted,

Michael G Byron  
Secretary

Minutes of the Selectmen's Meeting - As amended at the  
March 26, 2013 April 23<sup>rd</sup> meeting

- 1.0 Meeting convened by Chair Rayna Leibowitz at 6:30 PM. Pledge to flag.  
Selectmen present: Rayna Leibowitz, George Thomson, and Mark Russell  
Staff present: Michael G Byron, Town Manager; Steve Ochmanski, C.E.O.;  
Ellery Bane, Assessors Agent; Deb Campbell, Web Tech  
Guests present: Judy Bourget Jonathan Yellowbear  
Wm Quackenbush Thomas Stracuzza Rachel Sukeforth  
Bill Monagle Eric Seaman
- 2.0 George Thomson moved/Mark Russell seconded (**passed 3-0**) to approve the  
March 12, 2013 minutes amended as follows: section 4.1 (e)-add the following  
to the end of the sentence: "**and to seal the hole in the wall between the  
furnace room and the vault.**"
- 4.1 Town Manager reported that:
- (a) On March 29<sup>th</sup> (Friday), starting at 12:45 PM, Kyle MacDonald,  
M.E.M.A. Assistant Dam Safety inspector, will inspect the Tacoma  
Lakes Dam. Along with Bruce Doyle, T.L.I.S. President, Terry Averill,  
Dam Operator, and Ron Ridley, P.W. Foreman, Selectmen George  
Thomson said that he would attend the inspection.
  - (b) As has been past practice, on March 31<sup>st</sup>, Easter Sunday, the  
Transfer Station will be closed. (Note: after this meeting, Transfer  
station attendant Elaine Carpenter, responding to a number of  
residents requests, decided to stay open on Easter Sunday.)
  - (c) On April 23<sup>rd</sup>, starting at 6PM (prior to the Board meeting that  
evening) the Spirit of America Awards will be presented (see agenda  
item 5.3 below).
  - (d) On May 10<sup>th</sup>, starting at 9:30 AM, "All Clean Carpets" will clean the  
Town Office carpets. The P.W. crew will assist in moving the desks,  
tables, chairs, etc. The Manager was asked to have Foreman Ron  
Ridley "adjust" his crew's hours that week to accommodate this  
project, without incurring overtime.
- 4.2 C.E.O.
- (a) Status: Buckeye Partners Pipeline Project: C.E.O. has received  
recently DEP documents on this project, which don't address some of  
the questions raised by the Board, such as "scope of work," spill plan,  
notification of abutters, etc. C.E.O. will continue to pursue getting  
the answers posed by the Board.
  - (b) Deb Campbell, Web Tech, reviewed her "Summary Task List" (see  
Attachment # 1).

- (i) The Board made the following suggestions: include in the job description- knowledge required for the position; include a "liability" waiver in the photograph use policy.
  - (ii) In response to a Board question as to website security, the C.E.O. said that the site is on I.T. contractor Ben Bernier's server, which has a number of "firewalls."
  - (iii) The Manager said that a \$300.00 stipend **plus a one time only \$100.00 "ramp" up expense** will be included in the F.Y. '14 budget for the Web Tech.
- (c) Impact of a pending M.U.B.E.C. amendment, which would lower the enforcement population "trigger" from 4,000 to 2,000.
- (i) The effective date will be July 1, 2014.
  - (ii) A "third party" inspector charges from \$100 to \$130/inspection, with some 5/6 inspections required during construction.
  - (iii) The C.E.O. has talked to Manchester C.E.O./Building Inspector Paul Minik, who is "third party" qualified, as a less-costly (\$50.00/inspection) option for Litchfield. **The cost for Workmans Comp would have to be factored in on this option.**
  - (iv) Board consensus to defer action on this matter until the M.U.B.E.C. bill is codified.

4.3 Fire and Rescue February 2013 call report (see Attachment # 2 for details).

4.5 Assessors' Agent Ellery Bane recommended, and the Board approved, the following abatements (a-e) and 1 supplemental (f):

	<u>Name</u>	<u>Map/Lot</u>	<u>Amount</u>	<u>Vote</u>
(a)	John & Susan Hatch	R02/106	\$846.65	MR/GT (3-0)
(b)	Daniel & Veronica Craft	R12/17	\$649.78	GT/MR (3-0)
(c)	Stephen & Nancy Heald	R13/42	\$61.41	GT/MR (3-0)
(d)	Glenn Hall	R03/105I	\$51.12	GT/MR (3-0)
(e)	Glenn Hall	R03/105L	\$94.78	GT/MR (3-0)
(f)	Ronald Ridley Sr	R03/03A on 2	\$82.26	GT/MR (3-0)

(a) Chair Rayna Leibowitz asked Mr. Bane to follow up on the following matters:

- (i) The Board minutes of October 25, 2011 reflect that the winning bid (\$67K) on the Town selling its tax-acquired Peacepipe Beaches (two) to a 12 member group of Peacepipe parcel owners. Some "back lot" owners, who now own an interest in the beaches, are still being assessed \$10K for their deeded access rights to the beaches. Mr. Bane replied that

the deeded access "runs with these deeds," which will be of value to subsequent lot owners.

- (ii) The Assessors' Workshop minutes of August 10, 2011 considered (no votes taken) increasing the one acre base lot value from \$28K to \$30K, and site improvements (drilled well and septic) from \$12K to \$16K. Mr. Bane said he wouldn't recommend those fairly minor adjustments.
- (iv) How should waterfront lots with "irregular" water frontages be measured?

- 5.1 Bill Monagle, C.W.D. Director: Review FY '14 Proposed Budget.
  - (a) C.W.D. was established 1973 and, presently, monitors water quality for 26 lakes in the watershed. Mr. Monagle noted that Cobbossee's 2012 water quality was the best in C.W.D.'s history.
  - (b) The proposed FY '14 \$252,544 budget, mainly funded by municipal assessments of \$212,199, the same assessment as this year.
- 5.2 Jonathan Yellowbear: review his 2<sup>nd</sup> draft-"2<sup>nd</sup> Amendment" Resolution: Board consensus to sign the resolution after some minor suggested language adjustments. This matter was "tabled" until the April 9<sup>th</sup> meeting.
- 5.3 Board consensus to accept the list of Spirit of America candidates (see Attachments #3).
- 5.4 After discussion, Board decided to hold the FY '14 Budget workshops at regularly scheduled Board meetings - the next two being April 9<sup>th</sup> and 23<sup>rd</sup> (George Thomson noted that he'll be on vacation from April 8<sup>th</sup> through April 23<sup>rd</sup>.)
- 5.5 The Manager presented his one page memo to the Board, which was in response to the Board's February 12<sup>th</sup> performance evaluation. Consensus that there was no need to enter into Executive Session on this personnel matter.

Mark Russell moved/Rayna Leibowitz seconded (**passed 3-0**) to approve/sign.

9.1 Town Voucher # 18 for \$71,258.81; and

9.2 Town Payroll #19 for \$15,264.13.

10.0 Other Business: During discussion, Board members remarked as follows:

- (a) The Board recognizes and honors the World War II Service of the Surviving Litchfield residents , including the following five who will honored in Washington D.C. next week:
  - (i) William Quackenbush
  - (ii) Nunzio Biondello
  - (iii) Malcolm Harvey
  - (iv) Raymond Young
  - (v) Eldon Harvey
- (b) At an August 2011 Board meeting, Hillary Roberts, Director of KVHS, promised certain reports sent to Litchfield. Manager will follow up.

- (c) The old grader was to be advertised in the Bangor paper and on Craig's List. Manager will follow up.
- (d) Larry Nadeau's two driveway entrances on Libby Road don't appear completed. The Manager will follow up.
- (e) The Manager was asked to rough draft Consent Agreements on the MacInnis matter. It was noted that not all documents have been received from Probate.

13.0 Meeting adjourned at 9:15 PM

Respectfully submitted

Michael G Byron  
Secretary

Minutes of the Selectmen's Meeting As amended at the April 23, 2013  
April 9, 2013 meeting -Manager to redraft Section  
5.6 (b)

- 1.0 Meeting convened by Chair Rayna Leibowitz at 6:30PM. Pledge to flag.  
Selectmen present: Rayna Leibowitz and Mark Russell. George Thomson on vacation.  
Staff present: Michael G Byron, Town Manager, Ron Ridley, P.W. Foreman  
Guests present: Judith Bourget Pat Soboleski Rodney Allen  
Elton Wade Terry Averill Bruce Doyle Pat Sirois  
Beth Ashcroft Stan Labbe Darryl N Ellis Tina Gowell  
Bruce Slattery Tiffany Caton Jonathan Yellowbear Rachel Sukeforth
- 2.0 In the absence of George Thomson, Mark Russell moved/Rayna Leibowitz seconded (**passed 2-0**) to "table" approving the March 26, 2013 minutes to the April 23<sup>rd</sup> meeting.
- 4.1 Town Manager Reported that:
- (a) Randy Prince, M.D.O.T. said that the State roads are being "unposted" today. With some rain in the forecast, the P.W. crew will unpost town roads early next week.
  - (b) Today, the P.W. crew brought the screen from the pit to the garage to be "prepped" for screening gravel and sand this July-August- after Foreman Ridley's May 15<sup>th</sup> "First Time Miner's" class, as well as the inspection of the Town's pit equipment.
  - (c) Staff has been researching for an office space designer prior to the May 10<sup>th</sup> Town Office carpet cleaning.
- 4.6 P.W.D. Foreman:
- (a) Reviewed the cost/benefits to the Town in replacing driveway culverts with plastic vs. galvanized. Board deferred a decision, pending reviewing the "specs" for plastic driveway culverts.
  - (b) Reviewed the cost/benefits and increased productivity (more road miles of brush cutting) of collaborating with the Sabattus P.W.D. in renting a "boom mower" for thirty days- two weeks for each town (see Attachment #1 for rental details). Board consensus to proceed with setting up this project.
- 5.1 Beth Ashcroft/Pat Sirois: Status Comp. Plan Update:
- (a) The draft "2013 Comprehensive Plan Update" has been submitted recently to the State to be reviewed for consistency with Maine's Growth Management Law.
  - (b) Singled out as being very helpful during the drafting of the Comp. Plan:
    - (i) Chris Huck from K.V.C.O.G. under that agency's \$20K consulting contract; and,
    - (ii) Wendy Dennis, Limnologist with the C.W.D.
  - (c) A public hearing has been scheduled for May 15<sup>th</sup> at the Town Office, starting at 6:30 PM.
  - (d) In addition to being posted on the Town's website, the May Sodalite will have an article on the Comp. Plan.
  - (e) The Board and Manager were encouraged to review Section 16/Implementation Plan and the "assigned responsibilities."
- 5.2 Jonathan Yellowbear's "final" "2<sup>nd</sup> Amendment Resolution" (tabled from the March 26<sup>th</sup> meeting).
- (a) It was noted that Section C of the Resolution, e-mailed to the Manager and distributed to the Board, had been reworded.
  - (b) Board consensus that, with the reworded Section C, and a petition with at least 50 valid signatures from registered Litchfield voters, the resolution would be placed on the June 15<sup>th</sup> Town meeting warrant.
- 5.3 Rachel Sukeforth: Board letter in Opposition to the Governor's Proposed State FY '14-'15 Budget. (see attachment #2 - Ms. Sukeforth's proposed letter). Board asked Ms. Sukeforth to incorporate into her letter funding options to offset the requested restoration of revenue sharing.

- 5.4 Mark Russell moved/Rayna Leibowitz seconded (**passed 2-0**) to sign a quit-claim deed re: Map R03, Lot 088-A.
- 5.5 Mark Russell moved/Rayna Leibowitz seconded (**passed 2-0**) to spend up to \$250.00 from the contingency account in response to the Historical Society's April 8<sup>th</sup> letter requesting that the Town fund 5/6 gallons of paint to paint the Old Town House.
- 5.6 Board review the Maine State Dam Inspector Tony Fletcher's March 29<sup>th</sup> Tacoma Lakes Dam site Inspection report.
- (a) Mr. Fletcher states "... that despite being classified as a "Low" hazard dam, not currently requiring an "emergency action plan," this dam's failure could cause downstream damage as well as take lives. I therefore urge the Town, who own the dam, to carry out repairs, which will improve the safety."
  - (b) ~~Rayna Leibowitz's Woodbury Pond Dam Action Plan" (see Attachment # 3) incorporates both Mr. Fletcher's, as well as the T.L.I.S.'s, recommendations.~~
  - (b) Attachment # 3 is a copy of State Dam Inspector Tony Fletcher's 7 safety issues reviewed by the Board and dam keeper, Terry Averill with "margin" notes as to suggested remedies.**
  - (c) Note: Although not related to this agenda item, the following matters were discussed by the Board and Bruce Doyle, President of the T.L.I.S.:
    - (i) A "Consumer" Fireworks Ordinance Committee must be appointed. Bruce Doyle and Bill Gartley have both expressed an interest in being appointed. The Manager will follow up.
    - (ii) Mr. Doyle will send to the Manager a copy of the "Fire Risk Report," dated August 23, 2011 for review by the Board.
- 8.1 Mark Russell moved/Rayna Leibowitz seconded (**passed 2-0**) to appoint Dan Craft as a secondary Associate on the Planning Board through June 30, 2016.
- Mark Russell moved/Rayna Leibowitz seconded (**passed 2-0**) to approve/sign:
- 9.1 Town Voucher #19 for \$287,579.61; and
- 9.2 Town Payroll #20 for \$15,064.86 .
- 5.7 F.Y. '14 Budget Workshop (Note: This item was deferred to the end of the agenda).
- (a) Before reviewing the 11 F.Y. '14 departmental budgets (see Attachment # 4) with the Board and the Budget Committee, the Manager noted that:
    - (i) The Town's "unassigned fund balance" (a/k/a "the rainy day fund") was \$1,174K at June 30, 2012.
    - (ii) Using the "prudent man's" metric of having at least 60 days of municipal /school and C.W.D. assessments/county taxes in this account, approximately \$800,000 would be adequate an adequate balance.
    - (iii) \$200,000 of this June 30, 2012 fund balance is "encumbered" to "replace" the \$100,000 which has been used over each of the past two fiscal years as "other revenues" to reduce the tax commitment.
  - (b) The departmental budgets were each reviewed with no adjustments recommended.
  - (c) During discussion of the budget, the Board made the following two points:
    - (i) The Solid Waste Committee should be "reconstituted."
    - (ii) CMP's sodium street lights should be assessed as to their effectiveness in their current locations.
- 13.0 Meeting adjourned at 9:30 PM

Respectfully submitted,

Michael G Byron  
Secretary



Minutes of the Selectmen's Meeting As amended at the  
April 23, 2013 May 14, 2013 meeting

- 1.0 Meeting convened by Chair Rayna Leibowitz at 6PM. Pledge to flag.  
Selectmen present: Rayna Leibowitz, George Thomson and Mark Russell  
Staff present: Michael G Byron, Town Manager; Steve Ochmanski, C.E.O.; and Ellery Bane, Assessors Agent
- |                  |                  |                  |                       |
|------------------|------------------|------------------|-----------------------|
| Guests present:  | Janice Feeney    | Ed Feeney        | E Georgette Partridge |
| Gerald Partridge | Howard Campbell  | George Luckhurst | Keith Marquis         |
| Scott Bennington | Terry Averill    | Rodney Allen     | Pat Soboleski         |
| Bill Quackenbush | Rachel Sukeforth | Elton Wade       | Eric Seaman           |
- 1.1 Chair Rayna Leibowitz presented this year's Spirit of America awards (see Attachment #1).
- 2.0 (a) George Thomson moved/Mark Russell seconded (**passed 3-0**) to approve the minutes of March 26, 2013 meeting (tabled from April 9<sup>th</sup> meeting) amended as follows.
- (i) Section 4.2(b) (iii) to read as follows: "...a \$300.00 stipend plus a one time only \$100.00 "ramp up" expense..."
  - (ii) Section 4.2 (c) (i) to read as follows: "... effective date will be July 1, 2014."
  - (iii) Section 4.2 (c) (iii): add the following last sentence: "The cost for Workman's Comp. would have to be factored in on this option."
- (b) The minutes of April 9, 2013 were tabled to the May 14<sup>th</sup> Board meeting, with section 5.6 (b), which references Chair Rayna Leibowitz's "Woodbury Pond Dam Action Plan," to be re-drafted to reflect the Board's review of MEMA's Tacoma Lakes Dam Site Inspection Recommendations. (Note: Chair Rayna Leibowitz's "Action Plan" was drafted after the April 9<sup>th</sup> Board meeting).
- 4.1 Town Manager Reported that:  
Last Wednesday, April 17<sup>th</sup>, at Woodbury dam, Chair Rayna Leibowitz convened a meeting with the following: Terry Averill, Bruce Doyle, Charlie Manchester, Judy Bourget, Nellie Gamage, Bernie Mayo, Steve Ochmanski, Ron Ridley, Ed Dube and the Manager in order to work up an "Action Plan" to address the State Dam Inspector's recommendations (see Attachment # 2)
- (a) Dam Keeper Terry Averill said that when he recently opened the "mechanical winch" panel (he had never opened this panel before), a number of sandbags (hidden by silt on the impoundment side of the dam) washed through the gate. When this panel was lowered, it didn't close all the way, creating a leak. Apparently, the sand bags were used to plug this leak.
  - (b) It was suggested that the Manager contact former Manager Steve Musica to see what compound was bagged and used years ago to support the Buker bridge abutments.
  - (c) Concerning another Action Plan item, a large tree, beaver chewed and a threat to nearby power lines, reviewing the appropriate tax map, Steve Ochmanski believed that this tree is on Lew Small's property. If CMP, contacted by Bruce Doyle, doesn't remove the tree, with Mr. Small's permission, the Town will have the tree removed.
  - (d) **Ed Dube, a member of the P.W.D., has volunteered to be dam keeper Terry Averill's "backup" dam keeper. Also, the Public Works crew has pulled the rocks back on to the bank on the impoundment side of the dam.**
- 4.2 C.E.O.:
- (a) Mark Russell/George Thomson seconded (**passed 3-0**) to refund the \$50.00 wheelchair ramp building permit fee to Randall Furbish (see Attachment # 3) for details).
  - (b) Mark Russell moved/George Thomson seconded (**passed 3-0**) to place the Planning Board's recommended "Vehicle Sales and Service" performance standards on the June 15<sup>th</sup> Town Warrant, with an "Ought to Pass" recommendation (see Attachment # 4). It was noted that this permitted use currently has no standards in the Land Use Ordinance.
  - (c) On April 18<sup>th</sup>, the Planning Board held the requisite public hearing for a citizen's petition to add "vehicle sales and service" as a permitted use in the Town's rural zone. The Planning Board voted that this proposed use was inconsistent with the Town's Comprehensive Plan, but will not make any recommendation on this warrant article.
  - (d) The Board asked if this petition could be voted by referendum on Tuesday June 11<sup>th</sup>. The C.E.O. will follow up on this question.

- 5.2 (Note: This agenda item was taken out of order).
- (a) At 7:15 PM, Chair Rayna Leibowitz opened a Public Hearing on renewal applications for two Automotive Graveyard/Junkyard permits:
    - (i) Gerald Kenney d/b/a Kenney's Used Auto Parts. Public Discussion: Chair Rayna Leibowitz. "He runs a good operation."
    - (ii) Franklin Lane d/b/a Lane's Body Shop. Public Discussion: None.
  - (b) At 7:21 PM, Chair Rayna Leibowitz closed the Public Hearing.
  - (c) Mark Russell moved/George Thomson seconded (**passed 3-0**) to approve and sign both applications.

4.5 Assessing Agent Ellery Bane recommended the following three abatements, all based on assessing errors:

<u>Applicant</u>	<u>Map/Lot</u>	<u>Abatement</u>	<u>Moved/Seconded</u>
(a) Leanne Desrosiers	R03/22	\$969.56	GT/MR (3-0)
(b) David Russell, Jr	R11/008-3	\$466.35	MR/GT (3-0)
(c) Patrick Redmond	R03-107C	\$279.87	GT/MR (3-0)

Note: Only Mr. Redmond submitted a written abatement request for an amount greater than granted, therefore, has a right to appeal. At the request of Mr. Bane, the Board scheduled an Assessor's workshop on May 2<sup>nd</sup> (Thursday), starting at 3PM to review a number of matters including, but not limited to, single and double wides depreciation schedules and assessing lake frontages.

4.6 Public Works Department Foreman:

- (a) In the absence of Foreman Ridley, the Board- requested plastic driveway culvert specs were tabled to the May 14<sup>th</sup> meeting.
  - (b) The Manager/Road Commissioner will prepare a paving RFP for:
    - (i) Approximately 3.2 miles of Huntington Hill Road
    - (ii) Approximately 1.6 miles of Buker Road.
    - (iii) ~~540'~~ **510'** of the Dead River Road.
  - (c) Chair Rayna Leibowitz commented that some cracks have opened in the Rhino cracks seals. The Manager will ask Foreman Ron Ridley to take a look.
- 5.1 Chair Rayna Leibowitz reviewed her 15 task Woodbury Dam Action Plan (see Attachment # 2). As referenced in 4.1 (a) above, Dam keeper Terry Averill suggested adding task #16- sand bagging the leak under the "mechanical winch" panel.
- 5.4 Elton Wade and the Budget Committee recommend that the Town's C.I.P. be incorporated into the budget process. The Manager agreed.
- 5.5 George Thomson moved/Mark Russell seconded (**passed 3-0**) to sign Rachel Sukeforth's revised "Resolve" (see Attachment #5) to be signed outside of the meeting.
- 5.3 (Note: This agenda item was deferred until items 5.4 and 5.5 above were discussed).
- (a) The Manager reviewed the balance of his proposed FY '14 municipal budget (see Attachment # 6- Budget Worksheet Agenda).
  - (b) The Manager asked the Board and Budget Committee to "mark up" their budget worksheets where more detail and discussion is needed at the May 14<sup>th</sup> "wrap up" budget meeting. Projected non-property tax revenues and the RSU 4 F.Y. '14 budget will also be reviewed on May 14<sup>th</sup>.
- Mark Russell moved/George Thomson seconded (**passed 3-0**) to approve/sign:
- 9.1 Town Voucher #20 for \$34,742.47; and
- 9.2 Town Payroll #21 for \$13,618.23.
- 10.0 Other Business:
- (a) The Manager will draft a RFP for the Forestry Jeep, tanker truck, and the old grader.
  - (b) The Manager will ask Foreman Ron Ridley to find out the purpose of the recently placed M.D.O.T. "covered" signs on the Plains and Hallowell Roads.
  - (c) The Manager will continue to look for someone who is experienced in designing efficient office layouts.

Meeting adjourned at 9:15 PM.

Respectfully submitted,  
 Michael G Byron  
 Secretary

Minutes of the Selectmen's Meeting  
May 14, 2013

As amended at the  
May 28, 2013 meeting.

- 1.0 Meeting convened by Chair Rayna Leibowitz at 6:30PM. Pledge to flag.  
Selectmen present: Rayna Leibowitz, George Thomson, and Mark Russell  
Staff present: Michael G Byron, Town Manager, and Ellery Bane, Assessors Agent  
Guests present: Judith Bourget Pat Soboleski Bruce Doyle  
Charlie Manchester Rodney Allen Denis G Giard David Blocher  
Elton Wade Beth Ashcroft
- 2.0 Mark Russell moved/George Thomson seconded (**passed 3-0**) to approve the April 23, 2013 minutes amended as follows:
- (a) Add: 4.1 (d) Ed Dube, a member of the P.W.D, has volunteered to be dam keeper Terry Averill's "backup" dam keeper. Also, the Public Works crew has pulled the rocks back on to the bank on the impoundment side of the dam.
- (b) 4.6 (b)(iii) should read 510' (not 510").
- 4.1 Town Manager Reported that:
- (a) Last Friday (May 10<sup>th</sup>), the Town Office carpets were "deep" cleaned.  
(b) The clutch is not working on the sand and gravel pit screen.
- 4.5 Assessing Agent Ellery Bane.
- (a) Recommended the following tax abatements, all of which were based on assessing errors:
- |       | <u>Applicant</u>       | <u>Map/Lot</u> | <u>Amount</u> | <u>Vote</u> |
|-------|------------------------|----------------|---------------|-------------|
| (i)   | Tom Stracuzza          | R13/033        | \$494.06      | MR/GT (3-0) |
| (ii)  | Franklin Lane*         | R02/018        | \$800.06      | MR/RL (3-0) |
| (iii) | Leroy Smart*           | U19/016A       | \$339.54      | GT/MR (3-0) |
| (iv)  | Richard & Karen Taylor | U19/008A       | \$257.68      | GT/MR (3-0) |
- \*filed a written abatement request
- (b) After review, the Board of Assessors signed Litchfield's "2013 Ratio Declaration & Reimbursement Application." (see Attachment #1).
- 5.5 (Note: This item was taken out of order)
- (a) Chair Rayna Leibowitz opened the following cemetery mowing bids:
- |       | <u>Contractor</u>  | <u>Amount</u> | <u>Adjustment</u>                       | <u>Net</u> |
|-------|--------------------|---------------|---|------------|
| (i)   | Greenwoods         | \$1775.16     | <\$350.00>-Wood. Park                   | \$1,425.00 |
| (ii)  | Eaton Lawn Care    | \$551.00      | -0-                                     | \$551.00   |
| (iii) | Littlefield & Sons | \$520.00      | <\$45.00> Wood. Park<br>\$20.00 Museum* | \$495.00   |
| (iv)  | Giard's Lawncare   | \$835.00      | <\$150.00> Wood. Park                   | \$685.00   |
- \*Manager later contacted Matt Littlefield for this quote on the Old Town House Museum (which had been omitted from his bid).
- (b) Mark Russell moved/George Thomson seconded (**passed 3-0**) to authorize the Manager to sign the low bid contract based upon:
- (i) Contacting Littlefield & Sons for a quote on the Old Town House Museum  
(ii) Per Board policy, deducting 10% from the Litchfield contractor's (Eaton Lawn Care) bid.
- 5.3 (Note: this item was taken out of order).
- (a) Co-chair Beth Ashcroft reviewed the remaining steps to be taken to "finalize" the 2013 Comp. Plan Update, which includes receiving both citizens' input at tomorrow evening's (May 15<sup>th</sup>) Public Hearing, as well as a review by the State as to the Plan's compliance with Maine's Growth Management Act.  
(b) Board consensus to defer making a "ought to pass" recommendation until the June 15<sup>th</sup> Town Meeting, when the "final" plan will be available.
- 5.4 George Thomson moved/Mark Russell seconded (**passed 3-0**) to sign CMP's Oak Hill Road pole permit.
- 5.1 (Note: this item was taken out of order).
- (a) The Board and the Budget Committee reviewed the F.Y. '14 "detailed" municipal budget. The Board adjusted 5 of the 32 "departmental" budgets as follows:

	<u>Department</u>	<u>As Proposed</u>	<u>As Adjusted</u>
(1)	Administration	\$249,955	\$247,555
	Adjs. Town Manager	\$ 60,000	\$ 58,500
	CEO	\$ 42,500	\$ 41,600
(2)	Legal	\$ 15,000	\$ 10,000
(3)	Town Office	\$ 12,765	\$ 13,165
	Adj. Added \$400.00 for annual carpet cleaning		
(4)	Special Projects	\$ 20,000	\$ 30,000
	Adj. Increase for replacement of the Town Office and Old Town House Museum roofs.		
(5)	Public Service Agencies	\$ 22,002	\$ 21,037
(b)	The Board's votes on each of the 32 departments are noted on <u>Attachment #2</u> which reflects a proposed F.Y. '14 municipal budget of \$1,346,411, which is \$22,424, or 1.7%, higher than this year's appropriation.		
(c)	Note that, after the Board vote, the Budget Committee adjourned to the front office to determine their budget recommendations.		

5.2 Mark Russell moved/George Thomson seconded (**passed 3-0**) to sign the Town Warrant, as amended in section 5.1 (a) above.

Mark Russell moved/George Thomson seconded (**passed 3-0**) to approve/sign:

9.1 Town Voucher #21 for \$297,136.02.

9.2 The Town Payroll was not available tonight.

#### **10.0 Other Business**

**(a) Board consensus to R.F.P. for the June 30, 2014 audit.**

**(b) The Budget Committee recommended that the 5 year C.I.P.s continue to be developed for the Fire Department, Public Works and other Town facilities.**

13.0 Meeting adjourned at 10:15 PM.

Note: From 10:15-10:45 PM, the Manager joined the Budget Committee in the front office. After deliberation, the committee voted to recommend the Board's F.Y. '14 Municipal budget, as amended.

Respectfully submitted,

Michael G Byron  
Secretary

Minutes of the Selectmen's Meeting As amended at the Board's  
May 28, 2013 June 11<sup>th</sup> meeting

- 1.0 Meeting convened by Chair Rayna Leibowitz at 6:30PM. Pledge to flag.  
Selectmen present: Rayna Leibowitz, George Thomson, and Mark Russell  
Staff present: Michael G Byron, Town Manager  
Guests present: Bruce A. Doyle Deborah Hoar Charles Hoar  
James Colston Stewart Hull Tamara Whitmore Vicki Dill  
Bethany Sirois Pat Sirois Robin Redmond Cyndi Redmond  
Pat Soboleski Tiffany Caton Stan Labbe Ron Ridley  
John Blouin –Friends of Cobbossee Watershed
- 2.0 George Thomson moved/Mark Russell seconded (**passed 3-0**) to approve the May 14, 2013 minutes amended as follows: **ADD 10.0 Other Business**  
**(a) Board consensus to R.F.P for the June 30, 2014 audit.**  
**(b) The Budget Committee recommended that the 5 year C.I.P.s continue to be developed for the Fire Department, Public Works and other Town facilities.**
- 4.1 Town Manager Reported that:  
(a) The Town Pit, which was inspected on May 21<sup>st</sup> by M.S.H.A., opened today.  
(b) On May 21<sup>st</sup>, based on the Board policy of discounting 10%, if a Litchfield vendor is second low bidder, Gary Eaton was awarded the 2013 cemetery mowing contract. Although, after adjustment, Gary Eaton's bid was \$495.90 compared to Matthew Littlefield's \$495.00 slightly lower mowing bid, Mr. Eaton's \$16.00/hour labor charge was sizably lower than Mr. Littlefield's \$35.00/hour.  
(c) LD 1913 (Independent contractors are considered Municipal Employees for Workers Compensation purposes) took effect on January 1, 2013. Guidance has been sought from MMA Risk Management (see Attachment # 1).
- 4.2 Fire and Rescue:  
(a) Chief Labbe reviewed the April 2013 call report:  
(i) First Responders: 9 calls- 8 in Town; 1 M.T.A.  
(ii) Fire Dept.: 11 calls- 9 in Town; 2 Mutual Aid  
(b) Waldo County EMA interested in F.D.'s '68 Rescue Unit (no longer in use) to convert to a mobile command and communication vehicle.  
(i) Vicki Dill, Emergency Operations Center Kennebec County C.E.R.T. Manager (after Board consensus to allow her to speak as a non-resident), "made the case" for donating the F.D.'s '68 Rescue Unit to the Waldo County E.M.A., which "backs up" Kennebec County on incidents of great size.  
(ii) Mark Russell moved Rayna Leibowitz seconded (**passed 3-0**) to donate (for a consideration of \$1.00, which Selectmen George Thomson "contributed") the unit "as is" to Waldo County E.M.A.  
(iii) Ms. Dill will have Dale Rowley, Waldo County E.M.A. Director, e-mail the Manager an acknowledgment of this transaction.
- 4.6 P.W.D.:  
(a) Foreman Ron Ridley reviewed the onerous and on-going M.S.H.A. safety, training, and inspection requirement needed if we continue to use our antiquated screen in the Town pit, most of which could be avoided, if we could replace our screen with a more safe (e.q. less moving parts) "reed" screen, for the 2014-2015 pit operating season. Board consensus to ask M.S.H.A. to put "into writing" the benefits of changing to a reed screen.  
(b) The idea of an on-site auction for the 10 no longer used vehicles was discussed.  
(i) It was noted that using an auction, rather than the traditional request for bids, would have to be authorized at a Town meeting.  
(ii) The Manager was asked to advertise for bids locally, as well as in the Bangor Daily News.
- 5.1 John Blouin, Exec. Director Friends of the Cobbossee Watershed, and Tamara Whitmore, Education & Program Director, overviewed the Courtesy Boat Inspection (CBI) Program and the Diver Assisted Suction Harvester (DASH) boat operation for the 2012 season (see Attachment # 2 for details); and the

Watershed Science Program conducted at Carrie Ricker during the 2012-2013 school year. (see Attachment # 3 for details).

- (a) Ms. Whitmore and Mr. Blouin said additional volunteers to assist the CBI and DASH programs are always welcomed. The Board suggested an article for the Sodalite might help solicit volunteers.
  - (b) For the record, it is noted that, over the past several years (and on the warrant for F.Y. '14), the town has appropriated the following:
    - (i) \$1,750 for the CBI program.
    - (ii) \$5,000 for the DASH boat operating expenses.
- 5.2 Tiffany Caton: Possible T.L.I.S. Donation of a floating dock for Woodbury Pond Park.
- (a) MMA Risk Management said that an additional annual premium of \$50.00 would insure the risk.
  - (b) Board consensus to consider the donation subject to satisfactory answers to a number of questions, including:
    - (i) How deep should the water be for “safe” diving?
    - (ii) How would the dock be anchored?
- \*5.3 Deborah Hoar: Dangerous Intersection of RTE 197, Ferrin & West Roads (see Attachments # 4 for details).
- \*5.4 Pat & Bethany Sirois: Dangerous Intersection of Upper Pond, Stevenstown & Plains Roads (see Attachment #5 for details).
- \*Note: After listening, sequentially, to the two foregoing “dangerous intersection” presentations, George Thomson moved/Rayna Leibowitz seconded (**passed 3-0**) to direct the Manager to request M.D.O.T. to study the two intersections.
- 5.5 George Thomson moved/Rayna Leibowitz (**passed 3-0**) to re-sign the Town Warrant with the redrafted Articles 50, 51, and 52.
- 5.6 Mark Russell moved/Rayna Leibowitz seconded (**passed 3-0**) to sign the Warrant & Notice of Election re: RSU 4 Budget Validation Referendum (9 copies).
- George Thomson moved/Rayna Leibowitz (**passed 3-0**) to approve/sign:
- 9.1 Town Voucher #22 for \$24,828.55; and,
  - 9.2 Town Payroll not available because of holiday
- 10.0 Other Business:
- (a) The Manager was asked to follow up with Litchfield resident, and professional office space designer, Christine Stonier for her recommendations for a more efficient layout of Town office operations.
  - (b) Mark Russell mentioned that he will be meeting with Assessors’ Agent Ellery Bane to review resident Glenn Hall’s issues he raised concerning his properties, R3-105L and R3-105I.
  - (c) Mark Russell commented that the Manager should have incorporated into his June 30, 2012 MD & A a reference to the auditor’s “post audit” events as reflected in Note K.
- 5.7 Note: This item was taken out of order. At 8:15 PM, Mark Russell moved/George Thomson seconded (**passed 3-0**) to enter into Executive Session under 1 M.R.S.A §405 (6) (A) to discuss a Personnel Matter. At 9:07 PM, Chair Rayna Leibowitz declared that the Executive session had ended, and the Board returned to public session.
- (a) The Board set June 6, starting at 6:30PM, to “hear,” in Executive Session a grievance filed by Trudy Lamoreau.
  - (b) The Manager was asked to find out whether “legal notice” should be posted for the June 6<sup>th</sup> meeting.

Meeting adjourned at 9:10 P.M.

Michael G Byron  
Secretary

