

**Town of Litchfield**  
**Select Board Meeting Minutes**  
**October 14th, 2025**

**1.0 Convenes 6:30 PM; Pledge to Flag; Selectmen and Guests present**

Selectmen: Gary Parker, Chairman; Clarence Gowell III (identified as Rick in these minutes)(Zoom); Tom Pelletier.

Staff: Kelly Weissenfels, Town Manager; Michael Sherman, Fire Chief (absent); John Upham, Transfer Station Manager; Tom Wood, Chm. Budget Comm. (Zoom); Steve Ochmanski, Code Enforcement Officer; and others per the sign in sheet.

**2.0 Minutes of Sep 22, 2025**

There was a motion made by Tom P. to approve the minutes as presented. This was seconded by Rick, vote 3-0.

Gary had notations to be discussed and wants minutes changed. Kelly also noted a mistype of DEA needed to be changed to DEP, under Transfer Station.

**3.0 Reports and Correspondence**

**3.1 Town Manager**

A. Kelly has an adjustment to the agenda to be respectful of time. He suggested moving up appointments and resignations. \*\*See below, 6.0\*\*\*

B. Kelly was off for a week's vacation and will be spending the next few days catching up with tax questions as well as general inquiries that have landed on his desk.

C. Dog licensing opens tomorrow October 15, 2025. Kelly said this has changed dramatically since a couple of years ago. This has moved over to a Statewide program that is keeping track of licenses now. Patience with the process would be appreciated. Also, other towns have been very helpful, keeping communication open to help with shortcuts and glitches that have been found along the way.

D. The Public Works Director's last day was October 8, 2025. In the interim there is an ad up in Indeed.com there have been seven applications so far. Two of these were from New Hampshire as there is a Litchfield, NH. Currently Corey Hanson has been doing a good job filling in as a temporary director.

E. Thirty-day notices went out almost a month ago, so liens will be finalized next week.

F. The new fuel depot installation has been bumped to November 17, 2025. That means it's been pushed out one week, but the company still believes they can complete the project in 2025. Kelly continues to get the program(s) needed to run the depot situated so the town will be ready with no delays in fuel distribution. Rick suggested to Kelly to reach out to Simard & Sons petroleum equipment installation company to check to see about diesel fuel, filling the tanks this close to winter, as well as running into issues with how dry it's been lately.

G. No further information has been found regarding 97 Whippoorwill Road. Kelly will keep trying to track down heirs.

H. Ironman has still not had the after actions meeting, Litchfield is on the list to be notified when they do schedule this meeting.

I. Rick would like to see a calendar set up online of all the Select Board meetings for the whole year in advance, so there is no confusion in the future with holidays, and schedule changes, etc.

### 3.2 Transfer Station

A. Both bulky bins needed to be emptied this week.

B. The Swap Shop had 103 items taken during the last weekend it was open. That is a grand total of 9810 items taken for the year. After the Swap Shop closed, volunteers took 772 of the remaining items to local donation centers, avoiding having to discard them, which saved them from going into a landfill.

C. There were nine more stickers issued for a total of 3126 stickers issued so far.

D. The Swap Shop has been painted with a fresh coat of paint.

E. DEP has been to the site to discuss the plan for the new garage/workshop and the other alterations that were planned. John said there needs to be a civil engineer involved and drawings together before moving forward. Rick wanted to know if there was a price obtained yet for this plan, as the town needs to be prepared for that expenditure.

### 3.3 Code Officer/Plumbing Inspector

Steve handed out his monthly report to the Selectmen in attendance, Rick will take a look when he comes into the office next.

A. There was a mistake noted on the Litchfield Food Bank line that Steve will correct. Also, there was an address needing to be corrected in the report.

B. Gary asked about rental properties specifically having a lot of trash outside. Steve said he must receive a complaint, he would then go take a look, and then he could use the Solid Waste Ordinance or the Junk Yard Ordinance. He must have the complaint must be made first though.

### 3.4 Road Commissioner

Gary wants this removed until the position is filled. Kelly said he could add these updates to his Town Manager's report.

A. There is a door panel for the salt/sand shed that will be delivered on Tuesday.

B. This item will be titled Public Works moving forward.

C. Further discussion was had about Commercial Paving and their practices of safety or lack thereof. There have been multiple people that have had issues with this company and others involving safety in passing projects.

D. Gary asked if there is a policy regarding private citizens entering the town garage. Kelly gave Corey's current policy – for employee's only – there is nothing currently in writing. Gary would like to see that in writing. All safety policies are being completed this

week, Kelly will work on that being sure that gets added. Tom P. would also like to see something along these lines for the Fire Department as well. Since both are working garages.

### 3.5 Fire & Rescue

A. CPR re-certification is happening tonight, so Chief Sherman is not in attendance of the Select Board meeting.

B. The department is continuing with compliance testing, next in line are the pumps. This continues to be going well, having everything tested at the Fire Station.

C. Rick pointed out that since the town is having such a drought he suggests the lakes shouldn't be lowered at all via the dam and not to the degree they normally do. Also, maybe there should be something in writing moving forward when this happens.

### 3.6 Emergency Management

Residents should consider conserving water at this point. This is a suggestion from Chief Sherman, not mandatory, however this would be prudent.

### 3.7 Assessing Agent

Ellery was at the office for questions concerning taxes and evaluation twice last week. He will be in the office again before the end of the month. October 23, 2025, is his next scheduled day.

### 3.8 Other Town Committees

## 4.0 Scheduled Business

### 4.1 Municipal Valuation Return - Sign

Kelly reviewed this with the Select Board briefly, this needs to be signed and sent back to the State. Rick will be in to sign in the next couple days.

\*\*\* the following will be tabled until Rick is present at a meeting to review in person. This will give Kelly time to type the abatement(s) and Supplementals more clearly.

4.2 Subdivision reversal 2025 Abate Lots U13-1-1 through U13-1-5 (see attachment) total \$9,911.23 Doris Lahey

4.3 Recombined lot Supplemental 2025 U13-1, \$4,308.13 Doris Lahey

4.4 Subdivision reversal 2024 Abate Lots U13-1-1 through U13-1-5 (see attachment) total \$9,120.00 Doris Lahey

4.5 Recombined lot Supplemental 2024 U13-1, \$3,746.33 Doris Lahey

4.6 Subdivision reversal 2023 Abate Lots U13-1-1 through U13-1-5 (see attachment) total \$8,640.00 Doris Lahey

4.7 Recombined lot Supplemental 2025 U13-1, \$3,549.15 Doris Lahey

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4.8 Abate lot U24-5, \$349.84 Audrey & Bruce Deleskey

There was a motion made by Tom P. to approve abatement for lot U24-5, in the amount of \$349.84 for Audrey & Bruce Deleskey. This was seconded by Rick, vote 3-0.

4.9 Abate lot R07-1-1, \$276.43 George C. Alderman

There was a motion made by Tom P. to approve abatement for lot R07-1-1, in the amount of \$276.43 to George C. Alderman. This was seconded by Rick, vote 3-0.

#### 4.10 Abate lot U21-27, \$286.75 Donald Cressey Jr et al

There was a motion made by Tom P. to approve abatement for lot U21-27, in the amount of \$286.75 for Donald Cressey Jr et al. This was seconded by Rick, vote 3-0.

#### 4.11 CMP Pole Permit Application, Oak Hill Rd

Gary wants to be sure that someone goes to look at this site; to be sure it's not in the ditch or in another bad location. Kelly said he plans to send Corey.

### **5.0 Unscheduled Business**

#### 5.1 New Mills dam Repair Project

Kelly suggested that the Budget Committee look at the list of proposed fixes for New Mills Dam. Since this will be a major cost for the town, he believes it would be good for the Budget Committee to keep track of the numbers. There is going to need to be more investigation for them to discuss numbers. Tom Woods was able to join the discussion and wouldn't have an issue tracking the costs and numbers.

### **6.0 Appointments/Resignations**

#### 6.1 Appointment to Planning Board - Terra Reilly

Ms. Reilly had expressed interest in the Planning Board just prior to the Select Board wanting to alter the procedure for candidate appointment. She has since attended 2 planning board meetings and is still interested. Terra was given the floor to speak of her background and why she is interested in a seat on the Planning Board.

There was a motion made by Tom P. to appoint Terra Reilly to the Planning Board. This was seconded by Rick, vote 3-0.

#### 6.2 Appointment to Senior Center Director – Lori Larrabee

Kelly said that Ms. Larrabee and Pat S. have been training together over the last week and has been fitting in very nicely.

There was a motion made by Tom P. to appoint Lori Larrabee as the Senior Center Director. This was seconded by Rick, vote 3-0.

#### 6.3 Appointment to Senior Center Advisory Committee – Pat Soboleski

There was a motion made by Tom P. to be appointed to the Senior Advisory Committee. This was seconded by Rick, vote 3-0.

### **7.0 Warrants**

#### 7.1 Town Warrant #7 \$566,375.42 (of which \$402,366.38 is for RSU4)

There was a motion made by Tom P. to approve town warrant #7 in the amount of \$566,375.42 (of which \$402,366.38 is for RSU4). This was seconded by Rick, vote 3-0.

#### 7.2 Town Payroll #7 \$38,139.93

There was a motion made by Tom P. to approve town payroll #7 in the amount of \$38,139.93. This was seconded by Rick, vote 3-0.

7.3 Town Payroll #7A \$586.92

There was a motion made by Tom P. to approve town payroll #7A in the amount of \$586.92. This was seconded by Rick, vote 3-0.

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

8.1

## **9.0 Future Agenda Items**

9.1 New Mills Dam

9.2 Rt.197 corridor speed control

**10.0 Adjournment** at 8:09pm

Respectfully submitted by Angela Parker