

Town of Litchfield
Select Board Meeting Minutes
October 27th, 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); Tom Pelletier.

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

*** The first 2:28 minutes of this meeting has no sound. The Town Manager is has provided those minutes. ***

2.0 Minutes of Oct 14, 2025

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

Discussion after motion was seconded:

1. Kelly has contacted Olver Associates Inc. on the recommendation of Calderwood Engineering. They will be making the site plan for the expansion of the Transfer Station.
2. Kelly has the safety signage policy for limiting access to the town garage to employees only and will be sending this along to the selectmen for their records.
3. In response to a suggestion of not lowering the water level for the Tacoma Lakes, Kelly said Woodbury Pond Dam summer and winter levels were set by a court ruling ruling should and may not be changed easily.
4. CMP's request for a new pole placement permit, for a new home going in on Oak Hill Road has been investigated and appears to be in a good location. More to come later in these minutes.

3.0 Reports and Correspondence

3.1 Town Manager

A. Tuesday, November 4, 2025, is election day for the State referendum(s). This will be held at the Sportsman's Club. Polls will be open from 8am – 8pm. There have been 168 early and absentee votes already.

B. Kelly and Cheryl have met October 20, 2025, deadline for Safety Works protocols to be completed. These will be implemented in the coming days/weeks for Public Works and the Transfer Station.

C. Kelly has interviews set up for Tuesday and Wednesday of this week, there are three solid candidates. He will keep the Select Board posted on the progress.

D. Kelly has been in contact with DK Burke, the new supplier of diesel for the town. They let him know winter diesel will be available by the time the new tanks go in the ground. Kelly will also be looking for some more information from Simard and Sons about specifics for tank placement. Rick suggested getting a couple smaller conduits to run from the tanks to the garage area to provide for future communications or electrical lines.

E. Rick asked if there was any update to be shared on Route 197 speedway corridor. Kelly said public works has set up the speed limit sign, this will be collecting data which will be sent to the State for future planning efforts.

3.2 Code Officer/Plumbing Inspector

Steve has been working with Mr. Lane (on Richmond Rd), to get his junkyard under control.

3.3 Transfer Station

A. Both bulky containers were emptied this week, as well as the paper container bin.

B. Freon will be removed soon.

3.4 Fire & Rescue

A. Chief Sherman started by thanking all the stations involved in the recent house/camp fire in Litchfield. There were several towns that responded to the call for help, including Bowdoinham, that covered the Litchfield Fire Station, so that there would be no lapse in coverage in case of another emergency.

B. Recently there was a presentation that Chief Sherman attended pertaining to EMA services (see 3.5 for more detail). This October mirrored October 1947, regarding the drought conditions. As a reminder it's ideal for all to check in regarding fire restrictions and danger levels prior to any outdoor fire activities. Since 2020, 40% of all forest fires have had a human causation.

C. Fire and Rescue is currently looking for volunteers to come out and join the department. There are no restrictions on people who may apply, but not all applicants are accepted. Not all jobs involve interior firefighting work. If you have been wondering how to help the community with volunteering, this might be just the ticket. The 3rd Tuesday night of every month is the monthly meeting where the department would love to share more information for any looking to participate.

3.5 Emergency Management

A. As previously mentioned, Chief Sherman attended the County's EMA meeting, where a lot of good information was distributed from the state level down through the directors that were present at the meeting. One of the topics touched on was NIMS compliance.

National Incident Management System (NIMS) includes:

- Preparedness
- Communications and Information Management
- Resource Management
- Command and Management

- Ongoing Management and Maintenance
- Supporting Technologies.

These components work together to provide a systematic approach to incident management across various agencies and communities.

Chief Sherman touched on this here to let the Select Board and Town Manager know there are training modules for town officials such as themselves. Kelly and Chief Sherman will continue to get the information pushed out to who specifically needs the training over the coming weeks. Chief Sherman let everyone know the managers of FEMA are taking a specific look at the grant applications that come into FEMA and auditing training right down to the local level. Additionally, the information is relevant and applicable to all involved. Of course, with the Federal Shutdown some things are not available. However, this gives Chief Sherman and Kelly time to collect what is needed to come fully into compliance.

B. Again, Emergency Management is also currently looking for volunteers to come out and join the staff when a shelter is needed and opened. If you have been wondering how to help the community with volunteering, this might be just the ticket. Training will be provided.

C. MEMA's (Maine Emergency Management Agency) website (MEMA.gov) has a plethora of information pertaining to all things emergency preparedness. Chief Sherman will get the specific site address to add to the website and/or Facebook to help get the word out. They have information on there pertaining to treatment of water, should the power be out for an extended amount of time.

D. There is another drop down on the MEMA's website that allows folks to report their well running dry during times such as these with the severe draught conditions. Maine currently needs an additional 6-12 inches of additional rainfall between now and when the ground freezes to improve drought conditions. All rainfall helps; however, long-term water conservation efforts are needed through the coming months.

E. Gary asked Chief Sherman if he had any updates on the Ironman post action report. There hasn't been a meeting yet, however, Litchfield is one of several towns that will be contacted and informed of when the meeting will be held.

3.6 Public Works

A. Two thirds of winter sand has been put up, getting ready for the season.

B. The road crew continues to make changes with cleaning up around the grounds as well as working to make the garage more efficient.

C. Project planning also continues; Old Mill Road is currently being worked on due to a drainage issue. The guys are placing a culvert to help divert water.

D. There were a few windshields replaced on the trucks before snow starts falling. The defrost seems to be an issue so they are disconnecting the defrost element and will just use the internal cab heat to defrost the windshield when needed.

3.7 Assessing Agent

Ellery was here last week and will be back in the office on Thursday, November 20, 2026.

3.8 Other Town Committees

A. Budget Committee: Tom Wood updated on the status of the Budget Committee projects. First being the evaluation and report on tax evaluation and keeping up with the State's evaluation. The research has been completed, and a report is being completed. The second project is looking into the governance of the New Mills Dam. The Charter has been acquired, and the committee will keep working on this project over the next couple of months and report back.

4.0 Scheduled Business

4.1 New Mills Dam maintenance grant possibility – Gregory Anderson, Grainne Shaw, Jack Daniels

Mr. Anderson presented the issues as well as the proposed plan cost for repair(s) moving forward. They would like to see the plan implemented next fall and are in hopes of having close to \$100,000.00 available from the [annual] contributions from the towns involved. Mrs. Shaw has made the Dam committee aware of grant possibilities that could help with the cost of repairs. Part of the grant programs available would require the towns involved to sign up together and get into the program. Mrs. Shaw spoke about the program during a previous meeting in September 2026.

The Selectmen decided on a date for a workshop to have Mrs. Shaw come back and discuss in detail the ins and outs of the grant program and what is expected or needed from the town to qualify. The workshop will be on Tuesday November 18, 2026, at 7:30 am.

4.2 Review/approve junk yard permit renewal, 1062 Plains Rd – Levi Bolton

There was a motion made by Tom P. to waive the public hearing on the junkyard approval/disapproval. This was seconded by Rick, vote 3-0.

There was a motion made by Tom P. to approve the approve junk yard permit renewal, 1062 Plains Rd for Levi Bolton. This was seconded by Rick, vote 3-0.

4.13 taken out of order

All abatements and supplemental revisions are explained as needed during meeting(s)

4.3 Subdivision reversal abatement TY 2025

Tax year 2025 abatement for lot:

U13-1-1, \$1978.58;

U13-1-2, \$1976.28;

U13-1-3, \$1983.16;

U13-1-4, \$1984.31;

U13-1-5, \$1988.90;

totaling \$9,911.23 for Doris Lahey

There was a motion made by Gary to approve abatement for 2025, for lot(s) U13-1-1, \$1978.58; U13-1-2, \$1976.28; U13-1-3, \$1983.16; U13-1-4, \$1984.31; U13-1-5, \$1988.90; totaling \$9,911.23 for Doris Lahey. This was seconded by Tom P., vote 3-0.

4.4 Recombined lot supplemental tax (associated with 4.3)

Tax year 2025 supplemental tax for lot U13-1, \$4,308.13 for Doris Lahey

There was a motion made by Tom P. to approve supplemental tax (associated with 4.3) for 2025, for lot U13-1, \$4,308.13 for Doris Lahey. This was seconded by Rick, vote 3-0.

4.5 Subdivision reversal abatement TY 2024

Tax year 2024 abatement for lot:

U13-1-1, \$1821.15;

U13-1-2, \$1818.30;

U13-1-3, \$1825.43;

U13-1-4, \$1825.43;

U13-1-5, \$1829.70;

totaling \$ 9,120.00 for Doris Lahey

There was a motion made by Gary to approve the subdivision reversal abatement for tax year 2024, for lot(s) U13-1-1, \$1821.15; U13-1-2, \$1818.30; U13-1-3, \$1825.43; U13-1-4, \$1825.43; U13-1-5, \$1829.70; totaling \$ 9,120.00 (amended to \$1,120.01) for Doris Lahey. This was seconded by Tom P., vote 3-0.

Rick added the amounts, and the total does not match. The motion was amended to state \$1,120.01.

4.6 Recombined lot supplemental tax (associated with 4.5)

Tax year 2024 supplemental tax for lot U13-1, \$3,746.33 for Doris Lahey

There was a motion made by Tom P. to approve the supplemental tax for recombined lot for Tax year 2024 supplemental tax for lot U13-1, \$3,746.33 for Doris Lahey. This was seconded by Rick, vote 3-0.

4.7 Subdivision reversal abatement TY 2023

Tax year 2023 abatement for lot:

U13-1-1, \$1725.30;

U13-1-2, \$1722.60;

U13-1-3, \$1729.35;

U13-1-4, \$1729.35;

U13-1-5, \$1733.40;

totaling \$ 8,640.00 for Doris Lahey

There was a motion made by Gary to approve the subdivision reversal abatement TY 2023

Tax year 2023, abatement for lot U13-1-1, \$1725.30; U13-1-2, \$1722.60; U13-1-3, \$1729.35; U13-1-4, \$1729.35; U13-1-5, \$1733.40; totaling \$ 8,640.00 for Doris Lahey. This was seconded by Tom P., vote 3-0.

4.8 Recombined lot supplemental tax (associated with 4.7)

Tax year 2023 supplemental tax for lot U13-1, \$3,549.15 for Doris Lahey

There was a motion made by Tom P. to approve the supplemental tax (associated with 4.7) Tax year 2023 supplemental tax for lot U13-1, \$3,549.15 for Doris Lahey. This was seconded by Rick, vote 3-0.

4.9 Tax year 2025 abatement for map/lot U28-027, 1079.33 for Daniel & Katrina Conlon

There was a motion made by Tom P. to approve abatement for map/lot U28-027, \$1079.33 for Daniel & Katrina Conlon. This was seconded by Rick, vote 3-0.

4.10 Tax year 2025 abatement for map/lot R09-029-A, 1672.33 for Gary Quintal (corrects lot number)

There was a motion made by Tom P. to approve abatement for tax year 2025, map/lot R09-029-A, \$1672.33 for Gary Quintal. This was seconded by Rick, vote 3-0.

4.11 Tax year 2025 supplemental tax for lot R09-029, 1672.33 for Gary Quintal (associated with 4.10)

There was a motion made by Tom P. to approve the supplemental tax for tax year 2025, for lot R09-029, \$1672.33 for Gary Quintal. This was seconded by Rick, vote 3-0.

4.12 Tax year 2025 supplemental tax for lot R03-108D, \$500 for Travis Work (tree growth penalty, second year)

There was a motion made by Tom P. to approve the supplemental tax for tax year 2025, for lot R03-108D, \$500 for Travis Work. This was seconded by Rick, vote 3-0.

4.13 Home sale request for letter of “no action” from the town regarding a setback violation by a garage built prior to the existence of the Land Use Ordinance – Ina Small, R07-004

The representatives spoke about the bank’s need for a “no risk” sale of the property.

They arrived with and presented the Select Board with the letter from the bank that states that the board will take no action to enforce setback violation created by the adoption of the Land Use Ordinance unless the garage is demolished or moved.

There was a motion made by Tom P. to approve the signature of the bank's letter for the Small property, R07-004. This was seconded by Rick, vote 3-0.

Rick noted that the property is listed as Lane not Road, so if the bank wants to correct that the board will review and sign a new letter if needed.

4.14 Review/approve 2025 General Assistance allowances

Kelly gave a handout to the attendees reviewing how the amounts will change the appendices of the current ordinance. These only changes how people can qualify for general assistance. Rayna wanted it to be known that the Litchfield Food Bank does not

recognize or abide by the numbers laid out in the handout. If a resident of Litchfield needs help, the Food Bank will investigate helping.

There was a motion made by Gary to repeal and replace appendices A-G of the existing ordinance with the attached appendices A-G which shall be in effect from October 1, 2025, through September 30, 2026. This was seconded by Tom P., vote 3-0.

4.15 CMP Pole Permit Application, Oak Hill Rd

Cory from the road crew went up to verify placement, he let Kelly know it's in a good place and he would agree to approve the permit.

There was a motion made by Tom P. to approve CMP pole (15H) permit application on Oak Hill Road. This was seconded by Rick, vote 3-0.

5.0 Unscheduled Business

5.1

6.0 Appointments/Resignations

6.1

7.0 Warrants

7.1 Town Warrant #8 \$864,895.17 (of which \$730,376 is the Kennebec County tax)

There was a motion made by Rick to approve town warrant #8 in the amount of \$864,895.17 (of which \$730,376.00 is the Kennebec County tax). This was seconded by Tom P., vote 3-0.

Gary asked if there have been any answers from Representative Greenwood regarding the County Tax and breaking up the payments in accordance with how the town(s) collect their taxes from residents. Kelly has not heard anything to date; Kelly will investigate and report back.

7.2 Town Payroll #8 \$49,998.04

There was a motion made by Tom P. to approve town payroll #8 in the amount of \$49,998.04. This was seconded by Gary (discussion follows), vote 3-0.

Rick asked about transfer station hours and how these were getting paid out. Kelly said that John requested that the hours be paid out from maintenance instead of general wages. Clover was simply making notes about where to take funds from. Rick wanted to be sure it was going to be taxed correctly.

8.0 Selectmen/Public Discussion/ Communication

8.1 After Rick started a discussion (discussion 9.3) regarding the maintenance schedule of town roads gravel / hot top. At the next Town Meeting he would like to be able to give a presentation showing all the work that has gone into these improvements to road maintenance planning. Kelly gave a brief update of what the crew has been up to lately regarding road maintenance. Greg and Cory traveled around the dirt roads last week, noting work needing to be done. Gustin Road will be graded, Old Mill Road has issues

recognized and Community Drive will need to be cold patched. Gary suggested cold patching or turning Community Drive back into a dirt road and keeping up with grading, as was the discussion during the road discontinuance meetings held earlier in the year. Gary also suggested upgrading the gravel used on the roads to “camp road mix” [a smaller size of gravel that packs well].

8.2 Signage for extra parking at the ball fields on voting days.

9.0 Future Agenda Items

9.1 Rt. 197 corridor concerns

9.2 2025/2026 town budget timeline

9.3 Maintenance schedule of town roads gravel/hot top

9.4 Ball Field signage and acquisition of associated fees

9.5 Thorofare Boat Launch

10.0 Adjournment at 8:41pm

Respectfully submitted by Angela Parker