

**Town of Litchfield**  
**Select Board Meeting Minutes**  
**November 10th, 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 (absent).

Staff: Kelly Weissenfels, Town Manager; Michael Sherman, Fire Chief; Corey Hanson, Public Works Director; John Upham, Transfer Station Manager; Tom Wood, Chm.

Budget Comm.; Steve Ochmanski, Code Enforcement Officer; and others per the sign in sheet.

**2.0 Minutes of October 27th, 2025**

There was a motion made by Rick to approve the minutes of October 27, 2025. This was seconded by Gary, vote 2-0 (1 absent).

**3.0 Reports and Correspondence**

**3.1 Town Manager**

A. Tuesday's referendum was held at the Sportsman's Club with no complications.

Question one was passed by the residents of Litchfield, unlike question two, many votes were no. Statewide, question one did not pass, and the second one did.

B. This week the Town Office will be closed on Tuesday.

C. November 17, 2025, is still scheduled to be the groundbreaking date for the removal and replacement of the town's fuel tanks. Kelly still needs to confirm the ability to add an additional conduit that was suggested by Rick at the last meeting.

D. Olver Associates will have a proposal within two weeks for the site map of the Transfer Station. This will be presented for approval to the Select Board.

E. Kelly met with a State Park Grant Reviewer last week. The meeting was informative, with the possibility of some matching grants being discussed further. Sue Weber reached out to Lake Side Solutions to get a proposal estimate to protect against further erosion of the lakefront. They have someone who is set up to provide such plans and that may be able to be combined with a grant to help with some of the issues being seen currently. The consultation is free, but there will be a proposal discussed at a later date once more research is done.

F. Kelly will be working with the Road Crew to set up an auction to sell some surplus plow blades. Also, the transfer station oil building will be added to the auction list.

**3.2 Code Officer/Plumbing Inspector**

A. Steve handed his report to Kelly and Gary no questions or concerns to discussed

B. Steve informed the Planning Board and now the Selectmen that there is a pre-application meeting in December for a large solar array request. The ordinance has been straightened out and this is the first request. The array, if approved, will be going up on Huntington Hill Road. This is large enough to be considered commercial.

### 3.3 Transfer Station

A. Both bulky bins were emptied, along with the plastic and cardboard bins this week.

B. Eight more stickers issued this week for a new total of 3152.

C. The Freon was removed Saturday afternoon.

D. There were a couple residents who were turned away from dropping off loads at the leaf and brush pile. The closing date of the brush pile has been advertised, along with mentioned in these minutes previously. Gary suggested a large sign at the entrance of the transfer station indicating the opening and closing dates of the brush pile each year.

E. New signage has been ordered for the station so that should arrive soon.

### 3.4 Public Works

A. Corey Hanson was in attendance of the meeting from public works, he has been filling in as interim director during the interview process for a new director, etc. Kelly said there were four applicants that were interviewed, one of which took themselves out of the running accepting a job elsewhere. Corey has been selected as the next Public Works Director, pending salary negotiation.

B. Corey presented the Public Works update, starting with the removal of scrap steel from out back of the garage which will earn some money from recycling.

C. Purgatory Village got an upgrade with the flattening out of the small parking space next to the dam at the base of Hardscrabble Road. The water should now run off correctly again.

D. Old Mill Road should see a decrease in the edges washing out, as it's been tended to and fixed.

E. The three trucks have been prepped, and the sand and salt shed are full; the crew is ready for winter.

F. The T25 (newest truck to the town) is up at O'Connor's with a bad Exhaust Gas Recirculation (EGR) cooler. Coery has been looking into alternatives since the part is on back order.

G. There is a new seasonal hire. The gentleman comes to the garage with three years' experience plowing with a wing plow truck. Corey will be looking for one more seasonal driver along with someone to drive the one-ton truck to get the crew back up to fully staffed during the ice and snow season.

H. Gary asked for clarification regarding the broken windshields with the defroster being the possible cause. Corey explained the corrective action taken to solve the problem.

### 3.5 Fire & Rescue

A. Fire danger is decreasing with each rainstorm that passes through town. Chief Sherman is hopeful there will be some relief concerning residents' wells during this fall rain season. He would like to see the Sportsman's Club Pond level rise a bit too with the rain the town is seeing currently. There likely will still be a deficit in ground water going into the Winter months. He would recommend still conserving personal water where residents can.

B. Recently there was a meeting of the Greater Androscoggin Fire Chiefs which was hosted at Litchfield Central Station. Chief Sherman said this was a good meeting, in which a couple of initiatives were set in motion. One discussed was a better marking system for the dry hydrants to be kept up to date and more clearly marked overall. They will be working to do this digitally as well as on paper.

C. Chief Sherman reports that the Fire and Rescue department is currently in pretty good shape. However, they are always 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 3<sup>rd</sup> Tuesday night of every month is the monthly meeting where the department would love to share more information for any looking to participate.

D. The fire station ran out of oil this week due to an oversight in the forwarding of information regarding the new oil contract. However, Chief Sherman has settled the issue and will be receiving fuel tomorrow with no issue(s) in the building.

### 3.6 Emergency Management

A. Chief Sherman handed Gary a copy of a letter that was sent out on behalf of the Town of Litchfield after Chief Sherman cleared the action with the Town Manager. Chief Sherman has sent a letter to the County EMA Director regarding the utility companies that are responsible for moving the lines of the broken poles in Litchfield. The Director has assured Chief Sherman that she will forward the letter to the parties responsible. The letter is clear on which and where exactly the poles are that need attention. This is strictly the communications companies, this is not a CMP issue, Chief Sherman wanted to be clear about this. Rick asked if there was a way to start billing the telecommunications companies for the time required to sit and wait for them to respond to their wire issues. That way maybe they wouldn't be slow to send folks out, even if it's overtime, if our charge is higher than the overtime paid. Rick was offering this as a thought to help with response times when a line is down.

B. Chief Sherman wanted to send out a friendly reminder that winter storms are coming. He would love to see all residents be prepared for all that a Maine winter may and can throw at us. Also, there will be EMS vehicles as well as plow trucks and crews out on

the road so everyone needs to slow down and give the space and respect that is needed.

### 3.7 Assessing Agent

Ellory was in office this past Thursday, November 6, 2025, and will return on Wednesday November 19, 2025.

### 3.8 Other Town Committees

\*\* Gary gave his critiques, questions, and comments about the minutes of October 27, 2025. \*\*

A. Under 2.0 Gary wants all comments and questions recorded in the minutes in writing, in the minutes of the next meeting. This is so nothing gets forgotten.

B. Gary noted that his question about diesel was discussed earlier during this meeting. Rick said that he has been in contact with three different companies to find out about winter diesel. Rick said that no one is certain when Portland will be getting access to winter diesel but two of the companies think it will be the second week in December. Kelly will check in with Simard and Sons when he asks about the extra conduit, and how much fuel is necessary for an initial fill to keep the tanks from “floating” if ground water rises.

C. Gary asked if the sign tracking speeds that was left on Route 197 had any effect at all. He also wanted to know if the State’s representative in charge of the state roads has been in contact with Kelly yet to give any updates on the corrective action options. Kelly will be in contact with Representative Greenwood next. The data has been collected from the speed trailer.

D. Gary asked about the signage for Purgatory Station and why it’s not changed yet. Chief Sherman said that he just needs to get it up on the building. The final sign is in the building and just needs to be put up on the outside of the building. Chief Sherman had another option he’d been thinking about. He would like to move the security light straight up and have both signs on the building, this would make room for the design to be placed above the new sign that was a school project. Gary said he feels if the Walter Red Cook sign goes back up above the entry of the fire house, he will be happy with Chief Sherman’s compromise to be able to use both signs. Chief Sherman will investigate to see if the light can be moved. Of course, if it can’t he is aware both signs can’t stay. Rick will ask a resident he knows if he is willing to bring his bucket truck down to aid in the process of moving the sign. However, Chief Sherman would like to reach out to an electrician first to be sure the light can be moved.

E. The Iron Man triathlon was briefly discussed again, Chief Sherman assured Gary that he is on the list to be informed of when all the future meetings will be taking place.

F. Typo in 4.2 should read “There was a motion made by Tom P. to approve the junk yard permit renewal”.

G. There was a question asked by the minute taker as to whether the sign in sheet was attached to the minutes when posted. This will happen in the future; however, it has not happened to date.

H. Gary asked about the county taxes being divided, seeing if Kelly has any news on that or not. Kelly has no news on this yet.

I. Gary wants the Camp Road Mix to be investigated for use on the dirt roads and backing up the paved roads, pricing, etc. This is an important topic in his opinion, and he doesn't want to lose track of it. Kelly is aware and Public Works is also interested in getting this to use. Gary would like to see the spec. sheet and have a review and motion at the next meeting. Rayna suggested making it a policy that this gravel being discussed be the gravel used whenever gravel needed to be added to the dirt roads in town. Gary and Rick agree that that would be a good move going forward.

#### **4.0 Scheduled Business**

##### **4.1 Fire & Rescue Wellness Services Proposal review**

Back on July 14, 2025, it was announced that the EMS sustainability grant had officially been signed. This is a grant that was awarded to the town of Litchfield's Fire & Rescue department. As previously discussed at multiple meetings, Chief Sherman would like to see some of those funds be allocated to getting a wellness program up and running for the staff. Chief Sherman has reviewed and forwarded a proposal and agreement that was sent out in a read ahead for the Select Board to review. Chief Sherman reviewed with the Select Board while answering concerns and questions. The idea is to get all the team members consultations with a professional so that if further action is required that could be caught early and obtained if needed. If the funds are not all used up at the end of the year (this is a three-year program, he is looking to set up) then the funds would be returned to the town of Litchfield. Chief Sherman is looking to get this set up now as the funds need to be officially obligated before March, 2026. Gary is not opposed to the program but wants to make sure there is no issue(s) in the future with funding and increasing taxes just because it was started. Rick has high praise for the doctor Chief Sherman is looking to set the program up with. He does agree that it's something to look at in the future with funding, as he stated, this is now a standard of care for multiple departments around the state. Kelly would like to have a vote to officially approve the program.

There was a motion made by Rick to approve the Wellness Program with Health Psych Maine for the Fire & Rescue department. This was seconded by Gary, vote 2-0 (1 absent).

#### 4.2 Town Ballfield lot survey – estimate and funding possibilities

Kelly said the conservation commission has requested getting the lots of the ballfields surveyed. This will help the company applying the pesticides to the invasive species around the fields know where to start and stop. David Larrabee, representing the Conservation Committee had quotes from Mr. Wheeler to survey both lots. Gary suggested the committee go back and ask the abutting property owners to show their boundaries and that would take one of the fields off the list to be surveyed. Gary is opposed to the plan as he feels it's a waste of taxpayers' funds. Kelly said the option of asking the abutting landowners if they mind if the spraying takes place and might cross over property boundaries is another option. Gary is fine with that but suggested getting it in writing if they say yes. Rick agrees that the leg work of talking with the neighboring landowners would be a good place to start.

#### 4.3 Supplemental Tax for acreage removal (7 acres) from tree growth – R7-004, Ina Small, \$1,150.80

There was a motion made by Gary to approve the supplemental tax for 7 acres for removal from tree growth – R7-004 for Ina Small in the amount of \$1,150.80. This was seconded by Rick, vote 2-0 (1 absent).

There was a second motion made by Gary to allow the board members to sign the approval document outside of a regularly scheduled meeting time. This was seconded by Rick, vote 2-0 (1 absent).

### **5.0 Unscheduled Business**

5.1 Kelly would like to discuss combining two topics into the next workshop that is scheduled. The topic of discussion currently is the New Mills Dam committee discussion, he would like to add the personnel policy and remaining questions he has to that workshop time. Gary and Rick are fine with that plan. Gary reminded Kelly to post the workshop and topics.

There was a motion made by Gary to add discussion of personnel policy to the workshop scheduled for November 18, 2025. This was seconded by Rick, vote 2-0 (1 absent).

### **6.0 Appointments/Resignations**

6.1

### **7.0 Warrants**

7.1 Town Warrant #9 \$456,439.94 (of which \$402,366.38 is for RSU4)

There was a motion made by Gary to approve town warrant #9 in the amount of \$456,439.94 (of which \$402,366.38 is for RSU4. This was seconded by Rick, vote 2-0 (1 absent).

#### 7.2 Town Payroll #9 \$33,600.15

There was a motion made by Gary to approve town payroll #9 in the amount of \$33,600.15. This was seconded by Rick, vote 2-0 (1 absent).

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

8.1 Rick was at the transfer station recently and wanted to let the team know that he thinks it looks very good with the recent work they have been doing and changes they have been making. He noted it looks clean and very organized. Kelly will make sure they get his note.

8.2 Gary let Kelly know he has made it through 2.5 of the safety guidelines he and Cheryl have been working on. He wanted to give some feedback on the two he has read fully.

The first one is the Town of Litchfield Transfer Station Exposure Control Plan. Gary would like to see page two changed as it says the town has 15 days to supply an employee with the report being discussed to read. Gary wants that changed to "will supply a copy immediately" as there should be ample copies available at any given time. Kelly assured Gary that this would be the norm, to supply a copy immediately. However, this is a safe gap in "just in case." Kelly and Gary disagree about whether the time allowed needs to be reduced.

Gary asked if the PPE will be shown to all employees at the Transfer Station.

Gary also wanted to know who the Human Resources Director is. Kelly informed him Clover Craig is the Human Resources Director.

Rick asked who is reviewing these documents once Kelly is deeming them complete and they are finished. Kelly said that SafetyWorks! and Mary Mathews who is the head of the State Inspectors. Rick wants all copies of the documents in-house and who should be contacted if anything happens should be clear. He wants people trained where the documentation is housed and what it says.

The second document Gary has read all the way through is the hazardous communication program. He's curious why the fire department is not listed in the first paragraph of who participates in the program. Kelly isn't sure why they are not, he believes they need to be left out due to overlap issues. Kelly thinks that if they include the Fire Department in this plan the Transfer Station either must adopt the fire department's plan or the plan being discussed would override the fire department's plan that is already in place.

Other typos noted by Gary were discussed. He's happy with the documents and is happy to see them implemented.

8.3 Rick would like to see the town website updated. He would be happy to see this taken off Kelly's plate now that there are some new hires so more hands to help. Rick wants this added to Future Agenda Items and would really like to see this maintained regularly. Kelly will look to find a path forward and will look at a full update and a possible new webpage.

8.4 Gary asked Rayna about the lighting in the Academy Building and told her that no one had talked to the person that is supposed to be doing the work. No one has told him to officially do the work. Rayna is under the impression that Elton and Kelly were going to talk. Kelly said that he and Elton had talked and contacted Northeast Electrical. They found out a new quote was required as there was confusion about whether the job was considered commercial or not. Kelly looked into a grant being available, and it turns out this would have to go through the school, which is not something they wanted to delay work for. So now the leg work has fallen back to Kelly to get the new quote approved which is on his list. Gary wants someone to very soon speak with the person that is going to do the work in the loop as common courtesy.

8.5 Gary asked how the budget Calendar was coming along, Kelly said it is progressing. Tom Wood as a representative of the Budget Committee let Kelly and the Select Board know they were in hopes to see a draft of the Calendar at their next meeting. Kelly agreed that he wanted to present it to the Budget Committee first.

8.6 Gary asked Tom W. if there was any progress in the 2 projects they have going currently. Tom noted the committee plans to have a draft ready to review a week from Thursday (ready for the first meeting in December). The New Mills Dam project is also coming along.

## **9.0 Future Agenda Items**

9.1 2025/2026 Town Budget Calendar

9.2 Rte 197 Traffic Concerns Update

9.3 Town Webpage Updates

## **10.0 Adjournment** at 8:12 pm

Respectfully submitted by Angela Parker