

**Town of Litchfield**  
**Select Board Meeting Minutes**  
**December 8, 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) (absent); Tom Pelletier.

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 (absent); and others per the sign in sheet (attached).

**2.0 Minutes of Nov 24th, 2025**

There was a motion made by Tom P. to approve the minutes of November 24, 2025, as written. This was seconded by Gary with amendments to come later in the meeting, vote 2-0 (1 absent).

**3.0 Reports and Correspondence**

3.1 Town Manager

A. The Fuel Depot has been completed and tested as of today. Employee access codes are still to be set up. There is still some fuel use up before moving over to what was pumped into the new tanks.

B. The online auction is officially in progress, it will be ending on Thursday, December 11, 2025. The old fuel tanks are currently bid at \$2,000.00 each. The other items, plow wings, etc. are also being bid on. However, there are no bids on the old oil shed yet from the Transfer Station.

C. Olver Associates, working on a proposal for the Transfer Station site plan has assigned a specialist to the project, she will keep in touch with Kelly and let him know when to expect the proposal.

D. The FY24 audit is wrapping up and the FY25 audit will be ready to start once FY24 is fully complete. Gary asked about the undesignated surplus amount for 2025. Kelly said that it should be ready in January 2026.

E. Kelly said that there is talk about reinstating the Kennebec County Administrators Association and interested Town Managers and administrators will meet on January 15, 2026.

F. As a reminder the Town Office will be closed December 18, 2025, from 12pm – 2pm for the annual staff Christmas party.

G. Kelly asked the members present if they would be canceling the second meeting of December as historically this has been done.

There was a motion made by Tom P. to approve the cancellation of December 22, 2025, select board meeting and allow signing of the warrant and payroll outside of the regularly scheduled meeting. This was seconded by Gary, vote 2-0 (1 absent).

### 3.2 Code Officer/Plumbing Inspector

- A. Steve attended a workshop today and was out of the office. He will be back in attendance during the January select board meeting to give a full update.
- B. The Planning Board had a first meeting to discuss a large solar array being planned off of Huntington Hill Road. Kelly handed out the information that the Planning Board received.
- C. Gary asked if there could be a progress update of lots/yards of junk needing cleanup around town. He asked if Steve could have that ready for January (the next meeting). The Select Board members wanted to remind residents that if you have concerns about this topic, please call the town office and ask/inform the staff.

### 3.3 Transfer Station

- A. There were zero containers emptied this week, John attributes that to the weather.
- B. Tires were taken away this week.
- C. There was one more sticker issued for a total of 3167 stickers so far.
- D. John gave many thanks to the Public Works department for coming in Saturday afternoon and doing some sanding at the Transfer Station. The residents and the attendants were very appreciative of the effort.

### 3.4 Public Works

- A. Truck T25 is back in service and on the road, it seems to be working well so far. The T24 windshield wipers transmission broke, however that is now fixed.
- B. There has been another hire, this gentleman will be working during the larger accumulation storms (part time). Corey said he has a few years of experience he's bringing with him.
- C. Tom P. wanted to discuss the areas of snow being piled up and obstructing site lines at intersections. This is being done by private plow companies/individuals, not the Public Works department. There are also a number of residents or private hires that are plowing snow into or across the road [moving snow into the road and leaving it is illegal]. Tom P. wanted to know if the road crew could deal with the issue at the Masonic Hall or could someone call and talk with the property owners. Rayna said she has discussed this with the owners in previous years and will call to see if she can get the issue resolved for the rest of the season. Gary suggested calling the private landowners to see if they can get the residents to resolve the issue(s) when this comes up later in the season.

### 3.5 Fire & Rescue

- A. Chief Sherman thanked Public Works for helping last night with the exit strategy after a structure fire on Cove Lane. The sand/salt put down was a big help to all vehicles. Help came from Monmouth, Wales Gardiner and West Gardiner. The Red Cross is

working with the homeowners to help with immediate needs as this was the primary place of residence.

- B. One of the fire trucks has a leaky valve and is at the shop now getting looked at. Chief Sherman said the truck should be back in service in a day or two.
- C. Chief Sherman and personnel were in attendance of a training session on Friday, put on by the fire investigators around the State of Maine. The speakers covered solid fuel burning appliances (wood stoves, etc.). He found it very useful and is looking forward to other continuing education opportunities in the coming new year.

### 3.6 Emergency Management

- A. There will be training coming up for the EMS department as well as the Fire Department. This will be starting in January; Chief Sherman will be working with the town government to bring everyone into compliance.
- C. Chief Sherman wanted to again remind everyone to be as ready as possible for unforeseen circumstances. You should have a bag with essentials ready, and have extra water ready for power outages, etc. and be ready to leave if you need to.
- D. Gary asked for an update regarding the Purgatory Fire Station. Chief Sherman had 2 electricians look at the project of moving the light up so that both signs will fit on the front of the building. He will be in touch with the electrician (Litchfield resident) to get the light moved and the old sign will go back up on the Purgatory Fire Station building.

### 3.7 Assessing Agent

The assessing agent will be back in office Thursday December 11, 2025. Kelly discussed with Ellery what Tom W. brought up during the last select board meeting about taking property out of tree growth status.

### 3.8 Other Town Committees

A. Tom W., representing the Budget Committee, said they had a meeting and went over the draft of the requested report of keeping up with the state's need for factoring. The finding was to keep up with the process. This will help Litchfield avoid getting dinged by the state. Also following the plan of assessing over quarters, this plan that is in place makes sense. This will have the town ready for the full re-eval at the end of 4 years. The committee, however, would like to see an estimate of what the full re-eval is going to cost. They believe the plan will help it not be such a shock to the taxpayers at the end of the process. There is an analysis in the draft to show Scott Weeks (who originally asked for the study), Tom P's predecessor. Tom W. did explain briefly that there is a disincentive(s), Tom will make sure all the information is in the document.

## **4.0 Scheduled Business**

### 4.1 Rte 197 traffic corridor concerns

Kelly has spoken with the local traffic engineer Darryl Belz. There is an updated mile per hour sign that has been approved and needs to be posted. Everyone is in agreement; this is a step in the right direction. Kelly will keep up on this to be sure there is progress

made. The request for traffic lights or a stop sign has been passed from Mr. Belz to the Safety Office though Mr. Belz doesn't feel there is enough supporting data to have a set of lights installed. Kelly said he thought a four-way stop would be considered. Mr. Belz has offered to install yellow speed advisory signs approaching the area of concern. Rayna offered to instigate a letter campaign when Kelly was ready, she asked for the address and name of whom the letter(s) should go to. Gary suggested sending them to all parties involved.

Tom P. would like Mr. Greenwood to be invited to the January meeting so this topic can be discussed further with his involvement. Others in attendance would like to include the following:

Personal property tax

County tax installments

Turnpike authority collecting fees for EMS and Fire Department

4.2 Supplemental Property Tax R03-043-ON-4, \$667.55, Collin Remillard, mobile home missed for 2025 tax commitment

There was a motion made by Tom P. to approve supplemental property tax R03-043-ON-4, in the amount of \$667.55 for Collin Remillard. This was seconded by Gary, vote 2-0 (1 absent).

## **5.0 Unscheduled Business**

5.1 Tom P. wanted an interim chairperson appointed while Gary is away on vacation and will be joining via Zoom. Gary said he is happy to have Tom P. open the meetings in January and to make sure the Pledge of Allegiance is recited.

## **6.0 Appointments/Resignations**

6.1

## **7.0 Warrants**

7.1 Town Warrant #11 \$501,702.96 (of which \$402,366.38 is for RSU4)

There was a motion made by Tom P. to approve town warrant #11 in the amount of \$501,702.96 (of which \$402,366.38 is for RSU4). This was seconded by Gary, vote 2-0 (1 absent).

7.2 Town Payroll #11 \$35,333.42

There was a motion made by Tom P. to approve town payroll #11 in the amount of \$35,333.42. This was seconded by Gary, vote 2-0 (1 absent).

Tom asked what time frame Corey's bonus covered. Kelly said it was for the 6 weeks that Corey was filling the Public Works Director position before he was hired.

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

8.1 Corey Hanson to be approved by the Selectman for Road Commissioner

There was a motion made by Tom P. to accept Corey Hanson as Road Commissioner. This was seconded by Gary, vote 2-0 (1 absent)

8.2 Gary took this time to discuss **2.0 Minutes of Nov 24th, 2025**, now that the meeting is over and all updates, etc. have been discussed.

8.2.a Kelly has no update yet pertaining to New Mills Dam. He has sent out paperwork to the parties involved.

8.2.b The Superintendent for RSU4 was in attendance during the last select board meeting. Regarding the school buses and speed, Gary wants it to show on record, members of audience voiced concerns as well, it was not just his voice heard on the topic.

8.2.c Gary asked if there was any update on pricing of parts/labor for the one-ton truck. There hadn't been a one-ton truck for years and suggested that maybe we don't need one until the scheduled time of replacement is reached and funds can be assessed then for replacement.

8.2.d Water quality of the town office and surrounding buildings were discussed at the last meeting. Gary mentioned he was serious about getting a water treatment system for the buildings and sooner rather than later, he will give the telephone number of the company he has used out of Augusta, if Kelly would like. Gary doesn't feel it should be that costly.

8.2.e Gary would like any updates regarding the lighting for the Academy Building. Kelly said he has talked to the company that is acquiring the parts and most are in but waiting on a few more still.

8.2.f Gary doesn't feel the verbiage was clear in 4.7, he wants it highlighted that Steve was called to clarify that the pole is going on town land as Tutt Lane is a right-of-way across town land. Kelly read the verbiage out loud stating that Steve was called. Tom P. said he also wants the verbiage changed. Kelly agreed it would be made clearer.

8.2.g The discussion about the website and its updates during last meeting did not seem to come across clearly, in Gary's opinion. He understands the entire website may get refreshed and/or an updated look; however, he would like to see meeting times updated on the home page. Kelly said that Lori in the office has volunteered to do maintenance and a schedule for regular updates is being worked out.

8.2.h Corey had mentioned that he would like to see the (dirt) roads rolled (compacted) after the application of aggregate. Gary wanted to be sure that renting a roller is considered, instead of buying one outright as this would likely be less costly.

8.3 Tom W. noted at the last meeting the RSU4 Superintendent said they will be having meetings after their School Board meetings to inform the towns of the progress and planning of the school(s) budgets. Tom is willing to represent the Selectmen at the meetings and will bring back notes as he has in the past. Tom P. wants to join him at as many of the meetings as he can. Tom W. said he would be joining Kelly then since he attends as well.

## **9.0 Future Agenda Items**

- 9.1 Camp mix gravel specification approval
- 9.2 Transfer Station permits
- 9.2 Town Website maintenance and improvements

## **10.0 Adjournment** at 7:40 pm

Respectfully Submitted by Angela Parker