

**Town of Litchfield**  
**Select Board Meeting Minutes**  
**June 23, 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); Larry Nadeau, Road Comm. (absent); John Upham, Transfer Station Manager (absent); Tom Wood, Chm. Budget Comm.; Steve Ochmanski, Code Enforcement Officer; and others per the sign in sheet.

\*\*\* A motion was made by Tom to elect Gary Parker as Chairman of the Select Board position. This was Seconded by Rick, vote 2-0 (Gary abstained) \*\*\*

**2.0 Minutes of June 9th, 2025**

There was a motion made by Rick to approve the minutes of June 9<sup>th</sup>, 2025. This was seconded by Tom, vote 3-0.

**3.0 Reports and Correspondence**

**3.1 Town Manager**

A. Lori Rioux is a new part-time hire at the Town Office, she is doing well getting to know the ropes and fitting in well. This past week she has been in the office full time undergoing training.

B. The RSU4 budget did not pass at the last voting session. This means the next public meeting will be held Wednesday, July 9<sup>th</sup>, 2025. The referendum vote will follow on Tuesday, July 29<sup>th</sup>, 2025 at the Town Office.

C. As discussed at the last meeting, the renovations of a couple areas in the building have started. The offices downstairs are coming along; paint and flooring have been done. There are more details to work on, and Kelly will update as progress is made.

D. The end of fiscal year is here, the office will be closing at 3pm Monday, June 30<sup>th</sup>, 2025. The team will be there to help with people's questions and business throughout the day, as the 3pm close time is only an hour earlier than normal.

E. Rick asked if Kelly was able to contact MMA regarding the insurance coverage of employees and their personal vehicles and equipment. There are multiple reasons to investigate this and considerations to take.

**3.2 Code Officer/Plumbing Inspector**

A. Steve handed out his report to the Selectman for review. Time was allotted for questions, nothing noteworthy asked.

B. Steve brought to the attention of the Select Board that fees have not been raised since he started in the CEO role. He would like to have Kelly and himself come together

and come back with a new amount/fee schedule. Gary thinks that's a good plan to have Kelly, Steve and the Planning Board sit down and come up with an appropriate fee schedule.

C. Gary would also like to officially have the Planning Board look at the verbiage of the lighting and nuisance regulation. Steve described why the way forward to resolve lighting complaint at Doolin's Pub (The Meadows Golf course parking lot) was settled the way it was. Gary wants the verbiage to be settled more clearly, Steve didn't agree that changes were necessary, but will run it by the Planning Board and see how they feel about the request.

### 3.3 Road Commissioner

A. Buker Road ditching continues, they have gotten just past Lebel Lane to date. There will be some riprap added to the side on Buker Road. Between that area and Huntington Hill Road the estimated cost will be \$7,500.00 for riprap needed, which wasn't budgeted for this year. Kelly will look at where these funds will come from, if needed at the end of the year there may be a need to dip into contingency.

### 3.4 Fire & Rescue

A. Chief joined the meeting via Zoom. Chief Sherman said the consultation 1 week ago today, went well. As discussed at previous meetings, the consultant came to see the area in question, Chief Sherman said the discussions went well and he gained valuable information and will be looking over the documentation provided and bringing next steps (budgeting, permits and requests) to the select board as needed.

B. The Fire and Rescue Department will be getting ready for the end of year budget closing. Chief Sherman will be getting all requests, paperwork and numbers finalized soon.

C. Rick asked about the accident earlier that took place near Gowell's Shop and Save intersection. Rick wanted to know if it took place at/in the actual intersection as this is a problem area that has been discussed before. Chief Sherman wasn't sure of the details just yet, he will await the police report. Gary asked if the reports are always requested. Chief Sherman said that the nature of the accident determines if the report is requested.

### 3.5 Emergency Management

A. Chief wanted to let everyone know who hadn't heard yet, tomorrow is going to be very hot. The Augusta Civic Center can be used from 8 am – 8 pm as a cooling center. He gave a warning for health. Mike was asked if there was an option for Litchfield to have a cooling center. Chief Sherman said not really as the cooling isn't adequate for large numbers of people. This may change in the future but not at this time.

B. Chief Sherman had called and left a voicemail asking the gentleman who did the stump grinding, why he stopped before completing . He will give updates as he has them.

### 3.6 Assessing Agent

The Assessing Agent will be here the next two Thursdays, June 26, 2025, and July 3, 2025.

### 3.7 Transfer Station

A. The transition of haulers is underway and so far, has gone smooth. Monday the previous hauler will come get the current bins on site to make room for the new company to come in and place theirs.

B. Kelly reports that John has called DEP, but there is no response yet pertaining to the oil building clean up.

### 3.8 Other Town Committees

A. Tom Wood said the Budget Committee did not have a late June meeting. This means their next meeting will be the third Thursday in July (July 17, 2025).

B. Toby, the Chairman of the Road Committee was in attendance of tonight's meeting. He said they met last Wednesday to discuss the gravel road maintenance plan requested by the Select Board. They talked about making map(s) of town roads and setting up who is responsible for each road (i.e. Town vs State) and when they would possibly need to be graded, etc. He is requesting \$700.00 annually for a mapping program that will help make road maintenance planning and scheduling easier and more transparent to the residents of Litchfield. Gravel deteriorate at a variable rate. Kelly handed out an email that Toby sent explaining in more detail. Gary understands but also wants to be sure that the roads are maintained to a certain standard as they are town ways.

There was a motion made by Rick to have the town purchase ARCGIS Pro that Toby will maintain and operate for \$700 annually and \$300.00 for printed maps one time from the contingency funds this year. This was seconded by Tom, vote 3-0.

Rick asked if there are seats available on Road committee? Toby said absolutely! He would love to have anyone with interest sent his way.

## **4.0 Scheduled Business**

### 4.1 Contingency funds – remaining, and requests

As of the time of the meeting the Contingency Fund is down to \$11,225.00. The electrical done for Woodbury Pond Park this year \$2,500.00 was the cost of the new meter for the camper for the attendant. The amount requested for the electricity needed for power in the changing room was not in the budget. The plan was discussed and why not all things can be done at once.

There was a motion made by Tom to approve the \$9,500.00 to upgrade the electrical for the changing room and the meter for the Camp Host. This was seconded by Rick, vote 3-0.

This leaves \$1,725.00 in the Contingency Fund.

### 4.2 Town properties that are available for sale

Kelly handed out maps and a list for the Select Board to look at. The main topic of discussion was 97 Whippoorwill Rd. This property is finally out of probate. Kelly is

looking to move forward with the property being sold. Kelly would like to get a Real Estate agent by the end of August.

Gary wants to know who gets the funds over and above what was owed to the town since there are no heirs. More information to come.

## **5.0 Unscheduled Business**

5.1 Gary requested to Zoom the Town Meeting, why don't we?

Kelly said it can be done, Gary suggested starting a little earlier to get all set up and ready to go. Microphones and speakers need to be found and upgraded if needed. Can be watched but can NOT vote on any motions/questions. There needs to be a notification that no one is monitoring the screen, and they cannot vote. They can be let into the meeting but that's the extent of the permissions. The Senior Center has a sound system if needed, perhaps it could be borrowed with notice.

There was a motion made by Tom to have the Town Meeting Zoomed and recorded via Zoom or another recording service. This was seconded by Rick, vote 3-0.

## **6.0 Appointments/Resignations**

6.1

## **7.0 Warrants**

7.1 Town Warrant #24 \$ 85,908.93

There was a motion made by Rick to approve town warrant #24 in the amount of \$85,908.93. This was seconded by Tom, vote 3-0.

7.2 Town Payroll #25 \$38,723.20

There was a motion made by Rick to approve town payroll in the amount of \$38,723.20. This was seconded by Tom, vote 3-0.

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

8.1 Gary requested the balance of the undesignated surplus. Kelly said there is a good estimate, but the audited figure that Gary is looking for is not yet available.

8.2 No plan to move the rocks at Woodbury Pond Park. Also, to date there has been no interest by the public in joining Friends of Woodbury Pond Park

8.3 Personal Property Tax Update: came out of committee and hasn't been voted on yet. Gary believes that the latest information is very favorable to change the Personal Property Tax laws.

## **9.0 Future Agenda Items**

9.1 Woodbury Pond Park lease

9.2 Transfer station oil shed removal DEP consult

## **10.0 Adjournment** at 7:57pm

Respectfully submitted by Angela Parker