

**Town of Litchfield**  
**Select Board Meeting Minutes**  
**July 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); Tom Pelletier.

Staff: Kelly Weissenfels, Town Manager; Michael Sherman, Fire Chief (Zoom); Larry Nadeau, Road Comm. (absent); 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 June 23rd, 2025**

There was a motion made by Rick to approve the minutes of June 23, 2025. This was seconded by Tom P, vote 3-0.

**3.0 Reports and Correspondence**

**3.1 Town Manager**

A. Kelly pointed out to the Select Board the various changes that have taken place in the conference room. There are now new two desk/cubicle areas. One is for the Assessing agent, and the Animal Control Officer as needed. The second will be for the part-time Town Manager's assistant. Both will also serve for absentee ballots and early voting.

B. The budgetary consultant that the town has hired made recommendations for changes to accounts for the new fiscal year. Kelly plans to present them to the budget committee on Thursday July 17, 2025, then at the next select board meeting (July 28, 2025).

C. The Woodbury Pond Park changing room roof replacement has been completed. Kelly was not able to schedule the changing room electrical upgrade in time to meet the end of FY25 completion deadline for use of FY25 contingency funds, so that project has been postponed. Rick asked what the criteria needs to be for when Woodbury Pond Park is open and when it is closed? He mentioned that some days he has driven by and it was open and others it was closed. Kelly said when it's raining or rain is predicted it will be closed. Rick suggested keeping track of weather closures to help determine good year vs bad year, as well as posting on Facebook if the park will be closed.

D. Kelly pointed out the low participation at the RSU4 public budget meeting that was held most recently. Of 34 people present, 8 were from Litchfield and 5 of those were in official positions. The Referendum vote is Tuesday July 29, 2025, from 8am to 8pm.

E. Rick asked about a line item for an error code reader from the most recent budget. Kelly said having someone come to read the transmission error code saved us several times the cost of taking in to find out what transmission to order for the 1-ton truck.

### 3.2 Code Officer/Plumbing Inspector

A. Steve handed out his building permit report out to the select board members.

B. Steve asked if the board wished to waive permit fees for RSU4 for a Libby Tozier maintenance project.

There was a motion made by Tom P. to wave the application fee for renovations at Litchfield School. This was seconded by Rick, vote 3-0.

### 3.3 Road Commissioner

A. Buker Road will have its new chip seal coat this Thursday/Friday (weather dependent) and ditching will be complete. The next project will be the mitigation on Gustin Road, which includes a couple of culverts that will be going in. This is being funded by FEMA money. Then the crew will be on Huntington Hill Road to address erosion.

### 3.4 Fire & Rescue

A. The EMS grant has officially been signed. Litchfield, as discussed at previous meetings, has accepted the grant and will move forward with the process once the funds arrive.

B. A brake repair was completed recently to Rescue 64 (the primary vehicle for emergency response). This was a replacement of the original brakes, and Chief Sherman said all seems to be in better working order now.

C. Chief Sherman has been moving forward with the dry hydrant replacement alongside the consultant that has been helping/guiding him through the process. The permits (permit by rule) are being completed during the next couple of weeks and will be passed along soon. Chief Sherman doesn't anticipate any issues with the permits, as they have been acquired previously with no issue.

D. The crew has a monthly meeting that will be held tomorrow night July 15, 2025.

### 3.5 Emergency Management

A. Chief Sherman is still looking to set up a meeting with RSU4 regarding the use of Carrie Ricker School as a Warming Shelter during the cold winter month emergencies. He has been in contact with the administration office and the meeting was tabled until June due to changes in staffing. The new Superintendent of the RSU was in attendance at tonight's meeting. Chief Sherman looks forward to discussing the emergency shelter plans of Litchfield EMS.

### 3.6 Assessing Agent

Our Assessing Agent was present as announced at the last select board meeting. There is another scheduled day anticipated soon.

### 3.7 Transfer Station

A. Both bulky bins and the cardboard needed to be emptied since the last meeting.

- B. 44 tires were removed last week.
- C. Five new stickers were issued for a total of 3,049.
- D. The Swap Shop gave out 648 items this week for a total of 5,328 items so far this year.
- E. The DEP response team was requested to evaluate the area under the old oil shed. They estimated that about 3 yards of soil would need to be removed once the shed was demolished. John said they would provide a list of approved companies that could walk us through the remediation process.
- F. Ticks are currently a concern at the transfer station. John has requested quotes from two pest control companies. Quotes from both have led to Tick Patrol being hired to treat the area, roughly every 30 days. Also, it was suggested to get the leaves cleaned up around the edge of the concrete pads and pushed back as that's likely a major source of ticks.
- G. Old Castle will be contacted soon to come to take care of the leaf and brush pile. Shannon Conti, DEP came to inspect the transfer station at John's request. The only thing pointed out during her visit was to label the bulky bin. John did ask what needs to be done if anything before the next leaf and brush pile gets started. He will be, as recommended, looking for a barrier to be put in place to stop any pollution of the surrounding area.

### 3.8 Other Town Committees

- A. Toby gave an update on the discussion from the previous select board meeting regarding purchase of GIS software. With the recently purchased software, Toby has been putting together ideas of what maps will look like. The members of the board would like to see one specifically showing paved roads vs. gravel roads. Rick wants to be able to show a road maintenance schedule that the taxpayers can come in and see.
- B. Tom Wood reminded the select board that the Budget Committee will be meeting on Thursday July 17, 2025. They currently have a full committee, which Tom has not seen since he started with the committee.

## 4.0 Scheduled Business

### 4.1 Introduction of new RSU4 Superintendent Marco Aliberte

Mr. Aliberte gave a brief history regarding his background and qualifications. He has been working in RSU4 for ten years prior to taking on the new role of Superintendent. He was Middle School Principal for a year and then spent 9 years as the Principal at Oak Hill High School. He has been working with students from all three towns and looks forward to the challenges of the new role. He stated that he would like to come to meetings semi-regularly to update Litchfield on the goings on of the RSU. There had been a few staff openings, which per Mr. Aliberte are being filled. The move from Sabattus to Libby Tozier has gone well thus far since Sabattus Primary has been closed. Libby Tozier is seeing some renovations as all the carpets are being taken out and switched to tile. RSU4 is and will remain on the revolving grant list with the state to

hopefully be recognized as an RSU that would benefit from the funds to be able to continue renovations and keep the schools in usable condition for years to come. Mr. Aliberte is hoping to get the budget passed this next vote. He hopes that his increased presence will help get the word out and help get support for the budget. He is looking forward to getting to know the Selectmen and working closely with them. There was time allotted for questions and a few comments.

#### 4.2 Richmond Road / Wentzell Road Dry Hydrant

Chief Sherman asked what specific questions there were regarding the topic. Gary wanted to know what had been learned from the consultant that Chief Sherman had been working with. Chief Sherman said he has gained more confidence with the calculations for flow rate that could be expected from the new hydrant, as well as knowing what size pipes need to go where to get that flow rate. Also, there is a new type of inlet strainer that uses a different geometric shape than what Chief Sherman is used to seeing. Chief Sherman will be looking also to hire a diver that will go down and inspect the end of the pipe to be sure it is in working order. He will be setting that up as soon as possible to be sure it can be done before fall/winter cold comes back. Gary is also concerned about the lead time needed to order the piping needed to get the project done. Rayna asked if there was any need to increase the impoundment in order to get to the flow rate that has been estimated.

#### 4.3 Transfer station oil shed removal DEP consult (during TS report)

Kelly noted that John covered this during his report, so there isn't anything else to be added. Gary wanted to be sure to close the circle of communication and make sure everyone was on the same page. Gary asked if Kelly and John were going to be getting a written report and a permit from the DEP before doing anything about removing soil from the ground beneath the old oil shed. Kelly said that DEP recommended that the town hire a consultant that will direct the town in the "how to" of removal of the aggregate beneath the old shed. Rick also gave his history with removing the gas tanks at two of his stores and what he had to go through with documentation.

#### 4.4 Board of Assessment Review

Gary said in 2010 there was a document with no signature and no date, etc.. There is also a lot of confusion with how many people should be on the board and/or need to be on the board. Rayna will be looking into this in her history of information and notes. Tom P. would like to have time to read through and see what Rayna has for information. This will be revisited after all the information obtainable is sifted through.

## **5.0 Unscheduled Business**

### 5.1

## **6.0 Appointments/Resignations**

### 6.1

## **7.0 Warrants**

7.1 Town Warrant #1 \$555,000.07 (of which \$402,366.38 is for RSU4)

There was a motion made by Tom P to approve Town Warrant #1 in the amount of \$555,000.07. This was seconded by Rick, with the additional information added that \$402,366.38 is for RSU4, vote 3-0.

7.2 Town Payroll #26 \$61,350.43

There was a motion made by Tom P to approve town payroll #26 in the amount of \$61,350.43. This was seconded by Rick, vote 3-0.

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

8.1 Gary had some follow-up comments and questions regarding the last meeting.

A. In his opinion Woodbury Pond Park's beach needs attention as a top priority. He believes that's where the funds should be going first since if the beach isn't useable then people aren't going to want to go and visit. He doesn't think it will be too difficult to get DEP to approve the project. There's a possibility to put up more buoy barriers to help show what 200 feet looks like for the boaters that have a hard time judging.

B. Gary wants to be sure that the gravel roads are going to be cared for appropriately and the schedule gets made and stuck to. Not just a load of gravel dumped in a pothole and called done. Rick thinks a plan has been made and discussed and that they would all be graded twice yearly, once after mud season and then again when needed.

Gary would like to know what roads have been graded this year so far.

Rayna suggested as well that a list needs to be made readily available for maintenance.

C. Gary asked if 97 Whippoorwill Road has been worked on yet? He wanted to know if Kelly has found out who will be taking the funds from the sale of the home. Kelly has not yet found this out. The property is high on his list to get more information about.

D. Gary asked if the microphones the town owns had been found yet. Kelly found them downstairs. The discussion continued with the recommendations on how to upgrade the system the town owns since the same space will likely be used year after year for the town meetings.

8.2 Rayna announced that with the donations received she has been able to secure funding for an auto-start generator that will be sufficient to keep the lights on, and food well refrigerated during future power outages.

## **9.0 Future Agenda Items**

9.1 Woodbury Pond Park lease

9.2 Board of Assessment Review

9.3 97 Whippoorwill Road

## **10.0 Adjournment** at 8:04pm

## **11.0 Meeting reopened to sign RSU4 warrants for posting** 8:07 pm

Per Kelly, he was reminded that the RSU4 budget warrants needed to be signed. Gary reopened the meeting at 8:07 pm.

There was a motion made by Gary to sign the RSU4 warrants. This was seconded by Rick, vote 3-0.

**12.0 Second adjournment** at 8:10pm

Respectfully submitted by Angela Parker