

Town of Litchfield
Select Board Meeting Minutes
August 25th, 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. (absent); Steve Ochmanski, Code Enforcement Officer; and others per the sign in sheet.

2.0 Minutes of Aug 11th, 2025

3.0 Reports and Correspondence

3.1 Town Manager

Due to the audio being out for the first 10 minutes, the Town Manager report minutes are directly from the town manager.

A. 30 day notices of lien (anyone who hasn't yet paid all their 2024 taxes) will be sent out within the next two weeks.

B. The Woodbury Pond Park closed weekdays, open two more weekends

C. The town speed trailer has been repaired and is on Buker Road this week.

D. A resident came to the office to request lines be painted on Huntington Hill Rd. The person said they were nearly hit twice on the same day.

E. Foreclosure sale steps – a realtor is being sought

F. Ironman Communication will be covered during the Fire Department report

G. Academy electrical – Kelly spoke with Elton Wade and is now coordinating with the contractor (Kevin) to order the correct parts

H. Kelly and Cheryl met with Safety Works on Wed to review the Public Works and Transfer Station and proposed procedures. The next step is to finalize and implement the recommended procedures

3.2 Transfer Station

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

B. The team plans on painting the rear of the Swap Shop in the coming days as the years and weather have taken a toll.

C. The DEP is still expected to come to the property to approve the plans to move ahead with the expansion plan. Kelly will keep the Select Board up to date as progress happens.

3.3 Code Officer/Plumbing Inspector

- A. Nothing pressing for updates, Steve will be at the next meeting to share his report.
- B. Gary noticed while driving around that Mr. Lane on Richmond Road had started the process of cleaning up his yard. Kelly and Steve will have a discussion and make sure there is continued progress.

3.4 Road Commissioner

- A. The grinding and clearing of brush has been completed on Oak Hill Road. The crew is now working on Gustin Road and will be headed to Wentzell Road next. Maxwell Road will end the summer's right-of-way maintenance plan.
- B. The crew will be working towards an end of September date range to replace the boat ramps on Pleasant Pond.
- C. Larry will be getting Kelly a date for the bridge work (culvert change out) on Dennis Hill Road. It's possible it could start in early October.
- D. Gary asked again about the bridge removal plan/time frame on Old Mill Road. They would be looking at end of Summer, since the equipment is in use to do other more pressing projects while the weather is amenable.

3.5 Fire & Rescue

- A. Fire and Rescue is looking good overall; all equipment is up and running.
- B. Chief Sherman reminded everyone that rain hasn't been seen in a while. Proof is seen all over including the Sportsman's Club pond. They have been out pumping and drafting proving it's still serviceable, but this will change if no meaningful rain is seen soon.
- C. There is still a ban on all burning in Litchfield. Most of the state's forest fire danger levels stand at Very High currently. Campfires are included in this ban; barbecuing and charcoal grills are still permissible. Chief Sherman reminds all to be cautious with the ashes. He has a good resource to send Kelly that can be added to the town website on drought and dangers.
- D. Tom P. asked about the training that took place on Sunday. Chief Sherman said that it went well overall.

3.6 Emergency Management

- A. The Iron Man discussion continued from previous meetings. Chief Sherman, as promised, has spoken with Kennebec County EMA, as they were involved in the planning of that event. He spoke to the director. Litchfield is not the only town that has not received proper notification of road closures during the event. There traditionally has been a debriefing one month after the event and as soon as the director of Kennebec County EMA is notified of the date, Chief Sherman will mark his calendar in order to attend. He will be approaching the event coordinators with his concerns and will be directly in touch with him.
- B. There is an updated, newly signed agreement with RSU4 for Carry Ricker School to be used as a warming shelter. Everyone was happy with the agreement and all

members are aware of the process if the school is deemed needed during the winter months.

3.7 Assessing Agent

Ellery Bane will be in the office on Thursday, September 4, 2025. His goal is to prepare some options for tax commitment for 2025/2026. Kelly will then have these to present at the next select board meeting.

3.8 Other Town Committees

4.0 Scheduled Business ** items taken out of order for attendees **

4.1 Review Smithfield forester and timber harvest contracts

Kelly has sent the contract to the board members in the read ahead email. They discussed it and Elton Wade helped with the history of the harvesting plan. The select board will take time outside of the meeting to review the contract and have notes for the next meeting.

4.2 Review of IT contract

There was a change in the fee schedule that Kelly would like to get approval for. The fee per hour went up to \$110.00 from \$100.00.

There was a motion made by Tom P. to approve the IT contract (allowing the town manager to sign the contract outside the regularly scheduled meeting time). This was seconded by Rick, vote 3-0.

** 4.3 Entrance permit waiver request: 145 Oak Hill Rd – R. Wheeler

Kelly handed out the form(s) for review. Gary gave the floor to Mr. Reuben Wheeler to explain his plan. Gary has been to the location to look at the driveway and is in favor of the plan where the new entrance location has better site lines than the old entrance and is okay to waive the entrance permit waiver. He believes it's an improvement on what is there now. Rick and Tom P. are also fine with the waver being signed.

There was a motion made by Rick to approve the entrance permit waver for 145 Oak Hill Road, Litchfield, Maine. This was seconded by Tom P., vote 3-0.

4.4 Schedule Personnel Policy workshop

Hiring for town offices in general has become increasingly difficult for a multitude of reasons leading to regional benefit offering increases. Kelly would like to be sure that the individual health plans are covered in full. He would also like to make some adjustments to the vacation policy. He would like the accrual to be set to the hire date, instead of everyone on the same specific date. Gary wants to make sure it stays as a "use-it-or-lose-it" policy. Kelly will have a draft with current numbers prior to the workshop.

The workshop date was set for September 4, 2025, at 7:30 am.

4.5 Committee Appointment Policy

Kelly had sent this out in the read ahead email and handed out a copy to each board member. Gary pointed out a couple corrections and changes he would like to see, one

being a resume being needed for a volunteer board, he doesn't feel that would be necessary. Rayna would disagree as people need to show/share their qualifications and background that they will bring to the board/committee. Discussion continued with suggestions and changes. All seemingly were minor adjustments, Kelly will bring the revised document to the next meeting for a seconded review before the board members vote it into action.

4.6 Bookkeeping Account Structure Changes (alignment to Generally Accepted Accounting

Standards as provided by the Government Accounting Standards Board)

These new and old structures do not differ drastically; the bookkeeper is happy with the new structure. The budget committee has been briefed on the changes. Gary will withhold his judgment until he hears if the new system works or does not work. Kelly believes the new structure will have a much better flow for everyone. The board members will review this as well outside the meeting and will discuss it further at the next meeting.

Next year's budgetary discussions are a work in progress at this point. Kelly will be working on the schedule of when to start and when each document should be completed so there is no scramble to the finish line next year.

5.0 Unscheduled Business

5.1 DOT Richmond Road Letter

Kelly has spoken with the state's road engineer and had a letter in waiting that was sent previously, this will be sent out after refreshing and signing by the Select Board members. The previous engineer had asked if the increase in speed could be changed to after the intersection instead of after the school (before the intersection) when heading from Libby Tozier to Sabattus. The first step that will be taken is the new road engineer following up and see what step they are in for the previous request. The engineer does plan to look at the intersection but asked Kelly to send along the previously mentioned letter. Rick suggested they investigate the entire area since there are accidents all throughout the area, not just at the intersection. He would like to see the slower speed carried through past Percy's Hardware since there is a daycare on one side of Rt. 197 and a restaurant on the other side of Rt. 197. Gary would like to see either a "real traffic light" or a four-way stop, he doesn't care to see a warning light. Kelly has some more questions for the engineer moving forward, this will be an ongoing discussion.

There was a motion made by Tom P. to sign the letter outside of a regularly scheduled meeting, once it's been rewritten. This was seconded by Rick, vote 3-0.

5.2 Buker Road

There is a concerning area shortly after Grant Road on Buker Road, this has 2 culverts with pavement hanging over the culvert. Gary wants to see this area fixed with the

suggestion of the culverts being extended. Otherwise, he thinks the improvements on Buker Road of the riprap that has been put in and the ditching looks very good.

6.0 Appointments/Resignations

6.1 Appoint Town Manager – Kelly Weissenfels

There was a motion made by Tom P. to appoint Kelly Weissenfels as Town Manager for another year. This was seconded by Rick, vote 3-0.

6.2 Appoint Town Clerk – Kelly Weissenfels

There was a motion made by Rick to appoint Kelly Weissenfels as Town Clerk. This was seconded by Tom P., vote 3-0.

6.3 Appoint Town Treasurer – Kelly Weissenfels

There was a motion made by Tom P. to appoint Kelly Weissenfels as Town Treasurer. This was seconded by Rick, vote 3-0.

6.4 Appoint Town Tax Collector – Kelly Weissenfels

There was a motion made by Tom P. to appoint Kelly Weissenfels as the Town Tax Collector. This was seconded by Rick, vote 3-0.

6.5 Appoint Inland Fisheries and Wildlife Agent - Kelly Weissenfels

There was a motion made by Rick to appoint Kelly Weissenfels as the Inland Fisheries and Wildlife Agent. This was seconded by Tom P., vote 3-0.

7.0 Warrants

7.1 Town Warrant #4 \$166,835.96

There was a motion made by Rick to approve town warrant #4 in the amount of \$166,835.96. This was seconded by Tom P., vote 3-0.

7.2 Town Payroll #4 \$41,486.12

There was a motion made by Tom P. to approve town payroll #4 in the amount of \$41,486.12. This was seconded by Rick, vote 3-0.

8.0 Selectmen/Public Discussion/ Communication

8.1

9.0 Future Agenda Items

9.1 Review Smithfield forester and timber harvest contracts

9.2 Committee Appointment Policy

9.3 Schedule Personnel Policy workshop

9.4 DOT Richmond Road Letter

9.5 Road maps/maintenance - Rick

10.0 Adjournment at 8:13 pm

Respectfully submitted by Angela Parker