

**Town of Litchfield**  
**Select Board Meeting Minutes**  
**September 8th, 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 (absent); Larry Nadeau, Road Comm. (absent); John Upham, Transfer Station Manager; Tom Wood, Chm. Budget Comm.(absent); Steve Ochmanski, Code Enforcement Officer(absent); and others per the sign in sheet.

**2.0 Minutes of August 11th, 2025**

There was a motion made by Tom P. to approve the minutes of August 11th, 2025. This was seconded by Rick, vote 3-0.

**3.0 Reports and Correspondence**

3.1 Town Manager

A. Residents of Litchfield can pick up their request for absentee ballot voting as they are available now at the town office.

B. Re-valuation numbers regarding the effects of not keeping up with state valuation estimates are being formulated with the assistance of the budget committee chair. Kelly and Tom have started the process and will update the board as progress is made.

C. Kelly has been in touch with a realtor regarding 97 Whippoorwill Rd. There are a couple options to move forward. Rick had a couple questions after being absent from the last meeting where this was discussed. Kelly briefly noted the town could spend money vs not spending a penny to make any changes. See Unscheduled business for further discussion.

3.2 Transfer Station

A. John has noticed the start of the slower season since the last meeting. The paper bin was taken/emptied this week.

B. There was one bulky bin that was emptied this week.

C. the metal removed from the transfer station this week.

D. The swap shop had 295 items taken this week for a total of 9361 items taken so far this year.

E. John and the team have issued 6 more stickers for a total of 3099 stickers so far.

F. Gary asked if there was any progress with the DEP discussion. John has been working on the report including the planned layout that will be sent to the DEP. As Rick pointed out, it's looking like this will be a project that will now need to be completed in the spring.

### 3.3 Code Officer/Plumbing Inspector

Steve was out with an injury and Kelly had approved him to give his report at the next meeting which will be on September 22, 2025, at 6:30 pm at the town office.

### 3.4 Road Commissioner

A. The grinding of trees and brush has continued on Wentzell Road, and the team will be headed to Maxwell Road next.

B. Commercial Paving is working on crack sealing Easy Street and will continue through town as needed. Please be cognizant of their presence.

C. Gary asked if there was a scheduled time to remove the bridge remnants from Old Mill Road as Winter is coming. Tom P. asked what the hold up was. Kelly said the excavator is currently involved in other projects.

### 3.5 Fire & Rescue

A. The Fire and Rescue department continued training with watercraft over the last few weeks as noted by Chief Sherman in the last couple of meetings. There have been numerous calls received by the office staff.

B. Gary would like to see the bushes trimmed from around the stumps that remain on the lawn. Elton asked if the stumps would be removed soon. As discussed previously the person is doing the project for free and it is uncertain when it will be able to be completed. Chief Sherman will find out the status.

### 3.6 Emergency Management

There is another hurricane in the gulf that Chief Sherman is tracking. He will update if needed as the storm progresses.

### 3.7 Assessing Agent

Ellery had scheduled Thursday September 4, 2025 to prepare for this year's tax commitment; however, work he needs from his team wasn't caught up in time for him and he rescheduled his visit to this coming Wednesday September 10, 2025, and should be able to get the commitment numbers done then.

Gary asked if there was a final number for the undesignated surplus yet. Kelly does not have one yet. Kelly believes he should have the number for the first week in December.

### 3.8 Other Town Committees

A. Toby was in attendance via Zoom, on behalf of the Road Committee. He presented the map(s) he has been working on through Zoom. He has been doing lots of work already and is happy to alter or make more as requested. He is looking for a completion date of October. The office staff will be able to use these for calls coming in, they can be written on with dry erase and will be very helpful with multiple aspects of road maintenance.

B. Woodbury Pond Park is closed now; the park's end-of-season weekend was this past weekend. It will reopen around June 15, 2026. Tom P. asked if there was ongoing maintenance. Kelly will be presenting that plan and budget in the spring.

## **4.0 Scheduled Business**

### **4.1 Community Resilience Grant presentation – Grainne Shaw, KVCOG**

Ms. Shaw is a resident of Litchfield who works for KVCOG and was present at the meeting to inform the Selectmen how she and her department could help with grants for the community. Her background has been in risk reduction and emergency management. There are programs through the state, based off the climate action plan. There are 92 actions covered, with no match required, up to \$75,000.00. Just a few of the submissions that might work in Litchfield are as follows:

They could help with the senior center upgrades, fire station upgrades that could help make the building a warming/cooling center, a debris management plan, dam committee improvements, improvements to the transfer station, possibly help with the park on Whippoorwill Road. Ms. Shaw spoke of a 2<sup>nd</sup> grant that could help, called the Trail Bond that is \$250,000.00, with a 10% match (90/10 split). Also, there is an infrastructure adaptation grant. She has more training coming for flood plain management training, she will then have a legal blessing to update flood plain ordinances.

### **4.2 Smithfield forester and timber harvest contracts**

Gary asked if the legal representative has read the contract yet. Kelly will make sure they review it. The program coordinator would like to move forward as the 4<sup>th</sup> graders will be participating with the program as scheduled, so Kelly has told him to go ahead. There was a motion made by Tom P. to approve the Smithfield Timber Harvest Contract with adjustments to come if necessary. This was seconded by Rick, vote 3-0.

### **4.3 Committee Appointment Policy**

Kelly typed this up as discussed at the last meeting. Gary pointed out adjustments that Kelly made after it was pointed out via email.

There was a motion made by Tom P. to approve the Board and Committee's Policy. This was seconded by Rick, vote 3-0.

### **4.4 Schedule personnel policy workshop**

Workshop to be held Thursday morning at 10:30 am September 11, 2025, at the Town Office. Kelly will be sending out a reminder once the date gets closer.

### **4.5 Schedule 2025 Property Tax Commitment**

This has been scheduled for the same time as the Personnel Policy Workshop.

## **5.0 Unscheduled Business**

### **5.1 97 Whippoorwill Rd.**

Rick was absent at the last meeting where the State's new policy was discussed and means they take the money left from the sale of any property and put it in the State's unclaimed funds account in case someone comes forward to claim the funds.

Option 1: is to sell as is, spending no money on the property at all.

Option 2: basic clean up (blood in hallway), turn on the water and heat.

Realtor said worth \$100,000.00 as is, this would cover the taxes which are roughly \$8,000.00.

Gary said he would rather sell the property as is, Tom P. agrees with Gary. They both would rather just collect the taxes owed and see someone get the property and be done with it.

Gary is however willing to spend money to try and find an heir, especially if it's needed before the sale can move forward.

## **6.0 Appointments/Resignations**

### **6.1 Resignation from Conservation Commission – Dian White**

There was a motion made by Rick to accept Dian White's resignation from the Conservation Commission with regrets. This was seconded by Tom P., vote 3-0.

## **7.0 Warrants**

7.1 Town Warrant #5 \$569,001.37 (of which \$402,366.38 is for RSU4) There was a motion made by Rick to approve Town Warrant #5 in the amount of \$569,001.37 (of which \$402,366.38 is for RSU4). This was seconded by Tom P., vote 3-0.

### **7.2 Town Payroll #5 \$43,197.73**

There was a motion made by Tom P. to approve Town Payroll #5 for \$43,197.73. This was seconded by Rick, vote 3-0.

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

8.1 Rayna was asked for an update on the fair. She said it was pretty good although the storm(s) did hurt, especially Saturday evening. Also, there was a group of deaf and hard of hearing with interpreters that came this year. This was the first time in the state for a fair to have such a group attend and put together a plan for the attendees.

## **9.0 Future Agenda Items**

### **9.1 Maps and dirt road road maintenance schedule – Road Committee (9/22)**

Gary wanted to make sure the maintenance schedule is a top priority. The Road Committee's next meeting is on the 17<sup>th</sup> at 6:00pm and Kelly will make sure they know the assignment.

## **10.0 Adjournment** at 7:43 pm

Respectfully submitted by Angela Parker