

**Borough of Litchfield
Board of Assessment Appeals
May 14, 2013**

A Meeting of the Board of Assessment Appeals held at the Borough Office and Meeting Center, 28 Russell Street, Litchfield on Tuesday, May 14, 2013 at 5:15 PM.

Present were:	Lee Losee	Warden	Elisa Bauer	Burgess
	Martha Bernstein	Burgess	Jennifer Cherosnick	Burgess
	Jonathan Wilson	Burgess	Judy Elliott	Tax Collector
	Nancy Southard	Treasurer		

Oath of Office

The Clerk administered the Oath of Office to the following Board members on Tuesday, May 14, 2013:
Elisa C. Bauer, Martha D. Bernstein, Jennifer Radley Cherosnick, and Jonathan B. Wilson.

Mr. Losee called the meeting to order at 5:20pm.

A Motion was made and seconded to adjourn the meeting. Mr. Losee adjourned the meeting at 5:40 PM.

Borough of Litchfield
BOARD OF WARDEN & BURGESSES
Regular Meeting
May 14, 2013

A Regular Meeting of The Board of Warden and Burgesses was held at the Borough Office and Meeting Center, 28 Russell Street, Litchfield on Tuesday, May 14, 2013 at 5:30pm.

Present were:	Lee Losee	Warden	Elisa Bauer	Burgess
	Martha Bernstein	Burgess	Jennifer Cherosnick	Burgess
	Jonathan Wilson	Burgess	Judy Elliott	Tax Collector
	Nancy Southard	Treasurer		

Also present were Oren Boynton, Bill Burgess, Ryan Flynn and John McKenna.

Mr. Losee called the meeting to order at 5:40pm.

A motion was made and seconded to change the order of items III and IX on the agenda, and to add Tax Collector Report and Requests after item III.

The Board also wishes to thank outgoing Burgesses Peter Gay, Diane McAlpin and Dirk Patterson for their service to the Borough.

Annual Appointments by the Board for Clerk, Treasurer, Tax Collector, Auditor, Assessor, and Borough Attorney: Tabled to the next meeting.

Tax Collector Report and Requests

1. Ms. Bauer made a motion to approve obtaining at least one fire proof cabinet as required by state statute for storing tax documents. Ms. Bernstein seconded the motion which passed unanimously.
2. Ms. Elliott asked the Board to consider an ordinance excusing the issuing of refunds under \$5. This item was tabled to the next meeting.
3. One Burgess needs to volunteer to check the checkbook, per the Borough auditor's request. This item was tabled to the next meeting.
4. Ms. Elliott discussed a new regulation which states that a Notice of Foreclosure must be sent out with every Notice of Intent to Lien. This item will be discussed further at the next meeting.

Election by Burgesses of Senior Burgess and Next Senior Burgess

Ms. Bernstein nominated Gerard Perusse for Senior Burgess. Mr. Wilson seconded the motion which was unanimously approved.

Mr. Wilson nominated Ms. Bernstein for Next Senior Burgess. Ms. Cherosnick seconded the motion which was unanimously approved.

Public Requests/Comments

Bill Burgess, 34 Hutchinson Parkway, Litchfield, to request concurrence of the Board for shared use of Center School parking lot by the Gallery on the Green and the Community Celebration at Plumb Hill Playing Fields, on June 8, 2013 from 9:30am to 12:30pm. Volunteers would be present to manage parking. Photos were submitted. The Board agreed that if the Junior Women's Club doesn't have any issues with this, there should be no problem.

Approval of Minutes

Ms. Bauer made a motion to approve the minutes of the April 9, 2013 Regular Meeting as read. Ms. Cherosnick seconded the motion which was unanimously approved.

Ms. Bauer made a motion to approve the minutes of the April 26, 2013 Special Meeting as read. Ms. Bernstein seconded the motion which was unanimously approved.

Board of Warden and Burgesses acting as the Borough Board of Finance

1. A letter detailing recommendations from the former Finance Committee Chairman was reviewed.
2. Ms. Bernstein made a motion to approve the proposed 2013-2014 budget of \$264,850, pending resolution of the Borough Days item. Ms. Cherosnick seconded the motion which was unanimously approved.

Committee Appointments by Warden

Members will review the list of Committees and discuss further at the next meeting.

Warden's Report/Requests

1. Litchfield Historical Society request to use the East Green on May 25th from 12-4pm, July 4th from 2-4:30pm, July 22-26th from 9:30am-12:30pm, and August 12-16th from 9:30am-12:30pm. Ms. Bernstein made a motion to approve the Historical Society's request for these dates. Ms. Bauer seconded the motion which was unanimously approved.
2. MS Walk request for banner for 2014: The Board stated that hanging banners over West Street is not acceptable due to utility issues, and that lawn signs (other than political signs) on public property are prohibited by Borough ordinance. The Board would like to discuss the request with the applicant at a future meeting.
3. The Torrington Area Health District is requesting that a Borough Board representative attend meetings four times a year at the Torrington office. This will be discussed further at a future meeting.
4. The Board needs to find people to be appointed to vacancies on the Historic District Commission.

Old Business

The 2013 meeting schedule was reviewed. The Board discussed changing the meeting time. No motions were made.

New Business

There was no new business.

Treasurer's Report and Payment of Bills

Ms. Bernstein made a motion to approve the May expenditures of \$8,804.04. Mr. Wilson seconded the motion which was unanimously approved.

Adjournment

A Motion was made and seconded to adjourn the meeting. Mr. Losee adjourned the meeting at 7:35pm.

Alissa Bumstead, Clerk