

The Board of Warden & Burgesses of
The Borough of Litchfield
Regular Meeting Minutes January 13, 2026 at 6:00 p.m.
at the Borough Office, Pilgrim House, 21 Torrington Road, Litchfield, CT.

Present: Gayle Carr, Warden; Wolf Boehme, Senior Burgess; Elisa Bauer, Next Senior Burgess; William Buckley, Burgess; Rebecca Parilla, Burgess; Clerk and Nancy Southard, Treasurer.

Absent: Dirk Patterson, Burgess

Agenda:

I. Call to Order.

The Meeting was called to order by G. Carr at 6:04 pm.

II. Approval of the Minutes:

A. Approve Minutes of December 9, 2025 Regular Meeting

Motion: W. Boehme moved to approve the Minutes of December 13, 2025 with corrections, R. Parilla second. 1 Abstention and 4 in favor, Motion approved.

III. Communications

a. Request by Historic Preservation Trust

Email Communication from H.P.T (Historic Preservation Trust) to use our meeting room for their meetings. The Board stated that they could not accommodate the request but gave suggestions.

b. Email from Rich Morin questioning why his emails were not answered. G. Carr advised that the emails were never received, and found that the contact button on the website was not working. It has since been corrected.

c. Patricia Peiffer asked if HDC 106 Review would be discussed, and was advised that it was on the Agenda.

d. Wendy Simoncelli-HDC Chair has advised that the HDC will request to be a consultant in the 106 Review.

e. Complaint letters have been sent to property owners at 41 and 50 North Street in reference to snow removal not done.

IV. Public Participation:

a. Applicants

1. America 250

Alice Ridgeway, representing Litchfield Patriots, advised the Board information from Mat Wheeler regarding the stone placement. A. Ridgeway will present an application to HDC with a letter from the Agency from us for the stone placement. She also shared that they will be applying for a Seherr Thoss grant and will need a Letter of Agency from us to accompany their application.

Flag Pole-Discussed Betsy Ross Flag to remain up from Memorial Day to Labor Day.

Events on the Green will include 9/12 Dedication of Monument and 7/4 Celebration.

L. Hillman discussed 6/27 Fife and Drum Event, they will pursue insurance requirements and will be submitting to BOL and HDC for approval.

2. Walk a Mile in Her Shoes

Application received from Gina Devaux, same as last year. Event will be on 5/17/26 from 9:00 am-11am (set up and clean up 7 am- 12 pm) expect approximately 200-250 people.

Motion: W. Buckley moved to approve the application subject to receiving the insurance certificate, W. Boehme second. All in favor, Motion approved.

3. Litchfield Marketplace on Green

Craft Fair in June 2026, previously approved. Michelle Tetreault emailed questioning if event insurance covers all the vendors. G. Carr will reply that they should check if their event insurance covers all vendors, if not each vendor will need a certificate.

b. Public Comment

None

V. New Business:

a. Audit - Invited Clermont Associates

Review of Annual Financial Report was presented and discussed by Clermont Associates.

b. DOT/

Discussion to become a consultant for the HDC 106 Review.

Motion: W. Boehme moved to request the Borough to be listed as a consultant for the HDC 106 Review, E. Bauer second. In favor of R. Parrilla, W. Boehme and E. Bauer. No, W. Buckley.

c. Joint Meeting with Town Board of Selectmen

A proposed date was 3/31 at 6 pm at the Borough's office. G. Carr will contact D. Rapp for verification of the date and agenda items the Borough would like to address.

VI. Old Business:

a. ARPA Funds

Done with funds

b. Codebook Review

R. Parilla discussed the need for members to review and make suggestions. She will contact Harmony Tanguay (website administrator), for her assistance in converting the text to type format. She will then send the corrections to members for input. Discussed future printing needs.

c. Committee Updates

No Update

d. Budget

No Update

i. Payment of Tax Collector's Bond-Bills

e. Sidewalks

W. Buckley reported discussions with W. Boehme, R. Alexe and Cardinal. They will be developing a plan for annual sidewalk inspections, rating of walks, standard specs and contacts for future bid processing and a 10 year plan.

f. Trees

No Update

g. Beautification

No Update

h. Website

Previously stated the in-box has been fixed.

VII. Warden's Report & Requests (Police, Info Booth Repair)

G. Carr shared that the As Built drainage on East Green will need to be filed in the Borough's office.

VIII. Tax Collector's refund requests/recommendations: if any.

None

IX. Treasurer's Report: a. Monthly Financial Statements, Payments of Bills, and Treasurer's requests, if any.

N. Southard thanked the Board for the flowers that were sent for her recovery from surgery.

W. Buckley moved a Motion to pay the bills in the amount of \$22,861.42, second by W.

Boehme. All in favor, Motion approved.

X. Adjournment.

Adjournment: A Motion for adjournment was made by W. Buckley and second by W.

Boehme. All in favor, Motion approved. Meeting Adjourned at 9:08 pm: G. Carr, Warden