

The Board of Warden & Burgesses of  
The Borough of Litchfield  
Regular Meeting Minutes March 10, 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; Dirk Patterson, Burgess (via zoom);  
Olga Rella; Clerk and Nancy Southard, Treasurer.

**Agenda:**

I. Call to Order.

The Meeting was called to order by G. Carr at 6:08 pm.

II. Approval of the Minutes:

A. Approve Minutes of February 10, 2026 Regular Meeting

**Motion:** W. Boehme moved to approve the Minutes of February 10, 2026 with corrections, W. Buckley second. D. Patterson abstained. All in favor. Motion approved.

**Motion:** W. Boehme moved and W. Buckley second to add this item to the agenda to discuss Glenn Hillman's Term HDC term is up and he is willing to be reappointed. D. Patterson said no to adding the item to the agenda. The rest in favor. Motion approved.

III. Communications

a. Received notification of eligibility for LOCIP grant.

IV. Public Participation:

a. Applicants

1. America 250

- Alice Ridgeway, representing Litchfield Patriots, asked if the BOL Board would be interested in becoming a partner and donate \$1,000 towards the Revolutionary War Monument Plaque to commemorate America 250.

**Motion:** W. Buckley moved to authorize and commit \$1,000 from this year's contingency budget to become a partner with the Litchfield Patriots to help fund the Revolutionary War Monument Plaque to commemorate America 250. R. Parilla second. All in favor. Motion approved.

2. American Legion Morgan Weir Post #27

- Application from James F. Amrich from the American Legion Morgan Weir Post #27 for the Memorial Day Parade and Ceremony "America 250" on May 25, 2026 from 10 am to 11:30 am on North Street and end at Center Green. Wreaths will be placed on all monuments, and a military flyover was requested.

**Motion:** W. Buckley moved to approve the application by the American Legion as modified with the monument print out instead of the yard sign. W.

Boehme second. All in favor. Motion approved.

3. Application from Renee Betar on behalf of the Litchfield Economic Development was received via email on Monday March 9, 2026.

- EDC is requesting permission to open the Information Booth on the Green from May 1, 2026 to November 1, 2026 on Thursdays through Mondays from 10 am to 4 pm.

**Motion:** W. Buckley moved to approve as presented, W. Boehme second. All in favor. Motion approved.

b. Public Comment

None

V. New Business:

a. LoCip

Grant certification for \$1,800. It was placed in a holding account and it will be disbursed as needed. Grant can be used for replacements. W. Boehme will submit the Local Capital Improvement Program Grant Certification. The need for repairs on the Flag Pole on the Green was discussed. W. Buckley and W. Boehme will look at what the Flag Pole needs and report back to the Board.

b. Update on FOI Inservice

G. Carr reported that E. Bauer, L. Losee, and R. Ryle attended. Some information has changed and will remind everyone that reply all is never an option, save Board business for the meetings. G. Carr will try to get them to come and do a presentation for BOL and HDC.

c. Glenn Hillman's Term

HDC Glenn Hillman's term is up and he is willing to be reappointed.

**Motion:** E. Bauer moved to appoint Glen Hillman for a term of 5 years expiring in 2013. W. Boehme second. W. Buckley-No and the rest in favor, Motion approved.

VI. Old Business:

a. Derwin - Borough Property Boundaries and Splits

W. Boehme reported that he found 2 different maps in the office but neither was precise enough to determine the split boundaries. It is not clear if Andrea Derwin's property falls in the BOL boundaries. D. Patterson said that her building is outside of the BOL. G. Carr will get back to Andrea Derwin and inform her that the Board determined that her property is not in the BOL.

b. Codebook Review

R. Parilla reported that they will have a report at next month's meeting.

c. Committee Updates

**i. Budget**

W. Boehme reviewed the proposed budget with the Board. G. Carr is concerned about insurance costs going up. She will reach out to the insurance company to check on the rate for next year. W. Boehme proposed a 2% increase for all but BOL Clerk since it was increased in January 2026.

**ii. Sidewalks**

G. Carr and W. Boehme discussed adding a notice in the tax bills regarding the responsibilities for people who own property abiding a sidewalk with a QR code accessing the code book.

W. Buckley reported that he will submit waiver forms for approval. W. Boehme and W. Buckley will meet with Raz Alexe to see his list of inspector fees. Bids will be

submitted as a split or all together with State and Town Rd. and East Street, North Street and South Street in separate bids.

G. Carr is concerned about the condition of the bricks, W. Boehme and W. Buckley to walk and access what needs to be repaired.

**iii. Trees**

G. Carr will follow up with Brian

**iv. Beautification**

The Board had a discussion regarding the Island on the corner of North and West Street and South Street. Does the Garden Club maintain it?

**v. Website**

No Update.

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

- G. Carr reported that J. Elliott will be out for medical and would like to send her flowers.
- G. Carr discussed the date for the meeting with the 1st Selectman will be after May 12.
- N. Southard shared that Oren K. Boynton passed away. He served on the BOL Board for many years.

**Motion:** R. Parilla moved to donate to the Litchfield Ambulance Association a donation of \$500 to be paid out of the contingency budget in honor of Oren K. Boynton. All in favor. Motion approved.

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.

W. Boehme moved a **Motion** to pay the bills in the amount of \$18,372.80, second by W. Buckley. D. Patterson abstained and the rest in favor. Motion approved.

X. Adjournment.

Adjournment: A **Motion** for adjournment was made by W. Boehme and second by E. Bauer. All in favor. Motion approved. Meeting Adjourned at 8:24 pm: G. Carr, Warden