

The Board of Warden & Burgesses of
The Borough of Litchfield
Regular Meeting Minutes April 14, 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 6:04 pm.

II. Approval of the Minutes:

A. Approve Minutes of March 10, 2026, Regular Meeting

Motion: E. Bauer moved to approve the Minutes of March 10, 2026 with discussed corrections, R. Parilla second. All in favor. Motion approved.

III. Communications

- a. G. Carr sent letter to Ms. Cowell in reference to the sidewalk repair proposal for #73 North Street.
- b. G. Carr sent letter to Mr. and Ms. Champalimaud regarding their contractor removing Borough's bituminous concrete sidewalk during a construction project.
- c. G. Carr received an email from Cleve Fuessenich to request permission to plant a tree on the Green and call it "Liberty Tree" with a plaque on 4/19/26. The Borough's Board discussed this request and decided that the tree would be very nice, but they can't allow a plaque.
- d. G. Carr received an email from Brian Malarkey who repaired the defective Sternberg fixture in front of the Post Office at no cost because it was still under warranty.
- e. Received a formal complaint from Susan Pollock in reference to a dog that tried to attack her dog. The Board shared that they have no authority over this issue.
- f. G. Carr received an email from Patricia Peiffer in response to Litchfield proposed traffic plan PP073-0018 from DOT. This email was too lengthy to review during the meeting. Board members can review it.

IV. Public Participation:

a. Applicants

1. America 250

None

2. Litchfield Farmers Market

- Application from Kay Carroll to renew the Farmer's Market on Center School property peddler license as in the past, no change, outdoor for summer. Will need to provide us with a certificate of insurance.

Motion: W. Boehme moved to approve the application by the Litchfield Hills Farm -Fresh Market contingent on receiving a certificate of insurance, W. Buckley second. All in favor. Motion approved.

3. Litchfield Hills Road Race

- Application from Beth Murphy for the Litchfield Hills Road Race on 6/13/26 from 6 pm (for set up) to 6/14/26 at 6 pm to begin and end on the

Town Green. Street closing will be required; everything is the same as last year.

Motion: W. Boehme moved to approve subject to providing a certificate of insurance, R. Parilla second. All in favor. Motion approved.

- Received Certificate of Insurance from the Fife & Drum concert/performance on 6/27/2026.

b. Public Comment

- Patricia Peiffer spoke about the response to the Litchfield proposed traffic plan PP073-0018 from DOT. She would like to know the feelings of the residents and requested a sign audit. G. Carr shared that she had reached out about the signs popping up. Patricia asked the Board to have a sense of urgency about the signs and to request from DOT “no through trucks” and to consider bringing this up. She also asked if it was possible if the Borough Board would have comments for DOT.
- Patricia Peiffer asked the Board about the protocol for the approval for the donation of \$500 to the Litchfield Ambulance in memory of Oren K. Boynton. She would have liked if this money was used in the Borough and asked if this item was on the agenda for opportunity for public comment.

V. New Business:

a. Ambulance Building

- D. Patterson shared that there will be some expenses to maintain the Litchfield Ambulance building such as utilities and insurance. G. Carr shared that they will not be out of the building until the end of the year.

b. Joint Meeting with Board of Selectmen

- G. Carr received an inquiry to choose a meeting date for the Meeting with the Board of Selectman. After discussing all the alternatives, the Board decided on a tentative date of 6/16 at 6 pm.

VI. Old Business:

a. Municipal Rainy-Day Fund

W. Boehme would like to get away from this name and suggested the left-over funds go into an unassigned funds balance and then move into the reserved funds.

D. Patterson disagreed with this suggestion. W. Boehme suggested putting \$50,000 towards the reserved funds. D. Patterson stated that to comply with the general statute, reserved funds can't be spent without a separate special meeting of the legislative body to move the money. He suggested keeping most of the money in the unassigned fund and moving the money into reserve properly. He added that it is not an expenditure, it's transferring funds, not a line item. G. Carr shared that she had a discussion with Steven Byrne in a letter about the law. She asked D. Patterson to speak to the auditor, David Cleremont, about the logistics of the use of the money and to put together a check list. b. Codebook Review-Contract prices for budget

R. Parilla and D. Patterson reported on the proposals for a revised Codebook, General Code and Civil Plus. They are going to put together a spreadsheet to compare the two proposals by the 1st week in May. G. Carr suggested using the Legal Code and Consulting line for the cost of \$10,000 each year. G. Carr asked R. Parilla to send the spreadsheet to Olga so that she can send it to the Board for review prior to the May Meeting.

c. Committee Updates

i. **Budget**

W. Boehme reviewed the proposed budget changes with the Board. He increased the

Snow Removal and Sanding budget by \$2,000 since we were over budget this year. He said that the Walk/Repairs will cover the inspection costs, which could be close to \$100,000. G. Carr asked W. Boehme and W. Buckley to identify which sidewalks are trip hazards and need to be fixed. W. Buckley shared that they will be buying the bituminous concrete directly from O&G like the Town does. W. Boehme increased the budget for Trees & Green Improvements by \$1,000 to help with the Flag Pole repairs and Office/Rent/Utilities by \$9,200 to cover the cost of the Ambulance building. G. Carr thought that was too high and suggested lowering it to a \$8,500 increase instead. R. Parilla suggested doing a walkthrough of the Ambulance building, W. Buckley agreed it would be a good idea. R. Parilla suggested leaving the increase as is since we don't know what to expect. G. Carr suggested reaching out to the insurance company, W. Boehme will call the insurance agent. Board agreed to make no changes to this budget draft.

ii. **Sidewalks**

G. Carr asked W. Boehme and W. Buckley to identify which sidewalks are trip hazards and need to be fixed. W. Buckley shared that they will be buying the bituminous concrete directly from O&G like the Town does. W. Buckley reported that he is still waiting for approvals to then go to bid. Jim from HLC will identify the highest priorities. G. Carr shared that HDC certificate of properness is to replace as it currently is.

Motion: W. Buckley moved and W. Boehme second, to authorize W. Buckley and W. Boehme to contract for repairs and replacement of sidewalks within the Borough of Litchfield with bituminous concrete, not to exceed \$88,000. All in favor. Motion approved.

G. Carr shared that a proposed letter of notice will be sent with the tax bills.

iii. **Trees**

G. Carr may apply to the Green Conservancy; the BOL is running out of money this year. G. Carr shared that another car hit a tree on the Green. B. Roe determined that the tree is sound.

iv. **Beautification**

Plantings in front of Town Hall. Paul will trim shrubs on the island on North Street.

v. **Website**

G. Carr reported that we had a virus and the website went down, Harmony fixed it.

VII. Warden's Report & Requests (Signs)

- G. Carr reported that she asked M. Plaffinger about the sign that appeared, the Town did not install it.
- G. Carr reviewed the lease renewal and made one change to it.
- Annual meeting to take place June 2 at 5:45 pm.

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. Buckley moved a **Motion** to pay the bills in the amount of \$16,487.01 second by E. Bauer. 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 8:25 pm: G. Carr, Warden