

The Board of Warden & Burgesses of  
The Borough of Litchfield  
Regular Meeting Minutes May 12, 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 6:00 pm.

II. Approval of the Minutes:

A. Approve Minutes of April 14, 2026, Regular Meeting

**Motion:** W. Boehme moved to approve the Minutes of April 14, 2026 with discussed corrections, W. Buckley second. D. Patterson abstained, the rest in favor. Motion approved.

III. Communications

a. G. Carr sent a letter to Petraroia Deli and West Street Grill in reference to completing the Outdoor Dining Permit Application and Hold Harmless Agreement to the Borough. G. Carr reported that Petraroia Deli complied.

b. G. Carr sent a letter to O&G Industries to facilitate the opening of an account for the Borough and allow Jim Harrison from HLC Excavation LLC to obtain bituminous concrete on our account.

c. G. Carr sent a letter to Lex-Litchfield LLC in reference to 15 West Street, Litchfield, CT, regarding gaps that exist between the granite edging and the pavers on where the driveway crosses the sidewalk that abuts this property. G. Carr asked them to contact B. Buckley to discuss the safety issues.

e. G. Carr was copied on an email from D. Patterson answering S. Byrne in reference to a capital improvement account of the Borough of Litchfield.

IV. Public Participation:

a. Applicants

1. America 250

A. Ridgeway representing America 250 had a few questions for the Board. She asked about food on the Green, can they sell it or give it away free? G. Carr said they would have to file an application.

A. Ridgeway said they had concerns about the concert on the Green on July 8th and the reading of the declaration, G. Carr said not us.

She added that they are planning on placing flags in the merchants window boxes and the Garden Club flower baskets. The Board said no problem.

A. Ridgeway also asked about adding lighting to the rock and removing Hostas; it needs HDC approval.

2. Doda's Ice Cream

Received Peddler License Application for Ice Cream truck to sell soft serve ice cream and novelties on the Green during summer concerts. The Board discussed other businesses selling Ice Cream on their property, and should not compete.

**Motion:** W. Boehme moved to reject the application from Peter Duda for his Ice

Cream Truck, Elise second. All in favor.

b. Public Comment

None

V. New Business:

a. Penalty for Violation of Sidewalk Ordinance Following Notice - West Street Grill

The Board discussed how to proceed, it was decided to have S. Byrne Esq. to send a letter to West Street Grill to follow up on G.Carr's letter.

b. Lamppost Repair

Lamppost #11 was hit by a plow on the corner of South Street. W. Buckley took a look at it and said it could be repaired. G. Carr to get a price for the repair from B. Malarky and J. Harrison.

C. Curbing on Green

E. Adams from CT DOT, emailed R. Alexe stating that they will be paving Rt. 63 this year between 6/15-6/29/26. They were wondering if the Town of Litchfield would be interested in replacing the deteriorating Granite curb on either side of the Green.

W. Buckley will look at it with J. Harrison with HLC, he will request for the State to fund it.

VI. Old Business:

a. Donation to Honor Oren Boynton, Former Warden and Board Member

**Motion:** W. Boehme 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, W. Buckley second. All in favor. Motion approved.

b. Codebook Review

R. Parilla presented to the Board 2 quotes to review the existing codebook. She shared with Board Members a spreadsheet comparing both quotes from Civic Plus and General Code. R. Parilla presented the strengths of Civic Plus and D. Patterson presented the strengths of General Code.

**Motion:** W. Boehme moved to go with General Code's quote as long as editing for inclusive language in the ordinances is included in the services paying in 2 \$10,000 increments. E. Bauer second. Motion was withdrawn by W. Boehme. The board decided to set up a special meeting to interview both companies with the people who actually do the work. R. Parilla will ask if she can get a project manager to attend. D. Patterson will contact the project manager from General Code. They will offer June 2, after the Annual Voters Meeting at 6:30 pm or June 8 at 5:30 pm.

c. Committee Updates

i. **Budget**

W. Boehme reviewed the proposed budget changes with the Board. He added \$200 to Telephone and Internet for Zoom. He also transferred \$50,000 from General Funds to the Reserve.

**Motion:** W. Boehme moved to approve the 26-27 Proposed Budget for publication, D. Patterson second. All in favor. Motion approved.

ii. **Sidewalks**

W. Buckley updated the Board and expanded sidewalk inventory and asked who painted the crosswalks, they are worn out and in need of painting.

G. Carr thanked W. Buckley for all his work with Cardinal. He shared the bidding process, Cardinal will split up the bids and will select the work. Will try to get Center School before school starts.

iii. **Trees**

G. Carr reported that the Elm trees are recovering and doing well. B. Roe from

Harwinton is going to take down the dead trees. They will do plantings in the fall, they will check the Evergreen on the Green as well.

iv. **Beautification**

None

v. **Website**

None

VII. Warden's Report & Requests (Joint Meeting with BoS, Farmer's Market, Notice re; Bills)

- G. Carr reported that will add an insert in the tax bills.
- G. Carr reported that she filed the final report on ARPA funds.
- Joint Meeting with Board of Selectmen on June 16 at 6pm at the Firehouse.

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

**Motion:** W. Buckley moved to refund \$283.98 to Jennifer Stevens and Isabel Touziet for tax refund, E. Bauer second. All in favor. Motion approved.

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

**Motion:** W. Buckley moved to move \$980 from Park Maintenance into Snow Removal to cover costs, W. Boehme second. All in favor. Motion approved.

**Motion:** W. Boehme moved to move \$154.12 from HDC Consulting and Enforcing to cover legal notice, E. Bauer second. All in favor. Motion approved.

W. Boehme moved a **Motion** to pay the bills in the amount of \$32,268.22 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. Buckley and second by W. Boehme. D. Patterson abstained. The rest in favor. Motion approved. Meeting Adjourned at 9:02 pm: G. Carr, Warden