

The Board of Warden & Burgesses of
The Borough of Litchfield
Regular Meeting Minutes June 9, 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; William Buckley, Burgess; Dirk Patterson, Burgess; 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. Approval of Minutes of May 12, 2026, Regular Meeting; BOL Annual Meeting June 2, 2026; Special Meeting of Legislative Body of Borough June 2, 2026 and Special Meeting of Board of Warden and Burgesses June 2, 2026.

Motion: W. Boehme moved to approve the Regular Meeting Minutes of May 12, 2026; BOL Annual Meeting June 2, 2026; Special Meeting of Legislative Body of Borough June 2, 2026 and Special Meeting of Board of Warden and Burgesses June 2, 2026 with discussed corrections, W. Buckley second. All in favor. Motion approved.

III. Communications

- a. G. Carr sent a letter to J. O'shea in reference to Borough Ordinance #95-3 that requires that property owners remove obstructions and encumbrances from their property that prevent safe public travel on the Borough's sidewalk.
- b. G. Carr sent a letter to J. and A. Bobko in reference to the Borough seeking to redesign and replace the sidewalks crossing in front of their property.
- c. G. Carr sent a letter to M. Sabella in reference to the Borough seeking to redesign and replace the sidewalks crossing in front of their property.
- d. G. Carr sent a letter to F. and K. Jennett in reference to the Borough seeking to redesign and replace the sidewalks crossing in front of their property.
- e. G. Carr sent a letter to J. Goewey and R. Merola to notify them of pending replacement of the sidewalk crossing in front of their property.
- f. G. Carr sent a letter to J. and G. Valle in reference to Borough Ordinance #95-3 that requires that property owners remove obstructions and encumbrances from their property that prevent safe public travel on the Borough's sidewalk.
- g. G. Carr sent a letter to J. and H. Wages in reference to Borough Ordinance #95-3 that requires that property owners remove obstructions and encumbrances from their property that prevent safe public travel on the Borough's sidewalk.
- h. G. Carr sent a letter to Estate of O. and E. Boynton in reference to Borough Ordinance #95-3 that requires that property owners remove obstructions and encumbrances from their property that prevent safe public travel on the Borough's sidewalk.
- i. G. Carr sent a letter to E. Wood Garber in reference to Borough Ordinance #95-3 that requires that property owners remove obstructions and encumbrances

from their property that prevent safe public travel on the Borough's sidewalk.

j. G. Carr sent a letter to M. Peloquin in reference to Borough Ordinance #95-3 that requires that property owners remove obstructions and encumbrances from their property that prevent safe public travel on the Borough's sidewalk.

k. G. Carr received an email from P. Peiffer to consider submitting a proposed letter to

CT Dept. of Emergency Management and Homeland Security requesting consulting party status for a Sec 106 Reviews for properties 69 West St and 85 West St. The Board decided to take no action.

l. G. Carr sent a letter to A. Steeves, CTDOT District 4 per Cardinal's request regarding

the Borough's responsibility for all construction, repairs and maintenance of sidewalks.

m. G. Carr received an email from J. Welch and asked if he needed a permit to play music outside in his driveway. The Board discussed that he did not need a permit.

n. G. Carr sent an email in regards to the Litchfield EDC opening of the Information Booth on the Green for the 2026 season. Coordinating will be done by M. Lafferty and C. Fuessenich.

o. G. Carr received an email from K. Carroll informing the Borough that the outdoor farmers market will be held in the Litchfield Firehouse parking lot, and they will no longer be at Center School.

p. G. Carr received an email with a complaint about the condition of the sidewalk by Center School. W. Boehme spoke to J. Harrison from HLC Excavating, it will be done by the end of the week.

q. G. Carr received an inquiry about powerwashing the benches on the Green. G. Carr will investigate where the Borough can have them cleaned.

IV. Public Participation:

Motion: W. Buckley moved to move up agenda item V-b. Monument Placement to IV-a-ii. Under America 250, W. Boehme second. All in favor. Motion approved.

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 brought certificates of insurance for the First Litchfield Artillery Regiment and the Litchfield Patriots for America 250 upcoming events. She also shared a sample of the flags they will be putting in flower boxes in front of the merchants.

2. Monument Placement

The Board asked that the Monument be placed in the north east quadrum of the Center Green.

3. West Street Grill-Dining Permit

Received letter from Attorney Bruce G. Temkin submitted the application for outdoor dining annual permit on behalf of Lou Food Service, Inc, owner of West Street Grill. The Board approved the application subject to the Borough being listed as an additional insured on their certificate of insurance and only if tables are right in front of the restaurant in accordance with the Borough of Litchfield Ordinance.

b. Public Comment

None

V. New Business:

a. Coordination with DOT for Placement of Granite Paving

W. Buckley shared that somebody will have to do a survey and that nothing has been worked

out. G. Carr asked W. Buckley to confirm with DOT to leave the granite where it is.

b. Properties at 69 West Street and 85 West Street-106 Review

Motion: W. Buckley moved and W. Boehme second to not do a 106 Review on properties

69 West Street and 85 West Street as planned. All in favor. Motion approved.

VI. Old Business:

a. Codebook Discussion Re: Possible Contract

The Board is waiting on presentations to make a decision.

b. Committee Updates

i. Budget

None

ii. Sidewalks

W. Buckley updated the Board on ongoing repairs and there was discussion of the number of areas that have eroded where water runs and needs backfilling. He also informed the Board that they are moving forward with DOT approval for Cardinal's plan. There was a discussion on hiring a surveyor to make a Map with specific Borough borders and that will define boundaries. D. Patterson to look into this.

iii. Trees

G. Carr reported that there have been multiple trees taken down and stumps grounded. Tree trimming still needs to happen. New trees will be planted in the Fall. D. Patterson will file an application with Litchfield Contingency to get trees planted.

iv. Beautification

None

v. Website

None

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

None

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.

Motion: W. Boehme moved to move from the Legal Code and Consulting line item, \$109 for Clerk line item, \$90.44 for Legal Notices line item, \$647.27 for Office Supplies line item, \$149.04 for Telephone and Internet line item, \$294 for Legal Notices and \$2,561 for Insurance for a total of \$3,850.75. W. Buckley second, all in favor. Motion approved.

W. Boehme moved a **Motion** to pay the bills in the amount of \$25,356.31 second by W. Buckley. All in favor. Motion approved.

X. Adjournment.

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

All in favor. Motion approved. Meeting Adjourned at 8:41 pm: G. Carr, Warden