

Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, September 8, 2026

Present: Gayle Carr, Warden; Wolf Boehme, Senior Burgess; Elisa Bauer, Next Senior Burgess; William Buckley, Burgess; Rebecca Parilla, Burgess; D. Patterson, Burgess

Also Present: Nancy Southard, Treasurer

Public: Paul Mordecai Rosenberg, Jessica Murray

- I. Call to order:** The meeting was called to order at 6:00 p.m. by G. Carr.
- II. Approval of Minutes:**
 - a. Motion to approve the Regular Meeting Minutes from August 11, 2026 made by W. Boehme with discussed corrections. Seconded by W. Buckley, unanimously approved.
- III. New Business:** Heritage Plan and Revision discussion – Presentation by Peter Viteretto
 - a. Peter Viteretto distributed and presented revised plans for consideration of changes to the East Green including berms, swales and infiltration system. Board members will review received information and discuss at the next meeting
- IV. Communications:** G. Carr noted a complaint regarding the advertising umbrellas situated at various restaurants around the Green and the possible need for intervention. Request from W. Simoncelli regarding Borough Volunteer recognition.
- V. Public Participation**
 - a. Applicants:
 - i. America 250: No request
 - ii. Park & Rec: Christmas Parade to be held on December 6th. Requesting use of Center Green and closure of Meadow St. G. Carr will request additional information and for Director to attend next meeting to discuss actual needs for this activity.
 - b. Public Comment: None
- VI. New Business:**
 - a. Borough Clerk: Resignation of current clerk, O. Rella received. Jessica Murray, Litchfield Resident presented herself to the Board for consideration to fill the position of Borough Clerk. R. Parilla moved to appoint Jessica Murray as Borough Clerk, seconded by W. Boehme, unanimously approved. G. Carr administered the Oath of Office to Jessica Murray, who assumed the position of Borough Clerk, to begin in October.
 - b. Borough Map: D. Patterson advised the need for an engineer to continue the project. He has contacted a local engineer but has not heard back. Will continue to interview and/or hire an engineer for the project and report back at the next meeting.

- c. Annual Borough Volunteer Recognition: Following discussion Board decided an annual recognition program is not needed however anyone at any time may present a candidate for consideration. G. Carr to present a letter of recognition and a gift certificate to a selected member at a future HDC Meeting.

VII. Old Business:

- a. Codebook Review: D. Patterson advised Norman Ambrose-Sauer will be the HDC representative on the committee.
- b. Heritage Plan and Revision Discussion: See P. Viteretto presentation.
- c. Approval of the Award for the Connectivity Grant Contract: A bid of \$751,000 was received from D. M. Hock, Enterprises LLC. This company is a DOT approved contractor, project it a 60 day and if approved will be able to commence by end of the month. A check would need to be presented to the TOL and then the funds would be transfer to the Borough for distribution for the project and G. Carr to review contact.
W. Boehme moved to authorize William Buckley and Wolfe Boehme to negotiate a contract with a D.M. Hock Enterprises LLC for the Borough Sidewalk Rehabilitation Project referred to by CT DOT as Project #170-3513GR in accordance with the bid submitted by D.M. Hock Enterprises LLC dated July 28, 2026 for a total of \$751,050 and based on the Authorization to Award provided by CT DOT to the Town of Litchfield via email dated Friday, September 4, 2026, under the understanding that CT DOT will provide \$800,000 to the Town of Litchfield which will then be transferred to the Borough of Litchfield as the source of funding for the project, and further authorizing W. Buckley & W. Boehme to negotiate with D.M. Hock Enterprising LLC regarding the purchase of bituminous concrete. W. Buckley second. Unanimously approved.
W. Boehm moved to authorize William Buckley and Wolfe Boehme to negotiate a Master Services Agreement with Civil 1 Engineering of Woodbury, CT. and to follow up that with negotiating a Task Order, not to exceed \$50.000, to engage Civil 1 to perform inspection services and contract administration services in support of the Borough's Sidewalk Rehabilitation project referred to by CT DOT as Project #170-3513Gr. Second D. Patterson. Unanimously approved.
- d. Committee Updates:
 - i. Budget: nothing to report at this time.
 - ii. Sidewalks: W. Buckley & W. Boehme continue work on Connectivity Grant project.
 - iii. Trees: nothing to report at this time
 - iv. Beautification: nothing to report at this time
 - v. Website: nothing to report at this time.

VIII. Warden's Report & Requests:

- i. Photo Shoot: Miles Partnership, a tourism marketing firm requested use of the Green and sidewalks on West Street. Aa Peddler License was not needed as no solicitation was occurring, although one was filed.
- ii. Audit: the annual audit will be done in November
- iii. Tree request was received from David Skonieczny, Jr. for a tree to be planted in memory of his father. This would be at his expense and in coordination with the Heritage Plan.
- iv. Request to add to future agendas Borough Burgess request.

IX. Tax Collector's refund requests/recommendation- none at this time

X. Treasurer's Report

a. Monthly Financial Statements, Payments of Bills, and Treasurer's request, if any.

Motion to approve the monthly bills in the amount of \$16,315.39 made by W. Boehme, seconded by W. Buckley. Unanimously approved.

XI. Adjournment.

Motion to adjourn made by W. Buckley, seconded by made by R Parilla at 8:45 pm. unanimously approved.

Respectfully Submitted:

E. Bauer
Next Senior Burgess