

FINALIZED

Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, May 10, 2022

Present: Gayle Carr, Senior Burgess and Acting Warden; Peter Vermilyea, Burgess; Roberta Witty, Burgess; Barbara Ellis, Burgess; Stephan Krucker, Burgess; Cassandra Simoncelli, Borough Clerk

Also Present: Nancy Southard, Treasurer, JodiAnn Tenney, Dirk Patterson.

I. Call to order: The meeting was called to order at 6:00 p.m. by G. Carr.

II. Approval of Minutes:

March 8, 2022 meeting- Barbara comments- old business sec. 7 #1 ARPA Ms. Ellis recommends picking one project. And also recommends creating a survey for residents' input. Section 2e- website second sentence recommendation to go with Dog and Pony due to proximity, accessibility, and cost, all other things being equal. Space between the word "a" and "motion". Change Stephen to Stephan.

Motion to approve minutes as amended: motion carried

April 12, 2022 Meeting Minutes- Correct Cindy's last name. Section 4a- second line West Green not lower green. 5C is \$1,200 not \$12,000. Sec. 6 subsec 2 Local Capital Improvement Plan sponsored by the state. Revision to amount of bills from \$27,915.96 change to \$30,915.96. Change Stephen to Stephan. Mr. Vermilyea motioned to approve as amended, Ms. Witty second. All in favor. Motion carried.

III. Acting Warden's Report & Requests

Information booth is leaking. Reaching out to companies for quote to fix.
Signs- Dana Bongiorno - Complaint about advertising signs on people's lawns.
Call from Denise Pratt-Mers - St. Michaels antique appraisal day requesting signs be posted.
Advertisement signs are not allowed in town.
Update: Warden can appoint members of the public to committees. Dirk has been appointed to the budget committee, sidewalk committee and beautification committee.

Communications

Email from Ms. Caron requesting a copy of the financial breakdown of the bills from prior meeting. It was provided to her.

Request by Patricia Brabant asking for information on sponsoring a bench on the Green.

Memorial day parade is a go. Gayle has reached out to ensure consistency with the code book.

IV. Communication

Letter sent to board of selectmen that was agreed upon at the last meeting.

V. Public Participation:

a. Applicants

Road Race- Sunday, June, 11, 2022 Application approved with the stipulation that signs not be hung anywhere on the Green, and nothing affixed to trees or poles.

Walk in Her Shoes- Sunday June 22, 2022. No dogs, no music, COI has been provided.

FINALIZED

b. Public Comment

Dirk Patterson relayed a complaint which he received regarding the Green and the lack of treatment for weeds.

VI. New Business:

a. Budget- Roberta provided the latest breakdown of the budget with updates and changes. Brief discussion regarding the formula for next months budget meeting. Recommendation of a 2022-2023 Annual Budget to Voters. Gayle motioned: On behalf of the Board of Warden and Burgesses acting as the Borough Board of Finance, to recommend an annual of Budget to the Voters in the amount of \$555,469. This reflects the two changes of: \$2400 to telephone and internet, and \$35,997 to legal/consultant line. Stephan seconded. All in favor. Motion carried.

b. Presentation/Discussion- JodiAnn Tenney Regarding Traffic Study Committee and Grant: Provided information regarding the study and survey that was conducted. \$100,000 dollars allocated through various funds for larger traffic study to conduct a larger scope of work, for the State to look at for their input. Suggestion made to look at Heritage Plan.

c. Code Review/Revision to address Sidewalk Patching Standards following homeowner or utility work. Discussion regarding the language that should be used to change the code. Suggestion made to come up with draft language to present at the July meeting. Suggestion made to add a provision that would state any homeowner who has to cut/disrupted the sidewalk for projects would be responsible for the repair of the sidewalk to the condition it was in or better. Cold patch would not be allowed with the exception of a temporary repair when it is not weather conducive to have the sidewalk properly fixed.

VII Old Business:

I. Communication with Residents- nothing to report

II. ARPA- Report has been filed for first amount to be utilized toward sidewalk.

III. Local Capital Improvement Plan- will need to be resubmitted for grant upon receipt of the estimates of the cost of repairs/replacement of sidewalks.

IV. Committee Updates:

a. Budget- Roberta update provided above.

b. Sidewalks and Monument- Peter provided an update. Discussion regarding the monument and the placement of where it should be in reference to the Heritage Plan.

c. Trees- Dirk to provide a name of someone to contact.

d. Beautification- Peter met with Paul and conducted a walkthrough and addressed concerns regarding damage to the Green from the Town's salting of the streets adjacent to the Green.

e. Website- Barbara- nothing to report at this time. Still searching for pictures for the website.

V. Heritage Plan Report- Dirk provided an update.

VI. Tax Collector's refund requests/recommendations: if any. None.

VII. Treasurer's Report:

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

Motion made by Ms. Roberta Witty to the pay the bills in the amount of \$17,846.24 as of May 10, 2022. Mr. Stephan Krucker seconded All in Favor. Motion carried.

FINALIZED

Motion made by Mr. Peter Vermilyea to move \$669.71 moved from contingency to Telephone and Internet. Seconded by Ms. Roberta Witty. All in favor, motion carried.

Motion to affirm payment to H.D. Sergur for insurance in the amount of \$3000 payment made by Mr. Peter Vermilyea and seconded by Mr. Stephan Krucker. All in favor. Motion carried.

VIII. Adjournment.

Ms. Carr motioned to adjourn at 8:53pm. Ms. Ellis seconded. Motion unanimously carried.

Cassandra Simoncelli, Clerk