

FINALIZED

Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, March 08, 2022

Present: Gayle Carr, Senior Burgess and Acting Warden; Peter Vermilyea, Burgess; F. Todd Johnson, Burgess [via zoom]; Roberta Witty, Burgess; Barbara Ellis, Burgess; Cassandra Simoncelli, Borough Clerk

Also Present: Nancy Southard, Treasurer, Stephen Krucker, Dan Parsens,

I. Call to order: The meeting was called to order at 6:02 p.m. by G. Carr.

II. Approval of Minutes:

Mr. Vermilyea moved to approve the minutes from February 8, 2022 with noted spelling corrections. Ms. Ellis seconded. All in favor. Ms. Witty noted a correction regarding the Litchfield Land Trust. Mr. F. Todd Johnson wanted it noted that he asked the two candidates if they were in favor of dissolving the borough to which Mr. Krucker said no, and Mr. Parsen said he was is in favor of dissolving the borough. Ms. Carr provided the written notes to Ms. Simoncelli for correction.

III. Communications

None to report at this time

IV. Vote on New Member to Borough Board of Burgesses

As Capacity as burgees Ms. Carr made a motion to appoint Stephen Krucker as a burgess to fulfill the vacancy. Todd seconded. Mr. Vermilyea and Ms. Witty- in favor of Mr. Parsen. Ms. Ellis in favor of Mr. Krucker. Mr. Todd Johnson in favor of Mr. Krucker. 3 for Mr. Krucker 2 opposed. Motion carried to appoint Mr. Krucker as a burgess. Ms. Simoncelli officially swore Mr. Krucker in.

V. Public Participation

A. Application

Request from K. Carroll- Farm Fresh Market to run for the 2022 spring/summer season. Motion to approve with the condition that the Farm Fresh Market compile with the previous 19 conditions made during previous seasons and comply with existing state, local, borough and school regulations including but not limited to alcohol etc. Conditional approval for the Farm Fresh Market to be held at the Center School with 19 existing and two new conditions. Ms. Carr moved to approve, Mr. Vermilyea seconded. All in Favor

Conditional approval given to the Litchfield Road Race and need to follow-up. Two issues- 1- cannot affix the banner across the road. 2- Requested a one day ordinance to allow open containers of alcohol to be consumed during the race. Approved.

Litchfield Art Festival- provided copies of their insurance policy from an event that was held at Litchfield High school. Generally do not apply for insurance polices until a month before the event is to be held. Deferred the decision to the Town for their approval or denial of event.

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B. Public Comment

Mr. Morin- question regarding the banners being used during the road race. Comment made regarding the boards lack of freedom of speech and questioned if this was the boards way of thinking going forward. January Meeting regarding the vote on the yellow ribbons and how much the attorney cost for the meeting.

Jim Brooks- spoke in favor of the ribbons.

Leslie Carin- comment made that the public has the right to know how much of their tax dollars has gone to paying the attorney.

Val Carin- spoke in favor of the ribbons.

Dan Parsens- purchased a code book and would like to meet regarding amendments to the codes and would like to review them. Also presented Code 301 of the code book a petition for a special election.

VI. New Business:

A. Board of selectman have set up a committee to investigate disbanding the borough committee.

B. Capital Improvement Plan through the State of Connecticut OPM up to \$18,408.00 in aggregate funds and is exclusively allocated solely to the borough. Capitol improvement plan should be created to plan from year to year what it is we want to do and how to do it. Be able to plan and budget allocated funds accordingly and appropriately. Begin to address this issue. Sidewalks and pavement, furnishing and equipment, veterans' memorials, public parks, planning of a municipal broadband, hazardous tree removal and trimming, conservation and development plans. Question asked if we should apply this year, or wait until next year when we can formulate a Capital Improvement Plan. Suggestion made to reach out to other municipalities to see what their Capital Improvement Plan entails regarding their template and how to approach. After research has been conducted hold a special meeting presenting the idea to the public. Ms. Witty volunteered to follow-up regarding researching Capital Investment Plans.

VII Old Business:

I. ARPA- 10 million standard allowance for any municipalities to be awarded for government services cannot be used to fund pensions, replenish rainy day funds, or reduce taxes. Categories called lost revenue easier for small municipalities to apply for and to spend on government services without showing any calculations. Any municipalities' standard allowance to use toward any government services which include any service traditionally provide by the govt. ie: sidewalk. Money is streamlined for reporting. Ms Ellis recommends picking one project and allocating all the money towards that one project to mitigate the hassle of picking what projects would be chosen and how much funds would be allocated to each project. Community input would be needed for this project in the form of a survey to the townspeople to see what project(s) the funds should be allocated for. Since we are a charter government we do not need to go through the town or the voters to gain the approval for the funds. Mr. Johnson agrees that it should be kept simple, sidewalks are the biggest concern, and the idea of a public poll that we are just asking for an opinion and to add own thoughts on what projects should be handled. Mr. Vermilyea agrees that the sidewalks may be the best use of spending funds. Suggestion made to go to Razz regarding what are the next steps and to obtain a quote for the project.

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II Committee Updates

a. Budget- Ms. Witty provided a working draft to the board of the current budget with total income and provided a breakdown and explanation of each line item and their purpose as it pertains to the borough. Discussion regarding bumping up funds in certain areas to account for the rising cost of living expenses. As well as lowering funds in other areas. Ms. Witty will make necessary changes to the budget and will review next meeting.

b. Sidewalks and Monument- Town in talks of using part of ARPA funds for sidewalks. DOT approval will be needed for reconstruction. Sidewalks are of utmost importance they are in complete disrepair. Engineering study should be completed to mitigate future issues. Issue regarding what the replacement materials would be. Currently cannot estimate a cost due to the plans being closed and the cost of materials going up. Peter will set up a walk around town to identify the most problematic areas that need to be addressed. Major spots that absolutely need to be fixed and handled with an understanding that moving forward we cannot allocate as much towards those areas. Ms. Carr will speak with Razz regarding what the benefits of obtaining an engineering plan would be and discussion of the sidewalk plan. Snow removal nothing to report.

Monuments- cannot get anyone to return a phone call or an email. Heritage plan does suggest moving the monument a considerable distance outside the parameters and would like to check with them as to why the drastic move. Paul Adams requested a walk-through of the green with both Mr. Vermilyea and Mr. Johnson.

c. Trees- Did some research and a recommendation was made to discuss appropriate trees Order will be place for 7-8 trees based on recommendation. Further discussion regarding what types of trees should be re-planted that would be in compliance with the Heritage plan..

d. Beautification- nothing to report at this time. Beacon light is in place with a significant difference.

e. Website- Ms. Ellis provided an update regarding the 3 companies in running. Ms. Carr motion to retain Dog and Pony Design to design the new website for the borough of Litchfield at a cost not to exceed \$2,500. Ms. Witty seconded. All in Favor. Mr. Vermilyea recused himself from voting.

III. Trash Receptacles for Borough-Update- Green buckets are gone, USA Hauling receptacles have been replaced with green trash cans and blue recycling buckets so that there should be plenty of room for trash. \$270 a month with 1 time weekly emptying of all 3 buckets. Paul will no longer have to empty and Todd will no longer to research a dumpster. Eversource embarking on a state-wide initiative at no cost to a changeover from premium decorative lighting to LED lighting fixtures. Lighting Fixtures are also addressed in the Heritage Plan as well. Application submitted to the HDC for their recommendation regarding the style of the lighting that should be used. Mr. Johnson will reach out to his contact at Eversource for suggestions.

IV. Heritage Plan Report- standing item to be revisited at each meeting. Discussed at length in above items.

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V. FOIA Workshop/Risk Management- Update- FOIA Workshop scheduled for March 23, 2022 at 6:30pm not a board meeting. Risk Management meeting will be April 14, 2022 at 6:30pm.

VI. Acting Warden's Report & Requests

Carry stopped carrying Insurances and will be getting new ones.

VII. Tax Collector's refund requests/recommendations: if any. None to report at this time

VIII. Treasurer's Report:

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

Motion made by Ms. Carr to the pay the bills in the amount of \$1,598.12 as of March 8, 2022. Ms. Witty seconded All in Favor. Motion carried.

IX. Executive Session- Pending litigation

9:35pm Mr. Vermilyea motioned to move into executive session. Ms. Ellis seconded. Motion unanimously carried.

10:16 pm Mr. Vermilyea motioned to move to regular meeting. Ms. Ellis seconded. Motion unanimously carried.

X. Adjournment.

Mr. Vermilyea motioned to adjourn at 10:17pm. Ms. Ellis seconded. Motion unanimously carried.

Cassandra Simoncelli, Clerk