

FINALIZED

Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, April 12, 2022

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

Also Present: Nancy Southard, Treasurer,

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

II. Approval of Minutes:

Minutes from 3-8-22 held over until next meeting

III. Communications

- a. Email from Cindy Berkin
- b. FOI inquiry by Mr. Rosenberg has been taken care of.

IV. Public Participation

A. Application

- a) Ms. Kinkade: Litchfield Part & Recreation- Block party on June 11, 2022 for use of lower green from 7pm-10pm. F. Todd Johnson motioned to approve the application. Peter Vermilyea seconded. Motion carried.
- b) Ms. Kinkade: Summer Concert Series. Barbara Ellis motioned to approve. F. Todd Johnson seconded the motion. Motion carried.
- c) Note regarding the previously submitted and approved application from K. Carroll- Farmers Market starting a week earlier than last year.

B. Public Comment

V. New Business:

- a. Communication with Residents: discussion regarding how questions should be addressed and responded to along with what goes on the website and how it is communicated. Discussion regarding coming up with a best process to use going forward. Roberta and Stephan will work on an outline.
- b. Town of Litchfield Request for Borough Representative to their Dissolve the Borough Committee: Borough will not participate in a committee with an agenda to disband as it is not in their purview.
- c. Laptop for Borough Clerk: Motion made by Barbara Ellis to look for a computer with in the budget of \$12,000 by Stephen Krucker and to be purchased by Nancy Southerland seconded by Peter Vermilyea.
- d. Earth Day: Gayle will reach out to Colleen for collaboration.
- e. Set Borough Budget Meeting/Election Question: Cover both issues on the same day to allow the town to vote. Borough Budge Meeting set for June 1, 2022 at 6pm at Litchfield Firehouse.

VI Old Business:

- I. ARPA- survey results received. Sidewalks received the most amount of votes. Motion made by F. Todd Johnson to allocate entirety of ARPA tranche one funds to sidewalk repair. Barbara Ellis seconded the motion. Motion carries.

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II. Capital Improvement Plan- Application created and submitted.

III. Committee Updates:

- a. Sidewalks and Monument- Peter and Gayle did a walk though with Jim Harrison (HLC Excavating), to see where the most hazardous sections of sidewalks are that need repair. Nothing to report regarding the monument at this time.
- b. Trees- Gayle spoke with a new guy in town David McGrath regarding what trees to purchase and plant to comply with the Heritage plan.
- c. Beautification- Todd Rescheduling walk through. Garden club would like to coordinate efforts around beautification. Todd will reach out to Northwest Conservation for a collaboration.
- d. Website- Barbara sent out website for mock up and feedback.
- e. Budget- Roberta provided the latest breakdown of the budget with updates and changes.

IV. Heritage Plan Report- covered in conjunction with the capital improvement discussion for the green.

V. Acting Warden's Report & Requests

None to report at this time

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

VII. Treasurer's Report:

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

Motion made by Mr. Peter Vermilyea to the pay the bills in the amount of \$27915.96 as of April 12, 2022. Ms. Ellis seconded All in Favor. Motion carried.

VIII. Adjournment.

Ms. Carr motioned to adjourn at 9:26pm. Ms. Ellis seconded. Motion unanimously carried.

Cassandra Simoncelli, Clerk