

FINALIZED

Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, June 14, 2022

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

Also Present: Nancy Southard, Treasurer, Hannah Jung, Ted Murphy, Laura Hillman, Dan Parsens, Rich Morin, Ed Fabri.

I. Call to order: The meeting was called to order at 6:04 p.m. by G. Carr.

II. Approval of Minutes:

Minutes of Meeting of 6/1/22 Annual Meeting- Motion to approve minutes with changes made by Mr. Krucker, seconded by Ms. Carr. 1-objection. Motion carried.

Minutes of Meeting 5/10/22 Regular Meeting- motion to approve the minutes as submitted made by Mr. Krucker, seconded by Ms. Carr. All in favor Motion carried.

III. Communications

FOIA complaint from Mr. Morin.

Jody Tenney finished the doodle. Monday, July 18, 2022 date is the set date for the joint meeting at 5:30pm. Location TBD.

IV. Public Participation:

a. Applicants

1- Consideration for use of Green from Hannah Jung regarding The Voice of Art. Seeking use of the Green on September 24, 2022 at 10am until September 25, 2022 at 5 pm for a fine art show on the green. Request includes Police, parking, and electricity. Barbara Ellis suggested sending out a survey to the business owners on the green for their input. Will get back to them in July with an answer. Ted Murphy spoke in favor of events on the green as a positive thing for the businesses. Reserving spots in front of businesses. Have vendor's park off-site (park behind town hall).

b. Public Comment

Mr. Morin- Comment regarding reserving parking at Town Green. When sending correspondence via the Website no notice given whether the email went through or not. Would like to see a representative from the borough board on the review committee. Question regarding discussion when voting for a Warden will happen. Agenda- pay increase for four people, who are the four people. Treasurer, tax collector, and clerk.

Mr. Fabri- Comment regarding sidewalks and materials- concrete vs. asphalt. Personal opinion is to go Asphalt as it will hold up a lot better than concrete.

Mr. Burke- Comment regarding Art Festival and parking and in favor of reaching out to the businesses on the green to reach out for their comment. Thinks the event would be great for the community. Agrees that parking could be tricky.

Ms. Carin- December 14, 2021 serious mistakes made at that meeting and made a complaint with the FOIA which led to a hearing. Carins did not get an attorney because it was pretty straight forward. Borough hired an attorney \$6,618 to go to trial on the boroughs behalf. If a mistake is made just admit it and go from there. Real communication needs to start happening with this board and the town. People should be able to have signs on green.

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Mr. Pearson- question regarding petition and who should be the one to drafted the petition.

Mr. Carin- enjoyed the Litchfield Road Race..

V. New Business:

- a. Proposal to re-appoint Wendy Simoncelli as a Commissioner to the Historic District Commission, term expiring in 5 years (2027) -Motion made by Ms. Ellis to re-appoint, Ms. Witty seconded. All in favor Motion carries.
- b. Set the Mill Rate at 2.7 Mills- Motion made by Ms. Ellis, seconded by Mr. Krucker. All in favor. Motion carried.
- c. Appoint Borough Board as Parks Commission for the Green per state statute.- held over
- d. Forgiveness any tax amounts due under \$10 and/or to authorize the Tax Collector to do so.- Motion made by Ms. Carr, Mr. Krucker second. All in Favor. Motion carries.
- e. "Execution of Tax Warrant"- Motion to approve the tax rate bill made by Ms. Ellis, seconded by Mr. Krucker. All in favor. Motion carried.
- f. Publications- Discussion regarding where to publish/how to publish. Must be published within circulation of the town and must be printed in the newspaper. None of the statutes regarding publications of legal notices have been changed.
- g. Vacant seat- Todd has moved out of the borough and has resigned from his position due to no longer being qualified to sit on the board. Two interested parties, Mr. Parsens and Ms. Hillman in a seat on the board. Both parties presented their reasoning for wanting a seat on the board. Motion to think about the candidates and vote at next meeting made by Mr. Krucker. Ms. Ellis seconded. All in favor motion carried.

7:43pm two minute recess.

7:46pm meeting back in session

- h. Use of Green- Roberta will help Barbara to put something together and send out to business owners on the green to get their feedback regarding events being held on the greens. Suggestion to attend a LOBA meeting.

VI. Old Business:

- a. To approve pay increases for the four paid appointed Borough positions, who act as independent contractors, as discussed, effective July 1, 2022. Motion to approve increases for two paid appointed borough positions as noted in the budget. Ms. Ellis motioned to approve, seconded by Mr. Krucker. All in favor, motion carried.
- b. Code Review/Revision to address Sidewalk Patching Standards following homeowner or utility work. Motion held over until next meeting. Form on website for permission to dig up sidewalks.

VII. ARPA

Nothing to do at this moment. End of July is deadline for second traunch.

VIII. Capital Improvement Plan

Nothing to report at this time.

IV. Committee Updates:

- a. Budget- Done with the budget and tax rate as been passed.
- b. Sidewalks and Monument (Connectivity and other Grants)- all areas have been identified and marked. Replacement will be with asphalt. East Street has been. White lines is where patching will happen or removal and replacement will happen. Library, 150 South, 135 South, 127 South, 204 South, 42 South. Westover street to South Street, In front of Forman School. 7 East and around the

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corner. Torrington Road in front of Church. Torrington Rd needs a full replacement. Discuss regarding doing some PR on the website for sidewalk repairs. [Developments in the borough/recent accomplishments] Replace the piece on the website regarding snow removal with trimming hedges. Stephen researched 2 Grants: 1-CTDOT Connectivity Grant: 5 step process to fill out and graded on each step based off how well we answer them. ID, description, safety, transportation, cost estimate. Based off what we come up with, they will rank it and vote. 45 days before grant is due an email will go out to town officials. August timeframe. Final amount is anywhere between \$1,250 to \$6,000. 2- Federal Grant: Develop a road safety program before applying. Much more establishing an action plan regarding roads and traffic, and making things more safer. Ie: widening sidewalks. 2 rounds, with a deadline of September 15, and a cap. 3- general community projects (aka: earmarks) can apply every year and can be used for anything at all that is community focused.

c. Trees- Contract signed with Professional Services in compliance with the Heritage Plan and extended the contract up to \$2600 in time and expenses. Found the contract Mike Zaharick- out of Harwinton- made suggestions on 10 trees that are in accordance with the Heritage plan to be planted on East Green. Heritage people will work with Mike Zaharick to make sure everything is in compliance. Estimated at \$10,956.00 for 10 trees and planting with 1 year guarantee. Some trees struggling- suggestion to do soil injection which is a deep fertilization to help the trees.

d. Beautification- nothing to report

e. Website- Barbara will be working on things to fix and look into.

X. Heritage Plan Report:

Copies have come in and will work on getting copies to the appropriate parties. Special Meeting to be held on June 30, 2022 at 6pm with Dirk to review the Heritage Plan. Broader discussion should happen with all interested parties/groups to discuss outcome.

XI. Acting Warden's Report and Requests (Resignation, Roof, update on Committee appointments, Dog Receptacles, Supernumerary, Extension of Landscape Contract)

Due to relocating out of the Borough- Todd no longer able to be on board.

Roof- estimate from Prospect Mountain Builders for replacement of Information Booth roof quoted at \$10,050.

Dog receptacles have arrived. Not sure who is in charge of keeping up with them.

Yard drain on Kevin McCarthy's property at Old South and Westover and owner will need to address the failed drain. Lexington Ave, Apt 4F New York, NY.

Issue with light that shines on the Flag and light belongs to the Borough. Light originally was rented but EverSource said we are not being billed for that pole. Will either need to take responsibility for billing. Light is an old light that is non-replaceable. Light will need to be placed in the ground to shine up on the flag. Pole 1165.

Extension of Landscape Contract- Paul has requested/offered that we extend for another couple years under the same terms with no raise in fees. Motion to Extend Landscape contract For another two years beyond the current contract with current provider and fees. Mr. Krucker moves, Ms. Ellis seconded. All in favor, motion carried.

Supernumerary- Mr. Krucker will research looking into cameras on the green for the protection of the green, damage do to people driving across the lawn. Unauthorized posting of things etc.

Ms. Ellis made a motion to amend agenda to include appointing of borough positions. Mr. Krucker seconded.

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Motion to appoint Judy Elliot as borough tax collector Ms. Ellis, seconded by Mr. Krucker. All in favor. Motion carried.

Nancy Southward Treasurer

Cassie Simoncelli borough cleck

HDC clerk- Cassie Ellis second

Borough auditor- Clermont associates Ellis second. All in favor

Borough attorney- Steven Burne Ellis second. All in favor

[look back at 6-8-21 minutes for proper wording]

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

XIII. Treasurer's Report:

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

Ms. Carr motioned to approve payment of the monthly bills in the amount of \$25,400.07. Ms. Ellis seconded. All in favor. Motion carries.

XIV. Adjournment.

Ms. Carr motioned to adjourn at 9:51pm. Ms. Ellis seconded. Motion unanimously carried.

Cassandra Simoncelli, Clerk

****No body appeared to the board of appeals acting as borough warden. Motion carried.****