

# FINALIZED

Borough of Litchfield  
Board of Warden & Burgesses  
Special Meeting Minutes  
Thursday, June 30, 2022

**Present:** Gayle Carr, Senior Burgess/Acting Warden; Barbara Ellis, Junior Burgess, Roberta Roberta Witty, Burgess, Stephan Krucker, Burgess.

**Absent:** Peter Vermilyea, Burgess.

**Also Present:** Nancy Southard, Treasurer.

**Call to order:** The meeting was called to order at 6:07 p.m. by G. Carr.

**Communication:** Application for Use of the Green by Makers Market for 2023.

Letter to Secretary of State regarding the Borough Vote on the timing of Elections.

**Approval of Minutes:** Minutes of June 14, 2022 minutes approved as amended per hard copy changes. Motion to Approve by B. Ellis, Seconded by R. Witty. Ayes: B. Ellis, R. Witty, G. Carr. S. Krucker abstained.

## **New Business:**

- a. B. Ellis made a motion to seat Lara Hillman as a new Burgess to fill the seat of F. Todd Johnson. G. Carr seconded. Votes: Ayes: B. Ellis, R. Witty, G. Carr. Nays: S. Krucker.
- b. Sidewalk/Traffic Committee: B. Ellis will be resigning her seat on said Town Committee. Discussion regarding who will take her seat. Suggestion of L. Hillman.

## **Committee Updates:**

- a. Budget: None.
- b. Sidewalks and Monument: Discussion of the additional repairs being made to East Street. Beecher Monument requires significant work, restoration and moving. Item to be added to joint meeting with Board of Selectman for July 18<sup>th</sup> regarding who is responsible/owns said monument.
- c. Trees: Harwinton Tree will be taking down several dead trees, pruning dead branches from others and feeding trees in need of the same. Heritage Group retained to guide the placement of new trees. Michael Zaharek to acquire and plant trees
- d. Beautification: Discussion with Drew Harlow from Town Beautification Committee. She will attend a future meeting for collaboration. She also reached out regarding US flags for the 4<sup>th</sup> of July in the islands in the center of town which was permitted.
- e. Website: G. Carr was given access to the website. Dog & Pony to set up a training for Borough Clerk and other members of the Board. Need to gain clarity on e-mails on site.

## **Acting Warden's Reports & Requests:**

- a. Regular July 12<sup>th</sup> meeting is canceled.
- b. There will be a joint meeting of the Board of Selectmen and Board of Warden and Burgesses on July 18<sup>th</sup> at 5:30 p.m. It will be preceded by a Special Meeting of the Board of Warden and Burgesses at 5:00 p.m.
- c. There may not be a new roof required for the Information Booth on the Green. The water in the booth may just be as a result of a door without proper weather stripping.

## Tax Collectors' Requests/Recommendations

- a. No refund requests

Page 1 of 2

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### Monthly Financial Statements, Payment of Bills, Treasurer's Requests:

- a. R. Witty made a motion to pay the monthly bills totaling \$113,955.80. B. Ellis seconded. The motion was unanimously approved.
- b. B. Ellis made a motion to transfer \$304.00 from contingency to HDC Contracted Services - Clerk to cover an overage. R. Witty seconded. The motion was unanimously approved.
- c. B. Ellis made a motion to transfer \$572.45 from contingency to HDC Office Supplies to cover an overage. R. Witty seconded. The motion was unanimously approved.
- d. B. Ellis made a motion to transfer \$2,870.95 from contingency to Borough Administration Office Supplies to cover an overage. R. Witty seconded. Overage as a result of the purchase of the laptop for the Borough/HDC Clerk, and Dog & Pony Design for the new website as this item did not previously have a line item. The motion was unanimously approved.

S. Krucker left the meeting at 6:47 p.m.

**Adjournment:** R. Witty moved to adjourn the meeting at 6:55, seconded by B. Ellis. The motion was unanimously approved.

Cassandra Simoncelli, Borough Clerk

