

# FINALIZED

Borough of Litchfield  
Board of Warden & Burgesses  
Regular Meeting Minutes  
Tuesday, September 13, 2022

**Present:** Gayle Carr, Senior Burgess and Acting Warden; Burgess; Lara Hillman, Burgess; Burgess; Stephan Krucker, Burgess; Peter Vermilyea, Cassandra Simoncelli, Borough Clerk

**Also Present:** Nancy Southard, Treasurer

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

## **II. Approval of Minutes:**

Motion made by Peter Vermilyea to approve the meeting minutes from of 8/10/2022 with discussion seconded by Stephen Krucker. Motion passed to approve the minutes subjected to changes noted. All in favor motion carried.

Mr. Vermilyea motioned to approve the minutes from 8/30/2022 seconded by Mr. Krucker subject to changes noted. All in favor. Motion carried.

## **III. Communications**

Letter received in response to notice regarding trimming of hedges  
Email from Lara Hillman asking if she could wait until the trees/hedges are dormant at her property. Request that part of it be done in December.

## **IV. Public Participation:**

- a. Applicants
- b. Public Comment

Val Karin- question asked about the Green and merchant parking in regard to the potential elimination of parking spaces. Question regarding use of marijuana on the Green.

## **V. New Business:**

- a. Preservation of Aging records- records on file go back to 1818 ie: old minute books. Discussion regarding their preservation and suggestion made of digitizing them. Proposal made to bring someone in that could help digitize records. Peter will contact the Town Clerk and the Historical Society for their recommendation and leads.

## **VI. Old Business:**

- a. ARPA- Lara Hillman contacted Barbara Ellis for background information. Gayle Carr met to discuss funds etc. State is waiting for the money to come in from Federal Government. Once that happens it will come to us. First Tranche went to sidewalks; second tranche could possibly go to plantings on the green and allocate a water study to see where the water is coming from on the green. Research someone to do a soil study.
- b. Heritage Plan- Gayle received an email from the State in response to water on the East Green. Suggestion made to do a topography survey to rectify water issue.
- c. Amended Ordinance re: Marijuana- nothing to report at this time.

## **VII. Committee Updates:**

- a. Budget- nothing to report at this time

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b. Sidewalks and Monument- Medallion and plaque have been removed and are awaiting preservation. Sidewalks are a continuous work in progress. Meeting set to discuss further areas of repair. Letters sent out to people to cut back their hedges. Stephan Krucker met with CT CONNECTivity group. Guidelines will be coming out in January for grant. Suggestion made to meet with Northwest CT group who has a program known as the trip program. Program set to start at end of September that we could apply for with a higher amount for sidewalks as long as shovel ready. Whichever program is chosen- COT or Trip program- submission must come from Town. Bricks have been reset and are done for now.

c. Trees- Suggestion made to make arrangements using ARPA money to add more trees to West Green in accordance with the Heritage Plan for planting in next few weeks or early spring. Motion made to add half a dozen trees to West Green out of ARPA funds made by Stephen Krucker, seconded by Lara Hillman. All in Favor. Motion carried.

d. Beautification- Lara Hillman will reach out to Todd Johnson for information.

e. Website- Peter Vermilyea still working on updating section. Barbara will be transitioning information to Stephan Krucker.

f. Use of Green/Business Survey (Vendor's applications)- Committee members are almost complete. First Committee meeting will be either October 17 or 21. Spoke to representative within the Town of New Milford. They stated that they charge an application fee for organization and individuals. Any use of the Green is also to be bonded and insurance against any damages to the Green.

**VII. Acting Warden's Report and Requests-** nothing to report at this time.

**IX. Tax Collector's refund requests/recommendations: if any.**

Request for refund of excess payment from Connie Hubbard who over paid by \$46.01 and one from William Buckley who over paid by \$60.24.

Motion to refund Connie Hubbard for \$46.01 for overpayment made by Peter Vermilyea and seconded by Stephan Krucker. All in favor. Motion carried.

Motion to refund William Buckley \$60.24 made by Stephan Krucker and seconded by Peter Vermilyea. All in favor. Motion carried.

**X. Treasurer's Report:**

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

Stephan Krucker motioned to approve payment of the monthly bills in the amount of \$45,979.06. Lara Hillman seconded. All in favor. Motion carries.

Motion made by Peter Vermilyea to go into executive session at 7:30pm seconded by Stephan Krucker. All in Favor. Motion carried.

**XI. Executive Session Re: Pending Litigation**

**XII. Adjournment.**

Ms. Carr motioned to move out of executive session at 7:38 and move to adjourn. Stephan Krucker seconded. Motion unanimously carried.

Cassandra Simoncelli, Clerk