

# FINALIZED

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

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

**Also Present:** Nancy Southard, Treasurer

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

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

Motion made by Lara Hillman to approve 10/11/2022 Regular Meeting Minutes with noted changes seconded by Stephan Krucker. Motioned carried with two abstentions.

Motion made by Lara Hillman to approve 11/9/ 2022 Special Meeting Minutes with noted changes seconded by Gayle Carr. Motion carried with two abstentions.

## **III. Communications**

Email from Smith Reynolds and Zac Rosen re: the lights on the green.

## **IV. Public Participation:**

- a. Applicants: Michelle Tatreault- questioning status of application for Road Race weekend.
- b. Public Comment
  - Leslie Caron: questioning preservation of records and who will be preserving them.
  - Val Caron: comment regarding the street lights

## **V. New Business:**

- a. Document from Town Committee- no comments at this time. Discussion to be held at a later date.
- b. Signs- Issue with excessive amount of signs in front of various businesses in town. Notice will be given to those in violation.

## **VI. Old Business:**

- a. ARPA- additional information needs to be supplied for SAM registration. First tranche is allocated to sidewalk repairs on Torrington Rd., second tranche allocation TBD.
- b. Heritage Plan- Gayle met with Michael Reardon, the money set aside is to help with implementation plans. Filled him in regarding plantings, and lighting. Planting on West Green will take place in Spring. Discussed the sidewalks and have not yet decided what will happen with them. Focus has been on East and West Greens, with interest in Center Green. Focus on East Green soil testing.
- c. Amended Ordinance re: Cannabis- Town voted no selling of cannabis. Voters will need to approve an amendment to the Code Book and will need to be added to the ballot in May.
- d. Preservation Aging records- Minute book records will be going to Northeast Document Conservation Center (NEDCC). The estimate is \$2 a page plus carrier service. Estimate is TBD and will be approved at a later date once it is provided to us.

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Motion made by Peter Vermilyea to allow the transfer of the first minute book to NEDCC for them to provide an estimate of the digitization of book. seconded by Roberta Witty. All in favor. Motion carried.

- e. Borough Location During Renovation- Lease is up at the end of June. A new place will need to be found before then. Looking for a temporary location.

## VII. Committee Updates:

- a. Budget- Roberta provided an update. Will be performing an analysis on what we have spent, where we can cut etc.
- b. Sidewalks and Monument- Nothing to report on Monument. Sidewalks are all marked on what will be done on Torrington Rd. Would like to add West St to the list for next year. Discussion regarding what type of materials should be utilized for the sidewalks other than brick for portions of sidewalks. Discussion about addressing the ill repair of the crosswalks and looking at repairing them with any monies that are left over from the ARPA funds.
- c. Trees- Nothing to report at this time.
- d. Beautification- Nothing to report at this time
- e. Website- nothing to report at this time
- f. Use of Green/Business Survey- Survey completed. Roberta and Stephan will have first meeting Thursday with merchants.

## VIII. Acting Warden's Report and Requests-

EverSource came and changed the lighting on 13 out of 18 lampposts. EverSource was under the assumption that they had ownership of the lamp posts when in fact ownership belongs to the Borough. EverSource will pay to replace the rest of the light posts that now do not match. HDC has picked out the new lights that are to be installed; the new ones will still be LED lights, but still historically appropriate and coincide with the heritage plan as well. The new fixture that has been chosen has been sent to EverSource. HDC has asked that some of the poles be changed to match the height of the other poles.

Email from Denise wanting to schedule another joint meeting with the board of Selectman in first quarter. Will reach out to schedule meeting in March.

Still awaiting decision from FOIA.

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

### X. Treasurer's Report:

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

Small amount of \$264.75 added to monthly bills due to a check error to Optimum.

Peter Vermilyea motioned to approve payment of the monthly bills in the amount of \$25,908.67. Roberta Witty seconded. All in favor. Motion carries.

### XI. Adjournment.

Motion to adjourn made by Gayle Carr at 9:09pm seconded by Roberta Witty. All in favor, motion approved.

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