

FINALIZED

Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, February 15, 2022

Present: Gayle Carr, Senior Burgess and Acting Warden; Peter Vermilyea, 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 6:00 p.m. by P. Vermilyea.

II. Approval of Minutes:

Motion made by Lara Hillman to approve the minutes from the Regular Meeting Minutes of 1/10/2022 with minor changes and seconded by Stephan Krucker. Motioned carried.

Motion made by Lara Hillman to approve the Special Meeting Minutes from 1/12/2022 with minor changes, and seconded by Stephan Krucker. Motion carried.

III. Special Items

- a. Report by Auditor for the Borough Representative of Clermont Accounting: Overview provided on how the budget for the Borough is broken out and what each column within the budget is yielding in funds. This year the most funds came out of the general fund. Financially the Borough is in a good position.
- b. Beautification Committee- Jane Bailey: Jane spoke about the history between the Beautification Committee and the Borough. Question asked if the Borough has a designated line item in the budget specifically with Beautification. To which the reply was that what is set aside for beautification is more so for Capital repairs than it is for decorative purposes. Request to make an official blanket statement that the Beautification Committee to post flags on the islands for the following Holidays: Memorial Day, Fourth of July, Labor Day, and Veterans Day. Suggestion made for Lara and Jane to work together to come up with a plan regarding what the Beautification Committee would like to do. Lara can then bring any requests, comments or concerns to the Board for their input.

IV. Communications:

Letter from Aquarion Water requesting a re-evaluation of our water and fire hydrants to increase rates.

Email from Alexander Harris regarding an upcoming project on the Green. Harris has been in contact with Ollies and will be in contact with Lexington Properties. The scene in which they are looking to shoot for their commercial will be about 3 hours long.

Email from Ed Fabbri regarding his input on the sidewalks.

Request for the Borough to participate in Sustainable Litchfield Fleet Street program.

V. Public Participation:

- a. Applicants- A decision has been made regarding how the Green will be split between the two groups for the date of Saturday, June 10, 2023. Michelle T: Litchfield Market Place has chosen the South Side of Green and Michelle M will take the North Side of the Green. Michelle T presented a few concerns regarding the upcoming event.

Application for the Litchfield Road Race, June 11, 2023. Peter Vermilyea motioned to approve the application with the same stipulations as last year. Seconded by Stephan Krucker. Motion Carried.

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c. Public Comment

Mark Caron- spoke in favor of the Yellow Ribbons and their meaning to the troops. Request the Boroughs reconsider their decision for the ribbons.

Presented an alternate solution of a purely donated yellow ribbon monument and requested that it be put up at the Green to become a permanent fixture.

Richard Morin- Comment regarding the Yellow Ribbons and the 'rules' that the new Borough Board has created. Asked if outside burning is permitted by the Borough and asked if a permit is required from the Borough. The Town is in charge of permits for outside burning. Question asked regarding the website and issues regarding the correspondence of the contact section of the website.

VI. New Business:

- a. Reappointment of HDC member: Norman Ambrose-Sauer Motion made by Peter Vermilyea to reappoint Norman Ambrose-Sauer seconded by Lara Hillman. All in favor. Motion carried.
- b. Discussion of Public Meeting Re: New Sidewalk Materials- Suggestion of date to be set for Saturday March 25, 2023 at the firehouse in the afternoon. Time TBD.
- c. Discussion of Food Trucks- Conversation regarding Food Trucks with the main issue being hosting food trucks on the Green and that it takes away from the tax paying businesses that are established on the Green. If a private property is hosting a food truck that does not fall under the jurisdiction of the Borough.
- d. Job Opening-Treasurer Nancy's tenure with the Board will be ending on June 30, 2023. Nancy will work on a job description to be posted.

VII. Old Business:

- a. ARPA- Lara provided an update regarding where we stand with ARPA. We are currently at a holding point due to a few issues that presented themselves regarding the Boroughs requests not syncing appropriately with website. Lara also had some questions regarding the applications and would like to meet with Gayle and possibly Barbara to go over everything.
- b. Heritage Plan- Gayle reached out regarding the water issues on the Green and has not heard anything back yet.
- c. Preservation Aging records- Gayle reached out regarding when the company will be coming to obtain the records and has not heard anything back yet.
- d. Borough Location During Renovation- The Borough will not be returning to the location of 28 Russell St. Current lease will be up as of June 30, 2023. The Litchfield Land Trust has requested that the Russell St. property be used for philanthropic endeavors. The new location will be at Pilgrim House for the rental fee of \$800 a month for the year with utilities included. The Borough will need to fill out zoning permits in order to change locations. The goal is to be out of current residence by May 1. Will need to go through current files to see what can be shredded and find a moving company.
- e. Signs- Lara spoke to the Bake House who was very responsive.

VIII. Committee Updates:

- a. Budget- Nothing to report at this time.
- b. Sidewalks and Monument- Stephan met with Cardinal and had an initial meeting to lay out with the expectations are and have already started surveying the area. Stephan will be asking for weekly progress updates and should have design documents by the end of March that will suggest recommendations and the final decision will be up to the Board. A decision does not need to be made right now regarding the materials of either concrete or asphalt. The application of the Grant is not due until the first week of April and the entire package regarding the sidewalk survey and project will be sent to show the scope of work.

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Monument: Three weeks ago Francis Miller the conservator took the medallion off the Beecher Memorial to work on conserving it and restoring it. Presented a two part proposal which includes the medallion and plaque as the first part and the second part is the stone work and the replacement of it which we are not at the point of yet. The Conservator presented a quote on the bronze work for the plaque and the medallion at a total of \$15,450. Suggestion/ request made to put the amount needed for the restoration of the medallion and plaque into the budget. The Board agreed that the amount should be added to the budget. Peter will follow up with Roberta to ensure that a line item is added to the budget. Question asked if the current base will be salvaged or if a new base will be created. Along with what the medallion will look like. Suggestion was made to make the upkeep/maintenance of the monument a recurring line item in the budget. Note made that the monuments on the Center Green need attention as well. There is a WWI monument that is in need of stars next to members names. Four rosettes are also needed for the top corners on the monument. Francis will be reporting back on where we can find the stars and how to affix the rosettes as well.

c. Trees- Noting to report at this time.

d. Beautification-

e. Website- Stephan and Cassie will be looking into concerns regarding the website.

f. Use of Green/Business Survey- nothing to report at this time. Suggestion made on updating fines instead of creating a new application.

IX. Acting Warden's Report and Requests

Razz reached out to Gayle regarding the Courthouse Hotel project. They are looking to use the area in the front north facing side of the building as a project staging area. Meeting to further discuss the issue is scheduled for February 28, 2023.

Correspondence from Margaret Rowe regarding Sustainable Litchfield and requesting we sign on to Fleet Street as a partnership. Concern regarding how the Green will be protected and what will be affected regarding the usage of safe sidewalks and implementing crosswalks and repairing sidewalks. Suggestion made to create our own statement regarding the Boroughs position on Sustainable Litchfield.

Decision on FOI complaint from Richard Morin is now done. No change. Since there is no consequence there is no need to seek review.

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

None to report at this time

XI. Treasurer's Report:

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

Motion made by Gayle Carr to move the amount of \$27.54 from Contingency to cover the cost of trash removal. Seconded by Peter Vermilyea. All in favor. Motion carried.

Peter Vermilyea made a Motion to approve payment of the monthly bills in the amount of \$16,980.39. Lara Hillman seconded the motion. All in favor. Motion carried.

XII. Adjournment.

Motion to adjourn made by Peter Vermilyea at 8:29pm seconded by Lara Hillman. All in favor, motion approved.

Cassandra Simoncelli, Clerk