

# FINALIZED

Borough of Litchfield  
Board of Warden & Burgesses  
Regular Meeting Minutes  
Tuesday, April 11, 2023

**Present:** Gayle Carr, Senior Burgess and Acting Warden; Roberta Witty, Burgess; Peter Vermilyea, Burgess; Lara Hillman, 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 G. Carr.

Motion to add a second approval of minutes from the March 20, 2023 meeting made Peter Vermilyea and seconded by Roberta Witty.

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

- a. Motion made by Peter Vermilyea to approve the minutes from March 29, 2023 with minor changes. Seconded by Gayle Carr. All in Favor motion carried.
- b. Motion made by Peter Vermilyea to approve the minutes from March 20, 2023 with minor changes. Seconded by Gayle Carr. All in favor motion carried.

## **III. Communications**

### **IV. Public Participation:**

#### a. Applicants

Jane Bailey- Application for Flags on islands on behalf of the Beautification Committee. Motion made by Lara Hillman to approve the applicant as submitted from Jane Bailey. Seconded by Gayle Carr. All in favor. Motion carried.

Michael Lynn Cappello- Application for Block Party for Road Race Weekend on West Green. Motion made by Roberta Witty to approve the application as submitted, seconded by Lara Hillman. Request made for no cannabis products on property. All in favor. Motion carried.

Michael Lynn Cappello - Litchfield Park and Rec- Summer Concert Series on West Green. Event will take place on Wednesdays nights starting June 26, with rain dates on. Set up at 6pm. Motion made by Peter Vermilyea to approve the application as submitted, and seconded by Roberta Witty. All in favor. Motion carried.

Minutes from March 20, 2023 did not mention the approval of the Information booth motion made by Laura Hillman to amend the minutes, and seconded by Peter Vermilyea. All in favor. Motion carried.

Application for Court House- Robert Langer Marty Kenny,- request to set up staging area to begin breaking ground on Hotel project. Marty Kenny provided background on the project and a summary of the scope of work that is to be done. Installation of an elevator and a dumbwaiter will needed to be added. Much of the building will be preserved and reutilized. Provided a walked through of the specs regarding the refurbing and labor to be done to the front of the building. The equipment and scope of work required will need to take up the parking spaces immediately in front of the building consisting of about 8 parking spaces total from the jewelry store over to Ollie's to allow enough space for the machines and for the safety of pedestrians. The area will also spill out about 18 inches

# FINALIZED

past the parking spots into the road, with jersey barriers to allow for pedestrian access. Projected start date is 5/8/23 for the restoration work going through almost Thanksgiving. Tentative closing date is April 28, 2023. Questions asked regarding where the construction crew will be parking, what type of signage will be put up on the fencing that will alert pedestrians of a construction zone/no trespassing. Biggest issue is to make sure that the jersey barriers will have reflective material. Potential for sidewalk usage during winter months. The gate will only have one entry/exit point. Motion made by Roberta Witty to approve the application and seconded by Lara Hillman. All in favor motion carried.

## b. Public Comment

Val Caron- proposed that a new bench be added on the green that says ‘Until all Our Troops are Home’ with a yellow ribbon on either side of the saying. Still working on the logistics of the project and specifications of the bench and will present a final idea at a later date. Suggestion made to reference the Heritage Plan as to recommendations of what types of benches can be used.

## V. New Business:

Motion to add 5a to New Business section of Agenda 5a- Updates to Code Book and 5b. Rick Evangelisti for wiring and electricity issues to New Business made by Roberta Witty, and seconded by Peter Vermilyea. All in favor. Motion Carried.

- a. Updates to Code Book- Roberta and Stephan propose going through the Code book to update and make current. Suggestion made to tackle one section of the code book per month to work on updating.
- b. Rick Evangelisty offered to have a walk through on the Green and point out where all the electricity is ie: The Outlets, where the lines run etc.

## VI. Old Business:

- a. ARPA- Lara provided an update regarding reporting what was spent in 2022. There is a deadline in which the monies need to be spent by which is 2026. Additional follow-up will be taking place between now and the next meeting.
- b. Heritage Plan- Nothing to report at this time. New Light posts will be ordered soon.
- c. Attendance Policy-HDC- Consulted with attorney. And spoke with Julie regarding amending the code book. Held over until next meeting.
- d. Email Notifications/Borough Outreach- Spoke with Judy to have a flyer for outreach be put in with the tax bills. Lara will draft a flyer for review by the Board. Suggestion made to add a pop-up box to website for people to consent and provide their email for any Borough communications.

## VII. Committee Updates:

- a. Budget- Roberta provided an update regarding the Borough’s funds and allocations and additions. Request to allocate \$2,000 to the fire department for new equipment. Further discussion regarding the current budget totals and how to utilize the funds.
- b. Sidewalks and Monument- Peter provided an update and will be drafting a letter for the residents of 124 North St. Peter for the hedges to be trimmed. Jim will be reaching out to Peter once the plants are open again to provide a final price on asphalt. Once that number is provided, we can provide him with the scope of work that is needed to be completed.
- c. Trees- Nothing to report at this time
- d. Beautification- Waiting for Heritage to reply. Jane Bailey will be putting flags up. Lara also provided a request from Jane regarding hanging baskets on the Green from Litchfield Hills Nursery. An estimate for the baskets will be provided at a later date along with suggestions on how to maintain the baskets should they be hung again this year. Further discussion regarding partnership and watering.

# FINALIZED

Decision made to pay \$500 rest is up to them. Lara will reach out to Jane Bailey with final decision.

e. Website- History of Borough uploaded to home page of website. Peter will research more pictures to add to 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.- Nothing to report at this time.

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

Gayle will be meeting with the Preservationists within the next week to begin scanning the Original Minute book.

Julia Metcalf and Gayle attended a virtual meeting regarding the changing of the lamp posts on the green and provided the company with the list of our stipulations and orders will be placed soon for the 13 lamp posts that were taken down and the 5 others to match. The project will be backlogged about 3-4 months due to production.

Notice that our Liability Insurance has gone up. Suggestion to come up with a comprehensive plan regarding West ST and South St sidewalks due to the number of liability issues that we have been receiving.

Roberta attended Planning and Zoning meeting and the Borough has been approved to move to Pilgrim House at the Congregational Church. Gayle will be signing the lease within the next few days. The Final day at current location of 28 Russell St. will be the end of April. The new lease begins May 1. Gayle reached out to Two Brothers Moving Company who provided an estimate of \$235 an hour Monday-Thursday. If moving will take place between Friday and Sunday an additional \$14 an hour will be added. Estimated about \$12,000.

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

Motion to return \$20.66 Susan Rupert for payment of a bill in error made by Lara Hillman and seconded by Peter Vermilyea. All in favor. Motion carried.

## **XI. Treasurer's Report:**

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

Peter Vermilyea made a Motion to approve payment of the monthly bills in the amount of \$15,822.30. Roberta Witty seconded the motion. All in favor. Motion carried.

## **XII. Adjournment.**

Motion to adjourn made by Peter Vermilyea at 8:54pm seconded by Lara Hillman. All in favor, motion approved.

Cassandra Simoncelli, Clerk