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Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, May 9, 2023

Present: Gayle Carr, Warden; Stephan Krucker, Senior Burgess; 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.

II. Approval of Minutes:

Motion to approve the minutes from the April 11, 2023 meeting with minor changes made by P. Vermilyea and seconded by R Witty. L. Hillman, P. Vermilyea, R. Witty, all in favor, 1 abstention from S. Krucker.

II. Communications

Letter: from the Consolidation Committee requesting participation for the Borough to join the committee.

Letter: Jane Bailey regarding watering of the hanging baskets. If not enough volunteers for watering they would not be happening this year.

III. Public Participation:

Motion to switch public comment with applicants made by P. Vermilyea and seconded by L. Hillman all in favor. Motion carried.

a. Applications

- a. Walk a Mile in Her Shoes- Gina Deavux checking in with the Board to make sure everything is in order for the event and to provide an update on the upcoming event.
- b. American Legion Re: Memorial Day Parade- Gayle will follow-up to request the insurance rider. Motion to approve application subject to the proof of insurance, and clarification of cannon fired on Memorial Day, and signature page made by P. Vermilyea and seconded by L. Hillman. Further discussion regarding the verbiage of the application. All in favor. Motion carried.

Motion to add to the agenda the application by Park and Rec to amend their application for the Block Party made by S. Krucker and seconded by L. Hillman. All in favor. Motion carried.

- c. Park and Rec- Michaellynn Capello: Request to move the bandstand from the West Green to Center Green for the Block Party. Motion to approve the movement of the Band from the West Green to the Center Green on the southside of Green facing the street made by P. Vermilyea and seconded by R. Witty. All favor. Motion carried.

Motion to add application from Val and Leslie Caron to add a bench made by L. Hillman and seconded by P. Vermilyea. All in favor. Motion carried.

- d. Memorial Bench on Center Green- Discussion regarding the process that should be followed and the location of where the bench would be located, and

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that it should follow the Heritage Plan. Current benches on the green are in a state of disrepair. If we are to be following along with the Heritage Plan no changes should be made to the Green at this time. Suggestion made to create a policy before a vote is made. Suggestion made to table the application until the June Meeting when more information will be available.

- e. Gallery on the Green/Makers Market- Art Tripping Michelle Murrelli regarding the application with questions and updates. Discussion regarding how to respond to the questions asked. Ensued.

- b. Public Comment

Dirk Patterson- revitalization plan ie: donations for the green such as plaques and trees. During Dirks time as warden none were accepted, for multiple reasons. Addition of plaques will start to look like a cemetery. Sidewalks were in terrible shape on the Green and talks about selling engraved brick pavers to fund repairing the sidewalks as they cause man-made clutter and what would be appropriate message vs inappropriate. Benches with individual plaques can be problematic and the Borough has gotten out of the habit of doing them. Once you say yes to one plaque, you need to say yes to them all. Heritage plan has specific plan for built in benches made out of Concrete or brick. Until the plan has been finalized for Center Green no additions should be made as they do not coincide with the plan. Suggestion to make a formal policy regarding plaques and monuments.

Leslie Caron- Summarized the letter that was sent from the Consolidation Committee asking for feedback from the Board to voice concerns and suggestions. Otherwise the Board will be taking action without the Borough Board's input. Question asked now that Gayle is Warden, will the two vacant positions be opened for the two Burgesses positions to be filled.

Val Caron- Application for bench to be placed on the Green and asked what the verdict was.

Richard Morin- mention of minor errors to minutes. Question regarding Liability insurance prices being raised and what the Borough will be doing about them. Question regarding the swearing in of the Senior Burgess and Junior Burgess positions and would like to state his opposition of allowing Roberta Witty as Senior Burgess. Mr. Morin passed a letter to the Borough Board of Warden and Burgesses starting his issues.

V. New Business:

Motion to amend 5a from Swearing in New Members to appointing New Senior and Next Senior Burgess made by L. Hillman and seconded by P. Vermilyea.

- a. Election- Swearing in New Members- Gayle provided a brief summary of what the title entails. Motion made to appoint Stephan Krucker as Senior Burgess seconded by L. Hillman. All in favor. Motion carried. Motion made by P. Vermilyea to appoint Roberta Witty as Junior Burgess seconded by L. Hillman. All in favor. Motion carried.
- b. Survey- Updated Bid: Stephan provided an update regarding the survey with Cardinal Engineering and provided a breakdown of the additional sidewalk fees and construction fees. Request made to have a new contract with amended scope drawn. Motion to allow Gayle to sign the new contract made by P. Vermilyea and seconded by L. Hillman. All in favor. Motion carried.

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VI. Old Business:

- a. ARPA- Lara provided an update and made note that a new point of contact should be noted with an email address and phone number as she does not have access to the website yet. Spreadsheet to be created with line items on exactly how much is being allocated from the ARPA fund to have a better understanding on where the money is being spent or what is it earmarked for.
- b. Heritage Plan/Green Trust- Gayle reached out to Peter from Heritage regarding planting of trees on the West Green and bushes on the East Green and finding out how to get a soil test done.
- c. Preservation Aging records- The book went to Northeast Conversation Center and the total was \$1,780.00. Motion made to approve signature of scanning the first minute book by P. Vermilyea and seconded by L. Hillman. All in favor. Motion carried.
- d. Attendance Requirements- Tabled
- e. Codebook Review- Tabled

VII. Committee Updates:

- a. Budget- Roberta provided an update regarding the current standings of the budget. Met with Gayle, Nancy, and Dirk to go over the budget to try and get to a point in which the mill rate could be lowered. Moved from 2.7 to 2.5. Able to get to a mill rate of 2.5. Provided the breakdown of funds and new allocations. Suggestions made to make changes to verbiage on budget worksheet to make current. Motion to budget made by P. Vermilyea and seconded by L. Hillman. All in favor. Motion approved.
- b. Sidewalks and Monument- Peter provided an update on the work being done.
- c. Trees- Update given with Heritage Plan
- d. Beautification- Lara provided an update regarding the hanging baskets and their cost. Lara requested a detailed plan from the Beautification Committee. Further update will be provided at next meeting.
- e. Website- Peter provided an update regarding pictures to be added to the website. Calendar page now works. Page to be added for the audit and the tax collector.
- f. Use of Green/Business Survey- no update at this time.

VIII. Warden's Report and Requests

Claim put in to insurance for damage done to lamp post in front of Bossom Optical.
New Light posts for the Green will be around \$20,000+/-.

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

Nothing to report

XI. Treasurer's Report:

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

P. Vermilyea made a Motion to approve payment of the monthly April 17 bills in the amount of \$8,650. R. Witty seconded the motion. All in favor. Motion carried.

Motion made to approve payment of the unpaid bills April 20, 2023 in the amount of \$2,000 for the Congregational Church. Made by P. Vermilyea and seconded by S. Krucker.

\$21,112.16. Motion made by R. Witty and seconded by L. Hillman

XII. Adjournment.

Motion to adjourn made by P. Vermilyea at 8:47pm seconded by L. Hillman. All in favor. Motion approved.

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Cassandra Simoncelli, Clerk