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Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, June 13, 2023

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

Also Present: Nancy Southard, Treasurer

I. Call to order: The meeting was called to order at 6:04 p.m. by G. Carr.

II. Approval of Minutes:

a. Motion to approve the minutes from May 9, 2023 made by Roberta Witty with noted changes/corrections. Seconded by Lara Hillman. All in favor subject to note changes. Motion carried.

correction: Lara Hillman does not have access to ARPA

b. Motion to approve the minutes from June 1, 2023 tabled to next meeting.

II. Communications

Email from John McKenna regarding outdoor dining.

Email from Jodi Tenney regarding parking on 202 North Side of Green.

Email from Michele Murelli.

Voicemail from a photo scout wanting to utilize the green for a fashion shoot in July.

IV. Public Participation:

a. Applicants

a. Michele Tetreault on behalf of Litchfield Marketplace, This year's Litchfield Market Place made \$700 for food to the Annex Co-op in Bantam, and \$700 for the Take and Make Program at the Oliver Wolcott Library. submitted an application for approval back in February for Road Race Weekend of 2024. Motion to approve the application that was made in February 2023 for the Litchfield Marketplace for the Saturday of the Litchfield Road Race Weekend June of 2024, made by Stephan Krucker and seconded by Lara Hillman. Subject to the same terms and conditions, all in favor. Motion carried.

b. Beth Murphy applying for the 2024 Litchfield Road Race. Over 1,000 pre-registered runners this year. Everything went well with no issues. Mentioned making West St. a one-way road for the events held on and Saturday to help with the flow of traffic and as a safety issue. Suggested a designated on and off area for people to drop off and pick up things. Motion to approve the application made by Stephan Krucker and seconded by Roberta Witty. All in favor. Motion carried.

b. Public Comment

Burk Gibney- Clearing up some confusion regarding the fact that the Litchfield Town Pantry is run by the town out of the town hall annex. The one at St. Michaels is run once a month. Does not believe the Borough has the ability of shutting down any roads and the only concern with these events is granting approval of various events that take place on the Green. Very different event help this year regarding the

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Park and Rec activities and the placement of the band. The Board provided clarification regarding what was approved. Comments also made regarding the Boards decision not to join the Consolidation Committee.

Val Caron- mentioned that they applied for a bench to be placed on the green and provided a sketch of what they are proposing be placed on the green. Town of Kent recently updated 11 benches to their green all donated by people that were all dedicated to various things. Mentioned that they would like the bench to be placed on the Green by Veterans Day.

Dirk Patterson- provided history regarding the current benches that are placed on the Green that there used to be a program about 15 years ago where people could sponsor a bench with plaque affixed to them if they wanted. Need to come up with a plan before accepting new benches. Heritage plan makes note of having a concrete base and bolting the benches in. Plaques on benches are not forever.

Leslie Caron- Made note that there are currently 10 benches on the Green, 5 of which have inscriptions on them. Engraving on the proposed bench will be “carved” into the bench and the yellow ribbons will be embossed into the bench.

Rich Morin- urged the Board to have a representative join the Consolidation Committee and work alongside with them. Doesn’t understand why the Board is avoiding the Committee and to consider the letter that was received.

V. New Business:

- a. Set the Mill Rate for fiscal year 2023-2024- motion to approve the Mill Rate at 2.5 for the fiscal year 2023-2024 made by Stephan Krucker and seconded by Lara Hillman. All in favor. Motion carried.
- b. Authorize Tax Collector to forgive taxes due that are under \$10- motion made to authorize the Tax Collect to forgive taxes due that are under \$10 by Lara Hillman and seconded by Stephan Krucker. All in favor. Motion carried.
- c. Execution of Tax Warrant by Borough Board- Motion to authorize the Borough Warden to execute the Tax Warrant made by Stephan Krucker and seconded by Lara Hillman. All in favor. Motion carried.
- d. Approve pay raises effective July 1st Motion made by Stephan Krucker to approve the pay raises as previously suggested by the Budget Subcommittee numbers and to appoint the Assessor, Clerk for the Borough, Clerk for the Historic District Commission, Borough Treasurer and Borough Tax Collector. As well as the Borough Attorney of Byrne and Byrne, and Auditor Clermont and Associates, seconded by Lara Hillman. All in favor. Motion carried.
- e. Parking North Side of Green (to approve the removal of parking and current parking signs on the North Side of The Green and replace with no parking signs to be ordered and replaced in a town/borough partnership funded by the Town Traffic Safety Community Action Group IF it is deemed that the Borough has jurisdiction)- letter sent by Jodi-Ann Tenney on behalf of the Traffic Safety Committee requesting that the Borough remove parking and current parking signs on the North Side of the Green. Motion to remove the parking signs on North Side of the Green and replacing with no parking signs made by Roberta Witty and seconded by Lara Hillman. Discussion regarding how parking will be reinforced once this goes into effect. And, if that is a state right of way what jurisdiction does the Borough have? Currently the State does not have an issue with them. Enforcement will be entirely up to the town.

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Consensus of the board that there is no objection of the removal and replacement of the Parking signs and that are in full support of their decision to remove the f. To Appoint Norman Ambrose-Sauer as a Commissioner of the Historic District Commission, term expiring in 2028. Motion made by Roberta Witty to appoint and seconded by Lara Hillman. All in favor. Motion carried.

VI. Old Business:

- a. ARPA- Working on addressing issues. All forms have been submitted.
- b. Heritage Plan- Will work on setting up a meeting within the next month to discuss the plan specific to benches.
- c. Codebook Review and Possible Action Section 19-1. Section regarding zoning. Question regarding if the Board should continue to allow the Town to act as the Zoning Board for the Borough. West Street Grill applied to the Town Zoning Board to put tables from the Insurance agency up to/past the Jeweler and flower boxes along the curb line. In the past tables were approved for any dining establishment as long as it is on private property. A Letter was sent regarding what was agreed upon and to remove the flower boxes along the curb line as they are a safety hazard and that the agreement was strictly for tables directly in front of establishment and not along the entire sidewalk. A follow-up in-person altercation was had as well. Discussion regarding the possibility of having one of the members of the Board be a part of the Town Zoning Committee. If Borough took back Zoning, a Zoning Committee would need to be created. Topic to be considered for review and will be addressed. Board members will reach out to other Boroughs in Connecticut to inquire about Zoning.

VII. Committee Updates:

- a. Budget- nothing to report
- b. Sidewalks and Monument- Addressing issues on West side of North St. Stephan meeting with Cardinal Engineering to review finished work. After that will draft up the plans for the next phase of work.
- c. Trees- Trees that were planted last year are being watered regularly. 10 more trees will be planted on West Green which will be roped off/have plastic fencing around them.
- d. Beautification- Nothing to report.
- e. Website- nothing to report.
- f. Use of Green/Business Survey- nothing to report.

VIII. Acting Warden's Report and Requests

Nothing to report at this time.

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

XI. Treasurer's Report:

- a. Monthly Financial Statements, Payments of Bills, and Treasurer's request, if any.
First Congregational lease- \$200 out of contingency.
HLC Excavation- total bill was \$14,253.33. Walks/Repairs, \$10,830.70 came out of legal.
\$10,494 balance of \$12,260.00 is coming out of Park Maintenance for \$1,766.
Nova Venture electrical work to set up taken from office utilities.
\$24578.40 \$15,000 from Park Maintenance \$9,578.40 from hydrants.

Motion to approve the monthly bills in the amount of \$71,555.51 made by Roberta Witty seconded by Stephan Krucker. All in favor. Motion carries.

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Motion to approve payment to HLC Excavation LLC in the amount of \$59,291.58 by Stephan Krucker seconded by Roberta Witty. All in favor. Motion carried.

XII. Adjournment.

Motion to adjourn made by Stephan Krucker at 8:41pm seconded by Roberta Witty. All in favor, motion approved.

Cassandra Simoncelli, Clerk