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Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, January 10, 2023

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 6:04 p.m. by G. Carr.

II. Approval of Minutes:

Motion made by Roberta Witty to amend the agenda to review the minutes for the Regular Meeting Minutes from 12/13/2022 seconded by Lara Hillman. Motioned carried.

Motion made by Lara Hillman to approve the Regular Meeting Minutes from 12/13/2022 as amended, and seconded by Roberta Witty. All in favor. Motion carried.

III. Special Items

- a. Report by Stephan Krucker Re: Grant Application- Raz Alexe: Stephan provided an update regarding two grants that we could apply for to help with the sidewalks repairs. The first grant is called the TRIP program which is localized to Northwest Corner. Second option is the CONNECTIVITY grant. \$1.7 million would be divided among the Northwest Corner through the grant. The CONNECTIVITY grant would be a much easier grant to obtain. In order to obtain the grants for the sidewalk, two proposals were provided from local engineering firms. One from Hrica, and 1 from Cardinal Engineering Associates. Neither firm will move forward until a preliminary design plan is conducted and provided. Town defers to DOT standards for the standards regarding sidewalks. Specifications must be followed and there are strict deadlines that need to be met. Raz and Stephan will work together to work with the consultants to ensure they have the formal applications and the requirements that are mandatory will be met. Question asked how much can be accomplished with \$600,000? Answer given was that it would help repair about one-third of the sidewalks in town. The process should be done in phases. Focus should be on the areas of most concern which should be identified and addressed first and work backwards from there with the hopes that the grants will continue to pour in so that the work can continue to be done to repair all the sidewalks. Note made that going forward any and all proposals should note that this is a collaboration between the Town of Litchfield and the Borough especially since the majority of the bill will be footed by the Borough. Suggestion made to hold a special meeting once the second proposal is provided to make a final decision. Design and prep work is needed by the end of March to have it ready for April. Special Meeting to be held on January 12, 2023 at 7:00pm.
- b. Report by Auditor for the Borough- Representative of Clermont Accounting invited- Auditor did not make the meeting.
- c. Representative of Sustainable Litchfield to discuss lighting- Cathleen Wyse invited- Cathleen represents the Sustainable Litchfield and supports the Town of Litchfield with sustainable options. A lighting assessment was conducted on the Street lights to see what lights were converted to LED lighting. Cathleen is looking for a list or map of the lights that the Borough own to ensure that they have been converted to LED

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lighting. At this time a list cannot be provided as there is not one to produce. Identification is needed for the Town of Litchfield to obtain certification of sustainability. The Borough requested a month extension be provided to allow a list to be compiled regarding the lighting that the Borough owns.

IV. Communications:

Letter regarding taxes and paying in protest.

Notice of Public Hearing regarding new water rates for Aquarion.

Complaint regarding the vegetation cut back on their property at 65 South Street as it does not impede the sidewalks. Rather than cut hedges the letter suggests that we should consider the sidewalk be widened by 8 or 10 inches on the western side.

Two inquiries: 1 from a student at Columbia Film School who would like to use the Green to film a school project.

Mark Dixon- office is assisting the production firm for a film entitled Holly Jolly. Two scenes would be filmed on a Green. Response sent back stating that they will need to fill out the application for Use of the Green and emailed to the Borough for review.

V. Public Participation:

a. Applicants- Michele Tetreault- filed an application for Road Race Weekend for the next three years. Letter to be sent informing her that an application will need to be submitted every year.

b. Public Comment

VI. New Business:

VII. Old Business:

a. ARPA- report due April 30. The money that has been set aside from ARPA, but not a dime of that money has been spent yet.

b. Heritage Plan- Gayle reached out to Peter Vittero from Heritage Landscapes regarding the Green and requested that he come look at the Green and the issues regarding the drainage.

c. Preservation Aging records- Gayle questioned the company as to when the expected project is slated to happen. Both parties are trying to coordinate a time to meet for the project to begin.

d. Borough Location During Renovation- Gayle reached out to the landlords regarding on update on when relocation should happen by and provided an update regarding their plans and when the work is slated to begin. Updates will be provided as they unfold in regard to finding a new location.

e. Signs- Gayle verbally spoke to owner and informed her that the signs need to be removed.

VIII. Committee Updates:

a. Budget- Roberta provided an update regarding the latest figures and provided line by line explanations of funds spent.

b. Sidewalks and Monument- Request for Board approval to run something in the newspaper to remind people to maintain their sidewalks. Motion made by Lara Hillman to run an ad to remind property owners who live in the Borough to trim their hedges to help keep the sidewalks clear seconded by Roberta Witty. All in favor. Motion carried. Soil study will be conducted to ensure that the placement of the monument will not sink.

c. Trees- nothing to report at this time.

d. Beautification (Guest participant: Jane Bailey) Jane will be joining next month.

e. Website- nothing to report at this time.

f. Use of Green/Business Survey- Roberta and Stephan have started working on updates to the Application. At this time a working document has been started with noted changes such as a \$50 application fee. Question posed regarding if

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consideration should be given to organizations that do not live in the Town of Litchfield. Question posed if the application fee would only be applicable to non-residential applicants or to everyone. Suggestion made to add usage fees or fees ensued for damages made to the Green during an event. Suggested application submission guidelines also noted. Next meeting scheduled for February 3, 2023.

IX. Acting Warden's Report and Requests

Flag on Green has been replaced. Gayle reached out to the Legion and they were more than happy to hang the new flag.

Two insurance policies have been ordered.

Inquiry from Lara regarding the Information Booths roof.

Update given regarding the FOIA and Rich Morin

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.

Roberta Witty made a Motion to approve payment of the monthly bills in the amount of \$18,840.02. Lara Hillman seconded the motion. All in favor. Motion carried.

XII. Adjournment.

Motion to adjourn made by Gayle Carr at 9:15pm seconded by Roberta Witty. All in favor, motion approved.

Cassandra Simoncelli, Clerk