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Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, September 12, 2023

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

Also Present: Nancy Southard, Treasurer, Gina Devaux, Anne Dranginis, Ed Fabbri, Burke Gibney, Dirk Patterson.

I. Call to order: The meeting was called to order at 6:01 p.m. by G. Carr.

II. Approval of Minutes:

- a. Motion to approve the Minutes from August 8, 2023 made by L. Hillman with noted changes. Seconded by R. Witty. All in favor. 1 abstention.

III. Communications

none

IV. Public Participation:

- a. Applicants
 - i. Walk a Mile in Her Shoes- notification given to the members that their application was approved.
- b. Public Comment
 - Ed Fabbri- Request to be added to the agenda for the October meeting.
 - Dirk Patterson- Discussion regarding the proposal of expanding the Green.

V. New Business:

- a. Fines- West Street Grill: Discussion regarding either fining the West Street Grill for the outside tables that are unrelated to the area that abuts the restaurant, or the possibility of having them removed. Attorney Byrne issued a cease and desist order to Mr. O'Shea to remove the tables with up to \$100 violation for each table. Attorney Byrne received a letter from Mr. O'Shea citing the approval from P&Z for the outdoor seating area. 10 day compliance order ended 8/21/2023. Ann Dranginis representing Mr. O'Shea voiced concerns against the claims of assault being brought into the public record. Position was for 43 West Street and that they are sitting on private property. Does not find it appropriate to fine the West Street Grill and finds it to be ill conceived. Burke Gibney spoke on behalf of the P&Z Commission stating the plans for the Grille were approved outside of the P&Z Commission. Board discussed how to move forward and after much discussion decision made to table the issue until the next meeting.

- b. Westwood Lane Condition: road and sidewalk are in a very bad state of repair. G. Carr reached out to the town to inquire who the owner was and was informed that the land is privately owned with a piece owned by an estate with no known heirs. Borough does not own the property but since it sits in the Borough the issue becomes what should be done. Suggestion made to keep it simple and just fix the sidewalk. Motion made by L. Hillman to allow public comment on issue and seconded by R. Witty. Motion carried.

- c. Forman School Employees Taxation: Judy reached out regarding an issue with a resident who didn't want to pay Borough taxes. A letter was written to the Assistant

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Head Master regarding the taxation of residents and their vehicles and requested a list of all those who live with the Borough to update the Boroughs list. The Head Master responded regarding the letter and would be speaking with his staff to insure that the issue was taken care and stated that everybody gets taxed.

VI. Old Business:

- a. ARPA- L. Hillman provided an update regarding sidewalks aka “surface transportation projects”/ “pedestrian pathways” and provided some clarity regarding the logistics of the funds need to be allocated by which is December 2024. Notification should be given to the state before the deadline.
- b. Heritage Plan/Green Trust- The final plan of the Heritage Plan was not finalized properly and request made to properly finalize it. Request made with the Board’s permission, Dirk would like to reach out to the Heritage Plan to start planning for what a final dollar amount would look like for this project. Request made for the final decision wait until the Spring. Suggestion made to at least reach out and question if plan is not executed in its fullest what are the main areas of focus. Motion made by L. Hillman to authorize Dirk Patterson to reach out to the Green Conservancy Committee and the Heritage Plan on behalf of the Borough of Litchfield. Seconded by R. Witty. Motion carried.
- c. Codebook Review and Possible Action Section 7.6-9: Discussion regarding what does Peddling mean and how this should be enforced if needed and if the prices should be updated. After further discussion the decision was made to not take action at this time.

7:32pm P. Vermilyea joined the meeting.

VII. Committee Updates

- a. Budget- nothing to report at this time
- b. Sidewalks and Monument:
 - a. Monument- Currently the Monument has competing proposals. The plaque and medallion are in the best possible hands and the money that we have allocated is strictly for it. The discussion that has been taking place is regarding the design of the base and how it will be moved, along with the costs associated with it. The costs of executing this are astronomical. Current location is not ideal and could cause the monument to be out by a car. Cost of moving it is proposed to be very minimal.
 - b. Sidewalks-Lots of progress on sidewalks have been happening. North Street looks to be done for now. P. Vermilyea has been receiving many calls, emails, etc. notifying him of areas that are in need of repair.
- c. Trees- G. Carr signed contract.
- d. Beautification- L. Hillman nothing to report at this time.
- e. Website- Minutes and Agenda were not allowing any changes to be made due to an issue with the backend. The Website has been fixed and is back up and running which will allow the 1818 Minute Book to be posted to the website as well.
- f. Use of Green/Business Survey- Business survey is done but the Use of the Green application is incomplete at this time.

VIII. Wardens Report & Requests (parking)

Parking in front of Union Bank is there without authorization. Denise Rapp, First Selectman reached out regarding the parking and how the issue can be rectified.

IX. Tax Collector’s refund requests/recommendation: if any

Motion to refund to Sydney Denman the amount of \$483.00 due to the overpayment of property taxes made by R. Witty and seconded by P. Vermilyea. Motion carried.

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X. Treasurer's Report

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

Nothing to report at this time.

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

Motion to approve the monthly bills in the amount of \$100,559.64 made by L. Hillman seconded by R. Witty. All in favor. Motion carried.

Motion to pay Cardinal Engineering in the amount of \$8,962.52 made by R. Witty and seconded by L. Hillman. All in favor. Motion carried.

XI. Adjournment.

Motion to adjourn made by R. Witty at 8:30pm and seconded by L. Hillman. All in favor, motion approved.

Cassandra Simoncelli, Clerk