

FINALIZED

Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, November 14, 2023

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

Also Present: Nancy Southard, Treasurer, Michael Lyn Capallo, Brian Malarkey, Dirk Patterson, Ed Fabbri, Patricia Pfeiffer.

I. Call to order: The meeting was called to order at 6:00 p.m. by G. Carr.

II. Approval of Minutes:

- a. Motion to approve the Minutes from October 10, 2023 made by R. Witty with noted changes. Seconded by L. Hillman. All in favor. 1 abstention.

III. Communications

- a. Thank you from Litchfield Fire Company re: donation.
- b. Holiday Season Decoration of the Green: Poles in town are decorated each year. In the past businesses have paid for them. Businesses have offered to sponsor them.

IV. Public Participation:

- a. Applicants
 - i. Park & Rec Holiday Stroll: Michael Lyn Capello- Request to approve the Holiday stroll as done in years past with a few minor changes this year. Such as a DJ playing music, 10x10 tent for Santa and Ms. Claus to be under. Motion made by L. Hillman and seconded by R. Witty to approve with noted verbal revisions. All in Favor. Motion carried.

Motion to move agenda item 5.a up in the agenda order made by R. Witty and seconded by P. Vermilyea. All in favor. Motion carried.

- b. Public Comment

V. New Business:

- a. Brian Malarky- Nova Ventures Re: Streetlights: B. Malarky provided a breakdown pertaining to the replacement of the light fixtures on South Street along with a schedule. The fixtures that are projected to be replaced have been received and are in Thomaston. The Projected start date for replacement/installation is the week after Thanksgiving. Proposal was also discussed regarding changing the poles that are currently situated on the Green to match the poles on South Street as per the Heritage plan. Motion to replace the damaged pole by using the Grand Light with the finish that matches the existing patena made by P. Vermilyea and seconded by R. Witty. All in favor. Motion carried. Motion to replace the five fixture heads on South Street to match the ones on West Street made by R. Witty and seconded by P. Vermilyea. All in favor. Motion carried.

6:45pm L. Hillman excused from the meeting.

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b. 2024 Meeting Calendar- comment made to add a meeting to the calendar for September 10, 2024 at 5:45pm. Motion to approve as revised made by P. Vermilyea and seconded by R. Witty. All in favor Motion carried.

c. Constables- Suggestion to hire someone during times of high volume to assist with monitoring traffic and for safety purposes. Suggestion made to request applicants to hire a state trooper for their events.

d. Outdoor Dining Permit- Attorney Byrnes sent a Hold Harmless and an Indemnify letter to businesses for their insurance information to obtain a permit from the Borough.

e. Review and possible Action to Approve DOT Letter- Discussion with members of the Traffic Safety Committee Ed Fabbri, Dirk Patterson, and Patricia regarding a proposed letter to the DOT regarding the Town of Litchfield's proposed pedestrian and traffic pattern improvements. Suggestion to entertain signing the letter with the stipulation that a special meeting happen before with members

VI. Old Business:

- a. ARPA- nothing to report at this time
- b. Heritage Plan/Green Trust- nothing to report at this time
- c. Codebook Review Section- nothing to report at this time

VII. Committee Updates

- a. Budget- nothing to report at this time.
- b. Sidewalks and Monument: Discussion regarding the quote that was provided for the bricks with suggestion made to table further discussion until the special meeting. Update provided regarding monument. Two proposals from potential bidders have come in with final decision yet to be determined.
- c. Trees- Car went across the East Green and hit one of the trees. Suggestion made to get the wire traffic fences to protect the green.
- d. Beautification- previously addressed
- e. Website- email to Harmony regarding printing issue
- f. Use of Green- Fee Structure and Applications- nothing to report at this time.

VIII. Wardens Report & Requests (parking, joint selectman meeting, public restrooms)

Soil sample and drilling will be happening soon on the Green.

Suggestion of setting up a second Board of Selectman meeting to be discussed at a later date.

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

Motion to refund to Mary S. Risley Trustee the amount of \$697.95 due to the overpayment of property taxes made by R. Witty and seconded by P. Vermilyea. Motion carried.

X. Treasurer's Report

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

Motion to approve the monthly bills in the amount of \$28663.04 made by P. Vermilyea seconded by R. Witty. All in favor. Motion carried.

XI. Adjournment.

Motion to adjourn made by P. Vermilyea at 8:45pm and seconded by R. Witty. All in favor, motion approved.

Cassandra Simoncelli, Clerk