

Borough of Litchfield  
Board of Warden & Burgesses  
Special Meeting Minutes  
Tuesday, January 23, 2024

**Present:** Gayle Carr, Warden; Lara Hillman, Burgess; Peter Vermilyea, Burgess; Stephan Krucker, Burgess; Cassandra Simoncelli; Borough Clerk

**Also Present:** Nancy Southard, Treasurer, Patricia Pfeiffer, David 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 December 12, 2023 made by P. Vermilyea with minor changes. Seconded by L. Hillman. All in favor. Motion carried.

**III. Communications**

Nothing to report at this time.

**IV. Public Participation:**

- a. Applicants- nothing to report at this time.
- b. Public Comment- none.

**V. New Business:**

- a. Insurance Renewal/Cancellation: Current Insurance Company notified the Borough that they will no longer continue coverage due to the two claims. The Borough's Insurance Broker found new coverage from a company called Gladfelters which only deals with small municipalities which will provide the same coverage as the previous company. Motion made by P. Vermilyea to make the necessary changes for Insurance coverage and seconded by L. Hillman. All in favor. Motion carried.
- b. Hydrology Report: Down to Earth Consulting provided their findings regarding the Litchfield Green. The findings suggested selectively underdrainage certain areas. Water needs to be taken out underneath since it is hard-packed at the top layer. Suggestion also made to run a curtain drain along the Green to help with the water runoff. A conversation with the State regarding where the water can outflow to will need to happen as well before anything can move forward. G. Carr requested a meeting with Down to Earth Consulting, LLC for March to discuss costs, options and answer any questions. Suggestion made to reach out to the State for assistance on the curtain drain or some sort of partnership to help mitigate this issue that is also an issue that was partially created by the State many years ago when they had added curbing.

**VI. Old Business:**

- a. Budgeting for Police Presence October and November- nothing to report at this time. P. Vermilyea will research topic further to inquire about the cost of various weekends roughly covering a total of six weekends on West Street and the Green.
- b. Heritage Plan/Green Conservatory Committee- Nothing to report at this time. See notes above.
- c. Codebook Review Section- Consideration Blight Ordinance: G. Carr received a call from D. Rapp asking if the Borough's Code had a Blight Ordinance. A call was received regarding a house with shingles that were flying off. In the absence of a Blight Ordinance nothing can be done. L. Hillman will continue to research the topic further to see what future options there are.

**VII. Committee Updates**

# FINALIZED

- a. Budget- nothing to report at this time.
- b. Sidewalks and Monument (Brick sidewalk replacement)- P. Vermilyea provided an update regarding the Monument which is in the process of securing funding to help aide in the movement of the Monument. Sidewalks are tricky this time of year due to the constant amount of snow that we have been receiving. A few areas are worse than others. P. Vermilyea would like to look at the Code book to see what it says regarding the driveway at the sidewalk if people are not clearing those areas. Question posed who is responsible where the driveway is the sidewalk aka Cobble Court. Who's responsible for repairing it should it become damaged during snow removal? Discussion regarding what type of material should be used for the replacement of the sidewalk from the Post Office to At The Corner. G. Carr will reach out to Lovieri regarding replacement of the brick sidewalk regarding the stretch of sidewalk from At The Corner to the Post Office. Motion made to allow G. Carr to follow through with reaching out to Lovaro made by P. Vermilyea and seconded by S. Krucker. All in favor. Motion carried.
- c. Trees- nothing to report at this time.
- d. Beautification- L. Hillman provided an updated regarding the decorations on the poles. L. Hillman Estimate for next year
- e. Website- nothing to report.
- f. Use of Green- S. Krucker will follow up with R. Witty.

## **VIII. Wardens Report & Requests (joint selectman meeting)**

- Garden Club Fixture replacement has been ordered.
- Lighting Update: The screws in DeFranco's lamps have been replaced. Sotheby's agreed to allow the replacement of the lamps. Post lights at former jail will also be color corrected.
- Public Service Announcement was sent out through WZBG regarding clearing sidewalks after a snow storm.
- Letter to Joseph Pratt, the representative of Congregational Church regarding longer lease. Have not heard anything back yet.

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

Nothing to report at this time

## **X. Treasurer's Report**

- a. Monthly Financial Statements, Payments of Bills, and Treasurer's request, if any.  
Motion to approve moving money in the amount of \$150,000 from the Money Market to a CD at a rate of 2.2% made by P. Vermilyea and seconded by S. Krucker. All in favor. Motion carried.

Motion to approve the monthly bills in the amount of \$17,557.22 made by L. Hillman seconded by P. Vermilyea. All in favor. Motion carried.

## **XI. Adjournment.**

Motion to adjourn made by P. Vermilyea at 7:24pm and seconded by S. Krucker. All in favor, motion approved.

Cassandra Simoncelli, Clerk