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Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, March 12, 2024

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

Also Present: Nancy Southard, Treasurer, Steven Byrne and Nicole Byrne, Kaye Carroll, Renee Batar.

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 February 13, 2024 made by P. Vermilyea with minor changes. Seconded by L. Hillman. All in favor. Motion carried.

III. Communications

Email from Brian Malarkey regarding where we are with the work on the Green with the light fixtures.

IV. Public Participation:

- a. Applicants-
 - i. Farmer's Market (Moving Start date from June to May)- Kaye Carroll on behalf of the Farmer's Market request to move the start date of the Farmer's Market outdoors to Memorial Weekend. Motion made to grant permission to the Farmer's Market to begin Memorial Day Weekend May 26, 2024 and continue until no later than October 19, 2024 made by S. Krucker and seconded by P. Vermilyea. All in favor. Motion carried subject to a new agreement which will be executed and the flag coming down the day of the event.
 - ii. Information Booth- Renee Batar on behalf of the EDC to open the Booth from May 1, 2024 to November 2024 from Thursdays to Sundays with operating hours of 10am and 4pm. Motion made by P. Vermilyea and seconded by L. Hillman subjected to the updated volunteer application form. All in favor. Motion carried.
- b. Public Comment-

None at this time

V. New Business:

- a. Bluehost and Site Hack- Site was hacked and malware had been installed. The necessary steps were taken to have Bluehost fix the issue and install additional protection to stop this from happening again. Suggestion made to issue an apology on the website informing the public of the hack and to reach out regarding any issue.

VI. Old Business:

- a. Budgeting for Police Presence October and November 2024- P. Vermilyea reached out to other towns and found out that they have areas of jurisdiction that Litchfield is not in. Note made that the Town is hiring an additional Trooper. Suggestion made to ask the Town if we could work together and have a Trooper provide the coverage on the dates the Borough needs with those cost being covered by the Borough.

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Discussion continued on what options would be available. Further follow up will be done.

- b. Heritage Plan/Green Conservatory Committee- G. Carr provided an update that the Green Conservatory will be attending the next meeting. A revised Memorandum has been provided based upon the hydrology study we now have something very scaled down as a plan for fixing the issue. Beech Tree on East Green has been taken down and the lights will be coming out of the tree that is not lit anymore.
- c. Codebook Review Section- Steve Byrne Invited
 - i. Continued Discussion Blight Ordinance- S. Byrne provided information about Blight Ordinances and how the Borough can create one. Will need to institute a hearing process if this were to be implemented. The objective of a Blight is to try to get the owners attention to address issues in question. Questions asked what constitutes a Blight, and if something preexists the Blight does it fall under begin grandfathered in. Can appoint someone as a Blight Officer. Notification would be sent to the owner first before resorting to public notification. If notice is adopted by the board it can simply be posted to the website or added to the mailer when the tax bills are sent out. Layout a plan on how the Borough would execute the Blight Ordinance and what costs would be associated with each step of the process along with a hardship agreement. Samples from other towns in CT were provided as examples of how they're executed. Suggestion made to create a prioritization list from greatest concern to least concern. Suggestion that if the Blight falls under the criteria that it is Visible from a public way, a Safety issue, or falls under Preservation of Historic Structure that is all the Borough is concerned with. Note to allow the public to make comment on Blights within the town.
 - ii. Prevention of Special Exception for Convenience Restaurants in Borough- S. Byrne provided an update to suggested adaption of regulation to signs and awnings and the use of a building. Create an Ordinance stating that the Borough does not allow drive-thrus. Question asked if a section could be added regarding the permission of outdoor dining and what defines those qualifications.
 - iii. Motion to move subsection 7F under section 4 of Old Business up made by P. Vermilyea and seconded by L. Hillman. S. Krucker asked S. Byrne for his assistance on creating a Code Book regulation that would pertain to the Use of Green and possibly implementing a Fee Structure and Application process. Further conversation will continue between S. Byrne and S. Krucker regarding the needs.
- d. Crime Policy Coverage Update- Update from G. Carr on the amounts that Crime Coverage would be. Discussion regarding the need for it and if it is necessary for the Borough to have. Question regarding what the Crime Policy actually covers. Question asked if the policy would cover hacking. G. Carr will follow up.

VII. Committee Updates

- a. Budget (Policing, Winter Decoration of Poles, Other changes to budget)- S. Krucker will be taking over managing of the Budget. Nothing to report at this time. Suggestion made to keep the budget earmarked for the sidewalks as close to the same amount if possible. Winter Decorations of Poles funds have been allocated.
- b. Sidewalks and Monument (Brick sidewalk replacement)- P. Vermilyea will be reaching out to 133 North about their sidewalk. Nothing else to report at this time.
- c. Trees- Update provided earlier in meeting.
- d. Beautification- Letter Re: Urn- G. Carr received an email from J. Metcalf for authorization letter.
- e. Website- Update Re: Bluehost- update provided above.

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- f. Use of Green- Fee Structure and Applications- addressed above.

VIII. Wardens Report & Requests

Lease agreement was signed for another 2 year.

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

None at this time

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 \$29,039.36 made by S. Krucker and seconded by R. Parilla. All in favor. Motion carried.

XI. Adjournment.

Motion to adjourn made by R. Parilla at 8:20pm and seconded by S. Krucker. All in favor, motion approved.

Cassandra Simoncelli, Clerk