

Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, May 14, 2024

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

Also Present: Nancy Southard, Treasurer, Michele Tetreault, Dirk Patterson.

I. Call to order: The meeting was called to order at 6:02 p.m. by G. Carr.

II. Approval of Minutes:

- a. Motion to approve the Regular Minutes from April 9, 2024 made by P. Vermilyea with minor changes. Seconded by L. Hillman. All in favor. Motion carried.

Motion to add under new business an item to add Quickbooks and Certified payments made by L. Hillman and seconded by S. Krucker. All in favor. Motion carried.

III. Communications

Beth Crowell expressed some interested in joining the HDC as an alternate.

IV. Public Participation:

- a. Applicants- Application which was received on May 4, 2025 from Michele Tetreault for the 2025 Litchfield Marketplace (June 7, 2025- Saturday of the Road Race Weekend). Motion to approve made by P. Vermilyea and seconded by R. Parilla. P. Vermilyea made a comment that there will be an America 250 Meeting happening next week. S. Krucker made a suggestion to table until next month's meeting on June 11, 2024. Motion made to table until the June meeting made by P. Vermilyea and seconded by E. Bauer. All in favor. Motion Carried.
- b. Public Comment- Update provided regarding the Susan B. Anthony Walk that will be happening Sunday, May 19, 2024 at 10:00am.
Dirk Patterson provided an update regarding the consolidation committee, ownership of lights in the municipal parking lot, hiring of new parking enforcement officer.

V. New Business:

- a. Information Booth Repair and Maintenance- Received a communication from Renee Batar with an update on the state of disrepair of the Information Booth. Water is still coming in from someplace, window frame may have some rot. Discussion on how to address this issue L. Hillman made suggestion of finding a contractor.
- b. Quickbooks and Certified Payments- Motion to approve the purchase of Quickbooks made by L. Hillman and seconded by R, Parilla. All in favor. Motion carried.
Certified Payments- Online tax payments through quality data which would allow the Borough taxpayers to pay their tax bills online. Motion to enroll in Certified Payments to allow for online tax payments made by P. Vermilyea and seconded by R. Parilla. All in favor. Motion carried.

VI. Old Business:

- a. Budget-
 - i. Adopt Budget for Recommendation at Annual Meeting- S. Krucker provided an update on the status of the proposed Budget. Discussion of how the funds will be allocated per line. Motion to recommend the budget at the annual meeting as is made by P. Vermilyea and seconded by L. Hillman. All in favor. Motion carried.

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- b. Forward Action Following Hydrology Study- Gayle received the names of three gentleman who can help assist with implementing the Hydrology study on the Green. Permission to allow Gayle to meet with three gentleman and share the Hydrology plans with them made by L. Hillman and seconded by S. Krucker. All in favor. Motion carried.
- c. Codebook Review Section-
 - i. Continued Discussion Blight Ordinance- Recommendation for adoption. – Minor changes requested to the verbiage of the Ordinance. Comment made that funding could become an issue as it can become costly to enforce. Suggestion made to table until the next meeting on June 11, 2024.
 - ii. Review of Application Re: Outdoor Dining in Borough- Lisa provided an update on the revised application for Outdoor Dining in the Borough. Suggestion made to add signature page which outlines the provisions outlined in the Ordinance.

VII. Committee Updates

- a. Budget- see above.
- b. Sidewalks and Monument- P. Vermilyea will be meeting with Jim to set up an appointment to walk the streets and assess the areas of concern. Nancy Amrick reached out regarding placement of a Historic Marker in front of Oliver Wolcott House. Updated provided on the progress of the Monument and the status of the medallion. Update provided on the Connectivity grant. The Borough is not out of the running yet. Final decision has not been made yet.
- c. Trees- Dead tree has been removed from the East Green. Work has been done on the West Green regarding the trees as well.
- d. Beautification- Estimate has been given for the budget.
- e. Website- nothing to report at this time.
- f. Use of Green- Fee Structure and Applications- committee has been reconstituted to include S. Krucker, R. Parilla, and L. Bauer.

VIII. Wardens Report & Requests

Hotel Update: infrastructure will be completed by July 11 and the construction equipment will be removed shortly after that from the Green with a projected opening date of August/September.

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 \$25,296.82 made by L. Hillman and seconded by R. Parilla. All in favor. Motion carried.

XI. Adjournment.

Motion to adjourn made by P. Vermilyea at 8:16pm and seconded by R. Parilla. All in favor, motion approved.

Cassandra Simoncelli, Clerk