

DRAFT

Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, July 16, 2024

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

Absent: Lara Hillman and Stephan Krucker

Also Present: Nancy Southard, Treasurer, .

I. Call to order: The meeting was called to order at 6:06 p.m. by G. Carr.

II. Approval of Minutes:

- a. Motion to approve the Regular Minutes from June 11, 2024 made by R. Parilla with noted changes. Seconded by E. Bauer. All in favor. Motion carried. 1 abstentions

III. Communications

IV. Public Participation:

- a. Applicants- none at this time.
- b. Public Comment- none at this time.

Motion to add under 5a New Business - aAdd appointing a new member of the board. Made by P. Vermilyea and seconded by E. Bauer. All in favor. Motion carried.

V. New Business:

Motion made to appoint Wolf Boehme as a member of the Board- Made by P. Vermilyea and seconded by E. Bauer. All in favor. Motion carried. W. Boehme sworn in by the Recording Clerk. C. Simoncelli.

VI. Old Business:

- a. Information Booth Repair and Maintenance – Review Bids – L. Hillman received two bids for the repair work that needs to be done to the Information Booth. The Board reviewed the breakdown of what repairs would cost between both bids. Further discussion on where the funds would be pulled from to cover the cost of the project. Motion made to accept the Bid from Mitchell Restoration contingent on approval from the HDC by P. Vermilyea and seconded by W. Boehme. All in favor. Motion carried.
- b. ARPA Funds – nothing to report at this time
- c. East Green Water Remediation- Additional Bids - G. Carr still waiting for a written estimate to be returned from Mat Wheeler. G. Carr spoken to Zack Morin to obtain another bid and have not heard back yet.
- d. Borough Clerk – G. Carr would like to hire Kim Griffen as the new Borough Clerk. Also reached out to Robin Ryle as the Historic District Commission clerk. Waiting for response. Motion made by W. Boehme to appoint as the new Clerk. Seconded by R. Parillia. All in favor. Motion carried.
- e. Codebook Review
 - i. Continued Discussion Blight Ordinance- Special Meeting to be held – Question asked if members would be opposed to a Saturday morning meeting if a quorum. Meeting schedule for Saturday, August 17, 2024 at 10am. G. Carr reached out regarding notice requirements.

VII. Committee Updates

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- a. Budget – nothing to report at this time
- b. Sidewalks and Monument – Received notice that the Grant in the amount of \$800,000.00 was approved for the sidewalk repair. Official award letter and next steps to follow. P. Vermilyea Monument money set aside and date is being set for movement of the monument. Permit obtained for North St. and South St. for sidewalk repairs. North St., East St., South St. are done. Have received notice from residents of appreciation for fixing the sidewalks. Obstruction letters have gone out to residents who's shrubs have overgrown onto the sidewalk and have received positive response in the correction.
- c. Trees – Tree that was taken out by car has been replaced. Unfortunately the driver's insurance had lapsed a week prior to the accident which means there is no coverage to receive restitution for replanting of tree.
- d. Beautification – Plantings in island near Bank and Market Place Restaurant are too tall. Suggestion made to reach out to have the issue address to make that intersection safer.
- e. Website – nothing to report at this time.
- f. Use of Green – Nothing to report at this time.

VIII. Wardens Report & Requests

Nothing to report at this time.

IX. Executive Session to Discuss Litigation:

Motion made to move into executive session at 7:32pm made by E. Bauer and seconded by W. Boehme. All in favor. Motion carried.

Motion made to adjourn executive session at 7:38pm made by E. Bauer and seconded by W. Boehme.

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

Request to refund \$16.43 to Elizabeth Devos due to being over taxed made by P. Vermilyea and seconded by R. Parilla. All in favor. Motion carried.

X. Treasurer's Report

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

Motion to move money for sidewalk repairs from the reserve fund in the amount of \$29,180.10 made by P. Vermilyea and seconded by W. Boehme. All in favor. Motion carried.

Request to move money from the following accounts for payment of monthly bills:

\$15,450.00 from the Legal fund to park maintenance.

\$309.40 from contingency to sidewalk repair.

\$100.00 from contingency to office supplies/misc.

\$4,000.00 from contingency to Litchfield Fire department.

\$349.04 from contingency to administration/office supplies.

Motion made to approve the movement of funds by line items as listed above for the budget ending June 30, 2024 by P. Vermilyea and seconded by E. Bauer. All in favor. Motion carried.

Motion to approve the monthly bills in the amount of \$70,936.11 made by W. Boehm and seconded by P. Vermilyea. All in favor. Motion carried.

XI. Adjournment.

Motion to adjourn made by P. Vermilyea at 8:10pm and seconded by E. Bauer. All in favor, motion approved.