

FINALIZED

Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, June 11, 2024

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

Also Present: Nancy Southard, Treasurer, Michele Tetreault.

I. Call to order: The meeting was called to order at 6:01 p.m. by G. Carr. Motion to add to the agenda a new item d. under New Business to discuss the signs in front of the Court House made by R. Parilla and seconded by L. Hillman. All in favor. Motion carried.

II. Approval of Minutes:

- a. Motion to approve the Regular Minutes from May 14, 2024 made by L. Hillman with minor changes. Seconded by R. Parilla. Change of spelling BEtar under 5a. All in favor. Motion carried.
- b. Motion made to approve the Annual Meeting Minutes from June 4, 2024 made by L. Bauer and seconded by L. Hillman with changes to misspellings. All in favor. Motion carried.

III. Communications

- a. Email from Wolf Boehem on helping the Borough Board out as a volunteer.

IV. Public Participation:

- a. Applicants-
 - i. Jane Bailey representing the Beautification Committee placing garden size American Flags on 3 South Street islands for Memorial day, Flag Day, Fourth of July, Labor Day, Veterans Day. Friday before the holiday and left for a week after the holiday. Motion made by L. Hillman and seconded by R. Parilla. All in favor. Motion carried.
 - ii. Michelle Tetreault- Application for the 2025 Litchfield Road Race Weekend. Motion to approve made by L. Hillman and seconded by L. Bauer. All in favor. Motion carried.
- b. Public Comment-
 - i. Email from Wolf Boehem on helping the Borough Board out as a volunteer.
 - ii. Michelle Tetreault- event went very well. The attendees and vendors had a great day. 65 booths in total. Will be sending an update in September regarding where the proceeds will be donated.

V. New Business:

- a. Board of Warden and Burgesses acting as Borough’s Board of Finance: setting Mill Rate for 2024-2025 Tax Year Motion made by R. Parilla and seconded by S. Krucker to set the mill rate at 1.8. All in favor. Motion carried.
Motion made by L. Hillman to approve the Assessor Pam Gengenbach, Auditor-Clermont and Associates, Tax Collector- Judith Elliot, Borough of Litchfield Clerk Cassandra Simoncelli, Historic District Commission Clerk Cassandra Simoncelli, Treasurer Nancy Southard, and seconded by R. Parilla. All in favor. Motion carried.
- b. Notice to Include with Tax Bills- Suggestions made to include: Reminder regarding home improvements to the façades of houses, advertising signs on yards, online payment, suggestion made to put a line that says “Check Borough site for updates”.

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c. Borough Clerk- Cassandra Simoncelli will be stepping down at the end of the year. Gayle has interviewed someone for the position. Suggestion made to put the position out for others to see and post on the Boroughs website. Discussion tabled until the next meeting in July.

d. Court House Signs- currently have (7) signs which they have not gotten any permission for. Question asked regarding how many signs should come down.

Suggestion made to allow 3 non-redundant signs one to each side.

VI. Old Business:

- a. Information Booth Repair and Maintenance – L. Hillman provided an update on the status of work that should be done. Roof should be replaced first with new cedar shingles. Question on condition substructure. It could be rotted underneath the shingles as well. After the roof is done, the wood/molding should be taken care of after that. Siding and painting would be last. Suggestion made to prepare a full estimate for all of the work that needs to be completed so that a proposal can be presented to SCHERR-Thoss for funding which L. Hillman will handle.
- b. ARPA Funds – L. Hillman asked for the breakdown of what has been spent so far to ensure we are on target for what the funds are being allocated for and what has been spent so far.
- c. Forward Action Following Hydrology Study- Matthew Wheeler provided some suggestions/ideas on how to address the issues and areas of concern along the Green based on the study that was conducted by Peter Vittero. Provided an alternative solution of 2 feet wide by 2 1/2 feet deep with an 8in perforated pipe with gravel and filter fabric on top which would also be less invasive. Question asked what the timeline would be for this project to be done from start to finish and the rough estimate would be. Request made from the board for a proposal be drafted and sent to the Borough.
- d. Codebook Review
 - i. Continued Discussion Blight Ordinance- Recommendation for adoption. – Nothing to report at this time. Topic tabled until the next meeting. Motion made to send a letter to the Wilderness House if appropriate under Statue

VII. Committee Updates

- a. Budget - 2024-2025 Budget has been set and approved.
- b. Sidewalks and Monument - Update provided regarding quotes for the repairs on Woodruff and question regarding where the funds would come from. Notice went out to the Zoning Enforcement Official regarding West Street Grille regarding the sidewalk tables that are in front of the buildings near restaurant. Notice will be going out to The Village and Petroria Deli as well. Notice will be sent to all restaurants on the Green.
- c. Trees - One tree was taken out by a car. G. Carr in contact regarding three other trees that are in rough shape.
- d. Beautification – nothing to report at this time.
- e. Website – nothing to report at this time.
- f. Use of Green – nothing to report at this time.

VIII. Wardens Report & Requests

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.

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Motion to move \$452.18 from contingency to misc./supplies made by L. Hillman and seconded by S. Krucker. All in favor. Motion carried.

Motion to approve the monthly bills in the amount of \$16,962.05 made by L. Bauer and seconded by S. Krucker. All in favor. Motion carried.

XI. Adjournment.

Motion to adjourn made by L. Hillman at 9:10pm and seconded by S. Krucker. All in favor, motion approved.

Cassandra Simoncelli, Clerk