

# DRAFT

Borough of Litchfield  
Board of Warden & Burgesses  
Regular Meeting Minutes  
Tuesday, September 10, 2024

**Present:** Gayle Carr, Warden; Wolf Boehme, Burgess; Peter Vermilyea, Burgess; Elisa Bauer, Burgess; Lara Hillman, Burgess; Kim Griffen; Borough Clerk

Absent:(Rebecca Parilla, Stephan Krucker)

**Also Present:** Nancy Southard, Treasurer,.

**Public:** Raz Alexe, and Brian Malarky

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 Regular Meeting Minutes from August 13, 2024 made by W. Boehme with noted changes. Seconded by E. Bauer. All in favor. Motion carried. 2 abstentions: L. Hillman and P. Vermilyea.

a. Under Present and Absent- Stephan Krucker Senior Burgess goes right after Gayle. Add Rebecca to Present (Check on her attendance). Old Business section C- Heritage Landscapes. Section 7b Committee Updates Sidewalks and Monument. HLC Excavation show plans for crosswalks. Motion made by Pete Vermilyea and 2<sup>nd</sup> made by Wolf Boehme, to pay Mitchell \$15,000 to removal of Information Booth. All in favor. Motion carried.  
Public Comment- HDC Committee needs to be updated on Website.  
Lisa Lamantane should be moved to Applicants.

Motion to approve the Special Meeting Minutes from August 17, 2024 with minor changes made by P. Vermilyea and seconded by W. Boehme. All in favor. Motion carried.

Attached misspelled under old business. Post Ordinance with minutes.

**Communications:** None at this time.

## IV. Public Participation:

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

## V. New Business:

a. Raz Alexe to Review Signage in Borough- Discussion regarding what the regulatory signage allowed in the State of Connecticut. Questions asked on what options the Borough has to use. Question asked if the current signs can be changed to green instead of red. Suggestion made to look at other boroughs in the state for their signage. 6 Green near Post office will keep and 3 near Green of Post office are also fine. Would like to use Green wherever possible.

b. Brian Malarky Re: Garden Club Lights- Approval needed to redo the services for the East Street Green. Provided an updated proposal of what the Scope of work entails. Old pole needs to go and the new pole will need the existing service added to it. EverSource has agreed to a service without a meter. Estimated cost is around \$4,000. Motion to approve the project to move the electrical service on the East Green in the amount of \$4,097 made by L. Hillman and seconded by L. Baurer. All in favor. Motion Carried.

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Second item that Brian addressed was the orange cone that is currently over a space a light fixture was near the Center Green next to the Monuments. Request to put a light fixture back in that spot. Found a pole to go in the spot from one company and a company that can replace the lamp fixture in the same style as what is currently on the Green. Total cost for this project would be around \$20,000. Suggestion made to reach out to the Green Conservancy Group for assistance with the cost. W. Bauhem will reach out to the Conservancy group for their application.

Christmas Trees/lights- Lights will be changed to a warm lighting lumen replacing the current lights. Motion to authorize G. Carr to approve any proposals for expenditures for the Christmas tree lighting in warm colors made by P. Vermilyea and seconded by W. Bauhem. All in favor. Motion carried.

c. Sidewalk Grant- Nothing to report at this time. No new information has been provided. D. Rapp reached back out to the State and has not heard anything back yet.

d. South Street Sidewalk Bids- Jim Harrison HLC. Jim gave G. Carr a bid for a 9foot by 100foot area on South Street to repair and replace a section near At The Corner down to South Street and including Cobble Court entrance. Bricks that are currently there are not bricks, they're concrete which is why they are crumbling. Willing to handle the repair and piece work. Motion made to have Jim complete the sidewalks with the recommendation of using regular brick made by W. Bahuem and seconded by P. Vemilyea. All in favor. Motion carried.

e. Review and Action Re: Outdoor Dining Applications or Failures to Apply- G. Carr sent out letters on August 15 to Business. Only once response received from Espresso 59 with everything that was requested in the letter. Discussion regarding the layout that was provided by Espresso 59 due to the placement of their benches and tables. Motion made to approve the application contingent upon the arrangement of the tables providing enough sidewalk access consistent with the Ordinance seconded by W. Bauhem. All in favor. Motion carried.

Question raised on how to address the four other businesses that have not responded to the letter. Suggestion made to send a follow up letter with a timestamp of when replies are due by with stipulation that if application is not provided then a fine will be issued due to failure to comply.

## VI. Old Business:

- a. Information Booth Repair and Maintenance – Repaired have been completed and maintained.
- b. APRA Funds- Nothing to report at this time. Rest of money needs to be encumbered before the end of the year.
- c. East Green Water Remediation- Conversation tabled to next meeting.
- d. Codebook Review
  - i. Review Blight Ordinance and Legal- G. Carr reached out to S. Byrne who provided answers to questions that were raised regarding the verbiage of the draft. Review of answers with discussion on how to respond/proceeded with noted suggestions. If any other revisions or changes needed to be addressed email them to G. Carr.

## VII. Committee Updates

- a. Budget – nothing to report at this time.
- b. Sidewalks and Monument – Moving of the Monument is scheduled to start any day. Plaque and Medallion are headed to the studio for the conversation process. Permit should be here any day for the sidewalks. Permit needs to be in hand in order to begin the work for the ADA crosswalks. Everything is ready to go once Permit is approved. With Grant money we are undertaking other sidewalk projects specifically across the

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street from the library replacement will happen. 180 South Street, next door to the library was also repaved.

- c. Trees – nothing to report.
- d. Beautification – Nothing at this time.
- e. Website – Nothing to report at this time.
- f. Use of Green Fee – nothing to report at this time.

## **VIII. Wardens Report & Requests**

Nothing to report at this time.

## **VIII. Tax Collector's refund requests/recommendation:**

None at this time.

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

- a. Monthly Financial Statements, Payments of Bills, and Treasurer's request, if any. Nothing to report at this time.

Motion made by L. Hillman to pay \$6,560 out of the Capitol and Recurring Fund and seconded by W. Bohme. All in favor. Motion carried.

- b. Motion to approve the monthly bills in the amount of \$17,315.52 made by L. Hillman and seconded by P. Vermilyea. All in favor. Motion carried.

## **XI. Adjournment.**

Motion to adjourn made by P. Vermilyea and seconded by made by W. Boehme at 8:40pm. All in favor, motion approved.

Kim Griffen, Clerk