

Borough of Litchfield
Board of Warden & Burgesses
Regular Meeting Minutes
Tuesday, November 12, 2024 at 6:00 p.m.

Present: Gayle Carr, Warden; Elisa Bauer, Burgess; Wolf Boehme, Burgess; Pete Vermilyea, Burgess; Lara Hillman, Burgess; Rebecca Parilla, Burgess; Nancy Southard, Treasurer; Kim Griffen, Clerk

Public: Bill Buckley, and Cardinal Engineering Associates

1.Call to order: The meeting was called to order at 6:03 pm by G. Carr.

11. Approval of Minutes:

a. Motion to approve the Regular Meeting Minutes from October 8, 2024 made by P.Bermilyea with noted changes and 2nd made by E. Bauer.

b. Corrections: A request to the Warden G. Carr to appoint to the Historical District Commission as an alternate from Lyman R. Whelan. East Green Water Remediation, Mat Wheeler contract of \$17,162.00.

P.Vermilyea informed most of the replacement bricks for driveway are done and the lights and bulbs were discussed. The lights will be turned on Thanksgiving, November 23-28th 2024. Motion to adjourn was made by W. Boehme and 2nd made by P. Vermilyea.

III. **Communications:** Litchfield Marketplace Michele Tetreault; chair sent a Thank You for allowing the Arts and Crafts Fair to use the Litchfield Green. A complaint from a concern resident about mantaining the memory benches. It will be addressed.

IV. Public Participation:

a. Applicants-

i. Park & Rec. Holiday Stroll and Tree Lighting for December 8, 2024 from 2-5 pm. to use the Center Green. A motion made by W. Boehme and 2nd made by P.Vermilyea to use the Center Green and request police presence plus the tree will already be lit. All in favor. Motion carried.

b. Public Comment: Bill Buckley, concern resident about when the new sidewalks are started that it won't destroy his driveway. A discussion over the matter was discussed.

V. New Business:

a. Annual Calendar: A motion to accept the 2025 Borough of Litchfield calendar made by P.Bermilyea; and 2nd made by E. Bauer. Motion carried. All in favor.

b. Sidewalk Grant: Cardinal Engineering Associates discussed with the board the estimate for phase one of the sidewalk project. A show of plans propose sidewalks along Woodruff Lane from West Street to Woodruff Street, North side of Woodruff Street from Tannery Brook Road to Meadow Street, North side of East Street (Route 118) from

Torrington Road (Route 202) to East Cemetery driveway and the South side of East Street (118) from South Street to Wells Run. a total of 5,530 feet of walk will be replaced. The proposed fee for these Engineering Design Services is \$37,000, not including direct costs and Construction Phase Services. A motion to have G. Carr revise the contract to show hourly and lump sum amounts made by P. Vermilyea and 2nd made by W. Boehme. Motion carried. All in favor.

c. Computer for Clerks: A motion to get another computer made by W. Boehme and 2nd made by P. Vermilyea. Motion carried. All in favor.

VI. Old Business:

a. ARPA Funds:

b. East Green Water Remediation: A motion to accept Mathew Wheeler Custom Stonework and Gardens modification of the plan made by W. Boehme and 2nd made by L. Hillman of \$171,000 with an extra 5,000. All in favor.

c. Codebook Review

i. Review Blight Ordinance and Legal: Warden G. Carr asked the board to review the blight ordinance to discuss at next month meeting.

d. Committee Updates: G. Carr informed the board that Stephan Krucker will be resigning as of November 12, 2024.

e. Budget: None

f. Sidewalks and Monument (Brick and Monument update): P. Vermilyea informed the board that December 15th, 2024 a rededication ceremony will take place. They will use less salt on the bricks to keep in better condition for the future.

g. Trees: The south center of the green tree has damage and will need fertilizer.

h. Beautification: An extra lamp that HDC has approved is in place. The lights all match now and the benches from the Heritage Plan will be replaced or repaired plus keep the memory plate safe for the winter.

i. Website: Still updating the website with Dog and Pony Web Design.

j. Use of Green-Fee Structure and Applications: None

VII. Warden's Report & Request (Police Reg -10/31, Trash, Tree Lights, Poles): A need for police during Halloween and to use Prospect Rd. for safety.

VIII. Tax Collector's refund requests/recommendations, if any. None

IX. Treasurer's Report:

a. Monthly Financial Statements, Payments of Bills and Treasurer's requests, if any. The treasurer had to file quarterly for payroll in October and a discussion was informed to the board on payment to Nova for service on the poles on the green and park maintenance, optimum bill, might consider getting other offers. A motion to pay the bills in the amount of 11,090.37 made by P. Vermilyea and 2nd made by W. Boehme. All in favor. Motion to accept the unpaid bills of \$17,994.27 made by L. Hillman and 2nd made by P. Vermilyea. Motion carried. All in favor.

X. Adjournment:

Motion to adjourn made by E.Bauer and 2nd made by W. Boehme at 8:40 pm. All in favor, motion approved.

Kim Griffen, Clerk BOL