

DRAFT

Borough of Litchfield  
Board of Warden & Burgesses  
Regular Meeting Minutes  
January 14, 2025 at 6:00 p.m.

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

**Public:** Bill Buckley, Michele Lyn Cappello, Donna Winn and Alice Ridgway.

**I. Call to order:** The meeting was called to order at 6:00 p.m. by G. Carr.

**II. Approval of Minutes:**

a. November 12, 2024 a motion was made by P. Vermilyea and 2<sup>nd</sup> made by E. Bauer to approve the minutes with noted changes. Litchfield Marketplace Michele Tetreault sent a Thank You for allowing the Arts and Crafts Fair to use the Litchfield Green, Bill Buckley a concern resident that the new sidewalks will not destroy his driveway. The Board accepted the Borough of Litchfield 2025 calendar. Motion carried.

b. November 25, 2025 a motion was made by W.Boehme and 2<sup>d</sup> made by L. Hillman to approve the Special Meeting minutes with noted changes. Application Dedication of Beecher Monument from Eileen Schmidt. An application from the Town of Litchfield Park and Recreation and the meeting Adjourned at 7:25 p.m. Motion carried.

c. December 17, 2024 a motion was made by L. Hillman and 2<sup>nd</sup> made by W. Boehme to approve the Special Meeting Minutes with noted changes. The meeting was called to order by R. Parilla. A motion made by W.Boehme and 2<sup>nd</sup> made by L.Hillman to discuss having a

meeting with the Borough of Litchfield and the Board of Selectman. Tax Collector refund request to Toyota Lease Trust in the amount of \$62.04. Motion carried.

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**III. Communicatios:**

- a. A letter to Mr. Steve McGruder and Angeline Goreau of 24 South Street, Litchfield, CT to welcome them to the Borough and a reminder to keep the sidewalks free of obstructions' and encumbrances.
- b. Litchfield Historical Society Beecher Memorial Restored on the Litchfield Green.
- c. Litchfield Green Conservancy a letter of Thank You to be able to assist the Borough in the lighting repairs ad replacements on the green.

**IV. Public Participation:**

a. Applicants

1. Park and Recreation to hold 8 concerts on the green from 6/18/25 to 8/6/25 starting at 6:00p.m. and ending at 8:00 p.m. Wednesday evening on the West Green. A set up time at 4:30p.m. and clean up ends at 8:30 p.m. A motion to approve the application made by P. Vermilyea and 2<sup>nd</sup> made by E. Bauer. Motion carried.

2. Park and Recreation to hold a Block Party on the Green on 6/7/25 starting at 6:00 p.m. and ending at 9:00 p.m. A set up time at 5:00 p.m. and clean up ends at 9:30 p.m. A motion to approve the application made by E. Bauer and 2<sup>nd</sup> made by P. Vermilyea. Motion carried.

3. Alice Ridgway, America's Two Fifty to celebrate the Two Lights Idea and the Battle of Lexington and Concord to hold the event on 4/18 & 19/ 25. A discussion was had and will come back to the board with more information.

4. Susan B. Anthony Project to hold "Walk a Mile in Her Shoes" a men's march walking wearing high-heeled shoes to raise awareness about the serious causes and effects of sexualized violence against women. Event to be on 5/18/25 starting at 9:00 a.m. and ending at 11:00 a.m. with set up at 7:00 a.m. and clean up at 12:00 p.m. A motion to

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Applications cont.

(4) approve the application made by P. Vermilyea and 2<sup>nd</sup> made by W. Boehme subject to insurance proof. Motion carried.

b. Public Comment

Bill Buckley showed the plans of the proposed sidewalks and his concern near his driveway.

Donna Winn discussed the donation of a Christmas tree that was in her late son's memory and would like to add a plaque. P. Vermilyea shared the history of the memories that has been on the green.

V. New Business

a. Bench Survey and Plan. P.Vermilyea took a look at the benches on the green and a discussion to replace some and some to get rid of. Peter will find some benches with

approval no symbol, improve tex and type face. W. Boehme motioned and 2<sup>nd</sup> made by P. Vermilyea. Motion carried.

b. Joint Meeting with Board of Selectmen. G. Carr will talk to Selectman D. Rapp about the Blight, Parking, Sidewalk Grants, Police Traffic to come to a date to hold the meeting.

c. Switching Phone Service/Web Hosting Provider. W. Boehme informed the board the prices between Frontier and Comcast. A motion to use Frontier made by R. Parilla and 2<sup>nd</sup> made by E. Bauer. Motion carried. A motion to move from Go Daddy services and E-mail to Blue Host made by W. Boehme and 2<sup>nd</sup> made by P. Vermilyea. Motion carried.

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**VI. Old Business**

a. ARPA Funds. The Funds are for use for the East Green and Sidewalks as it is all accounted for.

b. East Green Water Remediation. G. Carr has signed the contract with Cardinal Engineering Associates to start in April 2025.

c. Codebook Review

Approval Blight Ordinance. A discuss on the Blight will be tabled till next month.

d. Committee Updates. None at this time.

e. Budget. W. Boehme asked for more information into the budget that might be needed. P. Vermilyea said that sidewalks should be included along with cleaning, police present for Road Race and Halloween estimate \$7,360.00 plus 6%.

f. Sidewalks and Monument. P. Vermilyea informed the Board the ceremony went well.

g. Trees. P. Vermilyea will look up the index on the trees. W. Boehme asked if there is a heritage plan and possibly any money to help with a digital plan.

h. Beautification. Nothing at this time.

i. Website. Already a discussion previous.

j. Use of Green-Fee Structure and Applications. W. Boehme and E. Bauer will discuss later.

**VII. Warden's Report & Request** (Police, Info Booth Repair) A motion to add Senior Burgess to the Agenda made by R. Parilla and 2<sup>nd</sup> made by W. Boehme also to add Elections.

P. Vermilyea appointed W. Boehme as Senior Burgess and 2<sup>nd</sup> made by E. Bauer. Motion carried.

Elections. 6 Burgesses are needed.

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VII. Cont. Warden's Report.

G. Carr has not received a bill as yet for the police and fire fighters that were used at an event.

**VIII. Tax Collector's refund requests/recommendations**, if any. A motion to give back refund over payment of taxes to Art Lux E. Enterprise LLC made by W. Boehme and 2<sup>nd</sup> made by P. Vermilyea. Motion carried.

**IX. Treasurer's Report.**

a. Monthly Financial Statements, Payments of Bills, and Treasurer's request, if any. Motion to pay the bills in the amount of \$21, 907.81 made by P. Vermilyea and 2<sup>nd</sup> made by E. Bauer. Motion carried. Motion to pay Cardinal Engineering from the ARP fund for the sidewalks in the amount of \$694.50 made by W. Boehme and 2<sup>nd</sup> made by P. Vermilyea. Motion carried.

**X. Adjournment.** Motion to adjourn at 9:13 p.m. made by P. Vermilyea and 2<sup>nd</sup> made by W. Boehme. Motion carried.

Kim Griffen, BOL Clerk