

MEETING MINUTES
REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, SEPTEMBER 16, 2025 ~ 5:30 P.M.
IN-PERSON AT BANTAM ANNEX, 80 DOYLE RD., BANTAM, CT AND
REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE

Call to Order First Selectman Denise Raap called the hybrid meeting to order at 5:31 p.m. Selectmen present were Dan Morosani, John Bongiorno, Jeff Zullo and First Selectman Denise Raap. Jodiann Tenney was absent. Also present were Public Works Director Raz Alexe and Board of Finance member Matt Tobin.

Approval of Minutes:

- a) **Board of Selectmen, regular meeting, 09/02/2025 Motion:** J. Zullo motioned to approve the 09/02/2025 Board of Selectmen regular meeting minutes. J. Bongiorno seconded the motion, all voted aye and the motion passed.
- b) **Board of Selectmen, special meeting, 09/09/2025 Motion:** J. Zullo motioned to approve the 09/09/2025 special meeting minutes. D. Morosani seconded the motion, all voted aye and the motion passed.

Public Requests/Comments Andrew Bottenhofer, Litchfield resident, spoke on car thefts in the area and his support for additional police presence.

Selectmen's Requests J. Zullo stated that the WPCA received a \$54,000 credit from Eversource to account for the period during which solar credits were not properly applied. He noted that the issue has since been resolved, and the WPCA will now begin seeing the solar credits reflected on future bills. **Motion:** J. Zullo motioned to add under new business to discuss the Litchfield Fire Department waiver of a building permit fee in the amount of \$3,000. J. Bongiorno seconded the motion, all voted aye and the motion passed.

First Selectman's Update Report D. Raap reported that 1,458 individuals are currently subscribed to the Town's newsletter. She noted that Public Works Assistant Supervisor Brett Seamans will attend the upcoming Historic District Commission meeting regarding the windows at Town Hall. D. Raap shared that, during a meeting with two HDC members, a proposed solution for the Town Hall windows was developed. It was also brought to her attention that when the windows at Litchfield Center school were replaced, HDC approval had not been obtained. Additionally, D. Raap stated that Bantam Lake currently has a high concentration of blue-green algae, and it is not recommended for people or animals to swim in the lake.

Resignations

- a) Diane E. Field from the Town Facilities Review Committee, regular member, effective 09/03/2025, received and noted.
- b) Diane E. Field from the Sustainable Litchfield Committee, regular member, effective 09/03/2025, received and noted.
- c) Matthew Andrulis Mette from the Board of Ethics, alternate member, effective 09/11/2025, received and noted.

Interviews, Appointments & Reappointments

- a) **Appoint Kim Sparks to the Torrington Area Health District, Board of Health, term expiring 12/2027 Motion:** J. Zullo motioned that the Board of Selectmen appoint Kim Sparks to the

Torrington Area Health District, Board of Health, with a term expiring 12/2027. J. Bongiorno seconded the motion, all voted aye and the motion passed.

- b) **Appoint Board of Ethics Members Motion:** D. Raap motioned that the Board of Selectmen appoint Matthew Andrulis Mette, Michael Walker, Anne Dranginis, William Newman, and Walter Mack as regular members to the Board of Ethics. D. Morosani seconded the motion, all voted aye and the motion passed. D. Morosani motioned that the Board of Selectmen appoint Donna Pace and Barry Winnick as alternate members of the Board of Ethics. J. Zullo seconded the motion, all voted aye and the motion passed. **Motion:** D. Morosani motioned that the Board of Ethics' initial charge be to review and update the latest draft of the Code of Ethics, make any necessary recommendations, and ratify an updated Litchfield Code of Ethics. J. Zullo seconded the motion, all voted aye and the motion passed.

Public Works Bids R. Alexe apologized to the BOS for his initial assumption that the window work at Town Hall was routine maintenance. He expressed his gratitude to the HDC for their exceptionally kind response and for providing three suggestions that offered a relatively simple resolution.

- a) **Board of Selectmen Recommendation to Award Byrnes Ave Drainage Reconstruction Project** R. Alexe stated there were six contractors that bid on this project with Towne & Aurell at the lowest bid of \$422,200.00. **Motion:** J. Zullo motioned that the Board of Selectmen approve the Byrnes Avenue road drainage reconstruction project in the amount of \$422,200.00 and award the bid to Town & Aurell as the low bidder to be funded under CIP FY 2025/2026 budget as recommended by Raz Alexe. J. Bongiorno seconded the motion, all voted aye and the motion passed.

Liaison Reports/Commission-Committee Minutes: On TownofLitchfield.org website

Region 20 Update D. Raap reported that she has been in contact with the State of Connecticut regarding potential legislative language for the upcoming special session. The purpose of the language would be to authorize payment of Litchfield Board of Education bills. However, she clarified that such language is not necessary for Litchfield, as it is a municipality, whereas Region 6 does require it. D. Raap stated that, following completion of the current audit, either David Cappelletti or King, King & Associates will incorporate the amended audit. M. Tobin noted that, at a previous Board of Finance meeting, it was stated that D. Cappelletti did not have access to Region 20's financial information to complete the amended audit. He expressed interest in seeing D. Cappelletti and Region 20's Chief Financial Officer, Julia Cardillo, reach an agreement on the reimbursement amount owed to Litchfield. D. Raap has requested the 2023-2024 BOE invoices for review by the ad hoc committee. J. Zullo questioned why Litchfield owes funds to Connecticut Junior Republic under the Title I, Part D grant, noting that the grant portion was put into the schools' general fund and subsequently spent. J. Bongiorno requested that the BOF initiate a process with the Town's insurance provider regarding potential error and omissions in the 2024-2025 audit. D. Morosani raised concerns about the \$5,000 invoice threshold and whether the BOF had formally agreed to it, pointing out that the cumulative total of invoices below that amount could be substantial. J. Bongiorno also expressed concern about lost capital assets, specifically referencing Chromebooks. J. Zullo requested an update on the financial committee involving the four Region 20 towns and Region 20 itself. In response, D. Raap stated that she has a meeting scheduled with Superintendent Dr. Villar to discuss next steps.

Advanced Tech Update J. Bongiorno expressed hope to meet with a State advocate the following day to discuss connecting the WiFi system to a power source. He noted that a work order has been submitted to ensure the camera for the ballot box records during election periods in compliance with state requirements. Additionally, ATC is planning to implement a formal work order tracking process to monitor submissions and progress.

WPCA Liaison Update J. Bongiorno reported that the WPCA is in the process of updating its regulations to reflect current standards for 2025. He noted that the Memorandum of Understanding with Torrington has been signed by their City Council. He also stated that repairs are underway on the sewer department tank that was damaged in last year's explosion. At the next WPCA meeting, a final report from Woodard & Curran is expected, outlining the phases of planned facility upgrades. Additionally, J. Bongiorno shared that online billing and payment options will be available.

Sustainable Litchfield Update no update.

Vacancies: The list of current appointed vacancies with term expirations is as follows:

Advanced Technology Commission: 2 alternate members 2/2026
Beautification Commission: 5 regular members 1-02/2026, 2-02/2027, 2-2/2028; 3 alternate members 2/2028
Cable TV Advisory Council: 1 member 6/2025
Conservation Commission: 1 alternate member 1-12/2025
Economic Development Commission: 1 alternate member 6/2027
Inland Wetlands Commission: 1 regular member 6/2025; 2 alternate members 6/2027
Litchfield Arts Council: 2 regular members 8/2027
Litchfield Prevention Council: 4 alternate members 1-6/2026, 1-6/2027, 2-6/2028
Milton Historic District Commission: 1 regulars 1/2030; 3 alternate members 2-1/2027, 1-1/2028
Park & Recreation Commission: 1 alternate member 6/2029
Pension Commission: 1 alternate member 3/2030
Sustainable Litchfield Committee: 1 regular member 3/2026, 1 alternate members 3/2026
Town Facilities Review Committee: 4 regular members 3/2026; 2 alternates 3/2026
Veterans' Advisory Committee: 1 regular member 8/2026; 1 alternate member 8/2027
Waste Reduction Committee: 1 regular member 02/2026
Water Pollution Control Authority (WPCA): 1 alternate member 1/2026
Western CT Coalition, CAC #22: 1 member 5/2027
Zoning Board of Appeals: 3 alternate members 3/2027

Tax Refunds:

- a) **Eight Refunds, Totaling \$709.55 Motion:** J. Zullo motioned that the Board of Selectmen approve the eight refunds totaling \$709.55. D. Morosani seconded the motion, all voted aye and the motion passed.

Old Business

- a) **Follow Up on Resident Troopers Versus Constables** D. Raap reported that the Resident Troopers are actively patrolling throughout Town and are working overtime to conduct speed enforcement, as budgeted. She noted that, several weeks ago, six to eight Troopers participated in a designated speed enforcement day. She expressed concern about the previous Constable program, which operated only Monday through Friday and lacked weekend coverage but was supportive of adding Constables to have expanded coverage. Additionally, she pointed out that one Constable was out for four months without any replacement coverage. J. Zullo suggested the need for an analytical review to determine whether three Resident Troopers provide sufficient coverage or if the Town should consider expanding the Constable program. He recommended hiring a consultant to conduct the analysis, followed by a public hearing and ultimately a Town Meeting. D. Morosani stated that, due to upcoming retirements and low graduation rates among new Troopers, he does not believe a third Resident Trooper will be available to the Town in the foreseeable future. He emphasized that the Constable program should not only be evaluated based on metrics but also for the peace of mind it offers residents seeking increased police presence. J.

Bongiorno recommended that the Town reach out to Woodbury or Burlington to learn whether they consulted with anyone when establishing their programs. He proposed holding a special meeting to gather additional information on how those programs are currently operating. To address potential cost concerns, J. Bongiorno suggested that, during the initial years of implementation, Constables share vehicles and not take them home. He also noted that when the Town transitioned to the Resident Trooper model, it lost the cadet program, which had been helpful for traffic direction and parking support.

- b) **Airbnb Discussion** D. Raap reported that the Town of Goshen requires Airbnb property owners to submit a personal property declaration, assessed at \$2,500 per bedroom, for inclusion in the property assessment. D. Morosani stated that he does not view the issue as one of revenue generation, but rather as a neighborly concern, noting that a personal property declaration alone will not resolve the complaints being raised. J. Zullo commented that the assessment adjustment is intended for homeowners who generate revenue from short-term rentals, helping to offset usage impacts and support services such as the Fire Department. This item has been tabled.

New Business

- a) **Capital Improvement Program Policy Motion:** J. Zullo motioned to approve the Capital Improvement Program Policy update. J. Bongiorno seconded the motion, all voted aye and the motion passed.
- b) **Litchfield Rowing Club Memorandum of Understanding RE: Utility Meter Installation at LHRC Boathouse Motion:** J. Zullo motioned that the Board of Selectmen approve the Memorandum of Understanding between Litchfield Hills Rowing Club Boathouse and the Town of Litchfield as recommended. J. Bongiorno seconded the motion, all voted aye and the motion passed.
- c) **Litchfield Fire Department Building Permit Fee Waiver Motion:** J. Zullo motioned that the Board of Selectmen waive the Litchfield Fire Department \$3,000 building permit fee for their outbuilding. D. Morosani seconded the motion, all voted aye and the motion passed.

D. Raap stated Bantam Planning & Zoning has a public hearing on 10/07/2025 regarding rezoning 80 Doyle Road, the Bantam Annex, to Bantam Municipal Use District.

Executive Session none

Adjournment Motion: J. Zullo motioned to adjourn the meeting at 7:05 p.m. J. Bongiorno seconded the motion, all voted aye and the motion passed.



Denise Raap, First Selectman