

MEETING MINUTES
SPECIAL MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, SEPTEMBER 29, 2026 ~ 5:30 P.M.
***IN-PERSON AT LITCHFIELD INTERMEDIATE SCHOOL, 35 PLUMB HILL RD,**
LITCHFIELD, 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 John Bongiorno, Anne Dranginis, Jeff Zullo, and First Selectman Denise Raap. Selectman Dan Morosani joined the meeting at 5:32 p.m.

Approval of Minutes:

- A) **Board of Selectmen, regular meeting, 9/15/2026** Motion J. Zullo motioned to approve the Board of Selectmen regular meeting minutes of 9/15/2026. A. Dranginis seconded the motion. All voted aye and the motion passed.

Public Requests/Comments none

Selectmen's Requests none

First Selectman's Update Report D. Raap reported that formal correspondence had been submitted to the Connecticut Department of Transportation (CTDOT) regarding advancing the Route 202 corridor project from the conceptual to active design phase. A meeting was requested with DOT and a local design committee prior to engineering to discuss municipal priorities, including parking configurations and improvements to pedestrian crosswalks.

J. Zullo discussed burying utility lines along the north side of Route 202 in conjunction with the State's planned sidewalk excavation. The Litchfield Preservation Trust and Friends of the Green have expressed interest in the project. D. Morosani noted that coordinating the work with the State could reduce costs and that State and federal grant funding may be available. D. Morosani also discussed potential aesthetic improvements to traffic infrastructure and the increased reliability that buried utilities could provide during severe weather.

Following recent storm-related traffic signal outages at North Street and Route 202, D. Raap discussed concerns regarding temporary traffic control and the potential transfer of liability to the Town. The Board agreed to meet with the DOT to establish clear protocols for traffic management and signal failures on State roads.

Resignations

- A) Ed Ryle from the Sandy Beach Commission, effective 9/17/2026, received and noted

Interviews, Appointments & Reappointments none

Liaison Reports/Commission-Committee Minutes: On TownofLitchfieldct.gov website

Region 20 Update D. Raap announced Board of Finance member Stefan was appointed as the Town's municipal liaison to Region 20 for upcoming negotiations beginning October 7. D. Raap also discussed the bus parking lot lease and related property rights. The Town does not intend to renew its current lease, and the Region 20 Superintendent confirmed that the district will not renew or execute the lease. All-Star Transportation representative John Dufour confirmed that the requirement for the vendor to provide a

designated bus parking facility will be removed from the transportation agreement. As a final note D. Raap acknowledged that according to the Superintendent the Region 20 invoices and records are available at any time for review.

Advanced Tech Update J. Bongiorno reported they are in the process of drafting an RFP for a comprehensive assessment of municipal hardware, network systems, phone infrastructure, and software at Town Hall, WPCA, and Public Works, excluding fire and ambulance services. An automated asset inventory application was acquired at no cost to assist with compiling equipment inventories.

J. Bongiorno also discussed plans to centralize municipal operations under a single Microsoft 365 domain, including Microsoft Copilot to provide secure, enterprise-level AI capabilities while addressing compliance concerns associated with the use of personal AI tools. He noted network and power resiliency following recent outages that affected public Wi-Fi access points powered through Town Hall, which lacks an emergency generator. Vendor registration issues with Ruckus equipment also delayed remote recovery. The committee is evaluating CEN fiber connections for the new ambulance facility and local fire departments, and the current fire department network relies on a 17-year-old fiber switch that requires replacement.

WPCA Liaison Update J. Bongiorno noted sewer bills are available online. D. Raap also reported that the plant faced no impact from the storm over the weekend.

Sustainable Litchfield Update none

Interlocal EMS Update none

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

Advanced Technology Commission: 2 alternate members 04/2028

Beautification Commission: 2 regular members 1-02/2029, 1-02/2027; 3 alternate members 02/2028

Board of Ethics: 1 regular member 06/2029; 1 alternate members 06/2029

Cable TV Advisory Council: 1 member 6/2027

Conservation Commission: 2 alternate members 12/2028

Economic Development Commission: 1 alternate member 06/2027

Inland Wetlands Commission: 2 alternate members 06/2027

Litchfield Arts Council: 2 regular members 08/2027

Litchfield Prevention Council: 2 regular members 06/2026, 3 alternate members 1-06/2026, 1-06/2027, 1-06/2028

Milton Historic District Commission: 1 regulars 01/2030; 3 alternate members 2-01/2027, 1-01/2028

Park & Recreation Commission: 1 regular member 06/2030, 1 alternate member 06/2030

Pension Commission: 1 regular member 02/2028, 2 alternate member 1-03/2028, 1-03/2030

Sandy Beach Commission: 2 regular members 12/2027, 12/2028

Sustainable Litchfield Committee: 2 alternate members 03/2028

Veterans' Advisory Committee: 1 regular member 08/2026; 1 alternate member 08/2027

Water Pollution Control Authority (WPCA): 2 alternate members 01/2031

Western CT Coalition, CAC #22: 1 member 05/2027

Zoning Board of Appeals: 3 alternate members 03/2027

Tax Refunds none

Transfers none

Old Business

- A) Wakeboard Ordinance Motion** J. Zullo motioned to table this item for a future agenda. A. Dranginis seconded the motion, all voted aye and the motion passed.

New Business

- A) Gagarin Plowing** Jim Simoncelli, the Director of the Litchfield Housing Trust made a request on behalf of the Litchfield Housing Trust for municipal crews to assume winter snowplowing responsibilities for the private roadway and turnarounds serving Gagarin Place, an eight-unit affordable housing development. The Housing Trust noted that private snow removal costs exceeded \$17,000 last winter and proposed an annual contribution of approximately \$3,000 toward Town service costs.

J. Bongiorno discussed concerns regarding municipal services on private roads and the precedent such an arrangement could establish, noting that Litchfield has approximately 85 private roads. It was also noted that Gagarin Place is unique because the property was originally donated by the Town for permanently affordable housing. Public Works Director Raz Alexe outlined operational and engineering concerns, including the roadway's steep and narrow design, limited ability to accommodate standard Town plow equipment, staffing constraints, and potential liability related to road conditions and future maintenance.

The Board declined to take immediate action. J. Bongiorno proposed that any municipal involvement be addressed through a formal Memorandum of Understanding (MOU) containing appropriate liability and indemnification provisions. The Housing Trust will also solicit bids from private contractors for snow removal and work with Town administration on a proposed MOU for consideration at a future meeting.

- B) Greenway Request** D. Raap revisited the proposal from the Friends of the Litchfield Greenway regarding the potential future transfer of the pedestrian trail and easements to municipal ownership. D. Morosani discussed enforcement concerns related to unauthorized motorized vehicles on portions of the trail, as well as the operational, legal, and liability implications of assuming ownership. If transferred, management would fall under the Park and Recreation Department, with grounds maintenance potentially contracted out to avoid placing additional demands on Public Works. Public Works Director R. Alexe also raised concerns regarding potential liability under State highway statutes.

J. Zullo noted that the Friends of the Greenway currently carry approximately \$9,000 annually in private liability insurance. D. Raap will consult with the CIRMA regarding the potential insurance costs associated with municipal ownership. The Board agreed to obtain detailed annual maintenance costs from the Friends of the Greenway and an insurance determination from CIRMA before further consideration of the transfer.

- C) WPCA Chair Update** WPCA Chairman Chris Levesque presented a proposal to issue a Qualifications-Based Selection Request for Qualifications for engineering services to conduct a town-wide Sanitary Sewer Evaluation Study and collection system capacity modeling program. The study is intended to identify and address inflow and infiltration in the collection system, which increases treatment plant flows during heavy precipitation and could significantly reduce the need for the approximately \$34 million in treatment plant upgrades previously identified. The study would include GIS mapping, CCTV inspections, flow monitoring, smoke testing, and development of a prioritized repair plan for Litchfield and Bantam.

The study is estimated to cost approximately \$800,000, with an appropriation request of up to \$1 million for contingencies and preliminary design work. Funding is anticipated through the Clean

Water Fund, utilizing a combination of State grant and low-interest loan financing. The Board also discussed the QBS process, which awards engineering contracts based on qualifications and technical expertise rather than lowest cost.

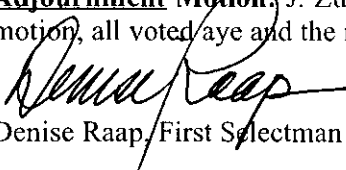
Motion: J. Zullo motioned to authorize the WPCA to proceed with the RFQ and coordinate with Bond Counsel and the Board of Finance on the required appropriation and financing documentation. D. Morosani seconded the motion, all voted aye and the motion passed.

Correspondence

A) Letter from Scott Parsons, received and noted.

Executive Session none

Adjournment Motion: J. Zullo motioned to adjourn the meeting at 6:34 p.m. J. Bongiorno seconded the motion, all voted aye and the motion passed.


Denise Raap, First Selectman