MEETING MINUTES
REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN
TUESDAY, OCTOBER 20, 2026 ~ 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, Anne Dranginis, and First Selectman Denise Raap. Jeff Zullo joined the meeting at 5:44 p.m.

Approval of Minutes:

A) **Board of Selectmen, special meeting, 9/29/2026 Motion**: A. Dranginis motioned to approve the Board of Selectmen special meeting minutes of 9/29/2026. J. Bongiorno seconded the motion, all voted aye and the motion passed.
B) **Public Hearing, 9/29/2026 Motion**: J. Bongiorno motioned to approve the Public Hearing minutes of 9/29/2026. A. Dranginis seconded the motion, all voted aye and the motion passed.

Public Requests/Comments Fran Carpentier, a Litchfield resident, addressed three policy matters previously brought before the Board. Regarding public participation at Planning and Zoning Commission meetings, Fran requested the Board's support for establishing a regular public comment period. D. Raap reported that P&Z Chair Carol Bramley remained opposed due to past disruptions and noted the Commission's independence. D. Morosani suggested periodic opportunities for public comment, and J. Bongiorno supported allowing residents time to speak. D. Raap agreed to revisit the matter with Bramley.

F. Carpentier next proposed municipal fines for zoning violations as an alternative to costly court proceedings when property owners fail to comply with cease-and-desist orders. Raap cited staffing and enforcement challenges, while Bongiorno supported monetary penalties and property liens to encourage compliance. Raap confirmed that zoning enforcement would be discussed alongside the blight ordinance at an upcoming meeting.

Finally, F. Carpentier raised concerns about rooster noise in residential neighborhoods and proposed restricting roosters to agricultural properties. The Board discussed the Town's Right to Farm ordinance and the need to balance residents' concerns with legitimate farming activities. D. Morosani suggested establishing setbacks from neighboring residences. D. Raap agreed to distribute the existing Right to Farm ordinance and adding rooster and agricultural animal regulations to the next regular meeting agenda.

Selectmen's Requests **Motion:** D. Morosani motioned to add two separate referendum discussion items under Old Business, A) Anticipated referendum on the Bantam Annex and B) Anticipated referendum on reinstating town constables. J. Bongiorno seconded the motion, all voted aye and the motion passed.

D. Morosani also requested that the Board draft and send a letter to Connecticut DOT Commissioner Garrett Eucalitto regarding safety improvements at the Route 118 and Route 254 intersection. D. Morosani cited DOT's failure to meet its anticipated review timeline and emphasized ongoing safety concerns following a recent collision near Fern Avenue. He noted that a traffic signal could improve visibility, slow traffic, and provide safer access from Fern Avenue. D. Raap reported that DOT's study review was with the final reviewing principal engineer and confirmed an in-person meeting with DOT officials was scheduled for November 5 in Hartford.
D. Raap requested to add the MOU for snow plowing at Gagarin Place as agenda item c under Old Business.

Motion: A. Dranginis motioned to add Old Business Item C: Approval of the Memorandum of Understanding (MOU) for snow plowing at Gagarin Place. D. Morosani seconded the motion, all voted aye and the motion passed.
Motion: J. Zullo motioned to add New Business Item D: Underground Utility Relocation. D. Morosani seconded the motion, all voted aye and the motion passed.

First Selectman's Update Report D. Raap updated that she and Morris First Selectman Tom Weik, and Board of Finance member Sam Olmstead met with the Sandy Beach Commission to address financial and administrative challenges. The Commission has exhausted its operating budget and lacks sufficient funds to prepare for the upcoming season, despite increased municipal contributions from both towns. D. Raap and T. Weik proposed transferring administrative, financial, and personnel responsibilities to the two municipal administrations, allowing the volunteer Commission to focus on recreation programming. D. Raap also recommended incorporating Sandy Beach pass sales into Litchfield's existing MyRec software rather than purchasing a separate subscription. Concerns regarding the Commission's legal structure, governance, and declining membership were also discussed. The matter will return to upcoming Board of Selectmen agendas to establish formal inter-town procedures.

D. Raap and P&Z Chair C. Bramley planned to attend the Council of Small Towns conference to discuss housing mandates, regional planning, and Public Act 25. Business personal property declarations are due November 2. Household Hazardous Waste Day is scheduled for October 24, the Veterans Day ceremony for November 11 at 11:00 a.m. at the American Legion, and early voting is underway, with extended hours scheduled for October 27th and 29th.

D. Raap also noted she and Public Works Supervisor Brett Seamons met with advocates proposing a ban on second-generation anticoagulant rodenticides on municipal properties due to risks to wildlife. B. Seamons is gathering additional technical and operational information, while selectmen discussed balancing environmental concerns with effective rodent control. Public Works and municipal facilities staff will provide feedback before the Board considers the matter in November.

Resignations

A) Stephanie Weaver from the Litchfield Waste Reduction Committee, effective 10/2/2026, received and noted.
B) Mark Austin from the Conservation Commission, effective 10/19/2026, received and noted.

Interviews, Appointments & Reappointments none

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

Region 20 Update D. Raap discussed the review of Region 20 transition records and financial accounts, noting that invoices are available for municipal inspection. The Board agreed to establish a five-member working group to review the records, with potential members including John Tindall-Gibson, Selectman Jeffrey Zullo, and Matt Tobin. The Board of Finance will be asked to appoint a representative. The creation of a review committee will be added to a future agenda for finalization. D. Raap reported that Region 20 contract negotiations had begun, with the initial meeting focused on establishing procedural ground rules.

Advanced Tech Update J. Bongiorno discussed technology infrastructure and connectivity issues, including the firehouse hybrid meeting equipment, municipal IT planning, and Litchfield Green Wi-Fi. The firehouse laptop requires administrative credentials, staff training, and proper setup of audio and streaming equipment. Dave Carroll is preparing a technology RFP, and a municipal cellular phone policy is being finalized to identify and cancel inactive lines incurring monthly charges.

J. Bongiorno also reviewed a 27-day outage affecting the municipal Wi-Fi network following a power failure. He also reported account access and hardware configuration issues that have hindered troubleshooting, particularly on the upper Green. He is coordinating with Ruckus and Verizon to restore service, secure municipal administrative access, and eliminate unnecessary maintenance costs.

WPCA Liaison Update J. Bongiorno reported that WPCA operations are proceeding well under the revised budget framework developed by Chris and Ted. Capital assessment funds are now maintained in designated capital accounts, separate from operating reserves. Online sewer bill payment is operational, with staff addressing a software issue affecting the calculation of late-payment interest.

Sustainable Litchfield Update none

Interlocal EMS Update D. Morosani reported that they are finalizing a staffing proposal and operational plan for intermunicipal EMS coverage. The committee's next monthly meeting is scheduled for the last Monday in October.

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: 1 regular member 12/2027, 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
Waste Reduction Committee: 1 regular member 02/01/2029
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

A) **4 refunds, totaling $505.16 Motion:** J. Bongiorno motioned to approve the four tax refunds totaling $505.16. A. Dranginis seconded the motion, all voted aye and the motion passed.

Transfers

A) **Fiscal Year 2026/2027 Budget Transfer #3 for up to $110,000 Motion:** A. Dranginis motioned to approve Fiscal Year 2026/2027 Budget Transfer #3 for up to $110,000 and move to Town Meeting. J. Bongiorno seconded the motion, all voted aye and the motion passed.

B) **Fiscal Year 2026/2027 Budget Transfer #4 for up to $8,000 Motion:** A. Dranginis motioned to table Fiscal Year 2026/2027 Budget Transfer #4 for up to $8,000 until the November 3rd meeting. D. Morosani seconded the motion, all voted aye and the motion passed.

Old Business

A) **Anticipated Referendum on the Bantam Annex** D. Morosani advocated for a direct referendum asking voters whether to authorize up to $1.5 million for demolition while retaining the property for future municipal use. J. Zullo emphasized presenting the public with a clear comparison of demolition and adaptive reuse options rather than an isolated renovation cost. The Board favored holding a Town Meeting to present the proposals and then proceeding to a binding ~~machine~~ referendum at a single polling location to reduce election costs. D. Raap will consult Town Counsel and the Town Clerk regarding statutory requirements and scheduling.

B) **Anticipated Referendum on Reinstating Town Constables** D. Morosani proposed placing a binding referendum on the winter ballot asking whether the Town should reinstate its constable program. The proposed plan includes using unspent funds previously allocated for a third Resident State Trooper to develop the program, including hiring a law enforcement consultant and preparing for statutory compliance. A three-year budget would outline startup costs, equipment, salaries, training, and insurance.

The proposed program would prioritize experienced, POST-certified retired troopers or veteran officers and use two shared patrol vehicles. The Board also discussed potential unionization and an agreement for the Borough of Litchfield to contribute toward additional downtown patrol coverage.

J. Zullo emphasized the need for supporting data, while D. Morosani and J. Bongiorno supported presenting voters with clear program costs and allowing them to decide through a referendum. Potential duties include targeted speed enforcement, Park and Beach enforcement, trespass assistance, and vehicle lockouts that may not receive priority from State Police.

C) **MOU for Gagarin Place Plowing** D. Raap reviewed a Memorandum of Understanding with the Litchfield Housing Trust for snow plowing at Gagarin Place. The agreement establishes a two-year term and allows either party to terminate with 90 days' written notice, subject to payment of outstanding invoices. Plowing remains a temporary accommodation pending site improvements; any future expansion must include road upgrades to municipal standards before dedication. **Motion**: J. Bongiorno motioned to approve the MOU for snow plowing at Gagarin Place. D. Morosani seconded the motion, all voted aye and the motion passed. J. Zullo abstained.

New Business

A) **Borough of Litchfield Sidewalk Project: MOU & PAL** D. Raap introduced a MOU for the Borough of Litchfield Sidewalk Project, supported by an $800,000 CTDOT Connectivity Grant, with the overall multi-phase project estimated at approximately $4 million. As the Borough lacks the public works, engineering, bonding, and administrative capacity required to serve as the project sponsor, the Town will oversee contracting and coordinate with the State through Public Works Director Raz Alexe. The initial phase includes rehabilitating existing sidewalks and constructing extensions along East Street toward Wells Run, with future phases anticipated to address sidewalk reconstruction along North Street and South Street. Bill Buckley is coordinating the project on behalf of the Borough. **Motion**: J. Zullo motioned to approve the MOU and authorize First Selectman D. Raap to execute the agreement. D. Morosani seconded the motion, all voted aye and the motion passed. **Motion**: J. Zullo then motioned to approve the

accompanying Project Authorization Letter (PAL) and authorize D. Raap to execute it. D. Morosani seconded the motion, all voted aye and the motion passed.

B) **Fuel Pricing** D. Raap discussed the Town's favorable multi-fuel supply contract, executed in March 2025, securing 45,000 gallons of diesel, heating oil, and gasoline at approximately $2.51 to $2.52 per gallon, compared with current market prices exceeding $4.00 per gallon. Region 20 school buses purchase diesel from Town fueling tanks, with an administrative fee intended to offset municipal investments in fuel storage and pumping infrastructure. Selectmen raised concerns regarding the fairness of providing access to below-market fuel without comparable capital investment by other member towns. J. Zullo recommended tying the administrative markup to current market prices rather than maintaining a fixed fee. D. Raap noted that high winter demand had exhausted the Town's contracted fuel supply by March of the prior year, requiring additional purchases at market rates for the remaining three months.

D. Raap also discussed heating oil delivery priorities for municipal emergency shelters and volunteer firehouses. Following a misunderstanding regarding the annual contract start date of July 1, the Bantam Fire Company ran out of heating oil, resulting in mechanical damage to its facility. D. Raap met with Fire Commission Chair John Campbell to prioritize that all municipal emergency shelters and volunteer firehouses would receive mandatory early-summer fuel top-offs at guaranteed contract prices to help protect critical infrastructure ahead of winter demand.

C) **New Fire Marshal Vehicle** D. Raap shared the proposed acquisition of a 2026 Chevrolet Silverado for the Town Fire Marshal, replacing an aging municipal vehicle. The purchase price is $60,980, with an additional $14,020 for emergency lighting, siren controls, radio equipment, cameras, and other necessary upgrades, for a total cost of $75,000, consistent with the amount authorized in the approved capital budget. Public Works Director R. Alexe reviewed the vehicle specifications and confirmed that the municipal garage has the equipment and capacity to service the vehicle in-house. **Motion:** J. Zullo moved to approve the acquisition of the new Fire Marshal Vehicle for $75,000. A. Dranginis seconded the motion, all voted aye and the motion passed.

D) Underground Utility Relocation J. Zullo discussed undergrounding utility lines along the north side of the Litchfield Green in coordination with the upcoming Route 202 DOT project. Eversource will be responsible for base utility pole relocation costs, while additional funding could be pursued through municipal and Borough contributions, preservation organizations, and state and federal grants. The proposal includes historic-style ornamental lighting with integrated municipal Wi-Fi access points. Bill Buckley offered to lead a regional working committee. The Board unanimously agreed to present the conceptual plan to DOT officials at the November 5 meeting in Hartford.

Correspondence

A) **State Police September Town Report** D. Raap shared the September 2026 State Police Troop L activity report, which documented 403 calls for service with an average response and resolution time of 30.94 minutes. No major crimes were reported in the categories reviewed, including assaults, burglaries, trespassing, weapons violations, narcotics violations, DUIs, and criminal mischief. Most calls involved residential and commercial alarms, citizen assistance, medical assists, and motor vehicle crashes.

D. Morosani questioned the absence of reported DUIs and noted potential limitations in how incidents, including trespassing, are classified and recorded when no formal arrest is made. J. Zullo requested comparative data covering 2023, 2024, and 2025 year-to-date to better assess crime and call activity trends before holding public informational sessions regarding the proposed

constable referendum. D. Raap will seek the additional data, and D. Morosani agreed to contact former Resident Trooper Supervisor Lieutenant St. John to request raw data spreadsheets.

B) **Letter from Michael Peloquin**, received and noted.

Executive Session

All members of the BOS moved into executive session at 7:36 p.m. At 8:14 p.m. all members came out of executive session. **Motion**: J. Zullo motioned to approve the contract for the Executive Administrator position. J. Bongiorno second the motion, all voted aye and the motion passed.

Adjournment Motion: J. Zullo motioned to adjourn the meeting at 8:14 p.m. D. Morosani seconded the motion, all voted aye and the motion passed.

Denise Raap, First Selectman