

**REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN  
TUESDAY, AUGUST 17, 2021 ~ 5:30 P.M.  
IN-PERSON AT LITCHFIELD FIREHOUSE, 258 WEST ST. AND  
REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE**

**Call to Order:** First Selectman Denise Raap called the meeting to order at 5:31 p.m. Selectmen present were Jonathan Tarrant, Jodiann Tenney, and Jeffrey Zullo. Thomas Waterhouse arrived at 5:35 p.m.

**Approval of Minutes**

**a) Regular 8/3/21: Motion:** J. Zullo moved to approve the 8/3/21 meeting minutes and J. Tenney seconded. All voted aye and the motion carried.

**b) Special 8/9/21: Motion:** J. Zullo moved to approve the special 8/9/21 meeting minutes and J. Tenney seconded. All voted aye and the motion carried.

**c) Special 8/11/21: Motion:** J. Zullo moved to approve the special 8/11/21 meeting minutes and J. Tenney seconded. All voted aye and the motion carried.

**Public Requests/Comments:** None

**Selectmen's Requests:** J. Zullo asked about continuing hybrid meetings for those who do not want to attend in person as COVID numbers rise. D. Raap said we do not have a mask mandate right now although many municipalities are moving toward it. [*T. Waterhouse arrived here.*] D. Raap reported that in Litchfield, 97% of people 65 and over are vaccinated, 70% for ages 16 - 64, and 49% for ages 12 - 15. Cases have increased from 2 to 5 recently. J. Tarrant said he is anti-mask but would go along with recommending people wear masks indoors.

**First Selectman's Update Report:** D. Raap said she just found out we have been awarded the Affordable Housing Plan technical assistance grant for \$14,900, and she will be working with Jocelyn at the NHCOC. She then read an update on the active shooter event August 7th on Route 202 at the Congregational Church. She is planning a September 11th 20th anniversary memorial service at 11:00 a.m. at the American Legion. The Rotary will help with funds for a picnic after the ceremony. On September 29th D. Raap is hosting a luncheon and ceremony at noon at the Community Center honoring veterans of the VietNam and the Korean Wars. She has sent out 180 invitations. Signs have been ordered for parking at the Annex. Raz Alexe said they would like to lay asphalt in the parking area closest to Arethusa and in the Park & Rec area and to fix the sidewalks from there to Arethusa, with total cost of \$191,000. Raz suggested starting with paving the area where Arethusa employees are parking, \$52,000. They can use TAR money or take it from the Annex Fund. The Park & Rec area would be \$44,489. The circle would cost \$48,000. J. Tarrant questioned why the Town should improve its parking for private business use. Perhaps the Borough should help with the cost of the sidewalks. We may partner with them with their next tranche of ARPA money. Raz said that he will put up the parking signs.

**Liaison Reports/Commission-Committee Minutes:** 6/14/21 Board of Finance; 7/8/21 WPCA

**Sustainable Litchfield Update:** J. Zullo said they are finalizing submittals for silver certification. He is going to schedule a meeting with Raz and David Tanner to start the process of installing the EV chargers.

**Motion:** J. Zullo moved to add to New Business b) Revised Broadband Mission Statement. J. Tenney seconded. J. Tarrant asked why it couldn't be held until the next agenda. Upon voting all voted aye except J. Tarrant, who voted nay, and the motion carried.

**WPCA Liaison Update - Tom Waterhouse:** T. Waterhouse reported nothing new. Nothing has moved forward with the scope of work. J. Zullo asked if they had a timeline and he said they would not set one. Upon question by T. Waterhouse, D. Raap said the ten questions in a letter to be submitted to DEEP was reviewed by Chairman David Wilson but not sent out because he did not like the questions. **Motion:** J. Torrant moved to ask Chairman Wilson and Ted Donoghue to attend the next meeting and present the scope of work they will be taking to the engineering firm. J. Zullo seconded, all voted aye and the motion carried.

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

Beautification Commission: 3 alternate members 2/2022  
Broadband Commission: 1 alternate member 1/2023  
Cable TV Advisory Council: 1 BOE members 6/2023  
Conservation Commission: 2 alternate members 12/2021  
Economic Development Commission: 1 alternate member 6/2023  
Litchfield Arts Council: 1 alternate member 8/2024  
Litchfield Prevention Council: 2 reg. members 6/23, 6/24; 4 alt. members: 2-6/22, 2-6/23  
Milton Historic District Commission: 3 alternates; 2-1/2024, 1-1/2022  
Northwestern CT Transit District: 2 members, both 5/2022  
Pension Commission: 1 regular member 2/23; 1 alternate member 3/2022  
Social Services Board: one regular member 2/2022  
Sustainable Litchfield Committee: 1 alternate 3/2022  
Traffic Safety Community Action Group: 2 alt. members 1/2023  
Veterans' Advisory Committee: 1 regular member 8/2023; 1 alternate member 8/2021  
Western CT Coalition, CAC #22 (formerly NW Regional Mental Health Board): 1 member 5/2023  
Zoning Board of Appeals: 2 regular members 3/2023, 3/2025; 1 alternate member 3/2025

**Tax Refunds:** None

**Transfers**

**a) Transfer #1 - \$9,000 from 01-1903-51703 Contingency to 01-5201-50103 Wages: Motion:** J. Zullo moved to approve Transfer #1 as listed. J. Tenney seconded. J. Torrant asked about details of the Park & Rec position, and D. Raap said the \$9,000 will cover the part-time position vacated there to be filled by a new hire for less than 20 hours per week. Upon voting all voted aye and the motion passed.

**b) Transfer #2 - \$19,909 from 01-5201-50103 Wages to 01-1301-50103 Perm. FT: Motion:** J. Zullo moved to approve Transfer #2 as listed. D. Raap explained that this covers the vacating part-time Park & Rec employee who will be splitting time between the Finance Dept., Assessor's office and Town Clerk's office. The wages from Park & Rec will be reallocated to the Assessor's office and Town Clerk's office. J. Tenney seconded, all voted aye and the motion carried.

**c) Transfer #3 - \$10,565.25 from 01-13-1-50103 Wages to 01-1105-50103 Perm. FT: Motion:** J. Zullo moved to approve Transfer #3 as listed. J. Tenney seconded. This covers wages worked in the Clerk's office that come from wages in the Assessor's office. All voted aye and the motion carried.

**d) Transfer #4 - \$19,669 from 56-9501-47000-000 Capital Non-Recurring to 67-9924-61432 Park & Rec Basketball Courts: Motion:** T. Waterhouse moved to approve Transfer #4 as listed, and J. Zullo seconded. This covers the shortfall that was approved at a prior meeting. J. Torrant noted that the BOS had approved \$19,662.41, but the Finance Director wanted to keep the transfer at \$19,669. All voted aye and the motion carried.

**e) Transfer #5 - \$11,000 from 01-1903-51703 Contingency to 01-3105-52203 Service Contract: Motion:** J. Zullo moved to approve Transfer #5 as listed to monitor the Town Hall foundation cracks, and T. Waterhouse seconded. It was noted the Board of Finance had tabled this item. J. Torrant questioned why it is coming from Contingency. R. Alexe explained the recently discovered shift and gaps need to be monitored for a few months to determine the plan for repair. He has other unexpected expenses from his operating budget, so felt he should request a transfer. Upon voting all voted aye and the motion carried.

**f) Transfer #6 - \$196,127 from Contingency, Electric, Bond Interest, Wages and Medical to Various Accounts to adjust general fund departmental budgets: Motion:** J. Zullo moved to approve Transfer #6 as listed for FY 20/21. J. Tenney seconded, all voted aye and the motion carried.

**New Business**

**a) New GIS Layer - Raz Alexe Presentation:** R. Alexe presented this new GIS layer that shows all the trail maps and information for hikers. "ArcGIS Story Maps" also can show historic buildings with stories, Sustainable Litchfield initiatives and much more. He would like to keep the emphasis on tourism and travel, trails, open space and historic buildings. Maybe some organizations in town can share some information to be included. Then our GIS company, New England Geosystems, will do the input. This would be a valuable interface on our website for tourism information in Litchfield.

**b) Revised Broadband Mission Statement:** J. Zullo summarized the work of the Broadband Commission and its work with the Cable TV Advisory Committee, Altice and the NHCOC and Northwest Connect group as it relates to broadband. One issue is that there may only be one entity that will have broadband, Frontier. They are now monitoring Optimum in its work. D. Raap read the mission of the Broadband Commission and the proposed revised mission. The difference is slight, focusing more on monitoring the current broadband network and working with Optimum on its efforts rather than coming up with solutions to look at municipal utilities, and adding a periodic progress report to the Board of Selectmen in place of a recommendation. **Motion:** J. Tenney moved to approve the revised mission statement for the Broadband Commission. J. Zullo seconded, all voted aye and the motion carried. The revised resolution follows:

TOWN OF LITCHFIELD

BOARD OF SELECTMEN

JANUARY 22, 2021  
Rev. 1, 8/17/21

**RESOLUTION ESTABLISHING A  
BROADBAND COMMISSION**

**SECTION 1. ESTABLISHMENT:** The Board of Selectmen of the Town of Litchfield, acting pursuant to Connecticut General Statutes, Section 7-148(c)(3) and (c)(6), hereby establishes a Broadband Commission.

**SECTION 2. MEMBERSHIP:** The Committee shall be composed of seven (7) regular members and two (2) alternate members who shall be electors of the Town of Litchfield and appointed by the Board of Selectmen.

**SECTION 3. APPOINTMENTS, TERM AND VACANCIES:** The Board of Selectmen shall appoint the initial members and alternate members upon the adoption of this resolution to serve for a term of two (2) years. Vacancies shall be filled by the Board of Selectmen for the remainder of the term. An alternate

member shall be designated to act in the absence of a member. Unexcused absence from three (3) consecutive meetings shall constitute a resignation, and upon declaring the position vacant the Board of Selectmen may appoint a replacement member or appoint an alternate member to fill the vacancy and then appoint a new alternate.

**SECTION 4: MISSION:** The Mission of the Broadband Commission shall be 1) to review and evaluate the broadband network currently available to Litchfield residents, 2) to determine what the Town's future requirements for broadband may be, 3) to determine the best option(s) for the Town to assure that Town residents have access to a broadband network that is adequate for current and future needs, 4) to represent the Town of Litchfield in discussions with Optimum over Optimum's efforts to upgrade its existing hybrid-fiber coax network to a fiber-to-the-home network, and 5) to collaborate with neighboring towns in the discussions with Optimum. The Broadband Commission will report its progress to the Board of Selectmen periodically.

**SECTION 5: APPLICABLE LAWS:** The Committee shall be subject to the provisions of the Freedom of Information Act, Connecticut General Statutes Section 1-200, *et seq.* and the provisions concerning minority political representation, Section 9-167a.

**Correspondence:** None

**Adjournment:** **Motion:** J. Tarrant moved to adjourn at 6:35 p.m. and J. Zullo seconded. All voted aye and the motion carried.

A handwritten signature in blue ink that reads "Denise Raap". The signature is written in a cursive, flowing style.

Denise Raap, First Selectman