

**REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN  
TUESDAY, MAY 3, 2022 ~ 5:30 P.M.  
LITCHFIELD FIREHOUSE, 258 WEST ST.**

**Call to Order:** First Selectman Denise Raap called the meeting to order at 5:30 p.m. Selectmen present were Jeffrey Zullo, Jodiann Tenney, Jonathan Tarrant and Christine Harding.

**Approval of Minutes**

**a) 4/19/22 Special: Motion:** J. Tarrant moved and J. Zullo seconded a motion to approve the special 4/19/22 meeting minutes. All voted aye except C. Harding, who abstained because of absence, and the motion passed.

**b) 4/19/22 Regular: Motion:** J. Zullo moved and J. Tenney seconded a motion to approve the regular 4/19/22 meeting minutes. J. Tarrant cited a correction under Old Business d), changing "of" to "or" in the motion. All voted aye on the amended motion except C. Harding, who abstained because of absence, and the motion passed.

**Public Requests/Comments:** Kate Honan, Beach Street, asked if the WPCA has a signed contract with Woodard & Curran for engineering services. D. Raap said no, but thought it might be on their special meeting agenda tomorrow.

**Selectmen's Requests:** **Motion:** J. Zullo moved to add an executive session at the end of this agenda to discuss personnel matters. J. Tenney seconded, all voted aye and the motion carried.

J. Tenney said she is asking for a joint meeting with the Borough Board before changing the Borough/HDC Consolidation Committee resolution. J. Zullo said he would follow up on a convenient date, as he has talked with one of the Board members who was amenable but cautioned against risk of impact on the forbearance agreement. He suggested we consult with our Town Counsel on construction of the resolution. J. Tarrant noted the agreement is not transferable and it may need to be re-opened. D. Raap will check with Town Counsel for a review.

**Motion:** J. Tarrant moved to add to Old Business c) "Award Bid for LCS Stair Treads & Raised Coin Rubber Flooring" and J. Zullo seconded. All voted aye and the motion carried.

**Motion:** J. Tarrant moved to add under Tax Refunds, "2 Tax Refunds, Total of \$5,148.09". J. Zullo seconded, all voted aye and the motion carried.

**First Selectman's Update Report:** D. Raap noted the invitation from Eugene Saska of Post 27 American Legion, inviting the Board of Selectmen to the Memorial Day Parade and ceremony on May 30th. The Household Hazardous Waste pickup program will be held on June 4th, and tickets will be available next Friday. She then said the live broadcast of the expected approval of the Region 20 school consolidation plan will be aired on CTN tomorrow morning. The proposed Litchfield presentation is on May 9th, with 3 times to be confirmed. J. Zullo preferred to have three separate days rather than 3 presentations on one day. D. Raap then noted that by hiring two part-time custodians rather than using a contractor saves the Town about \$7,500/year. She then produced a chart that shows tax increases and mill rate increases within the past 20 years. It showed that the only time there has been a mill rate reduction is in the last three years, except for during reval years. J. Tenney said it is amazing that we have a decrease, while keeping in mind we need to maintain the Town at a certain level. J. Zullo said the last time the mill rate was at 26.8 was in 2016/17. This town has had significant growth recently, enabling us to build the grand list and increase revenues including conveyance taxes, permit fees, solar projects, etc. The growth of revenue

offsets the expense concerns. D. Raap added that we have been losing motor vehicles from our grand list since 2014, but in 2020/21 we added 532 vehicles which makes up money that we will receive in tax revenue. We have added 2,500 VIN numbers in 2020/21 per the Assessor's records, adding value with new vehicles. There is more to this than just the revaluation of the existing vehicles. R. Alexe said that a part-time position at the Recycling Center that was vacant should be filled, as they are now operating at a surplus instead of a deficit, and they are not using full-time staff on Saturdays. The filling of a part-time position will not increase the cost of overhead. An added benefit is that he is freeing up a full-time employee to work on the crews. J. Zullo summarized that steps have been taken over the past few years to optimize services, increase revenue and provide better cost control. Long-term losses have been shifted into a positive revenue stream. D. Raap commended Chris Leone for bringing in a flat budget. She then mentioned the lovely dedication to John Post who spearheaded the Sustainable Litchfield Committee, the solar project and the pollinator garden. Students were planting pollinator plants during the dedication.

### **Resignations**

**a) Ted Murphy, from Affordable Housing Steering Committee, effective 4/26/22:** D. Raap shared a potential conflict with Ted's membership, prompting the resignation.

### **Interviews, Appointments & Reappointments**

**a) Interview Ron Leal for Borough/HDC Consolidation Committee, term 4/2024:** Mr. Leal said he was a Burgess for two years about 5 years ago. He noted there was always a distant relationship between the Board and the Town and hoped they could find a way to work together. J. Torrant and C. Harding expressed concern that the entire town should have more of a say over the green. Mr. Leal said he loves the Town and hopes for better listening and working together. J. Torrant hoped a Borough Board member would be willing to be on the Committee after the resolution was amended. The Selectmen thanked him for coming.

**Liaison Reports/Commission-Committee Minutes:** 4/26/22 Board of Finance; 2/22/22 Conservation Commission; 4/13/22 Inland Wetlands Commission

**Temporary Regional School District Study Committee Update:** J. Zullo hoped our Town Counsel could attend meetings and review his opinions. There are still some open items from the report. Public hearings will be May 11 for Goshen, Litchfield May 9th, Morris May 10th, and Warren on May 19th. There will also be an informational video online starting May 9th. Remote informational meetings will start May 10th, weekly at 8:30 a.m. The referendum is being planned for June 28th, not yet confirmed. J. Zullo suggested another week of informational meetings might be helpful.

**Sustainable Litchfield Update:** J. Zullo reported that the Earth Day celebration was wonderful in conjunction with the SMART Task Force clean-up in the morning. There were 25 tables in the LHS cafe, and about 150 people attended. He would like to do this every year.

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

Beautification Commission: 1 regular member 2/2025; 2 alternate members 2/2025

Broadband Commission: 1 alternate member 1/2023

Cable TV Advisory Council: 1 BOE members 6/2023

Capital Improvements Committee: 1 Citizen at Large 11/2023

Conservation Commission: 1 alternate member 12/2024

Economic Development Commission, 1 alternate member 6/2024

Litchfield Arts Council: 1 regular member 8/2024

Litchfield Housing Authority: 1 member 8/2025

Litchfield Prevention Council: 4 alt. members: 2-6/22, 2-6/23

Milton Historic District Commission: 3 alternates; 2-1/2024, 1-1/2025  
Pension Commission: 1 alternate member 3/2025  
Sandy Beach Commission: 1 regular member 12/2024  
Social Services Board: one regular member 2/2025  
Sustainable Litchfield Committee: 1 alternate 3/2024  
Town Facilities Review Committee: 1 BOF Member 3/2023  
Traffic Safety Community Action Group: 2 alt. members 1/2023  
Veterans' Advisory Committee: 1 regular member 8/2023; 1 alternate member 8/2024  
Western CT Coalition, CAC #22 (formerly NW Regional Mental Health Board): 1 member 5/2023  
WPCA (BOS Liaison); 1 regular member 1/2023  
Zoning Board of Appeals: 2 regular members 3/2023, 3/2025; 1 alternate member 3/2025

**Tax Refunds:** **Motion:** J. Torrant moved to approve the 2 tax refunds as submitted by the Tax Collector in the amount of \$5,148.09. J. Zullo seconded, all voted aye and the motion carried.

### **Old Business**

**a) Parking Policy for Municipal Lot and Business District:** Lex Litchfield has asked for 20 parking spaces for overnight parking for hotel guests, 4 p.m. to 10 a.m. There are already a number of spaces controlled by the Preservation Trust in back of its building at 29 West Street. Town Counsel, Mike Rybak, has suggested the Town first adopt written rules governing the process, fees and standards for reviewing applications.

**Motion:** J. Zullo moved that the Town endorse developing a parking policy at the municipal lot based on a permit process, with the Town Attorney writing the policy. It would have two different permit rates: one for 4 p.m. to 10 a.m. (\$50/spot/year) and one for all day (\$100/spot/day for a year). The permittee shall pay for marking and signage. **Second:** J. Torrant seconded the motion, and thought the permit fees were reasonable. The others were also in favor. Applications will be available with the First Selectman. **Vote:** All voted aye and the motion carried.

**b) Revisit 2/15/2022 (2) Resolution Establishing a Borough/HDC Consolidation Committee:** J. Torrant said he revised the resolution, changing the name to "Borough/Historic District Commission Consolidation Study Committee." He also amended Section 2. Membership to include "if possible," in the text, and further amended the Section 4. Mission verbiage as well as that of Section 5. Duties. He suggested the revised version be submitted to Town Counsel for review and acceptance. J. Zullo suggested taking the word "consolidation" out and just call it a study group. J. Torrant was fine with that as long as the end product has no effect on the forbearance agreement. **Motion:** J. Torrant moved to send the amended resolution to Mike Rybak for his review, keeping in mind the forbearance agreement. J. Tenney seconded, all voted aye and the motion carried.

**c) Award Bid for LCS Stair Treads & Raised Coin Rubber Flooring:** **Motion:** J. Torrant moved to award this bid to sole bidder Union Flooring Installation LLC for three lump sum bids totaling \$45,720.00. J. Tenney seconded, all voted aye and the motion carried.

### **New Business**

**a) Public Works Update - Raz Alexe:** Mr. Alexe summarized projects and budget left for May and June. Trees will be maintained and trimmed as a standard practice. J. Zullo asked about a policy for replacing trees taken down. Mr. Alexe said there is no policy, but it is a good idea that should be incorporated into policy. R. Alexe said that prices are going up for materials, so once capital projects are in place, they have to get started with procurement earlier. Sink holes have to be addressed, and he has taken money from other areas for repairs. Town Hall drainage and Westleigh condo drainage are also problems. He discussed doing the work in-house and the drawbacks. He recommended monitoring the situation for a while. He

will have to adjust the three culvert projects: Brush Hill, Duck Pond and Marsh Roads. The ceremony for the Connectivity Grant's three parking lots will be the week of June 6th. He then commended the previous administration for allowing him to build a special roll-off vehicle that adds to revenue.

**b) Adopt Resolution Approving C-PACE Partial Release Agreement:** **Motion:** J. Zullo moved to waive the reading of the resolution, and J. Tenney seconded. All voted aye and the motion passed. **Motion:** J. Torrant moved that the Board of Selectmen adopt the "Resolution Approving C-PACE Partial Release Agreement." C. Harding seconded the motion. All voted aye and the motion carried. The resolution follows:

**Town of Litchfield**  
**Board of Selectmen**  
**May 3, 2022**

**Resolution Approving C-PACE Partial Release Agreement**

WHEREAS the Town of Litchfield previously entered into a Commercial Property Assessed Clean Energy ("C-PACE") Agreement with the Connecticut Green Bank; and

WHEREAS the Town of Litchfield previously adopted the model resolution authorizing the Town to enter into such Agreement; and

WHEREAS section 16a-40g of the Connecticut General Statutes continues to authorize such commercial sustainable energy program in Connecticut; and

WHEREAS the Connecticut Green Bank seeks to assume from the Town the billing and collection processes as the "Program Administrator" under the Commercial Property Assessed Clean Energy ("C-PACE") Agreement.

**NOW, THEREFORE, BE IT RESOLVED:**

The Board of Selectmen hereby approves the C-PACE Partial Release Agreement with the Connecticut Green Bank, and the First Selectman is hereby authorized and directed to execute and deliver the C-PACE Partial Release Agreement, substantially in the form attached to this Resolution, for the purposes provided therein, together with such other documents as she may determine to be necessary and appropriate to evidence, secure, and otherwise complete such Partial Release Agreement, and said Partial Release Agreement is placed on the call of the Town of Litchfield Annual Budget Meeting for approval of the Town's legislative body.

**c) Waive Building Permit Fees for Bantam Falls Upgrade:** **Motion:** J. Zullo moved that the Board of Selectmen waive the building permit fees for the Bantam Falls upgrade with the Housing Authority. J. Torrant seconded, all voted aye and the motion carried.

**d) Adopt Resolution for Litchfield Arts Council Account:** D. Raap said that we must adopt a resolution for the signature card to designate the Litchfield Arts Council as a committee of the Town.

**Motion:** J. Zullo moved that the Board of Selectmen adopt the resolution for the signature card of Union Savings Bank for the Litchfield Arts Council account. C. Harding seconded, all voted aye and the motion carried. The resolution is attached to these minutes as Attachment I.


**e) Sign Call for Annual Budget Meeting - 5/12/22: Motion:** J. Torrant moved to warn the Annual Budget Meeting to be held on May 12, 2022, at 7:00 o'clock p.m. at the Litchfield Intermediate School Auditorium, 35 Plumb Hill Road, to consider and act upon the 2022-2023 CIP bond resolution, the C-PACE resolution, the Town budget for FY 2022/2023, and to discuss the cannabis items. J. Zullo seconded the motion, all five voted aye and the motion carried.

**Executive Session - Personnel**

**Motion:** J. Zullo moved to go into executive session at 7:27 p.m. on personnel matters, and C. Harding seconded. All voted aye and the motion passed. Out of executive session at 7:43 p.m. with no action taken.

**Correspondence:** None

**Adjournment:** **Motion:** J. Torrant moved to adjourn at 7:43 p.m. and J. Zullo seconded. All voted aye and the motion carried.



Denise Raap, First Selectman