

**REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN  
TUESDAY, MARCH 7, 2023 ~ 5:30 P.M.  
IN-PERSON AT TOWN HALL ANNEX, 80 DOYLE ROAD, BANTAM, AND  
REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE**

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

**Motion:** J. Zullo moved to add under Interviews below, Item i) Reappoint Sam Oldstead to the Town Facilities Review Committee, term 3/2026, and J. Tenney seconded. All voted aye and the motion carried.

**Motion:** J. Zullo then moved to add to Interviews j) Reappoint Jeffrey Zullo to the Town Facilities Review Committee, term 3/2026, and J. Tenney seconded. All voted aye and the motion carried.

**Motion:** J. Zullo moved to add to Interviews k) Interview Daniela Larsson for Sustainable Litchfield Committee, regular member, term 3/2024, and J. Tenney seconded. All voted aye and the motion carried.

**Approval of Minutes:** **Motion:** J. Zullo moved and J. Tenney seconded a motion to approve the regular 2/21/23 meeting minutes. All voted aye except C. Harding, who abstained because of absence, and the motion carried.

**Public Requests/Comments:** None

**Selectmen's Requests:** None

**First Selectman's Update Report:** D. Raap said Paul Gibb, Litchfield Emergency Management Director, organized a tabletop exercise for our first responders and local schools last week to address a hazardous spill scenario at a school. It was very eye opening for all involved, rehearsing protocols to follow, and it also prompted some other ideas to investigate. She then reported the Shred-It trailer will be parked at the Town Hall on April 20th and 21st. We will be collecting boxes, not only from Town offices, but also from residents and businesses in town at \$3.00/box. After that, the trailer will move to the Community Center on Saturday, April 22nd, to coordinate with Earth Day activities. The truck will shred the documents on the following Monday. Michael Lyn Cappello started her new position yesterday as the Park and Recreation/Human Services Coordinator. We are recruiting for a full-time Assistant Coordinator as well as a part-time Assistant Coordinator, and the job postings will be open until March 17th.

**Resignations**

**a) Michael Lyn Cappello from Park and Recreation Commission, effective 2/28/23:** Received and noted

**Interviews, Appointments & Reappointments**

**a) Interview Martha Bernstein for Park and Recreation Commission:** Ms Bernstein said she has always been interested in participating in the community and has recently participated in some of the activities. She has seen the growth of the department and engagement from the community and would like to be part of it. She was also a former member of the Board of Selectmen. **Motion:** J. Zullo moved to appoint Martha Bernstein to the Park and Recreation Commission as a regular member, with term expiration of 6/2026, and C. Harding seconded. All voted aye and the motion carried.

**b) Interview Matt Andrulis Mette for Park and Recreation Commission:** Mr. Andrulis Mette said he is the Park and Rec Director in the Town of Sharon and previously served on its Park and Rec Committee.

**Motion:** J. Zullo moved to appoint Matt Andrulis Mette to the Park and Recreation Commission as an alternate member, with term expiration of 6/2026, and J. Tenney seconded. All voted aye and the motion passed.

- c) Reappoint Barbara Putnam to the Town Facilities Review Committee, term 3/2026**
- d) Reappoint Carol Powers to the Town Facilities Review Committee, term 3/2026**
- e) Reappoint Burke Gibney to the Town Facilities Review Committee, term 3/2026**
- f) Reappoint Chris Casiello to the Town Facilities Review Committee, term 3/2026**
- g) Reappoint Brian Donohue to Zoning Board of Appeals, term 3/2028**
- h) Reappoint Matthew Blasavage to Zoning Board of Appeals, term 3/2028**
- i) Reappoint Sam Oldstead to the Town Facilities Review Committee, term 3/2026**
- j) Reappoint Jeffrey Zullo to the Town Facilities Review Committee, term 3/2026**

**Motion:** J. Zullo moved to reappoint Items c), d), e), f), i) and j) as above to the Town Facilities review Committee for terms ending 3/2026. J. Tenney seconded, all voted aye and the motion carried.

**Motion:** J. Zullo moved to reappoint both Brian Donohue and Matthew Blasavage as in Items g) and h) above for terms ending 3/2028. J. Tenney seconded, all voted aye and the motion carried.

**k) Interview Daniela Larsson for Sustainable Litchfield Committee, regular member, term 3/2024:** Ms Larsson has attended a Sustainable Litchfield meeting and is finishing her Masters in Sustainability Science, with focus on human nature connection and environmental psychology. She is involved with Topsmead State Forest on the local level and is interested in the actions for Sustainable Litchfield's goals.  
**Motion:** J. Zullo moved to appoint Daniela Larsson to the Sustainable Litchfield Committee as a regular member, with term 3/2024. C. Harding seconded, all voted aye and the motion carried.

**Declined Reappointment**

William Deacon from Town Facilities Review Committee

David Carroll from Town Facilities Review Committee

Marc Moura from Town Facilities Review Committee (moved from Town)

**Not Reappointed:** Nancy Latour, Town Facilities Review Committee (non-voting)

**Liaison Reports/Commission-Committee Minutes:** None

**Sustainable Litchfield Update:** J. Zullo reported working on two major items. First, the committee is planning for Earth Day in conjunction with the SMART Task Force for the Community Earth Day trash pickup and the Community Earth Day events to be held at the Litchfield Community Center. Secondly, they are working on the Climate Leadership Initiative, which is due April 4th. The State is still non-responsive on the EV car charger grant request. D. Raap will reach out for an update.

**WPCA Liaison Update:** C. Harding was absent, but D. Raap said the contract was hand-delivered today. The Woodridge Lake analysis is included as an option to the stand-alone Litchfield analysis. The Board authorized the First Selectman to sign the contract. She did, and said it will now be signed by David R. Wilson, WPCA Chairman, and then be sent to Woodard & Curran for signature.

**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 1/2025

Cable TV Advisory Council: 2 members, 1 BOE rep, both 6/2023

Capital Improvements Committee: 1 Citizen at Large 11/2023

Conservation Commission: 1 regular member 12/2025; 1 alternate member 12/2024  
Economic Development Commission: 1 regular 6/2025; 1 alternate 6/2023  
Inland Wetlands Commission: 1 alternate member 6/2023  
Litchfield Arts Council: 1 regular member 8/2024  
Litchfield Housing Authority: 1 member 8/2023  
Litchfield Prevention Council: 1 regular member 6/2024; 2 alternate members 6/2023  
Milton Historic District Commission: 1 regular 1/2023; 3 alternates; 2-1/2024, 1-1/2025  
Pension Commission: 1 alternate member 3/2025  
Sandy Beach Commission: 1 regular member 12/2022  
Social Services Board: 2 regular members 2/2024, 2/2025  
Sustainable Litchfield Committee: 1 alternate 3/2024  
Town Facilities Review Committee: 1 BOF Member 3/2026; 1 BOE Member 3/2026; 3- 3/2026  
Veterans' Advisory Committee: 2 regular members 8/2023, 8/2025  
Western CT Coalition, CAC #22 (formerly NW Regional Mental Health Board): 1 member 5/2023  
Zoning Board of Appeals: 3 alternate members 3/2025

**Tax Refunds: Motion:** J. Zullo moved to approve the three tax refunds in the amount of \$335.57. C. Harding seconded, all voted aye and the motion passed.

### **Transfers**

**a) Transfer #1 - \$195,000 for 2023/24 Tree Work: Motion:** J. Zullo moved that the Board of Selectmen approve FY 23/24 Transfer #1 for tree work in the amount of \$195,000, source of funds to come from 01-9501-58107 Transfers Out, and go into 27-3104-52302 Trees. C. Harding seconded, all voted aye and the motion carried.

**Old Business:** None

### **New Business**

**a) Approve WPCA Solar Project:** J. Zullo said this is not ready for approval, but they do have the PPA draft from SHR Energy Management. It has now been reviewed by the Town Attorney, and he sent suggested changes that will be discussed. The numbers are not in it yet, as the rate has to change because of the site change. **Motion:** J. Tenney moved to table the approval of the WPCA solar project, and J. Zullo seconded. All voted aye and the motion carried. R. Alexe noted he is requesting a bill of materials so he can see if he has some items in stock to save money on the upstream drainage. The new drainage has to be upgraded due to increased velocity and volume, and he will get the numbers to the Board.

**b) FY 2023/24 Budget Review and Approval:** D. Raap reported some of the drivers of increases in the budget include contractual wage obligations of 2.5%, 3% increase in the liability policy, 7.1% increase in health insurance, fuel costs at a 50% increase, electric at 40% increase, salt cost, and increases in the Fire Marshal's office in order to be in compliance. The Building Official is putting in for online software for his department, which will be updated by the Finance Department tomorrow. Budget details were further discussed. R. Alexe discussed the main budget drivers in Public Works. He said salt within the consortium went up 34%. Road surface resurfacing is up with chip sealing included. The cost of signs and road painting also increased. He will talk to Dime Oil about fuel. He is asking for another person who can shadow the mechanics and who can be used for other tasks. Fund 22 in Park and Rec has a nest egg of \$65,000, with money coming in and going out of about \$100,000 each year. Other aspects were discussed and questions asked. In revenue, D. Raap said we will have better revenue than anticipated, as the grand list went up \$16 million, or \$437,000 increase in tax generation. Investment income budget is increasing from \$40,000 to \$255,000. Building permit fees have increased as well. J. Zullo asked Mr. Obi for more information in a general spreadsheet for the revenue side to see how it offsets the increased expenses so they can then determine how it impacts the taxpayers. He also asked Mr. Obi to include the grand list and

have it ready for Monday for the Selectmen's special meeting. Jon Tarrant will be back in town on Friday and will be part of this. Mr. Obi said he would do the update with all changes as requested and send it to the Boards of Selectmen and Finance for their meetings on Monday. C. Harding questioned the Oliver Wolcott Library's requested 5% increase, while libraries are becoming slowly more obsolete, and J. Tenney disagreed and defended it. J. Zullo praised their top circulation status, and noted that the Town pays less than 40% of its operating cost.

**Motion:** J. Zullo moved to table further budget discussion until the Board of Selectmen's special meeting on Monday, March 13th at 6:00 p.m. at the Litchfield Firehouse. C. Harding seconded, all voted aye and the motion passed.

**c) Greenway Ingress/Egress Agreement:** Raz Alexe said this item is tabled as there are concerns about the agreements that the Greenway needs to have in place with Eversource. They are looking at a license agreement which is not an easement. There are questions he has for them, and they are not ready for the design.

**Motion:** J. Zullo moved to table the Greenway Ingress/Egress Agreement, and C. Harding seconded. All voted aye and the motion carried.

**Correspondence:** None

**Adjournment:** **Motion:** J. Zullo moved to adjourn at 6:57 p.m. and C. Harding seconded. All voted in favor and the motion carried.

Denise Raap, First Selectman