

**REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN  
TUESDAY, FEBRUARY 6, 2024 ~ 5:30 P.M.  
IN-PERSON AT TOWN HALL ANNEX, 80 DOYLE RD., BANTAM, AND  
REMOTE MEETING BY LIVE INTERNET VIDEO STREAM AND TELEPHONE**

**Call to Order:** First Selectman Denise Raap called the meeting to order at 5:32 p.m. Selectmen present were Dan Morosani, John Bongiorno, Jodiann Tenney, Jeffrey Zullo and Denise Raap.

**Public Safety Review and Discussion with State Police**

State Police present were Trooper Desiree Peterson, Trooper Jim Holm and Sgt. Jason St. John. D. Raap welcomed them and explained that questions were previously sent to them.

1. Cost of trooper - regular hours vs overtime: Sgt. St. John said the cost is dependent on the trooper's length of service. The Town pays for 85% of the total cost. For FY 22/23, J. Holm's cost to the Town was \$160,000 and D. Peterson's cost was \$85,000, for a total of \$246,000. Any additional troopers added would cost the Town 100%, rather than 85%. The Town pays the overtime rate for each trooper of time and one-half. The Town has no cost for patrol 2 coverage (Litchfield and Morris).
2. How many overtime hours were there in 2023? In 2023 there were 51 hours of overtime billed to the Town, which was reimbursed by the schools for their events.
3. How does the 5-3 schedule work? Sgt. St. John said it is a rotating work schedule where each trooper works five days and has 3 days off. So there is a trooper on duty every day, sometimes just day shift or just evening shift. There is usually flexibility to change a schedule if needed. There are only the administrative and the 5-3 schedules.
4. How many hours writing reports daily must take place? It all depends on how busy the trooper is and the call volume that has preceded that shift. A particular case could warrant more immediate responses, depending on the seriousness.
5. Who handles accidents and police calls with this arrangement? The resident trooper will be primary in Town. If not available, it will fall to Patrol 2.
6. When performing radar, who is patrolling? Radar is a normal patrol function. If there is a call that comes in, they will break from that and respond to the call. If they are on an assigned overtime job for the Town, they will not break away unless it is an emergency. Each trooper handles its own case management and related paperwork.
7. Do we presently have patrol areas set up and what is the frequency of these standard patrols? Troop L covers 5 patrol areas, with one trooper being assigned to each area for every shift.
8. Who is on at night and how does the night shift work? Desiree Peterson does the evening shift from 2:30 until 11:30. Patrol 2 covers the night shift.
9. How are criminal investigations managed presently? Do our troopers actively work local investigations or do they perform daily police duties? J. Holm said he has one active investigation now in Litchfield.

Compared to when we had constables, J. Holm said he did the criminal cases and P. Russo did traffic enforcement. There has been an increase in traffic since then, so accidents and speeding have picked up. He still gets the smash and grabs, and people are still leaving their keys in the car. There is expanded coverage on the weekends now with the troopers and Patrol 2 covering, whereas the constables did not work on weekends. In considering constables, with the police accountability bill, Sgt. St. John said every law enforcement officer in the state has to maintain their certifications, including firearms. It costs about \$4,000 to certify a new police officer. Necessary equipment is estimated at \$16,000 and \$65,000 for a vehicle and an extra \$16,000 to equip it. Storage and retention of camera data is about \$1,500 per camera for 3 years. A server is about \$80,000. Body cameras are about \$1,000.

10. Can the new position in the Town Hall cover the needed police compliance officer position? Does this need to be a police officer or HR type position? Sgt. St. John said body worn camera compliance is separate. Accreditation manager can be a Town employee but not a State employee. Our accreditation manager will make sure the Litchfield Police Dept. meets the standards set out and maintains its accreditation. Certain aspects of the accreditation are covered under the CSP umbrella because we have a Resident Trooper. Other requirements must be handled by the Town such as hiring practices, employee records, etc. would be handled by a Town employee or an outside consultant. Constables would be under the direction of the Resident Trooper for operational duties.

D. Raap asked if having another trooper in Town would stop car break-ins. Sgt. St. John said no, as Litchfield is a large area. The best deterrent is locking cars overnight. He said the way to proceed is to determine if we want more coverage for criminal cases or traffic enforcement. If for traffic enforcement, the Town could use \$60,000 for trooper overtime to devote solely to this. If for criminal cases, perhaps another trooper at a yearly cost of about \$110,000 would be the answer. A discussion on license plate readers (LPRs) and speed cameras ensued. J. Zullo asked for the stats on major crimes over a five-year period in Litchfield. J. Holm noted increased traffic volume causes backups that our main State roads are not equipped to handle.

11. Are we presently also sharing our troopers with Morris? If so, how does that work and how much does Morris pay? No, Patrol 2 covers Morris, but Litchfield resident troopers only cover Litchfield unless in emergency situations.

12. What does a 4-town shared police force look like? Cost sharing? Jail? There is nothing in CT that speaks to a 4-town arrangement. State Statute would have to change to allow a multi-jurisdictional law enforcement agency.

13. Could we consider asking the Borough to supply a Parking/Public Safety Officer for the Borough? That is a civilian Town employee that only enforces Town ordinances. It has nothing to do with the State.

Upon question by D. Morosani, it could take a few months to add one or two full time resident troopers if desired, but the Town has no say on the selection. Alternately he mentioned about 100 additional hours for each trooper for overtime enforcement. J. Tenney asked for an average of trooper service calls for other towns. Sgt. St. John will compile some data requested, and everyone thanked him for his expertise.

**Approval of Minutes:** Motion: J. Zullo moved and J. Tenney seconded a motion to approve the regular 1/16/24 meeting minutes. All voted aye and the motion carried.

**Public Requests/Comments:** Yvonne Gilyard of Bantam asked about evening police coverage and was told that Patrol 2 covers a 24-hour period and will be available after our evening shift resident goes off. J. Tenney said that in order to fill all gaps in coverage, we would have to hire two more troopers. Constables would also have a labor contract with hours of duty set by the Town and able to be adjusted by the Town.

If constables are out of work, we still have the cost but not the coverage. With troopers, if someone is out, coverage is provided by Troop L at no extra cost. J. Bongiorno said planned trooper overtime built into the 5-3 schedule could fill the gaps.

**Selectmen's Requests:** D. Morosani asked to create a new housing committee in Town that could work toward providing construction of more market rate small housing stock. J. Zullo said there are plans developing through the Housing Authority and the Housing Trust. J. Zullo said he should go to Planning & Zoning with this and said that without sewer and water, a large development is not feasible.

**First Selectman's Update Report:** D. Raap said she has been fielding a lot of phone calls from abutters to the Silicon Ranch solar project since the blasting started. She is working with the blasting company and the fire marshal to resolve. The legislative session will begin soon and she would be happy to submit testimony on any concerns. J. Bongiorno cited the lack of social service programs in the northwest corner. Michael Lyn Cappello shared some of the great programs the Town participates in for food assistance.

**Liaison Reports/Commission-Committee Minutes:** 1/16/24 Special Board of Finance; 1/11/24 Borough/HDC Consolidation Study Committee

**Sustainable Litchfield Update:** No report

**WPCA Liaison Update:** The meeting will be held Thursday.

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

Beautification Commission: 2 regular member 2/2025, 2/2026; 2 alternate members 2/2025  
Broadband Commission: 1 alternate member 1/2025  
Cable TV Advisory Council: 2 members, 1 BOE rep, both 6/2023  
Conservation Commission: 1 alternate member 12/2024  
Economic Development Commission: 2 regulars 6/2025, 6/2026  
Inland Wetlands Commission: 2 alternate members 6/2024  
Litchfield Housing Authority: 2 members 8/2023, 8/2024  
Litchfield Prevention Council: 1 regular member; 6/2024, 2 alt. members 6/2026  
Milton Historic District Commission: 2 regulars 1/2024, 1/2028; 3 alternates; 2-1/2024, 1-1/2025  
Park & Recreation Commission: 1 alternate member 6/2025  
Pension Commission: 1 regular 2/2024; 1 alternate member 3/2025  
Sandy Beach Commission: 1 regular member 12/2025  
Social Services Board: 2 regular members 2/2024, 2/2025  
Town Facilities Review Committee: 1 BOF Member 3/2026; 1 BOE Member 3/2026; 2 alternates 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 9 tax refunds in the amount of \$4,213.22. J. Bongiorno seconded, all voted aye and the motion carried.

### **Old Business**

a) **Award Bid on Air Compressor Replacement for Bantam Annex:** J. Zullo moved to approve the bid for the air compressor for the Bantam Annex and award the contract to Environmental Systems Co. in the amount of \$23,812.00, as recommended by Raz Alexe. J. Tenney seconded, all voted aye and the motion carried.

**b) Resolution for Establishing an Advanced Technology Commission: Motion:** J. Tenney moved to approve the resolution. D. Morosani seconded. J. Zullo said it looks good and has a great set of initiatives. **Amendment:** J. Zullo moved to amend the motion to appoint John Bongiorno as the Board of Selectmen's Liaison to the committee. D. Raap seconded the amendment. The \$5,000 budget will come from the Technology budget. Voting on the motion as amended, all voted aye and the motion carried. The resolution follows:

TOWN OF LITCHFIELD

BOARD OF SELECTMEN

February 06, 2024

**RESOLUTION ESTABLISHING AN  
Advanced Technology COMMISSION**

**SECTION 1. ESTABLISHMENT:** The Board of Selectmen of the Town of Litchfield, acting pursuant to Connecticut General Statutes, hereby establishes an **Advanced Technology Commission**.

**SECTION 2. MEMBERSHIP:** The Committee shall be composed of Six (6) 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 **Advanced Technology Commission** shall be:

To develop processes and procedures for all our present and possible future technical environments. To aid and assist in the development of our present and future technical environment. To engage with all entities within the Town of Litchfield and develop best practices throughout the Litchfield Municipal landscape.

**SECTION 5: Committee**

The committee will consist of:

- 1) BoF \Finance Dept Liaison
- 2) BoS Liaison
- 3) Public Works Liaison
- 4) Fire/Ambulance Liaison
- 5) Citizen at Large
- 6) Citizen at Large
- 7) Alternate
- 8) Alternate

## **SECTION 6: Primary Committee Initiatives**

- 1) Develop a townwide technical set of guidelines and resources.
- 2) Work with all town entities to build long term processes regarding technical strategies.
- 3) Assist, Review, and make recommendations regarding future technical purchases or equipment.
- 4) Review and Document all present voice and data services to assimilate all town facilities, where possible, so that we can have the same type of equipment in all venues.
- 5) Review Town, Fire/Ambulance Radio and all Cell Initiatives.
- 6) Work on all legal disclaimers and review any present legal issues with any of our technical offerings that we can recommend a solution for to the Board of Selectmen.

**SECTION 7: Budget:** The committee will ask for a \$5000 budget to utilize tools and we might have to pay our present hourly IT contractor for information and data.

**SECTION 8: 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.

The **Advanced Technology Commission** will report its progress to the Board of Selectmen periodically.

**c) Annex Multi-Generational Meeting Space:** Michael Lyn Cappello would like to build programming for kids and seniors as well and use the back of the building to develop the space for classes, as they are overflowing in the gym. She got a \$15,000 grant from Seherr-Thoss and a \$15,000 grant from the Benas Fund. They would like a small kitchenette in this space. All equipment can be easily moved if necessary. **Motion:** J. Tenney moved to accept the money from both grants in the amount of \$30,000 for multi-generational programming. J. Bongiorno seconded. J. Zullo advised her to work with the Facilities Committee as the architectural study progresses to identify and scope. All voted aye and the motion carried.

### **New Business**

**a) Request for Reprogramming of Small Cities Grant Money:** Jim Simoncelli, Executive Director of the Litchfield Housing Authority, said they are looking at new construction next to Wells Run. They need pre-development funds to get to the construction. The Small Cities program is a revolving interest-free loan program that can give Town rehab money to low-moderate income bracket homeowners to do renovations on their homes. That money is paid back when that house is transferred. Peter Testa has been our housing consultant for repurposed money from that account in the past. The Dept. of Housing said to ask for program income first before coming to them. The new units will be part of the Housing Authority but not part of the existing wells Run units. The program that administers new units is undetermined as of now. They will be two separate entities. Two years ago \$25,000 from program income was given to the Housing Authority for Bantam Falls. Now there is \$31,624 in programming which hopefully will be a match with Seherr-Thoss funds. D. Raap asked if we would rather keep these funds to invigorate the Small Cities revolving funds. **Motion:** J. Zullo moved that the Board of Selectmen reprogram \$25,000 of this fund for pre-development use on the Wells Run project, and leave the remaining \$6,624 for future uses. J. Tenney seconded for discussion. She thought \$25,000 was too much to take and suggested going to Seherr-Thoss. J. Bongiorno thought it better to leave the money in the account for people who are in a dire situation. J. Zullo said we need to back up our commitment to housing in the Town. The operating

budget surplus could be used to come back into the account. J. Simoncelli said he needs \$90,000. What they cannot get from program income, they will ask for from Seherr-Thoss. Other scenarios were considered for the funds. J. Simoncelli said it doesn't look good to DOH if the Town refuses program funds. D.Raap said she did like the revolving fund to help people in town with their homes. Cost of administering the programming can be found from Peter Testa. **Withdrawn motion:** J. Zullo withdrew his motion, and J. Tenney withdrew her second. **Motion:** J. Zullo moved to table action on this until a future meeting, and J. Tenney seconded. D. Raap asked that Peter Testa attend that meeting. Upon voting, all voted aye and the motion carried. D. Raap said this will appear on the 2/20/24 meeting.

**b) Discussion of Preliminary Site Plan for Region 20 Merger: Motion:** J. Zullo moved to table this item until Raz Alexe is back. J. Tenney seconded, all voted aye and the motion carried.

**c) Approval of Invoice for Site Plan for Region 20 Transfer of Property: Motion:** J. Zullo moved to table this item until Raz Alexe is back. J. Tenney seconded, all voted aye and the motion carried.

**Executive Session - Real Estate:** D. Raap said she would table this item until the next meeting.

**Adjournment:** **Motion:** J. Zullo moved to adjourn at 8:32 p.m. and J. Tenney seconded. All voted aye and the motion carried.



Denise Raap, First Selectman