

**TOWN OF LITCHFIELD
SPECIAL TOWN MEETING MINUTES
OCTOBER 11, 2017**

A Special Town Meeting of the Town of Litchfield was held on Wednesday, October 11, 2017 at the Litchfield Firehouse. First Selectman Leo Paul, Jr., called the meeting to order at 7:00 p.m. There were approximately 19 people in attendance. Lisa A. Losee, Town Clerk, served as Clerk.

Jonathan Tarrant motioned that Cleve Fuessenich serve as Moderator, seconded by Paul Parsons. There were no other nominations. J. Tarrant moved to close nominations, seconded by P. Parsons. All voted in favor. A vote was then taken by voice that C. Fuessenich preside as Moderator. All voted in favor, motion carried.

The Moderator stated that the return of posting and publication of this notice, on file and of record, states that said Notice, bearing the written signatures of all the Selectmen or a majority of them, had been posted on the Town's signpost or other exterior place near the office of the Town Clerk on October 4, 2017, and a copy thereof had been published in the Republican-American, a newspaper having substantial circulation in said Town, in its issue of October 5, 2017.

J. Tarrant motioned to waive the reading of the Call, seconded by P. Parsons. All voted in favor and the motion carried. A full copy of the agenda was made available to all those in attendance and is attached as Exhibit A.

The Moderator read Item I: To consider and act upon various line item transfers to adjust General Fund departmental budgets to be within approved spending limits for fiscal year 2016/17 in the total amount of \$243,474.00, as recommended by the Board of Finance. A copy of the transfer was made available to all those in attendance and is attached as Item I.

J. Tarrant made motion to approve Item I, seconded by P. Parsons. The First Selectman clarified the reason why this final year-end transfer to balance the books is always made after the end of the fiscal year. P. Parsons added that transfers cannot be made at any time as they must come before Town Meeting for approval. After no further discussion, all voted in favor to approve the transfer and the motion carried.

The Moderator read Item II: To appropriate a sum of \$739,871.12 to Account 67-1001-47001 (Capital Projects 67 In) the source of funds for such appropriation to be by way of transfer from Account 60-1001-47000 (Capital Projects 60 Out), as recommended by the Board of Finance. A copy of the transfer was made available to all those in attendance and is attached as Item II.

J. Tarrant made motion to approve Item II, seconded by P. Parsons. There was no discussion. All voted in favor to approve the transfer and the motion carried.

The Moderator read Item III: To appropriate a sum of \$173,408.88 to Account 67-1001-47001 (Capital Projects 67 In) the source of funds for such appropriation to be by way of transfer from Account 01-1001-47001 (General Fund (Fund Balance) Out), as recommended by the Board of Finance. A copy of the transfer was made available to all those in attendance and is attached as Item III.

J. Tarrant made motion to approve Item III, seconded by Nancy Southard. There was no discussion. All voted in favor to approve the transfer and the motion carried.

The Moderator read Item IV: To appropriate a sum of \$6,851.28 to Account 01-9101-59101 (Board of Education) the source of funds for such appropriation to be by way of transfer from Account 01-

9101-55307 (Fund Balance), as recommended by the Board of Finance. A copy of the transfer was made available to all those in attendance and is attached as Item IV.

J. Tarrant made motion to approve Item IV, seconded by Diane Knox. There was no discussion. All voted in favor to approve the transfer and the motion carried.

The Moderator read Item V: To consider and act upon a transfer of property from Stillman House, LLC to the Town of Litchfield and from the Town of Litchfield to Stillman House, LLC as per map entitled "Plan Showing Proposed Land Transfer Prepared for Stillman House, LLC, Beecher Lane, Litchfield, Connecticut, Dennis S. McMorrow, Professional Engineer, dated 5/2/17", the purpose of which is to provide additional land on Beecher Lane to the Town for maneuvering of snow plows and a snow shelf for snow storage, and to provide property owner with additional land in which to install two gates and stone walls for properties at 63 and 66 Beecher Lane; and to authorize the First Selectman to sign and deliver any and all documents and take any and all actions necessary or convenient for said purpose.

Town Atty. Michael D. Rybak made motion to amend Item V 'To consider and act upon a transfer of property from Stillman House, LLC to the Town of Litchfield and from the Town of Litchfield to Stillman House, LLC as per map entitled "Partial Property Survey Showing Lot Line Revisions Prepared for John L. Auerbach, Beecher Lane, Litchfield, Connecticut," David J. Zygmunt, R.L.S., Berkshire Engineering & Surveying, LLC, dated 6/1/2017, the purpose of which is to provide additional land on Beecher Lane to the Town for maneuvering of snow plows and a snow shelf for snow storage, and to provide property owner with additional land in which to install two gates and stone walls for properties at 63 and 66 Beecher Lane; and to authorize the First Selectman to sign and deliver any and all documents and take any and all actions necessary or convenient for said purpose.'

David R. Wilson moved to accept said amendment as suggested, seconded by J. Tarrant. All voted in favor and the motion carried.

J. Tarrant moved to approve Item V as amended, seconded by D. Knox. There was no discussion. A copy of both Planning & Zoning approval and the survey map referenced in said amendment were made available to all those in attendance and are attached as Item V pp 1 & 2. All voted in favor to approve the property transfer and the motion carried.

There being no further business to discuss, J. Tarrant made motion to adjourn, seconded by N. Southard. All voted in favor, motion carried. Meeting was adjourned at 7:20 p.m.

Respectfully submitted:


Lisa A. Losee, Town Clerk

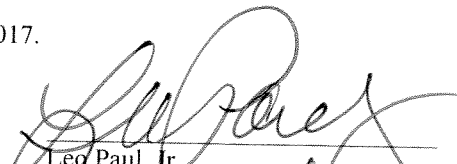
Exhibit A.

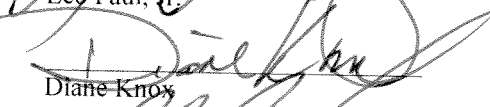
**NOTICE OF A SPECIAL TOWN MEETING
TOWN OF LITCHFIELD
TO BE HELD OCTOBER 11, 2017**


Notice is hereby given to the electors of the Town of Litchfield and those qualified taxpayers lawfully entitled to vote in Litchfield Town Meetings pursuant to Section 7-6 of the Connecticut General Statutes that a Special Town Meeting will be convened on October 11, 2017, at 7:00 P.M., at the Litchfield Firehouse, 258 West St., Litchfield, for the following purposes:


- I. To consider and act upon various line item transfers to adjust General Fund departmental budgets to be within approved spending limits for fiscal year 2016/17 in the total amount of \$243,474.00, as recommended by the Board of Finance.
- II. To appropriate a sum of \$739,871.12 to Account 67-1001-47001 (Capital Projects 67 In) the source of funds for such appropriation to be by way of transfer from Account 60-1001-47000 (Capital Projects 60 Out), as recommended by the Board of Finance.
- III. To appropriate a sum of \$173,408.88 to Account 67-1001-47001 (Capital Projects 67 In) the source of funds for such appropriation to be by way of transfer from Account 01-1001-47001 (General Fund (Fund Balance) Out), as recommended by the Board of Finance.
- IV. To appropriate a sum of \$6,851.28 to Account 01-9101-59101(Board of Education) the source of funds for such appropriation to be by way of transfer from Account 01-9101-55307 (Fund Balance), as recommended by the Board of Finance.
- V. To consider and act upon a transfer of property from Stillman House, LLC to the Town of Litchfield, and from the Town of Litchfield to Stillman House, LLC as per map entitled "Plan Showing Proposed Land Transfer Prepared for Stillman House, LLC, Beecher Lane, Litchfield, Connecticut, Dennis S. McMorrow, Professional Engineer, dated 5/2/17", the purpose of which is to provide additional land on Beecher Lane to the Town for maneuvering of snow plows and a snow shelf for snow storage, and to provide property owner with additional land in which to install two gates and stone walls for properties at 63 and 66 Beecher Lane; and to authorize the First Selectman to sign and deliver any and all documents and take any and all actions necessary or convenient for said purpose.

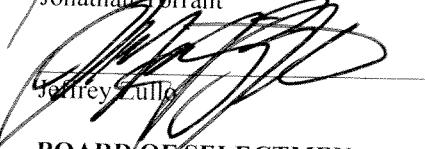
Dated at Litchfield, Connecticut this 3rd day of October, 2017.


Leo Paul, Jr.


Diane Knox

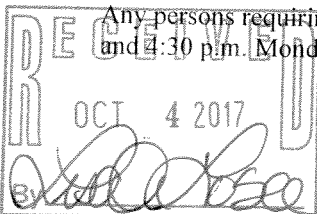

Paul Parsons


Jonathan Tarrant


Jeffrey Zullo

**BOARD OF SELECTMEN
TOWN OF LITCHFIELD**

Any persons requiring special assistance should contact First Selectman Leo Paul, Jr. between the hours of 9:00 a.m. and 4:30 p.m. Monday through Friday at 860-567-7550.



Memorandum

Date: August 21, 2017

To: Board of Selectman
Board of Finance/Town Meeting

From: Stacey Dionne, Assistant Finance Director

Re: Fiscal Year 2016/2017 Budget Transfer # 8 for \$243,474.00

The Finance Department is requesting the following year-end transfer to adjust General Fund departmental budgets, including salaries, to be within approved spending limits. Note: although some departments increases are less than the \$20,000 threshold that requires a Town Meeting, at year end, the Town consistently includes them in the final year end transfer. The total of \$243,474 is .0008 of the original budget BOS Budget \$30,367,860.

FY 16/17 Budget Transfer Requested:

	Dept	Object	(Decrease) Debit	(Increase) Credit
TO	1102	50102	Elected Official's	313
TO	1104	50101	Elected Officials	8
TO	1105	50101	Elected Officials	226
TO	1107	50106	Reg. Part Time	1,231
TO	1301	50103	Reg. FT Tax Assessment	7,260
TO	1804	50101	Elected Official	278
TO	1804	50103	Professional Service	33,200
TO	1804	50108	OT	414
TO	1804	51803	Meetings/Conf.	879
TO	1801	52105	Legal	43,100
TO	2101	52107	Professional Service	6,618
TO	2102	50103	Patrol	2,900
TO	2102	50108	OT Patrol	860
TO	2201	50106	PT	634
TO	3102	50108	Winter OT	10,245
TO	3102	50109	Winter DT	70,500
TO	3105	52203	Service Contract Other	57,000
TO	3105	51106	Supplies	3,000
TO	3107	50103	Salary	806.
TO	4101	50104	PT	402
TO	4101	52202	Senior Bus	3,600

Memorandum

Item I p 2/2

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Board of Finance/Town Meeting

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FY 16/17 Budget Transfer Requested:

Dept	Object		(Decrease) Debit	(Increase) Credit
FROM 1903	51703	Contingency	57,200	
FROM 3104	53104	Gasoline	11,300	
FROM 3106	51416	Recycling	74,300	
FROM 3106	52203	Service Cont. Other	10,000	
FROM 2201	50103	Fire Marshal FT	21,086	
FROM 3104	55103	Garage Equip. small	5,000	
FROM 8101	56109	Unemployment	6,618	
FROM 8101	56101	Workers Comp	57,971	
		TOTALS	243,475	243,474

Memorandum

Date: August 21, 2017

To: Board of Selectman
Board of Finance/Town Meeting

From: Stacey Dionne, Assistant Finance Director

Re: Fiscal Year 2016/2017 Budget Transfer # 9 for \$739,871.12

The Finance Department is requesting the following year-end transfer. This transfer is to reallocate funds from CIP projects that are closed out and the funds are needed on other projects. The total of \$739,871.12 See List of Projects attached.

FY 16/17 Budget Transfer Requested:

	Fund	Dept	Object	(Decrease) Debit	(Increase) Credit
FROM	60	1001	47000	739,871.12	
TO	67	1001	47001		739,871.12

Memorandum

Date: August 21, 2017

To: Board of Selectman
Board of Finance/Town Meeting

From: Stacey Dionne, Assistant Finance Director

Re: Fiscal Year 2016/2017 Budget Transfer # 11 for \$173,408.88

The Finance Department is requesting the following year-end transfer. This transfer is to transfer funds from Fund Balance to Capital Projects. The total of \$173,408.88 is to be transferred as follows.(see list attached)

FY 16/17 Budget Transfer Requested:

	Fund	Dept	Object	(Decrease) Debit	(Increase) Credit
FROM	01	1001	47001	173,408.88	
TO	67	1001	47001		173,408.88

Item IV

U.S.
BoF 9/27/17 ✓
TM

Memorandum

Date: September 20, 2017

To: Board of Selectman
Board of Finance/Town Meeting ✓

From: Ameachi Obi, Finance Director

Re: Fiscal Year 2016/2017 Budget Transfer # 12 for \$6851.28

The Finance Department is requesting the following year-end transfer. This transfer is to transfer funds from Fund Balance to Board of Education Budget. The total of \$6,851.28 is to be transferred as follows.(see list attached)

FY 16/17 Budget Transfer Requested:

	Fund	Dept	Object	(Decrease) Debit	(Increase) Credit
FROM	01	9101	55307 02	\$6,851.28	
TO	01	9101	59101		\$6,851.28



Town of Litchfield
Planning and Zoning Commission

Item V p 1/2

Ph: (860) 567-7565
Fax: (860) 567-7573

Mailing Address: P.O. Box 12
Bantam, CT 06750

APPLICATION FOR IMPROVEMENT, RECONDITION, OR CONSTRUCTION ON PROPERTY
SUBJECT TO REQUIREMENTS OF STATUTES OF STATE OF CONNECTICUT 8-24

Submission Date: May 17, 2017

1. Name of applicant: Stillman House, LLC
Address: 106 7th Avenue, 9B, New York, NY 10011 Phone: 917 721-9366

2. Name of owner: Stillman House, LLC
Address: 106 7th Avenue, 9B, New York, NY Phone: 917 721-9366

3. Property Map on file: Yes No X If yes, Vol. & Page No.
Deed: Volume and Page No.:

4. Purpose
Provide additional land to the Town of Litchfield to enhance and improve the turning radius for snow removal vehicles, and provide additional snow shelf for snow storage, and provide property owner with additional land in which to install two gates and stone walls for properties located at 63 Beecher Lane and 66 Beecher Lane.

5. Description of proposed activity (including appropriate maps, reports, etc.)
Transfer property from Stillman House, LLC to the Town of Litchfield, and from the Town of Litchfield to Stillman House, LLC as per map entitled "Plan Showing Proposed Land Transfer Prepared for Stillman House, LLC Beecher Lane, Litchfield, Connecticut Dennis S. McMorrow, Professional Engineer, dated 05/02/17".

6. (A) Date expected start of work: July 1, 2017

(B) Date expected for completion November 1, 2017

7. Name and address of outside architect, engineer, consultant, if any:
Dennis S. McMorrow, Berkshire Engineering & Surveying, LLC, 143 Bantam Lake Road, Bantam Connecticut 06750

[Signature]
Department Head

[Signature]
1st Selectmen or Committee Chairman

ACTION TAKEN:

By Planning Commission: Favorable Report [checked] Non Favorable Report Date 6/5/17

35 Day automatic approval:
No action deemed necessary by Planning and Zoning Chairman

[Signature]
Chairman

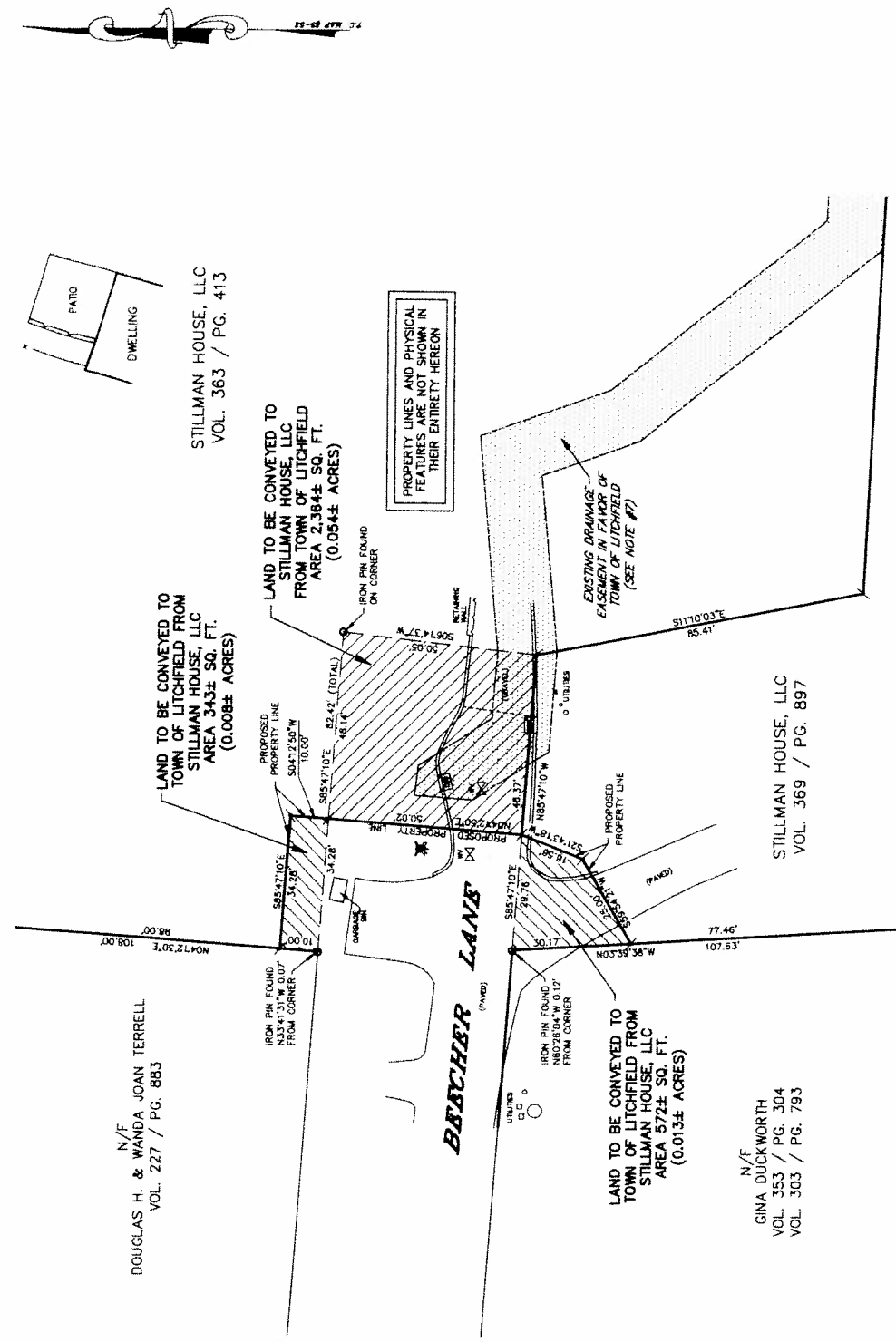
6/5/17
Date

BERKSHIRE ENGINEERING & SURVEYING, LLC

143 BANTAM LAKE ROAD
BANTAM, CONNECTICUT 06750

(860)867-8007
(860)867-8006 (fax)

Date	06/01/17	Map No.	2934/2585
Scale	1" = 20'	Sheet	1/1
Proj. No.	16-2934-LLR(1)	Drawn By	DZ



PARTIAL PROPERTY SURVEY
SHOWING
LOT LINE REVISIONS
PREPARED FOR
JOHN L. AUERBACH
BEECHER LANE
LITCHFIELD, CONNECTICUT

I, HEREBY DECLARE THAT TO MY KNOWLEDGE AND BELIEF, THIS MAP IS SUBSTANTIALLY CORRECT AS NOTED HEREON.

DAVID J. YOSKOWITZ, R.L.S.
NOT VALID WITHOUT CROSSED SEAL

CT LIC. #03884

- LEGEND**
- PROPERTY LINE
 - PROPERTY LINE TO BE EXTINGUISHED
 - EASEMENT LINE
 - CURBING
 - WIRE FENCE
 - WOOD FENCE
 - RETAINING WALL
 - EXISTING MONUMENT
 - EXISTING IRON PIN OR PIPE
 - CATCH BASIN
 - WATER VALVE
 - HYDRANT

- NOTES:**
- THIS SURVEY AND MAP HAVE BEEN PREPARED PURSUANT TO THE REGULATIONS OF CONNECTICUT STATE AGENCIES SECTIONS 20-300a-1 THROUGH 20-300a-20 AND THE REGULATIONS OF THE BOARD OF SURVEYING AND MAPPING AS ADOPTED BY THE CONNECTICUT ASSOCIATION OF LAND SURVEYORS AND AS SET FORTH IN THE CONFORMS TO THE STANDARDS OF A CLASS A-1 SURVEY AND IS INTENDED TO DEPICT THE PROPOSED LOT LINE REVISIONS BETWEEN STILLMAN HOUSE, LLC AND TOWN OF LITCHFIELD.
 - TYPE OF SURVEY: PARTIAL PROPERTY SURVEY
 - BOUNDARY DETERMINATION CATEGORY: DEPENDENT RESURVEY - EXISTING PROPERTY LINES ORIGINAL SURVEY - PROPOSED PROPERTY LINES
 - OWNER OF RECORD: STILLMAN HOUSE, LLC REFER TO DEED VOLUME 363 PAGE 413 AND VOLUME 369 PAGE 897 OF THE LITCHFIELD LAND RECORDS.
 - REFER TO TOWN CLERK MAP #3-52, #35-78 #39-38, #39-37 AND #40-39 OF THE LITCHFIELD LAND RECORDS.
 - PARCELS SUBJECT TO EASEMENTS, COVENANTS AND RESTRICTIONS AS MAY EXIST PER REFERENCE MAPS AND FILED RECORDS.
 - SUBJECT PARCEL IS LOCATED IN ZONE R-204 (HISTORIC RESIDENCE).
 - REFER TO TAX ASSESSORS MAP 206 BLOCK 036 LOT 032 AND 031.
 - REFER TO DEED VOLUME 353 PAGE 031 AND TOWN CLERK #40-39 OF THE LITCHFIELD LAND RECORDS FOR DRAINAGE EASEMENT IN FAVOR OF TOWN OF LITCHFIELD.