

**SPECIAL TOWN MEETING  
TOWN OF LITCHFIELD  
October 13, 2016**

A Special Town Meeting of the Town of Litchfield was held on Thursday, October 13, 2016 at the Litchfield Intermediate School Auditorium. There were six people present including Town Attorney, Mike Rybak. First Selectman Leo Paul, Jr. called the meeting to order at 7:02 p.m. Lisa A. Losee, Town Clerk, served as Clerk.

A motion was made by Jonathan Tarrant and seconded by John McKenna that Cleve Fuessenich serve as moderator. Motion was made, seconded, and unanimously approved to close nominations. All then voted in favor that C. Fuessenich preside as moderator and the motion carried.

J. Tarrant made motion to waive the reading of the call, seconded by J. McKenna. All voted in favor. A copy was made available to all those in attendance and is attached to these minutes as Exhibit A.

The Return of Posting is attached to these minutes as Exhibit B.

The Moderator read Item I of the call: To consider and act upon an Easement Agreement between The Connecticut Light and Power Company d/b/a Eversource Energy, acting by its agent, Eversource Energy Service Company and the Town of Litchfield Relocation of Bantam River Jambs.

J. Tarrant made motion to accept Item I, seconded by L. Losee. It was explained that three additional easements that pertain to this item are still needed and are in negotiations. This easement is required to satisfy a grant and will also need approval from the Town of Morris. Eversource, the Town of Morris, Town of Litchfield and Bantam Lake Authority must all be in agreement This approval will allow the Agreement to go before the Board of Selectmen to be signed. After no further discussion all voted in favor to accept Item I. Motion carried.

The Moderator read Item II: To consider and act upon various line item transfers to adjust General Fund departmental budgets to be within approved spending limits for fiscal year 2015/16 in the total amount of \$73,950, as recommended by the Board of Finance.

A copy of the transfer was available to all in attendance and is attached to these minutes as Exhibit C. J. Tarrant made motion to accept Item II, seconded by J. McKenna. L. Paul explained that this transfer was needed to balance the books for the closing of the 2015/2016 fiscal year. After no further discussion all voted in favor to accept the transfer and the motion carried.

The Moderator read Item III: To appropriate a sum of \$95,000 to Account 01-9501-58101 (Capital Projects) the source of funds for such appropriation to be by way of transfer from Account 56-9501-58101 (Capital and Non-Recurring Fund), as recommended by the Board of Finance.

A copy of the transfer was made available to all those in attendance and is attached to these minutes as Exhibit D. J. Tarrant made motion to accept the transfer, seconded by J. McKenna. This is the last payment for the school project and will close out the fund balance. After this transfer is approved, the Capital Non-Recurring balance will be \$207,462.18. After no further discussion all voted in favor and the motion carried.

The Moderator read Item IV: To appropriate a sum of \$145,257.47 to Account 56-9501-58101 (Capital and Non-Recurring) the source of funds for such appropriation to be by way of transfer from various closed out capital projects, as recommended by the Board of Finance.

A copy of the transfer was made available to all those in favor and is attached to these minutes as Exhibit E. J. Tarrant motioned to approve the transfer, seconded by J. McKenna. L. Paul explained that the items being closed have either been completed or put on hold. After this transfer is approved, the Capital Non-Recurring balance will be \$302,462.18. After no further discussion all voted in favor and the motion carried.

The Moderator read Item V: To consider and act on the discontinuance of an unimproved highway known as "Buck Road" from Donahue Road Ext. approximately 600 feet ± northerly to its terminus as shown on survey map on file in the First Selectman's office, pursuant to CGS Sec. 13a-49.

A copy of the application to do so approved by the Planning and Zoning Commission was made available to all in attendance and is attached to these minutes as Exhibit F. J. Tarrant made motion to approve the Item V as written, seconded by J. McKenna. M. Rybak explained that this piece of property was deeded to the Town in 1815 and will still be owned by the Town despite the discontinuance of the road. It is approximately .41 acres of land. The road will be equally divided among two properties and the town is in negotiation with the neighbors to determine how it will be done. This must occur before the town can sell its Donohue Road property. Easements will also have to be moved. It will again go before the Board of Selectmen, Board of Finance and a second Town Meeting before being finalized. After no further discussion all voted in favor and the motion carried.

There being no more business to discuss, J. Tarrant motioned to adjourn, seconded by J. McKenna. All were in favor and the meeting ended at 7:20 p.m.

Respectfully submitted,



Lisa A. Losee

Town Clerk

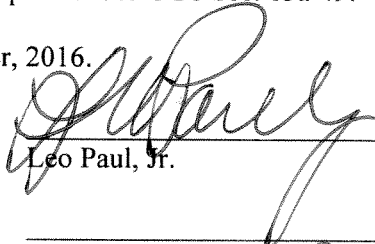
Town of Litchfield


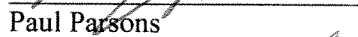
**NOTICE OF A SPECIAL TOWN MEETING  
TOWN OF LITCHFIELD  
TO BE HELD ON OCTOBER 13, 2016**

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 commenced on October 13, 2016, at 7:00 P.M., at the Litchfield Intermediate School, 35 Plumb Hill Road, Litchfield for the following purposes:

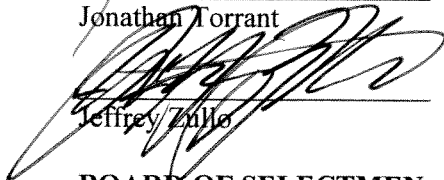
- I. To consider and act upon an Easement Agreement between The Connecticut Light and Power Company d/b/a/ Eversource Energy, acting by its agent, Eversource Energy Service Company and the Town of Litchfield Relocation of Bantam River Jambs.
- II. To consider and act upon various line item transfers to adjust General Fund departmental budgets to be within approved spending limits for fiscal year 2015/16 in the total amount of \$73,950, as recommended by the Board of Finance.
- III. To appropriate a sum of \$95,000 to Account 01-9501-58101 (Capital Projects) the source of funds for such appropriation to be by way of transfer from Account 56-9501-58101(Capital and Non-Recurring Fund), as recommended by the Board of Finance.
- IV. To appropriate a sum of \$145,257.47 to Account 56-9501-58102 (Capital and Non-Recurring) the source of funds for such appropriation to be by way of transfer from various closed out capital projects, as recommended by the Board of Finance.
- V. To consider and act on the discontinuance of an unimproved highway known as "Buck Road" from Donahue Road Ext. approximately 600 feet± northerly to its terminus as shown on survey map on file in the First Selectman's office, pursuant to CGS Sec. 13a-49.

Dated at Litchfield, Connecticut this 4th day of October, 2016.

  
Leo Paul, Jr.

  
Diane Knox  
  
Paul Parsons

  
Jonathan Torrant

  
Jeffrey Zullo

**BOARD OF SELECTMEN  
TOWN OF LITCHFIELD**

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

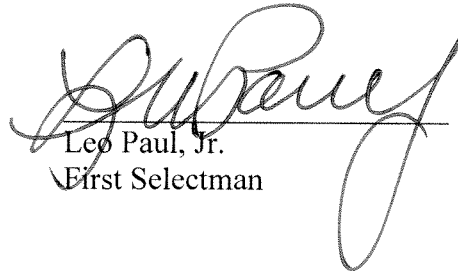
TOWN OF LITCHFIELD

RETURN OF POSTING AND PUBLICATION OF  
NOTICE OF A SPECIAL TOWN MEETING HELD OCTOBER 13, 2016

I, Leo Paul, Jr., the duly elected, qualified and acting First Selectman of the Town of Litchfield, Connecticut, hereby certify that I caused a copy of the above Notice, attached hereto, of A Special Town Meeting of the Town of Litchfield held October 13, 2016, to be published in the Republican American, a newspaper having a substantial circulation in the Town of Litchfield in its issue of October 6, 2016 which publication was at least five days prior to the holding of said Special Town Meeting (counting the date of publication but NOT the date of the meeting).

I FURTHER CERTIFY that I cause said Notice to be posted upon a signpost or other exterior place near the office of the Town Clerk and posted and filed in the Town Clerk's office and at all other places designated by the Town on October 5, 2016, not less than five days before such meeting.

Signed and sealed at Litchfield, Connecticut this 5<sup>th</sup> day of October, 2016.



Leo Paul, Jr.  
First Selectman

[SEAL]

# Memorandum

**Date:** August 1, 2016

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

**From:** Stacey Dionne, Assistant Finance Director

**Re:** Fiscal Year 2015/2016 Budget Transfer #5 for \$73,950.00

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 \$73,950 is .0025 of the original budget of 29,544,201.

**FY 15/16 Budget Transfer Requested:**

			(Decrease) Debit	(Increase) Credit
TO	1103	51404	Bank Services	47
TO	1104	50101	Elected Officials	483
TO	1105	50103	Elected Officials	438
TO	1107	51803	Meetings & Conf.	2,517
TO	1108	50106	Elections PT	2,015
TO	1201	52109	Professional Service	1,037
TO	1402	52105	Professional Service	6260
TO	1804	50101	Elected Officials	546
TO	1804	50103	Perm. Full Time	404
TO	2101	52107	Professional Service	29,052
TO	2201	50106	Temp Part Time	2,183
TO	3103	51411	Rentals Equipment	18,269
TO	3106	51416	Demo Brush Removal	10,698
TO	4301	54105	Torrington Area Health Dist.	1
FROM	1903	51703	Contingency	40,360
FROM	8101	56101	Workers Comp	33,590
<b>TOTALS</b>			<b>73,950</b>	<b>73,950</b>

# Memorandum

**Date:** August 03, 2016

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

**From:** Stacey Dionne, Assistant Finance Director

**Re:** Fiscal Year 2016/2017 Budget Transfer #2 for \$95,000.00

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The Finance Department is requesting a budget transfer of \$95,000.00 to be moved to pay down the School Expansion & Renovation Projects. These funds should be moved to following account.

I recommend this transfer request be funded as follows:

**Budget Transfer Requested:**

	Fund	Dept	Object		(Decrease) Debit	(Increase) Credit
FROM	56	9501	58101	Capital and Non-Recurring	95,000	
TO	01	9501	58101	Transfer to Capital Projects		95,000

After this transfer is approved, the Capital Non-Recurring balance will be \$207,462.18.

Attachment

cc: A. DBI

# Memorandum

**Date:** August 03, 2016

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

**From:** Stacey Dionne, Assistant Finance Director

**Re:** Fiscal Year 2016/2017 Budget Transfer #1 for \$145,257.47

The Finance Department is requesting a budget transfer of \$145,257.57 for Closed out capital projects. These funds should be moved to Capital Non-Recurring

I recommend this transfer request be funded as follows:

**Budget Transfer Requested:**

Fund	Dept	Object		(Decrease) Debit	(Increase) Credit
FROM 60	9516	57969	Volvo Loader	53,370.50	
FROM 67	9516	57950	Chipper	21,000.00	
FROM 60	9513	57962	Howe Rd Drainage	3,299.19	
FROM 60	9513	57947	Hemlock Hill Rd Imprv.	50,832.00	
FROM 60	9513	57947	Mason Hill	16,755.78	
TO	56	9501	58101	Capital and Non-Recurring	145,257.47

After this transfer is approved, the Capital Non-Recurring balance will be \$302,462.18.

Attachment



**Town of Litchfield**  
 Planning and Zoning Commission

Exhibit F

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: 9/27/2016

- Name of applicant: PUBLIC WORKS C/O RAZ ALEXE, P.E.  
 Address: 101 RUSSELL STREET, LITCHFIELD CT 06759 Phone: 860-567-7575
- Name of owner: TOWN OF LITCHFIELD C/O FIRST SELECTMAN LEO PAUL, JR.  
 Address: 74 WEST STREET, LITCHFIELD CT 06759 Phone: 860-567-7550
- Property Map on file: Yes  No  If yes, Vol. & Page No. VOL. 317, PG. 624  
 Deed: Volume and Page No.: \_\_\_\_\_

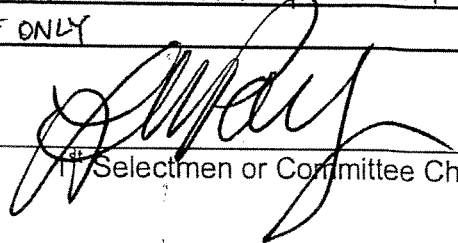
4. Purpose  
TO DISCONTINUE THE ENTIRETY OF "BUCK ROAD" AS A PUBLIC HIGHWAY, PURSUANT TO CONNECTICUT GENERAL STATUTES § 13a-49 AS AMENDED. → SEE ATTACHED THREE (3) KEY SURVEY MAPS FOR REFERENCE ONLY

5. Description of proposed activity (including appropriate maps, reports, etc.)  
BY DISCONTINUING "BUCK ROAD" THE PROPERTY ASSOCIATED WITH THE ROAD WILL BE DIVIDED EQUALLY ALONG THE CENTER LINE OF THE PARCEL FROM ITS INTERSECTION WITH DONAHUE ROAD EXT. TO ITS TERMINUS APPROXIMATELY 600 FT NORTHERLY TO THE POINT WHERE THE EXISTING DRIVEWAY DIVERGES FROM "BUCK ROAD", WITH EACH PARTY BEING RESPONSIBLE FOR ITS PROPORTIONATE SHARE OF THE SNOWPLOWING, MAINTENANCE, DRAINAGE

- (A) Date expected start of work: PENDING - LEGAL DOCUMENTATION TO BE EXECUTED IS IN PROCESS
- (B) Date expected for completion AFTER/ON TUE NOV. 1, 2016 TOWN HALL BOS MEETING

7. Name and address of outside architect, engineer, consultant, if any:  
ATTORNEYS FOR ALL PARTIES ARE CURRENTLY WORKING ON THE BOUNDARY DRIVEWAY & EASEMENT AGREEMENT - SEE ATTACHED DRAFT FOR REFERENCE ONLY

  
 \_\_\_\_\_  
 Department Head

  
 \_\_\_\_\_  
 Selectmen or Committee Chairman

**ACTION TAKEN:**

- By Planning Commission: Favorable Report  Non Favorable Report \_\_\_\_\_ Date 10/3/16
- 35 Day automatic approval: \_\_\_\_\_
- No action deemed necessary by Planning and Zoning Chairman

  
 \_\_\_\_\_  
 Chairman

10/3/16  
 \_\_\_\_\_  
 Date