

REGULAR MEETING OF THE LITCHFIELD BOARD OF SELECTMEN  
TUESDAY, JUNE 18, 2013  
TOWN OFFICE BUILDING - 5:30 P.M.

Call to Order: First Selectman Leo Paul, Jr. called the meeting to order at 5:30 p.m. Selectmen Diane Knox and Jonathan Torrant were also present. Selectmen Paul Parsons and Jeffrey Zullo were excused.

Approval of Minutes: Motion: J. Torrant moved to adopt the regular June 4, 2013 meeting minutes and D. Knox seconded. All voted aye, except J. Torrant who abstained because of absence, and the motion carried.

Public Requests/Comments: None

Selectmen's Requests: Motion: J. Torrant moved to add a resignation from David A. Luzi from Alternate, Board of Ethics, and D. Knox seconded. All voted aye and the motion carried. Motion: J. Torrant moved to add to Appointments, "Appoint David A. Luzi as a regular member on the Board of Ethics, term 6/2016." D. Knox seconded, all voted aye and the motion carried. Motion: J. Torrant moved to add to New Business b) "Authorize First Selectman to Sign New Rate Schedule for Bond Counsel, Joseph Fasi, Esq." D. Knox seconded, all voted aye and the motion carried.

Resignations

David A. Luzi from Alternate, Board of Ethics: Received and noted.

Interviews, Appointments & Reappointments

Appoint David A. Luzi to Board of Ethics, regular member, term 6/2016: L. Paul explained that Mr. Luzi resigned from the alternate board in order to be appointed to fill the vacancy in the regular board. Motion: J. Torrant moved to appoint David A. Luzi as a regular member of the Litchfield Board of Ethics, with term to expire 6/2016. D. Knox seconded, all voted aye and the motion carried.

Liaison Reports/Commission-Committee Minutes: 6/10/13 Board of Finance minutes; 6/5/13 Board of Education minutes (draft)

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

Beautification Commission: 4 regular members 2/2015, 2/2014, 2/16, 2/16; 2 alternates 2/2016  
Board of Ethics: One alternate member 6/2016  
Capital Improvements Committee: 1 member 11/2013  
Conservation Commission: 1 regular member 12/2014, 2 for 12/2013; 2 alternate members 12/2015  
Economic Development Commission: One regular member 6/2013; 1 alternate 6/2013  
Inland Wetlands Commission: 2 alternate members 6/2013  
Milton Historic District Commission: 3 alternate members 1/2015, 1/2015, 1/2014  
Northwest Regional Mental Health Board, Catchment Area Council #22, at-large member  
Park & Recreation: 2 alternate members: 6/2013, 6/2014  
Recycling Committee: 4 members, 2/2015, two 2/2013, 2/2014  
Social Services Board: 1 member, 2/2015  
Town Hall Building Committee: 1 member, 3/2015  
Veteran's Advisory Committee: 2 regular member 8/2013, 8/2015; 2 alternate members 8/2015  
Water Pollution Control Authority: 1 regular member 1/2018; 1 alternate member 1/2015

Tax Collector – End of Year Small Overpayments: Nancy Southard, Tax Collector, explained that two years ago an ordinance was established to retain overpayments under \$5.00 and to not tax people under \$5.00. She does send applications for refunds, but these are taxpayers who have not responded. At year end she needs approval from the Selectmen on overpayment accounts up to \$4.99. This year she has 22 accounts with overpayments totaling \$48.84 which will be transferred into the miscellaneous revenue account. Mr. Paul read the memo from the Tax Collector summarizing this action with request for signatures from the Board of Selectmen.

**Motion:** J. Tarrant moved to approve the request from the Tax Collector to adjust the balance of overpayments to zero and transfer the \$48.84 to Miscellaneous Revenue, 01-1001-45001, with date of approval of 6/18/13. D. Knox seconded, all voted aye and the motion carried. The Selectmen signed the authorization.

Ms Southard then explained that she has five taxpayers with balances totaling \$56.37 that she will not bill. Again, she asked that the Selectmen approve the adjustment of these credit balances to zero and transfer the \$56.37 into the miscellaneous revenue account. Mr. Paul read the memo from the Tax Collector summarizing this action with request for signatures from the Selectmen.

**Motion:** J. Tarrant moved to approve the request from the Tax Collector to adjust the credit balances to zero and transfer the \$56.37 to Miscellaneous Revenue, 01-1001-45001, with date of approval of 6/18/13. D. Knox seconded, all voted aye and the motion carried. The Selectmen signed the authorization.

Tax Refunds: **Motion:** J. Tarrant moved to refund 7 tax refunds in the amount of \$2,702.74 provided by the Tax Collector. D. Knox seconded, all voted aye and the motion carried.

Transfers: None

Old Business: None

New Business

a) Adopt “Resolution for a Legislative Body Relating to a Money Purchase Plan”: Mr. Paul explained that this is the ICMA defined contribution plan approved at the last meeting. It was an oversight that this resolution was not adopted by the Board of Selectmen as well.

**Motion:** J. Tarrant moved to dispense with the reading of the entire resolution and D. Knox seconded. All voted aye and the motion carried. **Motion:** J. Tarrant moved to adopt the “Resolution for a Legislative Body Relating to a Money Purchase Plan” as presented. D. Knox seconded, all voted aye and the motion carried. The complete resolution reads as follows:

**RESOLUTION FOR A LEGISLATIVE BODY RELATING TO A MONEY PURCHASE PLAN**

RESOLUTION OF Town of Litchfield (EMPLOYER NAME).

PLAN NUMBER 10- \_\_\_\_\_

WHEREAS, the Employer has employees rendering valuable services; and

WHEREAS, the establishment of a money purchase retirement plan benefits employees by providing funds for retirement and funds for their beneficiaries in the event of death; and

WHEREAS, the Employer desires that its money purchase retirement plan be administered by ICMA-RC and that the funds held in such plan be invested in the VantageTrust, a trust established by public employers for the collective investment of funds held under their retirement and deferred compensation plans:

NOW THEREFORE BE IT RESOLVED that the Employer hereby establishes or has established a money purchase retirement plan (the "Plan") in the form of: (Select one)

- The ICMA Retirement Corporation Governmental Money Purchase Plan & Trust, pursuant to the specific provisions of the Adoption Agreement (executed copy attached hereto).
- The Plan and Trust provided by the Employer (executed copy attached hereto).

The Plan shall be maintained for the exclusive benefit of eligible employees and their beneficiaries; and

BE IT FURTHER RESOLVED that the Employer hereby executes the Declaration of Trust of VantageTrust, intending this execution to be operative with respect to any retirement or deferred compensation plan subsequently established by the Employer, if the assets of the plan are to be invested in the VantageTrust.

BE IT FURTHER RESOLVED that the Employer hereby agrees to serve as trustee under the Plan and to invest funds held under the Plan in the VantageTrust; and

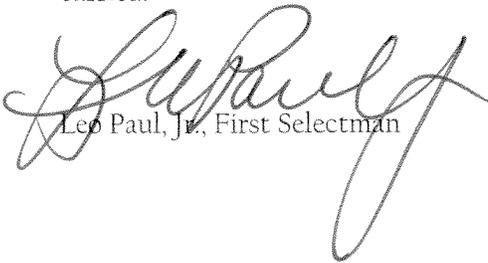
BE IT FURTHER resolved that the Administrative Assistant to the First Seectman (use title of official, not name) shall be the coordinator for the Plan; shall receive reports, notices, etc., from the ICMA Retirement Corporation or the VantageTrust; shall cast, on behalf of the Employer, any required votes under the VantageTrust; may delegate any administrative duties relating to the Plan to appropriate departments; and

BE IT FURTHER RESOLVED that the Employer hereby authorizes First Selectman (use title not name) to execute all necessary agreements with the ICMA Retirement Corporation incidental to the administration of the Plan.

b) Authorize First Selectman to Sign New Rate Schedule for Bond Counsel, Joseph Fasi, Esq: L. Paul explained that the fee for any bond issue up to \$5 million is going from \$15,000 to \$17,000. Rate increases are shown on charts for both bonds and notes. Increases in hourly rates are also listed. All these fees are included in a bond issue. Joe Fasi has been our Bond Counsel for at least 12 years, working for Murtha Cullina until about four years ago. His fees have not changed since he started his own practice. Motion: J. Torrant moved to adopt the revised fee schedule provided by Joseph Fasi, Esq. for bond counsel fees. D. Knox seconded. David T. Wilson was present to explain that they could go out for an RFP, but most firms are much larger and would command higher fees, so he didn't think there would be any savings. He also said the Town has had an excellent relationship with Mr. Fasi. Vote: Upon voting all voted aye and the motion carried.

Correspondence: None

Motion: J. Torrant moved to adjourn at 5:56 p.m. and D. Knox seconded. All voted aye and the motion carried.



Leo Paul, Jr., First Selectman