

TOWN OF LITCHFIELD  
SPECIAL TOWN MEETING  
SEPTEMBER 2, 2014

A Special Town Meeting was held on Tuesday, September 2, 2014 at the Litchfield Firehouse. First Selectman Leo Paul, Jr. called the meeting to order at 7:00 p.m. There were approximately 10 people present. Lisa A. Losee, Town Clerk, served as Clerk.

Motion was made by Jonathan Tarrant and seconded by Jeff Zullo that Cleve Fuessenich serve as Moderator. Joe Manes motioned to close nominations, seconded by J. Tarrant. It was so voted unanimously by voice vote that C. Fuessenich preside as Moderator. Motion carried.

J. Tarrant made motion to waive the reading of the Call, seconded by Diane Knox. All voted in favor and the motion carried. The Moderator waived the reading of the Call.

The Moderator stated that the Return of Posting and Publication thereof, on file and of record, states that said Notice, bearing the written signatures of a majority of the Board of Selectmen, had been posted on the Town's signpost or other exterior place near the office of the Town Clerk on August 20 and a copy thereof had been published in the Republican American, a newspaper having substantial circulation in said Town, in its issue of August 22, 2014.

The Moderator stated that persons eligible to vote at Town Meetings are (i) any person who is an elector of the Town of Litchfield and (ii) any citizen eighteen years of age or more who, jointly or severally, is liable to the Town of Litchfield for taxes assessed against him or her on an assessment of not less than One Thousand Dollars on the last completed grand list of the Town, or who would be so liable if not entitled to an exemption under subdivision (17), (19), (22), (23), (25) or (26) of Section 12-81 of the General Statutes.

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 2013/14 in the total amount of \$144,136, as recommended by the Board of Finance.

A copy of the items, Budget Transfer #6, were made available to all those in attendance and are incorporated into these minutes as Exhibit A.

J. Tarrant made motion to approve Budget Transfer #6, supplemental budget transfers as recommended by the Board of Finance, seconded by D. Knox. There was no discussion. All voted in favor and the motion carried.

The Moderator read Item II: To consider and act upon various line item transfers in Capital Projects and Pay as You Go and/or Non-Recurring Fund in the total amount of \$784,128.48, as recommended by the Board of Finance. Copies of Transfer #7 were made available to all those in attendance and are incorporated into these minutes as Exhibit B.

J. Manes made motion to approve Transfer #7 as recommended by the Board of Finance, seconded by J. Tarrant. There was no discussion. All voted in favor and the motion carried.

The Moderator read Item III: To appropriate a sum of \$96,458 to Account 60-10-9514-41927-0927 (White Woods Road) and to Account 60-10-9513-41945-0945 (Mason Hill Mill and Overlay), the source of funds for such appropriation to be by way of transfer from Account 26-10-9501-58101 (LOCIP Document Fees), as recommended by the Board of Finance.

Copies of Transfer #8 were made available to all those in attendance and are incorporated into these minutes as Exhibit C.

J. Zullo made motion to approve Transfer #8 as recommended by the Board of Finance, seconded by Beverly Manes. There was no discussion. All voted in favor and the motion carried.

The Moderator read Item IV: To approve the continuation of a Regional Animal Control Program and Facility Agreement with the City of Torrington, the Town of Goshen and the Town of Litchfield established July 1, 2013 pursuant to a regional one year pilot program interlocal agreement; and to authorize the First Selectman to sign a new agreement to continue the agreement for two more years (the Agreement) and to execute and deliver such other documents and agreements as may be necessary to carry out the terms of the Agreement.

J. Tarrant made motion to adopt item IV as written, seconded by D. Knox. There was no discussion. All voted in favor and the motion carried.

The Moderator read Item V: To amend the Code of Ordinances of the Town of Litchfield, Chapter 4, Animals, Section 4-1. Redemption of impounded dogs; fee. A copy of the ordinance was made available to all those in attendance and is incorporated into these minutes as Exhibit D.

J. Tarrant made motion to adopt said ordinance as written, seconded by D. Knox. There was no discussion. All voted in favor and the motion carried.

The Moderator read Item VI: To accept the 2012-2013 Annual Report as presented.

J. Zullo motioned to accept the Annual Report as presented, seconded by D. Knox. There was no discussion. All voted in favor and the motion carried.

There being no other items to discuss, Leo Paul, Jr. made motion to adjourn the meeting, seconded by D. Knox.

The meeting was adjourned at 7:23 p.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Lisa A. Losee". The signature is written in a cursive, flowing style.

Lisa A. Losee  
Town Clerk

# Memorandum

**Date:** August 6, 2014

**To:** BOS/BOF/Town Meeting

**From:** Rose Bouchard, Director of Finance

**Re:** Fiscal year 2013/2014 – Budget Transfer #6 – Year End Transfers

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 \$144,136.00 is .5% of the original budget of \$27,642,466.

**FY13/14 Budgetary Transfer Required:**

	<b>Dept</b>	<b>Object</b>	<b>Debit (Decrease)</b>	<b>Credit (Increase)</b>
TO	1102	51803	BOARD OF SELECTMEN-MILEAGE	142
TO	1201	52109	FINANCE-PROFESSIONAL SERVICES-ADP FEES	1,056
TO	1401	52105	PLANNING & ZONING-PROFESSIONAL SERVICES-LEGAL	7,875
TO	1403	52105	ZONING BOARD OF APPEALS-PROF. SERVICES-LEGAL	4,703
TO	2101	52107	POLICE – PROFESSIONAL SERVICES-CONSTABLE	10,401
TO	2401	53107	EMERGENCY MANAGEMENT – TELEPHONE	44
TO	3102	50109	PUBLIC WORKS OPERATIONS – OVERTIME (SNOW)	63,449
TO	3103	51304	HIGHWAYS – SALT	32,393
TO	3104	51105	PUBLIC WORKS-EQUIPMENT	24,072
TO	4301	54105	CO-OP PROGRAMS-TORRINGTON AREA HEALTH DIST.	1
FROM	1903	51703	CONTINGENCY	41,054
FROM	8101	56101	WORKERS COMPENSATION-RATE REDUC.	30,580
FROM	1802	52401	RISK MANAGEMENT-LIAB. INS. RATE REDUC.	22,259
FROM	1701	53107	BUILDING & GROUNDS-TELEPHONE	9,600
FROM	2202	52102	FIRE PROTECTION-PROFESSIONAL SERV. MED.	12,098
FROM	3105	51106	PW-BUILDING & GROUNDS-SUPPLIES MISC.	5,475
FROM	3105	51202	PW-BUILDING & GROUNDS-REPAIRS EQUIP.	3,175
FROM	3106	51421	SOLID WASTE-DELIVERY	15,617
FROM	4101	52202	SOCIAL SERVICES-SENIOR VAN	1,678
FROM	1801	52301	LEGAL SETTLEMENTS	2,600
			TOTALS	
				\$144,136
				\$144,136

# Memorandum

Exhibit B

Date: August 7, 2014

To: BOS/BOF/Town Meeting

From: Rose Bouchard, Director of Finance

Re: Fiscal Year 2013/2014 - Budget Transfer #7 & #8 - Capital Closeouts and Transfers

## Transfer #7

Through the efforts of the Assistant Finance Director, Stacey Dionne, in coordination with various Town and BOE personnel, 34 capital projects have been identified as complete. On the direction of bond counsel, we have separated the closed projects in to two groups: projects funded by pay as you go and/or capital nonrecurring funds (totalling \$210,103.79), and projects funded by bond proceeds (totalling \$574,024.69). Excess funds of projects funded by bond proceeds must be re-appropriated to other projects for which bonds have been authorized but unissued. I recommend we transfer these funds as follows:

CIP Year	Capital Project	Funds Came From	GL Account/Project #	Target Fund	Amount to Close	Amt. to Re-Appr
95-96	ADA Projects	PAYG	60-10-9514-57609-0609		\$ 18,700.00	
09-10	Large Dump Truck	CNR	60-10-9516-57977-0977		\$ 5,529.52	
07-08,08-09	Playscape	PAYG	60-10-9516-57829-0812		\$ 603.65	
07-08	Oliver Wolcott Library	PAYG	60-10-9516-57801-0801		\$ 336.23	
10-11	Camp Dutton Settlement	CNR (short)	60-10-9514-57121-0121		\$ (822.79)	
08-09	Highway Pickup Trucks (2)	CNR (short)	60-10-9516-57901-0901		\$ (61.12)	
09-10	Center School Pave Lot	CNR (short)	60-10-9101-57440-0440		\$ (8.99)	
11-12	Truck Bed Conveyor	Bonded (short)	60-10-9516-57929-0929		\$ (18.96)	
98-99	Landfill Property Improve	PAYG	60-10-9516-57018-0018		\$ 645.51	
00-01,01-02	Fire Ponds 3	PAYG	60-10-9514-57209-0209		\$ 15.00	
08-09	Police Vehicle-pls 10-11	PAYG	60-10-9516-57958-0958		\$ 666.00	
13-14	Oliver Wolcott Energy Upgrade	PAYG	60-10-9516-57448-0448		\$ 17,842.36	
07-08	NFD Corrosion Repair 1995 firetk	PAYG	60-10-9514-57811-0811		\$ 1,640.55	
10-11	OWL-Energy Upgrade Windows	PAYG	60-10-9516-57996-0996		\$ 36,205.83	
11-12	NFD Bay Room Stairs	PAYG	60-10-9516-57960-0960		\$ 178.00	
03-04	Old Smith Road Improvement	PAYG	60-10-9513-57407-0407		\$ 3,653.00	
08-09	Shear Shop Road Bridge	Bonded	60-10-9515-57202-0202		\$ 125,000.00	
2013	Bantam Firehouse ADA Bathroom	STEAP Grant		60-10-9514-41952-0952		\$ 20,000.00
2015	Municipal Bus Grant	Section 5310-A		60-10-9516-41948-0948		\$ 12,400.00
14-15	Public Works Software	2014-15 CIP		60-10-9514-41524-0524		\$ 42,000.00
14-15	Land Use Revision of Regulations	2014-15 CIP		60-10-9516-41525-0525		\$ 75,000.00
14-15	Replace 2003 Chevy CK25 Pickup	2014-15 CIP		60-10-9516-41460-0460		\$ 40,000.00
14-15	Replace John Deere 755	2014-15 CIP	(\$4,296.21 will be rec. PAYG)	60-10-9516-41511-0511		\$ 20,703.79
					<b>\$ 210,103.79</b>	<b>\$ 210,103.79</b>
CIP Year	Capital Project	Funds Came From	GL Account/Project #	Target Fund	Amount to Close	
07-08,08-09	Litchfield 2500 Sq ft addition	Bonded	60-10-9514-57809-0809		\$ 14,068.46	
07-08	Bantam replace 1979 Engine 36 Oren	Bonded	60-10-9514-57810-0810		\$ 3,155.83	
05-06	Police Vehicle	Bonded	60-10-9516-57631-0631		\$ 3,500.00	
08-09	Oliver Wolcott Library-Roof	Bonded	60-10-9516-57913-0913		\$ 2,390.00	
07,07-08,08-09	Center School Roofs	Bonded	60-10-9516-57843-0843		\$ 66,757.99	
	Knife Shop State of CT retainage	Bonded	60-10-9515-41626-0626		\$ 3,121.99	
09,09-10,10-11	Woodruff St. Bridge trf#12 61k added	Bonded	60-10-9515-57971-0971		\$ 25,700.80	
10,10-11,11-12	Old Northfield Rd	Bonded	60-10-9513-57974-0974		\$ 111,844.71	
08-09	Shear Shop Road Bridge	Bonded	60-10-9515-57202-0202		\$ 131,109.61	
11-12,12-13	Tennis Courts	Bonded	60-10-9101-57991-0991		\$ 171.82	
12-13	Center School HW Heater	Bonded	60-10-9101-57966-0966		\$ 8,870.30	
9-10,10-11	LIS/LHS Parking Lots	Bonded	60-10-9101-57976-0976		\$ 529.85	
10-11,11-12	McBride Road	Bonded	60-10-9513-57988-0988		\$ 104,547.33	
12-13	High Bridge Road Mill Overlay	Bonded	60-10-9513-57961-0961		\$ 13,343.00	
11-12	White Wood Road Overlay	Bonded	60-10-9513-57944-0944		\$ 39,347.00	
12-13	Remson Road Reconstruction	Bonded	60-10-9513-57964-0964		\$ 34,817.00	
13-14	GoodHouse Road	Bonded	60-10-9513-57459-0459		\$ 10,749.00	
14-15	Clarke Road Bridge			60-10-9515-41951-0951		\$ 150,000.00
14-15	Bantam Roof Replacement			60-10-9516-41937-0937		\$ 110,000.00
14-15	Dump Truck			60-10-9516-41939-0939		\$ 115,000.00
14-15	High School Loading Dock			60-10-9516-41990-0990		\$ 20,000.00
	Replace 2000 Vac-All Sweeper	(Balance of \$20,975.31 recommend PAYG)		60-10-9516-41510-0510		\$ 179,024.69
					<b>\$ 574,024.69</b>	<b>\$ 574,024.69</b>

# Exhibit C

## Transfer #8

The Town Clerk collects fees for recording documents (Sec. 7-34a). Of the \$53 collected for the first page of such recordings, \$3 is retained by the Town to be used for local capital improvement projects. Due to a miscommunication between departments, this has been accruing for the last several year and presently stands at \$96,458.00 (average \$5,700/year). These funds may be used for any LOCIP compliant project such as roads, bridges, or public building construction activities. After consulting with Jack Healy, Public Works Director, I recommend we use the accrued funds as follows:

CIP Year	Capital Project	Funds Came From	GL Account/Project #	Target Fund	Amount to Close
	LOCIP Document Fees	LOCIP Transfer to	26-10-9501-58101		\$ 96,458.00
12-13	White Woods Road			60-10-9514-41927-0927	\$ 61,967.00
13-14	Mason Hill Mill and Overlay			60-10-9513-41945-0945	\$ 34,491.00
					\$ 96,458.00
					\$ 96,458.00

# Exhibit D

## Chapter 4

### ANIMALS

#### Section 4-1. Redemption of impounded dogs; fee

In accordance with Connecticut General Statutes §22-333, any dog, cat or other animal captured or impounded by the Regional Animal Control Officer shall be redeemed by the owner or keeper thereof, or the agent of such owner or keeper, upon proper identification, and, if the animal in question is a dog, upon presentation to the Regional Animal Control Officer of a license and tag for such dog, and upon the payment by such owner or keeper or his agent of (1) a redemption fee of fifteen dollars (\$15.00); and (2) the cost of advertising incurred under the provisions of Connecticut General Statutes §22-332. When the owner or keeper of any such impounded dog, cat or other animal fails to redeem such dog, cat or other animal within twenty-four hours after receiving notification to do so, or, where the owner was unknown, within twenty-four hours after notification was effected by means of publication in a newspaper, such owner or keeper shall pay, in addition to such redemption fee and cost of advertising, the amount determined by the Regional Animal Control Officer to be the full cost of detention and care of such impounded dog, cat or other animal.

The owner or keeper of any dog, cat or other animal impounded for the purposes of quarantine, as set forth in Connecticut General Statutes §22-358 and §22-359, shall pay the amount determined by the Regional Animal Control Officer to be the full cost of detention and care of such quarantine animal.

Any owner or keeper of any impounded dog, cat or other animal who fails to redeem such dog, cat or other animal within one hundred twenty hours after receiving notification to do so shall have committed an infraction.

All fees collected pursuant to this ordinance will be deposited into a segregated Regional Animal Control Facility Fund to be used for operating expenses of the regional animal control program which serves the towns of Goshen, Litchfield and Torrington.