

**Litchfield Board of Finance
Regular Meeting Minutes
October 17, 2016**

Call to Order: Chairman David Geiger called the meeting to order in the LIS Art Room at 7:04p.m. with David Wilson, Mitchell Fishman, Ed Gadowski, and Anne Dranginis present.

Absent: Rose Blondin (Alt.) and Sky Post (Alt.)

Late: Helen Bunnell arrived at 7:07p.m.

Early Departure: Helen Bunnell left at 9:22p.m.

Also present: Leo Paul, Amaechi Obi and Matt Terzian

Approve Meeting Minutes:

Motion: David Wilson moved to accept the 9-12-16 regular meeting minutes with one change: On pg. 2, under Future Agenda Items, the following sentence should be added: ‘There will be a new BOF member to be voted on at the November 14 meeting.’ Mitchell Fishman seconded the motion. All voted aye and the motion carried.

Public Comment:

Several residents who live near the gun range at 58 McBride Road spoke about their four years of experience with shooting at the range. They distributed a letter dated October 12, 2016 concerning enforcement of the Cease and Desist order #15-1 for the gun club, which they claim has been violated multiple times. They discussed meeting with the Land Use Administrator and the ZBA, and their calls to local law enforcement about gunfire. They are approaching the BOF because they have invested their own money and now wish the town to fund the enforcement of the injunction against shooting at this location.

They asked the amount of money in the town budget for legal fees and were told there is approximately \$65,000 at this time. Leo Paul said there is a transfer request for \$20,000 for this purpose on the BOS agenda for tomorrow’s meeting. Approval would then be required at a town meeting.

Motion: Vice Chairman David Wilson moved to hold a 15-minute recess beginning at 7:30p.m. Anne Dranginis seconded the motion. All voted aye and the motion carried.

A farewell for Chairman Geiger was held, and the meeting reconvened at 7:45p.m.

Finance Report of Revenues & Expenditures:

Finance Director Amaechi Obi said that as of September 30, 2016 the YTD expended budget is \$1,927,054.15 with \$1,967,070.50 in encumbrances. The total available for Debt Service/Capital is \$1,502,603.55. The town has collected 50.6% of revenue compared to 50.4% same time last year and total expended is 42% of the BOS budget compared to 44.9% last year. The ending fund balance for 2015/2016 is \$4,660,455.13 or 15.35%. These numbers are unaudited.

The current year property taxes collected are 55% compared to 55.3% same time last year. All Tax Collector revenue collected was 54.3%. Amaechi Obi said the town could have a higher bond rating although it currently has a very good rating. In reply to a question from Mitchell Fishman about the

arrangement with the Forman School to pay \$10,000/annually in lieu of taxes, he said he would confirm to the BOF that this payment was received. David Wilson asked if the town plans to raise building inspection fees since they are low in comparison to other towns. He will send this information to Leo Paul.

- a. CT State Reimbursement for School Building Expenses: There was discussion about this reimbursement and Amaechi Obi said the project could be closed out by a transfer from Capital Non-Recurring. .

First Selectman's Report:

Leo Paul said it was approved at a recent town meeting to discontinue Buck Road and town attorney Rybak is now working on this with adjoining property owners to have an alternate access. The Donahue Road project is going through a lengthy process and will require several more months to resolve. The Sears Road property sold for \$7,000 at auction.

New Business:

- a. Financial Transfers:
 - i. Transfer #6 for 2015/2016
Motion: Mitchell Fishman moved to transfer \$19,640 from Contingency #01-1903-51703 to Building Improvements Large #01-3105-55204. Ed Gadomski seconded the motion. There was discussion about the transfer which was requested by Public Works Director Raz Alexe to complete repairs to the retaining wall in the municipal parking lot. Amaechi Obi explained why this is being taken from Contingency rather than Capital Non-Recurring. All voted aye and the motion carried.
 - ii. Transfer #3 for 2016/2017
Motion: Helen Bunnell moved to transfer \$17,100 from Contingency as follows: \$16,100 to Professional Service (Legal) #01-1402-52105 and \$1,000 to Professional Service #01-1402-52111. It was noted that after this transfer, the Contingency balance will be \$80,000. Ed Gadomski seconded the motion. There was discussion about the transfer which was requested by Land Use Administrator Dennis Tobin, PhD due to ongoing legal expenses incurred from *Litchfield Housing Trust, Inc. v Litchfield Inland Wetlands Commission*. All voted aye and the motion carried.
- b. Committee Reports
 - i. Green Team Report. Ed Gadomski said the Green Team is working on a municipal action plan to effect 20% savings in energy costs. He discussed the retrofitted lights at the high school gym, which have been replaced by the contractor at no cost to the town. There was also damage to the gym floor. The Team is seeking a grant for an electric auto charger somewhere in town.
 - ii. Town Facilities Committee Report. Mitchell Fishman distributed a report with site plans for proposed changes to the existing town hall, space comparisons for existing and proposed areas in town hall, and an estimated total project cost of \$5,906,690 based on conceptual plans. The Town Facilities Committee was formed in August 2016 with the goal of studying available space in town buildings that could be reviewed for alternate use. The Committee first reviewed the Bantam Annex, procuring the services of an architectural firm that met with school administrators. Their findings provided to the TFC showed a shortage of space in Litchfield schools, with the exception of the HS which is

now being used by the Middle School, since the programs require more room even though there are fewer students. The report was well received by the BOE but did not meet the goal of consolidating school spaces.

It was determined that the Bantam Annex is not usable without considerable code upgrades and renovation, and the town will probably want to dispose of the building and relocate existing departments.

The architect updated his estimates about how much expansion would be required and at what cost to change the existing town hall to add new departments. The TFC voted 5-4 to accept this proposal. Mitchell Fishman answered several questions about the decision process that led to the vote, the future of the probate court, whether new furniture is included in the cost, and the location of records requirement.

- c. Payment of Bills: Amaechi Obi presented two invoices from the Auditors, Clermont & Associates, LLC.

Motion: Helen Bunnell moved to approve payment for the Auditors invoice dated 8-31-16 in the amount of \$4,425. David Wilson seconded the motion. All voted aye and the motion carried.

Motion: David Wilson moved to approve payment for the Auditors invoice dated 9-30-16 in the amount of \$15,525. Anne Dranginis seconded the motion with the understanding that more details be provided on all future invoices. All voted aye with Mitchell Fishman abstaining and the motion carried. .

Future Agenda Items:

- a. Anne Dranginis said the BOF should set deadlines for when the BOS and BOE are to supply their budgets in order to give the BOF sufficient time to process them.
- b. Chairman Geiger noted that Roxanne will be scheduling two November BOF meetings.
- c. David Wilson said the election of matt Terzian will be on the next BOF agenda.

Adjournment:

Motion: David Wilson moved to adjourn at 9:30p.m. Ed Gadomski seconded the motion. All voted aye and the motion carried.

The next meeting will be a regular meeting on Monday, November 14, at 7:00p.m. in the LIS Art Room.

Respectfully submitted,

Jo Ann Jaacks
Recording Secretary