

**Litchfield Board of Finance
Regular Meeting Minutes
February 10, 2014**

Call to Order: Chairman David Geiger called the meeting to order in the LIS Art Room at 7:07pm with David W. Wilson, Ed Gadowski, Brenda Barnes, Ed Weik (Alt.) and Sky Post (Alt.) present.

Absent: Mitchell Fishman

Late: Anne Dranginis arrived at 7:10pm.

Also present were Rose Bouchard, Nancy Southard, Kathy Brown, Frank Simone, Deborah Wheeler, David T. Wilson, John Bongiorno, Wayne Shuhi and Jason Lathrop

Appointment of Alternates:

Chairman Geiger appointed Ed Weik to full member in place of Mitchell Fishman and appointed Sky Post to full member until Anne Dranginis arrived.

Approval of Minutes:

Motion: Ed Weik moved to accept the 1-13-14 regular meeting minutes. David Wilson seconded the motion. All voted aye and the motion carried.

First Selectman's Update:

Rose Bouchard said that Leo Paul was unable to attend tonight's meeting.

Public Comment:

Several members of the public expressed their concerns about security for Litchfield schoolchildren, urging that this be a priority and include school security officers and mental health professionals. Superintendent Wheeler noted that a safety audit conducted by a Homeland Security official and Resident Trooper Holmes revealed that Litchfield schools are in good shape with security measures. They have an ad hoc committee working on this. Anne Dranginis said that all parties involved should collaborate to achieve a reachable goal.

Funding for these objectives was discussed: Chairman Geiger indicated that once a plan was presented to the Town / BOS / BOF / BOE then appropriate funding would be available.

Finance Director's Monthly Report:

Rose Bouchard distributed the YTD Revenue Report as of January 2014, the YTD Expenditure Report as of January 2014, and a Financial Overview as of January 31, 2014.

On the Revenue Report, Rose noted that an additional \$438,242 in property taxes was received February 3 (the deadline) but is credited for January. The line item Tuition and Fees represents payment for 3-4 students whose parents are paying for them to attend Litchfield schools and who transport them here. This cost is \$8,000 for elementary students and \$11,000 for high school students.

On the Expense Report, Rose noted there is a line item of \$97,033 which represents the Resident State Trooper's encumbered salary and a capital outlay of \$1,125,649 for PAYG and additional pension/OPEB payments.

In summary, as of January 31, the town has collected 88.8% of revenue and has spent 57.4% of the BOS budget 58% through the fiscal year and the town is also 64.8% committed.

After a discussion about taxes and PILOT monies paid by the Forman School, Chairman Geiger asked Rose Bouchard to determine whether Forman School was going to pay the town property taxes and, if so, what amount. Furthermore, a discussion was had on adding a line item to the monthly report reflecting PILOT revenues to the Town.

Debt Service for the 2014/2015 Budget:

Rose Bouchard distributed the Debt and Capital Outlay Budget, noting that the town did well in percentage of interest income. She also presented certain financing scenarios for future bonding and debt layering. She said a hypothetical bond issue rate of 3.00% was used for the CIP financing plan.

Treasurer David T. Wilson said the town could get a better rate on a larger issue of bonds or notes since that would be more attractive to buyers (individuals, banks, mutual funds, etc.) Also, this year the town borrowed at a lower rate than the previous year. He said the town will be doing BANs (Bond Anticipation Note) this February, not both BANs (notes) and bonds.

Grand List for the 2014/2015 Budget:

Tax Assessor Kathy Brown presented the net taxable Grand List for October 1, 2013 as filed \$1,030,897,219, which is prior to any Board of Assessment Appeals changes. This represents a 7.16% decrease, or \$79,521,891 less than last year. The report delineated personal property, motor vehicles and real estate. She did not know if vacant land was included in the tally, but will check on that. By the end of March, she will have the revised and finalized Grand List.

BOE Presentation of Technology Plan and CMT/CAPT Scores:

Superintendent Wheeler distributed a technology rotation spread sheet which shows that 364 computers were purchased in the current budget year and 146 will be purchased in 2014/2015. Fourteen printers will also be purchased in 2014/2015 and the total technology expense listed in the BOE proposed budget is \$193,497. Jason Lathrop said all devices have accidental damage coverage for the life of the device.

She showed a brief video produced by the school technology department that depicted students using technology in various classroom situations. Jason Lathrop and John Bongiorno discussed security measures in place for student computer use. John Bongiorno said the BOE waited to purchase the "next generation" of technology equipment to increase the lifespan.

Superintendent Wheeler distributed performance reports for Connecticut Academic Performance Tests (CAPT) and Connecticut Mastery Tests (CMT) for Litchfield's three schools. LHS achieved

a “Transitioning” category on the CAPT, achieving the target goal on Math, Writing and Science and missing target on Reading by 2.4. Middle School received an “Excelling” category on the CMT, and Superintendent Wheeler believes the issuance of laptops contributed to that. LIS also received an “Excelling” category. She said future testing will be changing to be computer adaptive and individually responsive.

New Business:

- a. **Financial Transfers:** There were no financial transfers.
- b. **Correspondence:** Rose Bouchard presented a proposed BOF budget for \$30,927 and said she is prepared to make a transfer from the Contingency Fund to cover the printing of the two annual reports for the town of Litchfield. It was agreed that Jo Ann Jaacks will be paid to produce the reports.

Motion: Ed Weik moved to accept the proposed \$30,927 BOF budget for 2014-2015 and David Wilson seconded the motion. All voted aye and the motion carried.

- c. **Payment of Bills:** Rose Bouchard presented the final invoice from BlumShapiro dated 1-15-14 in the amount of \$4,050.

Motion: Ed Weik moved to pay the \$4,050 invoice and Ed Gadomski seconded the motion. All voted aye and the motion carried.

Point of Order:

Ed Gadomski inquired whether a town pension could be deferred and/or reassigned to anyone other than a spouse. Brenda Barnes will present this question at tomorrow’s Pension Board meeting and Chairman Geiger will also ask Roxanne.

Adjournment:

Motion: Anne Dranginis moved to adjourn at 9:20pm and Ed Weik seconded the motion. All voted aye and the motion carried.

Respectfully submitted,

Jo Ann Jaacks
Recording Secretary