

**Litchfield Board of Finance
Regular Meeting Minutes
May 9, 2016**

Call to Order: Chairman David Geiger called the meeting to order in the LIS Art Room at 7:07p.m. with Ed Gadomski, Sky Post (Alt.) and Rose Blondin (Alt.) and present.

Absent: Helen Bunnell, David Wilson, Anne Dranginis and Mitchell Fishman

Also present: Stacey Dionne, Raz Alexe and Lisa Losee

Appoint Alternates:

Chairman Geiger appointed Rose Blondin to be a full member replacing Anne Dranginis and Sky Post as a full member replacing Helen Bunnell.

Approve Meeting Minutes:

Motion: Ed Gadomski moved to accept the 4-11-16 regular meeting minutes. Sky Post seconded the motion. All voted aye with Rose Blondin abstaining and the motion carried.

It was unanimously agreed to table discussion and acceptance of the special meetings on 4-27-16 and 4-29-16 until the next regular meeting.

Public Comment:

There was no public comment.

Assistant Director of Finance Report of Revenues & Expenditures:

Stacey Dionne, Assistant Director of Finance, distributed the financial overview as of April 30, 2016. The Town has collected 96.9% of revenue compared to 99% same time last year and has spent 84.2% of the BOS Budget (compared to 89.7% last year.) The estimated fund balance is \$4,476,000 (15.15%). Current year property taxes collected are 99.8%. vs.76.6% same time last year. Since Stacey attended a conference last week, details on overages were unavailable but will be ready for the next meeting.

Update on RFP for Town Auditor:

Stacey Dionne provided copies of the Bid Package for Audit Services BID #2016-06 dated May 9, 2016. She is reviewing a list of accounting firms in Connecticut to enable the town to issue RFPs for an auditor to replace BlumShapiro. She and Amaechi Obi will provide the BOF two or three choices for Town Auditor for the Board's consideration and decision at the next meeting. Ed Gadomski volunteered to help with the selection process.

Motion: Rose Blondin moved to seat Ed Gadomski as a member of the Selection Committee for a new Auditor. Sky Post seconded the motion. All voted aye and the motion carried.

Board of Education Year-to-Date Spending Report:

The BOE spending report dated May 1, 2016 was distributed and discussed. Questions about three line items were raised: #71 Board of Education line item that is 71.3% over budget; #93 Special Education Tuition which is 16.9% over budget and #96 Non-Public Transportation which is 934.1% over budget. Chairman Geiger will Email David Fiorillo and Frank Simone for more details on these three accounts.

It was noted that the Green Team lighting changeover, which has been approved by the BOE, would next be approved by the BOS, then the BOF, and finally would be sent to a town meeting for approval.

Discuss Pay-as-you-go Capital from Fund Balance:

Chairman Geiger asked for suggestions on the Capital Budget for 2016/2017 as to which items would be recommended for pay-as-you-go. Possibilities are the firehouse roof and AC Imprv. Item for a total of \$265,000 (\$110,000 in FY 16/17 and \$155,000 in FY 17/18); the town-wide air pack (SCBA) mandatory replacement totaling \$620,000 (\$200,000 in existing budget and \$420,000 in FY 16/17); Litchfield firehouse handicapped bathroom upgrade totaling \$234,454 (\$114,454 in existing budget and \$120,000 in FY 16/17); replace 2011 police cruiser and Public Works vehicles & equipment; \$100,000 for a consultant for the Plan of Conservation and Development 2015-17 for the Land Use Department.

The total Capital Project requests cost to be sent to the town meeting is \$2,569,884. It was discussed which items could be done through bonding or paid out of the Fund Balance. Chairman Geiger recommended putting any surplus into the pension fund.

Approve Town Clerk Request for Wide Format Imaging System Lease:

Town Clerk Lisa Losee presented the background of the intensive Mapping project undertaken by the Town Clerk's office which has resulted in 3,647 digitized land records and survey maps. The Town Clerk's office receives daily requests for map copies and the majority of customers, surveyors and appraisers request full-size (36"x24") copies. The lease of a wide format imaging system would enable full-size copies to be made on-site and would also be used by the Public Works Department. She thoroughly investigated available equipment and presented three quotes and a contract from their preferred company – A&A Office Systems. The BOS and Town Attorney Mike Rybak have approved this contract which would cost \$316.90/month and \$3,982.68/year for a 48 month period.

Motion: Sky Post moved to approve the Town Clerk's request to lease a wide format imaging system from A&A Office Systems. Ed Gadomski seconded the motion. All voted aye and the motion carried.

Approve Dept. of Public Works Request for Printer/Scanner Lease:

Public Works Director Raz Alexe requested BOF approval for a replacement printer/scanner/fax machine. The lease cost would be \$100/month and \$1200/year.

Motion: Sky Post moved to approve the lease of a replacement printer/scanner/fax machine for the Public Works Department. Rose Blondin seconded the motion. All voted aye and the motion carried.

New Business:

a. Financial Transfers

- i. Stacey Dionne had presented a request for Budget Transfer #4 for \$35,000 to be transferred from the Capital Non-Recurring Fund into #60-9514-57322 Town Hall Feasibility Study. There was discussion on whether this would come out of the Capital Non-Recurring Fund.

Motion: Ed Gadomski moved to table further discussion and approval of Budget Transfer #4 to the next meeting. Sky Post seconded the motion. All voted aye and the motion carried.

- b. Correspondence: There was no correspondence.
- c. Payment of Bills: There were no bills for payment.

Future Agenda Items:

Chairman Geiger noted that once the budget meeting is finalized, the BOF could consider how costs for such items as healthcare and pensions are apportioned to departments since the town is self-insured. That formulation could help determine how each department budgets for these costs. It was unanimously agreed that Chairman Geiger should pursue this as a future agenda item.

Adjournment:

Motion: Rose Blondin moved to adjourn at 8:17p.m. Sky Post seconded the motion. All voted aye and the motion carried.

The next meeting will be the annual budget meeting to be held in the LIS Auditorium on Wednesday, May 11 at 7:00p.m.

Respectfully submitted,

Jo Ann Jaacks
Recording Secretary