

**Litchfield Board of Finance  
Regular Meeting Minutes  
December 12, 2016**

**Call to Order:** Chairman David Wilson called the meeting to order in the LIS Art Room at 7:04p.m. with Mitchell Fishman, Ed Gadomski, Helen Bunnell, Matt Terzian, Rose Blondin (Alt.), and Sky Post (Alt.) present.

Absent: Anne Dranginis

Also present: Leo Paul, Amaechi Obi, Nancy Southard, and David T. Wilson

**Appoint Alternates**

Chairman Wilson appointed Rose Blondin a full member in the absence of Anne Dranginis. He said that once an alternate is appointed in the absence or lateness of a member, that person will remain a full member for the length of the meeting.

**Approve Meeting Minutes**

**Motion:** Ed Gadomski moved to accept the 11-14-16 regular meeting minutes. Mitchell Fishman seconded the motion. All voted aye with Helen Bunnell abstaining and the motion carried.

Chairman Wilson recommended a change in the order of agenda items.

**Motion:** Mitchell Fishman moved to change #9a Financial Transfers to immediately follow #3 Public Comment. Rose Blondin seconded the motion. All voted aye and the motion carried.

**Public Comment**

A spokesman for several residents who live near the gun range at 58 McBride Road outlined their experience with shooting at the range and enforcement of the Cease and Desist order #15-1 for the gun club. The group had attended a previous BOF meeting to inquire about money in the town budget for legal fees and Leo Paul had said there was a transfer request for \$20,000 for this purpose on the BOS agenda and approval would then be required at a town meeting.

**Financial Transfers**

Transfer #4 for 2016/2017

**Motion:** Mitchell Fishman moved to transfer \$15,000 from Contingency #01-1903-51703 to Planning & Zoning Department for Professional Service (Legal) #01-1401-52105. Matt Terzian seconded the motion. After this transfer is approved, the Contingency balance will be \$65,400. There was discussion about the transfer and Leo Paul said that although the original amount was \$20,000, the BOS unanimously voted to reduce it to \$15,000 since both Land Use Administrator Dennis Tobin and Attorney Steve Byrne concurred that amount would be sufficient. All voted aye with Ed Gadomski voting nay and the motion carried.

**Discussion with Town Auditor**

David Cappelletti of Clermont Accountants & Advisors distributed copies of the Draft Annual Financial Report for FY ending 6-30-16. He discussed the \$792,132 in Capital Projects and a General Fund balance of \$4.7Mil, as well as long-term liabilities including the net pension liability with a balance of

\$5,023,516 and net OPEB obligation with a balance of \$1,048,135. He said compared to other towns on these two items, Litchfield's handling of these liabilities is well ahead of the curve since the Town has a defined benefit retirement plan as well as a Merit Service plan that covers all eligible volunteer firefighters and ambulance drivers. He said the Town's net pension liability was measured as of 6-30-16 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of 7-1-2014 – per state statute, this is done every 3 years.

He answered several questions and said the Town has a good capital plan and are funding the projects in a well-organized way. He said everything related to WPCA (Water Pollution Control Authority) was transferred into its own fund. He explained that if there is a surplus, the Town must have a strong capital plan to support that. Treasurer David T. Wilson described projects done with bonded money.

David Cappellitti said there were no significant findings but some recommendations, such as more centralization between the relatively new Finance Directors for the Town and BOE, including the way purchase orders are created. The BOE is now allowed to have a capital fund and requires BOF approval to spend those monies. There was discussion about BOE non-compliance with the 5-year capital planning program and student activities funds and he said he would send Emailed answers to any questions forwarded through Amaechi Obi.

#### **Finance Report of Revenues & Expenditures**

Finance Director Amaechi Obi said that as of November 30, 2016 the town has collected 54.2% of revenue compared to 53.3% same time last year and total expended is 52.4% of the BOS budget compared to 54.78% last year. The ending fund balance for 2015/2016 is \$4,660,455.13 or 15.35%.

The current year property taxes collected are 56.1% compared to 56.4% same time last year. All Tax Collector revenue collected was 55.6%.

#### **First Selectman's Report**

Leo Paul said the audit result depicts how strong the town is financially. The BOS negotiated with two unions and Public Works is prepared for winter weather. He spoke about the 2½ % spending cap and gave an update on the North Shore bridge and all the state projects.

#### **School Business Manager, David Fiorillo – YTD Budget Status**

David was unable to attend the meeting.

#### **Approve Bantam River Park Agreement**

There was discussion about the fact that Wamogo parks their buses at this property at 607 Bantam Road but does not contribute to the lease, which costs \$350/month for the first to fifth year and \$400 for the sixth to tenth year.

**Motion:** Helen Bunnell moved to approve the 10-year lease between the Bantam River Corporate Park LLC and the Town of Litchfield. Mitchell Fishman seconded the motion. All voted aye and the motion carried.

## **New Business**

- a. Committee Reports
  - i. Green Team Report. Ed Gadomski said the Green Team is running out of projects that bring a return on investment. They are currently working on making the Bantam Borough Hall energy efficient and are close to getting the Center School certified.
  - ii. Chairman Wilson suggested closing the Northfield Fire Department Building Committee and Leo Paul asked him to send him a written request.
- b. Payment of Bills – There were no bills for payment.

## **Future Agenda Items**

- a. Chairman Wilson said Roxanne in the First Selectman's office had prepared a combined BOF meeting schedule but the BOF members have not yet received this. The BOF regular meeting schedule has been approved.
- b. Mitchell Fishman said the BOF should review last year's budget presentation to determine if anything could be improved, especially the BOE submission process, which included one line item combing all teachers' salaries with no breakdown. Helen Bunnell noted that at previous BOFs she served on, each department representative was on hand to discuss their budget, which presented a clearer picture to the BOF. Leo Paul said he would be agreeable to doing presentations differently.
- c. Chairman Wilson said he has served for many years as a BOF liaison on the Capital Committee and would be willing to continue doing that. David T. Wilson will continue as Chair for the Capital Committee.

## **Adjournment**

**Motion:** Helen Bunnell moved to adjourn at 9:12p.m. Mitchell Fishman seconded the motion. All voted aye and the motion carried.

The next meeting will be a regular meeting on Monday, January 9, 2017 at 7:00p.m. in the LIS Art Room.

Respectfully submitted,

Jo Ann Jaacks  
Recording Secretary