

**Litchfield Board of Finance
Regular Meeting Minutes
December 14, 2015**

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

Late: Anne Dranginis arrived at 8:05pm.

Also present: Leo Paul, Stacey Dionne, Nancy Southard and Michael Rybak.

Appoint Alternate(s):

Chairman Geiger appointed Rose Blondin a full voting member until the arrival of Anne Dranginis.

Welcome to Newly Elected Members:

Chairman Geiger welcomed Helen Bunnell, who has previously served on the BOF, and Rose Blondin.

Approval of Minutes:

Motion: David Wilson moved to accept the 11-9-15 regular meeting minutes. Mitchell Fishman seconded the motion with one correction: On the bottom of page 2, the reference to the next meeting should be changed to December 14. All voted aye and the motion carried.

Chairman Geiger said there was another agenda item that should have been included: election of new officers.

Motion: David Wilson moved to add 8d under New Business as “Election of New Officers.” Helen Bunnell seconded the motion. All voted aye and the motion carried.

Mitchell Fishman said the BOF had tabled a discussion of the review of the 2014-2015 annual town audit draft.

Motion: Mitchell Fishman moved to add this review of the 2014-2015 annual town audit draft to the next meeting on January 11, 2016. David Wilson seconded the motion. All voted aye and the motion carried.

Public Comment:

There was no public comment.

Approve Sale of Donahue Road Extension Property:

Nancy Southard, Tax Collector, said this property has been a complicated account for five years, including a large lien, foreclosure and different owners. The Town had received a bid of \$125,000 to purchase it but the Judge threw it out. Leo Paul said they have been preparing the house on the property for sale since last June, checking for asbestos in the shingles and cleaning up the property. Total expenses to date are \$250,000 and that would probably be the minimum bid. The process would be to have the BOS first approve the sale, then go to the BOF for approval, and finally take it to a town meeting.

Town Attorney Michael Rybak provided a Resolution Authorizing the Sale of 66 Donahue Road Extension. He said the sale would be done with sealed bids and a minimum bid would be determined by the Town's costs of foreclosure against the prior owners, accrued taxes, interest and lien fees, clean-up of the house and property, survey map, sale advertising, insurance, maintenance, legal and closing costs. The Town intends to sell the property as expeditiously as possible once approvals are received and it would be sold in "as is" condition and would include all acreage and the dwelling.

Attorney Rybak explained the property tax situation – the Town cannot pay taxes to itself. Unpaid taxes by previous owners will remain on the town records and will be payable when the property's new owner sells again. Leo Paul said they will put a notice in the newspaper announcing acceptance of sealed bids. David Wilson asked if the BOS could specify the exact minimum bid that covers all costs to date and Nancy Southard said those costs could rise.

Motion: Helen Bunnell moved to approve the Resolution authorizing the sale of 66 Donahue Road Extension. Ed Gadomski seconded the motion. A roll call vote was taken with the following results:

Helen Bunnell	Aye
Ed Gadomski	Aye
David Wilson	Aye
Rose Blondin	Aye
Mitchell Fishman	Nay
Chairman David Geiger	Abstain

The motion carried.

Leo Paul said the Capital Expenditures Committee has met and their total number is quite high. He said the BOS will have an answer on the Pay as you Go issue and he will present that at the January BOF meeting. By the February BOF meeting, he would have a capital budget to present. Chairman Geiger said he would be out of state in February and David Wilson would chair the February BOF meeting.

Anne Dranginis arrived at 8:05pm.

Director of Finance's Monthly Report:

Stacey Dionne, Assistant Director of Finance, distributed the financial overview as of November 30, 2015. The Town has collected 52% of revenue compared to 53.3% same time last year and has spent 58.1% of the BOS Budget (compared to 58.7% last year.) The estimated fund balance is \$4,476,000 (15.15%). Current year property taxes collected are 56.4%. vs.54.6% same time last year and all tax revenue collected was 56.02%. David Wilson asked about the amount of insurance income for ambulance service and Stacey said she follow up for more details. She said a 56.7% variance under BOE custodians' expenses was due to a couple of employees on W/C and a cleaning company was hired.

Stacey also distributed a one-page budget report as of November 30, 2015 from David Fiorillo for the BOE. David Wilson asked what the \$64,805 listed for the Middle School redesign project represented since the BOE had not asked the BOF for this money. Chairman Geiger said David Fiorillo will come to the January BOF meeting to answer questions.

Review of 2014-2015 Annual Town Audit Draft:

Stacey Dionne distributed drafts of the 2014-2015 annual audit.

Motion: David Wilson moved to table this to the next meeting so BOF members had a chance to review it and formulate questions. Helen Bunnell seconded the motion. All voted aye and the motion carried.

New Business:

a. Financial Transfers:

There were no financial transfers.

b. Correspondence:

There was no correspondence.

c. Payment of Bills:

There were no bills to pay.

d. Election of new BOF Officers:

Chairman Geiger thanked departing members Brenda Barnes and Ed Weik and said nominations were needed for the BOF Chairman and Vice Chairman/Secretary.

Motion: Ed Gadomski moved to nominate David Geiger to be Chairman. David Wilson seconded the motion. David Geiger said he was willing to serve for two more years and requested help from BOF members in scheduling meetings and other administrative duties. All voted aye and the motion carried.

Motion: David Wilson moved to close nominations for Chairman. Anne Dranginis seconded the motion. All voted aye and the motion carried. All voted aye to make David Geiger Chairman.

Motion: Helen Bunnell moved to nominate David Wilson as Vice Chairman/Secretary. Ed Gadomski seconded the motion. David Wilson said he was willing to serve again since David Geiger made this position easy.

Subcommittee Reports:

Ed Gadomski gave an overview of the Litchfield Green Team to the new BOF members. There are now five buildings to be put into a portfolio to determine energy usage and solutions to minimize expenses. The Intermediate School is the least energy efficient building and the Center School is the most energy efficient. The Team is preparing a report on possible improvements, including insulation and window shading. The Town will either pay for these upgrades or apply for grants.

Mitchell Fishman explained the Town Facilities Committee responsibilities. The Bantam Annex houses courts for the state that bring in Town revenue but will leave an empty space when they move to Torrington. The Annex property is restricted since it is zoned residential and only allowed for government use if not residential.

The Committee hopes to hire a consultant to appraise the building for educational use and they might hire architect John Martin. Since Mitchell Fishman will be away for January and February, he asked if a BOF alternate could attend these next two meetings.

Chairman Geiger said Brenda Barnes will continue to serve on the Pension Commission and she will report occasionally to the BOF.

David Wilson said the Capital Improvements Committee is meeting tomorrow night and will try to cut out some items, although everything on the list is necessary, such as replacing fire breathing apparatus and another fire services item for a new brush truck for Litchfield. He will ask questions to be certain everything has to be replaced now.

Points of Good Order:

Mitchell Fishman said a future agenda item would be for Chairman Geiger to invite a representative from the actuarial firm to attend a BOF meeting.

Adjournment:

Motion: Ed Gadomski moved to adjourn at 9:07pm. Mitchell Fishman seconded the motion. All voted aye and the motion carried.

Respectfully submitted,

Jo Ann Jaacks
Recording Secretary