

**Litchfield Board of Finance
Regular Meeting Minutes
December 9, 2013**

Call to Order: Chairman David Geiger called the meeting to order in the LIS Art Room at 7:05pm with David W. Wilson, Ed Gadomski, Mitchell Fishman, Brenda Barnes, Anne Dranginis and Sky Post (Alt.) present.

Absent: Ed Weik (Alt.)

Also present were Rose Bouchard, Frank Simone, Jason Lathrop, John Bongiorno, Wayne Shuhi and Ryan Flynn.

Approval of Minutes:

Motion: Brenda Barnes moved to accept the 11-18-13 regular meeting minutes with the following change: On page 3, the first line under Committee Reports should read “Brenda Barnes reported that Pension Investment assets totaled \$12.359Mil in the pension plan and these earnings are in line with the benchmark.” Anne Dranginis seconded the motion. All voted aye and the motion carried.

First Selectman’s Update:

Chairman Geiger said that Leo Paul notified him that due to the death of town staff member Tom O’Hare, he would be unable to attend tonight’s meeting. He said he met with the Capital Committee and will have some preliminary details. Chairman Geiger requested BOF members to send him any questions they have for Leo Paul.

Public Comment:

There was no public comment.

Finance Director’s Monthly Report:

Rose Bouchard distributed the YTD Revenue Report as of November 2013, the YTD Expenditure Report as of November 2013, and a Financial Overview as of November 30, 2013.

On the Revenue Report, Rose responded to questions from the November BOF meeting that pistol permits were \$70 each and there were 12 transfers involving conveyance tax in October, including a large sale on North Street that brought in \$11,000.

On the Expenditure Report, Rose noted there is a transfer request received from both Planning & Zoning and Inland Wetlands due to legal fees related to the Stop & Shop appeal.

In summary, as of November 30, the town has collected 53.3% of revenue and has spent 37.1% of the BOS budget 42% through the fiscal year and the town is also 51.7% committed. The Fund Balance was 16% of the current year’s budget as of 6-30-13 and the \$1,125,649 under Capital Outlays is for pay-as-you-go and additional pension/OPEB payments.

BOE Technology Plan:

Jason Lathrop distributed two reports concerning the BOE Technology Rotation and District Computer Total/Leasing. For F/Y 2013-2014 computer costs would be \$280,000 and printer/copier costs would be \$140,000, with a total technology cost of \$420,000. The current financing cost of \$20,000 will expire this year and the “Financing Everything Cost” (which includes principal and

interest for 4 years) would be \$105,999. This is the amount the BOE will be reimbursing to the town. Jason said these documents are still in draft form (version “L”) after much discussion but this is the version that will probably go to the BOE in January for finalization.

John Bongiorno said the current desktop computers would have an average life of 5-7 years and after that the money required for their repair/maintenance would be cost prohibitive, as is maintaining the old network up to 10 years old. The BOE decided to give each student in grades 7-12 a personal device and adding the new infrastructure allowed students to use the school network. The technology rotation is basically an acquisition plan with a 4-year rotation for the devices. He said the numbers in this plan will likely go down as the school enrolment declines.

Jason Lathrop said their goal was to put technology into their yearly budget the same as maintenance or electricity and spread out the costs. Brenda Barnes said it would be helpful for the BOF and taxpayers if there was verbiage in the BOE plan explaining this and David Wilson asked if the BOE has a written plan for the scope of their technology rotation, outlining what the town would receive as ROI.

John Bongiorno agreed that a best practices document would be helpful and the Technology group could consider this. Anne Dranginis said that document could also define the BOE’s goal and explain how they will conduct measurement of the plan’s success. Frank Simone said he would ask the technology committees to work on this to return to the BOF in February.

New Business:

- a. **Financial Transfers:** Rose Bouchard said Dennis Tobin, Land Use Administrator, has requested a total budget transfer of \$19,600 which represents \$12,740 into the Planning and Zoning Legal Services Line (1401-52105) and \$6,860 into the Wetlands Legal Services Line (1402-52105). These transfers are due to unanticipated Stop & Shop legal expenses and a residential Cease & Desist order. She said these transfers have been approved by the BOS and do not require town approval. After this transfer is approved by BOF, the Contingency balance will be \$70,400.

Motion: Mitchell Fishman moved to approve these two transfers totaling \$19,600. Brenda Barnes seconded the motion. All voted aye and the motion carried.

- b. **Correspondence:** Chairman Geiger said he had received a letter of interest from King, King & Associates, P.C. CPAs who would like to be selected for the position of town auditors since the BlumShapiro contract is expiring 12-31-13. Rose requested that the BOF consider extending the BlumShapiro contract for an additional year, which would involve a \$1500 increase but would provide stability in the Finance Department.

Motion: David Wilson moved to accept the BlumShapiro offer to extend their contract for one more year for \$55,500 since their longevity with the town is beneficial to Rose; and to begin the process of Requests for Proposals (RFP) to choose a new auditing firm. Mitchell Fishman seconded the motion. All voted aye and the motion carried.

David Wilson said the BOE should be held accountable to their claim of improved student scores after the technology funding is approved. He will get details on the current Litchfield student scores (CMT & CAPT) to present at the January meeting.

c. **Payment of Bills:** There were no bills for payment.

Election of Officers:

Chairman Geiger called for nominations for Chairman.

Motion: Mitchell Fishman nominated David Geiger as BOF Chairman. Ed Gadomski seconded the motion.

Motion: David Wilson moved to close the nominations for BOF Chairman. Anne Dranginis seconded the motion.

All voted aye to accept David Geiger as Chairman.

Chairman Geiger called for nominations for Vice Chairman.

Motion: Brenda Barnes nominated David Wilson as BOF Vice Chairman. Anne Dranginis seconded the motion.

Motion: Anne Dranginis moved to close the nominations for BOF Vice Chairman. Brenda Barnes seconded the motion.

All voted aye to accept David Wilson as Vice Chairman.

Adjournment:

Motion: Anne Dranginis moved to adjourn at 8:38pm and Brenda Barnes seconded the motion.

All voted aye and the motion carried.

Respectfully submitted,

Jo Ann Jaacks
Recording Secretary