

## **Litchfield Board of Finance Regular Meeting Minutes April 9, 2012**

**Call to Order:** Chairman David Geiger called the meeting to order in the First Selectman's Office at 7:02pm with David W. Wilson, Ed Gadomski, Mitchell Fishman, Ed Weik, Anne Dranginis (Alt.), and David Pettinicchi (Alt.) present. Since Brenda Barnes was absent, Mr. Geiger appointed David Pettinicchi to full voting status.

Also present were Bob Petricone, John McKenna, Karl Fisher, Bob Petricone, John Boyd, Pat Boland, Matt Karpas, Ann Marie White, Mary Ellen Spiegel, Wayne Shuhi and Joane Moore.

### **Approval of Minutes:**

**Motion:** David Wilson moved to accept the 3-12-12 regular meeting minutes. Ed Weik seconded the motion. Mitchell Fishman requested the following changes: Page 1, last ¶: “. . .proposed efficiencies for school maintenance by having the Town take over all **interior** school maintenance . . .”; “. . .centralized office supplies and **one income-producing initiative** of a property revaluation in FY13.” Page 1, first ¶: “. . .decrease **by half the Library's requested budget increase.**” With these three changes, all voted aye and the motion carried, with Brenda Barnes in abstention.

**Motion:** David Wilson moved to accept the 3-19-12 special meeting minutes and Ed Weik seconded the motion. Mitchell Fishman requested the following changes: Page 2, first ¶: “. . .which involve Center School as well as **LIS**. . .”; Page 2, last ¶: “. . .Ed Drapp, Wamogo **Interim Superintendent**. . .”; Page 3, first ¶: “. . .since the actuarial **estimate**. . .”; Page 3, second ¶: “. . .in lieu of **Social Security.**” With these four changes, all voted aye and the motion carried, with Brenda Barnes in abstention.

### **Oliver Wolcott Library Presentation:**

Ann Marie White, Library Director, made a PowerPoint presentation with the following highlights:

- Library usage continues to surge with all ages: In the past 3 years, circulation has increased 41%, total visits have increased by 15%, total program attendance (children and adult programs, cultural events) has risen by 79%, and website visits using library computers and wireless capability has increased 138%.
- OWL's Energy Efficiency initiative has reduced their fuel oil usage by 33% and electrical usage by 18% over the last 5 years.
- They offer innovative programs such as Book-a-Librarian to teach computer literacy, mostly to age 50+; the OWL Box (a vending machine with books, audio books & DVDs) which is the first of its kind; summer reading programs for preschool through teens.
- The library is linked with local education through school librarians.
- Their 2012-2013 Budget Proposal sets a goal for staff, Board and volunteers to raise income from fees and fundraising.

Pat Boland, Treasurer, said OWL's original request of \$323,000 encompassed the library's many interactive programs, but they are prepared to re-allocate and re-prioritize and have set goals to raise income. With only 7 FTE's, they could not cut employees and still operate as a fully functional

library. They had wanted to increase their budget by \$10,000 but instead, as suggested by BOS, have only increased it by \$5,000.

Bob Petricone noted that OWL will defer some maintenance items to meet their budget, or cut the number of books they buy.

Ann Marie White explained the landscaping line item had increased to \$13,875 since the volunteer grounds maintenance was not successful and they had to budget for professional landscaping.

**Year-to-Date Financial Review:**

Karl Fisher, Director of Finance, presented the financial overview as of March 31, 2012. The Town has collected 92.6% of revenue and has spent 67% of the BOS Budget approximately 75% through the fiscal year. The Fund Balance after the transfer of funds for Pay as You Go Capital (\$327,698) is 12.5% of Total expected revenues of FY2012 (\$27,077,386).

The Town has collected 92.6% of revenue as of February. The largest percentage was the collection of current year property taxes with 98.7% being collected by March. In March of FY 2011, the Town collected 92.7% total revenue and collected 98.5% of property taxes. Another revenue line of interest is the Prior Year Taxes which is 108.9% collected (92.4% collected in March 2011).

Pertaining to Expenditures, the BOS budget currently shows the Town being 71.6% committed and 67% spent through the fiscal year. In FY 2011, the BOS was 75% committed and 68.6% spent.

Mr. Fisher said the town is trending about the same percentage of the budget as last year. Their goal is to collect 98% of everything that is billed by the Tax Collector.

In reply to Mr. Fishman's query about FEMA reimbursement, Mr. Fisher said \$38,000 has been received from one category of the Hurricane Irene claim (Tree Limbs) and the town is awaiting reimbursement from two more categories: Individual Roads and Generators. Mr. Fisher expects the town will be reimbursed by all Hurricane Irene categories this FY. FEMA is still processing Storm Alfred claims and the town is in regular communication regarding this. The town is expected to receive 75% of their requested amount.

Mr. Wilson requested that future Financial Overview reports be Emailed to BOF members in advance of BOF meetings whenever possible, and in landscape format. Mr. Fisher agreed to do this when feasible.

**Proposed Combined Budgets for BOS, BOE and Debt/Capital Outlay:**

Mr. Fisher distributed the Litchfield 2012-2013 Budget Summary after BAA Adjustments. The BOS proposed budget is \$7,184,637, which represents a 1.75% increase from last year. The BOE revised budget is \$16,711,751, which represents a .99% increase. Frank Simone distributed revised Budget books with changes as requested. The \$180,000 technology upgrades and new Technology Coordinator position have been deleted from the new proposed budget and no staff members have been eliminated. There is a new science position at LHS, they are adding one certified staff and one supplemental skills position and cutting one tech assistant. All retiring teachers will be replaced. Mr. Simone said this is the budget Deborah Wheeler originally presented to the BOE.

Regarding interior school maintenance being taken over by Public Works, Mr. Simone said the BOE voted to have a plan in place and will meet with Leo Paul to finalize this change prior to the town meeting. This change is expected to result in \$80,000 savings for BOE and Mr. Paul said he and Jack Healy believe this will result in additional future savings.

Mr. Geiger requested a monthly expenditure summary from Pat Bucatelli similar to that provided by the Town Finance Department. Mr. Simone took a copy of Mr. Fisher's Financial Summary and agreed to pass that on to Mr. Bucatelli.

Mr. Fisher said the projected tax increase in revenues of \$44,699 would go into the Fund Balance. This figure assumes collecting 98% of property taxes and is therefore based on anticipated revenue only. He also noted that if the Proposed Budgets were approved by the BOF, there would be no mill rate increase.

**Motion:** David Wilson moved that the BOF approve the combined budgets as outlined. Ed Weik seconded the motion. In reply to Mr. Fishman's question if a 2% salary increase for elected town officials was included in these budget proposals, Mr. Paul said yes and Mr. Fisher said that had been previously submitted to the BOF. Mr. Geiger said the BOF agreed that a 2% salary increase was in line with the CPI and was appropriate. All voted aye and the motion carried, with Brenda Barnes in abstention.

**Public Comment:** There was no public comment.

**New Business:**

- a. **Financial Transfers:** There were no financial transfers.
- b. **Payment of Bills:** There were no bills for payment.
- c. **Correspondence:** There was no correspondence.

**Committee Reports:** There were no Committee Reports.

**Adjournment:**

**Motion:** Ed Weik moved to adjourn at 9:10pm and David Wilson seconded the motion. All voted aye and the motion carried. The next special meeting will be held on Thursday, April 26, 2012 at the Litchfield Intermediate School for Budget Review and Actions.

Respectfully submitted,

Jo Ann Jaacks  
Recording Secretary