

**Litchfield Board of Finance  
Town of Litchfield Budget Meeting  
Special Meeting Minutes  
May 20, 2020 ~ 7:00 pm  
Remote Meeting by Live Internet Video Stream and Telephone**

**Call meeting to order and appoint alternates:** Chairman James Stedronsky called the remote meeting to order at 7:05 p.m. with a full board in attendance: Jodi Tenney, Erich Marriott, Pat Donovan, Ed Gadomski, James Stedronsky and Richard Quay. Alternate Dan Morosani joined the meeting at 7:15. Alternate Matt Blasavage was absent. Also present was First Selectman Denise Raap, Superintendent of Schools, Chris Leone and Matt Terzian, Chairman of the Board of Education.

Chairman Stedronsky welcomed those present and gave an introduction of this year's budget process and a summary of the Budget and expected amendments to be acted upon by the Board necessitated by Coronavirus pandemic. The Chair explained that with the published budget expected to be amended by reducing the town's capital line item by \$322,771 and eliminating the school's capital item of \$190,000. Also there would be no "pay as you go" for capital items from the General Fund balance. Together these would increase cash flow by \$418,000.

Chairman Stedronsky reported that the Board of Education was expecting a surplus of no less than \$400,000 in the current budget and that the Board of Selectmen were expecting a surplus of \$100,000 to \$200,000. He also reported that because of surpluses in the two prior years, the Town's General Fund Balance had grown to be approximately 18%.

Chairman Stedronsky reported that Vice Chair, Marriot, and the Finance Director had worked on several pro forma cash flow analyses. These items along with reducing the General Fund Balance to 15%, if necessary, would allow the Town to sustain a 10% collection reduction in July's payment of taxes. If the general fund were reduced to 12% that would sustain up to a \$900,000 cut in state funds.

Chairman Stedronsky thanked First Selectman Raap and Superintendent Leone, their Boards and administrations for revisiting their budgets and presenting the Town with the expected surpluses. He also stated that it was by the good management of the Town budget in the two prior years under former First Selectman Leo Paul, that the fund balance had grown to 18%.

Mr Stedronsky then introduced Superintendent Chris Leone who gave a slide show presentation of the budget. He stated that the budget originally presented constituted no increase from the previous year. He also stated the proposed revisions to the budget would eliminate a \$190,000 project, postponing the request until next year. Mr Leone also stated that the Board of Education was going to eliminate a \$47,000 capital project from the current year's budget. Mr. Leone advised the BOF that he expected a budget surplus this year of no less than 2%. Together, these amendments should add over \$600,000 in cash flow.

Mr. Stedronsky then introduced BOE Chairman, Matt Terzian, who thanked his board members and the administration and school staff for their effort and accomplishments this past year and during the pandemic.

Mr. Stedronsky then introduced First Selectman, Denis Raap, who presented a slide show concerning the Selectman's Budget. She reported that the Secelctmen's budget represented a decrease from last year. She also reported that because of the epidemic, the BOS have recommended that the BOF reduce the Town's capital, road expense by \$322,771 and have no pay as you go.

The Chair then opened the meeting to questions by the public and various questions were fielded and answered. When there were no longer any questions from the public, the question period was ended.

The Chair asked for a motion that the Annual Town Budget be approved in accordance with the Amended Town of Litchfield Proposed 20-21 Town Budget spreadsheet, a copy of which is attached to these minutes.

Richard Quay moved to approved the Town Annual budget as set forth in the attached Amended Town of Litchfield Proposed 20-21 Town Budget. The motion was seconded by Erich Marriot . The members had no further discussion of the budget so the Chair asked for a roll call vote. The annual budget was unanimously passed by the six board members.

The Chair then asked for a motion that the annual mill rate be adopted at 27.7 mills. Erich Marriot moved to so adopt the annual mill rate at 27.7 mills. The motion was seconded by Jodi Tenney. The members had no further discussion of the budget so the Chair asked for a roll call vote. The mill rate of 27.7 was unanimously passed by the six board members.

There being no further business before the Board, the Chair invited a motion to adjourn.

**Adjourn:** Erich Marriot moved to adjourn at 8:25 p.m. and Richard Quay seconded the motion. All voted aye and the motion carried.

James Stedronsky, Chair

# **AMENDED TOWN OF LITCHFIELD PROPOSED 2020-21 TOWN BUDGET**

The Annual Budget Meeting of the Town of Litchfield will be held on May 26, 2020 at 7:00pm through  
Zoom to take action on the

Town Budget for 2020-21 as recommended by the Board of Finance on April 8, 2020

Comments will be made from April 29th through May 13th 2020. Check Town's Website for instructions.

## **GENERAL FUND BUDGET SUMMARY**

	2017/2018 <u>ACTUAL</u>	2018/2019 <u>ACTUAL</u>	2019/2020 <u>APPROVED</u>	2020/2021 <u>PROPOSED</u>
<b>EXPENDITURES</b>				
SELECTMEN OPERATING	\$ 7,924,929	\$ 7,986,593	\$ 8,297,284	\$ 8,347,429
BOARD OF EDUCATION	\$ 18,919,400	\$ 18,937,682	\$ 19,471,500	\$ 19,277,500
DEBT	\$ 4,030,934	\$ 4,038,062	\$ 4,180,948	\$ 4,198,648
CAPITAL OUTLAY	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
<b>TOTAL EXPENDITURES</b>	<b>\$ 30,940,263</b>	<b>\$ 31,027,337</b>	<b>\$ 32,014,732</b>	<b>\$ 31,888,577</b>
<b>LESS REVENUES</b>				
CURRENT PROPERTY TAXES:				
PRIOR YEAR GRAND LIST	\$ 28,334,551	\$ 28,535,673	\$ 28,552,430	\$ 29,283,272
INCREASE/(DECREASE) IN GRAND LIST	\$ 13,632	\$ 6,006	\$ 2,268	\$ 7,640
OTHER TAXES/FEE/GRANTS/OTHER	\$ 2,558,925	\$ 2,710,278	\$ 2,652,131	\$ 2,789,123
TRANSFERS IN (FOR WPCA DEBT)	\$ 366,246	\$ 332,185	\$ 321,552	\$ 321,552
<b>TOTAL REVENUES</b>	<b>\$ 31,273,354</b>	<b>\$ 31,584,142</b>	<b>\$ 31,528,381</b>	<b>\$ 32,401,587</b>

RESULTING IN .5 MIL DECREASE FOR PROPERTY TAXES  
for an Estimated 2020-21 Mill Rate of 27.7

\$ (513,010)

## **ESTIMATED GENERAL FUND UNASSIGNED FUND BALANCE**

UNASSIGNED AT JUNE 30	\$ 5,383,923	\$ 6,042,634	\$ 6,042,634	\$ 6,042,634
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## **SELECTMEN OPERATING EXPENDITURES**

Dept.	2017/2018 <u>ACTUAL</u>	2018/2019 <u>ACTUAL</u>	2019/2020 <u>APPROVED</u>	2020/2021 <u>PROPOSED</u>
1101 BOARD OF FINANCE	\$ 27,173	\$ 31,565	\$ 28,545	\$ 27,398
1102 BOARD OF SELECTMEN	\$ 28,748	\$ 29,572	\$ 30,393	\$ 30,012
1103 TREASURER	\$ 7,828	\$ 7,877	\$ 8,286	\$ 8,405
1104 TAX COLLECTOR	\$ 119,712	\$ 110,429	\$ 120,400	\$ 122,191
1105 TOWN CLERK	\$ 122,243	\$ 127,751	\$ 130,846	\$ 133,315
1106 VITAL STATISTICS	\$ 250	\$ 70	\$ 400	\$ 400
1107 REGISTRARS	\$ 32,170	\$ 33,922	\$ 35,027	\$ 32,813
1108 ELECTIONS	\$ 15,445	\$ 41,665	\$ 21,650	\$ 21,217
1109 BOARD OF ASSESSMENT APPEALS	\$ 333	\$ 671	\$ 800	\$ 650
1201 FINANCE DEPARTMENT	\$ 206,317	\$ 213,417	\$ 214,661	\$ 229,559
1301 TAX ASSESSMENT DEPARTMENT	\$ 152,115	\$ 131,849	\$ 142,670	\$ 130,167
1401 PLANNING & ZONING	\$ 6,708	\$ 5,481	\$ 8,000	\$ 6,000
1402 WETLANDS	\$ 2,830	\$ 2,940	\$ 5,500	\$ 4,500
1403 ZONING BOARD OF APPEALS	\$ 2,574	\$ 2,594	\$ 4,000	\$ 4,000
1405 LAND USE ADMINISTRATION	\$ 112,138	\$ 114,107	\$ 119,614	\$ 122,528
1501 BUILDING DEPARTMENT	\$ 132,861	\$ 138,554	\$ 144,892	\$ 147,742
1502 TECHNOLOGY DEPARTMENT	\$ 72,744	\$ 78,118	\$ 79,500	\$ 96,174
1601 PROBATE	\$ 7,781	\$ 7,805	\$ 7,721	\$ 7,869
1701 BUILDING & GROUNDS MAINTENANCE	\$ 133,774	\$ 126,759	\$ 142,000	\$ 287,000
1801 LEGAL	\$ 63,047	\$ 76,675	\$ 66,000	\$ 77,000
1802 MUNICIPAL LIABILITY INSURANCES	\$ 96,378	\$ 101,660	\$ 101,000	\$ 105,040
1803 CENTRAL SERVICES	\$ 22,882	\$ 16,335	\$ 26,875	\$ 17,575
1804 MUNICIPAL MANAGEMENT	\$ 184,108	\$ 199,564	\$ 204,819	\$ 207,340
1903 CONTINGENCY	\$ -	\$ -	\$ 88,933	\$ 78,933
2101 POLICE	\$ 186,083	\$ 190,997	\$ 203,492	\$ 184,038
2102 PATROL	\$ 134,152	\$ 138,094	\$ 156,288	\$ 157,734
2201 FIRE MARSHALL	\$ 53,542	\$ 58,062	\$ 62,949	\$ 61,487
2202 FIRE PROTECTION	\$ 378,639	\$ 385,931	\$ 395,515	\$ 405,718
2301 E911	\$ 88,936	\$ 93,277	\$ 94,177	\$ 92,079
2401 EMERGENCY MANAGEMENT	\$ 17,879	\$ 17,860	\$ 16,629	\$ 16,999
3101 PW SUPERVISION	\$ 13,379	\$ 10,103	\$ 12,100	\$ 24,641
3102 PW OPERATIONS	\$ 1,281,885	\$ 1,268,650	\$ 1,312,700	\$ 1,331,254
3103 HIGHWAYS	\$ 878,968	\$ 779,709	\$ 879,900	\$ 814,295
3104 PW EQUIPMENT	\$ 195,643	\$ 182,227	\$ 209,680	\$ 223,040
3105 PW BUILDINGS & GROUNDS	\$ 124,013	\$ 99,087	\$ 98,000	\$ 115,400
3106 SOLID WASTE & RECYCLING	\$ 455,227	\$ 540,622	\$ 542,600	\$ 569,476
3107 DIRECTOR OF PUBLIC WORKS	\$ 113,260	\$ 131,092	\$ 123,994	\$ 122,268
4101 SOCIAL SERVICES	\$ 39,508	\$ 50,218	\$ 45,355	\$ 79,844
4201 AMBULANCE	\$ 59,214	\$ 53,214	\$ 53,214	\$ 63,734
4301 CO-OP PROG-OTHER COMMUNITY ORG.	\$ 74,678	\$ 81,530	\$ 77,275	\$ 75,461
4401 OSHA	\$ 1,425	\$ 413	\$ 1,800	\$ 1,000
4601 CEMETERIES	\$ 22,550	\$ 22,550	\$ 22,550	\$ 22,800
5101 LIBRARIES	\$ 380,744	\$ 380,744	\$ 390,738	\$ 390,738
5201 RECREATION	\$ 105,612	\$ 116,087	\$ 132,063	\$ 110,895
5301 CO-OP PROGRAMS-OTHER SERVICES	\$ 88,807	\$ 86,386	\$ 92,680	\$ 98,462
6101 ECONOMIC DEVELOPMENT COMM.	\$ 400	\$ 525	\$ 500	\$ 1,000
6201 BEAUTIFICATION COMMISSION	\$ 739	\$ 1,756	\$ 1,000	\$ 1,500
8101 FRINGE BENEFITS	\$ 1,683,465	\$ 1,698,081	\$ 1,639,553	\$ 1,485,738
9101 TOWN MAINTENANCE - EDUCATION	\$ -	\$ -	\$ -	\$ -
<b>TOTAL BOARD OF SELECTMEN BUDGET</b>	<b>\$ 7,929,110</b>	<b>\$ 7,986,593</b>	<b>\$ 8,297,284</b>	<b>\$ 8,347,429</b>

**LITCHFIELD BOARD OF EDUCATION BUDGET**

Category	PROJECTED EXPENSES (2019-2020)	REVISED EXPENSES (1-1-2019)	PROJECTED EXPENSES (2-1-2020)	PROJECTED 2020-2021
1) Certified Salaries	9,284,064	9,095,354	9,095,254	8,379,174
2) Classified Salaries	2,463,505	2,413,505	2,413,505	2,160,885
3) Employee Benefits	3,896,225	3,846,225	3,846,225	4,038,250
4) Learning Programs	948,623	948,623	948,623	1,032,577
5) Tuition	832,691	1,032,691	1,032,691	807,566
6) Transportation	1,062,584	1,062,584	1,062,584	1,110,875
7) Health Services (CLOSED)	9,878	9,878	9,878	-
7) Shared Services				673,590
8) Administration	169,950	169,950	169,950	187,380
9) Operations and Maintenance	953,980	953,980	953,980	698,702
0) Capital and Debt	-	-	-	250,000
FY20 Contingency	-	150,000	150,000	100,000
Remove Grants	(150,000)	(211,290)	(211,290)	(161,500)
<b>Total Expenses</b>	<b>19,471,500</b>	<b>19,471,500</b>	<b>19,471,400</b>	<b>19,277,500</b>

**DEBT**

	2017/2018 <u>ACTUAL</u>	2018/2019 <u>ACTUAL</u>	2019/2020 <u>APPROVED</u>	2020/2021 <u>PROPOSED</u>
Principal on Bonds	\$ 3,270,864	\$ 3,324,822	\$ 3,461,054	\$ 3,452,243
Interest on Bonds	\$ 760,070	\$ 713,240	\$ 639,894	\$ 708,405
Interest on Notes	\$ -	\$ -	\$ 80,000	\$ 38,000
New Bond	\$ -	\$ -	\$ -	\$ -
<b>TOTAL DEBT SERVICE/DEBT REDUCTION</b>	<b>\$ 4,030,934</b>	<b>\$ 4,038,062</b>	<b>\$ 4,180,948</b>	<b>\$ 4,198,648</b>

**CAPITAL OUTLAY**

	2017/2018 <u>ACTUAL</u>	2018/2019 <u>ACTUAL</u>	2019/2020 <u>APPROVED</u>	2020/2021 <u>PROPOSED</u>
Capital Expenditures	\$ -	\$ -	\$ -	\$ -
Transfer to Canine Control Fund	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000
Transfer to OPEB	\$ -	\$ -	\$ -	\$ -
<b>TOTAL CAPITAL OUTLAY AND TRANSFERS OUT</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>	<b>\$ 65,000</b>

**CAPITAL PROJECTS FUND - PROPOSED 2020-2021 ADDITIONS**

PROJECTS	RECOMMENDED CAPITAL PROJECTS 2020-2021	0		
		Grant or Other Funding	Town Budget - Pay As You Go	Town Bonding
<b>ASSESSOR</b>				
Upgrade Software	\$ 15,000.00		\$0.00	\$ 15,000
<b>Total Assessor</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$0.00</b>	<b>\$ 15,000</b>
<b>PUBLIC WORKS DEPARTMENT</b>				
Bridge Program	\$ 973,000	\$ 497,400	\$ -	\$ 475,600
Vehicle & Equipment Replace	\$ 73,000	\$ -	\$ -	\$ 73,000
Town Aid Rd Funding	\$ 383,844	\$ 383,844	\$ -	\$ -
Major Rd Projects	\$ 2,348,054	\$ 1,285,099	\$ -	\$ 1,062,955
Public Facilities	\$ 121,500	\$ -	\$ -	\$ 121,500
Public Facilities -Schools	\$ -	\$ -	\$ -	\$ -
<b>Total Public Works Department</b>	<b>\$ 3,899,398</b>	<b>\$ 2,166,343</b>	<b>\$ -</b>	<b>\$ 1,733,055</b>
<b>BOARD OF FIRE COMMISSIONERS &amp; EMS</b>				
East Litchfield Roof	\$ 68,000			\$ 68,000
Bantam B-37 Ambulance	\$ 100,000	\$ -	\$ -	\$ 100,000
Litchfield FD Ladder 1-Repair/Refurb	\$ 100,000	\$ -	\$ -	\$ 100,000
<b>Total Board of Fire Commissioners &amp; EMS</b>	<b>\$ 268,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 268,000</b>
<b>PARK AND RECREATION</b>				
Community Field (Basketball Court)	\$ 34,000	\$ -	\$ -	\$ 34,000
Town Beach Docks & Ramp	\$ 10,000	\$ -	\$ -	\$ 10,000
Bantam Lake Jambos	\$ 100,000	\$ -	\$ -	\$ 100,000
<b>Total Park and Recreation</b>	<b>\$ 144,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 144,000</b>
<b>Debt Admin</b>				
Debt Admin	\$ 65,000	\$ -	\$ -	\$ 65,000
<b>Total Debt Administration</b>	<b>\$ 65,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 65,000</b>
<b>TOTAL CAPITAL PROJECTS</b>	<b>\$ 4,391,398</b>	<b>\$ 2,166,343</b>	<b>\$ -</b>	<b>\$ 2,225,055</b>