

**Litchfield Board of Finance
Regular Meeting Minutes
November 13, 2017**

Chairman David Wilson called the meeting to order in the Litchfield Intermediate School Art Room at 7:02p.m. with, Helen Bunnell, Ed Gadomski, James Stedronsky, Matt Terzian, and Sky Post (Alt.) present.

Absent: Rose Blondin (Alt.)

Late: Anne Dranginis arrived at 7:12p.m.

Also Present: Amaechi Obi, Leo Paul, Raz Alexe, David Fiorillo

The Chairman appointed Sky Post a full member in the absence of Anne Dranginis, then reversed the appointment with the 7:12p.m. arrival of Anne Dranginis.

Public Comment

There was no public comment.

Approve Meeting Minutes of Regular Meeting on October 16, 2017

Motion: Ed Gadomski moved to accept the 10-16-17 regular meeting minutes. Matt Terzian seconded the motion. All voted aye with Sky Post abstaining and the motion carried.

Discussion of 2018 Regular Meeting Schedule

Motion: Helen Bunnell moved to accept the 2018 regular meeting schedule. Ed Gadomski seconded the motion. All voted aye and the motion carried.

Change of order in the Agenda

Motion: Ed Gadomski moved to switch agenda item #5 (snow plowing of the school driveways) with agenda item #6 (maintenance funding discussion requested by the BOE). James Stedronsky seconded the motion. All voted aye and the motion carried.

Maintenance Funding Discussion Requested by the BOE – Frank Simone

David Fiorillo discussed funding regarding the current year's capital projects and how to proceed in the event of something major breaking and not being covered by the Town. Chairman Wilson said the BOE would first approach the BOS. Leo Paul responded that something like a major roof replacement would be bonded. There was discussion about the expected life span of a water heater and a back-up plan if this piece of equipment suddenly failed, and what type of capital items were the school's responsibility and what kind were the Town's responsibility.

David Fiorillo discussed an estimated \$63,000 encumbrance shortfall, requesting BOF guidance regarding operating and appropriations \$40,000 shortfall in a certain program. He presented a request for a budget transfer totaling \$117,500 for exterior maintenance. He requested to be on the BOF agenda for the December 11 meeting to further discuss this so the BOE will have guidance from the BOF. Chairman Wilson agreed to add this agenda item. Raz Alexe noted that some items included on the BOE operating budget list should be on the capital budget. Anne Dranginis said the BOF is the advocate for the BOE and needs to receive sufficient information to do that.

Snow Plowing of the School Driveways, etc. – presented by Raz Alexe

Raz Alexe said the Town does all town snowplowing except for Center School. He distributed a comparison of school winter plowing for LHS/LMS and LIS for FY 2014-15, FY 2015-16 and FY 2016-17, plus average costs and direct cost savings. Sky Post requested him to provide more data on this issue so it can be projected on the screen during the meeting.

Director of Finance's Monthly Report

1. Amaechi Obi said as of October 31, 2017, the Town has collected 52.1% of revenue compared to 53.8% same time last year and total expended 44.5% of the BOS Budget (compared to 39.3% last year.) The Fund Balance is \$5,084,547.13 which is at 16.32%. Current year property taxes collected are 55.8% compared to 56.1% same time last year. All Tax Collector's revenue collected was 55.2% and all revenue within Town is at 52.1% of original budget compared to 53.8% same time last year.
2. State Budget Implications: Amaechi Obi said the state gave \$1,415,687 to the Town, which is \$205,761 less than last year. He noted that the Town had budgeted accordingly in that expectation and the Town is also going to be receiving LoCIP monies. Chairman Wilson requested a summary sheet and Amaechi Obi agreed to do that. He said the auditor will be coming in December or January and it was decided to do this in December. Leo Paul said within the next 30 days, the Town will be able to sell a foreclosed property that will bring in more revenue. He said this will be done by sealed bid with a minimum bid.
3. Financial Transfers: There were no financial transfers.

Correspondence

Chairman Wilson noted there was an Email from Amaechi Obi about the town's long-term debt.

Payment of Bills

There were no bills for payment.

Committee Reports

Ed Gadomski said the Green Team met this afternoon to discuss a solar project for the schools. This proposal would be presented to the BOS. He said the Green Team has graphed energy savings, noting that the Town is doing very well. The Green Team has received an Eversource grant for \$5,000. Ed Gadomski asked if any BOF member wanted to replace him on the Green Team.

Annual Town Report – Jo Ann Jaacks

Recording Secretary Jo Ann Jaacks said the annual town report for 2014-15 is expected to be completed in the next several weeks, and will need to be approved at a town meeting, possibly in January.

New Business/Future Agenda Items

Ed Gadomski said John Post would like to attend the next BOF meeting to make a presentation about the Green Team. Chairman Wilson said this will probably be at the January 8, 2018 meeting since the December meeting has a full agenda.

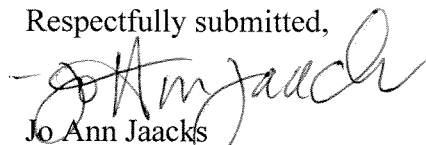
Chairman Wilson noted that Richard Quay will be an official BOF member as of the next meeting, and John Morosani and Matt Terzian will be BOE members. Matt Terzian said he is looking forward to working on the BOE, as he has enjoyed working with the BOF.

Adjournment

Motion: James Stedronsky moved to adjourn the meeting at 9:07pm, and Anne Dranginis seconded the motion. All voted aye and the motion carried.

The next meeting will be a regular meeting on Monday, December 11, 2017 in the LIS Art Room.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Jo Ann Jaacks".

Jo Ann Jaacks

Recording Secretary