

**Litchfield Board of Finance**  
**Regular Meeting Minutes**  
**November 14, 2016**

**Call to Order:** Vice Chairman David W. Wilson called the meeting to order in the LIS Art Room at 7:05 p.m. with himself, Mitchell Fishman, Ed Gadomski and Sky Post (Alt.) present.

Absent: Helen Bunnell, Anne Dranginis and Rose Blondin (Alt.)

Late: Anne Dranginis arrived at 7:27 p.m.

Also present: Amaechi Obi and Matt Terzian.

**Appointment of Alternate Member:** Mr. Wilson stated that in the absence of Ms. Bunnell he was appointing Sky Post as a full voting member of the board. He also stated that once appointed as such, an alternate member would continue as a full voting member for the duration of the meeting.

**Election of Member to fill a Vacancy:** Mr. Wilson noted that there was a vacancy on the board created by the resignation of David Geiger, and that the Litchfield Republican Town Committee had recommended that Matt Terzian be elected a member of the board to fill that vacancy. Mr. Wilson also noted that Mr. Geiger's term would have expired in November 2017, so that the term of a person elected to fill the vacancy would end at that time, and that a copy of his resume furnished by Mr. Terzian had been circulated to all of the members.

Mr. Post nominated Mr. Terzian to fill the vacancy on the board, and Mr. Gadomski seconded the nomination. There being no further nominations, a vote was taken and Mr. Terzian was elected a member of the board by a vote of 3-0, with Mr. Fishman abstaining.

**Election of Officers:** Mr. Wilson noted that with the resignation of Mr. Geiger, it was in order to elect a new Chair of the board. Mr. Gadomski nominated Mr. Wilson for this position and Mr. Post seconded the nomination. Mr. Post moved to close nominations, the motion was seconded and unanimously approved, and on a roll-call vote the board elected Mr. Wilson as the new Chair by a vote of 4-0.

Mr. Wilson then called for nominations to succeed him as Vice Chair-Secretary of the board and to serve for the balance of his term. Mr. Gadomski nominated Mr. Fishman and Mr. Post seconded the nomination. Mr. Wilson nominated Mr. Terzian and Mr. Gadomski seconded the nomination. A motion to close nominations was made by Mr. Post, seconded by Mr. Gadomski and unanimously approved. A roll call vote was then taken on the nomination of Mr. Fishman, with Messrs. Fishman, Gadomski and Post voting Aye, Mr. Wilson voting no and Mr. Terzian abstaining. The Chair declared Mr. Fishman elected by a vote of 3-1 with one abstention.

**Approval of Meeting Minutes:** Mr. Wilson then asked if any members had comments on the draft minutes of the board's meeting of October 17, 2016, which had been circulated to the members. Mr. Fishman said that he had comments on behalf of himself and Ann Combs, a member of the Town Facilities Committee, on the last paragraph of page 2 and the first two paragraphs on page 3. Because the

comments were numerous, Mr. Fishman read the sentences to be revised aloud. As proposed to be revised, the affected paragraphs would read as follows, with the suggested new language shown in italics:

“Mitchell Fishman distributed *excerpts from a report by Architect John Martin* with site plans for a proposed *new* town hall, space comparisons for existing and proposed areas in town hall, and an estimated project cost of \$5,906,690 based on conceptual plans. The Town Facilities Committee (*TFC*) was formed in August 2016 with the goal of studying available space in town buildings that could be reviewed for alternate uses. The Committee procured the services of an architectural firm that met with school administrators. Their findings provided to the TFC showed a shortage of space in Litchfield schools, with the exception of HS which is now being used by the Middle School, since the programs require more rooms even though there are fewer students. The report was well received by the BOE but did not meet the goal of consolidating school spaces *enough for municipal use. The TFC will request additional clarification from their consultant concerning the discrepancies between their report and previously published information provided by the BOE.*

“It was determined that the *former Bantam School* is not usable without considerable code upgrades and renovation, and the town will probably want to dispose of the building and relocate existing departments.

“The architect updated his estimates about how much expansion would be required and at what cost to *retrofit the existing town hall and Bantam School or to build a new town hall behind the current building.* The TFC voted 5-4 to accept *John Martin’s revised proposal for a new town hall.....*”

Mr. Gadomski moved to approve the minutes as so revised and Mr. Terzian seconded the motion. The motion was approved unanimously on a voice vote (Ms. Dranginis having arrived during the discussion).

Mr. Wilson then asked Mr. Obi to discuss with the town treasurer the statement in the minutes that the town could obtain a higher bond rating than it currently has, and to report the conclusion of that conversation to the members.

**Public Comment:** Two members of the group of residents concerned about gunfire from frequent shooting on a property on McBride Road asked the Chair if the board was prepared to vote on their request for funds to be transferred to the Planning & Zoning Board to enable it to pursue legal proceedings against the owner of the property to obtain an injunction. Mr. Wilson replied that he had not received a request for a transfer from the First Selectman’s office or the Finance Department, and so the board was unable to act on a matter that was not before it.

**Interim Report of Revenues and Expenditures:** Mr. Obi reviewed selected aspects of the financial report that was circulated to members and presented at the meeting. He noted that the board of selectmen through October 31 had expended \$3.6 million (39.3%) of their budget to date and encumbered another \$5.5 million, and that the town had paid \$2.28 million of the \$3.76 million of debt to be repaid this year, or 61.5% of the total amount. With respect to the detail of expenditures, Mr. Obi stated that the only major change from the prior month’s report was to add the repayment of debt (note (P) on the report).

He also noted that the town had collected \$15.8 million of the budgeted \$30.4 million of tax revenues in the four-month period, or 52.2% of the total budget as compared to 52.5% at the same time last year. He also stated that property tax collections amounted to 55.7% of budget vs. 55.3% at this time last year. Mr. Obi also answered several questions from members about the report.

**First Selectman's Report:** There was no report from the First Selectman, who was not present at the meeting. Mr. Wilson stated that he did not have any explanation for this absence. Mr. Wilson also said he would look into the question of why he or the board did not receive a request for a financial transfer to the P&Z Commission relating to its legal expenses.

**Bantam River Park Agreement:** Although this item was on the agenda, no discussion was had and no action was taken because the board had not received a copy of this agreement or any explanation of it.

**New Business:**

- a. Financial Transfers: None requested.
- b. Committee Reports: (i) Mr. Gadomski reported that the Green Team will meet again tomorrow afternoon. (ii) Mr. Fishman reported that the last scheduled meeting of the Town Facilities Committee had been cancelled without explanation, and that the chair of the committee was scheduled to make a report to the board of selectmen at their meeting tomorrow afternoon.
- c. Bills: The board has received a request to pay an invoice dated October 31, 2016 from Clermont & Associates in the amount of \$20,550 as a progress payment for their work on the FY16 audit. Ms. Dranginis observed that it was not clear that the Board of Finance had enough funds remaining in its budget to pay this bill. Mr. Obi explained that the BOS budget will be reimbursed a portion of the Clermont fees by the board of education and the sewer district, because the cost of the audit is shared three ways. He agreed to ask the schools' business manager which line item in their budget the audit fees were paid from. There was discussion of why the YTD expense report showed a negative \$20,452.84 on line 1101 for the BOF, and Mr. Obi stated that this was probably the result of the Finance Department having received a payment from the BOE larger than the BOF budget and applying it against the BOF budget line, creating a credit entry. He said he would confirm this with Stacey Dionne and advise the members by email tomorrow. In response to questions, Mr. Obi stated that the town had paid Clermont something over \$19,000 to date, and that payment of the current invoice would leave about \$9,000 in the budget for them to complete and present their report. Mr. Wilson said that he would invite David Capeletti, the principal of Clermont, to discuss the firm's draft report at the December meeting of the BOF.

**Motion:** Ms. Dranginis moved to approve payment of the October 31 invoice from Clermont, Mr. Terzian seconded the motion, and the motion was approved unanimously on a voice vote.

- d. Proposed BoF 2017 Regular Meeting Schedule: Mr. Wilson then called attention to the proposed 2017 meeting schedule for the board, which had been circulated to the members, and noted that it continued the practice of meeting on the second Monday of each month, except for February, because that would fall on Presidents' Day, so that the meeting would be held instead on February 6, and October, when the meeting would be held on the third Monday, to avoid a conflict with Columbus Day. Ms. Dranginis moved to approve the

- proposed meeting schedule, Mr. Post seconded the motion, and the motion was approved unanimously on a voice vote.
- e. Proposed BoF 2017 Budgeting Schedule: Mr. Wilson then called attention to a proposed calendar for the board's 2017 budget deliberations, which had been circulated to the members, and advised the board that he had been informed that the BOE planned to discuss their proposed budget on March 1, 2017, and to vote on it on March 15. Ms. Dranginis suggested adding delivery dates for their proposed budget materials for both the BOS and the BOE, namely February 20, 2017 for the BOS and March 16, 2017 for the BOE, and to add an item "April 5, BOE revises their budget in response to BOF comments (if needed)." She stressed the importance of the BoF members receiving the proposed budgets in time to adequately review them. Mr. Wilson accepted these suggestions, and said he would revise the schedule as suggested and also try to integrate it with the BOE's schedule, and then re-circulate it to the members. Upon motion duly made and seconded by Mr. Post, the proposed schedule was unanimously approved on a voice vote.
  - f. It was agreed that this item had been covered in the preceding discussion.
  - g. Annual Town Reports 2014/15 and 2015/16: Mr. Wilson said he would ask Joann Jaacks if she was willing to prepare these reports for the board.

**Future Agenda Items:** Mr. Gadomski suggested that we add the proposed termination of the agreement between the BoE and the town under which the town was currently performing the maintenance work for the schools, because the BOE had voted to terminate that agreement effective June 30, 2017 and any action would need to come before the board, as well as a town meeting. Mr. Fishman suggested that time be set aside for members to discuss any changes or additions to the usual form of budget presentation that they might wish to see in the next (FY18/19) budget requests from the BoS and the BoE.

**Adjournment:** Mr. Fishman moved to adjourn the meeting, Mr. Post seconded the motion, the motion was unanimously approved on a voice vote, and the meeting was adjourned at 8:58 p.m.

The next regular meeting of the board of finance will be on Monday, December 12, 2016.

Respectfully submitted,

Mitchell S. Fishman  
Secretary