

**Litchfield Board of Finance
Regular Meeting Minutes
March 12, 2018**

Chairman Helen Bunnell called the meeting to order in the LIS Art Room at 7:01p.m. with Richard Quay, Sky Post, Erich Marriott, Ed Gadomski, Rose Blondin (Alt.) and Richard Furniss (Alt.) present.
Absent: James Stedronsky
Also Present: Raz Alexe, Amaechi Obi, Stacey Dionne, Paul Parsons, Francis Carpentier

The Chairman appointed Rose Blondin a full member in the absence of James Stedronsky.

Approve Meeting Minutes of Regular Meeting on February 12, 2018 and Special Meeting on February 15, 2018

Motion: Richard Quay moved to accept the 2-12-18 regular meeting minutes. Sky Post seconded the motion. All voted aye with Ed Gadomski abstaining and the motion carried.

Motion: Sky Post moved to accept the special meeting minutes of 2-15-18. Erich Marriott seconded the motion. There was discussion about making a correction on pg 1, ¶4, line 2 to change the town's Moody's rating to be represented as Aa2.

Motion: Erich Marriott moved to accept the special meeting minutes of 2-15-18 as amended. Sky Post seconded the motion. All voted aye with Ed Gadomski, Richard Quay, Helen Bunnell and Rose Blondin abstaining and the motion carried.

Public Comment

There was no public comment.

Presentation and Discussion of the Board of Selectmen's Budget and Capital Budget for Fiscal Year 2018/2019

Since Leo Paul was out of town, Selectman Paul Parsons was present to discuss the BOS budget proposal of \$8,152,258 dated March 12, 2018 and the capital budget for 2018/2019. He noted that in order to present a zero per cent increase, the BOS went through every departmental budget. Union contract wages increased so that had to be factored in, and offsets were made. He noted that higher contributions for employee benefits is also a factor. He discussed state grants received and expected to be received in the coming FY, as well as Educational Cost Sharing (ECS). He noted that there was only a small increase in the Grand List and since the state is now paying less for the resident trooper, that cost had to be absorbed by the town. There was discussion about the need for a resident trooper as well as constables. Paul Parsons offered to get more details on the state trooper requirements for the town. He said the Fire Marshall is now PT and the hours have been reduced.

Raz Alexe answered questions about road maintenance, instituting a 10-year average for salt and sand used for adverse snow events, line striping, the cost of maintaining 20 miles of unpaved roads, etc. Amaechi Obi answered questions about the annual increase in the debt service and how the town's bonding is structured. Erich Marriott noted the recent workshop/informational meeting with the auditor was helpful, and asked if the audit goes out to bid.

There was discussion about coordinating resources between the four fire departments to effect cost savings, and the efficacy of one finance director for both the town and the schools. Paul Parsons discussed the capital budget, and the input from the Capital Committee. He said \$3,230,591 is what the town is responsible for after accounting for outside funding towards capital projects. The majority of the capital requests are for Public Works, including fire ponds and code upgrades for the Litchfield firehouse.

Raz Alexe reviewed the Public Works capital projects, including bridges & culverts, Town Aid Roads (TAR) and LoCIP state grants/funding, road maintenance other than paving, and vehicle and equipment replacement. He said Public Works recently held an auction to sell unneeded older pieces of equipment that generated \$20,000+ and they will be saving \$90,000 in the next three years by downsizing their software to a simpler version.

Director of Finance's Monthly Report

Amaechi Obi said as of February 28, 2018, the Town has collected 96.7% of revenue compared to 96.6% same time last year and total expended 68.0% of the BOS Budget (compared to 68.5% last year.) The Fund Balance is \$5,080,005 which is at 16.31%. Current year property taxes collected are 98.8% compared to 99.1% same time last year. All Tax Collector's revenue collected was 98.5% and all revenue within Town is at 96.7% of original budget compared to 96.6% same time last year.

Payment of Bills

Motion: Richard Quay moved to approve the invoice #129771 dated 12-11-17 from PrintMaster for the Annual Report 2014-2015 in the amount of \$473.00. Erich Marriott seconded the motion. All voted aye and the motion carried.

Transfers

The Finance Department requested a transfer to correct the salary line of the Board of Selectmen since it was incorrectly entered into the general ledger.

Motion: Erich Marriott moved to approve a FY 2017/18 budget transfer of \$301.00 from #01-1903-51703 (Contingency) to #01-1102-50102 (Board of Selectmen). Sky Post seconded the motion. All voted aye and the motion carried.

Correspondence

Chairman Bunnell said there were a number of Emailed letters concerning the BOE budget cuts that were sent to the First Selectman's office and she could provide copies to any BOF members.

New Business/Future Agenda Items

Chairman Bunnell said the BOF could take action at tonight's meeting on the BOS budget, the capital budget and the debt service, or could postpone such action to the town budget hearing.

Motion: Ed Gadomski moved to approve the BOS budget of \$8,152,258 as presented to go before a town meeting. Sky Post seconded the motion. All voted aye with Erich Marriott voting nay and the motion carried.

Motion: Richard Quay moved to approve the Debt Service of \$4,131,420 as presented to go before a town meeting. Erich Marriott seconded the motion. All voted aye and the motion carried.

It was agreed to hold approval of the capital budget to the next BOF meeting.

Committee Reports

There were no committee reports.

There was discussion about a special BOF meeting that was scheduled for March 19 and Chairman Bunnell said she would be on vacation that Monday. There was discussion about timing for the BOE budget to be presented to the BOF members. It was agreed to cancel the special March 19 meeting and hold a special meeting on Monday, March 26, 2018 in the LIS Art Room.

Adjournment

Motion: Sky Post moved to adjourn the meeting at 9:07p.m. Ed Gadomski seconded the motion. All voted aye and the motion carried.

Respectfully submitted,

Jo Ann Jaacks
Recording Secretary