

**Litchfield Board of Finance
Special Meeting Minutes
January 16, 2024 ~ Approx. 6:30 p.m.
Litchfield Firehouse**

Call to Order: Chairman Erich Marriott called the regular meeting to order at 6:53 p.m.

Members Present: Erich Marriott, Patty Dauten, Matt Dyer, Tom Terhaar (alternate). Chairman Marriott appointed T. Terhaar to be seated as a regular voting member.

Members Absent: Elliot Fuessenich, Sam Olmstead, Pat Donovan, Jennine Lupo (alternate)

Others Present: First Selectman Denise Raap, Town Treasurer Alan Landau (via Zoom), Selectman Jeffrey Zullo, Matt Tobin, Ann Combs and Finance Director Amaechi Obi (via Zoom)

Approval of the 1/8/24 Regular Meeting Minutes: **Motion:** P. Dauten moved to approve the regular meeting minutes of 1/8/24 as presented, and M. Dyer seconded. All voted aye and the motion carried.

Transfer #5 – Electric Vehicle Chargers: E. Marriott explained the budget transfer necessary to purchase and install 6 EV charging stations in Town. We will need \$135,000 which will come from Account 68-9101-47000-000 Non-Lapsing Transfers Out (\$100,000) and from Account 01-1001-47000-000 Transfers Out Fund Balance (\$35,000). These monies will go into Account 01-1701-52209 EV Chargers.

Motion: P. Dauten moved and M. Dyer seconded a motion to approve Transfer #5. In discussion, Jeff Zullo had a list of questions that he had received on the EV chargers and gave the answers.

Q. Will the Town have to front the \$145,000 cost and then get reimbursed?

A. Yes, then the Town will be reimbursed \$138,383 by the DEEP grant. After the chargers are installed, the additional \$6,600 will be covered by the \$10,000 ARPA funding, already approved. So the total cost is the \$135,000 that is being moved in this transfer plus the \$10,000 for a total of \$145,000.

Q. What will the fiscal impact be in the current fiscal year and the next?

A. This year's impact will be approximately \$20,000 or less. Public Works has operating money to do some of the work. There is no fiscal impact after that.

Q. What Town official or agency will be responsible for making sure the units are installed and working?

A. Public Works and Sustainable Litchfield will oversee the install and operation. The Town will have an annual network fee of \$4,000 and annual operation and maintenance contract from the ESC contractor for ongoing operation and maintenance of \$2,500. These annual costs will be covered in the rates paid for by the user. It is about \$1,000 per unit to operate. The annual fees charged are covered by the user, along with the electricity charge. We will cover our operating costs for the first three years, and thereafter the Town can add a profit on top of those fees.

Q. What kilowatt rate will be charged?

A. We will be installing one fast charger, 65kw, and five level twos at a 7 kw rate.

Q. When will the Town have to start paying the yearly fees?

A. The Town will cover costs from day one using operational revenue to cover it. Upon questions by P. Dauten, Mr. Zullo explained the grant money and restrictions on its use. He said that all townspeople win from the revenue from the chargers, as it supports the tax base and lowers our taxes.

E. Marriott asked about the expiration date of the agreement, and J. Zullo said it has been extended to Feb. 5, 2024. He then clarified that this transfer is for \$135,000. The difference between that and the \$145,000 total cost is the \$10,000 coming from the previously approved ARPA funds, which is exclusive of this transfer. A. Obi said there are no issues with this.

Vote: Upon role call vote, E. Marriott, T. Terhaar, and M. Dyer voted aye and P. Pauten voted nay; motion carried.

Adjournment: Motion: M. Dyer called for adjournment at 7:07 p.m.

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

Ann Combs, Recording Secretary