

TOWN OF LITCHFIELD
November 14, 2012
Special Town Meeting

A Special Town Meeting of the Town of Litchfield was held at the Litchfield Intermediate School Auditorium on Wednesday, Nov. 14, 2012. There were approximately 12 people in attendance. First Selectman Leo Paul, Jr. called the meeting to order at 7:04 p.m.

Motion was made by Jack Healy and seconded by Roberta Healy that Cleve Fuessenich presides as Moderator. There were no other nominations. Voice vote carried the motion unanimously.

Joe Manes made motion to waive the reading of the Call, seconded by Beverly Manes. All voted unanimously in favor and motion carried. The Moderator waived the reading of the Call.

The Moderator read Item I: To consider and act upon various line item transfers to adjust General Fund departmental budgets to be within approved spending limits for fiscal year 2011/12 in the total amount of \$184,124.86, as recommended by the Board of Finance. A copy of the request detailing the line item transfers was made available to all those in attendance and is attached as Exhibit A. Item I was moved by Roberta Healy and seconded by Diane Knox. There was no discussion. All voted unanimously in favor to adopt and the motion carried.

The Moderator read Item II: To consider and act upon the Board of Education transfer of funds for the inside school maintenance for fiscal year 2012/2013 in the total amount of \$1,060,000, as recommended by the Board of Finance. A copy of the request and details of the transfer was made available to all those in attendance and is attached as Exhibits B, C and D. Item II was moved by Roberta Healy, seconded by Diane Knox. There was no discussion. All voted unanimously in favor to adopt and the motion carried.

The Moderator read Item III: To appropriate a sum of \$20,846 to Account 27 1301 42007-007 (Revaluation), the source of funds for such appropriation to be by way of transfer from Account 60 9516 57630 (CAMA Software), as recommended by the Board of Finance. A copy of this request was made available to all in attendance and is attached as Exhibit E. Item III was moved by Roberta Healy, seconded by Beverly Manes. There was no discussion. All voted unanimously in favor to adopt and the motion carried.

The Moderator read Item IV: As recommended by the Board of Selectmen pursuant to C.G.S. Chapter 446d, to approve a Municipal Solid Waste Management Services Agreement (TIER 2) ("Agreement") with the Connecticut Resources Recovery Authority ("CRRA") for a term commencing November 16, 2012 and ending June 30, 2015; to authorize the First Selectman to sign the CRRA Agreement and to execute and deliver

such other documents and agreements as may be necessary to carry out the terms of the CRRA Agreement. Item IV was moved by Joe Manes, seconded by Roberta Healy. There was no discussion. All voted unanimously in favor to adopt and the motion carried.

The Moderator read Item V: As recommended by the Board of Selectmen pursuant to C.G.S. Chapter 446d, to approve a Municipal Disposal of Recyclables and Recyclable Hauling Services Agreement ("Agreement") with USA Hauling & Recycling Inc. ("USA") for a term commencing November 16, 2012 and ending November 30, 2015; to authorize the First Selectman to sign the USA Agreement and to execute and deliver such other documents and agreements as may be necessary to carry out the terms of the USA Agreement. Item V was moved by Joe Manes, seconded by Roberta Healy. There was no discussion. All voted unanimously in favor to adopt and the motion carried.

Jack Healy made motion to adjourn, seconded by Roberta Healy. The Moderator adjourned the meeting at 7:13 p.m.

Respectively submitted;



Lisa A. Losee
Town Clerk

Memorandum

Date: August 16, 2012

To: BOS/BOF/Town Meeting

From: Karl Fisher, Director of Finance *KFF*

Re: Fiscal year 2011/2012 – Budget Transfer #2 - \$184,124.86

The Finance Department is requesting the following year-end transfer to adjust General Fund departmental budgets, including salaries, to be within approved spending limits. Note, although some departments increases are less than the \$20,000 threshold that requires a Town Meeting, at year end, the Town consistently includes them in the final year end transfer. The total of \$184,124.86 is .7% of the original budget of \$27,077,386.

FY11/12 Budgetary Transfer Required:

	Dept	Object	Debit (Decrease)	Credit (Increase)
TO	1101	52111 BOF – PROFESSIONAL SERVICES OTHER		128.24
TO	1107	51803 REGISTRARS – MEETINGS		330.44
TO	1108	50106 ELECTIONS – TEMP PT		999.32
TO	1109	52109 BAA - PRF. PAYROLL SVC		1,847.50
TO	1804	50103 MUNI MGMT – PERM FT		981.36
TO	2102	50103 PATROL – PERM FT		46,535.41
TO	2202	52102 FIRE – PROF SVC MEDICAL		1,876
TO	2202	54117 FIRE – BANTAM (FEMA REIMB)*		3,701.61
TO	2202	54118 FIRE – LITCHFIELD (FEMA REIMB)*		2,745.90
TO	2202	54119 FIRE – NORTHFIELD (FEMA REIMB)*		5,264.96
TO	2202	54120 FIRE – EAST LITCHFIELD (FEMA REIMB)*		1,368.90
TO	3101	52101 PW - SUPERVISION		2,339.40
TO	3104	51105 PW – SUPPLIES EQUIPMENT REPAIR		32,994.93
TO	3106	51415 PW – SOLID WASTE REMOVAL		82,090.99
TO	4201	54125 LITCHFIELD VOL AMBULANCE (FEMA REIMB)*		559.90
TO	5301	54153 PLUMB HILL MAINTENANCE		360.00
FROM	1802	52401 LIABILITY INSURANCE	66,378	
FROM	1903	51703 CONTINGENCY	76,000	
FROM	8101	56101 FRING. BENEFITS-WORKERS COMP	6,070.86	
FROM	8101	56102 FRING. BENEFITS-MEDICAL	35,676	
TOTALS			\$184,124.86	\$184,124.86

*Note: When the Town receives the final reimbursement funds from FEMA for Storm Alfred, the Fire Departments and Litchfield Ambulance will be reimbursed from the Town in the form of accounts payable checks. The amounts are estimates provided by FEMA and subject to change by FEMA or the State of Connecticut Department of Emergency Management and Homeland Security.

Memorandum

Date: September 28, 2012

To: BOS/BOF/Town Meeting

From: Karl Fisher, Director of Finance *KF*

Re: Fiscal year 2012/2013 – Budget Transfer #1 - \$1,060,000

The Finance Department is requesting the following transfer from the Board of Education to the Town of Litchfield. The Board of Education and the Town agreed to transfer the duties of the inside school maintenance to the Town. The total cost of the inside school maintenance, as agreed upon by the Board of Education and the Town, is \$1,060,000. This amount includes salaries, fringe benefits, supplies, and services. As of August 31, 2012, the Board of Education had spent \$205,756 for the inside school maintenance. The Town will have a total of \$854,244 for the remainder Fiscal Year 2013.

Attached is the detail of the \$1,060,000 transfer to be voted on by the Board of Selectman, Board of Finance, and Town Meeting. Also attached is the detail of the inside school maintenance budget.

Exhibit C

Fiscal Year 2013 - Transfer #1 - Inside School Maintenance					
FROM:					
	ORG	OBJECT	PROJECT	DESCRIPTION	AMOUNT
	019101	59101		Board Of Education	\$ 1,060,000.00
TO:					
	019101	50103	01IN	Salaries	\$ 490,845.00
	019101	51102	01IN	Supplies Automotive	\$ 1,900.00
	019101	52203	01IN	Service Contracts	\$ 134,450.00
	019101	51201	01IN	Repairs Building	\$ 9,500.00
	019101	51411	01IN	Rentals - Equipment	\$ 1,500.00
	019101	51106	01IN	Supplies - Miscellaneous	\$ 22,750.00
	019101	51105	01IN	Supplies - Equipment	\$ 4,500.00
	019101	51108	01IN	Supplies - Building	\$ 98,201.00
	019101	52111	01IN	Professional Services	\$ 4,200.00
	019101	51415	01IN	Solid Waste Removal	\$ 13,000.00
	019101	56102	01IN	Medical and Life	\$ 144,987.00
	019101	56107	01IN	Medicare	\$ 6,907.00
	019101	56103	01IN	FICA	\$ 29,512.00
	019101	56104	01IN	Pension	\$ 97,753.00
				Total	\$ 1,060,000.00

Litchfield Public Schools
 Budget 2012-2013
 Maintenance and Custodial Outsourcing - Budget Analysis As of 08/31/2012

	Gross Budget	Actual Expenses	Transfer
	8/31/2012	8/31/2012	8/31/2012
	BOE/TOWN	BOE	BOE
Salaries			
Custodians	\$434,570	\$64,614	\$369,956
Supervisors	\$56,275	\$10,822	\$45,453
	\$490,845	\$75,436	\$415,409
Benefits			
Life Insurance	\$367	\$61	\$306
AD&D	\$43	\$7	\$36
Health Insurance	\$134,307	\$22,385	\$111,923
Waiver	\$4,000	\$0	\$4,000
Dental	\$4,699	\$783	\$3,916
Disability Insurance	\$1,571	\$262	\$1,309
Workers Compensation	\$29,600	\$29,600	\$0
Medicare	\$6,902	\$1,094	\$5,808
Social Security	\$29,512	\$4,677	\$24,835
Unemployment	\$0	\$0	\$0
Pension	\$97,753	\$0	\$97,753
	\$308,755	\$58,869	\$249,887
Supplies (Program 81)	\$212,550	\$66,452	\$146,098
Services (Program 82)	\$32,950	\$792	\$32,158
Trash	\$13,000	\$4,091	\$8,909
Vehicle Fuel/Maintenance	\$1,900	\$117	\$1,783
Total	\$1,060,000	\$205,756	\$854,244

Memorandum

Date: September 10, 2012

To: BOS/BOF/Town Meeting

From: Karl Fisher, Director of Finance *KCF*

Re: Budget Transfer #2 – Assessor Revaluation

The Town Assessor has requested a transfer of \$20,846 from the Collector/Assessor System line item to the Revaluation line item.

After the completion of the conversion from Walsh to QDS, there were some remaining funds available. The Tax Collector and Assessor had been using the balance to cover the cost of support for the new software. This year we decided to put the amount into our operating budget. We discussed that the extra money could go to the Revaluation account so that the Town of Litchfield did not have to put any more monies into the account for the 2013 Revaluation.

I recommend this transfer request be funded as follows:

Budget Transfer Requested:

Fund Dept Object	(Decrease) Debit	(Increase) Credit
FROM 60 9516 57630 CAMA Software	20,846	
TO 27 1301 42007-007 Revaluation		20,846

Attachments