

**Litchfield Board of Finance  
Regular Meeting Minutes  
October 15, 2012**

**Call to Order:** Chairman David Geiger called the meeting to order in the LIS Art Room at 7pm with David W. Wilson, Ed Gadomski, Mitchell Fishman, and Ed Weik present. Anne Dranginis (Alt.), Brenda Barnes and David Pettinicchi (Alt.) were absent.

Also present were Leo Paul, Richard Mahoney, Kathy Brown and her husband.

**Approval of Minutes:**

**Motion:** Ed Weik moved to accept the 9-10-12 meeting minutes and Ed Gadomski seconded the motion. All voted aye and the motion carried.

**Board of Selectmen Update:**

Leo Paul said Finance Director Karl Fisher has now left and this position will be filled by Richard Mahoney as a temporary interim consultant while the Town advertises for the position. Mr. Geiger suggested using the Robert Half agency or a similar agency and Mr. Paul said they will consider that. Mr. Mahoney will also help train the new Finance Director.

Mr. Paul said the Town has made an offer to an applicant for the Facilities Maintenance Director position now that inside school maintenance has been transferred to the Town. The total annual cost of inside school maintenance is \$1,060,000 which includes salaries, fringe benefits, supplies and services. Mr. Paul said the Finance Department is requesting a \$1,060,000 transfer from the BOE budget to the BOS budget to reflect this change. The town will have a total of \$854,244 for the remainder of F/Y 2012-2013 since the BOE paid invoices and salaries for July and August. Mr. Paul noted that next year, when the BOS puts their budget together, a savings will be shown by this maintenance transfer although the exact amount is unquantifiable at this point.

In response to a question about FEMA reimbursement, Mr. Mahoney said he would research this and give an update at the next BOF meeting.

**Public Comment:** There was no public comment.

**Year-to-Date Financial Review:**

Karl Fisher had distributed financial reviews for August and September prior to leaving. The financial overview as of August 31, 2012 shows the Town has collected 47.9% of all revenue and has spent 19% of its budget approximately 17% through the year. The Tax Collector collected 52.8% of property taxes.

Pertaining to Expenditures, the BOS budget currently shows the Town being 32.6% committed and 19% spent through the fiscal year.

The financial overview as of September 30, 2012 shows the Town has collected 48.7% of all revenue and has spent 34.7% of its budget approximately 25% through the fiscal year. The Tax Collector collected 53.2% of property taxes.

Pertaining to Expenditures, the BOS budget currently shows the Town being 46.7% committed and 34.7% spent through the fiscal year.

**Internet Availability of Tax Assessors' Records:**

Kathy Brown said the Town has signed a contract for approximately \$25-27,000 with Vision Government Solutions to do a conversion of tax records. They are now in the process of preparing these files to be posted on the Internet but no finalization date is available.

Ms. Brown said this same company has been hired to conduct Litchfield's full re-evaluation of property values, beginning with a door-to-door visitation for data collection in Northfield. This will take approximately 8-10 weeks to complete the entire town.

**New Business:**

**a. Financial Transfers:**

- i. The Finance Department is requesting a \$1,060,000 transfer from the BOE budget to the BOS budget to reflect that performance of inside school maintenance has been transferred to the Town.

**Motion:** Mitchell Fishman moved to approve this Budget Transfer of \$1,060,000 from the BOE budget to the BOS budget as proposed by Karl Fisher. Ed Weik seconded the motion. All voted aye and the motion carried.

- b. **Correspondence:** Chairman Geiger sent a letter on behalf of the BOF to Leo Paul and the Board of Selectman dated 9-20-12 in which he requested additional information about costs and tax implications of building a new Town Hall. Mr. Paul's response was that the BOS is "nowhere near a point of taking action as the Town Hall Building Committee has not yet presented its plan to the Selectmen."

In response to Mr. Geiger's request for these answers 30 days prior to any required BOF vote on additional borrowing costs for the Town, Mr. Paul responded "The Board of Selectmen will be mindful of the BOF's time constraints and take that into consideration."

- c. **Payment of Bills:** There were no bills to be paid.

**Committee Reports:**

Mr. Fishman said there will be a Pension Committee/OPEB joint meeting held on October 30 at 7pm that he and Brenda Barnes will attend. Mr. Geiger requested this question be raised at that meeting: "Since June 30, 2013 is the final day that BOE employees can opt to retire and have the Town pay for this, will this change result in a reduced OPEB liability amount?" Mr. Fishman agreed to ask that question.

**Future Agenda Items:**

Mr. Wilson said in the 2011-12 BOE budget narrative, funds for new athletic uniforms for middle and high school students were approved. However, these uniforms were never purchased even though the BOE returned unspent dollars to the Town that year. Mr. Wilson said the current uniforms are in poor shape and Litchfield athletes should be better represented in the Berkshire League. He would like either Dr. Wheeler or the Athletic Director to address this issue at the next BOF meeting.

**Adjournment:**

**Motion:** Mitchell Fishman moved to adjourn at 8:12pm and Ed Weik seconded the motion. All voted aye and the motion carried.

Respectfully submitted,

Jo Ann Jaacks  
Recording Secretary