

**Litchfield Board of Finance  
Regular Meeting Minutes  
May 14, 2012**

**Call to Order:** Chairman David Geiger called the meeting to order in the LIS Art Room at 7:02pm with David W. Wilson, Ed Gadomski, Mitchell Fishman, Ed Weik, and David Pettinicchi (Alt.) present. Since Brenda Barnes was not present at start of the meeting, Mr. Geiger appointed David Pettinicchi to full voting status until her arrival at 7:07pm. Anne Dranginis (Alt.) was absent.

Also present were Karl Fisher, Thomas O’Hare, Ron Glander and Nancy Southard.

**Approval of Minutes:**

**Motion:** Ed Weik moved to accept the 4-25-12 special meeting minutes. David Wilson seconded the motion. Mitchell Fishman requested the following changes: Ms. Wheeler’s reference to a “\$50,000 pay-off for a retiring teacher” should be changed to **payment** and in the last ¶, the “next meeting will be held on **Wednesday**, May 9, 2012.” With these two changes, all voted aye and the motion carried, with Brenda Barnes in abstention.

**Public Comment:** Ron Glander expressed concern about the \$5.1Mil bonding, the unassigned fund balance and the interest rate for the bonding. Karl Fisher and David Geiger addressed his concerns.

**Board of Selectmen Update**

Leo Paul was unable to attend tonight’s meeting due to a prior commitment. There was a question from the BOS about funding the school maintenance since that was not in the budget approved at the town meeting. Also, the town’s transition for Public Works to take over the school maintenance will probably take months, rather than being in place by June 1<sup>st</sup>. The exact costs and savings will be difficult to accurately determine since BOE does not have line items separated out for maintenance.

**Change in Agenda:**

**Motion:** David Wilson moved to shift Agenda Item 7a (New Business Financial Transfers) to Agenda Item 4a. Mitchell Fishman seconded the motion. All voted aye and the motion carried.

**New Business (Financial Transfers)**

Thomas O’Hare, Litchfield Fire Marshal discussed how doctors set the protocol for when paramedics are required and it is difficult to accurately budget for this service. In the past 9 months, there were 90 calls for paramedics in Litchfield. Even though they were dispatched, if they were not used, there was no billing. Mr. O’Hare said they don’t want to budget too high but he is requesting a \$10,000 transfer from the Contingency Fund. If unused, this amount reverts to the Reserve Fund.

**Motion:** Mitchell Fishman moved to make this transfer. Ed Weik seconded the motion, all voted aye and the motion carried.

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

Karl Fisher, Director of Finance, presented the financial overview as of April 30, 2012. The Town has collected 96.2% of revenue and has spent 73% of the BOS Budget approximately 83% through the fiscal year. The Fund Balance after the transfer of funds for Pay as You Go Capital (\$327,698) is 12.5% of Total expected revenues of FY2012 (\$27,077,386). The \$327,698 includes \$60,000 for sidewalks that was not spent. This could be done around September.

The Town has collected 96.2% of revenue as of April. The largest percentage was the collection of current year property taxes with 99.2% being collected by April. In April of FY 2011, the Town collected 95.8% total revenue and collected 98.9% of property taxes. Another revenue line of interest is the Prior Year Taxes which is 122.2% collected (99% collected in April 2011).

Pertaining to Expenditures, the BOS budget currently shows the Town being 75.2% committed and 73% spent through the fiscal year. All Personal Services (salaries, etc.) Line items are 78.8% spent through the fiscal year and Other Than Personal Services (OTPS) Line items are 70% spent through the fiscal year. In FY 2011, the BOS was 75% committed and 68.6% spent.

Mr. Fisher said the Town has now received about \$80,000 from the Hurricane Irene claim. FEMA is still processing Storm Alfred claims.

In reply to Mr. Wilson's question about Mr. Fisher speaking with Pat Bucatelli about the BOE modeling their Expenditure Report on his abbreviated report, Mr. Fisher said he has not yet spoken with Mr. Bucatelli.

In reply to Mr. Weik's question about whether revenues were increasing, she said there has been a slight increase since she is proactively using marshals and collection agencies.

### **Setting the Mill Rate for 2012/13 FY:**

Mr. Geiger noted that this was not done at the 5-9-12 town meeting since the BOF Special Meeting preceded the town meeting. Mr. Geiger commended BOF members for their good work on this year's budget which was passed at the 5-9-12 Annual Town Budget Meeting.

**Motion:** David Wilson moved to set the mill rate at 22.2 mills for the budget of \$27,230,401 FY 2012/13 and Ed Weik seconded the motion. All voted aye and the motion carried

### **New Business:**

- a. **Financial Transfers:** This item was previously discussed.
- b. **Payment of Bills:** There were no bills for payment.
- c. **Correspondence:** Mr. Geiger said if the BOF wishes to meet with Hooker & Holcomb representatives, the charge would be \$350/hour and the BOF did not vote to pay for this. Mr. Fishman asked that the BOF attend a Hooker & Holcomb meeting with the Pension Commission when that is held within the next 12 months.
- d. **Request for Information:** Mr. Fishman asked if it would be possible to get a better idea of the BOE surplus at the next BOF meeting. Mr. Geiger will ask Pat Bucatelli to respond to this.

**Committee Reports:** Brenda Barnes said she has not attended a Pension Commission meeting yet.

**Future Agenda Items:** Ms. Barnes noted that government accounting has made changes that affect pensions for OPEB, requiring they be presented as a liability and listed as such on the balance sheet. Mr. Fisher will check with Hooker & Holcomb to determine if this change would increase our accounting with the actuaries. He will bring details on this to the next BOF meeting.

**Adjournment:**

**Motion:** Ed Gadomski moved to adjourn at 8:35pm and Ed Weik seconded the motion. All voted aye and the motion carried.

Respectfully submitted,

Jo Ann Jaacks  
Recording Secretary