

Litchfield Board of Finance
Regular Meeting Minutes
December 9, 2019

Chairman James Stedronsky called the meeting to order in the First Selectman's office in town hall at 7:00p.m. with Richard Quay, Ed Gadomski, Erich Marriott, Pat Donovan, Jodi Tenney, and Matt Blasavage (Alt.) present.

Absent: Daniel Morosani (Alt.)

Also Present: Denise Raap, Amaechi Obi, Matt Terzian and Dave Cappelletti

Public Comment

There was no public comment.

Approval of the November 19, 2019 Special Meeting Minutes

Motion: James Stedronsky moved to accept the minutes for the 11-19-19 special meeting with the following changes: Page 2, the first two paragraphs will be stricken; Page 2, ¶5, the motion will reflect that Jodi Tenney seconded the motion about BOF beginning times of 7:00p.m. Richard Quay seconded the motion. All voted aye and the motion carried.

Chairman Stedronsky discussed how the First Selectman is a non-voting, ex officio member of the BOF and the Chairman of the BOE is also a non-voting, ex officio member of the BOF.

Motion: Richard Quay moved that the First Selectman and BOE Chairman be recognized as non-voting, ex officio members of the BOF. Erich Marriott seconded the motion. All voted aye and the motion carried.

Appointment of Recording Secretary

Motion: Richard Quay moved to retain Jo Ann Jaacks as the BOF Recording Secretary. Ed Gadomski seconded the motion. All voted aye and the motion carried.

Approval of Regular Meeting List

Motion: Richard Quay moved to hold the BOF meetings in the First Selectman's office in town hall, unless larger attendance is expected. Erich Marriott seconded the motion. All voted aye and the motion carried.

Schools' Solar Project Status

Chairman Stedronsky said this project is now on hold so there is nothing for the BOF to discuss.

Finance Director's Monthly Reports

Amaechi Obi distributed reports on Revenue and Expenditures as of 12-9-19 and Unaudited Fund Balance for year ending 6-30-19. He discussed the fund balance percentage under GAAP, pay-as-you-

go capital expenditures and pension contributions, and recommended that the best way to spend any excess fund balance is through paying down the capital improvement projects to be bonded. Last year the town used \$300,000 for this purpose and he recommended using \$400,000.

Motion: Richard Quay moved to accept the finance director's monthly report. Erich Marriott seconded the motion. All voted aye and the motion carried.

Auditor's Report

Dave Cappelletti gave a brief overview of the draft audit, explaining encumbrances for monies to be spent in the future. He explained the process of taking monies out of the fund balance to use for capital projects. Health insurance was discussed, and could be followed up at a future meeting. He also discussed the Capital Committee procedure and governmental funds. It was suggested that BOF members review the draft audit and bring all questions to a future meeting with Dave Cappelletti.

Committee Assignments

Chairman Stedronsky said these will be liaisons rather than committees. He will be monitoring these liaisons with the First Selectman.

Pat Donovan expressed interest in following up on policies for bids. Richard Quay may be requesting information on town staffing from the First Selectman. Jodi Tenney attended several BOE meetings and can attend future BOE meetings and request information from the BOE. Ed Gadomski will attend Capital Committee meetings. Daniel Morosani had indicated an interest to be on watch for the fire departments. Matt Blasavage can be involved in infrastructures and bridges. Erich Marriott is on the Pension Committee.

New Business

- a. **Financial Transfers:** There were no financial transfers.
- b. **Correspondence:** There was no correspondence.
- c. **Payment of Bills:** There were no bills for payment.
- d. **BOF Finance Goals and Recommendations to BOS:** Denise Raap's stated goal is to have a zero-increase BOS budget. It was noted that the BOE Chairman Matt Terzian also had the goal for a zero-increase budget. Chairman Stedronsky requested a motion for the BOF to endorse these two goals.

Motion: Richard Quay moved that the BOF endorse the First Selectman's and the BOE Chairman's goals to have a zero-increase budget for 2020. Erich Marriott seconded the motion. There was discussion. All voted aye with Jodi Tenney opposed, and the motion carried.

Chairman Stedronsky suggested that the BOS take on a town-wide effort for efficiency with a staffing review. The First Selectman said she is interested to do this.

Motion: Richard Quay moved to recommend to the town that the BOS undertake a town-wide review of staffing and any other efficiencies. Ed Gadomski seconded the motion. There was discussion. Denise Raap said she has not yet seen written job descriptions. Jodi Tenney said she was unsure what the BOF's role is concerning this motion. Chairman Stedronsky called for a roll call vote with the following result and the motion carried.

YES

Richard Quay
Ed Gadomski
Pat Donovan
James Stedronsky

NO

Jodi Tenney
Erich Marriott

- e. **Future Agenda Items:** There were no future agenda items.

Adjournment

Motion: Ed Gadomski moved to adjourn the meeting at 8:45p.m. Erich Marriott seconded the motion.
All voted aye and the motion carried.

Respectfully submitted,



Jo Ann Jaacks

Recording Secretary