

**Litchfield Board of Finance  
Regular Meeting Minutes  
September 11, 2017**

**Call to Order:** Chairman David Wilson called the meeting to order in the LIS Art room at 7:00p.m. with Helen Bunnell, Anne Dranginis, Ed Gadomski, James Stedronsky, Matt Terzian, and Sky Post (Alt.) present.

Absent: Rose Blondin (Alt.)

Also Present: Brent Hawkins, Amaechi Obi, Stacey Dionne, and Nancy Southard.

**Approve Meeting Minutes**

**Motion:** Helen Bunnell moved to accept the 8-14-17 regular meeting minutes. Ed Gadomski seconded the motion. David Wilson asked that we remove on page 2, the following, “There was discussion about the unknown factors in previous years for the Capital Improvement Program.” Ed Gadomski made a motion to accept this amendment, with Matt Terzian seconding the motion. All voted in favor with the Chair not voting.

David Wilson asked that we change the following on page 2, after “Helen Bunnell moved to continue to table the issue of transferring \$500,000 from the fund balance in to the Pension Plan since the town does not know what action the state will take...” from “on this,” to “their budget.” Anne Dranginis made a motion to accept this amendment, with Ed Gadomski seconding the motion. All voted in favor with the Chair not voting.

David Wilson asked that we strike the following on the bottom of page two, “All voted aye and the motion carried;” and that we move, the following from the very top of page 3, “Helen Bunnell withdrew her motion and Anne Dranginis withdrew her second,” right after, “He said the BOE should then return to the BOF with more exact figures,” at the bottom of the fourth paragraph. Anne Dranginis made a motion to accept this amendment, with Ed Gadomski seconding the motion. All voted in favor with the Chair not voting.

Helen Bunnell then moved to accept the amended 8-14-17 amended regular meeting minutes, with Ed Gadomski seconding the motion. All voted in favor with the Chair not voting.

**Public Comment**

Brent Hawkins asked that the BOF consider disbursing \$1,500 of the net proceeds (after any and all expenses) from a Parks and Recreation Event known as “Thrill in the Hills Duathlon,” which took place in May of this year to the Friends of the Litchfield Community Greenway, Inc..

**Motion:** Anne Dranginis moved that we amend the agenda to add this request as item 4a). James Stedronsky seconded the motion. All voted in favor with the Chair not voting.

**Snow Plowing contracts for the schools – Raz Alexe to present**

**Motion:** Anne Dranginis moved that we amend the agenda to remove item 4) regarding snow plowing contracts as Raz Alexe was unable to attend this meeting. Matt Terzian seconded the motion. All voted in favor with the Chair not voting.

**Motion:**

Anne Dranginis made a motion that the BOF disburse \$1,500 of the net proceeds (after any and all expenses) from a Parks and Recreation Event known as “Thrill in the Hills Duathlon,” which took place in May of this year to the Friends of the Litchfield Community Greenway, Inc.. Matt Terzian seconded the motion. All voted in favor with the Chair not voting and Helen Bunnell abstaining as she is on the Park and Recreation Commission.

**Director of Finance Report of Revenues & Expenditures**

Director of Finance Amaechi Obi distributed copies of the Financial Overview as of 8-31-17. The town has collected 46.1% of revenue compared to 50.4% the same time last year. Total expended of the BOS budget is 43.7% (including encumbrances) compared to 31.1% last year. Current year property taxes collected are 49.9% compared to 54.6% same time last year. Nancy Southard explained one of the reasons that we are behind on tax collections compared to last year is that they have made some changes to how revenue is booked this year, whereby they only book it when it is deposited and not when the check is received.

Amaechi Obi explained how our Audited Fund Balance of \$4,655,377.10, as of 6-30-16, grew to an Unaudited Fund Balance of \$5,470,508.33, as of 6-30-17, due to approximately \$350,000 of surplus budget which includes a projected \$6,800 budget deficit from the Board of Education; plus surplus revenue for the last year of approximately \$450,000.

**Financial Transfers**

**Motion:** Helen Bunnell moved to approve Budget Transfer #8 for \$243,474.00 with Anne Dranginis seconding. All voted in favor with the Chair not voting.

**Motion:** James Stredronsky moved to approve Budget Transfer #9 for \$739,871.12 with Helen Bunnell seconding. All voted in favor with the Chair not voting.

**Motion:** Helen Bunnell moved to approve Budget Transfer #10 for \$14,065.55 with James Stedronsky seconding. All voted in favor with the Chair not voting.

**Motion:** Helen Bunnell moved to approve Budget Transfer #11 for \$173,408.88 with Ed Gadomski seconding. All voted in favor with the Chair not voting.

**Town Annual Report Status – JoAnn Jaacks**

**Motion:** Anne Dranginis moved that we amend the agenda to remove item 7) regarding the town annual report status as JoAnn Jaacks was unable to attend this meeting. Helen Bunnell seconded the motion. All voted in favor with the Chair not voting.

**New Business:**

- a. Correspondence: There was no correspondence.  
Sky Post asked that the Finance Office submit their reports for the BOF meetings in a clearer form, in color, and in Excel when possible.

b. Payment of Bills:

**Motion:** Helen Bunnell moved that we approve the payment of \$4,875.00 to Clermont & Associates, LLC for the 2017 Financial Audit – Pension BOE. Anne Dranginis seconded the motion. All voted in favor with the Chair not voting.

**Future Agenda Items:** Anne Dranginis asked for an update on Fund 60 from the Finance Office at our next meeting.

**Adjournment**

**Motion:** Ed Gadomski moved to adjourn the meeting at 8:46pm, and James Stedronsky seconded the motion. All voted in favor with the Chair not voting.

The next meeting will be a regular meeting on Monday, October 16, 2017 in the LIS Art Room.

Respectfully submitted,

Matthew B. Terzian  
Vice Chair and Secretary, Litchfield Board of Finance