

**Litchfield Board of Finance
Regular Meeting Minutes
October 17, 2011**

Call to Order: Chairman David Geiger called the meeting to order in the Litchfield Intermediate School Art Room at 7:05pm with David Geiger, David W. Wilson, Ed Weik, Ed Gadomski, Kelly Garden (Alt.) and Anne Dranginis (Alt.) present. Brenda Barnes and Jeff Zullo were absent, so Mr. Geiger appointed Kelly Garden and Anne Dranginis to full voting status. Also present were Karl Fisher, Mitchell Fishman and Stephen Simonin.

Approval of Minutes: Two revisions were made to the 9-12-2011 minutes: *Call to Order:* Mr. Geiger appointed Anne Dranginis temporarily to full voting status until a full member, Brenda Barnes, arrived. *Adjournment:* Due to the Columbus Day holiday, the next regular meeting will be held on October 17, 2011 at the Litchfield Intermediate School.

Motion: Ed Weik moved to approve the revised meeting minutes of the 9-12-2011 meeting and Anne Dranginis seconded the motion. There were no extensions from the September meeting. All voted aye and the motion carried.

Mr. Geiger noted that all BOF meetings are conducted in accordance with Robert's Rules of Order and there is also a document in the Town Clerk's office delineating BOF responsibilities.

Public Comment: Mr. Stephen Simonin inquired about the BOE leasing computers rather than purchasing them. Mr. Wilson replied that the BOE has their own Technology Committee which reviewed and approved that decision.

Board of Selectmen's Update: First Selectman Leo Paul, Jr. was not present due to other commitments, but conveyed the message that there was nothing particularly urgent to report, and Karl Fisher could answer any questions or relay them to Mr. Paul. Mr. Geiger inquired about FEMA progress; Mr. Fisher said the town is currently applying for FEMA funds and should have an answer soon.

Director of Finance's Monthly Status Report: Karl Fisher, Director of Finance, presented a financial overview as of August 31, 2011. The Town has collected 48% of revenue and has spent 12% of the budget (which includes Board of Selectmen, Board of Education, Debt Service and Capital Outlay.) There is an open encumbrance of \$3.692Mil on Fund Balances (unaudited). They will close it out since it needs to be encumbered before 6-30-2011 (by purchase order #, etc.)

The Town has collected 48% of revenue in August. The largest percentage was the collection of current year property taxes with 53.5% being collected by August 31. In August of FY 2011, the Town collected 47% total revenue and collected 52.7% of property taxes.

Pertaining to Expenditures, the BOS budget currently shows the Town being 34.6% committed and 18.9% spent through the fiscal year. In FY 2011, the BOS was 33.9% committed and 17.3% spent. All of the third party agencies are paid in July of each FY. In many cases, these are one-time payments and therefore increase the percent spent for the month.

Mr. Fisher said we are roughly at the same point as last year at this time. Capital requirements are reviewed in November.

A year-end status report from Pat Buccittelli, Director of Business Operations for Litchfield Public Schools, was reviewed. Mr. Geiger said the BOE received a 1% increase in their budget for the current year. Mr. Wilson noted there was no “wish list” attached. Mr. Fisher said there was an additional \$150,000 for Other Post-Employment Benefits and Mr. Geiger noted we might have to consider that outlay again this year. The BOE returned \$220,337.00 from encumbrances carried forward 6-30-2010. An amount of \$23,157 for “Student Based Supplement” was returned to the Town as Revenue; Mr. Fisher is unsure what this represents but can get details.

Mr. Wilson observed that the BOE should do a better job of budgeting so that the citizenry are not taxed any more than is absolutely required. By so doing, the return of unspent monies is kept to a minimum – thus a better deal for the taxpayers. The overage will now go into the town’s fund balance and wait there until the BOF identifies a specific need for it.

Mr. Geiger asked Mr. Fisher to present his recommendation to spend fund balances at next month’s BOF meeting.

Recommendation to BOS for Two Members to Pension Plan Review Committee: This body including two BOF representatives would be an ad hoc subcommittee of the Pension Committee. One of the items under discussion would be benefits received by town employees who opt out of the pension plan. **Motion:** Anne Dranginis nominated Ed Weik and Ed Gadomski for this subcommittee, and David Wilson seconded the motion. Anne then moved that nominations be closed. All voted aye and the motion and nominations carried.

New Business:

1. **Financial Transfers:** There were no financial transfers.
2. **Payment of Bills:** There was one bill for professional services from BlumShapiro accounting firm in the amount of \$30,000 for audit of the financial statements as of 6-30-2011. **Motion:** Ed Weik moved to pay this invoice and Anne Dranginis seconded the motion. All voted aye and the motion carried.
 - a. Karl Fisher said the BOE will pay their portion of this invoice and there is another invoice forthcoming as this does not represent the total audit expense.
 - b. Mr. Geiger said this audit represents a considerable effort preparing documents on the part of Karl Fisher and the Dept. of Finance.

Committee Reports:

1. Mr. Geiger said Brenda Barnes received an unsolicited offer from a vendor wishing to print the next town annual report.
2. Mr. Geiger noted that Jeff Zullo has been a valuable BOF member and is owed a debt of gratitude for his lengthy service.
3. Mr. Geiger also thanked Kelly Garden and said her two-year service as a BOF alternate has definitely had a positive impact.

4. Mr. Wilson announced he was invited by the BOS to serve on the Capital Committee again so he will probably be serving in that capacity this November.

Motion: Ed Weik moved to adjourn at 8:05pm and Ed Gadomski seconded the motion. All voted aye and the motion carried. The next regular meeting will be held on November 14, 2011 at the Litchfield Intermediate School, which will probably be the final BOF meeting as currently staffed.

Respectfully submitted,

Jo Ann Jaacks
Recording Secretary