

**Litchfield Board of Finance
Regular Meeting Minutes
June 12, 2023 ~ 7:00 p.m.
Litchfield Firehouse**

Call to Order: Chairman Erich Marriott called the regular meeting to order at 7:00 p.m.

Members Present: Erich Marriott, Elliot Fuessenich, Richard Quay, Pat Donovan, Patty Dauten, Sam Olmstead, Matthew Tobin (alternate)

Members Absent: None

Others Present: First Selectman Denise Raap, Finance Director Amaechi Obi

Approval of the 5/8/23 Regular and 5/11/23 Special Meeting Minutes: **Motion:** R. Quay moved to approve both sets of minutes with 5/8/23 corrected to reflect 73% expended instead of 85% in the April Finance Director's report. P. Dauten seconded, all voted aye and the motion passed.

Discuss and Vote on Appointment of Matt Dyer to Fill Vacant Alternate Position of BOF: M. Dyer introduced himself as a partner in a law firm in Bristol, and a full time litigator. He ran for state representative and is now Chairman of the Democratic Town Committee. He would like to serve, and the Board was happy to welcome him. **Motion:** P Dauten moved to appoint Matt Dyer to the alternate vacancy on the Board of Finance. P. Donovan seconded, all voted aye and the motion carried.

Motion: S. Olmstead moved to raise the Finance Director's report to fall before the Tax Collector's report on the agenda. R. Quay seconded, all voted aye and the motion carried.

Finance Director's Monthly Report for May: A. Obi presented the May 2023 revenue report with 99.5% taxes collected so far and 102.1% in total revenue, compared to 101.1% last year. We have received 100% of the ECS payment. Investment income is up because of higher interest rates, and we have collected more revenue than last year. D. Raap informed the group that there was an agreement with Forman School upon their purchase of the Youngling property that they would pay the Town \$10,000/year as long as they were doing well and not in a deficit. Since the new Finance Director came on board four years ago there have been no payments, so she sent them an invoice for the last four years. In May expenses A. Obi reported on percentages of budgets used with one month to go. Total expenditures are at 86% compared to last year's 94%.

Motion: E. Fuessenich moved to approve the Finance Director's revenue and expense report as presented. R. Quay seconded, all voted aye and the motion carried.

Tax Collector Review of Suspense List: Tax Collector Helen Bunnell explained that she is required to present the suspense list to the Board of Finance each year. Motor vehicle is up a little, but the rest remains about the same each year. This proposed suspense list is comprised of accounts taken off the accounts receivable list. These accounts will still go out to collection, but they will not be used to calculate how much tax they will collect. They will be included in the mailing of delinquent bills, however. A. Obi added they have collected \$4,005 to date from suspense accounts. The list includes only personal property, motor vehicle and motor vehicle supplemental.

Motion: S. Olmstead moved to put \$11,568.57 of personal property tax into suspense, \$13,812.20 of motor vehicle tax into suspense, and \$1,891.72 of motor vehicle supplemental tax into suspense. P. Dauten seconded, all voted aye and the motion carried.

a. Financial Transfers: None

b. Correspondence: E. Marriott noted the 5/11/23 letter he sent to the Tax Collector stating the mill rate. She will need to send the letter to Quality for its use in setting up the mill rate for us. She also submits it in a State report.

c. Payment of Bills: E. Marriott asked if the audit was paid, and A. Obi said it has been approved for payment. S. Olmstead suggested that Park & Rec come for a presentation when their master plan is complete and ahead of the next budget season.

d. Future Agenda Items: No report

Adjourn: Motion: E. Fuessenich moved to adjourn at 7:28 p.m. and S. Olmstead seconded. All voted aye and the motion carried.



Ann Combs, Recording Secretary