

**Regular Meeting Minutes
November 13, 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, Patty Dauten, Matthew Tobin (alternate), Elliot Fuessenich, Pat Donovan, Sam Olmstead, Richard Quay

Members Absent: Matt Dyer (alternate)

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

Approval of the 10/16/23 Regular Meeting Minutes: Motion: R. Quay moved and E. Fuessenich seconded a motion to approve the 10/16 23 meeting minutes as submitted. All voted aye and the motion carried.

Public Comment: None

Meeting Schedule Review for 2024: Motion: E. Fuessenich moved to approve the 2024 Board of Finance meeting schedule, and S. Olmstead seconded. All voted in favor and the motion passed.

Budget Schedule Review for 2024-2025: The Board reviewed the schedule for submission to the Town Clerk. S. Olmstead asked about the Board of Finance's role in the Region 20 budget process. A. Obi said they will present to us, as we need their budget so we can know what to give them. S. Olmstead said the Region 20's Finance Subcommittee approves the budget and then it goes to town meeting in each town as a separate vote from our town budget, after having passed the Boards of Selectmen and Finance.

Finance Director's Monthly Report for September: A. Obi began with revenue. Tax collection is 57.7% so far, better than last year. Property taxes collected for the prior year are at 87%, down from 91.9% from last year at this time. We are doing well on investment income, confirming D. Raap's position that we should have put more in to bring the tax rate down. A. Obi was advised not to budget MRSA sales tax, as it is a percentage of sales tax that is kicked back to the town only when they have the money. We just received \$206,597 from MRSA. Total revenue as of October is at 56.7%, compared to 55.7% last year. Under expenses, A. Obi presented and noted that some line items are encumbered but not yet used, such as in Legal, where only one bill has come in so far this year. Total expenditures so far are at 40%, compared to 42% last year.

Motion: E. Fuessenich moved to approve the October, 2023 Revenue and Expenditure reports as stated. P. Dauten seconded, all voted aye and the motion carried.

New Business

a. Financial Transfers: D. Raap explained that this \$1,500 is the cost of grant writing for a FEMA Assistance to Firefighters Grant that opens in 2024 and would fund radio and communication upgrades for all five departments, about \$1.5 million in grant money. This cost of the grant writing would be reimbursed in the grant award, and there could also be a \$75,000 matching grant later on.

Motion: S. Olmstead moved and E. Fuessenich seconded a motion to approve the \$1,500 grant writing expenditure, to be paid through Contingency. All voted aye and the motion carried.

c. Payment of Bills: None

d. Future Agenda Items: E. Marriott said the new Board Chair will be elected in December. S. Olmstead said the Town Facilities Review Committee is ready to present its recommendation on the plan for the Annex to the Board of Selectmen, and D. Raap asked that it be on the Selectmen's November 21st agenda. It will then be scheduled for presentation to the Board of Finance.

Adjourn: Motion: R. Quay moved to adjourn at 7:23 p.m. and S. Olmstead seconded. All voted aye and the motion passed.

Ann Combs, Recording Secretary