

**Litchfield Board of Finance
Regular Meeting Minutes
October 19, 2015**

Call to Order: Chairman David Geiger called the meeting to order in the LIS Art Room at 7:04pm with Ed Gadowski, David Wilson, Brenda Barnes, Mitchell Fishman, Sky Post (Alt.) and Ed Weik (Alt.) present.

Absent: Anne Dranginis

Also present: Stacey Dionne, Amaechi Obi, Nancy Southard, Frank Simone, Lynn McMullin, David Fiorillo, and Jeff Ziplow

Appoint Alternate(s):

Chairman Geiger appointed Ed Weik a full voting member.

Approval of Minutes:

Motion: Ed Weik moved to accept the 9-14-15 regular meeting minutes. David Wilson seconded the motion. All voted aye and the motion carried with Ed Weik abstaining.

Public Comment:

There was no public comment.

Change of Agenda Order:

Motion: David Wilson moved to switch Agenda item #4 with Agenda item #7 to accommodate the attendees from the school system since Leo Paul was not present for the BOS update. Ed Weik seconded the motion. All voted aye and the motion carried.

Board of Education Financial Update & Action Needed:

Business Manager David Fiorillo distributed a BOE 2014-2015 Year End Budget Balance and a report from July-September 2015. He answered several questions about large numbers either over or under budget, including Special Education Tuition, the new Math program rollout, Technology Maintenance (which includes purchase of computers and iPads), Salaries & Wages (which also includes substitutes).

Chairman Geiger said the BOE could have input on what to do with the \$67,941 balance, and one option would be to put this towards OPEB. David Fiorillo said they would like to use the amount towards Middle School remodeling. Superintendent Lynn McMullin said that moving the nurse's office required ADA compliance and that added considerably to the remodeling project cost.

Chairman Geiger emphasized to the BOE that they should send their Business Manager to each BOF meeting, and it was agreed.

Advantages of a Unified Ledger – Jeff Ziplow, Consultant with BlumShapiro:

Jeff Ziplow distributed a handout “Benefits of Implementing a Unified General Ledger” and reviewed the benefits of a unified ledger between the Town and the School District. It would streamline reconciliations through using one database, and would provide financial transparency. He said there is a paradigm shift with some municipalities who undertake this kind of shared resources since it creates a team working together with cross-training for back-up. He answered several questions including whether this change would make the audit process smoother, an approximate cost to implement and length of time to accomplish it.

Assistant Director of Finance’s Report of Revenues & Expenditures:

Stacey Dionne, Assistant Director of Finance, distributed the financial overview as of September 30, 2015. The Town has collected 49.96% of revenue compared to 49.2% same time last year and has spent 45.0% of the BOS Budget (compared to 50.3% last year.) The estimated fund balance is \$4,142,208 (14.02%). Current year property taxes collected are 54.6%. vs. 54.2% same time last year and all tax revenue collected was 54.2%.

Mitchell Fishman requested quarterly reports on healthcare expenses and Stacey Dionne agreed to provide those.

Amaechi Obi said he had shared the Auditors 2013/2014 recommendations with Leo Paul. Chairman Geiger asked if this response could be put in an accounting manual. Amaechi Obi said Leslie from BlumShapiro spoke to David Fiorillo, who has been cooperating with the recommendations, and next month or so they should be able to make a policy manual. Amaechi Obi said they would have a draft of the audit results for either the November or December BOF meeting.

Concerning upcoming budget preparations, Chairman Geiger said there are a number of line items that are off by 30% in the budget and that is a big concern. Stacey Dionne said every department receives a worksheet with last year’s budget and requesting their projected new budget. Leo Paul, Amaechi Obi and Stacey Dionne initially review these.

Mitchell Fishman asked about the sale of the tax foreclosed property at 66 Donahue Road Ext. and Nancy Southard said they paid for an appraisal that was ordered by the court and the minimum bid would include all costs of taxes, legal fees, clean-up, etc. She said there is interest in the property. There will be a legal notice in the newspaper and the Town will publicize the sale, probably through the media and an Open House.

First Selectman’s Update:

Leo Paul was unable to attend the meeting.

New Business:

a. **Financial Transfers:**

There were no transfers.

b. **Correspondence:**

There was no correspondence.

c. **Payment of Bills:**

Motion: Mitchell Fishman moved to pay the bill for \$300 to Jo Ann Jaacks for compiling the Annual Report. Ed Weik seconded the motion. All voted aye and the motion carried.

Motion: Mitchell Fishman moved to pay the bill for \$375 to PrintMaster for printing the Annual Report. Ed Weik seconded the motion. All voted aye and the motion carried.

Motion: Ed Gadomski moved to pay the bill for \$31,000 to BlumShapiro as the final payment for conducting the Annual Audit – payment to be made when the audit is completed. Ed Weik seconded the motion. All voted aye and the motion carried.

Committee Reports:

- a. David Wilson said he probably will not serve on the Capital Committee going forward, but is still serving on the Northfield Volunteer Fire Department Building Committee since there is a lawsuit still pending.
- b. Ed Gadomski, member on the Litchfield Green Team, said they have identified the Middle School to perform an energy audit to determine energy savings. The Team will put together a proposal for the Capital Committee. There are some costs of implementation, but there will be ROI through future savings.
- c. Mitchell Fishman said the Town Facilities Committee was unable to hold their first meeting in September due to a building entry glitch, so the next meeting is scheduled for October 28.

Future Agenda Items:

Motion: David Wilson moved to keep the discussion of a Unified Ledger periodically on the Agenda. Ed Weik seconded the motion. Chairman Geiger said if a BOF member presented a new stage of discussion for this topic, he would add it to the Agenda. Amaechi Obi said there are benefits to it, but it would require a lot of time and effort to put into place (3 months to one year is Jeff Ziplow's estimate) and only then would the true costs and benefits be known. David Wilson withdrew his motion.

Adjournment:

Motion: Ed Weik moved to adjourn at 9:30pm. Ed Gadomski seconded the motion. All voted aye and the motion carried.

Respectfully submitted,

Jo Ann Jaacks
Recording Secretary