

**Litchfield Board of Finance
Regular Meeting Minutes
June 10, 2013**

Call to Order: Chairman David Geiger called the meeting to order in the LIS Art Room at 8pm with Brenda Barnes, David Wilson, Ed Gadowski, Mitchell Fishman and Ed Weik present. Anne Dranginis (Alt.) and David Pettinicchi (Alt.) were absent.

Also present were Rosalie Bouchard and Nancy Southard.

Approval of Minutes:

Motion: Ed Weik moved to accept the 5-13-13 regular meeting minutes and Brenda Barnes seconded the motion. All voted aye and the motion carried.

Approval of Minutes:

There was discussion on the 5-28-13 special meeting minutes and several grammatical and other changes were requested by Board of Finance members. Such changes will be made by the Recording Secretary and a revised copy of the 5-28-13 special meeting minutes will be provided to the town clerk.

Motion: Ed Weik moved to accept the amended 5-28-13 special meeting minutes and Brenda Barnes seconded the motion. All voted aye with David Wilson abstaining and the motion carried.

Public Comment:

There was no public comment.

Board of Selectman's Update:

Motion: Mitchell Fishman moved to change the agenda order for the Board of Selectman's Update and the Agreement for Regional Animal Control Program and Facility to follow the Director of Finance's monthly status report, awaiting the arrival of Leo Paul. Ed Weik seconded the motion. All voted aye and the motion carried.

Tax Collector's Annual Suspension List:

Nancy Southard gave an overview of this list, noting that the total of \$14,579.40 is appreciably lower than last year's suspension list of approximately \$27,000.

Motion: David Wilson moved to accept the annual suspension list with a total of \$14,579.40 as presented by Nancy Southard. Ed Weik seconded the motion. All voted aye and the motion carried.

Director of Finance's Monthly Status Report and Year-to-Date Budget Report – Revenue & Expenditures Summary and Detail:

The financial overview as of May 31, 2013 shows the Town has collected 99.5% of all revenue and has spent 87.2% of the BOS budget approximately 92% through the fiscal year. The Town has collected 99.5% of revenues as of May compared to 98.7% of revenues collected through May of 2012. Pertaining to Expenditures, the BOS budget currently shows the Town being 90.9% committed and 87.2% spent through the fiscal year. In F/Y 2012, the BOS was 76.0% committed and 73.1% spent at this time. The major reason for the disparity is that the pension was paid in May of 2013 but not until June in 2012. At this time, the Town is awaiting reimbursement from the

Board of Education in the amount of \$257,324 for the BOE's share of the ARC. This is why Fringe Benefits appear to be over budget for the year. If the BOE pension payment had already been received, the fringe benefits line would drop to 91.1% committed/spent (from 108.5%), and the overall BOS expenditures would drop to 87.8% committed and 85.1% spent.

The Unassigned Fund Balance of the General Fund remains at \$4,317,000, but Rose said this is about to rise at year-end.

Audit Firm's Annual Engagement Letter – Action to Approve:

There was a brief discussion about the letter of agreement with Blum, Shapiro & Company, P.C. to provide auditing services for the town of Litchfield for the year ended June 30, 2013. The fee will be \$54,050 and it was noted that other auditing firms will be reviewed for next year.

Motion: David Wilson moved to accept the Blum, Shapiro audit engagement letter and have the Board of Finance Chairman sign it. Mitchell Fishman seconded the motion. All voted aye and the motion carried.

New Business:

- a. **Financial Transfers:** There were no financial transfers.
- b. **Correspondence:** There was no correspondence.
- c. **Payment of Bills:** There were no bills for payment.

Board of Selectman's Update and the Agreement for Regional Animal Control Program and Facility:

The Board members' consensus was that there was not sufficient data on the Regional Animal Control Program to hold a discussion at this meeting and that Leo Paul's input was necessary.

Motion: Ed Weik moved to table both of these agenda items to the next regular meeting. Ed Gadomski seconded the motion. All voted aye and the motion carried.

Adjournment:

Motion: Ed Weik moved to adjourn at 8pm and David Wilson seconded the motion. All voted aye and the motion carried.

Respectfully submitted,

Jo Ann Jaacks
Recording Secretary