

**Litchfield Board of Finance
Regular Meeting Minutes
June 9, 2014**

Call to Order: Chairman David Geiger called the meeting to order in the LIS Art Room at 7:05pm with Ed Gadowski, Mitchell Fishman, Anne Dranginis and Ed Weik (Alt.) present. Absent: David Wilson, Brenda Barnes and Sky Post (Alt.) Also present were Deborah Wheeler and Nancy Southard.

Appointment of Alternates:

Chairman Geiger appointed Ed Weik as a full member in place of Brenda Barnes.

Approval of Minutes:

Motion: Anne Dranginis moved to approve the 4-7-14 meeting minutes. Mitchell Fishman seconded the motion. All voted aye and the motion carried.

Approval of Minutes:

Motion: Anne Dranginis moved to approve the 4-23-14 town budget hearing minutes. Mitchell Fishman seconded the motion. All voted aye and the motion carried.

Approval of Minutes:

Motion: Anne Dranginis moved to approve the 5-12-14 meeting minutes. Ed Gadowski seconded the motion. All voted aye and the motion carried.

Public Comment:

Deborah Wheeler expressed her gratitude to the Board of Finance members for their support of Litchfield schools during her tenure. Chairman Geiger and other Board members expressed their appreciation for her accomplishments as Superintendent.

Tax Collector's Annual Suspense List:

Nancy Southard distributed the Suspense List, which included two private roads, businesses that have ceased operations and motor vehicles. She said taxes that are unpaid for three years are put on the list, then sent to a collection agency, which is paid by the debtor after the town receives the total amount of taxes owed. Ms. Southard noted that she is \$300,000 above what she would have been expected to collect at this time.

Motion: Ed Weik moved to accept the Annual Suspense List which totals \$16,762.20. Anne Dranginis seconded the motion. All voted aye and the motion carried.

Audit Firm's Annual Engagement Letter:

Chairman Geiger said the Annual Engagement Letter from BlumShapiro was quite lengthy and the last three pages listed many items that are to be supplied by the town of Litchfield. Chairman Geiger requested Mitchell Fishman to review the contract and he agreed.

Motion: Ed Weik moved to approve the Audit Firm’s Annual Engagement Letter pending the result of Mitchell Fishman’s review. Anne Dranginis seconded the motion. All voted aye and the motion carried.

New Business:

- a. **Financial Transfers:** Rose Bouchard had sent a request to transfer \$19,346 into the Fire Protection Services Medical Account (2202-52102) on behalf of the Fire Marshal’s office. This line item covers physical exams for current and new firefighters. The Fire Commission and Fire Marshal requested the budget transfer to cover the current outstanding balance of \$3,686 and \$15,660 to cover required physicals for the remaining 108 members @ \$145 each which are due before the end of the current fiscal year.

Motion: Ed Weik moved to approve a budget transfer of \$19,346 from the Contingency to the Fire Protection-Professional Services Medical Account. Anne Dranginis seconded the motion and recommended that Chairman Geiger write to the Fire Commission and Fire Marshal, suggesting this expense be included in the regular budget. All voted aye and the motion carried.

- b. **Correspondence:** There was no correspondence.

- c. **Payment of Bills:** There were no bills for payment.

d. New Agenda Items:

- i. Mitchell Fishman said there will be a new actuarial on June 30 and the BOF should find out when the next Pension meeting will be held so that a BOF member could attend.
- ii. Chairman Geiger said David Wilson had suggested the town could plan to pave the miles of dirt roads a portion at a time, thus completing the paving in ten years and saving money in road maintenance. Chairman Geiger asked the members to consider this as a future agenda item.

Old Business:

Forman School/Youngling PILOT (Payment in lieu of taxes):

Chairman Geiger said he had drafted a letter to the Forman School concerning their PILOT amount and had given it to Rose Bouchard for review. He noted that this topic was discussed at two Planning & Zoning meetings and the minutes of those meetings reflected that Forman School agreed to pay \$10,000 to the town in July 2014 and 2015. Rose asked Attorney D’Andrea, who represented the Forman School, whether Forman would pay the \$10,000 annually going forward and he said yes, that was their intention.

Chairman Geiger asked Mitchell Fishman to review his letter and said he could speak to Attorney D’Andrea for further clarification if that was decided.

Adjournment:

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

Respectfully submitted,

Jo Ann Jaacks
Recording Secretary