

**Litchfield Board of Finance  
Regular Meeting Minutes  
September 14, 2015**

**Call to Order:** Chairman David Geiger called the meeting to order in the LIS Art Room at 7:03pm with Ed Gadomski, David Wilson, Brenda Barnes and Mitchell Fishman present. Sky Post (Alt.) arrived at 7:13pm.  
Absent: Anne Dranginis and Ed Weik (Alt.).  
Also present: Stacey Dionne

**Appoint Alternate(s):**  
Chairman Geiger appointed Sky Post a full voting member.

**Approval of Minutes:**  
**Motion:** Mitchell Fishman moved to accept the 6-8-15 regular meeting minutes. David Wilson seconded the motion. All voted aye and the motion carried with Brenda Barnes abstaining.

**Motion:** David Wilson moved to accept the 8-10-15 regular meeting minutes. Brenda Barnes seconded the motion. All voted aye and the motion carried.

**Public Comment:**  
There was no public comment.

**Assistant Director of Finance's Report of Revenues & Expenditures:**  
Stacey Dionne, Assistant Director of Finance, distributed the financial overview as of August 30, 2015. The Town has collected 48.7% of revenue compared to 48.3% same time last year and has spent 11.7% of the BOS Budget (compared to 21.1% last year.) The estimated fund balance is \$4,142,208 (14.02%).

Current year property taxes collected are 53.9%. vs. 53.6% same time last year and all tax revenue collected was 53.1%.

Stacey answered several questions about the report, including legal expenses for the Zoning Board of Appeals for the Northfield Gun Club appeal. She said the audit just began and there were four auditors visiting the town hall today.

Mitchell Fishman requested clarification of this sentence in a 6-23-15 letter from Joseph Kask, CPA with BlumShapiro: "For purposes of our audits we have concluded that the members of the Board of Finance are charged with the governance of the Town." Stacey will ask Leslie Zoll for the exact meaning of this statement.

There was discussion about the inclusion of three paragraphs in this 6-23-15 BlumShapiro letter concerning Fraud Risk.

### **First Selectman's Report:**

Leo Paul was unable to attend the meeting.

### **New Business:**

a. **Discussion and Action Necessary for Sale of Tax Foreclosed Property at 66 Donahue Road Ext.**

Leo Paul had told Chairman Geiger that the BOS has not yet completed their discussion of this property and this will probably be moved at some point to a town meeting.

**Motion:** David Wilson moved that this agenda item be tabled to the October 19th BOF meeting. Mitchell Fishman seconded the motion. All voted aye and the motion carried.

b. **Correspondence:**

- i. Chairman Geiger had sent a letter to Superintendent of Schools Lynn McMullin on 8-21-15 requesting she ask David Fiorillo to look into the Reconciliation between Town and Board of Education recommendation by BlumShapiro in their audit report. He received a reply from David Fiorillo, Director of Business Operations for Litchfield Public Schools on 9-3-15. Attached was a Monthly Cash Flow Summary dated July 15, 2015 indicating Warrant Amounts and Sweep Deposits for Accounts Payable and Payroll. Stacey Dionne said she is working with David Fiorillo on a monthly basis and hopes that they will soon be in sync.

Stacey said she will send the BOE the expenditure report each month, as well as her trial balance for review. Brenda Barnes said the auditors seem to be asking the BOF to have a written policy and David Wilson agreed that David Fiorillo should formalize the reconciliation process by a written policy with bullet points and identifying responsible individuals.

Chairman Geiger said he will respond to David Fiorillo, thanking him for his letter, and suggesting he might ask another auditing company for advice on this, rather than BlumShapiro. Sky Post asked if using a common ledger and report format would help the BOE and Finance Department.

Stacey Dionne will speak to Leo Paul on Tuesday about conversion software needed to join the BOE with the Finance Department, and will let Chairman Geiger know the outcome of this discussion. Mitchell Fishman asked Stacey if the BOF will be receiving a copy of the BOE end-of-year financial report that is to be completed by August 31. Chairman Geiger has asked the BOE to attend the October 19th BOF meeting to present this, and to attend BOF meetings quarterly. He will further request that the BOE provide their financial report in advance of the October 19th meeting.

c. **Payment of Bills:**

There were no bills for payment.

d. **Future Agenda Items:**

There were no future agenda items.

**Board of Education Financial Report – if Chairman or Chair of Finance Sub-Committee is Available:**

This report was not available.

**Committee Reports:**

- a. Brenda Barnes reported on the Pension Committee results: 2.84% for the Town account for fiscal year ending June 2015, and the same for OPEB.
- b. Ed Gadomski, member on the Litchfield Green Team, said the first five town buildings they chose are now Energy Star rated. The Team will now select another town building for the Eversource engineer to perform an energy audit and check into what grants are available.
- c. Mitchell Fishman said the newly empaneled Town Facilities Committee will hold their first meeting on Tuesday, September 15<sup>th</sup> at 7pm. He will share school population figures with anyone interested.

**Adjournment:**

**Motion:** Ed Gadomski moved to adjourn at 8:24pm. Sky Post seconded the motion. All voted aye and the motion carried.

Respectfully submitted,

Jo Ann Jaacks  
Recording Secretary