

Litchfield Board of Finance
Regular Meeting Minutes
July 11, 2011

Call to Order: Chairman David Geiger called the meeting to order in the First Selectman's Office at 7:03pm with Jeff Zullo, Ed Weik, Ed Gadomski and Anne Dranginis (Alt.) present. Mr. Geiger appointed Anne Dranginis to full voting status since David W. Wilson arrived a few minutes after the start time. Kelly Garden (Alt.) and Brenda Barnes were absent.

Approval of Minutes: **Motion:** Ed Weik moved to approve the meeting minutes of the 6-13-2011 meeting and the Ed Gadomski seconded the motion. Anne Dranginis said the minutes should reflect her abstention since she was absent. All voted aye and the motion carried.

Public Comment: Two members of the public, Mitchell Fishman and Howard Kerpelman, were present but neither addressed the Board.

Tax Collector's Suspense List: Nancy Southard, Tax Collector, requested Board approval for an additional \$162.80 to go into suspense with the approximately \$23,000 in taxes already in suspense. **Motion:** Jeff Zullo moved to approve this additional suspense account and Ed Weik seconded. All voted aye and the motion carried. Nancy noted this has been a difficult year with 113 liens levied and a number of accounts being sent to the State Marshall.

Board of Selectmen's Update: First Selectman Leo Paul, Jr. reported that refinancing the \$5Mil principal amount of refunding bonds for a lower interest rate is projected to save \$560,000 over the next two years.

The Board of Selectmen voted to have the Pension Commission conduct a plan review with Selectman R. Christopher Blake representing on that Committee, to be joined by a Board of Education member. They are also convening a Committee to review the pension system and defined contributions will be considered as an option. Mr. Paul noted that Litchfield is one of the few Connecticut towns lacking employee participation in their pension plan. He said 4-5 meetings would be required, including a meeting with the actuary firm of Hooker & Holcomb. When BOE union contracts end, negotiations will be renewed. So far, membership consists of Leo Paul, Jr., David T. Wilson as Treasurer, and Karl Fisher. Anne Dranginis expressed her opinion that BOE members should be involved in this committee rather than Administrative members. One of the questions to be resolved: how overtime pay, severance pay, etc. are calculated in pension participation. It was decided to discuss this further under New Business.

Tax Assessor's Report: Kathy Brown, Tax Assessor, distributed the Equalized Net Grand List encompassing October 1, 2009 to September 2010, which computes sales ratios compared to assessed property values. She noted this form is used by the State of Connecticut to determine grant funding, reimbursements and State aid. The 10mills classification represents only six property-holders who pay \$100/acre for fifty years, then re-valued for another forty-nine years.

The Open Building Permit Information form lists 259 open permits from 2000 to current, including 42 for new construction. However, she said some of these housing starts have not initiated or are in partial phase only.

Director of Finance's Monthly Status Report: Karl Fisher, Director of Finance, said his department is currently preparing for the audit, but he will present the year-end list of transfers at the BOF's September meeting. In reply to Jeff Zullo's inquiry about a potential surplus, Mr. Fisher said \$50-\$100,000 is possible; it might be higher but he does not yet have the exact figure, which he will also present at the BOF's September meeting.

New Business:

1. **Financial Transfers:** There were no financial transfers to approve this month.
2. **Payment of Bills:**
 - a. Mr. Fisher said the absence of an August BOF meeting would not be a problem if urgent items could be addressed. Mr. Geiger said an Email vote or quick, emergency meeting could be convened in that case.
 - b. A \$1,830 invoice from Oddo Print Shop (Inv #2140-25552) including \$665 for printing the 2008-2009 Litchfield Annual Report and \$1,165 for printing the 2009-2010 Annual Report was presented. **Motion:** Jeff Zullo moved to pay this invoice in toto and Ed Weik seconded. All voted aye and the motion carried.
 - c. In response to David Wilson's question about Jo Ann Jaacks, the new Recording Secretary, Mr. Geiger said Ms. Jaacks will send the minutes to Mr. Wilson for review accompanied by her invoice and either Mr. Wilson or Mr. Geiger will approve the invoice. Mr. Fisher will double-check if an Emailed invoice approval is satisfactory. **Motion:** Jeff Zullo moved to authorize the BOF Chair and/or Vice Chair to review and approve Ms. Jaacks' minutes and invoice. Anne Dranginis seconded, all voted aye and the motion carried.
3. **New Committee Members to study the 401k Plan:** Jeff Zullo said an interim member should be assigned and since in 2010, \$1Mil of the town's \$7Mil budget represented pension funding, a BOF member should be on this committee. Mr. Zullo nominated Mr. Geiger and Anne Dranginis seconded. Mr. Geiger accepted the nomination. All voted aye and the motion carried.
4. **New Committee to address loopholes in the pension summary plan:** This would be a subcommittee of the Pension Committee. Mr. Geiger will report back to the BOF on this subcommittee once he becomes involved in the 401k Committee.

Motion: Ed Weik moved to adjourn at 8:03pm and Ed Gadomski seconded. All voted aye and the motion carried. The next regular meeting will be held on September 12, 2011 at the middle school.

Respectfully submitted,

Jo Ann Jaacks
Recording Secretary