

**Litchfield Board of Finance**  
**Regular Meeting Minutes**  
**June 13, 2011**

**Call to Order:** Chairman David Geiger called the meeting to order at 7:05p.m., with Jeff Zullo, Ed Weik, Ed Gadomski, Brenda Barnes and Kelly Garden (Alt.) present. David W. Wilson and Anne Dranginis were absent. Mr. Geiger appointed Kelly Garden to voting status in the absence of regular member David W. Wilson.

**Approval of Minutes:** **Motion:** E. Weik moved to approve the meeting minutes of the 5/9/11 special meeting with two corrections for typographical errors, the spelling of “AFSCME” in paragraph 6c, and the spelling of “on principle” in paragraph 6d and the motion was seconded by E. Gadomski. All voted aye and the motion carried.

**Public Comment:** Steven Simonin spoke to the Board about his dissatisfaction with the Board of Education shortening the school day by 20 minutes.

**Board of Selectman’s Update:** Karl Fisher spoke for First Selectman Leo Paul, Jr., regarding their new initiative to refinance \$5 million principal amount of refunding bonds for a lower interest rate which would reduce bonding costs by approximately \$300,000 over the 15-year life of the bonds.

**Tax Collector’s Suspense List – N. Southard:** Nancy Southard, Tax Collector asked for the Board’s approval to suspend collection of \$23,157 in taxes for four real estate properties, twenty-eight personal properties and 124 motor vehicles from year 2006 taxes. **Motion:** E. Weik moved to approve the suspense list as presented by the Tax Collector and B. Barnes seconded the motion. All voted aye and motion passed.

**Director of Finance’s Monthly Status Report and BOE YTD Status:** K. Fisher, Finance Director reported tax collections at 99.4% of budget as of 5/31/11 and spending committed at 93.6% of budget after eleven months. The current unreserved Fund Balance is 12.2% (≈\$3.26mm) He projects Board of Selectmen expenditures being \$50K - \$100K under budget at year end and the Board of Education to turn back ≈ \$211K in State funds that went directly to the Board of Education for this fiscal year.

D. Geiger will invite actuaries Hooker and Holcomb to our September meeting to explain the Unfunded Liability of \$5.37mm and the Annual Required Contribution of \$549K for the Board of Education’s Other Post Employment Benefits (OPEB). K. Fisher will send board members a copy of Hooker & Holcomb’s OPEB presentation made at a recent Pension Commission meeting explaining this.

**New Business:**

- (a) **Financial Transfers:** There were no financial transfers to approve this month.
- (b) **Payment of Bills:** There were no payment of bills to approve this month.
- (c) **Correspondence – Kask Letter re Auditor’s Communication:** The chair reported on the auditor’s communication of governance responsibilities. J.

Zullo reviewed this annual charting of CPI Increase vs. Litchfield Tax Increases and cautioned the Board about bonding nearly \$2 mm annually and next year's \$3.1 mm in debt service.

- (d) **Subcontract the Recording Secretary:** The Chair introduced JoAnn Jaacks as an applicant for subcontracting the preparation of our meeting minutes more timely. The cost would be \$20/hour for this work, trying not to exceed 4.5 hours per meeting, minutes to be submitted within 48 hours with approval by D.W. Wilson, the Board's designated V.P. and Secretary. Ms Jaacks to start with our July meeting.

**Committee Reports:** Chair Geiger handed out documents describing Union Savings Bank (USB) \$9.2 mm investment portfolio for Litchfield's pension funding and reported that K. Fisher is sending USB an additional \$300,700 for investing in the OPEB Trust before July 1, 2011.

**Annual Reports Update:** B. Barnes reported Annual Reports for the prior two years are now at the printer and expected delivery to Town Hall is this month.

**August Meeting:** The Board members discussed the need for an August 8, 2011 meeting and authorized the Chair to cancel that meeting for lack of important agenda items at the Chair's discretion.

**Motion:** E. Weik moved to adjourn at 8:30p.m. and E. Gadowski seconded. All voted aye and the motion carried.

Respectfully submitted,

David W. Geiger  
Acting Secretary