

The Board of Finance held a regular meeting on **June 17, 2015 at 7:00 p.m.** in the **Bellingham Auditorium at Town Hall, 979 Main Street, Willimantic, CT 06226**

Members Attending: Lynne Ide, Paula Haney, Anita Sebestyen, Thomas White, and Tyler Griffin

### **1. Call to Order**

Chairman Lynne Ide called the meeting to order at 7:06 p.m.

### **2. Public Comment**

There was no public comment.

### **3. Board of Finance Comment**

Anita Sebestyen commented tonight is anniversary of the Battle of the Frogs.

### **4. Approval of Meeting Minutes**

Upon a motion by Anita Sebestyen, seconded by Paula Haney to approve the meeting minutes from May 20, 2015.

The motion passed with Thomas White abstaining.

### **5. Chair's Report**

There was no chairs report.

### **6. Presentations and Special Reports**

There were no presentations or special reports.

### **7. Discussion and possible action on Collector of Revenue Suspense Tax Book**

Upon a motion by Thomas White seconded by Anita Sebestyen to accept the collector of revenue suspense book in the amount of \$176,305.55.

The motion passed unanimously.

Gay St. Louis commented the collections for fiscal year 2015 are \$289,000 short in Town, and \$20,000 short in Willimantic Service District.

Parking ticket revenue so far is \$66,554.

## **8. Controller's report**

Christian Johnson commented the 2014 CAFR has been submitted to GFOA and we feel it will pass with the recommended corrections we made from the 2013 CAFR. The Fund Balance grew and we are in a good financial position. He also commented on the Auditors suggestions in the Management letter that were presented at the May meeting. Management letter suggestions on how to improve were:

1. Personnel records – pay rates need to be put in files with the employee signature and department head signature.
2. Purchase Order – this has been taken care of with the Munis financial system. Policy and procedures have been implemented.
3. Pension data – employees have been asked to update information.
4. Trial balances – reduced and consolidated the number of trial balances. Duplicating work has been eliminated were the Board of Education activity does not have to be duplicated on the Town's side.

We are in the process of converting 2014 information on the Munis system.

The controller's report was presented by Tom Pesce.

There will be a special Town Council meeting tomorrow night to approve the Workers Comp third party vendor.

We are starting the year end close process. Current year revenues and expenditures were presented to the Board. As the tax collector presented earlier the tax revenue shortfall will be approximately \$289,000 for the Town and \$20,000 for the Willimantic Service District. The overtime in the service district is over budget along with some salary lines due to a heart and hypertension claim and retirements. Some is offset by vacant positions but they are also trying to fill the positions to have a full staff and reduce the overtime.

Tom White questioned if this would be the last transfer request for the Willimantic Service District since effective July 1<sup>st</sup> they become the Willimantic Taxing District.

## **9. Discussion and possible action on any General Government 2014-2015 transfer requests**

Upon a motion by Thomas White seconded by Tyler Griffin to approve the transfer request in the amount of \$67,065.

The motion passed unanimously.

## **10. Discussion and possible action on any Willimantic Service District 2014-2015 transfer requests**

Upon a motion by Thomas White seconded by Tyler Griffin to approve the transfer request in the amount of \$19,500.

The motion passed unanimously.

**11. Old business**

Task force for dispatch  
Tax abatement for seniors

**12 New business**

There was no new business

**13. Future agenda items**

There were no future agenda items.

**14. Public Comment**

There was no public comment.

**15. Adjournment**

Upon a motion by Thomas White, seconded by Anita Sebestyen the meeting was adjourned at 8:13 p.m.

Attest: \_\_\_\_\_  
Thomas Pesce