



Town of Griswold

Board of Finance
Regular Meeting
November 15, 2016
7:00 PM

Town Hall Meeting Room
APPROVED MINUTES



1. **Roll Call/Call to Order: The meeting was called to order at 7:00 PM**

Board of Finance Members Present:

Scott Davis – Chairman
Brian Baker – Vice Chairman
Peter Dorff arrived at 7:01
Gary Levy
Gail Rooke-Norman
Dan Webster
John Wolkowski

Also Present:

Erik Christensen, Director of Finance
Jeannette Bell, Recording Secretary
Marcia Marien, PKF O'Connor Davies, LLP
7 Other People

2. **Pledge of Allegiance**

3. **Public Forum**

S. Davis asked if anyone wished to speak. No one can forward.

4. **Approval of Minutes:**

MOTION: G. Rooke-Norman made a **motion** that was seconded by P. Dorff to amend item 7, Public Forum from the October 18, 2016 regular meeting minutes to read as follows. Stuart Norman wanted to inform the Board of Finance members that the Board of Education is trying to attract more tuition students, however additional Special Education needs could be a burden on services at the school. D. Webster made a **motion** that was seconded by B. Baker to approve the October 18, 2016 regular meeting minutes as amended. All in favor; **motion carried.**

5. **New Business**

a. Discussion and possible action regarding the reimbursement of certain special education costs.

S. Davis discussed the reimbursements from other towns regarding special education students. S. Davis noted that any extra revenues for special education reimbursements went back into the Board of Education line item and not into the general fund. E. Christensen stated that sending Towns are billed if an IA or other person is used only for that student and that reimbursement is credited back to the line item so it zero's itself out and the Town does not profit. G. Rooke-Norman stated that perhaps there needs to be a policy in place for special education reimbursements. G. Rooke-Norman made a **motion** that was seconded by G. Levy

to have Erik Christensen draft up a policy acknowledgement to reference statute and a procedure policy for review. All in favor; **motion carried.**

b. Exit conference presentation from auditors

M. Marien discussed the audit findings and made several recommendations for the Board of Finance to review for the upcoming budget season. She had also made some suggestions regarding different procedures and policies to possibly implement in the future. The auditor's final report will include a management letter which will be shared with the Board of Finance members. S. Davis thanked her for the excellent work performed.

c. Finance Director monthly report

E. Christensen stated the revenues collected to date are \$14,858,458.83 or 44.76% of budgeted revenues. He stated there are no concerns at this point and also noted the revenues will most likely be more than budgeted due to the reimbursement for collection of the Borough taxes. He stated the expenditures recorded to date are \$8,986,070.23 or 27.07% of budgeted revenues. He stated there are no major concerns at this time and no new line items have been over expended.

6. Any Other Business

B. Baker made the suggestion to have the Board of Education present their budget to the Board of Finance before the town submits theirs. There was discussion on this matter and the other members were in agreement.

7. Public Forum

S. Davis asked if anyone wished to speak. No one came forward.

8. Adjournment

MOTION: D. Webster made a **motion** that was seconded by B. Baker to adjourn the meeting at 9:04PM. All in favor; **motion carried.**

Respectfully Submitted,

Jeannette Bell
Recording Secretary