



Town of Griswold

Board of Finance
Regular Meeting
February 18, 2020
7:00 PM

Town Hall Meeting Room
MINUTES



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

Board of Finance Members Present:

Brian Baker – Chairman
Scott Davis – Vice Chairman
Valerie Grills
Gail Rooke-Norman
Daniel Webster
Alex Grzelak
Member Absent:
Steve Mikutel

Also Present:

Julie Marcotte, Director of Finance
Jeannette Bell, Recording Secretary
Sean McKenna, Superintendent of Griswold Schools
Tom Verville, Director of Facilities, Griswold Schools
Todd Babbitt, First Selectman
6 Other People

2. Pledge of Allegiance

3. Public Forum

B. Baker asked if anyone wished to speak. No one came forward.

4. Approval of Minutes

a. January 21, 2020 Regular Meeting Minutes

MOTION: S. Davis made a **motion** that was seconded by D. Webster to approve the January 21, 2020 minutes as presented. All in favor; **motion carried.**

5. New Business

a. Finance Directors monthly report

J. Marcotte stated the revenues for FY 19/20 recorded to date are \$25,203,186.46 or 70.86% of budgeted revenues. She stated the expenditures recorded to date are \$20,224,534.40 or 56.86% of budgeted expenditures. It was noted there are no major concerns with revenues or expenditures at this point. She noted new items overspent as well as previously discussed items overspent. It was noted the two items overspent in Recreation were offset by the Donations/Sponsorships line items.

b. Update and discussion on audit fees

J. Marcotte stated the contract for the current auditors has ended and we will have to send out an RFP for bidding on a new contract for the upcoming years audit. J. Marcotte stated she will provide a packet at the next Board of Finance meeting in regards to the RFP.

c. Monthly report regarding Special Education tuition position/Contingency BOE account

Sean McKenna, Superintendent of Griswold Schools, reported that the number of students assigned to this teacher is nine. The total tuition generated by these students is \$216,268.84 with a net profit of approximately \$153,000.00. He also noted there is a meeting next month with Preston Public Schools with the intention of additional out of district students being enrolled in the program. He noted the maximum students allowed per teacher is fifteen. S. McKenna stated this position would be rolled over into the regular Board of Education budget for this coming year. It was also suggested to continue with the breakdown report which has been generated each month for tracking purposes.

6. Old Business

a. Update and discussion on bonding projects

J. Marcotte provided a spreadsheet with regards to the Gas Line Projects at the school and the Senior Center Project as to how much has been spent and what is left. It was noted the Gas Line Project at the school is almost complete which looks to be under budget. The Senior Center Project is just getting started with sitework and stone being brought in. J. Marcotte stated the water and sewer lines have not yet been started. She noted per the attorney any money not spent can roll over to the infrastructure project which has not been started. She also stated there was a grant received for approximately \$325,000.00 for the Senior Center to pay for plans. T. Babbitt stated the Route 164 corridor will be the first to run the water and sewer lines and Route 201 will be last. It was also noted any additional tax revenue generated from the infrastructure projects would not be realized for approximately 2 budget cycles.

b. Update and discussion on BOE HVAC repairs

S. McKenna stated the newly formed Facilities Committee consisted of three members and have scheduled meetings for March 2, March 23 and April 27 at 5PM. He stated there would be an additional line item in this year's budget of \$100,000.00 for HVAC maintenance. The purpose would be for NESO to perform maintenance twice a year on the HVAC system with the hopes of any excess money going towards the repairs. He stated he is still awaiting quotes to repair some items still listed on the report needing repairs. The Board of Finance members stated there needs to be a plan put in place in order to perform the necessary repairs in this budget cycle by the Board of Education.

c. Discussion and possible action on budget meeting schedule

J. Marcotte noted there was a change of location on 3/10/2020 from the Middle School to the Senior Center and on 3/31/2020 from the Middle School Cafeteria to the High School Cafeteria.

7. Any Other Business

It was noted the title search on St. Anne's Church is still being done. J. Marcotte noted there have been three different bookkeepers doing payroll in the last year and it is very time consuming and difficult with the different codes assigned to the departments. She suggested to consolidate the individual positions into one payroll line item per department therefore eliminating the many different codes which coincide with each position. She also noted she could provide the Board of Finance members with a breakdown if requested.

There was some discussion and it was suggested to add this item to the Agenda for the next meeting.

8. Public Forum

B. Baker asked if anyone wished to speak.

E. Burdick stated he would like to see the items overspent be recorded in percentages not dollars. He also feels the Board of Education needs more than a lesson learned in regards to the HVAC repairs.

9. Adjournment

MOTION: D. Webster made a **motion** that was seconded by V. Grills to adjourn the meeting at 7:59PM. All in favor; **motion carried.**

Respectfully Submitted,

Jeannette Bell
Recording Secretary