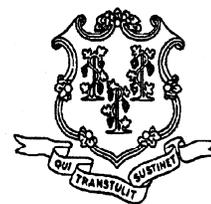




# Town of Griswold



**Board of Finance  
Regular Meeting  
March 16, 2010  
7:00 pm  
Town Hall Meeting Room**

## MINUTES

1. **Roll Call/Call to Order:** Steve Merchant, Sr. called the meeting to order at 7:00 pm.

**Members Present:**

Steve Merchant, Sr. – Chairman  
Joe Przylucki, Jr. – Vice Chairman  
John Wolkowski  
Alan Geer  
Peter Dorff  
Daniel Webster  
Gail Rooke-Norman

**Also Present:**

Philip Anthony, First Selectman – arrived at 7:57 pm  
Dr. Paul Freeman, Griswold Superintendent of Schools  
Holly McCalla, School Business Manager  
Elizabeth Dorff, Board of Education Chairwoman  
Stuart Norman, Jr., Board of Education Vice Chairman  
Theresa Madonna, Board of Education (also Third Selectwoman)  
Frank Everett, Board of Education (also School Building Committee Chairman)  
Laurie Sorder, Board of Education  
Barbara Crouch, Director of Finance  
Keleigh Baretincic, Recording Secretary  
Debra Straszheim, Reporter/Norwich Bulletin  
Twenty Three (20) interested persons

2. **Approval of Minutes:**

- a. **February 11, 2010 Special Meeting Minutes**
- b. **March 2, 2010 Special Meeting Minutes**
- c. **March 11, 2010 Special Meeting Minutes**

**MOTION:** D. Webster motioned and was seconded by J. Wolkowski to approve the February 11, 2010 Special Meeting Minutes, the March 2, 2010 Special Meeting Minutes and the March 11, 2010 Special Meeting Minutes as presented. There was no discussion. All in favor; **motion carried.**

3. **New Business:**

- a. **Discussion and possible action on the Tax Collectors Suspense List: MOTION:** J, Wolkowski motioned and was seconded by G. Rooke-Norman to authorize the Board of Finance (BOF) to sign the Tax Collectors 2004 Grand List Suspense list as presented and accepted by the BOF. There was no discussion. All in favor; **motion carried.**

- b. Finance Director Monthly Report:** B. Crouch gave the BOF a verbal financial report, noting that the State Bond Committee met and that the Town should have \$890,000.00 coming in reimbursements. With these expected reimbursements, the Town is still projecting to be about \$300,000.00 in the red. B. Crouch explained that funds are reimbursable and must be spent first with reimbursements sent in after the expenditures. The tax collection rate is at 96% with it possibly hitting 97%. The budgeted rate for this fiscal year was 97 ½% and the Tax Collector has asked that this coming year's budget reflect a collection rate of 97%. **No action taken.**
- c. Griswold Board of Education presentation of their proposed 2010-2011 fiscal year education budget:** S. Merchant thanked the Board of Education (BOE) for attending and welcomed them to begin their presentation. Superintendent of Schools Dr. Paul Freeman was present along with School Business Manager Holly McCalla, BOE Chairwoman Elizabeth Dorff, Vice Chairman Stuart Norman, Jr., Theresa Madonna (also Third Selectwoman), Frank Everett (also School Building Committee Chairman) and Laurie Sorder. BOE Chairwoman Elizabeth Dorff introduced herself and thanked the BOF for the invitation to speak. She noted that the BOE budget being presented is being unanimously forwarded by the BOE to the BOF. Dr. Freeman then overviewed the proposed Education budget, reviewing each page of their presentation, highlighting specific items on each page, including:
- The Griswold Public Schools Mission Statement and the BOE desire to:
    - Increase student performance
    - Maintain buildings and new construction
    - Revise policies as needed to meet needs and mandates
    - Maintain the quality of programming as well as improving upon current levels and maintaining class sizes
  - The budget process to date
  - Teachers will be taking a zero % increase
  - Insurance claims are up leading to an 18% cost increase (which is better than the 20%-30% that had been expected)
  - The Superintendents proposed budget was a 4.28% increase that the BOE brought down to a 2.91% increase
  - The percentage breakdown was reviewed and where the additional cost savings measures were made, including:
    - Early retirement and turn-over's
    - The cost savings from the 18% insurance increase vs. the 20%-30% that had been projected.
    - Administrative Concessions with a zero % increase to be bridged, to avoid a double bump in the future
    - Moving Adult Education back to Griswold
    - Competitively bidding maintenance contracts
    - Delaying Social Studies increases at the Griswold High School
    - Limited to no Capital Improvements
    - Alternative School Debt Service
    - No cafeteria subsidy since it is now self sufficient
    - Additional energy efficiencies – motion sensors, etc.

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- Dr. Freeman overviewed the costs associated with the 2.91% requested increase:
  - Insurance increases - \$440,191.00
  - Fuel line restoration - \$232,000.00
  - Supply and equipment restorations - \$220,662.00
  - Curriculum investments - \$172,275.00
- The staffing impacts were noted - \$5,372.00
- Griswold High School Changes noted were: transferring .5 full time equivalent from Math to Social Studies is being delayed and Department Heads will be scheduled for 1 release (free) period for curriculum planning, etc.
- Griswold Middle School changes noted were: the transfer of 1.0 full time equivalent from grade 8 to grade 5 and a transfer of the 5<sup>th</sup> grade from the elementary school to the middle school (4<sup>th</sup> grade returns to the elementary school when the new construction is complete)
- Griswold Elementary School changes noted were: the transfer of the 5<sup>th</sup> grade to the middle school from the elementary school as well as spending increases for a new core reading program and math supplies
- Grants and entitlements were reviewed, totaling \$1,354,568.00 (based on assumed funding levels) with no expected changes in Educational Cost Sharing funds (ECS)
- An education funding source pie chart was explained to the BOF and detailed line by line budget documents are available on the school's web page
- Enrollment figures were reviewed
- Capital Improvement requests were reviewed, totaling \$160,000.00
- The BOF and BOE discussed the presentation, including;
  - Insurance cost increases due to increased usage
  - The public presentation of the budget by the BOE
  - Griswold School Goals
  - Capital improvements and why the requested garage was not in the original school construction project. The fact that it wouldn't be a reimbursable expense may be the reason why
  - Fuel line restoration is to refund the line and does not indicate an issue with the boilers or fuel system as well as the cost of heating the new schools
  - The free period for department heads was discussed
  - The BOF and BOE discussed the affects that a zero percent increase would bring to the BOE
    - Staff reductions of 14-16 staffers could be necessary
    - These impacts were discussed along with the cumulative cost of layoffs
  - Initiatives to attract the top academic students from feeder towns were discussed
- S. Merchant thanked the BOE for their presentation.

**a. Discussion and possible action on the proposed Board of Education 2010-2011 Fiscal Year Budget:** No action taken.

4. **Old Business:** None.

5. **Adjournment: MOTION:** A. Geer motioned and was seconded by G. Rooke-Norman to adjourn. There was no discussion. All in favor; **motion carried.** S. Merchant adjourned the meeting at 8:20 pm.

**Respectfully Submitted,**

**Keleigh Baretincic  
Recording Secretary**