



Town of Griswold

Board of Finance Regular Meeting

October 20, 2009

7:00pm

Town Hall Meeting Room



MINUTES

1. **Roll Call/Call to Order:** S. Merchant called the meeting to order at 7:02 pm.

Members Present:

Steve Merchant, Sr. – Chairman

Peter Dorff

Daniel Webster

Gail Rooke-Norman

Also Present:

Barbara Crouch

Keleigh Baretincic, Recording Secretary

Members Absent:

Joe Przylucki, Jr. – Vice Chairman

John Wolkowski

Alan Geer

2. **Approval of Minutes:**

- a. **September 15, 2009 Regular Meeting Minutes: MOTION:** G. Rooke-Norman motioned and was seconded by D. Webster to approve the September 15, 2009 Regular Meeting Minutes as presented. There was no discussion. All in favor; **motion carried.**

3. **New Business:**

- a. **Finance Director Monthly Report:** B. Crouch reviewed her monthly report. She noted that the audit reports were not yet complete, but should be ready by the end of this week. The cafeteria account for the schools is under review for ways to afford a more accurate accounting of funds coming in and out of the account. The Board of Finance (BOF) discussed the School Building Construction with B. Crouch. She will forward the amount spent to date on each project. **No action taken.**
- b. **09-10 Line Item Transfers:** B. Crouch noted that the Fire Departments had previously been discussed as being over budget. She stated that this was incorrect and that multiple items had been miscoded to the Fire Departments line items. Since the coding occurred last year it cannot be corrected, however, the finance department is aware of this and will be re-checking all coding moving forward. **No action taken.**
- c. **Discussion on adopting Chapter I of the Town Procedural Manual – Accounts Payable:** B. Crouch explained that adopting this procedural manual and subsequent additions; including employee job descriptions are included in the audit comments. The BOF discussed this. **No action taken.**

4. Old Business: None

5. Any Other Business:

- a. **Request from the Building Official to transfer \$2,000.00 to line item 5120:** The BOF discussed the request with Building Official Peter Zvingilas. The BOF had cut the line item during the last budget process. P. Zvingilas noted that when he is out on approved leave the office must have coverage. B. Crouch explained that the line would need \$3,000 to keep it fully funded. **MOTION:** P. Dorff motioned and was seconded by g. Rooke-Norman to transfer \$3,000.00 from contingency to line item 5120. There was no discussion. All in favor; **motion carried.**

6. **Adjournment: MOTION:** P. Dorff motioned and was seconded by D. Webster to adjourn. There was no discussion. All in favor; **motion carried.** S. merchant adjourned the meeting at 7:55 pm.

Respectfully Submitted,

**Keleigh Baretincic
Recording Secretary**