



# Town of Griswold

**Board of Finance  
Regular Meeting  
November 17, 2009  
7:00pm**

**Town Hall Meeting Room**



## MINUTES

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

**Members Present:**

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

**Also Present:**

Barbara Crouch  
Keleigh Baretincic, Recording Secretary

**Members Absent:**

Joe Przylucki, Jr. – Vice Chairman

2. **Approval of Minutes:**

- a. **October 20, 2009 Regular Meeting Minutes: MOTION:** G. Rooke-Norman motioned and was seconded by J. Wolkowski to approve the October 20, 2009 Regular Meeting Minutes as presented. There was no discussion. P. Dorff abstained. All in favor; **motion carried.**

3. **New Business:**

- a. **Finance Director Monthly Report:** B. Crouch overviewed her report. The Board of Finance (BOF) discussed the report with her. **No action taken.**
- b. **09-10 School Building Project Line Item Transfers:** B. Crouch explained that the School Building Committee (SBC) is requesting the transfer to cover the unanticipated costs associated with purchasing new furniture and equipment. She noted that the original intention was to utilize existing resources; however the existing resources were damaged during storage resulting in the need to purchase new furniture/equipment. There was discussion as to which line item the moneies would be transferred from; the project contingency or the owners' contingency. The BOF discussed the request. The BOF will ask that the SBC attend the next BOF meeting (possibly a special meeting if the SBC is under time constraints) to further explain the request. **MOTION:** G. Rooke-Norman motioned and was seconded by D. Webster to table this item. There was discussion that B. Crouch will ask the SBC chair to attend the next BOF meeting. There was no further discussion. P. Dorff abstained. All in favor; **motion carried.**

- c. **Discussion on the Audit Report/Fiscal Year 08-09 as presented by Kostin, Ruffkess & Company, LLC.:** B. Crouch reviewed the audit with the BOF. She noted that the audit commented on the same few issues that have historically been commented on, such as the Board of education Special Education Account, formulating and investment policy, storage of electronic records and the rising cost to the Town of unemployment insurance which may end up underfunded. The BOF discussed depreciation funding, data storage possibilities and the process for the collection of unpaid funds both in the Town and the Board of Education. **No Action taken.**
  - d. **Adopt the 2010 Board of Finance Meeting Schedule:** The BOF reviewed the proposed meeting schedule. **MOTION:** D. Webster motioned and was seconded by J. Wolkowski to adopt the draft meeting schedule as presented by recording secretary Keleigh Baretincic. There was no discussion. P. Dorff abstained. All in favor; **motion carried.**
  - e. **Discussion on 2010 Budget Meeting Schedule:** B. Crouch will review the past schedule and present the BOF with proposed dates. **No action taken.**
4. **Old Business**
- a. **Discussion on adopting Chapter I of the Town Procedural Manual – Accounts Payable:** B. Crouch noted that this may not be necessary, as the auditors are no longer requesting it. **No action taken.**
5. **Any Other Business:** D. Webster noted that the teachers’ contract negotiations went well and a reasonable contract was ratified this week by the union.
6. **Adjournment:** **MOTION:** J. Wolkowski motioned and was seconded by A. Geer to adjourn. There was no discussion. P. Dorff abstained. All in favor; **motion carried.**

**Respectfully Submitted,**

**Keleigh Baretincic**  
**Recording Secretary**