

TOWN OF GROTON FINANCE COMMITTEE

Minutes of Meeting Held 6-15-10

Present: J. Prager (Chair), J. Cochran, M.Flynn, T. Sangiolo, V. Jenkins (Town Accountant and Recording Secretary)

Guests: A. Elliot (Board of Selectmen), M. Haddad (Town Manager), G. Green & C. Lippman (applicants for FinCom appointment), D. Pitkin

The Chair called the meeting to order at 6:20 PM. The Committee considered two reserve fund transfers due to anticipated shortfalls in the appropriation line items:

- Information Technology Department, Salary Line Item: \$108. The shortfall is due to a calculation error. The new I.T. Director was hired mid-year and initial calculations through year end contained an error. Mr. Sangiolo moved, and Mr. Flynn seconded approval of the transfer from the Reserve Fund to the IT Salary Line item. There was no discussion. The motion carried unanimously.
- Highway Department, Wage Line Item: \$2400. The shortfall is the result of errors in the original budget for FY 2010. The base rates for two full-time employees were inaccurate. The total shortfall of \$4600 is offset to some extent by unused overtime allowances. The remaining shortfall requires a transfer. Ms. Cochran moved, and Mr. Flynn seconded approval of the transfer from the Reserve Fund to the Highway Wage line. There was no discussion. The motion carried unanimously. Ms. Jenkins will review the FY 2011 budget to assure that the base rate errors have been corrected going forward.

Mr. Haddad updated the Committee on the estimated year end figures for the snow and ice budget. After replenishing the salt and sand supplies to assure readiness for next year, the final deficit will be approximately \$100,000 which is about half of the original estimation for FY 2010. Mr. Prager acknowledged the information and noted that the FinCom wants to begin a review of spending patterns for all line items in preparation for the development of the Fiscal Year 2012 budget.

Mr. Green and Mr. Lippman were introduced as volunteers interested in appointment to the Finance Committee. Mr. Prager and Mr. Haddad explained the Committee duties in general terms, including the Committee's role in formulating the annual budget and presentation to town meeting, and the Committee's responsibility for the Reserve Fund. Mr. Lippman asked about time commitment, which was explained as one meeting per month, increasing to two per month during budget season (November through March) and one or two Saturdays in late winter to finalize the budget for Town Meeting. In addition, each FinCom member is assigned to be liaison to several departments. Depending on size of the department and budget needs, this adds variable time to the annual commitment.

The minutes of previous meetings were reviewed:

- Meeting held 4/6/10: Ms. Cochran moved, and Mr. Flynn seconded approval of the minutes as submitted. There were no corrections or additions. The motion carried unanimously.
- Meeting held 4/24/10: Mr. Sangiolo moved, and Ms. Cochran seconded approval of the minutes as submitted. There were no corrections or additions. The motion carried unanimously.

The next meeting of the Committee is planned for July 6, 2010. Ms. Jenkins will contact the absent members to assure a quorum is available. Agenda items will include at least election of officers and the Committee schedule for the future.

At 6:445 Ms. Cochran moved to adjourn the meeting; Mr. Sangiolo seconded. The motion carried unanimously.

Respectfully submitted,

Valerie Jenkins, Recording Secretary