

**TOWN OF GROTON FINANCE COMMITTEE
MINUTES OF MEETING HELD 12-8-2010
(7:00 PM First Floor Conference Room, Town Hall)**

PRESENT: Jay Prager (Chair) Steve Webber, Robert Hargraves, Mike Flynn, Peter DiFranco, Tom Sangiolo. Valerie Jenkins (Town Accountant, Recording)

ABSENT: Joe Crowley

GUESTS: Patricia Dufresne (Accountant-in Training)

Documents available: Budget to Actual Report, November 2010

Mr. Prager called the meeting to order at 7:02 PM

Approval of Minutes: Approval of the minutes of the meeting held on Nov 23rd passed by unanimous vote, after a motion from Mr. Sangiolo, and a second from Mr. Hargraves.

Fiscal Year 2012 Budget and Fiscal Year 2011 Year to Date reviews: The FinCom discussed its plans for Fiscal year 2012 budget review and recommendation. During the discussion, the FinCom reached agreement on the following components of the review:

1. During Departmental Reviews, managers will be asked to bring documentation of actual expenditures for FY 2010 (complete) and FY 2011 (partial, to date). The documentation should be subtotaled into detailed categories (fuel, vehicle repairs, training, uniform, books, etc.) that apply to that department. Both Ms. Jenkins and Ms. Dufresne confirmed that for the larger departments, such detail already exists within the departments, usually in the form of a "Quickbooks" report. Mr. Prager took the action item to inform Mr. Haddad that such a request will be forthcoming, and confirm the amount and categories of expense details needed. He will have this discussion after the FinCom receives the budget book from Mr. Haddad on January 3rd.
2. The FinCom will review some, but not all, budgets in detail during one or two Saturday meetings at the end of January and/or the beginning of February. The first of these meetings will take place on Saturday, January 22nd, and will tentatively include Fire, Police, DPW, Dispatch, and the Library. Another meeting is planned for February 5th. At present it is not confirmed which, if any, departments would be asked to attend the February meeting.

There was additional discussion centered on the methods by which general expense subcategories could be standardized across departments, and whether or not the Accounting Office should enter expense detail at the subcategory level to make future data gathering easier. Ms. Jenkins noted that, although the accounting software has the capability to hold this kind of discrete data, the operation does not currently work that way. An exhaustive analysis of the type the FinCom requests was done last year, that incorporated five years of retroactive data, plus the current year. She suggests that FinCom review that data first.

The FinCom also discussed consolidation of expenses in order to take advantage of reduced unit cost for larger volume. Ms. Jenkins noted that the phone costs are already centralized and a plan is place for

centralized office supplies. Both car fuel and heating fuel are bid for all departments in the aggregate. The FinCom will continue to develop suggestions for savings as the FY 2012 budgets are reviewed.

The meeting adjourned at 8:35 PM by unanimous vote after a motion from Mr. Webber and a second from Mr. Hargraves.

Next Meetings: The next regular meeting is January 4, 2011, at 7:00 PM, in the second floor meeting room at Town Hall. The FinCom is also scheduled for at least one Saturday meeting on January 22, 2011, and a tentative meeting on Saturday, Feb 5, 2011.

Respectfully submitted,

Valerie Jenkins
Recording Secretary