

TOWN OF GROTON FINANCE COMMITTEE

MINUTES OF MEETING HELD 8/2/2011

Present: J. Prager (Chair), M. Flynn, J. Crowley, G. Green, S. Webber, P. DiFranco, V. Jenkins (Town Accountant, recording), P. Dufresne

Absent: R. Hargraves

Guests: None

Documents Available: Schedule for Fall Town Meeting
Year End Report: Groton Pool and Golf Center

Mr. Prager called the meeting to order at 7:15 PM. The minutes of the meeting held 6-28-2011 were approved by majority vote (3 in favor, 0 opposed, 2 abstentions) after a motion from Mr. Green and a second from Mr. Flynn.

Election of Officers: The following officers were elected for the next year:

Chair: Jay Prager (motion: Mr. Webber, second: Mr. Green. 5 in favor, 1 abstention)
Vice-Chair: Gary Green (motion: Mr. Webber, second: Mr. DiFranco. 5 in favor 1 abstention)
Recording Secretary: Val Jenkins (motion: Mr. Prager, second: Mr. DiFranco, unanimous)

(Mr. Crowley arrived at this point.)

Groton Pool and Golf Center Year End Report: The FinCom reviewed a report of revenue vs. expenses for the 8 months the department was in operation for Fiscal Year 2011. There is still some debate as to whether estimated costs of overhead should be included when evaluating the overall cost of running the department, so totals were provided both with, and without, health insurance, retirement and general administrative costs. There was also a one-time source of revenue from closed banks accounts that affected the totals for FY 11 revenue. The department ended the year in the black with final totals of between \$4000 and \$32,000 depending on which elements were included in the analysis. The FinCom is aware that the report is without the benefit of input from the Department Manager. To that end, the Committee asked the Secretary to invite Mr. Whalen to their next meeting, planned for September 13th. Some items for discussion include:

- A review of membership: number of members, where they come from, are there more or less than last year?
- How are the camp and pool programs going? At least one member has noted fewer users in and around the pool than previous years. Does that reflect a change?

- \$22,000 was left of the appropriation for expenses. How was this money saved? Do the savings represent, in part, the labor provided by a volunteer group whose contribution was mentioned at the Selectmen's Meeting last night?
- The FinCom would like to review needs for general repairs and capital improvements.
- The Committee would like to improve its understanding of cash flow through the months. The numbers for July and August should be available by the September meeting. Do these numbers meet the Manager's expectations? What does the revenue mean for the rest of FY 2012?

Information Technology Services: Mr. Webber suggested meeting with the Town Manager and the IT Manager, as well as representatives from the Finance Team to review the use of technology as it relates to better efficiency and cost savings. He noted that technology advances had made a difference in the Accounting Department, where most of the data entry had been manual before purchasing new hardware and software eight years ago. He believes the FinCom should review extending this efficiency to other areas of both Finance and other departments. Ms. Jenkins will notify the Town Manager of the request.

The meeting adjourned at 7:45 PM.

The next meeting is scheduled for September 13, 2011 at 7:00 PM in the First Floor Conference Room.

Respectfully submitted,

Valerie Jenkins
Town Accountant