

MINUTES
FINANCE SUBCOMMITTEE
GUILFORD BOARD OF EDUCATION
JULY 14, 2008

IN ATTENDANCE:

FINANCE SUBCOMMITTEE MEMBERS PRESENT – Keith Bishop, William Bloss, Louis Iorio, Alan Meyers, and Kathy Nolan. Ted Zuse joined the meeting in progress.

BOARD OF EDUCATION MEMBERS PRESENT – Mary Beeman

BOARD OF EDUCATION STAFF – Thomas Forcella, Andy Potochney, Clifford Gurnham and Linda Trudeau

The meeting was called to order at 6:30 p.m.

Mrs. Beeman reviewed the financial report for June 2008. Mrs. Beeman commented on the status of the seven major categories of the budget and noted that the transfers that were approved at the Board's June 30, 2008 meeting were reflected in the report. Mrs. Beeman reviewed the warrants for June 2008. The invoice for Don Morrison, Inc. for the radon mitigation at Lakes was discussed. The use of contracted services for Special Education was discussed. Dr. Forcella noted that he would be meeting with Dr. Brett to discuss options to reduce these costs.

Dr. Meyers stated that the question might be asked regarding whether the salaries budget was over-inflated to cover over-expenditures. Mr. Potochney stated that the budget was not over-inflated and that funds were available in this category due to the partial payment of the early retirement in the previous year and from savings from the hiring process. Dr. Meyers suggested that a schedule should be prepared to show why the funds were available to cover the over-expenditures.

Mr. Potochney stated that bids for electricity were received in June and that based on the recommendation from Bay State Consultants he recommended to Dr. Forcella that the District should accept the bids. Dr. Forcella entered into a contract with TransCanada for four years starting January 1, 2010. The risks and benefits involved with the contract were discussed.

Dr. Forcella stated that a meeting was held with Thomas Terribile, Chief of Police, to discuss security in the schools. Dr. Forcella stated that a proposal for the security plan would be done by the next Board meeting. Mr. Zuse requested when a five-year plan for security would be done. Dr. Forcella stated that it might be done by budget time.

Mrs. Trudeau stated that the Board's agenda included for possible award a bid for SmartBoards and training. She stated that four companies submitted bids and the low bidder was CBS of Newington, CT. Mrs. Trudeau added that CBS was the low bidder and that the Technology Department was very satisfied with them. Mrs. Trudeau stated that the Board would be requested to award the bid to CBS. It was noted that the funds for the purchase of the SmartBoards would be from the Technology Lease. Mrs. Trudeau stated the technology lease documents were almost complete and that she is expecting to receive the lease for the Town and Board's signatures within the next week.

Mr. Potochney discussed the request for consideration of additional personnel for the Facilities Department. Mr. Potochney stated that with the additional duties being requested of Mr. Gurnham, especially during the summer months, a supervisory person for the buildings to oversee getting the buildings ready for the start of school is being discussed. Options for obtaining assistance for Mr. Gurnham were discussed. The request for additional personnel for the Facilities Department was referred to the Facilities Sub-committee.

A discussion of air conditioners for Adams Middle School was held. Options for types of air conditioning were discussed. Funding for the air conditioners was also discussed.

Mr. Zuse discussed the use of a “sinking fund” to help expedite facility projects. Mr. Potochney stated that a capital and Non-recurring fund could not be funded with bond proceeds due to a time limitation to spend bond funds. If bond funds are not expended within time frame it becomes a taxable issue. Mr. Potochney also noted that the CT General Statutes states that funding a Capital and Non-recurring fund must be from current funds from the budget or from Fund balance. Mr. Zuse questioned if bond funds could be used to reimburse the Capital and Non-recurring fund. Mr. Potochney stated he would research if this would be a feasible option.

Mr. Potochney noted that the next regular Board of Education meeting is scheduled for 6:00 p.m. on August 11, 2008 and questioned when the Finance Sub-committee would be meeting. Dr. Meyers stated there would not be a Finance Sub-committee meeting in August.

The meeting adjourned at 7:30 p.m.
Respectfully submitted,

Linda Trudeau
Accounting Manager