

Guilford Board of Education  
Finance Subcommittee Meeting  
Guilford High School, 605 New England Road, Guilford, CT  
Monday, January 10, 2011

BOE Members Present: Keith Bishop, Bill Bloss, John Ireland, Alan Meyers, Chris Moore, and Susan Renner  
Tom Forcella, Andy Potochney, and Linda Trudeau

BOE Staff Present:  
Mary Beeman, Barbara Dudley, and Ted Zuse joined the meeting in progress.

The meeting was called to order at 6:35 p.m. by Dr. Meyers. Due to Mrs. Beeman's absence, Item 2 – Discuss Food Service Evaluations and Plans was discussed first.

**1. Discuss Food Service Evaluations and Plans**

Mrs. Trudeau told the subcommittee that she recently met with the Rochelle Group to discuss the implementation of their action plan and that they are anxious to begin. She also explained that their action plan is a working document and as such the timeline will more than likely change several times. Mr. Potochney reported that based on Rochelle's estimate, their invoice to the District will be around \$17,000, which can be financed through the fund balance in Food Service. Mrs. Trudeau also noted that both she and Mr. Potochney will be given a monthly report of their progress once the program is implemented, and they in turn will report quarterly to the Board of Education.

**2. Review of Monthly Reports**

Mrs. Beeman was this month's reviewer and noted that there were no out of the ordinary expenditures. She mentioned that the salary line item was low due to a larger payout due in January. She also told the subcommittee that our electricity expense is about as good as can be expected. The subcommittee also discussed an Energy Task Force Grant shared with the town for lighting and refrigeration projects taking place at the high school and Adams.

Dr. Meyers inquired if any savings might be available through the use of sensors on our outdoor lights. He mentioned that the flood lights were on at Guilford Lakes over New Year's weekend in the middle of the night.

**3. Discuss 2009-2010 Audit Report**

Mrs. Trudeau reported that the auditors found no weaknesses in controls and that she and Mr. Potochney would be able to answer questions tonight or via email.

**4. Update on Medical Benefits Account**

Mr. Potochney distributed a benefits report. He explained that the deficit fluctuates on a monthly basis and that right now there is an approximate \$12,000 surplus in this account. Mrs. Trudeau told the subcommittee that one employee claim has reached the cap and that there may be a couple of others nearing that threshold. Teachers have already been notified of the opt out provision for next year's contract and Mrs. Milroy will also be contacting them with this information.

**5. Old Business**

There was no old business to discuss this evening.

**6. New Business**

Mr. Ireland distributed a draft space renewal plan for the subcommittee to see the scope of work to be done in the district both with the projects the high school and without. He explained that with the high school excluded the work there would be significantly less expended for the first several years. The subcommittee discussed several possible scenarios for funding future capital programs. Mr. Ireland also explained that once these types of projects begin, cost estimating becomes much more accurate.

Before adjourning, Mr. Ireland introduced his guest, Mr. Rafi Taherian, the Executive Food Director at Yale University. Mr. Taherian told the subcommittee he has been involved in our food service evaluation and that he would be willing to volunteer his expertise. He feels our program issues can be resolved quickly with little money spent.

The meeting adjourned at 7:30 p.m. after a motion was made by Mr. Bloss and seconded by Mr. Bishop.

Respectfully submitted,  
Jill Del Gobbo