

GROTON BOARD OF EDUCATION  
FINANCE/FACILITIES COMMITTEE MEETING MINUTES  
NOVEMBER 21, 2016 @ 6:00 P.M.  
CENTRAL OFFICE, ROOM 11

**Members Present:** Jay Weitlauf, Katrina Fitzgerald, Gary Baker

**Also Present:** Michael Graner, Kevin Trejo, Don Meltabarger

Chairman Weitlauf called the meeting to order at 6:03 p.m.

1. Approval of the October 17, 2016 Minutes - the minutes were approved as presented.
2. Business Manager Report
  - Object Code Summary - Don Meltabarger reported the budget has an unexpended balance of \$182,599.
  - Health Insurance Report - Don reported that the account for the months July through October shows a balance of \$116,503.
  - Magnet School Transportation Grant - Groton receives an annual grant of \$208,000 (\$3,000/magnet school student).
3. Director of Buildings and Grounds Report
  - Update regarding the CIP - Dr. Graner reported that Sam Kilpatrick met with the town engineer; the town indicated their staff will be able to do the planning for the Mary Morrisson parking lot. The work will be done when the town replaces its surveyor.
4. Preview of the 2017-2018 Budget
  - Projected overview - Don Meltabarger and Dr. Graner presented an initial draft of the FY18 budget noting several accounts are still in question. The initial projected increase was 4.9%; however, several accounts are anticipated to be reduced significantly. The Finance/Facilities Committee thought it was important to begin with a complete picture of the district's needs and then follow a transparent budget development process which will show the reductions made by the Board.
  - Non-union salary projections - The Committee recommended, for planning purposes, that the budget include a 1.5% increase for non-union employees.
  - Budget Mailer - Katrina Fitzgerald will work with Rebecca Beyus to develop a budget mailer in the coming months.
5. Discussion & Possible Action re: Construction of the FHS Greenhouse - Dr. Graner reported that the Carl Perkins grant officials approved the use of \$27,000 of the grant for use in the construction of the greenhouse. Dave Daigneault and some students will attend the November 28 Board meeting where the item will be on the agenda for approval.
6. Update re: the Central Office Personnel Health Savings Account Transition - Dr. Graner reported that he and Laurie LePine met with Central Office staff and informed them that the health insurance for Central Office employees will transfer to an HSA/HDHP effective 7/1/2017.

The meeting adjourned at 8:15 p.m.