

Tolland Board of Education
Finance and Facilities Committee Minutes
February 4, 2020

Members Present: Dr. Walter Willett, Christine Griffin, Jacob Marie, Renie Besaw, Dana Philbin
Others Present: Mark McLaughlin – Business Manager

Meeting called to order at 5:09 pm

1. Review of potential items to be capitalized
Discussed expenses in line items 422, 430, 731, 733. It was determined that most items included did not meet the definition of capital utilized in the municipal capital budget process. There were \$9,444 in tech services that Dr. Willett identified as non-recurring and could possibly qualify under the technology provision of the ERF (Educational Reserve Fund). They will be removed from the operating budget. Committee discussed the process for capital requests and asked the superintendent and/or his designee(s) to review items that we felt should be able to be capitalized (e.g. tables and chairs) with the Town Manager and Town Council to gain a better understanding for future budgets.
2. Discussion on Health Insurance
Dr. Willett explained the process with Lockton, the benefit consultant, and how the reserve is funded, what the requirements are to determine the expense and how we were able to save a total of 171,387 for FY21.
3. Review of FICA
Reviewed with Dr. Willett and Mr. McLaughlin the calculation of FICA. It is a system generated number based off of salaries. Committee asked for further clarification of which employees are included in the 6.2% and the 1.45% brackets. Calculation seemed high based on the FY 18/19 numbers. Current year projection as of 12/31/19 has the account under budget by \$107,107. Dr. Willett and Mr. McLaughlin will review the calculation.
4. Review of Salary schedule
Discussion regarding vacant positions, 4% salary increases for 'individual contract' employees, review of 'extra' custodian on the schedule which Dr. Willett and Mr. McLaughlin will look at.

Meeting was adjourned at 6:46 pm

Respectfully submitted,
Christine Griffin