

MINUTES
WATERTOWN BOARD OF EDUCATION
BUDGET & FINANCE COMMITTEE MEEETING
Wednesday, March 21, 2012 – 6:00 PM
John Trumbull Primary School
Special Ed Conference Room

Members Present: Mr. Guy Buzzannco
Mr. Richard Mazzamaro
Mr. Thomas Lambert
Mr. David Guerrero
Mr. Raymond Nardella
Mr. Eric Berthel

Others Present: Dr. Gail Gilmore, Superintendent of School
Ms. Karen Clancy, Business Manager
Dr. James Collin, Assistant Superintendent of Schools
Other interested guests

A. Convene Regular Meeting – 6:00 PM by Guy Buzzannco

Guy Buzzannco – I would like to call this meeting to order of the Budget & Finance Committee. I would like to turn the meeting over to Dr. Gilmore and particularly will focus on two key areas of that related to the budget. The first being the Superintendent's recommendation on the reduction of positions in the 2012-2013 Budget should in any way affect the project the medical insurance expenses for the 2012-2013 year, and secondly, what the potential would actually be of the most recent analysis of the rolling twelve months claims experience with medical claims. So Dr. Gilmore, I will turn it over to you for an overview and focus on those issues tonight.

Dr. Gilmore – Thank you Mr., Buzzannco and good evening. It's great to have everyone here. It is great to have you all here. I truly appreciate all of the work you have done so far, and once again thank you.

Tonight's meeting, we will answer any and all questions you may have regarding the 2012-2013 budget. As you know, I will provide a presentation to the Finance Sub Committee tomorrow evening and to the Town Council and I will be providing them with the PowerPoint that I gave on January 19 and I will be adding an additional slide which I will be reviewing. I will also provide the Town Council members the February 27, 2012 document and the Operating Budget to all council members for their review tomorrow evening and this of course provides the totals and description, the 2011 figures, the adopted 2011 figure and then the recommended 2012-2013 Budget and of course the budget change and the percentage change. This would be in areas of salaries and wages, employee benefits, professional services, utilities, maintenance

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services and student tuition, transportation and other services, supplies and materials and equipment, and equipment and capital outlay, and in closure, we will propose a budget change of \$1,371,850 which will be 3.83%.

So there were a few questions brought to our attention, which we would like to address and provide discussion.

Regarding the 11.6 reduction positions and the current medical benefits, we were advised against going forward by your Agent Tom Kowalchik, Frank Nardelli and Karen Clancy. All of them said it was way too risky at this preliminary time to look at that reduction. So I am certainly always looking at my cabinet for their recommendation as well as the Town Manager and Tom Kowalchik, our agent.

Guy Buzzannco-The general thought is there was some logic at some certain high high level that if you reduce your number of positions, in this case, let's just look at the professional, certified positions, the next reduction is 8.6. You've got somewhere around 400 folks employed in teaching positions in the district of roughly a 2% reduction, the logical thing would be for me to say can we reduce our associated medical line by 2% because you don't have claims from that population. I think what you are saying that while there is logic behind that, the fact of the matter is, you can't predict the certainty with the impact of the headcount what a position reduction would be on the medical in the long term. I can ask you Karen to kind of elaborate on that, and then we can get the discussion going here because there is some uncertainty about that.

Karen Clancy – Sure – I will start by saying because we are self-insured, that's really the bottom line issue. If we were a fully insured program, we would pay so much a premium per employee per year regardless of what those claims are for those individuals. So, if it was \$15,000.00, that would be our responsibility, very cut and dry. If we were to take ten reductions, we could take ten corresponding reductions in health insurance. Because we are self-insured, it's based on claims. You don't know what claims are for each individual person, could be by dollars or it could be \$50,000.00. So the bottom line is when you have reduction in staff, you can number 1 offer them COBRA, you have to offer them COBRA, if it's a reduction reduction. So they stay on as our claim, we are still responsible for them. If they become a retirement instead of a reduction where we are letting them go, that too, they stay on as a retiree. We are still responsible for their claims.

Thomas Lambert – While you are on that. The claim, the cost of the insurance, do we subsidize any of that when they're on COBRA, any part of that cost.

Karen Clancy – They pay the cost of the insurance, we pay their claims.

Thomas Lambert – They pay the total cost of the insurance.

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Karen Clancy – Correct, right exactly. So it's really hard to say, you know, fast and hard that you can do your reduction. It's risky. You certainly can take a reduction and Tom Kowalchik said that at the conference call we had with him at one of our meetings, but it is still risky and I gave an example to Dr. Gilmore and Dr. Collin this week that we had a custodian who actually retired. He's got medical problems, he really shouldn't retire, he's 55 and he chose to retire, he cannot work any longer. He's staying on as our claim. He will be our reduction. We had a custodian on the table as a reduction. He will be that reduction. So bottom line, there will be movement around, we don't know if that is the actual position, but it is a reduction, but he still stays on as our claim. He did originally retire. He didn't realize he was eligible.

Eric Berthel – In reality as an example, don't we end up with an increase in expense because you are going to replace the custodian, you are going to have a new employee that's on with new claims potentially and you have the retiree that we are still carrying to the extent of a retiree. So the reduction, elimination or resignation or retirement of this one custodian, we actually have an increase.

Karen Clancy – Well, technically you would but because we have a custodian cut from the Budget 2012-2013, but technically you are correct. That would be a correct way of thinking if we didn't have that on the table.

David Guerrero – The nature of COBRA is temporary, correct. I mean, I left my last job. I had the option of COBRA. I expect to find a job soon. I hope that it takes less than a year to find a job. So most COBRA relationships would probably last not a full year of medical benefits.

Karen Clancy – It could, but you have to offer it up to 18 months, unless that changed, yes.

David Guerrero – If we have 8.6 professional reductions and 3 non-certified, one practice is to say, we're not going to take any reductions benefits at all. So right now, our assumptions are that every single one of those reductions is either going to take COBRA for a year or retire.

Guy Buzzannco – Not mine.

David Guerrero – So that is the assumption I see. So you have two different scenarios. You can take the 100% savings, which we are not doing, and I don't advise of doing either because it is too risky, or the other end is taking no savings at all which I don't advise either. Our best business practice would be is to take the average. Whenever you are setting a budget, I mean we have supplies items, we don't know if it is going to over or under. We have salaries, we don't know if someone is going to work overtime over or under. For us to say we are not going to see any savings at all, I question that. I have also reached out to Frank and talked to him about how they would put the Budget. I am not sure if he confirmed it was too risky because indeed he said that if he is reducing an employee, he would take the benefits out. I am not sure if Frank is endorsing it. I talked to him last night and he was pretty adamant that he would take a reduction

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in his benefits if he was reducing a policeman, his benefits would reduce too. But the logic saying that employee expenses go down 2% and benefits will go down 2%, that's not what I mean. You can't live like that. They are two different numbers.

Guy Buzzannco – When you say you take an average, what do you mean by average?

David Guerrero – I'm saying let's take a conservative approach and say each teacher is the only person under an insurance policy. They're not married, they don't have four children, let's take a conservative approach, and if I do calculations, it may be rough. But let's say from \$15,000.00 a year per teacher, if you have 11.6 reductions, now this is an average that is about \$150,000.00 of a conservative number of benefits reductions we can see. If you wanted to add a spouse or other children, that number goes to 3 or 350. So I don't think we should burden the tax payers or even jobs. These are jobs that we cannot reduce and put the money back into a job. I don't think that it is fair for us to say we are going to take that money and use it in a risk and say we may use it and we may not. We need to work now in figuring out how much insurance savings we are going to have and even if it is a conservative approach, we have to have some savings. It's one thing to say 0 and it's one thing to say 100%, but it doesn't make sense to me on how you can say, we're not going to have any savings at all.

Guy Buzzannco – Let me ask you this. If you use an average, say \$150,000.00 so that's the pool of the total savings, we would on average that we are looking at.

David Guerrero – Being conservative, correct.

Guy Buzzannco – The opposite of conservative with a bigger family, the risk would be great.

David Guerrero – Conservative in the aspect that we want to make sure that we hedge ourselves against paying more insurance.

Guy Buzzannco – So let's work at \$160,000.00. If one or one or two of those 11.6 people stay on. There are benefits through their retirement indefinitely and going through COBRA, medical for a year and if they encounter a catastrophic medical situation for that one family, that can eat up that entire amount.

David Guerrero – And so could every other contract too. My thing is that when we go to Mr. Kowalchik, our insurance agent, I think he is the one to make that decision and what the risk factor is. Right now the rate he provides for us keeps the amount of contract flat. It does not include a reduction. If we go to our agent and say we expect to have an 11.6 reductions, he should make the call and say how much we are going to possibly save, and he did make the call when we had the call during that meeting. I remember him saying it is about \$15,000.00 per employee, but for us to say there is no savings at all, doesn't work for me.

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Guy Buzzannco - On that point, we talked to Tom recently and what he did advise in terms of making further reductions in anticipation of reduced headcounts.

Karen Clancy – He certainly said we could. I mean that would be our call. He said it that night at the conference call. I don't think he is going to go out on a limb and say take it or don't take it. Honestly, I don't.

David Guerrero – Also, from talking with Frank, and this is an independent person I talked to. I wanted to see what he thought. I also reached out to my uncle, who is in charge of finance for Norwalk, and he clearly said, if I have a reduction, I am going to take the associated service costs away. Even when I was working my previous job, you have a fully loaded cost. I know not every town, every company is self-insured, but you have to see some savings. It's not fair for us to say, we're going to take the money and it may go under, it may go over, we have to have some type of average. I don't want to do 100% and I don't want to do 0 either, but we have to have some medium, that's \$150,000.00. It could be even more if we do the calculations out that we are not showing a savings in the budget.

Richard Mazzamaro – So you say take a portion of the \$150,000.00.

David Guerrero – I'm saying a conservative approach would be to take the number that Mr. Kowalchik provided us. If we tell you that we are going to have an 11.6 reductions, based on your experience and professional knowledge, how much for reductions would you take out if we did agree to take it out. Take that number from him and that's what we should reduce the line by. It's a conservative approach and it's a number that he agrees to. Which seems to be the best practice that you would use, but it doesn't seem like the best practice to me to say we are not going to have any savings at all. When you look at our complete budget, I mean almost 80% of it is salaries and benefits, how can you not do more work on that. I mean that's all our budget. If we can't negotiate salaries or benefits or reduce them, then what else are we reducing?

Guy Buzzannco – The associated salaries and payroll costs associated with headcount and that's how we've achieved the savings. The lack of a crystal ball here makes it very difficult for all of us.

Karen Clancy – I just wanted to say in the conversation that I had previously with Mr. Nardelli, he did not say that to me. He said that he would take the recommended renewal and we talked even after we met in person and talked about it and then we talked on the phone and again he said, it is risky. The issue is the Board has gotten itself into trouble is exactly what he said when we've done that in the past. When we've taken reductions in the number of contracts, and bottom line, it ends up not being an actual reduction. So, again, that's risky.

David Guerrero – How much over the past three years, how much savings have we had in insurance from people retiring and from people taking COBRA? I mean how much has it gone

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up over the years? I am sure we have had people leaving, we've had people retiring. Have we had savings over the years and how much has that been over the past two three years?

Karen Clancy – Are you talking about the insurance fund. When we commit to a Budget, that's the amount we send to the Town, they manage the funds.

David Guerrero – The actuals come in over or under, right. They're never going to hit exactly.

Karen Clancy – They manage that. I don't see that.

David Guerrero – We don't know.

Karen Clancy – But, I can tell you, two years ago, we had to give the Town \$160, \$170, \$180,000. because we were short.

Richard Mazzamaro – They would like to maybe see what the claims are first before taking a reduction and if the claims come in lower, maybe then the conservative reduction can be considered or be taken at that point, but if they come in a lot higher, having taken the reduction, that would put us in a position to have to dig deeper in the Budget.

Eric Berthel – I have a question. As a homeowner and a small business owner at one point in the past, I was able to set up escrow type accounts for savings and covering the expenses of things that are going to be billable in the future and what not. Is there a way within our accounting and budget process to be sensitive to what David is talking about in recognizing some savings, but also being sensitive to the point we could pull our pants down, so to speak, that we could have a very high exposure if we have one or two bad claims. I realize that that doesn't necessarily affect the bottom line that goes to the Town Council for our Budget, but if there is a way we can somehow earmark what we anticipate savings might be conservatively or less conservatively and then at the end of the year, we've realized these savings and now that money is available to be put to use within our school budget or if our exposure was greater, but we've put aside the money and now we can pay it. We don't have to explain to anyone. Is there a way we can; I guess it is an escrow right of some sort?

Karen Clancy – It is a health insurance reserve fund.

David Guerrero - There is a reserve fund right now that is managed by the Town side and so if we were to ever go over. You said managed by the Town.

Karen Clancy – No, the health insurance fund is managed by the Town. A reserve fund is separate from the health insurance fund. Reserve is at the end of the year, you have money left in your health insurance fund, you can move it to the reserve and hold on to it for the years that you do have rough years and you have a shortfall.

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Eric Berthel – So, I don't know if there is an answer to what I asked or not from the finance side of the table here. Would that be a common practice or is that something really unusual to go and say we think we might have some anticipated savings because we think we will have staff reductions 11.6 staff, but we are not taking off what we are asking the taxpayers to pay when we submit the budget, we are just saying if we do realize the savings, we've accounted for it? It just hasn't gone back into the general budget.

David Guerrero – I'd rather not have the taxpayers put their money in an account just because we...the procedures to go through who is going to bump and who is going to retire should have been done by now and June is going to be here before we know it, and if we are going to present a budget and we are going to have a budget, then we should know exactly who we think those people are going to be, how it's going to play out. I think deep down we know that a lot of these reductions probably will be bumps. We are not willing to go forward and say there are going to be layoffs because we know the majority are not going to be layoffs. So we have an idea and we know our profile and we have to know our profile, how many teachers are going to retire, how old they are, how many children they have. That should give us some comfort as to how this scenario is going to play out.

Dr. Collin – I would say that we have that progress under way. Folks have been informed and that informational process will become more formal over the next few weeks, but there will be reductions, there have been reductions. We will have fewer FTEs.

David Guerrero – Reductions or layoffs.

Dr. Collin – There will be layoffs then, let me put it that way. The other thing that I must say, from my perspective, what our insurance agent does and does for the Town as well is take a look at a 12 months claims history and what it says over those 12 months, these have been your costs and from that information, it projects and advises us as to what we should budget and that's what we currently are doing. It is not his job. So this is more about the 12 month history then it is about 11.6 employees.

David Guerrero – Those are based on a certain number of contracts.

Dr. Collin – Well, then let's be real clear that there is a fixed cost associated with each contract that is very modest.

Karen Clancy – It's about \$17,000.00 in total.

Dr. Collin – So that is fixed and you can bank on that per contract. Although folks who exercise their right to retire or elect COBRA, there would still be a contract and there would still be a cost there. That's fairly minimal. The big picture here, what best practice in the insurance industry states, is look at your 12 months claims history and adjust accordingly month by month. One of

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the risks that is extreme, and you may have read about them in different districts, and it can happen, when you follow your agent's recommendation and fully fund your insurance. It can still happen that you are underfunded, which is what Karen was saying a few minutes ago. So when you see that happening, you watch it. It's July, it's August, September, October, November, big claims months, and you monitor it and you say this is beyond what we projected, we need to put a spending freeze on, and you hope that that spending freeze helps you meet that extra costs. If you cannot meet the extra costs with a spending freeze, you are talking about, and this does happen, a midyear request to the Town for the expenditure that is often met with No from the Town and it often says balance it on your side, and now in the school system, you are talking about huge disruptions. You have already said, your spending freeze can't cover this, the Town is saying they can't cover this, so you are talking about combining classes, creating study halls, eliminating elective offerings. That's rare because we get the advice from agents that are looking at a 12 months history and we follow it, but that does happen. That's a very disruptive process to go through.

David Guerrera – Average is going to get risk at the end of the day. That's what averages are for. It's never 100% certain but for us to say that we have reductions just doesn't jive with me. I would always like to have an alternative. If that's not going to work with everyone, then I would like to see that reduction move to another account and that move to salaries. So let's say we have a \$150,000.00 possible savings, let's say we're not going to reduce two or three of the positions and at the end of the day that insurance cost does come in higher than we expect, the money is still there in the budget, and we are making a conscious effort to say yes logically this insurance is going to be less, but that money is now in salaries. So we are never going to lose that money, but that money is now in salaries. So we're never going to lose that money, we're still going to get it, but it's making us be more disciplined and saying instead of having 11.6 reductions, we are actually going to have 9.6 or 8.6 because from those savings, we are moving it to the salaries account.

Guy Buzzannco – Where's the money?

David Guerrera – The money is the savings and if it doesn't work, then we have to make a drastic decision to say, we had originally anticipated an 8.6 reductions, we are going to have to have 11.6 to make up the extra costs for insurance.

Thomas Lambert – But there may not be a savings.

Guy Buzzannco – You are taking that money you are saving and turning it into a paycheck, right?

David Guerrera – By the time June comes around, I think we will have a better idea and we will know by then what the true story is. At least it is not reducing the income from the taxpayers, but that money is being set aside to the salaries account. I think it's a medium, but I don't see it

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any other way. It's not saying, if we run into a situation where we have to pay the insurance, the money is still there and we have to take from the salaries account. At least, let's be disciplined in saying we are going to see a reduction and it's going to have to go into this account.

Karen Clancy – If I understand you correctly, you are saying that we should leave the health insurance budget as it is. What we have in there right now, leave that dollar amount, but take out the corresponding reduction, what is an average or whatever of about \$150,000.00 and move it somewhere else and hold on to it until we see how claims are. The issue is, what we commit to the Town for health insurance, that whole amount goes over there. So unless Frank agrees to us doing that, and watching our claims and allowing us to reduce it, that would have to be a discussion with him. Because we do confer and I make sure that he's okay with what we're budgeting based on the renewal. So, if he agrees to that, that's a discussion.

Richard Mazzamaro – Is there ever money given back to the Board? Does he ever come back at the end of June and Frank says, "Hey guys guess what, good job!"

Karen Clancy – No, never.

Richard Mazzamaro – That's my concern, we budget that amount, they're going to take it, even if there is savings, and if there is savings, it probably just goes into their savings.

Karen Clancy – That is what happens. If it is a bad year, they should take that on as well. Ideally, that's how it works.

Guy Buzzannco – Two separate points – Tom Kowalchik recommended that we accept and not alter and Mr. Frank Nardelli in your conversation with him endorsed that.

Karen Clancy – Yes.

David Guerrero – Mr. Kowalchik said, when I was on the phone, that some districts choose to take the reductions and some don't. I don't think he endorsed it either way.

\Karen Clancy - He said we could take a reduction.

David Guerrero – But he didn't endorse it. And from my conversations with Mr. Nardelli, which may be different, we can discuss this tomorrow night, he was very adamant that we should have a reduction. So, just to clarify, Mr. Kowalchik didn't endorse it and from my conversation with Mr. Nardelli, he didn't, and in talking to other towns and seeing what they would do in this situation, they also endorsed a reduction out on an average.

Guy Buzzannco – Does he endorse the current renewal?

David Guerrero – He endorses the renewal at the current amount of contracts. But in regards to the amount of contracts if we're going to have reductions, he says it's up to you. Do you want to

put those reductions in, I'll give you a new rate. Of course, he endorsed his own rate. He's basing it on 442 contracts. He's not basing it on 11.6 reductions.

Guy Buzzannc – He's probably basing it on the same reason why I wouldn't make a change because you don't have a crystal ball, you don't know what expenses you are going to incur. Even with rolling 12 months history of claims, it's still a window into the past. I don't want to talk about my personal situation and what I went through is, but I never had any serious problems at all and last year spent out of my pocket \$125,000.00 in one year, one person. So I may have a heightened sensitivity to all of this. It certainly influences a lot of my thinking and aligns with what I am doing and what you folks are doing and Tom and Frank's concurrence with that.

Richard Mazzamaro – At the end of the day, I hear what Dave is saying and I think I would tend to agree though, I mean we have people who do this every day and I hear the savings and I hear the potential. I would like to know what the claims are at the end before any reduction is made. I'm not a professional, I would like to listen to people who do it and take the advice of the people who do this.

David Guerrero – His advice, they are two different things, they are apples and oranges. His advice is based on the amount of contracts we are going to have. We are not telling him that we are going to have 11.6 less contracts. So I agree with him and I take his word and that's his opinion. But it is two different things when you say we are going to have an updated 12 month average. Let's say he comes to us next month and says the insurance claims are around 200K. I am still going to say I want to see a further reduction. Because that is at the flat contract rate. Even if you look overall, we have no additional hires this upcoming year. We have 11.6 reductions but we still see a 6.7% increase in employees and benefits and we're only seeing a 4.1% increase in salaries and wages. This conceptually seems kind of high. I understand insurance is going up, but just in my head if you tell someone we're having a budget that's flat, we are reducing 11.6 people and it's going up 6.7%. Conceptually, it seems like it's going to be lower than that, and I don't think we are going to be in the situation where we'd be underfunded. It may happen, but just looking at the overall picture 6.7% is a large increase, it's going up more than your salaries and wages.

Dr. Collin – You have to think about all of the variables involved. In terms of the employees and the contracts that we negotiate with them, we can tell you exactly what the costs are going to be for those contracts to be implemented. We negotiated an increase and we know what it is and how many people we have. On the health side, you have far more variables. Even if claims, which is very subject to change. Medical practices, pharmaceutical industry, you name it, it's volatile. So the longer view you take, the more accurate you are going to be. I certainly appreciate your efforts, but if you start to make long term big decisions based on short term changes that you can quantify, you are likely to be off. Your best bet is to take that balcony long

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view. That's how it's done. It's interesting that we have different perspectives and different sources of information even if we are just talking to Frank Nardelli. We have to be cautious around the information we all bring to the table and really process carefully that information. It's good that we are meeting today and tomorrow night and Mr. Nardelli will be in the room.

David Guerrero – He won't be there tomorrow night. He never has been. He has never been to a Board of Ed presentation or Town Council, and I think this is the first time that the Town Manager will be there. I don't know why, but.

Dr. Gilmore – To come across as a total unit and we are working together with the Town Council that's why he is going to be there tomorrow night.

David Guerrero - I support him coming. I just don't know why Mr. Nardelli is not coming. Just to clarify, he won't be coming.

Dr. Collin – I don't want to be contentious, but I want to make sure that, I don't know if the Board Members agree with me or not, but last year we were at the Lecture Hall, joint meeting, Finance, Board, Town, Mr. Nardelli and Mr. Frigon were present.

Karen Clancy – And they were the year before at the Annex. I remember around the table with them.

David Guerrero – I'm telling you what he told me. There must be a misunderstanding. He told me in the past he wasn't there. That's my final point. I think we should leave it to the insurance agent to make his best estimate based on the correct numbers and right now 442 is not the number. We are not going to have 442 contracts with them. We are going to have less than that so I don't think his estimate includes the situation we are going to have next year. That's all I can say. I mean I bring it forward, I don't have the majority here, but I bring it here but I bring it to everyone and that's my recommendation.

Guy Buzzannco – 2nd issue is discussion as to the status on what Tom will be doing in terms of looking at the most recent 12 month window of experience with claims.

Karen Clancy – I did talk to him on Monday and he has not released the February claims or the 12 months including February. They do have the information, they have not compiled it. They will get it probably next week. He said it would probably not be before tomorrow. But up through January there was no change, no impact either way.

Dr. Gilmore – I just wanted to add this is a process and we have every opportunity before May 15 to make every possible change immediately. Mrs. Clancy will bring to this Committee all the information, pertinent information. You still need to remember it is preliminary, it's a process and every change for the betterment of this and we will provide for you all the information.

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David Guerrero – Mr. Chairman, how do we move forward with this issue that is still on the table with the decision whether we propose to reduce the insurance account by the amount of employees being reduced. I would like to make a proposal.

Guy Buzzannco – You can express that in the form of a motion.

David Guerrero – I would like to make a motion to reduce the benefits account for the 2012-2013 budget forecast to match the amount of reductions in salaries which is 11.6 full time employees. The amount is still to be determined but I think off rough calculations it's around \$150,000.

Guy Buzzannco – Is there a second to that motion.

No one Responded

Guy Buzzannco - Your motion has been defeated. Any other business?

Thomas Lambert – I have a quick question. Does the Town Council have a copy of the proposed budget.

Dr. Gail Gilmore – They will have it tomorrow.

Thomas Lambert – But they don't have it now.

Dr. Gail Gilmore – One member does, Mr. DiFederico. He asked for line items so I provided that to him.

David Guerrero – This is the budget that the Town Council Finance Sub Committee looks at. Mr. DiFederico was requesting line item, which means down to the detail. As of right now, he expressed that he doesn't have this information and he has other members that express interest. I think at the Board of Ed it may behoove us to see this detail too. Line Items by account. I think this is very useful. It adds up to the totals and so I would like to express that we have the Line Items detail and then from there we can provide Mr. DiFederico with that information.

Dr. Gilmore – I would like to provide that to the Town Council. I think it's very important for us as a unit to review the line items.

Karen Clancy – Did we provide the Line Items to the Town Council because I don't remember doing that?

Richard Mazzamaro – Generally, Town Council doesn't get involved in line items. It's a public documents anyway, if they request it.

Dr. Gilmore – The Town Manager will be reviewing the literature and Karen and I will be included in this process.

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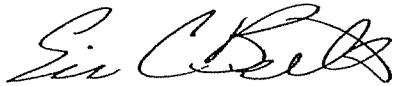
Guy Buzzannco – Asks for Adjournment.

Thomas Lambert Moves to Adjourn the meeting at 6:43 p.m.

Seconded by: Eric Berthel

Meeting adjourned at 6:43 p.m.

Respectfully submitted by:

A handwritten signature in black ink, appearing to read "Eric Berthel". The signature is fluid and cursive, with the first name "Eric" and last name "Berthel" clearly distinguishable.

Eric Berthel
Board Secretary

Deborah Jacobs,
Board Minutes Secretary