



# Town of Griswold

Board of Finance  
Special Meeting  
April 7, 2020  
7:00 PM  
Via Teleconference  
MINUTES



**1. Roll Call/Call to Order: The meeting was called to order at 7:09 PM**

**Board of Finance Members Present:**

Brian Baker – Chairman  
Scott Davis – Vice Chairman  
Gail Rooke-Norman  
Dan Webster  
Valerie Grills  
Alex Grzelak  
Steve Mikutel – arrived at 7:17 pm

**Also Present:**

Julie Marcotte, Director of Finance  
Todd Babbitt, First Selectman  
8 Other People

**2. Pledge of Allegiance**

The Pledge of Allegiance was not done as this meeting was held via teleconference.

**3. Old Business**

**a. Discussion and possible action on FY 20-21 budget.**

**1401 – Registrars** – J. Marcotte noted that the Contractual Temp line item increased due to the national election in this upcoming fiscal year. The Registrars would like to bring in help directing traffic at the Pachaug Town Hall. There was also a 2% salary increase included for both Registrars.

**2201 – Emergency Services** – J. Marcotte indicated there was a 2% raise included for the Fire Marshall and Deputy Fire Marshall. GVFD asked for a 1.5% increase in their line item and AA Young asked for 2%. QV Dispatch sent in an updated request of \$21,520. Retention & Recruitment includes a note regarding tax abatements. This was brought up by the Fire Chiefs. The BOS are not entertaining this idea at this time due to the fact that not all volunteers own property in Griswold which would mean some would enjoy the benefit while others would not. It was asked if the Borough covers any of the AA Young budget. T. Babbitt indicated that the building is maintained by the Borough but all other expenses are paid by the Town.

**3301 – Building Department** – D. Webster recused himself from discussion on this department. It was asked about the Service Contract/Leases increase due to Accucom Permitting software. This is new software that was added this fiscal year, the increase in this line item is just the yearly service agreement. It was asked about overtime for the Building Official. T. Babbitt indicated that the cost is for call outs of the Building Official. For example, if there is a fire in Town and the Building Official is asked to come to the scene and give an opinion on the structural integrity of the building. The Building

Official is paid a minimum of two hours overtime per union contract.

**1201 – Selectman** – It was asked about the justification for the Human Resources Director. T. Babbitt responded that the position will be shared between the Town and the BOE. It was also asked about the Contractual Temps line item. This additional cost is to cover the addition of a committee secretary for committees in the Town that do not currently have one (i.e.: Ordinance Committee). The Technology Maintenance line item was increased due to the fact that this line item is one that goes over budget every year. The Grant Writer money is to cover grants that we may apply for related to the bonding projects and any Small Cities grants. The money in the First Selectman Meetings line item was included to cover equipment in the large meeting room at the Town Hall. The Board asked that this money be moved to the Technology line item.

**1701 – Legal** – It was asked what the rates are for the Town’s attorneys. J. Marcotte will collect this information and forward it to the Board. It was also asked when the last time the Town went out to bid for legal services. T. Babbitt indicated that the Board of Selectmen were considering this right now. It was noted that the BOF Legal/Consult line item was reduced to \$1.

**3201 – Highway Department** – There was a question about the number of dead trees that are located in Town and if the \$20,000 in this line item was going to be enough to cover the cost or removal. T. Babbitt indicated that the Oak and Ash trees are of concern right now but feels the funds included in the budget should be enough. Seasonal Maintainer was increased due to the longer duration of the season. T. Babbitt indicated that this item can be removed as he is reluctant to bring anyone in during this time of pandemic. There was much discussion about the Director of Public Works position.

**3204 – Waste Disposal** – It was noted that the only increase in the budget was Dumpster Replacement. This has been cut out of the budget for the past couple of years but there are several that need to be replaced as they are no longer able to be fixed.

**1801 – Maint. Town Hall** – It was asked that the Finance Director review the salary for this department for the previous year.

**1802 – Maint. Pachaug Town Hall** – It was noted that there was a decrease in phone expense due to a contact change with Atlantic Broadband. T. Babbitt noted that the heating system will be replaced in the next month or so.

**1803 – Maint. Highway** – no questions.

**1804 – Maint. Ambulance Bldg** – It was noted that the Town is responsible for maintaining the building. There is a 10-year agreement with American Ambulance that they do not charge us for services, and we do not charge them for rent.

**1301 – Treasurer** – It was noted that there is a Deputy Treasurer that has been appointed by the Treasurer.

**1302 – Tax Collector** – It was asked that the Finance Director review the salary for the Assistant Tax Collector. It was also asked if there has been any thought as to making this position a part time position.

**1303 – Assessor** – It was noted that the Assessor is retiring this year. It was also requested that the new CAMA system be selected only if it integrates with the Building Department software.

#### 4. Adjournment

**MOTION:** S. Mikutel made a **motion** that was seconded by V. Grills to adjourn the meeting at 9:32PM. All in favor; **motion carried.**

Respectfully Submitted,

Julie Marcotte  
Finance Director