



# Town of Griswold

Board of Finance  
Regular Meeting  
April 21, 2020  
7:00 PM  
Via ZOOM  
MINUTES



**1. Roll Call/Call to Order: The meeting was called to order at 7:00 PM**

**Board of Finance Members Present:**

Brian Baker – Chairman  
Scott Davis – Vice Chairman  
Steve Mikutel  
Valerie Grills  
Gail Rooke-Norman arrived at 7:04  
Daniel Webster  
Alex Grzelak arrived at 7:03

**Also Present:**

Julie Marcotte, Director of Finance  
Todd Babbitt, First Selectman  
Sean McKenna, Superintendent of Griswold Schools  
Leona Sharkey, Tax Collector, Town of Griswold  
Jeannette Bell, Recording Secretary  
37 Other People

**2. Approval of Minutes**

- a. February 18, 2020 Regular Meeting Minutes
- b. March 10, 2020 Special Meeting Minutes
- c. April 7, 2020 Special Meeting Minutes
- d. April 14, 2020 Special Meeting Minutes

**MOTION:** S. Mikutel made a **motion** that was seconded by V. Grills to approve the minutes as presented. **Amend:** S. Mikutel **amended** his **motion** that was seconded by V. Grills to collectively include the minutes of February 18, 2020, March 10, 2020, April 7, 2020, and April 14, 2020. All in favor: **motion carried.**

**3. New Business**

**a. Presentation on Lexis Nexis collections presented by Tax Collector.**

L. Sharkey stated the purpose of this software is to find updated addresses for delinquent taxpayers. She stated the program is a very good investment given the total taxes collected as of today is \$43,611.92, while the cost for the software is \$1300.00 per year.

**b. Discussion and possible action on suspense list presented by Tax Collector.**

L. Sharkey stated the total amount of the suspense list is \$51,459.38. This is a list of accounts which have been uncollectible for five years and are no longer considered an asset on the books. She also stated she will continue to actively pursue them for payment. **MOTION:** D. Webster made a **motion** that was seconded by S. Mikutel

to accept the suspense list as presented by the Tax Collector in the amount of \$51,459.38. All in favor; **Motion carried.**

**c. Finance Directors monthly report.**

J. Marcotte stated the revenues recorded to date are \$29,677,525.99 or 83.44% of budgeted revenues. She stated with the current situation surrounding the COVID-19 we are unsure how strong the revenue collection will be for the remainder of this fiscal year. The expenditures recorded to date are \$25,331,066.23 or 71.22% of budgeted expenditures. She presented the new items which have been overspent as well as the previously discussed items which were overspent. She noted there has been a freeze at the Town Hall as of March 2020 and the Board of Education as of October 2019. Some board members stated there needs to be a real freeze at the Town Hall so the departments do not go over budget.

**d. Monthly report regarding Special Education tuition position/ Contingency BOE account.**

This was not included in the packet due to the report not being received on time. It was noted there were no changes from the previous report.

**e. Discussion and possible action on BOF representative to sit on BOE Facilities Committee.**

D. Webster volunteered to sit on the committee as the BOF representative. **MOTION:** V. Gills made a **motion** that was seconded by S. Mikutel to accept D. Webster as the representative for the BOF. All in favor; **motion carried.**

**f. Discussion and possible action on Auditing Services RFP.**

J. Marcotte presented the RFP packet and stated we need to take action as soon as possible in order to secure an audit company for this upcoming year. It was noted the majority of the members were unsatisfied with the current auditors. **MOTION:** S. Davis made a **motion** that was seconded by G. Rooke-Norman to put the RFP for auditing services out for proposal as presented by Julie. All in favor; **motion carried.**

**g. Discussion and possible action on FY19/20 budget transfers.**

J. Marcotte presented the budget transfers. **MOTION:** S. Davis made a **motion** that was seconded by G. Rooke-Norman to approve the budget transfers as presented; Legal1701, health 4201, Debt Retirement 8101. All in favor; **motion carried.**

**h. Discussion and possible action on BOF policies as recommended by audit.**

There was much discussion regarding having the auditors present and the amount of time the report would require to be presented. **MOTION:** S. Davis made a **motion** that was seconded by S. Mikutel to have J. Marcotte and B. Baker coordinate with the auditors to schedule a date when they will be able to attend via Zoom to explain and review their audit findings. **AMEND:** S. Davis withdrew his **motion** and S. Mikutel withdrew his second. **MOTION:** S. Davis made a **motion** that was seconded by S. Mikutel to have J. Marcotte and B. Baker coordinate with the auditors to schedule a date when they will be available via Zoom to explain and review their audit findings and to also include the BOE, First Selectman and the Superintendent of Schools. All in favor; **motion carried.**

**4. Old Business**

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

S. Mckenna stated the BOE had made changes to their budget as requested by the Board of Finance to include necessary repairs to the HVAC as suggested by NESC. The additional cost added to the budget for these repairs are \$62,156.00. This additional amount increased the proposed budget from 3.98% to 4.75%. There are also additional repairs needed to the system which total \$215,670.00 which were not included in the

original proposed budget. The BOE also categorized the needed repairs to the system by priority. Priority 1 being the most crucial and so forth. Priority 1 cost is \$27,013.04. Priority 2 cost is \$68764.12. Priority 3 cost is \$119,892.94. S. McKenna also noted there may be additional savings from this current budget repair due to reduced costs due to COVID-19 but also noted it was way to early to tell given all the uncertainty. He noted coaches are not being paid however the employees were still being paid. Many members of the Board of Finance were concerned as to how to pass a budget which does justice to the taxpayers.

Based on both draft budgets the increase in the mill rate would currently be 2.4%. This would amount to a \$500.00 increase per year based on a house valued at \$200,000.00. There was discussion on whether to wait and possibly send out supplemental tax bills. L. Sharkey stated the absolute latest date in order to get the tax bill out on time is June 15<sup>th</sup>. J. Marcotte stated the surplus would carry us for 2 ½ to 3 months based on past calculations. Based on the Executive Order 7I the Governor said there will be no Referendum and it is up to the Board of Finance to adopt the budget. The Board of Selectman voted to and passed a resolution for the Board of Finance to present the adopted budget to the Board of Selectman by 6/15/2020 in order to set the mill rate. It was also noted that a proposed budget be put on the website for a minimum of two weeks to give the taxpayers time to review it and comment or ask questions. It was suggested to have both budgets put on the website for at least 14 days and any changes made be updated as soon as possible. The members would like to have T. Babbitt and J. Marcotte speak with the attorney tomorrow in regards to posting on the website and allowing comments on the tentatively proposed (draft) budget.

**b. Update and discussion on bonding projects.**

J. Marcotte presented the update and stated the spending to date on the School Gas Line Project is \$1,386,514.25 which is \$173,485.75 under budget at this time. The Senior Center Project spending to date is currently \$1,368,240.37 which is \$6,231,759.63 under budget which was noted all bills have not been received as of yet.

**c. Update and discussion on BOE HVAC repairs.**

S. McKenna stated the information was provided to the members in their packets and this was previously discussed on item 4 Old Business, line a, Discussion and possible action on FY 20-21 budget.

**d. Discussion and possible action on adjusting budget line items to group payroll by department.**

J. Marcotte stated she would like to be able to group the employees in a department into one line item instead of separate ones in order to simplify payroll processing. There was some discussion. **MOTION:** D. Webster made a **motion** that was seconded by S. Mikutel to leave the budget line items as they currently are. All in favor; **motion carried.**

**e. Discussion and possible action on budget schedule.**

**Any Other Business**

It was noted there was a new line item in the General Governments budget for an HR Director and it was suggested to have an open conversation with the Board of Education to perhaps split the cost for this position. The members would like to see the Chairman of the BOE, the Superintendent, the First Selectman and two members of the BOF involved in this conversation as well. There was mention the Public Comment was omitted for this Agenda and would like to see it on the subsequent Agendas after the Roll Call . The public would be able to unmute from Zoom and have two minutes to comment.

5. **Adjournment**

**MOTION:** S. Mikutel made **a motion** that was seconded by D. Webster to adjourn the meeting at 10:00PM. All in favor; **motion carried.**

Respectfully Submitted,

Jeannette Bell  
Recording Secretary