



Town of Griswold

28 Main Street
Griswold, CT 06351



Board of Selectman Special Meeting Selectmen's Meeting Room Monday, February 27, 2017 2:00 PM

MINUTES

1. **Call to Order/Roll Call** – Meeting was called to order at 2:00 PM by Kevin Skulczyck, First Selectman

Member Present: Kevin Skulczyck, First Selectman
Steve Merchant Sr., Second Selectman
Martin McKinney Jr., Third Selectman

Others Present: Lisa M. Wood, Executive Assistant
Erik Christensen, Finance Director
Department Heads as listed in the minutes
1 member of the public

2. **Discussion and possible action on 2017/2018 departmental budgets**

Building Department – Peter Zvingilas, Building Official presented budget. Building Official position was proposed as full-time due to increase in projects. Pension and health insurance would increase as a result of a full-time position. P. Zvingilas noted there is no figure in the budget for a computer software program that has been discussed for a couple of years. There were no suggestions from P. Zvingilas for possible cuts.

Planning Department – Mario Tristany, Town Planner presented budget. Budget is down \$375. M. Tristany suggested the MS4 program part of the budget be moved to public works department as it is really a public works program. He doesn't mind the administration of the process which involves getting a contractor to provide water samples to the state. There was a cut in overtime due the Planner position changing to salaried.

Registrars – George Kennedy and Cathlene Briody presented the budget. There was a proposed 2.5% increase in salary and a slight increase in contract costs of \$250. K. Skulczyck noted he did not feel there would be any increase for elected officials this year. C. Briody noted they would like to change paying the poll workers to a flat rate instead of an hourly rate which shows no change in the budget.

Town Clerk – Valerie Pudvah, Town Clerk presented budget. Budget proposed an increase of 5.07%. There was an increase in salary due to union contract. There is a proposed increase of approximately 10% in Town Clerk salary. There were slight increases and decreases. K. Skulczyck commented he did not anticipate any increase in elected official salary. V. Pudvah noted she would like the pay to be comparable to that of the other elected official position.

Tax Assessor – Evelyn Spagnolo, Tax Assessor presented budget. E. Spagnolo commented she has not received the numbers back on the contractual services at this point. Travel would stay the same even though she did not use any this year because inspections this year were done by reval. There were no significant changes. Postage for BAA could be moved to Assessor's postage and the amount could be decreased. There was a brief discussion about amount of \$ to be put away for next full revaluation. There was an overall increase of 2.95% mostly due to salary. If cuts need to be made, E. Spagnolo's suggestion was that she could not work Fridays.

Tax Collector – Leona Sharkey, Tax Collector presented budget. The actual increase presented is 2.11% basically due to salary increase. There were slight increases and decreases. There is a proposed 2.5% increase in elected official salary and K. Skulczyck commented there was most likely going to be no increase in elected official salary. Contractual services for collection of Borough will continue and there is a very slight increase but those numbers are not definite until all information from the state is received.

First Selectman/Animal Control – K. Skulczyck presented the budget. There was an increase of 4.93% in the First Selectman budget. There was an increase in salary due to contractual. There is an increase in benefits due to the unknown of who will be in the position of First Selectman. Grant writer will be necessary to switch from STEAP into Urban Action Fund. Office supplies was switched to the Finance department and there were other minor increases and decreases. K. Skulczyck commented on his hesitation to renew the CCM membership. K. Skulczyck noted he anticipates an increase in SEAT as direct results of cuts in the state budget. It was noted possibly not staying with SECTR and SCCOG went down.

Senior Center – T. Falck, Senior Center Director presented the budget. The budget has a proposed 9.84% increase. A large portion of the increase is due to the change in insurance coverage for the new driver and contractual salary increases. There were slight increases and decreases and K. Skulczyck noted the energy audit has not yet been completed and asked for permission to go ahead and get that done if it is not completed soon. TVCCA services were discussed in conjunction with Meals on

Wheels. This entered into discussion of meals that go to Voluntown and other services provided to Voluntown residents. It was decided a joint meeting with Voluntown should be set up to discuss services. If cuts had to be made T. Falck suggested the transportation line or programming line.

Recreation Center/Youth Services – R. Aubin, Recreation/Youth Services Director presented the budget. The Recreation department has a projected increase of .18% and Youth Services has an increase of 3.81%. There is a contractual increase in wages and yearly increase in insurance. Transfer to Youth Services Fund is up due to education of his staff once a year online through Three Rivers. There is a direct increase in supplies due to increase in members using the facility. R. Aubin noted there is an increase to non-contractual part-time staff due to the increase in minimum wage.

Public Works – Todd Babbitt, Road Superintendent presented multiple budgets. Town Hall Maintenance went up a little bit due to contractual salary, health insurance and pension. Electricity dropped \$1000 and heating oil went down \$3000. Total for Town Hall Maintenance was a decrease of about \$400. Pachaug had a direct increase of \$200 for fuel. Highway Garage Maintenance electricity increase of \$200 and building repairs increase of \$2000 for new lighting. Highway Department increase of \$75,000 due to request for additional full-time person. This would eliminate part time employees and the actual increase would be just over \$52,000. The budget proposes a 7.97% increase which is about \$85,000. Director salary shows increase to match union of 2.5%. Health insurance and pension shows a direct increase due to an additional full-time employee. Gasoline fuel and other fluids went down \$6000. There were other minor increases and decreases. Waste Disposal budget shows a decrease of \$5000 due to decrease in tipping fee.

It was discussed possibly putting out an RFP for mowing and landscaping services. It was also discussed giving extra money to the individual groups such as baseball and let them take care of the cutting.

Jewett City Fire Department – Lou Demicco presented the budget. E. Christensen noted there are actually three line items for each fire department; physicals, operating budget and retention. The total Emergency Services budget proposes a 7.67% increase. L. Demicco presented a budget for all three items that represents a 2% increase. The BOS agreed to go with that budget presented.

Griswold Fire Department – T. Holowaty presented the budget. He presented no changes other than an increase of \$10,000 in retention due to estimated pay outs to new members. It was mentioned having them service the roads for town events and paying them rather than paying the State Police and they could then use that money to add to their retention line. Their budget proposal shall not exceed 2% increase. J. Bernie was allowed to speak and voiced his opinion and support of the retention for the members.

Fire Marshal – T. Holowaty was present to discuss the Fire Marshal budget. It was suggested that they come back with some plan to implement charges for services.

Capital Improvement – J. Barnie presented the CIP budget. A budget of 1,433,000 was presented. This consisted of most items being pushed into the next fiscal year budget projecting that budget to be over \$2.5 million. The BOS commended the CIP Committee and the hard work they do. They have actually grown the CIP budget. The BOS was not ready to make any decisions on this budget.

Animal Control – K. Skulczyck commented he would send a request to Plainfield and NECCOG to see if there is a possibility of them taking over Animal Control services with continued use of our kennel as a satellite facility.

Finance Department – E. Christensen presented the budget. There is an increase due to contractual services and \$8,000 OPEB report. Total budget has a 4.62% increase. Without the OPEB report the increase is 2.05%. There were other minor increases and decreases. The \$20,000 increase due to office supplies is not factored in.

Total general government budget increase was 5.62% over last year's budget request and does not include capital or debt service. This year debt service is down about \$27,000. The 5.62% is equal to \$266,000 over last year. A cut of \$176,000 would need to be cut to keep the increase to 2% without figuring in debt service or capital. It was mentioned cutting the Building Official position back to part-time and adding in the \$10,000 for overtime. It was also discussed cutting the proposed additional full-time public works position back to seasonal. Contributions had not been reviewed and it was discussed to flat fund them. It was discussed having another meeting and also inviting Nancy Cowser.

3. Adjournment

MOTION: Motion was made by S. Merchant, seconded by M. McKinney, to adjourn the meeting at 4:42 PM. **Motion carried unanimously.**

Respectfully Submitted,

**Lisa M. Wood,
Executive Assistant**