



# Town of Griswold

Board of Finance  
Regular Meeting  
March 21, 2017  
7:00 PM

Town Hall Meeting Room  
APPROVED MINUTES



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

**Board of Finance Members Present:**

Scott Davis – Chairman  
Brian Baker – Vice Chairman  
Peter Dorff  
Gary Levy  
Gail Rooke-Norman  
John Wolkowski  
**Member Absent:**  
Daniel Webster

**Also Present:**

Erik Christensen, Director of Finance  
Jeannette Bell, Recording Secretary  
Steve Merchant, Second Selectmen  
Martin McKinney, Third Selectmen  
Todd Babbitt, Director of Public Works  
Kevin Skulczyk, First Selectmen- arrived at 7:02PM  
3 Other people

**2. Pledge of Allegiance**

**3. Public Forum**

S. Davis asked if anyone wished to speak. No one came forward.

**4. Approval of Minutes:**

**MOTION:** P. Dorff made a **motion** that was seconded by G. Rooke-Norman to approve the February 21, 2017 regular meeting minutes as presented and the March 6, 2017 special meeting minutes as presented. All in favor; **motion carried.**

**5. New Business**

**a. Discussion and possible action on FY17-18 budget.**

**1801 - Maintenance of Town Hall** – T. Babbitt outlined the department budget. **5101-Regular Full Time Payroll-Custodian** increased due to union contract. **5228-Electricity** decreased \$1,000. **5230-Heating Fuel** decreased \$3,000 due to lower rate on new contract signed.

**1802 - Maintenance of Town Building - Pachaug** – T. Babbitt outlined the department budget. **5230-Heating Fuel** decreased \$200 due to lower rate on new contract signed.

**1803 - Maintenance of Town Building - Highway** – T. Babbitt outlined the department budget. **5228-Electricity** increased \$200 due to an upward trend in the current year. **5234-Building Repairs** increased \$2,000 in order to upgrade the posts and install LED bulbs which should show a savings in electricity. T. Babbitt explained the posts are currently rotting away and need replacement.

**3201 – Highway Department** – T Babbitt outlined the department budget. **5101- Regular Full Time Payroll** increased due to union contract. T. Babbitt requested to have an additional full time employee however the Selectmen did not include this but instead approved to have a part time seasonal maintainer at a lower pay rate and no benefits. **5102-Director of Public Works** increased due to contract. **5105E-Seasonal Maintainer** added by Selectmen instead of Full Time Regular employee as requested by T. Babbitt. **5110-Overtime Payroll** - increased by \$500. **5228A-JCDPU Street Lighting** decreased by \$2,000 due to current year figures. **5228B-Eversource Street Lighting** increased \$1,000 due to current year figures. **5238- Gasoline and Fluids** decreased \$6,000 due to lower rate on new contract signed.

**3204 – Waste Disposal** – T. Babbitt outlined the department budget. **5422-Resource Recovery Authority** decreased \$5,000 due to the amount of tonnage being hauled. T. Babbitt was asked if he had a Plan B in order to get to a 1% increase for each department to which he replied everything is already at bare bones and does not see anywhere else to cut.

**1201 - Selectmen** – K. Skulczyck outlined the department budget. **5101-Regular Full Time Payroll Executive Assistant** increase of 8% due to 3 year contract. **5120 Contractual Temp and Occasional** decreased to \$2,500 which is used for backup temporary help for any position when someone is out for a long period of time. **Grant Writer/Grant Manager/Economic Development Cons** stayed the same. This money is used for specific grant writing which requires a specifically talented individual. **5145-Health Insurance** increased from current year's budget to cover the future First Selectmen health insurance at a single rate. K. Skulczyck, the current First Selectmen does not have health insurance through the town. **5210-Office Supplies/Central Purchasing** \$20,000 was moved to the Finance Department budget. **5626-SE CT Council of Governments** decreased \$1,918 due to the Borough paying their portion.

**1701- Legal** - K. Skulczyck outlined the department budget. **5120F-Labor Legal Matters** decreased \$3,000 due to current year figures. **5400A-Legal Settlement** new line item added for \$6,000 for purchase of the Ambulance building from American Legion Ambulance. Total purchase price of \$30,000 payable over 5 years. K. Skulczyck was asked why the Board of Finance was not aware of the purchase. He stated it was a court negotiated settlement and the town will be getting the keys to the building on April 1, 2017. **5400-Town Counsel** there was no change to line item however K. Skulczyck was asked how much money was spent on the Gun Range. K. Skulczyck stated the Board of Selectmen had approved \$10,000 and that was the amount which was spent. He also noted no additional money will be spent unless we are forced to.

**2401 – Animal Control** – K. Skulczyck outlined the department budget. He stated the entire budget is unchanged from this year's budget. He stated he is actively reaching out to other towns as well as NECCOG to outsource the department to. He also stated no matter

what happens the facility still needs to stay running at a minimum in order to be grandfathered in due to extensive repairs needed to the building. The amount of repairs needed could be in excess of a million dollars.

K. Skulczyck noted the proposed Town Budget is an increase of 1.57% from last year not including Debt Service and Capital.

**b. Finance Director monthly report.**

E. Christensen stated the revenues collected to date are \$27,335,551.69 or 82.34% of budgeted revenues. He stated there are no concerns at this point and expects revenues will be more than budgeted due to increased tuition and prior tax year collections. E. Christensen did note there may be a delay in receiving some of the Special Education Revenue from the State and also noted there may be language confusion as well. He stated the expenditures recorded to date are \$21,159,917.00 or 63.52% of budgeted expenses. He stated there are no major concerns as of right now with a few line items over expended. Snow removal and snow removal overtime being the largest due to Sunday storms which are paid at double time.

**c. Discussion and possible action on budget transfers.**

E. Christensen presented the Board of Finance with the quarterly budget transfers.

**MOTION:** G. Rooke-Norman made a **motion** that was seconded by J. Wolkowski to approve the budget transfers as presented. All in favor; **motion carried.**

**6. Any Other Business**

E. Christensen was asked what the percentage increase is for health insurance. He stated it is budgeted at 6% with the union employees paying 17 or 18% of the health insurance premium. B. Baker stated he had wished the Board of Selectmen would have discussed the Ambulance building buyout with the Board of Finance on how to financially handle the situation. G. Rooke-Norman asked for a copy of the stipulated judgment for the ambulance building.

**7. Public Forum**

**J. Barnie** – Stated he would rather see the millions of dollars needed to repair the Dog Pound facility be used for the Veterans and homeless people. He also would like to see the funding for the SEAT buses remain in effect due to all the people who rely on them.

**L. Sorder** – Stated the increase in tuition for the Board of Education is due to the diligent effort on the Superintendents part.

**8. Adjournment**

**MOTION:** G. Rooke-Norman made a **motion** that was seconded by J. Wolkowski to adjourn the meeting at 8:17PM. All in favor; **motion carried.**

Respectfully Submitted,

Jeannette Bell  
Recording Secretary