



Town of Griswold

Board of Finance
Regular Meeting
April 17, 2018
7:00 PM

Town Hall Meeting Room
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
Steve Mikutel
Gary Levy
Gail Rooke-Norman
Valerie Grills
Daniel Webster

Also Present:

Erik Christensen, Director of Finance
Jeannette Bell, Recording Secretary
Sean McKenna, Superintendent of Griswold Schools
Leona Sharkey, Tax Collector
8 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:

- a. **March 20, 2018 Regular Meeting Minutes.**
- b. **March 27, 2018 Special Meeting Minutes.**
- c. **April 3, 2018 Public Hearing Minutes.**
- d. **April 10, 2018 Special Meeting Minutes.**

MOTION: S. Mikutel made a **motion** that was seconded by G. Rooke-Norman to approve the above mentioned minutes as presented. All in favor; **motion carried.**

5. New Business

a. Finance Director Monthly Report.

E. Christensen stated the revenues recorded to date are \$27,384,461.06 or 77.13% of budgeted revenues. There has been no change regarding the State budget. E. Christensen stated the expenditures recorded to date are \$21,883,082.52 or 61.64% of budgeted expenditures. He stated there are a few additional line items overspent but no concerns at this time. E. Christensen noted he has reclassified and separated all the Revenue accounts and will be working on the Expense accounts for the Recreation Fund.

- b. **Discussion and possible on suspense list presented by Tax Collector.**
Leona Sharkey presented the suspense list to the Board of Finance. She stated the total for 2012 Personal Property and Motor Vehicle Tax is \$48,914.37. She also stated all bills are in the hands of a collection agency or with the State Marshall for collection. **MOTION:** D. Webster made a **motion** that was seconded by S. Mikutel to accept the suspense list as presented by the Tax Collector. All in favor; **motion carried.**
- c. **Discussion and possible action on old credit balances presented by Tax Collector.**
Leona Sharkey stated the amount of any credit balances on the books for more than three years can go back into the General Fund. She stated attempts were made to notify the taxpayers of any overpayments made. The total amount of the credit balance is \$190.17. **MOTION:** S. Mikutel made a **motion** that was seconded by D. Webster to approve the old credit balances to be transferred into the General Fund as presented by Tax Collector. All in favor; **motion carried.**
- d. **Discussion and possible action on FY17/18 budget transfers.**
E. Christensen presented the budget transfers. **MOTION:** G. Rooke-Norman made a **motion** that was seconded by G. Levy to approve the balance transfers as presented. All in favor; **motion carried.**

6. Old Business

- a. **Discussion and possible action on FY18/19 budget.**
J. Wolkowski represented the Slater Library and apologized for not being in attendance for the presentation at a previous meeting. The Slater Library is seeking a contribution from the Town of Griswold in the amount of \$92,400. He stated the Town of Lisbon last year contributed \$21,500 and they are requesting \$25,000 from Lisbon for this year. He stated they are working on a shoestring budget as it is and any drastic cuts in funding would be a reduction in services and hours. It was noted approximately 500,000 books were checked out in one year with 332,285 being Griswold residents. They also offer many programs and services benefiting all ages from preschool children up to senior citizens.
S. Davis stated as the Budget stands currently we are looking at an increase of 1.91 mils. It was his opinion as well as the other Board of Finance members to wait for figures from the State before making any cuts or decisions on the budget. A question was raised regarding an additional \$5,000 added to the Director of Finance salary for additional duties. There was much discussion on this matter. **MOTION:** B. Baker made a **motion** that was seconded by D. Webster to reduce line item 5101B in account #1101 by \$5,000 and transfer the \$5,000 into a newly created line item in the Finance Department budget to be called Administrator Duties so as such time money can be drawn upon once the duties begin. There was further discussion. All in favor; G. Levy, D. Webster, B. Baker and V. Grills with G. Rooke-Norman and S. Mikutel opposed; **motion carried.** The question was raised regarding the salary for a temporary Public Works Director. There was much discussion on this matter. **MOTION:** B. Baker made a **motion** that was seconded by D. Webster to reduce line item 5102 in account #3201 for the Director of Public Works position to \$72,500. There was further discussion. All in favor; D. Webster, G. Levy, B. Baker, V. Grills and G. Rooke-Norman with S. Mikutel opposed; **motion carried.** A

question was raised regarding the salary for the Executive Assistant to the Selectmen. There was discussion on this matter. **MOTION:** D. Webster made a **motion** that was seconded by G. Levy to reduce line item 5101 in account #1201 from \$48,649.00 to \$47,495.00 which represents a 2 ½ % increase from the previous year. There was further discussion on this. The Board of Finance asked for legal advice regarding whether personal contracts need to be funded by the Board of Finance. E. Christensen was asked to reach out to the attorney for clarification on this matter. G. Levy **withdrew** his second; **motion died** on the floor.

b. Update on gas line project.

D. Webster updated the Board of Finance on the gas line project. He stated Frank Everett will be setting up a meeting with Eversource. He stated the \$5,000 grant money would be used for specifications on the utilization of gas lines at the school campus based on an engineer opinion.

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

E. Christensen presented the revised policies of the Recreation Department. There were a few added suggestions for the policies. It was requested to add the changes for the next regular meeting and for the Board of Finance members to make any other suggestions at that time. It was also suggested to get a cash register at the Transfer Station.

7. Any Other Business

D. Webster stated he would like to find out when the non-union contracts took effect, specifically if it was mid budget year. E. Christensen stated he would find out that information. S. Davis had suggested the Board of Finance set up future Special Meeting dates. It was decided to hold the meetings on May 1, 2018 and May 9, 2018 at 7:00PM with the place to be determined.

8. Public Forum

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

9. Adjournment

MOTION: S. Mikutel made a **motion** that was seconded by V. Grills to adjourn the meeting at 8:55PM. All in favor; **motion carried.**

Respectfully Submitted,

Jeannette Bell
Recording Secretary