



Town of Griswold

Board of Finance
Regular Meeting
January 19, 2021
7:00 PM
Via Teleconference
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
Alex Grzelak – Vice Chairman
Amanda Brycki
Steve Mikutel
Gail Rooke-Norman
Daniel Webster

Member Absent

Valerie Grills

Also Present:

Erik Christensen, Director of Finance
Sean McKenna, Superintendent of Griswold Schools
Jeannette Bell, Recording Secretary
16 Other People

2. **Public Forum**

No one wished to speak.

3. **Approval of minutes**

- a. **November 17, 2020 Regular Meeting Minutes.**
- b. **December 15, 2020 Regular Meeting Minutes.**

MOTION: D. Webster made a **motion** that was seconded by A. Grzelak to approve the December 15, 2020 Regular Meeting Minutes as presented. All in favor with G. Rooke-Norman abstaining; **motion carried.** **MOTION:** G. Rooke-Norman made a **motion** that was seconded by D. Webster for discussion of November 17, 2020 minutes. D. Webster noted that for item 6, Any Other Business, there was not enough information written in the minutes as presented and would like it to be updated and then revisit for approval. D. Webster **withdrew** his second and G. Rooke-Norman **withdrew** her motion. **MOTION:** G. Rooke-Norman made a **motion** that was seconded by D. Webster to table approval of the November 17, 2020 Regular Meeting Minutes until the next Regular Meeting. All in favor; **motion carried.**

4. **New Business**

a. **Finance Directors monthly report.**

E. Christensen stated the Revenues recorded to date are \$19,039,741.15 or 51.97% of budgeted revenues. He stated the Expenditures recorded to date are \$15,802,076.16 or

43.13% of budgeted expenditures. He noted there are no concerns at this point and there are no new line items overspent.

b. Monthly report by Superintendent of Schools regarding Special Education tuition position.

S. McKenna stated there are currently nine students associated with this position which is an increase of one student.

c. Discussion and possible action on providing guidance to respective Boards and Committees regarding FY21-22 budget.

E. Christensen stated there is no word as of yet regarding the state budget. He stated the Grand List should be completed the end of the month so we should have a better idea on whether there is an increase which might help to offset some expenses. Debt service is still uncertain at this time, but it was noted this year should be a relatively small increase. It was noted both the town and the school received state or federal money for reimbursable expenses related to COVID. The Board of Finance members wanted to give some guidance to all budgets while they are still in the preliminary stages. Most members were looking at no more that a half a mil increase less debt service or if possible, to hold steady. This would be an increase of not more than 1% for all budgets. It would be the starting point and there might still be the need to make adjustments as the budget process continues to move forward. It was also noted that the taxpayers should be able to vote on the budgets and be able to be heard, which is something they were unable to do last year.

5. Old Business

a. Discussion and possible action on appropriation for architectural plans for converting the Town Senior Center to alternative school space as recommended by the Alternative School Space Needs Committee.

There were two architectural proposals received and both companies were given the opportunity to tour the building. **MOTION:** G. Rooke-Norman made a **motion** that was seconded by D. Webster to approve an appropriation not to exceed \$10,400.00 from the Capital Non-Recurring Fund for the purpose of an architectural feasibility study for converting the Town Senior Center to the Alternative School. All in favor; **motion carried.**

b. Update and discussion on bonding projects.

E. Christensen stated the Gas Line project is almost complete and we are just waiting on the Eversource rebate check. It appears we will be approximately \$300,000.00 under budget. He stated the Water and Sewer project has yet to be started. The Senior Center project is moving forward after some delays due to COVID. Some board members had questions regarding whether it is over budget. It was noted to have the Chairman of the Senior Center Building Committee to attend the next Board of Finance meeting in order to give the latest update and to answer any questions from the Board of Finance members.

c. Update and discussion on BOE HVAC repairs.

S. McKenna stated all fall preventative maintenance is complete with the winter preventative maintenance to begin in February. The GHS Filtration will be finalized at the end of the heating season.

6. Any Other Business

There was none.

7. Public Forum

Jennifer Norman – wants to make sure the Board of Finance recognizes the Board of Educations efforts for additional tuition above and beyond their projected revenues during the upcoming budget season.

8. Adjournment

MOTION: D. Webster made a **motion** that was seconded by S. Mikutel to adjourn the meeting at 8:26 PM. All in favor; **motion carried.**

Respectfully Submitted,

Jeannette Bell,
Recording Secretary