



Town of Griswold

Board of Finance
Regular Meeting
January 21, 2020
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:

Brian Baker – Chairman
Scott Davis – Vice Chairman
Steven Mikutel
Valerie Grills
Gail Rooke-Norman
Daniel Webster
Alex Grzelak

Also Present:

Julie Marcotte, Director of Finance
Sean McKenna, Superintendent of Griswold Schools
Jeannette Bell, Recording Secretary
Tom Verville, Director of Facilities, Griswold Schools
Todd Babbitt, First Selectman
11 Other People

2. Pledge of Allegiance

3. Public Forum

B. Baker asked if anyone wished to speak. No one came forward.

4. Approval of Minutes

a. November 19, 2019 Regular Meeting Minutes

MOTION: S. Mikutel made a **motion** that was seconded by D. Webster to approve the above mentioned minutes with the following correction: Add Tom Verville, Director of Facilities, Griswold Schools to Item 1 under Also Present. All in favor; **motion carried.**

5. New Business

a. Finance Directors monthly report

J. Marcotte stated the revenues recorded to date are \$21,337,671.68 or 59.99% of budgeted revenues. The expenditures recorded to date are \$17,482,575.95 or 49.15% of budgeted expenditures. J. Marcotte noted there are a few new line items overspent as well as several other overspent line items which have been previously discussed. J. Marcotte also stated there are no major concerns at this point. Questions were asked regarding the \$10,000 overspent item 1101-5402 Board of Finance - Finance and Accounting. It was noted by some board members a three year contract was in place for the auditors with a

fixed cost. J. Marcotte stated she was not aware of that and would look in to it for the next meeting. This matter was requested to be put on the Agenda for the next Board of Finance meeting. The overspent item 1701-5120F Legal – Labor Legal Matters of \$3,472.09 was due to employee incidents requiring legal services. Item 1803-5234 Highway Garage Building Repairs was overspent \$2,887.63 due to a fan purchase in 2018 which was installed this Fiscal year. S. Davis asked if we have received any Town Aid Road money from the state yet. J. Marcotte stated the money goes to the Borough who then sends it to the Town to which has not been received as of yet. There was also discussion on overtime pay being paid to part time employees. D. Webster suggested that if there is a change to the dollar amount in items overspent as previously discussed we draw attention to it and not just ignore it. S. Davis questioned whether 5301-5426 Recreation- Program Development was truly overspent by \$9,767.08 as he was under the impression the figures were to be netted out. J. Marcotte stated they are not being netted out and is still working with Ryan on this. S. Davis suggested going forward that a footnote is inserted on the Finance Directors Monthly Report for 5301 showing the true dollar amount figure.

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

S. McKenna stated there are currently 9 students in the program with the 1 teacher whose salary is \$63,178.22. The tuition generated by the 9 students is \$216,268.84 which is a net of \$153,090.62. He also stated the goal is to pursue other towns in this program.

c. Discussion/Follow-up on St. Anne’s Church in Glasgo.

T. Babbitt stated the Town attorney is conducting a title search but has no information yet. G. Rooke-Norman suggested T. Babbitt let the Board of Finance Chairman know when the transaction is about to happen.

d. Discussion on FY 20-21 budget mill rate scenarios.

J. Marcotte distributed a budget mill rate increase schedule noting the mill rate increase of 0.18 for the \$133,330.00 payment for the bonding along with additional mill rate increases depending on the budget increase. She noted the first payment for the bonding will be due in April.

6. Old Business

a. Update on Municipal Gas Line Project.

There was no update on this project however the question was asked regarding all the infrastructure projects as to how much has been spent and if we are over or under budget. D. Webster asked to have something in writing every month with these figures.

b. Update and discussion on BOE HVAC repairs.

S. McKenna stated they are working on a plan with NESC on a preventative maintenance plan going forward. It was suggested to leave this item on the Agenda going forward. T. Verville updated the Board of Finance with regards to the progress on the ongoing issues. Some issues have been resolved and some are waiting for the next steps to be taken in order to correct the problem. He is working with his staff as well as NESC to address the concerns. S. Davis reiterated the need for the Board of Education to take things very seriously in protecting the assets on campus. J. Marcotte

noted the spending to date on this is somewhere around \$16,000.00. It was also noted the amount approved last time for the HVAC repairs was over the amount the Board of Finance is allowed to approve. J. Marcotte thought the amount was \$25,000.00 however it is \$20,000.00. It was recommended to make T. Babbitt aware of this and for the Board of Selectmen not to approve more than \$20,000.00.

7. Any Other Business

It was noted the meeting scheduled for Tues, April 14, 2020 needs to be changed from a Regular Meeting to a Special Meeting due to it being the second Tuesday of the month. The Board requested to have copies of all employee contracts for the Board of Ed and the General Government. It was requested to have all union contracts as well as individual contracts with the expiration dates noted and the percentage of increases per year. It was further noted all contracts need to stop being midstream after the budget has been voted on by the taxpayers.

T. Babbitt was asked and gave an update on the progress of any future project developments and where they stand. It was also noted that any tax abatements need to come before both the Board of Finance and the Board of Selectmen.

8. Public Forum

B. Baker asked if anyone wished to speak, no one came forward.

9. Adjournment

MOTION: S. Mikutel made a **motion** that was seconded by D. Webster to adjourn the meeting at 8:03PM. All in favor, **motion carried.**

Respectfully Submitted,

Jeannette Bell
Recording Secretary