



Town of Griswold

Board of Finance
Regular Meeting
October 20, 2020
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
Valerie Grills
Steve Mikutel
Gail Rooke-Norman
Daniel Webster

Also Present:

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

2. Public Forum

No one wished to speak.

3. Approval of minutes

- a. **July 21, 2020, Regular Meeting Minutes.**
- b. **August 18, 2020 Regular Meeting Minutes.**
- c. **September 8, 2020 Special Meeting Minutes.**

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

4. New Business

a. Finance Directors monthly report.

E. Christensen stated the Revenues recorded to date are \$12,133,185.46 or 33.12% of budgeted revenues. He noted there are no concerns at this point as tax collections are in line with previous years. Expenditures recorded to date are \$7,516,375.13 or 20.51% of budgeted expenditures with one line item currently overspent. A donation fund report was presented and will be included with every meeting. E. Christensen noted the net interest for the BAN note which was just rolled over for 9 months was 0.44% and the permanent bond will be issued in July. He did state the school project is done. The Senior Center is about 12 weeks behind schedule and hopefully will be completed the end of February. The water and sewer project on 201 and 138 is still in the process and construction should begin around April 1st with a USDA loan/grant to hopefully cover 100% of the cost.

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

S. McKenna presented a Tuition Enrollment and Projected Revenue report and stated the 2020/2021 tuition to the Town of Griswold was projected to be 2.2 million however the true amount is actually \$2,322,916. He noted there are 129 Tuition Students from sending towns.

c. Discussion and possible action on 2021 meeting schedule.

E. Christensen presented the proposed meeting schedule for the Board of Finance meetings to be held the third Tuesday of the month at 7PM. **MOTION:** D. Webster made a **motion** that was seconded by V. Grills to approve the BOF meeting schedule as presented. All in favor; **motion carried.**

d. Discussion and possible action on nominating Capital Improvement Committee member to fill vacancy.

MOTION: D. Webster made a **motion** that was seconded by G. Rooke-Norman to nominate A. Grzelak to serve on the Capital Improvement Committee. All in favor; **motion carried.**

e. Provide guidance to respective boards, committees, and departments regarding FY 2021-2022 budget.

There was much discussion on the guidance for all budgets and how difficult the process is when there is so much not known. Most members feel anything more than a ½ mil increase would not be accepted. The cost for debt service would have to be supported in the final numbers and the budgets would need to be streamlined. The unknown factor would be the money received from the State along with final debt service numbers. E. Christensen will attempt to provide preliminary figures at the next meeting along with different scenarios in order to give better guidance to the respective boards.

f. Discussion and possible action on budget transfers.

E. Christensen presented the budget transfers. **MOTION:** S. Mikutel made a **motion** that was seconded by G. Rooke-Norman to approve the budget transfer as presented by the Finance Director. All in favor; **motion carried.**

g. Discussion and possible action on using LOCIP funds for building entry systems.

E. Christensen stated the fees collected by the Town Clerk could be used for improvements to the building security systems on Town buildings. There is currently approximately \$42,000.00 available in the fund. E. Christensen stated the need to install a key fob entry on all town buildings with an approximate cost of \$19,000.00. **MOTION:** V. Grills made a **motion** that was seconded by A. Grzelak to use LOCIP funds for the building entry system. **AMENDMENT:** V. Grills **amended** her **motion**. **WITHDRAW:** A. Grzelak **withdrew** his second. **MOTION:** V. Grills made a **motion** that was seconded by A. Grzelak to use the Town Clerks LOCIP funds of up to \$25,000.00 for the purpose of installing a building entry system. All in favor; **motion carried.**

5. Old Business

a. Update and discussion on bonding projects.

It was noted this was discussed previously.

b. Update and discussion on BOE HVAC repairs.

S. McKenna stated all priority 1 and 2 repairs are now completed. Priority 3 repairs are still waiting on parts in order to be completed.

6. Any Other Business

There was none.

7. Public Forum

No one wished to speak.

8. Adjournment

MOTION: S. Mikutel made a **motion** that was seconded by D. Webster to adjourn the meeting at 8:10 PM. All in favor; **motion carried.**

Respectfully Submitted,

Jeannette Bell
Recording Secretary