



Town of Griswold

Board of Finance
Regular Meeting
November 20, 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
Steve Mikutel – Vice Chairman
Brian Baker
Valerie Grills
Gail Rooke-Norman

Members Absent:

Gary Levy
Dan Webster

Also Present:

Erik Christensen, Director of Finance
Jeannette Bell, Recording Secretary
Robert Parette, Chairman Senior Center Building Committee
Todd Babbitt, First Selectman
Tina Falck, Senior Center Director
10 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. **October 16, 2018 Regular Meeting Minutes**

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

5. **New Business**

a. **Finance Directors monthly report**

E. Christensen stated the Revenues recorded to date are \$11,982,448.73 or 34.89% of budgeted revenues. There are no concerns at this point. He stated the Expenditures recorded to date are \$9,571,467.32 or 27.87% of budgeted expenditures. There have been two items which have been overspent thus far. They are the Building Official meetings & dues overspent by \$8.80 and the Planning Department professional/contractual services overspent by \$3,268.75. He stated as discussed last month the applicant has been billed and we should be receiving a reimbursement which will be applied to the line item. Other

than those two line items there are no concerns at this point.

b. Discussion and possible action on request from Senior Center Building Committee regarding funding options.

Robert Parette presented preliminary drawings for the new Senior Center to the Board of Finance. The new center will be built at McCluggage Manor on Taylor Hill Road and will be approximately 14,000 square feet. He stated the next step is to figure out where and how to get further funding for the project. The possibilities are urban grants, small cities grants, and state funding to name a few. The goal is not to exceed \$7.2 million and he hopes to have a more concrete number from PAC Group LLC. Tina Falck stated they have outgrown their existing space due to an increase in the amount of people attending as well as the need to provide more and more services. She also stated Joe Courtney and Heather Somers are behind the project as well and will help in any way.

c. Discussion and possible action regarding upcoming budget season.

S. Davis stated last year's budget was an increase of .34 mils. He also suggested based on previous years both budgets should be very conservative with their upcoming budgets. He then asked the board members where they might feel comfortable for numbers for this upcoming budget. The majority of the board felt they would support an increase somewhere between .25 to .60 mils, although one member felt it was too early and was not sure yet.

6. Old Business

a. Update on gas line project

B. Baker gave an update on the progress of the study and the project in general. The question was asked as to what the expected overall project will cost. B. Baker stated we paid BVH to do a study on what to address for the project but there are still no projected costs for the completion. T. Babbitt stated Eversource had originally given an extension until winter break for the first hook up at the schools however they have recently agreed to push that date forward until May or June. T. Babbitt stated that would give us more time and heating season will be over. He stated at that point we might possibly be able to combine all three schools in the hopes of getting a better deal and a ballpark figure of what the total cost for the project would be.

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

E. Christensen stated the last item of a cash register at the Transfer Station was completed and we are just waiting for it to be programmed. Todd Babbitt stated it should be up and running by the first of the year. E. Christensen submitted a Town of Griswold Revenue Recognition Policy to the board. **MOTION:** B. Baker made a **motion** that was seconded by V. Grills to adopt the Town of Griswold Revenue Recognition Policy as presented by the Finance Director. All in favor; **motion carried.**

E. Christensen also presented a letter to be delivered to the Ordinance Committee regarding Town Code 10-1 Limitation on budget expenditures; exceptions. The ordinance indicates what happens in the event of an increase in the Grand List but does not address what happens in the event of a decrease in the Grand List. After some discussion it was decided to send it to the town attorney for them to review it.

7. Any Other Business

It was noted the new Finance Director will be Julie Marcotte. She will be starting in mid December and E. Christensen will train her for a approximately four weeks. A few board members felt it was time to hire a Human Resource person in the future to oversee the employees at both the schools and the town. S. Davis also noted he received a letter of resignation effective November 26th for G. Levy.

8. Public Forum

J. Bernie – Supports funding the HR position. He opposes a Town Meeting form of Government. He is concerned with the tax increase to the taxpayers.

S. Norman – Does not believe the Board of Education should not be flat funded, it would hurt their ability to provide a quality education to the students.

9. Adjournment

MOTION: S. Mikutel made a **motion** that was seconded by V. Grills to adjourn the meeting at 8:25PM. All in favor; **motion carried.**

Respectfully Submitted,

Jeannette Bell
Recording Secretary