



Town of Griswold

Board of Finance
Regular Meeting
December 17, 2019
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
Frank Everett, Chairman Gas Line Committee
Gene Frantz, NESC
Tom Verville, Director of Facilities, Griswold Schools
9 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: D. Webster made a **motion** that was seconded by V. Grills to approve the above mentioned minutes as presented. All in favor; **motion carried.**

5. New Business

a. Finance Directors monthly report

J. Marcotte stated the revenues recorded to date are \$19,055,060.71 or 53.58% of budgeted revenues. The expenditures recorded to date are \$13,830,967.79 or 38.89% 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.

b. Discussion and possible action on quarterly budget transfers.

J. Marcotte presented the proposed budget transfers. **MOTION:** G. Rooke-Norman made

a **motion** that was seconded by S. Davis to approve the four budget transfers as presented. All in favor; **motion carried.**

c. **Monthly Report regarding Special Education tuition position/Contingency BOE account.**

S. McKenna stated there were no changes this month.

d. **Update on Municipal Gas Line Project by committee chairman Frank Everett.**

F. Everett stated the amount approved at referendum was \$1,500,000.00. He noted we are currently under budget by \$96, 286.00. He also stated Eversource has not gotten back to him in regards to any rebates or grant money. F. Everett stated the project is not completed due to issues with HVAC systems such as maintenance not being performed and repairs not being performed. J. Marcotte noted the project so far has been paid out of surplus. She stated currently surplus is at 2.5 million and noted we would be going out for bonding very soon.

e. **Discussion and possible action on additional funding for Municipal Gas Line Project/HVAC repairs.**

It was noted the gas line project was estimated to cost approximately 1.5 million by the committee. However the committee did not know the infrastructure was broken to begin with. F. Everett stated the status of the infrastructure was not the committees responsibility as it was assumed everything was in good working order. Unfortunately as noted previously it was anything but. He also noted the cooling tower pipe needs replacing as it is on the verge of leaking. T. Verville provided an overview of HVAC maintenance to the Board of Finance. It states he has not been able to meet the HVAC maintenance needs since 2012. He stated improper maintenance over the last 7 years has contributed to the large number of unit failures. He noted these issues with the units have been issues which affect efficiency, air quality and the ability to heat or cool spaces evenly. F. Everett stated the gas line cannot be fully hooked up until the issues have been resolved. The approximate cost to repair the system is \$125,000.00 per a quote from Trane. There was much discussion from the Board of Finance members. Many members were appalled at the amount of failures and lack of maintenance which was not performed. It was noted the Board of Education has the responsibility of protecting the assets and infrastructure of this community. They are concerned as a taxpayer and a Board of Finance member as to why this has been neglected for numerous years and why no Board of Education or Superintendent has come forward to make the Board of Finance aware of this issue. It was agreed that a plan needs to be established and someone held accountable in the future to ensure this never happens again. The question becomes which issues get addresses first, how much will it cost and who would be correcting the problems. G. Frantz stated his thought would be to address the largest items first and the code violations, then address the smaller issues. The more serious issues such as code violation which date back to 2016 need to be addressed as they are a possible health concern. **MOTION:** D. Webster made a **motion** that was seconded by S. Mikutel that we appropriate \$24,900.00 out of surplus subject to the Selectmen's approval for the purpose of prioritizing and repairing items under Item 5E of our town meeting tonight regarding repairs needed on the school campus and the priorities will be set by NESC and the Director of Facilities/Superintendent at the school. D. Webster wanted to add the following to his motion; Our suggestion to the Board of Selectmen will be we get an hourly rate for the work that will be conducted by the mechanical contractor selected to do this job along with open book pricing with cost plus 15% on parts needed to repair any item found. All in favor; **motion carried.**

f. Discussion and possible action on reallocation of Capital Improvement Funds.

S. McKenna stated that the PA System which was approved by the Capital Committee at \$100,000.00 came in approximately \$50,000.00 under budget. He stated the plan for next year would be to get new infrastructure software called SIS. The estimated cost is \$88,270.00. EASTCONN can offer the same system to us for \$41,960.00 however we must sign on with them by February 2020. S. McKenna stated there are two options for funding this, 1 being a 2 year implementation which would be this year and next year, 2 being pull \$88,270.00 from the BOE Capital Improvement request from 2020/2021.

There was much discussion between the Board of Finance members. **MOTION:** S.

Davis made a **motion** that was seconded by D. Webster to perform a line item transfer of \$45,000.00 from capital improvement plan line item PA System to the capital undesignated fund. All in favor; **motion carried.** **MOTION:** V. Grills made a **motion** that was seconded by D. Webster to remove \$41,960.00 from the undesignated capital fund to pay for the Eastconn SIS system. All in favor: **motion carried.**

6. Old Business

a. Discussion and possible action reviewing fund balances and closing funds.

As per the request of the Board of Finance at the previous meeting J. Marcotte prepared a fund balance report to possibly close out some funds which haven't been used in awhile. **MOTION:** S. Davis made a **motion** that was seconded by S. Mikutel to transfer the remaining amount of \$27,156.95 from fund 309, Town Hall Roof Project to the Capital undesignated fund. All in favor; **motion carried.** S. S. Davis **amended** his **motion** which was seconded by S. Mikutel to include close the funds as well. All in favor; **motion carried.** **MOTION:** S. Davis made a **motion** that was seconded by S. Mikutel to transfer the remaining amount of \$20,742.11 from fund 208, Board of Ed Childcare back to the general fund. Also to transfer the remaining amount of \$64,039.69 from fund 231, Recreation Fund back to the general fund. Also to transfer the remaining amount of \$430.00 from fund 255, Paw -to – Paw back to the general fund. Also to transfer the remaining amount of \$3,469.46 from fund 263, High Risk Rural Roads Grant back to the general fund. All in favor; **motion carried.** S. Davis **amended** his **motion** which was seconded by S. Mikutel to include close the funds as well. All in favor; **motion carried.**

Any Other Business

A.Grzelak asked S. McKenna about Norwich Schools possibly sending students to Griswold schools as well. S. McKenna said he would welcome the opportunity. **MOTION:** D. Webster made a **motion** that was seconded by A. Grzelak to have monthly updates at these meetings for all expenses as related to the infrastructure projects. All in favor; **motion carried.**

7. Public Forum

Y. Pulaski - has seen 3 superintendents and 2 interims since she has been on the Board Of Education and the goal is to keep Sean McKenna.

M. Malin – Stated she is shocked as well to see the lack of maintenance at the school. She would like to thank the Board of Finance for working with the Board of Education on this issue.

J. Barnie – Spoke about the unfunded mandates and the towns need to get together to Speak with our state representatives regarding it. He would like to see a plan in effect to deal with the infrastructure issues at the school. He asked about keeping the money appropriated at \$24,900.00 instead of the \$25,000.00 for the town meeting.

8. Adjournment

MOTION: S. Mikutel made a **motion** that was seconded by V. Grills to adjourn the meeting at 9:26PM. All in favor, **motion carried.**

Respectfully Submitted,

Jeannette Bell
Recording Secretary