



Town of Griswold

Board of Finance
Regular Meeting
December 21, 2021
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:

Alex Grzelak – Chairman
Daniel Webster – Vice Chairman
Scott Davis
Gary Beaulac
Valerie Grills
Tom Palasky

Board of Finance Members Absent:

Gail Rooke-Norman

Also Present:

Erik Christensen, Director of Finance
Rob Parrette, Chairman, Senior Center Building Committee
Sean McKenna, Superintendent, Griswold Public Schools
Mary-Beth Malin, Chairman of Board of Education
Karen B. LaFreniere, Recording Secretary
2 Other People

2. **Public Forum**

No one wished to speak.

3. **Approval of minutes**

a. **November 16, 2021, Regular Meeting Minutes.**

MOTION: V. Grills made a **motion** that was seconded by D. Webster to approve the November 16, 2021, Regular Meeting Minutes as presented. All in favor; **motion carried.**

4. **New Business**

a. **Finance Directors monthly report.**

The revenues recorded to date for FY2022 are \$16,590,678.10 or 43.94% of budgeted revenues. E. Christensen stated the town will not be getting the \$524,960.00 Distressed Municipality Grant. The Capital Improvement Committee did meet and made recommendations to freeze some capital projects in that amount. The expenditures recorded to date are \$12,442,415.35 or 32.95% of budgeted expenditures.

b. **Update from Superintendent of GPS regarding Special Education tuition position.**

Valerie Grills

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S. McKenna states they have been no changes since the last time the Board of Finance was updated on October 16, 2021. He is still projecting revenue close to \$60,000.00 dollars based on the five special education students assigned to that teacher.

c. Discussion and possible action on FY 21/22 budget transfers.

Most of the budget transfers have already been discussed by the Board of Finance. A few of the budget transfers that haven't been discussed are the Highway Department 3201, Building Department 3301, and Debt Retirement 8101. E. Christensen stated the Highway Department 3201 budget transfers are regarding the Public Works Director's position going back to a full-time position. We need to add \$3,892 to the salary line item. Health insurance was moved from the Selectmen's Department to the Public Works Department. The FICA/Pension is related to the increase in salary. Under the Building Department 3301 last line-item demolition the First Selectmen is asking \$7,500 be moved from out Exchange account to demolition. This is for a house on 119 N. Main Street that had a fire, and the town has since foreclosed on this property. The town took ownership of the house and are looking to demolish it and sell the property to recoup some of the cost. Last, under Debt Retirement, when E. Christensen budgeted for this, he did not know when the first payment would be made. The town is making the first payment in advance. This will save on interest for the life of the lease. There will be no interest in the current year, but the principal payment will be higher in the current year. We have enough funds in the interest line item to transfer to the principal line item. So, the payment in whole will be lower than what was budgeted. You can either pay in advance or in arrears. To pay in advance you pay up front and, in arrears, you pay after one year. Since we had enough budgeted in the current year E. Christensen chose to pay in advance just to save.

Motion: D. Webster made a **motion** to approve all the budget transfers as presented except for the Highway Department 3201 and Building Department 3301 and was seconded by V. Grills. All in favor; **motion carried.**

A. Grzelak questioned E. Christensen what would need to be done since not all the budget transfer were listed in this motion made by D. Webster. E. Christensen stated was not sure and would need to speak with the First Selectmen.

d. Discussion and possible action on recommendation of Capital Improvement Committee for FY 21/22 capital expenditure freezes.

Motion: D. Webster made a motion to temporarily freeze the items as presented by the Capital Improvement Committee in the amount of \$524,960 and was seconded by V. Grills. All in favor; **motion carried.**

e. Discussion and possible action on recommendation of appointment of members to Capital Improvement Committee.

A. Grzelak resigned from the Capital Improvement Committee so he can focus his time on the Board of Finance Chairman position. This leaves a vacant spot he would like to fill so there is full representation on the committee.

Motion: D. Webster made a **motion** to recommend Tom Palasky, representative, Board of Finance to the Capital Improvement Committee to the Board of Selectmen and was seconded by V. Grills. All in favor; **motion carried.**

5. Old Business

a. Discussion and possible action on report from Senior Center Building Committee Chairman.

R. Parrette stated Covid is now affecting the supply costs. He believes PAC will be out there until at least March regarding the supply issues they are having. They are still working out there to keep the project moving. The ceilings are done. HVAC was out doing some balancing. The painting is done and will have a touch up crew come in for the punch list. The tile is done in the kitchen and grouted. The hood is due to come in this week. There is still no word on the State bond money and how it can be spent but it is supposed to be on the agenda in January 2022. The generator is causing an issue with the cost. The original price was \$90,000 and now the cost is \$137,000. They are holding off on purchasing the generator for now. This not something they need to have to obtain the CO. Another problem is the deck and the price to complete it. They are looking for a less expensive railing system. This is a CO mandate the railing needs to go up to at least the main gathering room. PAC is working with C. Brown to find a way to spend as little as possible until we receive the State bond money to put in the ramp and provide egress without making it a full deck. PAC is requesting confirmation from R. Parrette if they need the \$191,000 it is available to them. A. Grzelak gave the ok on this so R. Parrette can relay the message.

b. Update and discussion on bonding projects.

For the water and sewer, they are working on the engineering and design work for the sewer now. The town has weekly Zoom meetings with Fuss & O'Neil to receive updates. To keep the projects in line E. Christensen recommends doing the construction of the sewer line and water at the same time. He states the USDA funds are available but with all the infrastructure spending he feels the town should use some of the ARPA funds on the design work for the water. Then the town can figure out what is the best funding option for the construction phase of the project.

6. Any Other Business

None

7. Public Forum

No one wished to speak.

8. Adjournment

D. Webster made a **motion** that was seconded by V. Grills to adjourn the meeting at 7:54 P.M. All in favor; **motion carried.**

Respectfully Submitted,



Karen B. LaFreniere,
Recording Secretary

Proposed Budget Transfers FY22 QTR2

BOF
Action
12/21/2021

Board of Selectmen - 1201				
From	Amount	To	Amount	
Health Insurance 5145-1201-510	(22,244.00)	LAP Municipal Insurance 5404A-1201-510	22,244.00	Approved
Increase in insurance higher than anticipated, primarily due to large increase in cyber liability insurance.				

Tax Collector - 1302				
From	Amount	To	Amount	
Regular Full-Time Payroll 5101-1302-510	(21.89)	Overtime Payroll 5110-1302-510	21.89	Approved
Regular Full-Time Payroll 5101-1302-510	(109.94)	Advertising 5204-1302-510	109.94	Approved
Overtime occurred primarily in July during busy collection season while Assistant Tax Collector was training. Advertising rates increased and notices are more expensive due to additional language related to COVID protocols and deferments.				

Assessor - 1303				
From	Amount	To	Amount	
Exchanges 5850-7101-570	(561.81)	Assessor-Advertising 5204A-1303-510	561.81	Approved
Advertising rates increased and notices are more expensive due to additional language related to COVID protocols.				

Highway Department - 3201				
From	Amount	To	Amount	
Exchanges 5850-7101-570	(3,892.89)	Director of Public Works 5102-3201-530	3,892.89	Not Approved
Exchanges 5850-7101-570	(6,538.26)	Health Insurance 5145-3201-530	6,538.26	Not Approved
Exchanges 5850-7101-570	(297.81)	FICA 5150-3201-530	297.81	Not Approved
Exchanges 5850-7101-570	(639.99)	Pension 5155-3201-530	639.99	Not Approved
To account for Public Works Director shift to full-time.				

Building Department - 3301				
From	Amount	To	Amount	
Overtime Payroll 5110-3301-530	(853.59)	Regular Full-Time Payroll 5101-3301-530	853.59	Not Approved
Health Insurance 5145-3301-530	(11,256.05)	Contractual Temp and Occ 5120-3301-530	11,256.05	Not Approved
Pension 5155-3301-530	(5,951.45)	Contractual Temp and Occ 5120-3301-530	5,951.45	Not Approved
Exchanges 5850-7101-570	(7,500.00)	Demolition 5120U-3301-530	7,500.00	Not Approved
Payroll related items to account for projected expenditures related to change in Building Official. Request of \$7,500 from First Selectman for funds to demolish burned out house on 119 North Main St that Town took ownership of.				

Debt Retirement - 8101				
From	Amount	To	Amount	
Capital Lease Interest 5920B-8101-580	(9,870.71)	Capital Lease Principal 5900B-8101-580	9,870.71	Approved
First lease payment was paid in advance to reduce interest paid over the life of the lease, therefore full payment was applied to principal.				

(69,738.39) 69,738.39