



Town of Griswold

Board of Finance
Regular Meeting
March 19, 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:

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

Also Present:

Julie Marcotte, Director of Finance
Jeannette Bell, Recording Secretary
Leona Sharkey, Tax Collector
Todd Babbitt, First Selectman
Louis Demicco III, Chief Jewett City Fire Department
Thomas Holowaty, Chief Griswold Fire Department
Pamela Reinholtz, Registrar of Voters, arrived at 7:10
Joseph Centofanti, PKF O'Connor Davies
Katherine Patnaude, PKF O'Connor Davies
9 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. **February 19, 2019 Regular Meeting Minutes.**
- b. **March 5, 2019 Special Meeting Minutes.**
- c. **March 12, 2019 Special Meeting Minutes.**

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

5. New Business

- a. **Presentation from auditors regarding audit results.**

Joseph Centofanti and Katherine Patnaude of PKF O'Connor Davies presented the Annual Financial Report for the year ended June 30, 2018. They noted the unassigned fund

balance is \$3,763,949 or 11.11% and our credit rating is AA. The General Fund's fund balance decreased by \$912,635 or 18.77%. There were also a few recommendations to policies and controls going forward.

b. Discussion and possible action on suspense list presented by Tax Collector.

L. Sharkey presented the suspense list of uncollected taxes to be transferred to the suspense tax book in the amount of \$49,416.84. She noted she will still be actively trying to collect on these amounts for the next fifteen years. **MOTION:** S. Mikutel made a **motion** that was seconded by G. Rooke-Norman to transfer \$46,416.84 in uncollected taxes to the suspense tax list as recommended by the Tax Collector. All in favor; **motion carried.**

c. Finance Directors monthly report.

J. Marcotte stated the revenues recorded to date are \$27,859,074.99 or 81.13% of budgeted revenues. There are no major concerns with revenue at this point. The expenditures recorded to date are \$22,392,481.92 or 65.21% of budgeted expenditures. She stated there are a few new items overspent, as well as previously discussed items that were overspent.

6. Old Business

a. Discussion and possible action on FY19-20 budget.

Registrars - 1401 – Pamela Reinholtz presented the Registrars budget. She stated there is much training for both registrars as well as their deputies in order to familiarize themselves with the positions as they have only recently been elected. The state also mandates frequent training which accounts for the increase in travel and meetings.

Emergency Services – 2201 –Tom Holowaty presented the Griswold Fire Department budget. He stated last year they responded to 568 calls and noted they have 22 active members. He is asking for a 3% increase to the budget to help offset the cost of nozzle replacements. He also stated the training costs are roughly \$1000.00 per member and has implemented a reimbursement policy requiring all members to commit to one year of service.

Emergency Services – Louis Demicco III presented the Jewett City Fire Department budget. He stated last year they responded to 741 calls and noted they have 23 active members. He is asking for a 2% increase to the budget to help offset additional repairs and replacement costs. His department has also implemented a training reimbursement policy. He stated each year the town has parades and special town events which members of the fire department volunteer at. Both fire departments stated they are in desperate need of radios for the fire fighters as there are not enough to equip each person with one. This is a potentially dangerous situation with firefighters going into a fire with no radio. Both departments are hoping to submit the request for radios through capital.

Building Department – 3301 - T. Babbitt and J. Marcotte presented the Building Department budget. D. Webster recused himself at 8:03PM. T. Babbitt stated the need to add Accucom Permitting Software which would close out permits electronically. The new software would also generate a schedule for the building inspector and it would also interface with the Assessors software. There is also a GPS tracking system which going forward would locate sewer, septic, etc. It was also noted the payroll for the building official has increased approximately 11%. D. Webster returned at 8:17PM.

Selectmen – 1201 – T. Babbitt presented the Selectman budget. He noted there is \$5000.00 for a grant writer for the water and sewer infrastructure. There is an increase to the First Selectman’s salary of 6% which covers two years worth of increases. There is also a 6% increase to the Executive Assistant’s salary due to an existing contract. Lap insurance has a increase of 5% and Workers Compensation has a possible 10% decrease.

Legal – 1701 – T. Babbitt presented the Legal budget. He stated both the Town and the Highway contracts are covered in the \$20,000 for Labor Legal Matters line item. He also believes there are two years left on the Legal Settlement line item.

Highway – 3201 – T. Babbitt presented the Highway budget. He stated \$15,000.00 was put back into the budget for a Seasonal Maintainer. Bulky Waste Overtime increased due to actual costs. Tree Maintenance Contractors increased due to the amount of dead trees which are slated for removal. Equipment Repairs increased due to the extra repairs based on the age of the equipment.

Waste Disposal – 3204 – T. Babbitt presented the Waste Disposal budget. He stated the Fuel line item increased \$1000.00 due to actual costs.

Town Hall Maintenance – 1801 – T. Babbitt presented the Town Hall Maintenance budget. He stated the Custodian position was reduced from 40 hours to 35 hours. Health Insurance will be reduced due to the new custodian opting out of the insurance and taking the buyout, however that figure is not concrete yet.

Pachaug Town Hall Maintenance – 1802- T. Babbitt presented the Pachaug Town Hall Maintenance budget. He stated the Electricity line item went up \$150.00 due to actual costs.

Highway Garage Maintenance – 1803 – T. Babbitt presented the Highway Garage Maintenance budget. He stated the Electricity line item increased due to actual costs. He also noted two rows of solar panels have not been working.

Soule Street Building Maintenance – 1804 – T. Babbitt presented the Soule Street Building Maintenance budget. He stated there was no change to the budget.

b. Discussion and possible action regarding audit items/changes to ordinance 10-1 and 10-3.

The new changes went before the Board of Selectman and was approved to be put on the Agenda for the March 26th Town Meeting if also approved by the Board of Finance tonight. The Town Attorney also recommended the changes. **MOTION:** G. Rooke-Norman made a **motion** that was seconded by D. Webster to approve the changes as presented. All in favor; **motion carried.**

7. Any Other Business.

G. Rooke-Norman expressed how disappointed she was with the presentation from the auditors. J. Marcotte passed out a few BOE budget corrections and a listing of the schools Non-Affiliated Contract salaries. There was mention of creating a new fund account for building usage to track and distribute the funds into the proper accounts. It was asked to include this item on the Agenda for next week.

8. Public Forum

J. Barrie – Was astounded to hear the firefighters are actively going into burning buildings with no radios. Also believes we should check with surrounding towns to see what their retention is for their fire departments and perhaps we need to increase ours.

9. Adjournment.

MOTION: S. Mikutel made a **motion** that was seconded by D. Webster to adjourn the meeting at 9:25PM. All in favor; **motion carried.**

Respectfully Submitted,

Jeannette Bell
Recording Secretary