



# Town of Griswold

Board of Finance  
Special Meeting  
March 23, 2021  
6:30 PM  
Via Teleconference  
MINUTES



**1. Roll Call/Call to Order: The meeting was called to order at 6:30 PM**

**Board of Finance Members Present:**

Scott Davis – Chairman  
Alex Grzelak – Vice Chairman  
Amanda Brycki  
Valerie Grills  
Gail Rooke-Norman (arrived at 6:35)  
Dan Webster

**Board of Finance Members Absent:**

Steve Mikutel

**Also Present:**

Erik Christensen, Director of Finance  
Linda Cote, Town Treasurer  
Rosalyn Dupuis, Tax Assessor  
Valerie Pudvah, Town Clerk  
Leona Sharkey, Tax Collector  
Cynthia Martin, Republican Registrar  
Jennifer Gauthier, Democratic Registrar  
Tina Falck, Senior Center Director  
Kenneth Bomba, Recording Secretary  
6 Other People

**2. New Business**

**a. Discussion and possible action on FY21-22 budget.**

**Treasurer – 1301** – Linda Cote presented the Treasurers budget. She stated the only increase to her budget was for a 2.5% increase in her salary.

**Tax Collector – 1302** – Leona Sharkey presented the Tax Collectors budget. She stated there were payroll contractual increases, and the 2.5% increase in her salary. Travel and Meetings/ Dues increased because the newly hired Assistant Tax Collector will be obtaining her certification. There was also an increase in Advertising due to higher rates charged by the newspaper. Total budget increase is \$3,700 over last year.

**Assessor – 1303** – Rosalyn Dupuis presented the Assessors budget. She stated there were contractual increases, as well as increased in Advertising due to rate increased by the newspapers. She also stated there is an increase to complete this year's revaluation, Erik Christensen noted that, this is a full revaluation year which is more costly. Money is set aside each year however due to budget constraints in those years, not enough was put aside.

**Town Clerk – 1501** – Valerie Pudvah presented the Town Clerks budget. She stated there

was an increase of 2.5% for her salary. Increases in Travel and Meetings and dues for certification of her new assistant, once hired. She also stated she had an increase in Indexing and Recording due to increases in recordings.

**Elections and Registrations – 1401** – Jennifer Gauthier presented the Elections and Registration budget. She stated that the election records are outdated, and they propose to do a full canvas of voters within the Town of Griswold. She also noted an increase due to the need of both Registrars attending classes for certification. She also requested an increase in the Registrar's Stipend due to the number of hours the position entails. There was some discussion on how the postage expense would be utilized.

**Senior Center – 4102** – Tina Falck presented the Senior Center budget. She stated there was an increase for salaries due to contractual increases. She stated there was a decrease to Overtime, Meetings & Dues and Transportation. She noted an increase in the Water due to an anticipated rate increase from Jewett City Water Company. There was some discussion on when and how transportation services will resume, as well as how the Senior Center is being utilized now during the closure.

**Finance – 1101** – Erik Christensen presented the Finance budget. He stated there would be contractual increases in salaries. An increase in health insurance budgeting for the family plan when we hire the new Assistant Bookkeeper. Took out the Pandemic Related Expenses, as we are hoping not to have any and if we do, we will run them thru a special revenue fund. Also noted an increase in Service Contracts due to increase in the contract for the accounting software. There was some discussion on what was purchased this FY under the Pandemic Related Expenses line item and putting legal services out to bid.

**Legal – 1701** – Erik Christensen presented the Legal budget. He noted that this would be where the Board of Finance would budget money for legal counsel, it is funded at one dollar. There is an increase in Labor Legal Matters due to the contracts coming up for renegotiation toward the end of the calendar year. There was some discussion on the Town Counsel line item.

**Maintenance of Town Hall – 1801** – Erik Christensen presented the budget. He stated there is a contractual increase for the custodian. An increase in Telephone due to an additional cell phone added to the towns plan for the building inspector, as well as anticipated increased for internet. He is also noted an increase in Water due to a pending rate increase.

**Maintenance of Pachaug Town Hall -1802** – Erik Christensen presented the budget. He stated there are no changes.

**Maintenance of Highway Garage -1803** – Erik Christensen presented the budget. He noted that this budget remained the same as last year.

**Maintenance of 20 & 22 Soule St – 1804** – Erik Christensen presented the budget. He stated that this budget is for the Ambulance building and the Senior Center building if the Senior Center moves to the new building. The only increase is in the Maintenance/Supplies to cover the fire alarm bills if the Senior Center is vacated.

**Animal Control – 2401** – Erik Christensen presented the budget. He noted Increase in Telephone, we maintain the shelter as a backup for NECCOG.

**Uncas Health District – 4201** – Erik Christensen presented the budget. He stated there was an increase of \$1,600 in the health departments charges, billing is done per capita.

**Contingency – 7101** – Erik Christensen presented the budget. He stated \$90,000 could be cut if needed however it would be good have a cushion for uncertainties relating to the debt retirement.

**Fringe Benefits – 7201** – Erik Christensen presented the budget. The Retiree Life Insurance increased by \$100. He noted the MERF Adm. Assessment went down. The Unemployment Compensation will remain the same.

**3. Adjournment**

**MOTION:** D. Webster made a **motion** that was seconded by V. Grills to adjourn the meeting at 7:22PM. All in favor; **motion carried.**

Respectfully Submitted,

Recording Secretary  
Kenneth Bomba