



Town of Griswold

Board of Finance
Special Meeting
March 26, 2019
7:00 PM

Griswold Senior Center
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 arrived at 7:02

Brian Baker

Gail Rooke-Norman

Dan Webster

Member Absent:

Valerie Grills

Also Present:

Todd Babbitt, First Selectman

Julie Marcotte, Director of Finance

Jeannette Bell, Recording Secretary

Sean McKenna, Superintendent Griswold Schools

Evelyn Spagnolo, Assessor

Theresa Madonna, Slater Library

Jim Barnie, Capital Improvement Committee

14 Other People

2. Pledge of Allegiance

3. New Business

a. Discussion on policy regarding changes made to Capital Improvement Plan by Board of Finance.

B. Baker stated he would like to see a policy in which the Capital Committee could recommend which items are to be cut in the budget process. There has been a lot of time, effort and research by the committee for the Capital Improvements and they feel it would be beneficial if they were to designate where the cuts would come from. S. Davis agreed with that recommendation but also noted the Board of Finance would ultimately have the final say as they are the final financial decision entity.

4. Old Business

a. Discussion and possible action on FY 19-20 budget.

1303 – Assessor – E. Spagnolo presented the Assessor budget. She stated there were the contractual increases to the budget. There was a decrease in postage due to communicating with emails. The Revaluation Fund was increased \$10,000 due to cuts in previous year's budgets. She stated the need for a new Cama System for the 2020-2021 budget year.

4103 – Contributions – T. Madonna and K. Gilgenbach presented for the Slater

Library. Their contributions consist of 53% from Griswold, 14% from Lisbon, 15% from Friends and 20% from private donations. They are seeking \$90,000 in contributions from Griswold this year which is \$5,000 more that they received last year. T. Madonna stated every year they have to take \$15,000 to \$20,000 out of their investments in order to cover expenses. K. Gilgenbach went over some of the programs that are offered at the library and how well attended the programs are. She also stated the library is used for a variety of meetings and events by local groups.

5301 – Recreation and 5302- Youth and Family Services. This budget is still in process and was tabled until the next meeting.

8501 – Capital – J. Barnie presented the Capital budget. He presented the Board of Finance with a 5 year plan spreadsheet as well as a long range spreadsheet of Capital Improvement Plans. He stressed how far behind we are in acquiring or fixing many items due to budgets cuts in the Capital budget over the years. He did state that the bonding would be paid off at the end of fiscal year 30-31 which would hopefully allow extra money to go into the budget.

2401- Animal Control – T. Babbitt presented the Animal Control budget. He stated it appears to be working with NECCOG which in turn is saving the town money. There is currently no heat or water in the building due to it not being used. He did state the need to keep the license current just in case the shelter needed to be opened up again. The building would then be grandfathered in without having to spend extra money on updates.

1101 – Finance – J. Marcotte presented the Finance budget. She stated other than contractual, the only item increased was for the finance and accounting due to the OPEB audit which is every other year.

b. Discussion and possible action on Special Education tuition policy proposed by Board of Education.

S. McKenna presented the Tuition Revenue Proposal asking the Board of Finance to create a contingency account on the Town's side of the budget in the amount of \$100,000 for the 2019-2020 school year. Upon request and approval from the Board of Finance the school would be able to access those funds for an additional Special Education Teacher. The break- even point for this additional teacher is 4 students, any more than that would generate additional revenue for the town. This one additional Special Education teacher increases the capacity by 14 students and could possibly generate \$346,472 in tuition revenue. There was some discussion regarding the tracking of this additional teacher with the understanding that this teacher cannot be utilized for Town students. If this contingency account is set up in the Towns budget it would not affect the MBR for this upcoming budget year. However, once this teacher becomes regular staff the MBR would be affected for the following budget year. This item was tabled until the next Special Meeting.

c. Discussion and possible action on creating a fund for Building Use Fees.

T. Babbitt explained the need for a policy for the rental of any Town of Griswold facility. Any fees collected should go back into the building expense for which the money was collected. He stated all fees collected should come to the town and not the Recreation Fund. **MOTION:** G. Rooke-Norman made a **motion** that was seconded by S. Mikutel to put the money in a non-lapsing account set up by the Finance Director that will be in a separate line item to be used for building repairs. All in favor; **motion carried.**

d. Discussion and possible action on setting/changing date for FY 19-20 budget Public Hearing.

MOTION: B. Baker made a **motion** that was seconded by S. Mikutel to move the Public Hearing on the budget to May 7, 2019 and have April 2, 2019 to be used as a Special

Meeting to further hear budget requests. All in favor; **motion carried.**

e. Discussion regarding April Regular Meeting date.

S. Davis stated there was a scheduling conflict in which the Finance Director will not be available on April 16, 2019. Therefore he canceled the April 16, 2019 Regular Meeting and will call a Special Meeting on April 23, 2019.

5. Adjournment

MOTION: S. Mikutel made a **motion** that was seconded by G. Rooke-Norman to adjourn the meeting at 9:03PM. All in favor; **motion carried.**

Respectfully Submitted,

Recording Secretary
Jeannette Bell