



Town of Griswold

Board of Finance
Special Meeting
March 27, 2018
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 7:05PM

Brian Baker

Valerie Grills

Gary Levy

Gail Rooke-Norman

Dan Webster

Also Present:

Erik Christensen, Director of Finance

Jeannette Bell, Recording Secretary

Ryan Aubin, Director of Youth and Family Services

11 Other People

2. Pledge of Allegiance

3. Old Business

a. Discussion and possible action on FY 18-19 budget.

4103 – Contributions. E. Christensen presented the Contributions budget. He stated Slater Library had requested \$92,400 however the Selectmen had reduced it back to \$85,000 which is what they have been receiving. There were a few questions asked regarding their attendance and how much Lisbon contributes. E. Christensen stated there was no one at the meeting to represent the library. The Women's Center had requested \$3,000 however the Selectmen had reduced it to \$1,200. Local Veterans Council had not put in a request so the Selectmen had budgeted \$1,000. Eastern Ct Conservation had requested \$1,000 however it was reduced to zero as we have never funded it in the past. New London Homeless Center had requested \$250 however that was also reduced to zero as that has never been funded as well. UCFS had requested \$25,000 which was reduced back to the \$5,000 which they have been receiving in the past. Children First Griswold had requested \$100 which was \$1,900 less than the previous year. All other contributions remained the same as the previous year.

5301 – Parks and Recreation. R. Aubin presented the Recreation budget. He stated there was a zero increase to the budget other than contractual items. He stated his largest expense for the larger events are State Trooper overtime and those events typically bring in around 3,000 people. The Town subsidy for Parks and Recreation events is \$7,000. There was some discussion on the procedure for handling revenue for these events.

5302- Youth and Family Services. R. Aubin presented the Youth and Family Services budget. He stated there was a zero increase to this budget other than contractual items. He stated the Town contributes \$54,840 to this budget.

S. Davis stated he is very concerned with the Recreation and Youth Services budget in regards to how revenues are tracked. The fact that he cannot follow the finances concerns him. Several members of the Board of Finance stated they are concerned and looking for accountability for the programs and figures. They stated there needs to be more transparency in the accounting procedures.

8501 – Capital Expenditures. J. Barnie presented the Capital budget. He stated the budget was kept at a zero percent increase from the previous year. He stated the school is in need of a Ford pickup truck as well as updated and repairs to the High School lockers which are 25 years old. T. Babbitt stated there is \$11,000 for a Senior Van which is 20% of the cost with the remainder being paid by the Federal Government due to a 5310 Grant. J. Barnie stated there is \$40,000 for the Griswold Fire Department for a utility vehicle. T. Babbitt stated the building department is in need of a replacement vehicle to replace the current one. The remainder of the money is for the Norman Road and Sheldon Bridges as well as money for roads. S. Davis thanked the Capital Committee in presenting a zero percent increase in the budget and their hard work on the projected 20 year plan. He also thanked J. Barnie for his diligence and hard work.

2401 – Animal Control. E. Christensen presented the Animal Control budget. The Telephone line item was reduced by \$350 for projected savings. The Professional Services line item has been reduced by \$1,527 for what we pay for services to NECCOG. He stated we are still keeping the facility open in order to be grandfathered in just in case we need to provide services from there at some point.

1101 – Finance. E. Christensen presented the Finance budget. He stated the Finance Director line item was increased based on the contract and the Selectmen also increased it an additional \$5,000 for possible additional duties. There were also additional increases based on contractual. Finance and Accounting line item was decreased \$7,600 because no OPEB Report is due this year. Service Contracts/Leases and also Contracted Services were reduced to reflect actual costs.

MOTION: B. Baker made a **motion** that was seconded by D. Webster for the Finance Director to create a line item in 1701-Legal for \$5,000 to be used for Board of Finance legal opinions. All in favor; **motion carried.**

b. Discussion and possible action on BOF policies as recommended by audit.

S. Davis would like to see all revenue collection for Parks and Recreation as well as the Youth Center and have it either paid on line or through the Finance Department. In addition he wants all refunds to go through the Finance Department. He is looking for better cash management and accountability to which all of the Board of Finance members agreed. A consecutively numbered receipt should be given for all money received. There also needs to be a refund policy going forward and put in a disclaimer similar to what the Town of New Fairfield has. R. Aubin was asked to go through the New Fairfield policy for their Parks and Recreation and let the Board of Finance know if our policy could mirror theirs and if not what would need to be changed. E. Christensen was asked to provide a Trial Balance monthly for Recreation and Youth Services.

4. Adjournment

MOTION: D. Webster made a **motion** that was seconded by G. Levy to adjourn the meeting at 8:37PM. All in favor; **motion carried.**

Respectfully Submitted,

Recording Secretary
Jeannette Bell