



# Town of Griswold

Board of Finance  
Special Meeting  
March 6, 2018  
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  
Gary Levy  
Gail Rooke-Norman  
Dan Webster

**Also Present:**

Todd Babbitt, First Selectman  
Erik Christensen, Director of Finance  
Mario Tristany, Town Planner  
Evelyn Spagnolo, Assessor  
Valerie Pudvah, Town Clerk  
Leona Sharkey, Tax Collector  
Linda Cote, Treasurer  
Tina Falck, Senior Center Director  
Sean McKenna, Superintendent, Griswold Public Schools  
Michele Demicco, Business Manager, Griswold Public Schools  
Jeannette Bell, Recording Secretary  
3 Other People

**2. Pledge of Allegiance**

**3. Old Business**

**a. Discussion and possible action on finalizing 2018 budget calendar.**

**MOTION:** D. Webster made a **motion** that was seconded by B. Baker to accept the 2018 budget calendar as presented. All in favor; **motion carried.**

**b. Discussion and possible action on FY18-19 budget.**

**Treasurer – 1301** – Linda Cote presented the Treasurers budget. She stated her budget is very small and not a lot to it. She was asked about the 50% increase for the Deputy Treasurer as to why it was so much. She stated she was unaware of a signed contract settlement previously in place and just wanted to give a 50 cent raise. The Board of Selectmen reduced it back to the original amount in the signed contract.

**Planning and Development – 6101** – M. Tristany presented the Planning budget. He had reduced the advertising budgets due to more efficient advertising. He also reduced the secretary position from full time to part time which also reduced the benefits. He stated he

decreased the MS4 program by \$600 however he was unsure on the mandated cost.

**Tax Collector – 1302** – Leona Sharkey presented the Tax Collectors budget. G. Levy recused himself at 7:05PM. She stated salaries and longevity had increased due to contractual increases. She reduced the service contracts line item by \$850. Erik Christensen and Leona Sharkey both stated they would like to remove Tax Refunds from the Tax Collectors budget. E. Christensen stated he would like to see it reported as contra revenue because it is really not an expense of the department, but a return of overpaid revenues. G. Levy returned at 7:10PM.

**Senior Center – 4102** – Tina Falck presented the Senior Center budget. She stated there was an increase for salaries due to contractual increases. She stated she did reduce her line item for contractual temp by \$2,500. She also reduced her electricity line item by \$500 as well as the gasoline line item by \$1,000. The line item for meals on wheels was also reduced by \$1,210 which is the savings realized from delivering meals from 5 days a week down to 4 days a week.

**Assessor – 1303** – Evelyn Spagnolo presented the Assessors budget. She passed out literature regarding the service contracts line item for the department with a breakdown of how much is paid, to whom and what services they provide. She also stated the salaries are increased due to contractual increases. She also stated almost all assessment values which are tied to a building permit have been increased because the value of the houses have gone up. There were many questions from the Board of Finance members with some concerns about what is considered an improvement verses a repair and how the assessments are arrived at.

**Town Clerk – 1501** – Valerie Pudvah presented the Town Clerks budget. She stated her vital statistics line item decreased by \$150. She also stated the salaries have increased and she had asked for a 2 1/2% increase however the Board of Selectmen had reduced it to 2%. E. Christensen stated most department heads as well as elected officials are proposed to receive a 2% increase. He stated union members were getting 50 cents plus a 2 1/2% increase which, for the majority amounts to about a 5% increase. There was some discussion regarding how the raises are calculated. S. Davis stated it was not the Board of Finance position to negotiate salaries.

**Uncas Health District – 4201** – E. Christensen presented the budget. He stated there was a slight increase and the amount is based on per capita.

**Public Health Nursing – 4202** – E. Christensen presented the budget. He stated the department no longer exists and will be off the books for next year.

**Contingency – 7101** – E. Christensen presented the budget. He stated the amount was put back to \$40,000 due to the fact Teacher Retirement was removed.

**Fringe Benefits – 7201** - E. Christensen presented the budget. The only increase was the MERF Admin Assessment line item which was increased by \$650. The rest of the department remained the same.

**Debt Retirement – 8101** – E. Christensen presented the budget. He stated the total department budget was down \$2,768.

E. Christensen stated the total General Government budget not including capital, debt service and teacher retirement was down \$10,249 from the previous year which is a 0.23% decrease from last year.

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

S. McKenna had sent a memo to the Board of Finance members outlining the Board of Education response to the Auditor's report. His report provided an understanding of the changes the Board of Education has implemented based on the auditors findings. Gail

Rooke-Norman handed out a Recreation Revenue Collection Policy to the Board of Finance outlining suggestions and requests regarding the collection of revenue. She stated she would like a spreadsheet with the revenues collected as well as the expenses for each event in order to see which events are making money and which are not. There were also some changes to language and procedures she would like to see implemented. She also felt there should be a policy for summer camp refunds. S. Davis stated he would like to see all the collection of money done on line or at the Finance Department for the Recreation and Youth Department as well as Transfer Station collections. There was some discussion between the board members regarding this.

**4. Adjournment**

**MOTION:** S. Mikutel made a **motion** that was seconded by D. Webster to adjourn the meeting at 8:12PM. All in favor; **motion carried.**

Respectfully Submitted,

Recording Secretary  
Jeannette Bell