

Valerie Rudzal



2021 APR 26 PM 3

Town of Griswold

Board of Finance
Regular Meeting
April 20, 2021
7:00 PM
Via Teleconference
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
- Alex Grzelak – Vice Chairman
- Amanda Brycki
- Steve Mikutel
- Gail Rooke-Norman (arrived at 7:02)
- Daniel Webster
- Valerie Grills

Also Present:

- Erik Christensen, Director of Finance
- Sean McKenna, Superintendent of Griswold Schools
- Leona Sharkey, Tax Collector
- Kenneth Bomba, Recording Secretary
- 15 Other People

2. **Public Forum**

No one wished to speak.

3. **Approval of minutes**

- a. **March 16, 2021 Special Meeting Minutes.**
- b. **March 23, 2021 Special Meeting Minutes.**
- c. **March 30, 2021 Special Meeting Minutes.**
- d. **April 6, 2021 Special Meeting Minutes.**
- e. **April 8, 2021 Special Meeting Minutes**

MOTION: D. Webster made a **motion** that was seconded by V. Grills to approve the above Regular Meeting Minutes as presented. All in favor; **motion carried.**

4. **New Business**

a. **Finance Directors monthly report.**

E. Christensen stated the Revenues recorded to date are \$30,272,288.63 or 82.62% of budgeted revenues. Revenue is projected to finish higher this year due to favorable tuition, conveyance taxes and CRF revenues. He stated the Expenditures recorded to date are \$27,741,035.27 or 75.71% of budgeted expenditures. There were a few additional items which are now overspent. He noted there are no major concerns at this point. Still projecting to finish the year under budget.

b. Monthly report by Superintendent of Schools regarding Special Education tuition position.

S. McKenna stated there are currently ten students associated with this position. The total tuition received is \$225,073. The amount paid out for the teacher's salary and benefits are \$63,179 for a net tuition gain of \$161,894.

c. Discussion and possible action on Tax Collector old credit balances.

L. Sharkey presented a list of old credit balances that the taxpayers did not apply for a refund, despite several notices, within 3 years from the tax due date. S. Mikutel made a **motion**, seconded by G. Rooke-Norman, to allow the Tax Collector to remove the old credit balances. All in favor; **motion carried**.

d. Discussion and possible action on suspense list provided by Tax Collector.

L. Sharkey stated the total amount of the suspense list is \$56,363.47. This is a list of accounts which have been uncollectible for five years and are no longer considered an asset on the books. She also stated she will continue to actively pursue them for payment. D. Webster made a **motion**, that was seconded by V. Grills to accept the suspense list as presented by the Tax Collector in the amount of \$56,363.47. All in favor; **motion carried**.

f. Discussion and possible action on creating a special revenue fund for BOE donation-based capital projects.

S. McKenna stated that a group of community members have formed a committee that is looking to make improvements to the school fields, primary converting them to turf fields. The special revenue fund would be used to manage the capital earned via fund-raising. S. Mikutel made a **motion** seconded by G. Rooke-Norman that the BOF authorize the creation of a Special Revenue Fund for BOE donation-based capital projects. All in favor; **motion carried**.

g. Discussion and possible action on closing out capital projects.

E. Christensen provided a list of completed capital projects from prior years that have an outstanding balance. He proposed closing out these accounts in the capital non-recurring fund and move the funds into the unassigned fund balance within the capital non-recurring fund. D. Webster made a **motion** seconded by S. Mikutel to close out the capital projects balance of \$83,261.60 and transferring the balance to the unassigned fund balance in the capital non-recurring fund. All in favor; **motion carried**.

h. Discussion and possible action on FY21 budget transfers.

E. Christensen provided a list of recommended line-item transfers to clean up the budget over expenditures. G. Rooke-Norman made a **motion** seconded by S. Mikutel to approve the budget transfers as presented by the Finance director. All in favor apart from D. Webster who opposed; **motion carried**.

5. Old Business

a. Update and discussion on bonding projects.

E. Christensen noted the Gas Conversion project is about to be finalized, the Senior Center project is on hold, Water and Sewer line is moving forward with design and cost estimates. Meetings with the USDA indicate the town will get a 30% grant and a 1.75%, at current rates, loan for the balance on the Sewer Project. The Water project could possibly get up to

45% grant.

c. Discussion and possible action on FY21-22.

S. McKenna stated the projected tuition revenue for FY21-22 is \$2.34 million, and the portion attributed to the special education position is \$305,200. He also noted the grant money received thus far is being used to support student learning programs and he is waiting for guidance on the American Rescue Grant. S. Davis noted that the referendum is scheduled for May 5th, if it does not pass then the \$760,000 would be put in the Capital Budget, so the BOF will meet on May 6th to discuss any changes and set the date of the public meeting.

6. Any Other Business

After a discussion on how meetings should be held going forward, it was decided to continue meeting via teleconference until May 20th when the Executive order expires.

7. Public Forum

Jennifer Gauthier – Had some questions relating to the BOE donation-based capital projects fund. S. McKenna answered that the committee would oversee the funds and report it at their meetings.

8. Adjournment

D. Webster made a **motion** that was seconded by S. Mikutel to adjourn the meeting at 8:21 PM. All in favor; **motion carried.**

Respectfully Submitted,

Kenneth Bomba,
Recording Secretary

Budget Transfers FY21 QTR3

Finance - 1101				
	From	Amount	To	Amount
Finance and Accounting 5402-1101-510		(3,644.76)	Pandemic Related Expenditures 5210A-1101-510	3,644.76
Tax Collector - 1302				
	From	Amount	To	Amount
Health Insurance 5145-1302-510		(1,948.16)	Advertising 5204-1302-510	1,948.16
Assessment - 1303				
	From	Amount	To	Amount
Health Insurance 5145-1303-510		(10,620.05)	Assessor 5101D-1303-510	10,620.05
Health Insurance 5145-1303-510		(70.24)	Postage 5212-1303-510	70.24
Legal - 1701				
	From	Amount	To	Amount
Town Counsel 5400-1701-510		(48,061.23)	Labor Legal Matters 5120F-1701-510	48,061.23
Exchanges 5850-7101-570		(78,601.15)	Legal Settlements 5400A-1701-510	78,601.15
Workers Compensation 5404B-1201-510		(18,818.85)	Legal Settlements 5400A-1701-510	18,818.85
Pachaug Town Hall - 1802				
	From	Amount	To	Amount
Heating Fuel 5230-1802-510		(206.71)	Electricity 5228-1802-510	206.71
Animal Control - 2401				
	From	Amount	To	Amount
Heating Fuel 5230-2401-520		(94.04)	Telephone 5226-2401-520	94.04
Highway Department - 3201				
	From	Amount	To	Amount
Health Insurance 5145-3201-530		(6,768.67)	Snow Removal Overtime 5110B-3201-530	6,768.67
Building Official - 3301				
	From	Amount	To	Amount
Secretary 5101F-3301-530		(922.42)	Contractual Temp & Occ 5120-3301-530	922.42
Overtime 5110-3301-530		(232.38)	Contractual Temp & Occ 5120-3301-530	232.38
Longevity 5115-3301-530		(675.00)	Contractual Temp & Occ 5120-3301-530	675.00
Health Insurance 5145-3301-530		(7,766.88)	Contractual Temp & Occ 5120-3301-530	7,766.88
Meetings and Dues 5202-3301-530		(809.00)	Contractual Temp & Occ 5120-3301-530	809.00
Recreation Commission - 5301				
	From	Amount	To	Amount
Field Trip Expenses 5217-5301-550		(345.06)	Heating Fuel 5230-5301-550	345.06
Planning & Community Dev - 6101				
	From	Amount	To	Amount
P&Z Advertising 5204D-6101-560		(400.38)	ZBA - Advertising 5204E-6101-560	400.38

(179,984.98)

179,984.98