



Town of Griswold

Board of Finance
Regular Meeting
May 18, 2021
7:00 PM
Via Teleconference
MINUTES



2021 MAY 20 PM 2:53
Dawni P...
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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
Daniel Webster

Board of Finance Members Absent:

Valerie Grills

Also Present:

Erik Christensen, Director of Finance
Chris King, Audit Partner, King and King Associates
Rob Parrette – Chairman, Senior Center Building Committee
Kenneth Bomba, Recording Secretary
22 Other People

2. **Public Forum**

No one wished to speak.

3. **Approval of minutes**

- a. **April 20, 2021 Regular Meeting Minutes.**
- b. **May 6, 2021 Special Meeting Minutes.**

MOTION: G. Rooke-Norman made a **motion** that was seconded by A. Grzelak to approve the above Meeting Minutes as presented. All in favor; **motion carried.**

4. **New Business**

a. **Auditor's presentation of audit report.**

Chris King of King and King Associates presented the Annual Financial Report for the year ending June 31, 2020. He noted that the town has a fund balance of 15.79% which is within established guidelines. There were no deficiencies or concerns in the audit. He noted two concerns in the Management letter. One was a recommendation for better controls in the building office due to some discrepancies discovered during testing. The second was investigating and removing stale reconciling items in the Student Activity account.

b. Finance Directors monthly report.

E. Christensen stated the Revenues recorded to date are \$36,284,190.31 or 99.03% of budgeted revenues. Revenue is projected to come in over budget reducing the amount budgeted to come out of surplus. He stated the Expenditures recorded to date are \$31,959,437.49 or 87.23% 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.

c. Correspondence from Board of Selectman regarding request from the Board for Finance for appointing an ad-hoc member to the Senior Center Building Committee.

The Board of Selectman have decided to deny the request, citing that in the past a member of the Board of Finance has been a member on building project, and that a putting a member of the Board of Selectman on the building committee would not improve communication between the Senior Center Building Committee and the Board of Finance.

5. Old Business

a. Discussion and possible action on report from Senior Center Building Committee Chairman.

R. Parrette requested the line item for painting be changed back to \$77,140. He noted that E. Christensen would be providing the requested monthly detailed financial reports for the Senior Center building project. He said the PAC group is waiting for a letter of intent from the town prior to contracting with any subcontractors.

MOTION: G. Rooke-Norman made a **motion** that was seconded by S. Mikutel to restore the painting line item to \$77,140 taking the required \$6,000 from the kitchen line item. All in favor; **motion carried.**

b. Update and discussion on bonding projects.

E. Christensen noted there have been no expenses for the Senior Center project since the last meeting. On the Gas Line we received a second Eversource grant for almost \$39,000 and should be getting one last one for around \$16,000 or \$17,000. Water and Sewer line is moving forward with design while the USDA is doing their environmental review.

c. Discussion and possible action on FY21-22 budget.

The Board set two special meeting dates May 26, 2021 and May 27, 2021 at 7:00 PM to work on the budget. The meetings will be held in person. E. Christensen will check meeting room availability and book an appropriate location. Masks are still required in town buildings and will be required to attend the meeting.

6. Any Other Business

None.

7. Public Forum

Jennifer Gauthier – stated that she believes the Governor is going to extend the remote meeting requirements and requests the Board of Finance continue to hold meetings remotely.

Dana Bennett – questioned why no one mentioned the expected USDA Senior Center grant in the amount of \$412,000 and when would the town receive the grant. E. Christensen replied that the town has not received any notice of if or when it will get the grant.

8. Adjournment

S. Mikutel made a **motion** that was seconded by D. Webster to adjourn the meeting at 8:05 PM.
All in favor; **motion carried.**

Respectfully Submitted,



Kenneth Bomba,

Recording Secretary