



# Town of Griswold

Board of Finance  
Regular Meeting  
June 6, 2020  
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:**

Brian Baker – Chairman  
Scott Davis – Vice Chairman  
Valerie Grills  
Gail Rooke-Norman arrived at 7:02 PM  
Daniel Webster  
Alex Grzelak arrived at 7:04 PM

**Board of Finance Member Absent:**

Steve Mikutel

**Also Present:**

Erik Christensen, Interim Finance Director  
Sean McKenna, Superintendent of Griswold Schools  
Jeannette Bell, Recording Secretary  
6 Other People

**2. Approval of Minutes**

**a. May 21, 2020 Special Meeting Minutes**

**b. May 26, 2020 Special Meeting Minutes**

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

**3. New Business**

**a. Finance Directors monthly report.**

E. Christensen stated the Revenues recorded to date are \$35,933,792 or 101.03% of budgeted revenues. He noted we are still issuing summer camp refunds, but we will still finish above 100% collections primarily due to building permit fees and tuition. He stated the Expenditures recorded to date are \$30,264,252.66 or 85.09% of budgeted expenditures. He also noted there were some additional items overspent which for the most part could be adjusted within the department.

**b. Monthly report regarding Special Education tuition position/ Contingency BOE account.**

S. Mckenna presented the update and stated there are 9 students assigned to the teacher at a cost for salary and benefits of \$63,178.22. The total amount of tuition generated by the students is \$216,268.84. He also stated the students are from Lisbon, Canterbury, Sprague and Voluntown with hopes to expand students from Norwich and Preston.

**c. Elect a new Chairman for the Board of Finance.**

B. Baker announced his resignation as Chairman of the Board of Finance and opened the floor for nominations. **MOTION:** D. Webster made a **motion** that was seconded by V. Grills to nominate S. Davis as Chairman of the Board of Finance. All in favor; **motion carried.** S. Davis accepted the nomination. B. Baker then asked for nominations for Vice Chairman of the Board of Finance. **MOTION:** V. Grills made a **motion** that was seconded by D. Webster to nominate A. Grzelak as Vice Chairman of the Board of Finance. All in favor; **motion carried.** A. Grzelak accepted the nomination.

**d. Discussion and possible action on request from Recreation Director to set up a fund for Recreation Department basketball court project.**

E. Christensen stated the purpose of the fund is to track donations designated specifically for the basketball court. He noted a special revenue fund would be needed for this project. He also noted there is no definitive site picked yet and the project would be funded through donations. There was much discussion and many questions asked. **MOTION:** D. Webster made a **motion** that was seconded by S. Davis to create a Special Miscellaneous Donations Fund with the oversight of the Board of Finance with a report provided Monthly by the Finance Director. All in favor; **motion carried.**

**4. Old Business**

**a. Discussion and possible action on Auditing Services RFP.**

It was noted that O'Connor Davies has no interest of providing us with an audit report or presenting it. E. Christensen noted the RFP for auditing services is due this Thursday. There was discussion. **MOTION:** S. Davis made a **motion** that was seconded by G. Rooke-Norman to reconvene on June 23, 2020 for a Special Meeting on reviewing the RFP and to begin work on BOF policies as recommended by audit. **AMEND:** S. Davis **amended** his **motion** to include the words at 7:00PM. G. Rooke-Norman **withdrew** her original second and seconded the **amended motion.** All in favor; **motion carried.**

**b. Discussion and possible action on FY 19/20 budget transfers.**

E. Christensen presented the budget transfers. **MOTION:** S. Davis made a **motion** that was seconded by G. Rooke-Norman to approve the budget transfers as presented by the Finance Director in the amount of \$108,578.42. B. Baker, V. Grills and A. Grzelak were in favor. D. Webster was opposed. **motion carried.**

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

**MOTION:** G. Rooke-Norman made a **motion** that was seconded by D. Webster to table this item until the Special Meeting on June 23, 2020. All in favor; **motion carried.**

**d. Update and discussion on bonding projects.**

E. Christensen noted the Gas Line at the school is almost complete and we are waiting on a rebate check from Eversource of approximately \$100,000.00. He noted the Senior Center currently has site work being done and could possibly be behind on the completion

date. Regarding the update on the water and sewer lines, T. Babbitt is looking into possibly applying for a USDA loan.

**e. Update and discussion on BOE HVAC repairs.**

S. McKenna provided an update for priority 1 repairs with a cost of \$27,013.04 which was funded through the Board of Education due to savings from being closed for COVID- 19.

**5. Adjournment**

**MOTION:** D. Webster made **a motion** that was seconded by V. Grills to adjourn the meeting at 8:01PM. All in favor; **motion carried.**

Respectfully Submitted,

Jeannette Bell  
Recording Secretary