



# Town of Griswold

Board of Finance  
Regular Meeting  
August 17, 2021  
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  
Alex Grzelak – Vice Chairman  
Amanda Brycki  
Valerie Grills  
Steve Mikutel – Arrived at 7:02 p.m.  
Daniel Webster

**Board of Finance Members Absent:**

Gail Rooke-Norman

**Also Present:**

Erik Christensen, Director of Finance  
Todd Babbitt, First Selectman  
Rob Parrette – Chairman, Senior Center Building Committee  
Sean McKenna, Superintendent of Griswold Public Schools  
Marty Osga, Chairman, Alternative School Space Needs Committee  
Mary-Beth Malin, Chairman of Board of Education  
Karen B. LaFreniere, Recording Secretary  
7 Other People

2. **Public Forum**

Sean McKenna, Superintendent of Griswold Schools

The Griswold Board of Education has reviewed the final financial report on August 16, 2021. They will be returning \$98,000 to the Town of Griswold that had not been spent. S. McKenna and the Board of Education have completed an application for the Esser Grant. He has included figures for the cost for the construction on the Alternative School if and when it moves to the new location of the Senior Center.

3. **Approval of minutes**

- a. **June 15, 2021, Regular Meeting Minutes.**
- b. **June 16, 2021, Special Meeting Minutes.**

**MOTION:** D. Webster made a **motion** to approve the June 15, 2021, Regular Meeting Minutes as presented that was seconded by V. Grills. All in favor; **motion carried.**

**MOTION:** V. Grills made a **motion** to approve the June 16, 2021, Special Meeting Minutes as presented that was seconded by S. Mikutel. All in favor except for D. Webster and A. Grzelak who abstained; **motion carried.**

**4. New Business**

**a. Finance Director Monthly Report.**

Erik Christensen stated that he has included in the board packet the revenue & expenditures for both FY2021 & FY2022 as well as the Donation Fund. The revenues recorded to date for FY2021 are \$37,146,363.13 or 101.38% of budgeted revenues. We are currently a little over \$500,000 over budget in revenue. This will all go back into our unassigned fund balance. Some of the primary drivers are the excess cost grants, tuition, and conveyance tax. Also, we had received the Covid Relief Fund money. The expenditures recorded to date are \$36,766,669.65 or 98.31% of budgeted expenditures. E. Christensen is estimating we are going to come in about \$600,000 under budget for expenditures. This also will go back into our unassigned fund balance. A few additional items were overspent and are included in the board packet with the budget transfers including reasons why. Some of the primary drivers for coming in under budget for expenditures are the Griswold Board of Education is returning almost \$100,000, interest is about \$157,000 under budget because of the delay in USDA project as well as the Senior Center. E. Christensen also stated due to being conservative as a result of COVID-19, we didn't spend a lot of money on expenses if they weren't needed. We had some positions left unfilled to make sure we would stay under budget. This allowed us to save in health insurance line items, pension line items, and salary line items. Overall, it looks like we are going to be able to return about \$1.1 million back to our unassigned fund balance. This will cover the full \$760,000 we took out for the Senior Center plus another \$340,000 with go back into the unassigned fund balance. We will be just under 16%.

The revenues recorded to date for FY2022 are \$10,712,477.92 or 28.37% of budgeted revenues. E. Christensen states the only real concern is the Distressed Municipality Grant for \$525,000. He still hasn't heard anything on the bonding portion which was included in the state budget but when he does, he will let the Board of Finance know the outcome. Until the outcome is known we are holding off on any capital spending because we will have to make up for these funds from somewhere. The expenditures recorded to date are \$896,765.93 of budgeted expenditures. Two items are overspent for this fiscal year. We will see savings in bond interest as well for the Senior Center & Gas Line project about \$59,000 less than what we budgeted for. This is due to the outcome we received on the final bond on the project. The permanent bonds have been sold. The town bond was affirmed at Double A rating two notches below the Triple A rating, and we received four bids from underwriting firms. The winning bid was for 1.74%. That is what our net interest cost on our bonds were. We were hoping for around 2% but came in at 1.74%. This rate was lower than the Town of Fairfield which has a Triple A rating received the week prior. They received a rate of 1.81% on their bonds. The total bond is for \$8,110,000 and will be paid off over the next 20 years at 2-4%.

**b. Discussion and possible action on request from Alternative School Space Needs Committee to reallocate remainder of previously approved funding from feasibility study to plan design.**

Marty Osga states they have completed the feasibility study. The architects came up with a design and how they are going to move forward on the project. They are working with him on estimating the cost with the renovation. They are receiving figures back from contractors regarding mechanical, HVAC plumbing and electrical. This will give a better idea of the cost. Mary-Beth Malin asked the Board of Finance members to amend and reword the motion from the Board of Finance meeting on January 19, 2021, allowing them to use the leftover funds of \$6,400 from the feasibility study to pay for the plan design. S. Mikutel questioned what was learned from the feasibility study. S. McKenna said they learned the facility can accommodate an alternative school. The next phase they need to go into is to see how much this project will cost. S. McKenna has been working with the Board of Education to apply for an Esser Grant for \$300,000. S. McKenna has spoken with a grant advisor with the State of Connecticut, and they feel the argument will hold but they need to get the approval from the state.

**MOTION:** S. Mikutel made a **motion** for the Board of Finance to approve the alternative school space needs committee request to reallocate the remainder of the previously approved funding from the feasibility study of \$6,400 to plan design. This motion was seconded by A. Grzelak. All in favor; **motion carried**.

**c. Discussion and possible action on FY21 budget transfers.**

E. Christensen stated he included an Excel spreadsheet with the Board of Finance packet listing the transfers and explanations why the line item was over. He is hopeful these will be the final transfers for FY 2020/2021. Unless he finds something while preparing for the audit these transfers should be it.

**MOTION:** S. Mikutel made a **motion** for the BOF to approve the budget transfers for the FY2021, per the presentation of the Director of Finance. This motion was seconded by A. Grzelak. All in favor except for D. Webster who opposed; **motion carried**.

**5. Old Business**

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

Rob Parrette reported not much has changed since the last Board of Finance meeting. The contracts have been signed. They are looking to restart working next month September 2021. Subcontractors have been secured and material has been ordered except for the deck. We are still waiting for pricing to go down on the deck. David Fritz with PAC has been giving the submittals to the committee with the pricing for the products. The Rulan ceiling for the portico has been ordered. R. Parrette states the project should be complete on December 3, 2021. V. Grills had questions about the donations for the gas insert fireplace. She thought money had been donated to the project for this item. R. Parrette is going to look into this matter and have more answers at the next Board of Finance meeting next month in September 2021. Also, the USDA grant from the beginning of the year has finally come in. E. Christensen has included a spreadsheet in the board packet explaining the breakdown for the grant. Discussion was had by the Board of Finance.

**MOTION:** A. Grzelak made a motion to approve the full \$411,800 USDA Community Facility grant allocating additional amounts to the line items listed in the spreadsheet E. Christensen supplied in the board packet. The net proceeds from the grant will offset these additional costs. The amounts spent will not exceed the \$760,000 appropriation approved at the referendum. This motion was seconded by D. Webster. All in favor; **motion carried**

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

For the sewer and water, Fuss & O'Neil are working on the design. The engineering agreement between them and Boundaries states Fuss & O'Neil and Boundaries are both going to be working on the design which was just approved by the USDA. Things are progressing. They are still looking at the construction in the Spring.

**6. Any Other Business**

None.

**7. Public Forum**

Todd Babbitt spoke on behalf of the motion made on the Senior Center. By completing the grant, the town is able fund projects like the generator which he feels is important. Also, he feels it is smart to use 55% of their money to fund for critical items like that.

Mary-Beth Malin, 11 Pequot Trail states her Uncle Richard Breen's wife raised \$1,900 for the Senior Center gas insert fireplace. Mary-Beth Malin has documentation on her phone regarding the funds donated in Richard Breen's memory. She is upset and wants to know where did these funds go? E. Christensen stated he believes Tina Falck has a list of the donations that have come in for regarding the new Senior Center. All the donation money that comes in will be used first before the grant money on the gas insert fireplace.

**8. Adjournment**

D. Webster made a **motion** that was seconded by S. Mikutel to adjourn the meeting at 7:49 PM. All in favor; **motion carried.**

Respectfully Submitted,  
Karen B. LaFreniere,  
Recording Secretary

Budget Transfers FY21 QTR4

Finance - 1101				
From	Amount	To	Amount	
Health Insurance 5145-1101-510	(1,224.65)	Bookkeeper 5101C-1101-510	1,224.65	
Health Insurance 5145-1101-510	(241.57)	Overtime 5110-1101-510	241.57	

Board of Selectmen - 1201				
From	Amount	To	Amount	
Pension 5155-1201-510	(707.79)	FICA 5150-1201-510	707.79	
Workers Compensation 5404B-1201-510	(4,705.20)	L.A.P. Municipal Insurance 5404A-1201-510	4,705.20	

Tax Collector - 1302				
From	Amount	To	Amount	
Regular Full-Time Payroll 5101-1302-510	(257.12)	Elected Officials 5125-1302-510	257.12	
Regular Full-Time Payroll 5101-1302-510	(874.97)	Advertising 5204-1302-510	874.97	
Regular Full-Time Payroll 5101-1302-510	(400.82)	Postage 5212-1302-510	400.82	

Assessment - 1303				
From	Amount	To	Amount	
Health Insurance 5145-1303-510	(125.82)	Assessor 5101D-1303-510	125.82	
Assessor Travel 5200D-1303-510	(500.00)	FICA 5150-1303-510	500.00	
Technology Maintenance 5407-1303-510	(554.84)	FICA 5150-1303-510	554.84	
Assessor Meetings 5202D-1303-510	(255.33)	Pension 5155-1303-510	255.33	
Assessor Advertising 5204A-1303-510	(174.94)	Postage 5212-1303-510	174.94	

Town Clerk - 1501				
From	Amount	To	Amount	
Health Insurance 5145-1501-510	(1,046.02)	Postage 5212-1501-510	1,046.02	
Health Insurance 5145-1501-510	(261.79)	Service Contracts/Leases 5406-1501-510	261.79	

Legal - 1701				
From	Amount	To	Amount	
Probate Court 5211-1701-510	(510.94)	Labor Legal Matters 5120F-1701-510	510.94	
BOF Legal/Consultant Fees 5350-1701-510	(1.00)	Labor Legal Matters 5120F-1701-510	1.00	
Health Insurance 5145-1201-510	(23,107.56)	Labor Legal Matters 5120F-1701-510	23,107.56	
Health Insurance 5145-1201-510	(3,610.37)	Town Counsel 5400-1701-510	3,610.37	
Service Contracts/Leases 5406-1201-510	(1,324.76)	Town Counsel 5400-1701-510	1,324.76	

Town Hall 28 Main - 1801				
From	Amount	To	Amount	
Electricity 5228-1801-510	(1,639.82)	Telephone 5226-1801-510	1,639.82	

Pachaug Town Hall - 1802				
From	Amount	To	Amount	
Heating Fuel 5230-1802-510	(319.59)	Electricity 5228-1802-510	319.59	

Highway - 3201				
From	Amount	To	Amount	
Overtime Payroll 5110-3201-530	(668.77)	Bulky Waste Overtime 5110A-3201-530	668.77	

Waste Disposal - 3204				
From	Amount	To	Amount	
Meetings & Dues 5202G-3204-530	(100.00)	SCRARRA - Tipping Fees 5422-3204-530	100.00	
Advertising 5204-3204-530	(50.00)	SCRARRA - Tipping Fees 5422-3204-530	50.00	
Office Supplies/Central Purchasing 5210-3204-530	(493.35)	SCRARRA - Tipping Fees 5422-3204-530	493.35	
Contracted Services 5420-3204-530	(388.00)	SCRARRA - Tipping Fees 5422-3204-530	388.00	
Recycling 5424-3204-530	(500.00)	SCRARRA - Tipping Fees 5422-3204-530	500.00	
Maintenance Xfer Station 5225B-3204-530	(500.00)	SCRARRA - Tipping Fees 5422-3204-530	500.00	
Electricity Xfer Station 5425D-3204-530	(21.15)	SCRARRA - Tipping Fees 5422-3204-530	21.15	
Health Insurance 5145-3201-530	(24,096.49)	SCRARRA - Tipping Fees 5422-3204-530	24,096.49	
Snow Removal 5703-3201-530	(7,365.39)	SCRARRA - Tipping Fees 5422-3204-530	7,365.39	
Gasoline Fuel and Fluids 5238-3201-530	(10,224.77)	Bulky Waste Tipping Fees 5425A-3204-530	10,224.77	
Gasoline Fuel and Fluids 5238-3201-530	(870.03)	Fuel - 5425C-3204-530	870.03	

Building Official - 3301				
From	Amount	To	Amount	
Overtime Payroll 5110-3301-530	(277.11)	Regular Full-Time Payroll 5101-3301-530	277.11	
Secretary 5101F-3301-530	(143.15)	Contractual Temp and Occ 5120-3301-530	143.15	
Overtime Payroll 5110-3301-530	(1,059.86)	Contractual Temp and Occ 5120-3301-530	1,059.86	
Demolition 5120U-3301-530	(200.00)	Contractual Temp and Occ 5120-3301-530	200.00	
Health Insurance 5145-3301-530	(2,751.64)	Contractual Temp and Occ 5120-3301-530	2,751.64	
FICA 5150-3301-530	(828.11)	Contractual Temp and Occ 5120-3301-530	828.11	
Pension 5155-3301-530	(2,313.29)	Contractual Temp and Occ 5120-3301-530	2,313.29	
Office Supplies/Central Purch 5210-3301-530	(1,000.00)	Contractual Temp and Occ 5120-3301-530	1,000.00	
Gasoline Fuel and Fluids 5238-3301-530	(539.74)	Contractual Temp and Occ 5120-3301-530	539.74	
Service Contracts and Leases 5406-3301-530	(595.97)	Contractual Temp and Occ 5120-3301-530	595.97	
Contractual Temp & Occ 5120-1201-510	(2,249.98)	Contractual Temp and Occ 5120-3301-530	2,249.98	
Grant Writer/Grant MGR/EDC 5120N-1201-510	(3,947.36)	Contractual Temp and Occ 5120-3301-530	3,947.36	
Overtime Payroll 5110-3301-530	(44.58)	Postage 5212-3301-530	44.58	

Recreation Commission - 5301				
From	Amount	To	Amount	
Field Trip Expenses 5217-5301-550	(166.22)	Travel 5200-5301-550	166.22	
Field Trip Expenses 5217-5301-550	(812.22)	Telephone 5226-5301-550	812.22	
Field Trip Expenses 5217-5301-550	(126.48)	Water 5232-5301-550	126.48	

Planning & Community Dev - 6101				
From	Amount	To	Amount	
P&Z Advertising 5204D-6101-560	(375.14)	ZBA - Advertising 5204E-6101-560	375.14	

(104,553.70)

104,553.70