



Town of Griswold

Board of Finance
Special Meeting
January 23, 2014
7:00 PM

Town Hall Meeting Room
APPROVED MINUTES



1. Roll Call/Call to Order: The meeting was called to order at 7:00 PM

Board of Finance Members Present:

Steve Merchant, Sr. – Chairman
Gail Rooke-Norman – Vice Chairman
Scott Davis
Peter Dorff
Gary Levy

Members Absent:

Brian Baker
Dan Webster

Also Present:

Erik Christensen, Director of Finance

2. New Business

- a) **Finance Director's Monthly Report.** *A copy of said report is available in the Finance Office.* The Finance Director spoke in regards of fiscal year 2013-2014 revenues and expenditures. Revenues recorded to date are \$14,971,598.33 or 47.10% of budgeted revenues. So far he has no major concerns regarding revenue. Expenditures recorded to date are \$13,022,443.42 or 40.97% of budgeted expenditures. He stated the only new items overexpended are postage for the Fire Marshall of \$1.81 as a result of increased mailings as well as longevity for the highway department of \$100 as a result of negotiations after the budget was passed. He stated there were no other major concerns at this time. The Finance Director stated that the Unassigned Fund Balance at the beginning of the year was \$2,628,824 which is 8.27% of the budget and it is looking like it could end the year around \$3,000,000 which is around 9.40%. P. Dorff asked if there was another insurance line item over expended. The Finance Director responded that workers compensation insurance was over previously but he had not yet transferred the ambulance portion out of that line item. P. Dorff asked about a Town Meeting for the insurance transfer. The Finance Director responded that the Selectmen wanted to hold off and not do it at the Town Meeting for the roof. They plan on setting up a Town Meeting in the future. P. Dorff asked about the status of the ambulance situation. The Finance Director stated at this time he did not know what was going on and things were up in the air. He stated the Selectmen wanted to hold off on another joint meeting. S. Davis asked if the Finance Office has seen an adjusted bill for bundle billing. The Finance Director responded that he did receive information but stated that he believes he has been paying the correct amount all along and will not receive an additional bill.

b) Discussion and possible action on request for advisory opinion regarding budget line items.

S. Merchant Sr. asked where the Board was with this. The Finance Director stated he put together a request for advisory opinion and used essentially the same exact wording as was used for the request for Dan Webster last year because the Ethics Commission did not seem to have a problem with that request. The Finance Director stated he also included a copy of the department budget. **MOTION:** After discussion P. Dorff made a **motion** that was seconded by G. Rooke-Norman to send the request for advisory opinion to the Ethics Commission. All in favor; **motion carried.**

c) Discussion and possible action on appropriation for Senior Center plumbing repairs.

The Finance Director explained that a couple weeks ago Todd Babbitt, Public Works Director came to him to ask to be on the next agenda for an appropriation to fix the plumbing at the Senior Center. The Finance Director advised him to seek three quotes even though it was under the bid amount. He received one and asked three others. He did not receive any other quotes. In the meantime the pipes burst again. The Board of Selectmen advised to get the work done. The pipes needed to be moved because when the building was built, the pipes were run up through the eaves into the attic causing them to freeze. Todd received a quote of \$4,300 but when the contractor went to move the pipes he notice the heating pipes were also run the same way and suggested putting antifreeze into the system which will cost approximately another \$1,000. He explained the heating lines froze last night so this really needs to be done. P. Dorff asked about putting heat tape on the pipes. The Finance Director responded that the pipes did have heat tape on them. S. Merchant Sr. explained that some portions of the pipe also were not accessible to put heat tape on them. The Finance Director stated the options are to approve an additional appropriation out of Fund Balance, do a transfer out of the exchange account or allow the line item to be overexpended until the end of the year and then do a transfer for what is needed. The Board decided to table the item until getting the final cost of the repairs.

d) Discussion and possible action on annual report.

The Selectmen asked the Finance Director to get input from the Board of Finance regarding the annual report required by State Statute to be produced by the Town and how they would like to present it. The Finance Director handed out some annual reports from other Towns. He also stated that the report can be done electronically and posted to the Town website. After looking over and discussing the annual reports **MOTION:** P. Dorff made a **motion** that was seconded by G. Levy to advise the Selectmen to maintain the format of the current annual report and produce it as a PDF copy. All in favor; **motion carried.**

- 3. Adjournment: MOTION:** P. Dorff made a **motion** that was seconded by S. Davis to adjourn. There was no discussion. All in favor; **motion carried.** S. Merchant Sr. adjourned the meeting at 7:36 PM.

Respectfully Submitted,

Acting Recording Secretary
Erik Christensen