



# Town of Griswold

Board of Finance  
Regular Meeting  
February 15, 2011  
7:03pm



Town Hall Meeting Room  
**APPROVED MINUTES**

1. **Roll Call/Call to Order: The meeting was called to order at 7:03pm**  
**Board of Finance Members Present:** Steve Merchant, Sr. – Chairman  
John Wolkowski  
Peter Dorff  
Daniel Webster  
Gail Rooke-Norman  
**Absent:** Joe Przylucki, Jr. – Vice Chairman  
Alan Geer  
**Also Present:**  
Paul Freeman, Superintendent, Griswold School  
Elizabeth Dorff, Chairman of the Griswold Board of Education  
Holly McCalla, Business Manager, Griswold School  
Ten other persons
  
2. **Approval of Minutes**
  - a. **MOTION:** G. Rooke-Norman made a motion that was seconded by J. Wolkowski to approve the minutes of February 2, 2011. **The motion passed with D. Webster abstaining.**
  - b. **MOTION:** P. Dorff made a motion that was seconded by D. Webster to approve the minutes of December 14, 2010, as corrected. **The motion passed unanimously.**
  
3. **NEW BUSINESS**
  - a. **Discussion and Possible action on a request from the Board of Education concerning the emergency purchase of a truck for snowplowing.** P. Freeman reported that the snowplowing truck for the Board of Education was no longer usable. P. Freeman went on to state that a replacement truck (which is part of the Capital Improvement Plan) would be purchased from the State of Connecticut Bid List and the unusable truck would be transferred to the town to be sold at auction. The estimated cost of the new truck is between \$45,000 and \$50,000 and the BOE is only projecting a \$35,000 to \$45,000 surplus. P. Freeman wanted direction on whether the Board of Finance would authorize a supplemental appropriation now or be willing to authorize said appropriation at the end of the fiscal year. P. Freeman said that the BOE will monitor expenditures to determine if the full costs could be absorbed in the current appropriation. **MOTION:** P. Dorff made a motion that was seconded by J. Wolkowski to authorize the encumbrance of \$18,500 for the purchase of a snowplowing truck from the State of Connecticut Bid List. **The motion passed unanimously.**
  - b. **The Finance Director presented her report.** *A copy of said report is available in the Finance Office.* **MOTION:** P. Dorff made a motion that was seconded by D. Webster to authorize the replenishment of insurance proceeds in the following manner: addition of \$2,264.15 to AA Young 5515-101-2201-520 and \$2,815 to Recreation 5426-101-5302-550. **The motion passed unanimously.**

**4. OLD BUSINESS:**

**a. The Board discussed the request from American Legion Community Ambulance d.b.a. Griswold Ambulance to appropriate \$19,800 to cover increase of both medical supplies and fuel costs.** The Board heard information from American Legion Community Ambulance. Griswold Ambulance presented a six-month budget and a budget projection for a year and stated that the industry standard for operating funds was a surplus of six months. The Board thanked Griswold Ambulance for providing the information requested. **MOTION:** P. Dorff made a motion that was seconded by G. Rooke-Norman to table the request from Griswold Ambulance until the regular March 15, 2011 Board of Finance meeting.

**b. Discussion and possible action on letter received from the Tax Collector and the Town Clerk.** The Board discussed this matter. **MOTION:** G. Rooke-Norman made a motion that was seconded by D. Webster to table the request of re-authorizing the \$700 longevity benefit for the Town Clerk and the Tax Collector until the March 15, 2011 Board of Finance meeting.

**c. Policy and Procedure Manual** B. Richardson Crouch stated that upon peer review by the Government Finance Officers Association of Connecticut pointed out that a portion of manual was in violation of State Statute. B. Richardson Crouch requested that the manual be tabled until the matter can be resolved.

**5. Adjournment: MOTION:** G. Rooke-Norman made a **motion** that was seconded by D. Webster. There was no discussion. All in favor; **motion carried.** S. Merchant, Sr. adjourned the meeting at 8:53 pm.

Respectfully Submitted,

Acting Recording Secretary  
Barbara R. Crouch