



Town of Griswold

Board of Finance
Special Meeting
February 26, 2014
7:00 PM

Griswold Senior Center
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 Chairwoman
Scott Davis
Gary Levy
Daniel Webster

Members Absent:

Brian Baker
Peter Dorff

Also Present:

Erik Christensen, Director of Finance
Kevin Skulczyck, First Selectman
Todd Babbitt, Public Works Director
Tina Falck, Senior Center Director

2. New Business

a) Discussion and possible action on the Fiscal Year 2014-2015 Budget.

- **1801 – Maintenance of Town Hall 28 Main Street** – T. Babbitt outlined the department's budget. He stated after speaking with the Finance Director he felt we could reduce the **5230 Heating Fuel** line item by \$1,000 for the upcoming year. T. Babbitt also discussed the need to increase the **5234 Building Repairs** line item by \$1,000 because they will be replacing the back steps this year. The Finance Director stated he also increased the **5226 Telephone** line item for the Town Hall by \$500. D. Webster asked about payroll increases and the Finance Director responded that the Union positions are budgeted at a 0% increase but some additional money was put into the contingency line item to cover a possible increase due to negotiations. He also stated that the Selectmen wanted all non union personnel to be in at a 2.5% increase. The Finance Director stated that he also budgeted a 13% increase for health insurance but it looks like it is going to be more around 6.5% and he will adjust those figures when he gets the final numbers.
- **1802 – Maintenance of Town Building Pachaug Town Hall** – T. Babbitt outlined the department's budget. Line item **5230 Heating Fuel** has been reduced from \$2,000 to \$1,500.
- **1803 – Maintenance of Town Building Highway Garage** – T. Babbitt outlined the department's budget. Line item **5228 Electricity** has decreased from \$4,000 to \$3,500 due to savings from the solar panels. He

also stated the **5234 Building Repairs** line item was increased from \$500 to \$3,000 to repair the back-up emergency generator at the Town Garage. Discussion followed regarding the generator.

- **3201 – Highway Department** – T. Babbitt outlined the department’s budget. Line item **5102 Director of Public Works** increased as a result of the Selectmen increasing by 2.5%. Line item **5110A Bulky Waste Overtime** went up by \$500 due to expenses. The Finance Director stated this is a result of higher salaries. Line item **5214 Other Purchased Supplies** increased from \$15,000 to \$17,000 based on the history of expenses. G. Rooke-Norman asked about snow removal overtime. T. Babbitt responded that what always happens is he keeps \$100,000 in the Town Aid Road fund so when the snow budget goes over that money is used and he stated that we were over this year. Line Item **5228B CL&P Street Lighting** increased from \$15,500 to \$17,500 based on prior billings. Line item **5238 Gasoline Fuel and Fluids** increased from \$50,000 to \$56,000 as a result of usage and the cost of fuel. Line Item **5700 Equipment Repairs and Purchases** increased from \$35,000 to \$37,000 as a result of a lot more repairs because capital funding has been limited and the equipment is getting older. He stated this winter has been especially tough. Discussion followed regarding the gas pump system. D. Webster stated the note regarding 2.5% increase for the Director of Public Works salary is not right. The Finance Director responded that it was because the current year figure is actually low because the Director of Public Works and the Board of Selectmen came to a contract agreement after the budget was passed last year.
- **3204 – Waste Disposal** – T. Babbitt outlined the department’s budget. Line item **5422 Resource Recovery Authority** is decreasing from \$320,000 to \$260,000. The reasoning is because the minimum commitment of tonnage has been adjusted to reflect a more accurate number to what we are delivering and the price decreased \$2 per ton. Line item **5425A Tipping Fees** also decreased by \$10,000. Line item **5425D Electricity Xfer Station** was increased from \$100 to \$150 based on use. Line item **5425E Dumpster Replacement** increased from \$5,000 to \$7,500 which is more in line with the actual cost of the dumpster.
- **1201 – Board of Selectmen** – K. Skulczyck spoke on behalf of the department’s budget. There was discussion regarding the increases of line item **5404A Liability/Auto/Property Insurance – Municipal** of \$50,000 and line item **5404B Worker’s Comp-Municipal Insurance** of \$25,000. The Finance Director stated this was a result of claims history. K. Skulczyck asked if these could decrease as a result of some of the issues being cleared up. The Finance Director responded that it could but it won’t be right away until we can show we can go a while without any issues. D. Webster asked about the decrease in line item **5125A First Selectman – Elected Official**. K. Skulczyck stated that is only for while he is in office. K. Skulczyck also stated he did not take the health insurance or the insurance buyout resulting in a decrease in line item **5145 Health Insurance**. He also reduced line item **5200A First Selectman-Travel** from \$3,000 to \$0 because he will not be submitting for reimbursement for travel. S. Davis asked about the increase in line item **5406 Service Contracts and Leases**. The Finance Director stated some of that is attributed to a new copier lease as well as still pinpointing all of

the costs after separating this line item.

- **2401 – Animal Control** – K. Skulczyck spoke on behalf of the department’s budget. He stated L. Proulx the Dog Warden did not ask for any increase, but the Board of Selectmen put \$500 into line item **5120 Temp and Occasional** for a back-up ACO to be on call for when L. Proulx is out of Town or unavailable.
- **4102 – Senior Citizens** – T. Falck spoke on behalf of the department’s budget. There was discussion regarding the increase in Social Service functions that the Senior Center Director is responsible for. S. Merchant Sr. asked about the request for a full-time person that was reduced to part-time by the Board of Selectmen. There was discussion regarding the best way to increase the help at the Senior Center. T. Babbitt spoke on behalf of maintenance issues that need to be addressed at the Senior Center resulting in an increase to line item **5236 Maintenance**. G. Rooke-Norman asked about the large increase in line item **5145 Health Insurance**. The Finance Director responded that is because he budgeted for a family for the Senior Center Driver because it is unknown who it is going to be and after the position is filled he will update the line item. D. Webster asked if T. Falck agreed to give up the stipend she receives for line item **5120C – Municipal Agent** if she gets more help. T. Falck responded that she would if she gets more help. She would still provide the services but would be willing to put that money toward funding for more help. G. Rooke-Norman stated she does not want to see her give that up. T. Falck stated that she did ask for the Social Worker salary that is in the Union contract and that was included in the budget.
- **1401 – Elections and Registrations** – E. Christensen spoke on behalf of the department’s budget. Line item **5125D - Registrars-Elected Officials** increased 2.5% per the Board of Selectmen. The Department had asked for an increase in line item **5202 – Meetings and Dues** from \$2,500 to \$3,500 due to increased meetings. The Selectmen reduced that request to \$3,000. Line item **5205 – Annual Canvass** was increased from \$200 to \$300 due to rising costs. Line item **5210 – Election Supplies** was requested to be increased from \$12,000 to \$13,000 but the Selectmen left at \$12,000. **Line item 5212 - Postage** was increased from \$600 to \$900 due to usage and increased fees. Line item **5406 - Service Contracts/Leases** was reduced from \$250 to \$200.

3. **Adjournment: MOTION:** D. Webster made a **motion** that was seconded by G. Levy to adjourn. There was no discussion. All in favor; **motion carried**. S. Merchant Sr. adjourned the meeting at 8:28 PM.

Respectfully Submitted,

Acting Recording Secretary
Erik Christensen