



# Town of Griswold

Board of Finance  
Special Meeting  
March 7, 2011  
7:00pm



## Senior Center UNAPPROVED MINUTES

1. **Roll Call/Call to Order: The meeting was called to order at 7:05 pm**

**Board of Finance Members Present:**

Steve Merchant, Sr. – Chairman  
John Wolkowski  
Peter Dorff  
Daniel Webster

**Absent:**

Joe Przylucki, Jr. – Vice Chairman  
Gail Rooke-Norman  
Al Geer

**Also Present:**

Barbara Crouch, Director of Finance  
Jaimee O'Neill-Eaton, Asst. Bookkeeper  
Theresa Madonna, Third Selectman  
Peter Zvingilas, Building Official  
William Czmyr, American Legion Baseball

2. **NEW BUSINESS**

a) **Discussion and possible action on the Fiscal Year 2011-2012 Budget.**

- **1101 - Board of Finance** – B. Crouch outlined the department's budget.
- **1201 – Board of Selectman** – B. Crouch outlined the department's budget. Office Supplies, Central Purchasing, Postage, Overtime, and Service Contracts line items have been moved to each department in order to get true operating costs. Worker's Comp and Liability Insurances will remain in the Selectman's budget. The budget reflects the reinstatement of mileage for the Selectmen.
- **1301 – Treasurer** – B. Crouch outlined the department's budget. The Deputy Treasurer's salary had been moved into this department.
- **1302 – Tax Collector** – B. Crouch outlined the department's budget. \$700 was added to Longevity for the Tax Collector by the Board of Selectmen.
- **1303 – Assessor** – B. Crouch outlined the department's budget. The Assistant Assessor's position was reinstated by the Board of Selectmen.
- **1401 – Elections and Registrations** – B. Crouch outlined the department's budget. Line item **5410A Machine Mechanic – Other Professional Services** has increased by \$8000 from the prior year because the Town must now pay a pro rata share of the electronic system that is normally paid for by the State. The Registrar's also requested that if any other Elected Officials receive a salary increase this year, that they receive the same increase. It has been ten years since their last wage increase, even though other elected and non union employees have received them.
- **1501 – Town Clerk** – B. Crouch outlined the department's budget. \$800.00 was added to Longevity for the Town Clerk by the Board of Selectmen. Line item **5428A Land Records/Update Code Books** has been budgeted at \$4000. The Board of Selectmen requested a cost difference on only maintaining three (3) code books. The Town Clerk

researched the issue and discovered there will only be a \$200 to \$300 savings per year. .

- **1701 – Legal – B.** Crouch outlined the department’s budget. Line item **5211 Probate** has increased from last year, due to the fact that the Probate Court was consolidated.
- **1801 – Maintenance of Town Hall 28 Main Street – B.** Crouch outlined the department’s budget. The salary for the Custodian is less than last year due to the way the Union Contract is set up for new hires.
- **1802 – Maintenance of Town Building Pachaug Town Hall – B.** Crouch outlined the department’s budget. Line item **5230 Heating Fuel** has increased from last year, due to increase in fuel costs and building usage.
- **1803 – Maintenance of Town Building Highway Garage – B.** Crouch outlined the department’s budget. This budget has increased from last year.
- **2201 – Emergency Services – B.** Crouch outlined the department’s budget.
- **2401 – Animal Control – B.** Crouch outlined the department’s budget. Line item **5200 Travel** was increased by the Board of Selectmen, and they would like the Dog Warden to submit his mileage to be paid at the Federal Reimbursement rate, which is currently \$.50 per mile. Discussion was had regarding the current way he’s paid for his mileage, and the way the Selectmen proposed.
- **3201 – Highway Department – B.** Crouch outlined the department’s budget. Line item **5120H Tree Warden** will be used to cover the salary, travel, training and certifications. Line item **5418 Architects and Engineers** has been increased for additional funding for FEMA match. Discussion was had regarding whether or not the Town has been approved for FEMA funds for the snow storm on January 12, 2011.
- **3204 – Waste Disposal – B.** Crouch outlined the department’s budget.
- **3301 – Building Official – B.** Crouch outlined the department’s budget. Discussion was had regarding the Selectman’s proposal to fund the Building Official’s position at 19.5 hours per week and the Secretary’s position at 60% time. P. Zvingilas, Building Official stated he proposed cutting his position to 19.5 hours per week in order to have a full time secretary. In order for the office to properly function it needs a secretary full time, and the revenues generated by the department are able to support that. He stated there would be an approximate saving of \$50,000 with the Building Official going to 19.5 hours, and the cost to have a full time secretary would only be an additional \$12,000. Discussion was had regarding the Secretary picking up some of the Zoning and Wetlands work, such as verifying site plan compliance.
- **4102 – Senior Center – B.** Crouch outlined the department’s budget. Line item **5120C Municipal Agent** was added by the Board of Selectman. D. Webster asked if this was the same line the Board of Finance removed last budget season. B. Crouch confirmed that it is.
- **4103 – Contributions – B.** Crouch outlined the department’s budget. Discussion was had with W. Czmyr, American Legion Baseball, regarding the organizations expenses.
- **4201 – Health Department – B.** Crouch outlined the department’s

budget. D. Webster asked how long of a contract did the Town sign with Uncas Health. B Crouch stated that the town signed a two year contract and that Uncas Health requires advance notice if the Town will not have Uncas Health continue to provide services. The Town will need to decide no later than January 2012, if they are going to stay with Uncas Health or not.

- **4202 – Public Health Nursing** – B. Crouch outlined the department’s budget.
- **5301 – Parks and Recreation** – B. Crouch outlined the department’s budget. The Recreation Director’s salary has increased by \$10,000 for additional work associated with Park sites. The Town’s Subsidy for Summer Recreation has decreased by \$11,100. J Wolkowski asked if Summer Recreation fees have been increased for out of town participants. B Crouch confirmed that they have. Discussion regarding salary for Recreation Director.
- **5302 – Youth and Family Services** – B. Crouch outlined the department’s budget. Board members agreed that they would like to meet with Youth Director/Recreation Director regarding his budget.
- **6101 – Planning and Community Development** – B. Crouch outlined the department’s budget.
- **7101 – Emergency and Contingency** - B. Crouch outlined the department’s budget. The Board asked B. Crouch to increase the line item **5850 Exchanges** to \$100,000.
- **7201 – Fringe Benefits** – B. Crouch outlined the department’s budget.
- **8101 – Debt Retirement** – B. Crouch outlined the department’s budget.
- **8501 – Capital Expenditures** – B. Crouch outlined the department’s budget. D Webster asked if there is currently enough money for the Town’s share of the Bitgood Road Bridge. B. Crouch confirmed that there is. The Board agreed that they would like to have the Capital Improvement Committee present their budget to them.
- **9101 – Board of Education** – B. Crouch outlined the department’s budget. The Board of Ed will meet with the Board of Finance on March 23, 2011.
- The Board of Finance agreed they would like to meet with the Board of Selectman at the Regular Meeting on March 15, 2011 to discuss the Youth and Recreation, Building, and Assessor’s budgets.
- The Board of Finance members requested that B. Crouch make the change the \$25,000 increase to the Sundry account, remove \$600,000 from Undesignated Fund Balance, and be able to show what they Mill Rate would be at the next meeting.

3. **Adjournment: MOTION:** P. Dorff made a **motion** that was seconded by J. Wolkowski to adjourn. There was no discussion. All in favor; **motion carried.** S. Merchant, Sr. adjourned the meeting at 8:37 pm.

Respectfully Submitted,

Acting Recording Secretary  
Jaimee O’Neill-Eaton