



# Town of Griswold

Board of Finance  
Regular Meeting  
March 17, 2009  
7:00pm  
Town Hall Meeting Room



## MINUTES

1. **Roll Call/Call to Order:** S. Merchant, Sr. called the meeting to order at 7:00 pm.

**Members Present:**

Steve Merchant, Sr. – Chairman  
Joe Przulucki, Jr. – Vice Chairman  
Peter Dorff  
Gail Rooke-Norman – arrived at 7:10 pm  
Daniel Webster  
John Wolkowski

**Also Present:**

Philip Anthony, First Selectman – arrived at 7:20 pm  
Kathy Maxwell, Director of Finance  
Keleigh Baretincic, Recording Secretary  
Richard Grabowski, Tax Collector  
Six interested townspeople

**Members Absent:**

Alan Geer

2. **Approval of Minutes**

- a. **January 20, 2009 Regular Meeting Minutes:** D. Webster noted the following correction: the motion under Item 4a, should read as follows, with correction italicized: J. Przulucki motioned and was seconded by D. Webster to authorize a temporary hourly wage increase of \$5.00 and hour for the Bookkeeper and \$2.00 an hour for the Assistant Bookkeeper in conjunction with additional job duties associated with the extended absence of the Director of Finance; end date to be determined *by the First Selectman based upon the Director of Finance returning to full duty, without restrictions*. There was no discussion. All in favor; motion carried.

3. **New Business:**

- a. **Approval of the 2009-2010 FY Budget Calendar:** **MOTION:** D. Webster motioned and was seconded by P. Dorff to approve the 2009-2010 FY Budget Meeting Calendar as presented. There was no discussion. All in favor; **motion carried.**

- b. **Finance Director Monthly Report:** Finance Director Kathy Maxwell gave an overview of her monthly report. She noted that there are significant losses projected on the revenue side of the budget in areas such as the building department, school tuition and solid waste. K. Maxwell anticipates a shortfall of approximately \$575,000.00 in revenues. This includes the projected revenue from the sale of the Plastic Wire and Cable that is expected to be coming soon.

- c. **Letter from Senior Center Director as forwarded from the Board of Selectmen for review, discussion and possible action:** K. Maxwell went over the history of the donation and noted that there may be an additional donation. **MOTION:** J. Przulucki motioned and was seconded by J. Wolkowski to table item 3c until the May Board of Finance meeting. There was no discussion. All in favor; motion **carried**.
- d. **Discussion and possible action on the Tax Collector's Annual Suspense**  
**Presentation:** R. Grabowski presented his annual suspense report as required by State Statute. The list dates to 2003. **MOTION:** P. Dorff motioned and was seconded by D. Webster to approve the Annual Suspense List as presented by the Town Tax Collector. There was no discussion. All in favor; **motion carried**.

**MOTION:** J. Przulucki motioned and was seconded by D. Webster to move item 3f up on the agenda. There was no discussion. All in favor; **motion carried**.

- e. *(Listed on the Agenda as item 3f, see motion above)* **Discussion and possible action on an extension for the American Ambulance Bundle Billing agreement:** the BOF discussed the history of the agreement. The current 3 month funding as approved by the BOF expires on March 31, 2009. P. Anthony is working on speaking with American Ambulance to get pricing for providing all EMT/paramedic ambulance services for Griswold as well as a quote for American Ambulance to provide paramedic services that would serve Griswold and Canterbury should the two towns come to mutually agreeable terms on such an agreement. K. Maxwell asked that the BOF approve the \$8,500.00 to extend the agreement for three more months to allow time to research the other options. **MOTION:** J. Przulucki motioned and was seconded by D. Webster to add this item to the March 23, 2009 joint BOF/BOS agenda for discussion and possible action, allowing the First Selectman to receive the quotes from American Ambulance. There was no discussion. All in favor; **motion carried**.
- f. *(Listed on the Agenda as item 3e, see motion above)* **Discussion and possible action on the proposed 2009-2010 Fiscal Year Budget as forwarded from the Board of Selectmen:**
- The BOF reviewed the proposed 2009-2010 Fiscal Year Budget as forwarded by the Board of Selectmen. The BOF discussed different aspects of the proposed budget including the debt service that will be incurred from the school building project (line item 8101, page 3 of the budget).
  - K. Maxwell noted that she has not been able to thoroughly review all aspects of the budget since her return from her sick leave. She will continue to do so. She stated that she expects to be able to offer additional budget cuts soon. One possible cut could come from 1201-5404a and 1201-5404b.
  - In response to a question posed by the BOF, P. Anthony responded that none of the Town unions have been formally approached with a pay freeze request for the union employees. Non union employees have not been approached either. The BOF felt that it is a worthwhile question.
  - All three Selectmen as well as the Director of Finance have voluntarily frozen their wages.
  - K. Maxwell noted that a complete property re-evaluation is due for Griswold to be completed 2011. This could cost upwards of \$300,000.00. The BOF discussed the possibility of going out to bid for the re-evaluation services.

**(Continued, page 3)**

*Continued from Page 2, item 3f...*

- The BOF discussed time clock policies for Town hall employees. P. Anthony noted that the issue can be re-visited.
- At the request of the BOF, K. Maxwell will move line item 1801-5101, Part Time Custodian to a Public Works budget line.
- At the request of the BOF, K. Maxwell will inquire with the Public Works Superintendent the funding request for bridges in line item 3201-5702.
- The BOF will continue to review the budget with further discussion to be held at the March 23, 2009, 6:00 pm joint meeting with the Board of Selectmen.
- **No action taken.**

#### **4. Old Business**

##### **a. Executive Session to discuss Bookkeeper raise:**

**MOTION:** J. Przulucki motioned and was seconded by D. Webster to enter into executive session to discuss personnel issues relative to a raise for the position of Bookkeeper. There was no discussion. All in favor; **motion carried.**

**MOTION:** J. Przulucki motioned and was seconded by J. Wolkowski, to invite into executive session, Kathy Maxwell, Director of Finance to discuss personnel issues relative to a raise for the position of Bookkeeper. There was no discussion. All in favor; **motion carried.**

*The Board of Finance entered into executive session at 8:30 pm.*

*The Board of Finance exited executive session at 9:20 pm.*

##### **5. Any Other Business: None**

- 6. Adjournment: MOTION:** J. Przulucki motioned and was seconded by J. Wolkowski to adjourn. There was no discussion. All in favor; **motion carried.** S. Merchant adjourned the meeting at 9:22 pm.

**Respectfully Submitted,**

**Keleigh Baretincic  
Recording Secretary**