



# Town of Griswold

Board of Finance  
Special Meeting  
March 23, 2016  
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:**

Scott Davis - Chairman  
Brian Baker – Vice Chairman  
Peter Dorff  
Gary Levy  
Gail Rooke-Norman  
Dan Webster  
John Wolkowski

**Also Present:**

Erik Christensen, Director of Finance  
Kevin Skulczyck, First Selectman arrived at 7:20  
Steve Merchant, Second Selectman  
Shea Cavacini, Dog Warden  
Valerie Pudvah, Town Clerk  
Ryan Aubin, Director of Youth and Recreation Dept.  
Peter Zvingilas, Building Official  
Mario Tristany, Planner  
George Kennedy, Registrar of Voters  
Jeannette Bell, Recording Secretary  
5 Other People

**2. Pledge of Allegiance.**

**3. Old Business**

**a) Discussion and possible action on the Fiscal Year 16-17 Budget.**

**1401-Registrars** - G. Kennedy outlined the department budget. **5202- Meetings and Dues** increased due to new state mandates and extra training classes. **5406-Service Contracts** increased due to additional state mandates.

**6101 - Planning and Zoning** - M. Tristany outlined the department budget. E. Christensen noted a correction to **5155 - Pension** with the correct figure being \$13,232. The total budget should be corrected to \$203,911. **5407 - Technology Maintenance** proposed at \$2,500 to replace a wide

format printer which is currently not working. M. Tristany distributed a recap on the progress of the Planning and Zoning Department which highlighted several proposed developments and businesses interested in our community. Some are currently under construction some are in the design stage while others are in the pre-planning stage. He also outlined the grants which have been awarded such as the STEAP grant for \$370,000 and the Small Cities grant for \$750,000. He also suggested it might be beneficial to opt out of the STEAP grants and focus on the UDAG grants due to the possibility of more money with the UDAG grants. Total increase for this department is 1.56%.

**5301 - Recreation-** R. Aubin outlined the department budget. **5232 - Water** was reduced by \$100 due to usage. **5226 – Telephone** was increased to \$540 based on current figures. Extra line items were added for the donated Rich Mobile totaling \$351 for gas and repairs. R. Aubin stated at this point he is unsure what effect the draw down will have on the field at Sheldon Road. He stated it is new turf and due to the draw down there will be no water available to water the field.

**5302 – Youth and Family Services** – R. Aubin outlined the department budget. There is now \$2,000 in building repairs which was in the Public Health Nursing budget last year. Cable, Internet and Telephone increased due to the high resolution required for the security cameras. Cell phone increased based on current figures. Utilities increased \$1200 due to current usage. R. Aubin also stated that American Ambulance began using part of the building today and he expected an increase to utilities. K. Skulczyck noted it is temporary and they should be out within the month. R. Aubin noted the staff size has stayed the same. Total department increase is 4.15%.

**3301 - Building Department** - D. Webster recused himself at 7:38PM due to his wife being an employee of the department. P. Zvingilas outlined the department budget. P. Zvingilas stated that based on the proposed businesses interested in coming to town he expects to see an increase of at least \$250,000 in permit fees. He stated there would need to be additional time in order to handle this increase. He also noted the steady increase in foreclosures which are flooding the market and requiring more of his time. **5210 - Supplies and Equipment** - additional funding for new code books and new software system. The new software would be able to flag permits for inspections and hopefully update that information to the Assessor office as well. P. Zvingilas did not have specific information of the cost and whether it would be compatible with the other departments. He was asked to provide that information at some point after the budget passing due to the fact there would not be ample time before the budget is finalized. Total increase for the department is 2.0%. D. Webster returned at 8:06PM.

**1501 - Town Clerk** - V. Pudvah outlined the department budget. **5202 - Meeting and Dues** increased due to the Assistant Town Clerk taking classes to become a certified Town Clerk. She also stated that due to the proposed ordinance changes there may be an increase to **5428A – Land Records/Update Code Book**. Total increase to the department is 1.81%.

**1201 - Selectman** – K. Skulczyck outlined the department budget. **5101 - Regular Full-Time Payroll-Executive Assistant** increased by \$4,655 due to a new proposed contract. There was much discussion on increases to the non-union contracts regarding the fact they were agreed to before the Board of Finance had a chance to review the impact on the department budget. G. Rooke-Norman feels there should be a procedure in place regarding non-union contracts in the future. **5110 – Overtime Payroll** added \$2,500 due to the assistant no longer receiving comp

time. **5120- Contractual Temp and Occasional** – K. Skulczyck requested \$10,000 to ensure coverage for when Lisa takes vacation or extended sick time and other contracted services. There was discussion on this matter. **MOTION:** P. Dorff made a **motion** that was seconded by G. Levy to reduce line item 5120 from \$10,000 to \$5,000. All in favor with B. Baker opposing; **motion carried.** **5125A – First Selectman Salary-** increased \$9,638 which is the original salary budgeted for the First Selectman position which K. Skulczyck reduced during his first term. Now that he is currently serving his second term he would like to receive the full salary associated with his position. **5404A and 5404B Property and Workers Comp Insurance** – E. Christensen stated these increases are associated with prior experience along with the regular yearly increases. **5407- Technology Maintenance** – E. Christensen stated the increase of \$2,000 is due to increased costs of new backups for the servers. **5598- SEAT** was increased \$3,537 due to more towns leaving which in turn drives up the cost for other towns. K. Skulczyck also stated in the future we could possibly be looking at a total cost of \$30,000-\$40,000.

**1701-Legal** – K. Skulczyck outlined the department budget. K. Skulczyck stated that unfortunately the cost is out of control and there is no way around it. He stated due to the high number of foreclosures and tax lien sales the cost is staggering. However any foreclosed property that does sell, tax liens are the first to get paid. There are also a few legal issues which has driven the cost up as well.

**2401 – Animal Control** – S. Cavacini outlined the department budget. **5105 Regular Part Time Payroll.** Based on the amount of hours the animal control officer works the Board of Finance decided to increase her salary. **MOTION:** B. Baker made a **motion** that was seconded by G. Levy to increase line item 5105 by \$5,000 and to increase line item **5150- FICA** by \$383. All in favor; **motion carried.** **5200-Travel** reduced by \$4174 due to not having to pay mileage as a result of the purchase of a van. **5214- Other Purchased Supplies** – S. Cavacini stated the need to purchase a laptop and other safety equipment.

S. Davis asked E. Christensen where the budget currently stands without debt service. E. Christensen stated Capital 2% Increase, School 2.62% Increase and Town 3.05% Increase. Using the current Grand List figures we would be at a .47 mill increase.

4. **Adjournment: MOTION:** B. Baker made a **motion** that was seconded by P. Dorff to adjourn There was no discussion. All in favor; **motion carried.** S. Davis adjourned the meeting at **9:31PM.**

Respectfully Submitted,

Recording Secretary  
Jeannette Bell