



Town of Griswold

Board of Finance Special Meeting

March 24, 2010

7:00 pm

Town Hall Meeting Room



MINUTES

1. Roll Call/Call to Order:

Board of Finance Members Present:

Steve Merchant, Sr. – Chairman

Alan Geer

John Wolkowski

Peter Dorff

Daniel Webster

Gail Rooke-Norman - *arrived at 7:04 pm*

Board of Selectmen Members Present:

Philip Anthony, First Selectman – *arrived at 7:24 pm*

Steve Mikutel, Second Selectman - *arrived at 7:24 pm*

Also Present:

Barbara Crouch, Director of Finance

Keleigh Baretincic, Recording Secretary

Ryan Aubin, Director – Parks & Recreation and Youth Services

Leslie Kornosewicz, Tax Assessor

Peter Zvingilas, Zoning Enforcement Officer/Building Official

Carl Fontneau, Town Planner

Megan Bard – The Day Newspaper

Fourteen (14) interested persons

Members Absent:

Joe Przylucki, Jr. – Vice Chairman

2. Discussion and possible action on transferring \$10,000.00 from the Summer Recreation Program (9202-5301-550) to the Transfer to Youth Fund line item (5426-5302-550):

B. Crouch explained that the shortage is a result of the heating oil costs at the Youth Center that has not been paid due to a mislabeled meter on the site. B. Crouch explained that the shortfall and transfer from the Summer Recreation program can be covered with funds from a Justice Assistant Grant (American Recovery and Reinvestment Act) received by Parks and Recreation in the amount of \$9,100.00. The Board of Finance (BOF) discussed the grant and its requirements as well as the cost of the Summer Youth Program and the charges to attend for both Griswold residents and out of town children. Griswold residents pay \$55.00 to attend and out of town children pay \$70.00 to attend. B. Crouch explained that the program was expecting to turn a profit this year of possibly up to \$5,000.00. **MOTION:** P. Dorff motioned and was seconded by A. Geer to transfer \$10,000.00 from the Summer Recreation Program (9202-5301-550) to the Transfer (to) Youth Fund line item (5426-5302-550). There was no discussion. All in favor; **motion carried.**

3. **Discussion and possible action on a request from the Town Planner to approve a line item transfer in the amount of \$2,500.00 from line item Professional Services (51201- I) to the Zoning Board of Appeals Advertising line item (5204-E):** B. Crouch explained that this particular line item (5204-E) is difficult to project since it is based on how many appeals are filed throughout the year. With each appeal there is a State requirement to publish advertisements in the local newspaper. This year's appeals and therefore advertisements have depleted the line item; requiring the transfer of additional funds to cover upcoming appeal advertisements. **MOTION:** P. Dorff motioned and was seconded by D. Webster to approve a transfer in the amount of \$2,500.00 from line item Professional Services (51201- I) to the Zoning Board of Appeals Advertising line item (5204-E). There was no discussion. All in favor; **motion carried.**

4. **Discussion and possible action on the proposed 2010-2011 Fiscal Year Budget:**

The BOF discussed that they will have an additional Special Meeting on Wednesday, March 31, 2010 at 7:30 pm.

 - a. **Assessors Department:** L. Kornosewicz was present and reviewed the Assessors budget, along with a breakdown and explanation of the budget. The BOF discussed furloughs and their relationship to the budget. B. Crouch noted that the furlough issue would be an issue for every Town Hall union employee. The BOF discussed the Revaluation Request for Proposals and the discussions leading up to the selection of Tyler Technologies by the Board of Selectmen. There was discussion about the use of Vision Appraisal software and the license purchased by the Town to be used by Tyler Technologies. P. Anthony noted that this was not an issue and would not result in additional charges from Tyler Technologies. The Board of Selectmen has selected Tyler Technologies and B. Crouch is negotiated the contract with Tyler Technologies. **No action taken.**
 - b. **Planning Department:** Town Planner Carl Fontneau was present and provided the BOF with a written overview of his job duties and the duties in the department. He noted that permit fees are not necessarily an accurate indicator of the work volume processed by the Planning Department. G. Rooke-Norman stated that C. Fontneau has been instrumental in implementing a fee structure that is absorbed by the applicant rather than the Town. C. Fontneau also noted that the Planning Department budget is down approximately 4% more than any other department. The BOF discussed the furlough issue again. B. Crouch will gather the figures for the furlough days for the next BOF meeting. **No action taken.**
 - c. **Building Department:** P. Zvingilas was present and provided the BOF with an extensive overview of the Building Department. Included were; updated revenue figures and building fees collected by month and type (certificate of occupancy, plumbing/heating/electrical, removal and demolition).P. Zvingilas stated that he expects the building department to take in an additional \$40,000.00 to \$50,000.00 in fees between the present and the end of the current fiscal year. P. Zvingilas also noted that the work performed by the Building Secretary currently understood to be a 40% Health Department and 60% Building Department split is not necessarily accurate. P. Zvingilas felt that the split was more likely an 80% Building and 20% Health. The BOF discussed with P. Zvingilas building projects in the works. **No action taken.**
 - d. **Youth Services Department:** R. Aubin was present and reviewed his programming and program cost breakdowns. The BOF would like to see the cost of the program broken out more to get a clearer picture of the program cost and therefore a better idea of a fair fee assessment for the program to residents and out

of town participants.

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The BOF discussed that they would like to see the heating oil included in the budget. B. Crouch will provide the BOF with a budget report for the Youth Fund. B. Crouch explained that the Youth Fund allowed any unexpended funds to be carried over into the next year for the youth services.

5. **Adjournment: MOTION:** D. Webster motioned and was seconded by J. Wolkowski to adjourn. There was no discussion. All in favor; **motion carried.** S. merchant adjourned the meeting at 8:48 pm.

Respectfully Submitted,

Keleigh Baretincic
Recording Secretary