



# Town of Griswold

Board of Finance  
Special Meeting  
March 25, 2015  
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:**

Steve Merchant, Sr. – Chairman  
Gail Rooke-Norman – Vice Chairman  
Brian Baker  
Scott Davis  
Peter Dorff  
Gary Levy  
Dan Webster

**Also Present:**

Erik Christensen, Director of Finance  
Jeannette Bell, Recording Secretary  
Kevin Skulczyck, First Selectman  
Steve Mikutel, Second Selectman  
Peter Zvingilas, Building Official  
Mario Tristany, Town Planner  
Ryan Aubin, Recreation/Youth and Family Services Director  
John Wolkowski, Board of Directors- Slater Library  
Meg Czmyr, Director-Slater Library  
8 Other People

**2. Old Business**

**a). Discussion and possible action on the Fiscal Year 2015-2016 Budget.**

**3301 - Building Official** - D. Webster recused himself at 7:01PM. P. Zvingilas had requested the Building Official position to be funded full time to which the BOS continued to keep at part time. He had stated with the development of over 100 condo units along with the proposed new business at the former Wire Wynd property as well as UCFS warrants a full time official. D. Webster returned at 7:04.

**6101 – Planning** - M. Tristany requested to increase the Planner position to full time to which was approved by the BOS. **5145 Health Insurance** and **5150 FICA** are increased to reflect the position at full time. **5407 Technology Maint** was proposed at \$5,000 in order to purchase a new wide format printer to which the BOS reduced to zero. M. Tristany feels the new printer is needed due to the old one not printing the colors correctly. P. Dorff asked why the department requested \$12,400 for overtime. M. Tristany stated due to the proposed union contract there would no longer be comp time so any extra time would be paid as overtime. K. Skulczyck stated there will no longer be comp or overtime due to adjusting of hours as stated in the new contract.

**5301 - Parks and Recreation** – R. Aubin outline the proposed budget. **5426 Transfer to Recreation Fund** increased by \$2,460 due to added Town events. Examples being the Easter Egg hunt and Heroes Day which attracted over 600 people. He has been actively seeking donations from local businesses however due to the added events he is requesting additional money to help fund the events.

**5302 - Youth and Family Services** – R. Aubin outlined the department budget. He stated the BOS approved the move to the Ashland Street building. Due to the building being owned by the town there would be no rent payable. However, he would like to still keep \$4,200 in Facility Rental until more is known on the cost for utilities. D. Webster inquired why supplies and postage is up \$1,895. R. Aubin stated additional funds are required due to a larger enrollment at the new building and also having additional maintenance for the outside of the building as well. G. Rooke-Norman asked E. Christensen if he would be able to find out from Day Kimball what their utility expenses were. G. Rooke-Norman also asked what the monthly rent Day Kimball paid for the building. E. Christensen stated it was \$1,333 per month which would result in a \$16,000 loss in revenues. He also said he would look into the amount spent for utilities. R. Aubin also noted the possibility of losing the enhancement grant due to cuts in the state government. That amount is currently in the Part Time Staff line item in the event the grant is cut. D. Webster suggested holding off on hiring until the enrollment figures are more accurate.

**1201 - Board of Selectman** - K. Skulczyck outline the department budget. **5101 Full Time Payroll** increased due to mirror the union contract. **5120 Contractual Temp and Occasional** reallocation of 1<sup>st</sup> selectman salary and travel line items to hire temporary people for grant writing, consultants, etc. **5145 Health Insurance** increased due to the Executive Assistant no longer taking the insurance buyout. **5200B** and **5200C Travel** decreased by \$650. **5404A** and **5404B Liability/Auto Insurance and Worker's Compensation** increased due to rate increases. **5407 Technology Maintenance** increased \$1,250 for updating the server. There was much discussion on the Board of Selectman increasing from three to five members. D. Webster inquired where the money would come from to pay for the additional Selectman. He had referred to the CCM report which shows Griswold pays the most of any town for their Second and Third Selectmen. He suggested \$5,000 seemed to be the average and would like see those positions paid that amount. P. Dorff also noted \$5,000 seems to be the average paid. G. Rooke-Norman stated she is not necessarily in agreement with that. B. Baker said the taxpayers should not be burdened with any more of an increase in the salaries and would agree to reduce the pay for the Second and Third Selectmen to offset the additional positions if voted for. S. Merchant said we should wait until after the referendum and then discuss the salaries. S. Mikutel stated to wait until after the referendum as well. S. Mikutel stated also believes should the salaries be reduced he is not sure we would see the most capable people running for the position and we are funding the position not the person.

**1701 – Legal** - K. Skulczyck outlined the department budget. **5120F Labor Legal Matters** decreased \$7,000 due to the union contract negotiated till 2018. The only items which can be negotiated are wages and insurance for 2016. **5400 Town Counsel** increased \$10,000 due to the anticipation of numerous ongoing activities. E. Christensen also noted this account has been underfunded for many years and needs to be corrected. K. Skulczyck also noted there are many Planning and Zoning issues along with IWC. E. Christensen noted currently we are over budget again but expects about \$20,000 to be reimbursable. G. Rooke-Norman wanted to know if this went out to bid. S. Mikutel stated it should within 2 years. G. Rooke-Norman asked again what the \$10,000 was for and it was noted again the fact that it has been underfunded for many years.

**4103-Contributions** – J. Wolkowski spoke on behalf of the funding for the library. He stated it is imperative that in order to continue to operate they need the funding in place. They are operating at a bare minimum and are currently using \$25,000 from their endowment. The only funding they receive is from Griswold and a small amount from Lisbon. They also actively recruit for additional contributions from local businesses. D. Webster questioned the fact that the attendance is consistently down for the past 6 years. J Wolkowski while admitting attendance is down states they are still busy.

**8501-Capital Expenditures** - B. Baker stated we are currently operating with many 20 plus year old equipment and it is imperative we begin to replace these. He wants to purchase two zero turn mowers, one for BOE and one for Highway. Both fire departments need to replace the rest of the self contained air masks. Jewett City Fire Department is requesting and was promised two years ago a utility vehicle. This vehicle would be used to respond on certain calls instead of sending in the larger fire truck. This would save wear and tear on the bigger truck. B. Baker also proposed \$60,000 for the skid steer which includes 4 pieces of attachments as well as the trailer. This will be purchased as part of a regionalization grant with Griswold paying 25%, Voluntown paying 25% and the State paying 50%. There would be shared use with Voluntown. Norman Rd and Carol Rd Bridge needs \$100,000 reduced from \$150,000 due to the state doing the designwork. There is also \$25,000 being budgeted for the highway department mower. D. Webster noted the wash rack was not in this budget and not yet funded. B. Baker stated a location has yet to be found to install the wash rack. Possible recommendation is to regionalize with another town. G. Rooke-Norman asked how much money is in the line item for the wash rack and the BOE maintenance garage. E. Christensen stated \$65,000 and \$30,000 respectively. B. Baker noted money is cheap to borrow and we should take advantage of that. B. Baker also stated the highway department is in need of 2 new dump trucks and Griswold Fire Department needing a new engine. It was noted the security glass at the school was reduced to zero due to the LOCIP funds being used to purchase it.

There was discussion on the upcoming meeting on April 21st regarding the referendum and the public hearing on the budget. It was decided to have the BOF meeting at the senior center at the regular time which will allow the BOF ample time to see what transpires at the referendum regarding the Selectmen. G. Rooke-Norman asked where the mill rate stands now. E. Christensen stated we are at .85 mill increase (.53 Town .32 BOE). B. Baker inquired how much needs to be cut to achieve a .75 increase as well as a .50 increase. E. Christensen stated a cut of \$69,000 to get to .75 mill increase and \$242,000 to get to .50 mill increase.

- 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 **9:03PM.**

Respectfully Submitted,

Recording Secretary  
Jeannette Bell