



# Town of Griswold

Board of Finance  
Regular Meeting  
April 19, 2011  
7:00pm



Town Hall Meeting Room  
**APPROVED 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  
Gail Rooke-Norman (*arrived at 7:09 PM*)

**Absent:**

Joe Przulucki, Jr. – Vice Chairman  
Alan Geer

**Also Present:**

Barbara Crouch, Director of Finance  
Jaimee O'Neill-Eaton, Assistant Bookkeeper  
One other person

**2. Approval of Minutes**

- a. **MOTION:** D. Webster made a motion that was seconded by J. Wolkowski to approve the minutes of March 7, 2011, as corrected. **The motion passed unanimously.**
- b. **MOTION:** P. Dorff made a motion that was seconded by J. Wolkowski to approve the minutes of March 15, 2011, as corrected. **D. Webster abstained; no vote was taken, due to lack of quorum.**
- c. **MOTION:** D. Webster made a motion that was seconded by P. Dorff to approve the minutes of March 23, 2011. **The motion passed unanimously.**
- d. **MOTION:** P. Dorff made a motion that was seconded by D. Webster to approve the minutes of March 28, 2011. **The motion passed unanimously.**
- e. **MOTION:** D. Webster made a motion that was seconded by P. Dorff to approve the minutes of April 5, 2011. **The motion passed unanimously.**
- f. **MOTION:** D. Webster made a motion that was seconded by P. Dorff to approve the minutes of April 6, 2011. **The motion passed unanimously.**
- g. **MOTION:** P. Dorff made a motion that was seconded by J. Wolkowski to approve the minutes of March 15, 2011, as corrected. **The motion carried 4-0, with D. Webster abstaining.**

**3. NEW BUSINESS**

- a. **The Finance Director presented her report.** *A copy of said report is available in the Finance Office.* The Finance Director noted the following:
  - i. **Current revenues to date are at 74% of expected revenues for the year, with some revenue line items already exceeding budgeted amounts.**
  - ii. **Current expenditures to date are at 70% of expected expenditures for**

the year, some expenditure line items have already exceeded budgeted amounts. **B. Crouch expressed concern over the following line items: Labor Legal Matters, Building Official Secretary's Salary, and Unemployment Compensation.**

- iii. **Audit RFP interviews are scheduled for April 27, 2011 at 7:00pm in the Town Hall Meeting Room.**
- iv. **B. Crouch addressed the current issue with SEAT. SEAT is requesting the Town pay for a share of the fuel clean-up that is associated with a fuel release that was discovered on the property SEAT currently occupies.** The Board felt that prior to making any decisions on this matter they would like to see a copy of the agreement the Town entered into with SEAT, a copy of DEP's investigation, and a copy of SEAT's insurance carrier's response, as to why the clean-up wouldn't be covered under their policy.

b. **Establish a fund for OPM grant money.** The Board authorized B. Crouch to set up a fund for incoming grant monies.

c. **Transfer funds from Legal Settlements (\$230,081) to Bond Payments – Andrea Charron Refinance. MOTION:** G. Rooke-Norman made a motion that was seconded by J. Wolkowski to transfer the funds from 4401A-465 to 5900-8101-580. **The motion passed unanimously.**

#### 4. **OLD BUSINESS**

- a. **Policy and Procedure Manual:** No action was taken.

#### 5. **ANY OTHER BUSINESS**

- a. B. Crouch explained that there was a decrease in the mill rate for the upcoming budget year, since the last meeting on April 6, 2011. After reviewing the proposed budget she found there were some repeating formulas, after correction the mill rate went from 1.79 to 1.75.
- b. S. Merchant stated that he recently spoke with the Board of Selectmen and the Town Treasurer and they all agreed that it would be a good idea to have J. Wolkowski looking after the Town's investment funds, until a new Finance Director is hired and acclimates themselves. The Board of Finance was in agreement.

6. **ADJOURNMENT:** D. Webster made a **motion** that was seconded by P. Dorff to adjourn. There was no discussion. All in favor, **motion carried.** S. Merchant adjourned the meeting at 8:00 PM.

Respectfully Submitted,

Jaimee O'Neill-Eaton  
Acting Recording Secretary