



# Town of Griswold

Board of Finance  
Regular Meeting  
April 21, 2009  
7:00pm  
Town Hall Meeting Room



## MINUTES

### 1. Roll Call/Call to Order: S. Merchant

#### Members Present:

Steve Merchant, Sr. – Chairman  
Peter Dorff  
Alan Geer  
Gail Rooke-Norman  
John Wolkowski

#### Also Present:

Kathy Maxwell, Director of Finance  
Keleigh Baretincic, Recording Secretary  
Four (4) interested townspeople

#### Members Absent:

Joe Przylucki, Jr. – Vice Chairman  
Daniel Webster

### 2. Approval of Minutes

- a. March 17, 2009 Regular Meeting Minutes
- b. March 23, 2009 Special Meeting Minutes
- c. March 30, 2009 Special Meeting Minutes
- d. April 6, 2009 Special Meeting Minutes
- e. April 13, 2009 Special Meeting Minutes

f. **MOTION:** A. Geer motioned and was seconded by J. Wolinski to approve the March 17, 2009 Regular Meeting Minutes, March 23, 2009 Special Meeting Minutes, March 30, 2009 Special Meeting Minutes, April 6, 2009 Special Meeting Minutes and the April 13, 2009 Special Meeting Minutes as presented. There was no discussion. All in favor; **motion carried.**

### 3. New Business:

- a. **Finance Director Monthly Report:** K. Maxwell gave her report. There has been little change in the Towns financial status since last month. No action taken.
- b. **08-09 FY Budget Transfers:** The BOF reviewed the transfers. Since one of the transfers would be discussed under agenda item 3b, the following motion was made: **MOTION:** G. Rooke-Norman motioned and was seconded by A. Geer to move item 4b up in the agenda order for discussion. There was no discussion. All in favor; **motion carried.**

*(Please see below for the discussion and action relative to agenda item 3b)*

**MOTION:** G. Rooke-Norman motioned and was seconded by A. Geer to approve the transfers as presented. *(Please see below for the list of transfers)*. There was no discussion. All in favor; **motion carried.**

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DESCRIPTION	CODE	INCREASE	DECREASE
tax collector advertising			
public works training	1302-5204	500.00	
Health longevity	3201-5120s	100.00	
Finance Bookkeeper	4201-5115	525.00	
Finance Director	1101-5101c	3,200.00	
Pension	1101-5101b		3,200.00
Health Insurance	7201-5155	13,000.00	
Town Hall Heating	7201-5145		14,425.00
	1801-5230	300.00	
TOTALS		17,625.00	17,625.00

- c. **Appropriate road funding from the Capital Improvement Road Fund in the amount of \$410,539.19 for road repairs and recommend that the Board of Selectman call a special town meeting for approval of the appropriation:** The BOF discussed the list of roads presented by the BOS as capital road projects, listed in order of priority. K Maxwell noted that the funds requested would not cover all of the listed roads. **MOTION:** G. Rooke-Norman motioned and was seconded by A. Geer to appropriate the funds and recommend that the BOS call a Special Town meeting for approval. There was no discussion. All in favor; **motion carried.**

**4. Old Business**

- a. **Discussion and possible action on the proposed 2009-2010 Fiscal Year Budgets:** K. Maxwell noted that the budget has been revised slightly to reflect the proper health department/building department secretary salary breakdown to a 60% building dept and 40% health department split. The BOF discussed the difficulties and challenges of the current economic climate. **MOTION:** A. Geer motioned and was seconded by P. Dorff to send the budget to Town referendum as presented. There was no discussion. All in favor; **motion carried.** The Annual Town Meeting will be held on May 4, 2009 and will be adjourned to referendum to be held on May 18, 2009. The BOF will not need to meet on Monday April 27, 2009 for a special meeting.
- b. **Executive Session to discuss Bookkeeper raise:** The BOF discussed the transfer required to facilitate the raise, which was previously approved by the Board of Selectmen. The BOF noted the team work during the medical leave of the Director of Finance. **MOTION:** A. Geer motioned and was seconded by J. Wolkowski to approve the pay increase of \$1.00 an hour for the bookkeeper position. There was no discussion. All in favor; **motion carried.**

**MOTION:** A. Geer motioned and was seconded by P. Dorff to move back to agenda item 3b. There was no discussion. All in favor; **motion carried.**

**5. Any Other Business:** None

**6. Adjournment: MOTION:** J. Wolkowski motioned and was seconded by G. Rooke-Norman to adjourn. There was no discussion. All in favor; **motion carried.** S. Merchant adjourned the meeting at 7:20 pm.

**Respectfully Submitted,**

**Keleigh Baretincic  
Recording Secretary**