



Town of Griswold

**Board of Finance
Regular Meeting
June 16, 2009
7:00pm
Town Hall Meeting Room**



MINUTES

1. Roll Call/Call to Order: Chairman S. Merchant called the meeting to order at 7:00 pm.

Members Present:

Steve Merchant, Sr. – Chairman
Peter Dorff
Daniel Webster
John Wolkowski

Also Present:

Kathy Maxwell, Director of Finance
Keleigh Baretincic, Recording Secretary
Two (2) interested townspeople

Members Absent:

Joe Przylucki, Jr. – Vice Chairman
Alan Geer
Gail Rooke-Norman

2. Approval of Minutes:

- a. **May 19, 2009 Regular Meeting Minutes:** **MOTION:** J. Wolkowski motioned and was seconded by P. Dorff to approve the May 19, 2009 Regular Meeting Minutes as presented. There was no discussion. All in favor; **motion carried.**
- b. **June 10, 2009 Special Meeting Minutes:** **MOTION:** P. Dorff motioned and was seconded by J. Wolkowski to approve the June 10, 2009 Special Meeting Minutes. There was discussion on the following corrections:
 - Gail Rooke-Norman should be listed as present.
 - Agenda item 2 should list A. Geer as having made the motion to set the mil rate; not S. merchant.

There was no further discussion. All in favor; **motion carried.**

3. New Business:

- a. **Discussion on the allocating the remaining funding from a TVCCA heating donation:** The Board of Finance (BOF) discussed the allotment of these funds and there designated uses and the best way to make the funds available to the Senior Center. **MOTION:** D. Webster motioned and was seconded by P. Dorff to transfer \$800.00 from Contingency to line item 5216, effective July 1, 2009. There was no discussion. All in favor; **motion carried.**
- b. **Finance Director Monthly Report:** Director of Finance K. Maxwell gave an overview of her monthly report.

- c. **08-09 FY Budget Transfers:** K. Maxwell reviewed the transfers and the BOF discussed them. The BOF would like to be included on the hiring process for the open Director of Finance position. K. Maxwell noted that the Auditors should be involved in the process as well.

BUDGET TRANSFERS 08/09

DESCRIPTION	CODE	INCREASE	DECREASE	EXPLANATION
Bd of Select advertising	1201-5204	3,000.00		cover 2nd ad referendum and Fin.Dir. Ad
Asst. Town Clerk Salary	1501-5101	100.00		minor salary adjustment
legal labor matters	1701-5120f		5,000.00	reclass legal to correct category
legal town counsel	1701-5400	5,000.00		reclass legal to correct category
Senior Driver	4102-5101h	50.00		minor salary adjustments
Senior part time	4102-5105		50.00	minor salary adjustments
health insurance	7201-5145		3,100.00	
TOTALS		8,150.00	8,150.00	

MOTION: P. Dorff motioned and was seconded by J. Wolkowski to approve the transfers as presented by the Director of Finance. There was no discussion. All in favor; **motion carried.**

Closure of Funds as recommended by the Director of Finance: **MOTION:** D. Webster motioned and was seconded by P. Dorff to close the Senior Heating Fund 314 and transfer the remaining \$270.00 to the general fund. There was no discussion. All in favor; **motion carried.** **MOTION:** D. Webster motioned and was seconded by P. Dorff to transfer the remaining \$319.39 from the Fishing Dock to the Anthony Fund. D. Webster amended his motion; seconded by P. Dorff to include closing the fishing fund. There was no discussion. All in favor; **motion carried.** **MOTION:** P. Dorff motioned and was seconded by J. Wolkowski to approve the transfer of \$7,000.00 from the fire retention line item (2201-5517) to the Town capital equipment line item (8501-5710F). There was discussion that K. Maxwell will get various quotes prior to the final purchase of this equipment that will replace existing equipment that is ailing. There was no further discussion. All in favor; **motion carried.** **MOTION:** D. Webster motioned and was seconded by P. Dorff to transfer \$8,500.00 from the Board of Finance contracted services (5101-5420) to the Assessors map updates (5408A-1303). There was no discussion. All in favor; **motion carried.** **MOTION:** P. Dorff motioned and was seconded by D. Webster to approve the transfer of \$30,000.00 from 8501-5711C into the fund 309 for the completion of the Town Hall and senior center roofs. There was no discussion. All in favor; **motion carried.** **MOTION:** P. Dorff motioned and was seconded by J. Wolkowski to approve the transfer of \$14,000.00 to the accumulated sick time (7201-5135) and \$1,000.00 from FICA (7201-5150) to the Compensated Absences Fund. The BOF discussed the accrual of sick time - see note under any other business. There was no further discussion. All in favor; **motion carried.**

- d. **Approval of carry over language for debt service – “Authorizing the carry over of \$200,000.00 to fund interest due on due on debt service for the \$10,000,000.00 general obligations issued 9/15/08:** K. Maxwell explained that this was something that the auditors requested. **MOTION:** P. Dorff motioned and was seconded by D. Webster to authorize the carry over of \$200,000.00 to fund interest due on due on debt service for the \$10,000,000.00 general obligations issued 9/15/08. There was no discussion. All in favor; **motion carried.**

4. **Old Business:** None

5. **Any Other Business:** The BOF would like to discuss sick time accrual and the Finance Director position. The BOF discussed the insurance bid process.

6. **Adjournment: MOTION: D.** Webster motioned and was seconded by P. Dorff to adjourn. There was no discussion. All in favor; **motion carried.** S. Merchant adjourned the meeting at 8:15 pm.

Respectfully Submitted,

**Keleigh Baretincic
Recording Secretary**