



# Town of Griswold

Board of Finance  
Regular Meeting  
August 16, 2011  
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  
John Wolkowski  
Gail Rooke-Norman  
Daniel Webster  
Peter Dorff (*Arrived at 7:08*)

**Absent:**

Joe Przulucki, Jr. – Vice Chairman  
Al Geer

**Also Present:**

Erik Christensen, Director of Finance  
Theresa Madonna, Third Selectwoman  
Brian Baker, Capital Improvements Committee  
Bill Czmyr, Chairman American Legion Community Ambulance Board of Directors  
2 other persons

**2. Approval of minutes:**

- a) **MOTION:** G. Rooke-Norman made a **motion** that was seconded by D. Webster to approve the minutes of May 17, 2011, May 24, 2011, June 9, 2011, June 21, 2011 and June 30, 2011 as presented. **The motion passed unanimously.**

**3. New Business**

- a) **The Finance Director presented his report.** *A copy of said report is available in the Finance Office.* The Finance Director noted the following:
- i. Revenues are currently well under the budgeted amounts. Current and supplemental taxes appear to be \$698,749 less than the budgeted amount and the Finance Director believes there was an error with the budgeted figure. The budgeted amount of \$15,696,681 was higher than the 2009 Grand list levy of \$15,418,679. The Finance Director stated he still has to look into some of the revenue numbers that came in under budget.
  - ii. There are currently numerous line items over budget but overall the Town appears to be around \$400,000 under budgeted expenditures. The Finance Director stated that the numbers still are not 100% accurate. The Finance Director will present budget transfers at the next meeting.
- b) **Discussion and possible action on proposing capital lease purchase of pumper truck and two dump trucks to Board of Selectmen for approval.**

- i. Brian Baker discussed the capital lease options for the pumper truck, public works dump truck and commented that per the proposal, the Town was presented with two options by the financing company, the option of \$0 down or \$210,000 down and that the performance bond is included in both proposals. B. Baker also stated that the price of \$800,750 may come down depending on the amount of bids for the pumper truck. B. Baker commented that \$210,000 has been set aside in the budget. The Finance Director confirmed that \$150,000 has been set aside for the pumper truck from the 09-10 budget, \$35,000 was approved for the Public Works dump truck in the current year budget and \$25,000 was approved for the Board of Ed dump truck in the current year budget. B. Baker explained that the Town has option to pay the lease in three; four, or five years and the first payment would not be due until July 2012. He also stated that the payments may be lower based on the interest rates. The Finance Director confirmed that interest rates have been dropping over the last few weeks. B. Baker stated that the Finance Director has recommended option 2 which would include the \$210,000 down payment and 4 annual payments of \$161,176.13. D. Webster commented that if the Town went with the three year option they could save around \$10,000 over the life of the lease but after discussions regarding the state of the economy it was decided four years would be the better option which would lower the payments by approximately \$50,000 per year. G. Rooke-Norman made a **motion** that was seconded by J. Wolkowski to recommend to the Board of Selectmen the lease package for the pumper truck and two dump trucks would be option 2 for a total of \$800,750 for a term of four years. **The motion passed unanimously.**

**c) Discussion and possible action on approving payment of the ambulance bundle bill in the amount of \$6,080.42.**

- i. The Board was given a copy of the spreadsheet from the billing company regarding the request for payment. There was discussion regarding the calculation of the spreadsheet. D. Webster noted that the amount indicated that was given to the ambulance company did not equal \$35,000 but was roughly \$32,000. The Finance Director stated that he would have to go through each transaction for the 10-11 fiscal year to find out why there is a discrepancy in numbers. There was also discussion of whether funds were co-mingled on the spreadsheet or if it was just for paramedic services. The Finance Director stated that he would do some more research regarding the spreadsheet. G. Rooke-Norman asked B. Czmyr what the Griswold Ambulance has been doing to try to increase their collections. B. Czmyr stated that Medicare just pays a flat amount and he is only allowed by law to collect that amount. He is not allowed to request collections from the patient. Discussion followed regarding the legality of collections. G. Rooke-Norman requested Griswold Ambulance to get a letter from their attorney regarding the legality of collections and present it to the Board. G. Rooke-Norman made a **motion** that was seconded by P. Dorff to pay the bill in the amount of \$6,080.42, however if subsequent research shows there is \$3,000 left and not expended and/or funds have been co-mingled that amount will be taken from the 11-12 allocation. **The motion passed unanimously.**

**d) Discussion and possible action to approve transfer of FEMA reimbursement**

**to Town Aid Road fund.**

- i. The Finance Director presented the Board with a letter from the Board of Selectmen requesting the transfer of \$65,286.42 to the Town Aid Road fund for reimbursement of monies spent by the Town for the winter storm along with a letter from the State requesting the reimbursement of \$38,914.08 that was sent in error that was for the Town of Old Lyme. D. Webster requested clarification that the amount of the transfer would actually be \$26,372.34. The Finance Director confirmed that \$26,372.34 was the Town of Griswold's portion and \$38,914.08 was sent back to the State. P. Dorff made a **motion** that was seconded by J. Wolkowski transfer \$26,372.34 from the winter storm FEMA line to the Town Aid Road fund. **The motion passed unanimously.**

**e) Audit Fraud Questionnaire**

- i. The Finance Director presented the Board with the annual fraud questionnaire that the auditors require to be filled out as part of their audit.
- j.

**4. Old Business**

**a) Policy and Procedural Manual**

- i. The finance director stated that he met with Peter Dorff regarding changes to the policy and procedure manual. He agreed with changes that Peter had proposed and also in going through the manual saw other items that need to be addressed.

**5. Any Other Business**

- a) There was no other business.

- 6. Adjournment: MOTION:** D. Webster made a **motion** that was seconded by J. Wolkowski to adjourn. There was no discussion. All in favor; **motion carried.** S. Merchant, Sr. adjourned the meeting at 8:12 PM.

Respectfully Submitted,

Acting Recording Secretary  
Erik Christensen