



Town of Griswold

**Board of Finance
Regular Meeting
August 18, 2009**

7:00pm

Town Hall Meeting Room



MINUTES

Minutes are draft minutes until approved by the Board of Finance at their next regular meeting.

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

Members Present:

Steve Merchant, Sr. – Chairman

Peter Dorff

Daniel Webster

John Wolkowski

Gail Rooke-Norman – arrived at 7:07 pm

Also Present:

Kathy Maxwell, (outgoing) Director of Finance

Barbara Richardson-Crouch, Director of Finance as of September 8, 2009

Keleigh Baretincic, Recording Secretary

One (1) interested member of the public

Members Absent:

Joe Przylucki, Jr. – Vice Chairman

Alan Geer

2. Approval of Minutes:

- a. June 16, 2009 Regular Meeting Minutes: MOTION:** P. Dorff motioned and was seconded by D. Webster to table the June 16, 2009 Regular Meeting Minutes until the next regular meeting, since the minutes had been received right after the last meeting and not sent again for review. There was no discussion. All in favor; **motion carried.**

3. New Business:

- a. Finance Director Monthly Report:** K. Maxwell reviewed her report and there was discussion on the information within. **MOTION:** P. Dorff motioned and was seconded by D. Webster to recommend that the Board of Selectmen draft and enact a stipend release criteria for both volunteer fire departments including training, physical examinations and call response average criteria. There was no discussion. All in favor; **motion carried.** The BOF discussed the geothermal projects on the school construction, insuring that park events carry the appropriate insurance coverage and the VNA shortage.

- b. Action to confirm the amount of the Tax Collectors previously approved (3/17/09) suspense listing for FY 2008 in the amount of \$53,160.06:** K. Maxwell explained that the actual figure had not been included in the minutes when the suspense report was originally approved. The auditors requested that this be amended to include the actual figure. **MOTION:** P. Dorff motioned and was seconded by J. Wolkowski to confirm the amount of the previously approved 09 tax Collectors suspense list in the amount of \$53,160.06. There was discussion regarding the list and if it was the same figure. K. Maxwell confirmed that it was. There was no further discussion. All in favor; **motion carried.**
- c. Discussion and possible action on a request from the A.A. Young Fire Chief to appropriate additional funds for the repair of a water tank:** The BOF discussed the request and discussed taking no action until further into the fiscal year. **No action taken.**
- d. Budget Transfers**
- i. 08-09 Transfers: MOTION:** G. Rooke-Norman motioned and was seconded by P. Dorff to approve the 08/09 transfers as presented by K. Maxwell retro-active to June 30, 2009 (see below). There was no discussion. All in favor; **motion carried.**

AA Young Fire Department	2201-5515	880.00	
GVFD	2201-5508	960.00	
OSHA physicals	2201-5504		1,840.00
Steet Lighting JCDPU	3201-5228a	1,700.00	
Equipment repairs	3201-5700	1,530.00	
Other purchased supplies	3201-5214		500.00
Public Works overtime	3201-5110		2,730.00
Sr.Ctr. Supplies	4102-5216	10.00	
Sr. Ctr. Telephone	4102-5226	10.00	
Sr. CTr. Water	4102-5232	140.00	
Sr. Ctr. Gas/Fuel	4102-5238		160.00
Fringe Benefits Pension	7201-5155	1,500.00	
Fringe Benefits FICA	7201-5150		1,500.00
	TOTALS	7,105.00	7,105.00

- ii. **09-10 Transfers: MOTION:** G. Rooke-Norman motioned and was seconded by D. Webster to approve transfers for unemployment, park utilities, sr. center alarm system upgrade and contingency as presented by K/ Maxwell. There was no discussion. All in favor; **motion carried.**
The BOF discussed the salary transfers from health insurance savings into the salaried line items. There was lengthy discussion on this matter. **MOTION:** P. Dorff motioned and was seconded by J. Wolkowski to approve the transfers from health insurance savings into the salaried line items (see below) with the understanding that the adjustment of the salaries does not indicate or approve of a no layoff clause. There was discussion from G. Rooke-Norman that this sets a bad precedent. There was no further discussion. P. Dorff and J. Wolkowski voted in favor. D. Webster abstained. G. Rooke-Norman voted no. S. Merchant did not vote. **Motion carried.**

DESCRIPTION	CODE	INCREASE	DECREASE	EXPLANATION
1st Selectman	1201-5125a	75.00		minor salary adjustments to comply with accrual
Treasurer	1301-5125	10.00		minor salary adjustments to comply with accrual
Tax Collector	1302-5125	75.00		minor salary adjustments to comply with accrual
Town Clerk	1501-5125	75.00		minor salary adjustments to comply with accrual
Full Time Custodian	1801-5101	957.00		adjustment for union contract agreement
Bookkeeper	1101-5101C	901.00		adjustment for union contract agreement
Asst. Bookkeeper	1101-5101I	650.00		adjustment for union contract agreement
Secretary Selectmen's Office	1201-5101	888.00		Funding adjustment in conjunction with union
Youth director	5302-5105A	150.00		minor salary adjustments to comply with accrual
Asst. Tax Collector	1302-5101	708.00		adjustment for union contract agreement
Assessor	1303-5101D	1,203.00		adjustment for union contract agreement
Assistant Assessor	1303-5101E	752.00		adjustment for union contract agreement
Asst. Town Clerk	1501-5101	752.00		adjustment for union contract agreement
Building Official	3301-5101	1,621.00		adjustment for union contract agreement
Bldg Secretary	3301-5101F	452.00		adjustment for union contract agreement
Health Secretary	4201-5236	300.00		adjustment for union contract agreement
Sr Center Director	4102-5101G	726.00		adjustment for union contract agreement
Sr, Bus Driver	4102-5101H	575.00		adjustment for union contract agreement
Sanitarian	4201-5101	1,369.00		adjustment for union contract agreement
Town Planner	6101-5101	1,622.00		adjustment for union contract agreement
Planning Secretary	6101-5101F	752.00		adjustment for union contract agreement
FICA	7201-5150	1,021.00		adjustment for union contract agreement
Pension	7201-5155	1,001.00		adjustment for union contract agreement

Health Insurance	7201-5145		23,135.00	Health Insurance Savings
Unemployment	7201-5160	6,500.00		GVNA cost now to show in town
recreation subsidy	5301-9202		3,000.00	to fund refurbished park utilities
recreation electricity	5301-5228	1,500.00		to fund refurbished park utilities
recreation water	5301-5232	1,500.00		to fund refurbished park utilities
sr. ctr alarm system	8501-5710f	5,300.00		alarm system at sr. ctr. Dead - 25 yrs old
				replacement
contingency	5850-7101		5,300.00	alarm system at sr. ctr. Dead - 25 yrs old
				replacement
	TOTALS	31,435.00	31,435.00	

4. Old Business: S. Merchant thanked K. Maxwell for her service to the Town and introduced Barbara Richardson Crouch as the newly hired Director of Finance, effective September 8, 2009. S. Merchant noted that there was a pool of 43 qualified applicants and Barbara stood out. B. Richardson-Crouch thanked the BOF and gave an overview of her experience.

5. Any Other Business: None

6. Adjournment: MOTION: D. Webster motioned and was seconded by J. Wolkowski to adjourn. There was no discussion. All in favor; **motion carried.** S. Merchant adjourned the meeting at 9:46 pm.

Respectfully Submitted,

Keleigh Baretincic
Recording Secretary