



# Town of Griswold

**Board of Finance  
Regular Meeting Minutes  
August 18, 2015  
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  
Gail Rooke-Norman  
Scott Davis  
Peter Dorff  
Gary Levy  
Brian Baker  
Dan Webster

**Also Present:**

Erik Christensen, Director of Finance  
Jeannette Bell, Recording Secretary  
3 Other People

**2. Approval of Minutes**

**MOTION:** P. Dorff made a **motion** that was seconded by G. Levy to approve the minutes from May 19, 2015 as presented. All in favor with the exception of D. Webster and B. Baker abstaining; **motion carried.**

**3. Correspondence**

**a. Annual fraud questionnaire from auditors.**

E. Christensen stated it is a standard form from the auditors. He stated they ask for S. Merchant Sr. to discuss it with the Board and send it in. E. Christensen also stated that if anyone wanted to fill out their own and send it in they are welcome to do that as well.

**4. New Business**

**a. Finance Director monthly report.**

E. Christensen stated it appears money will be added to surplus for last fiscal year although at this time he did not have any concrete figures. He stated the current year Revenues and Expenses appear to be on track noting we are only 1 ½ months into the new fiscal year. He expects to have the prior year closed by the end of August. E. Christensen stated it does appear that Legal Fees were way over budget for the prior year.

**b. Discussion and possible action on line-item transfers between overtime and salaries.**

E. Christensen stated currently Department Heads are paid an hourly wage and receive overtime for extra hours worked. He stated K. Skulczyck, First Selectman would like to propose to have all department heads changed to salaried positions. This would reflect an increase in their regular base pay and would like to ensure that the Board of Finance would be agreeable to transfer money from overtime line items to salaries to fund the proposal. There was much discussion and it was suggested the attorneys should be involved. It was also discussed that this proposal be held in executive session along with all three Selectmen. **MOTION:** D. Webster made a motion that was seconded by B. Baker to **table** the proposal until the next Board of Finance meeting.

**5. Any Other Business**

- a. G. Rooke-Norman asked E. Christensen to provide a list of funds with up to date numbers after the close of the fiscal year.
- b. D. Webster asked if all town deposits are being deposited by the Treasurer. E. Christensen stated they were with the exception of the Tax Collector. He stated that especially in tax season deposits are made frequently and the Treasurer only works part-time hours and is not always available to make deposits.

**6. Public Forum**

**J. Bernie** - Wanted to know why supervisors are in the same union as regular employees. He also wanted to know why town employees receive longevity pay.

**L. Sorder** - Asked the Board of Finance not to make a decision on the transfer of line items due to the fact that the budget was passed based on the current amounts.

**6. Adjournment**

**MOTION:** D. Webster made a motion that was seconded by G. Levy to adjourn. There was no discussion. All in favor; **motion carried**. S. Merchant Sr. adjourned the meeting at 7:36PM.

Respectfully Submitted,

Jeannette Bell  
Recording Secretary