



# Town of Griswold

Board of Finance  
Regular Meeting  
September 21, 2010  
7:00pm

Town Hall Meeting Room  
MINUTES



1. **Roll Call/Call to Order: The meeting was called to order at 7:00pm**

**Board of Finance Members Present:**

Joe Przylucki, Jr. – Vice Chairman  
John Wolkowski  
Peter Dorff  
Daniel Webster  
Gail Rooke-Norman (*arrived at 7:03pm*)

**Absent:**

Steve Merchant, Sr. – Chairman  
Alan Geer

**Also Present:**

Barbara Crouch, Director of Finance  
Philip Anthony, First Selectman  
Steve Mikutel, Second Selectman  
William Czmyr, Griswold Ambulance  
Eleven other persons

2. **Approval of Minutes**

a. **MOTION:** J. Wolkowski made a motion that was seconded by D. Webster to approve the minutes of August 17, 2010 as presented. **The motion passed unanimously.**

3. **NEW BUSINESS**

a. **Correspondence:** The Board reviewed correspondence sent from the auditing firm of Kostin, Ruffkess and Company, LLC.

b. **The Finance Director presented her report.** *A copy of said report is available in the Finance Office.*

i. The Finance Director presented a list of line item transfers. **MOTION:** P. Dorff made a motion that was seconded by G. Rooke Norman to authorize the line item transfers to pay the MIRMA Assessment for Fiscal Year 2010. **The motion passed unanimously. Line Item Transfers to cover MIRMA Assessment ( Transfer of \$13,384.67 to line item 5404B-101-1201-510 Workers Comp from Line Items 5404A-101-1201-510 Liability Insurance (\$1,062): 5402-101-2201-520 Accounting (\$400): 5145-101-7201-570 Health Insurance (\$11,922.67)**

c. **Discussion and possible action on distributing insurance proceeds to Griswold Volunteer Fire Department (\$2,476.80) and Jewett City Volunteer Fire Department (\$2,360).** The Board discussed the distribution of insurance proceeds. **MOTION:** G. Rooke-Norman made a motion that was seconded by J. Wolkowski to authorize moving the insurance proceeds from miscellaneous income to the appropriate Fire Department Line Items. **The motion passed unanimously.**

d. **Discussion and possible action on memorandum from the Board of Selectmen requesting line item increases for 5101E-101-1303-510 Assistant Assessor in the amount of \$8,900; 5145-101-7201-570 Insurance in the amount of \$12,675; 5150-101-7201-570 FICA in the amount of \$1,450; 5155-101-7201-570 Pension in the amount of**

**\$1,800 to hire a full-time Assistant Assessor.** P. Anthony, First Selectman, spoke on behalf of the Board of Selectmen and outlined the need for a full-time Assistant Assessor. **MOTION:** P. Dorf made a motion that was seconded by G. Rooke-Norman to not transfer funds to the appropriate Assistant Assessor line items and to ask the Board of Selectmen to proceed with recruitment of a part-time Assistant Assessor. **The motion passed unanimously.**

**e. Discussion and possible action on memorandum from the Board of Selectmen requesting funding in the amount of \$9,238.50 for the Town's portion of the repairs to the building at 68 Ashland.** P. Anthony, First Selectman, gave a presentation on the FEMA funding. B. Richardson Crouch requested that a special fund be established to use for FEMA funding. **MOTION:** G. Rooke-Norman made a motion that was seconded by P. Dorf to establish a special fund entitled 2010 Disaster fund to be used for revenue and expenditures related to the spring flood. **The motion passed unanimously.** . **MOTION:** D. Webster made a motion that was seconded by J. Wolkowski to authorize the expenditure of \$9,238.50 for the Town's portion of repairs for the VNA Building – 68 Ashland. **The motion passed unanimously.**

**4. OLD BUSINESS:**

**a. Investment Policy** B. Richardson Crouch will provide a copy of the investment policy at the October meeting.

**b. Policy and Procedure Manual** B. Richardson Crouch will provide a copy of the policy and procedural manual at the October meeting.

**c. The Board discussed the request from American Legion Community Ambulance d.b.a. Griswold Ambulance to appropriate \$19,800 to cover increase of both medical supplies and fuel costs.** The Board heard information from W. Czmyr. The Board discussed establishing a sub committee to review information from the ambulance. The Board directed the Finance Director to provide a copy of the audits and for W. Czmyr to provide unaudited statements for the period ending June 30, 2010.

**d. Discussion and possible action on letter received from the Tax Collector and the Town Clerk.** The Board discussed this matter. **MOTION:** G. Rooke-Norman made a motion that was seconded by J. Wolkowski to table the request of re-authorizing the \$700 longevity benefit for the Town Clerk and the Tax Collector until the February 2011 Board of Finance meeting.

**5. Adjournment: MOTION:** D. Webster made a **motion** that was seconded by J. Wolkowski to adjourn. There was no discussion. All in favor; **motion carried.** J. Przylucki, Jr. adjourned the meeting at 8:17 pm.

Respectfully Submitted,

Acting Recording Secretary  
Barbara R. Crouch