



# Town of Griswold

Board of Finance  
Regular Meeting  
October 21, 2014  
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 – Vice Chairman  
Scott Davis  
Peter Dorff  
Gary Levy

**Members Absent:**

Brian Baker  
Dan Webster

**Also Present:**

Erik Christensen, Director of Finance  
Kevin Skulczyck, First Selectman

**2. Approval of Minutes**

E. Christensen noted that on the second page item 3b the figure on the second sentence should be \$25,147,266 not \$24,147,266. **MOTION:** G. Rooke-Norman made a **motion** that was seconded by S. Davis to approve the minutes from the August 19, 2014 regular meeting as corrected. All in favor; **motion carried.**

**3. New Business**

**a) Finance Director Monthly Report.**

The Finance Director stated everything to date looks on track. To date revenues collected are \$10,055,502.03 which is 31.38% of budgeted revenues. At this time there are no concerns on the revenue side. Expenditures thus far are \$3,941,970.68. No line items are overspent and at this time there is nothing projecting to be over. The previous fiscal year is wrapped up and was a very good year and the auditors are here this week. P. Dorff asked if the tax bills being sent out late hurt us at all. The Finance Director responded that it did not because we set the mill rate and were able to begin getting revenues in before we ran out of money. G. Rooke-Norman asked how good the prior year was. The Finance Director stated it looks like the net between both revenues and expenditures will be around \$800,000 ahead and we should be around 10% for undesignated fund balance.

**b) Discussion and possible action on setting 2015 meeting schedule.**

**MOTION:** P Dorff made a **motion** that was seconded by G. Rooke-Norman to set the BOF regular meeting schedule for the third Tuesday of every month. All in favor; **motion carried.**

c) **Discussion and possible action on using LOCIP fees collected by Town Clerk for building security upgrades.**

The Finance Director stated that Town properties are currently undergoing security upgrades. He stated that he would like to use LOCIP money that is collected by the Town Clerk. \$3.00 from each recording goes to fund capital improvement projects. What the money can be used for is very limited but security upgrades are one thing that qualifies. He stated there is plenty of money there but does not have a solid figure because he has to go back and finish researching. About \$6,000 per year goes to the capital non-recurring fund for these projects. K. Skulczyck described some of the projects we are currently undergoing and what we want to do. He stated he can get firm prices for the next meeting.

**MOTION:** G. Rooke-Norman made a **motion** that was seconded by P. Dorff to table the issue until the next regular meeting. All in favor; **motion carried.**

d) **Discussion and possible action on FY 2013-2014 year end budget transfers.**

E. Christensen stated most line items were able to be transferred within each department. There were three departments over budget as a whole last year the Selectmen, Elections and Registrations and legal.

**MOTION:** P Dorff made a **motion** that was seconded by G. Levy to approve the budget transfers as presented. All in favor; **motion carried.**

4. **Any Other Business**

a) **MOTION:** G. Rooke-Norman made a **motion** that was seconded by S. Davis to add K. Skulczyck to the agenda. There was no discussion. All in favor; **motion carried.**

K. Skulczyck asked the Board to possibly consider discussing ordinance 10.3 for referendums. He would like to see the Town meeting process eliminated beginning with the second referendum to expedite the process. If a budget fails he would like to see it go back to the Board of Finance then directly back to referendum. K. Skulczyck also stated that he found out we have building files dating back to 2011 that have not been closed out so they are not on the tax rolls and should be because the final inspections have not been done and closed out. He would like to propose getting approval for overtime hours or to bring in a subcontractor to close out these files. He stated he can get figures for the next meeting on what the cost will be and how much tax revenue it will add.

b) S. Merchant Sr. stated he wanted to commend the Board for standing their ground with the ambulance because he thinks they were doing what was right for the taxpayers and right now there are a lot of people saying the Board knew what they were doing.

5. **Public Forum** – No participants

6. **Adjournment:** **MOTION:** P. Dorff made a **motion** that was seconded by S. Davis to adjourn. There was no discussion. All in favor; **motion carried.** S. Merchant Sr. adjourned the meeting at 7:40 PM.

Respectfully Submitted,

Recording Secretary  
Jeannette Bell