



Town of Griswold

Board of Finance
Regular Meeting
November 18, 2014
7:00 PM

Town Hall Meeting Room
UNAPPROVED MINUTES



1. Roll Call/Call to Order: The meeting was called to order at 6:59 PM

Board of Finance Members Present:

Steve Merchant, Sr. – Chairman
Gail Rooke-Norman – Vice Chairman
Brian Baker
Scott Davis
Peter Dorff
Daniel Webster

Absent:

Gary Levy

Also Present:

Erik Christensen, Director of Finance
Ryan Aubin, Youth and Family Services Director
11 other people

2. Approval of Minutes

MOTION: P. Dorff made a **motion** that was seconded by S. Davis to approve the minutes from the October, 21, 2014 regular meeting. The **motion carried** with S. Merchant, G. Rooke-Norman, S. Davis, P. Dorff in favor. B. Baker and D. Webster abstained.

3. New Business

a) Finance Director Monthly Report.

The Finance Director stated the revenues thus far are \$10,396,318.31 which is 32.45% of budgeted revenues. Expenditures are \$4,573,392.62 or 14.27% of budgeted expenditures. The only department which is over budget is the Selectman's department. This is due to an employee who was taking the insurance buyout and is now taking the insurance instead. Otherwise all other departments are within budget. The audit is almost complete and it looks like the unassigned fund balance is going to be \$3,697,588 which is or 11.54% of the budget. The Finance Director also stated that he sat down with Kevin Skulczyck, Paul Smith, Michele Demicco and the oil company regarding the price of oil and they agreed to reduce the current price by 10 cents per gallon but we were required to prepay through the rest of the year. By doing this we were able to save \$12,000 in the current year.

b) Presentation by Ryan Aubin, Griswold Youth & Family Services/Park & Recreation Director.

The Director stated he would like to move the Youth and Family Services department from the Slater Mill to the Griswold Middle School. He stated he would be able to

attract more Griswold students given the fact most parents do not want their children walking through Jewett City to get to Slater Mill. His plan would be to redirect the monthly overhead expenses such as rent, utilities, etc which is being paid to for the use of the Slater Mill and in turn use the money toward more programs. He was requesting the support of the Board of Finance and is looking for an assurance that his budget would not be reduced or he will not be able to make the move. Many questions arose regarding the move. It was determined by the board that this discussion needs to be presented to the Board of Selectman before making a decision on the budget.

4. Old Business

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

The Finance Director stated that there is approximately \$55,358.00 in the capital non-recurring fund to be used for LOCIP projects. This money is derived from \$3.00 for every recording the Town Clerk processes. This money can be used for improvements to building security and emergency systems. Kevin Skulczyck would like to use a portion of this for upgrading security to include: Cameras at the Town Hall, Town Garage, Senior Center and the Dog Pound. He would also like to implement a key fob system for the front door at the Town Hall to limit access and have more accountability. The cost of the above items is approximately \$10,300. The Finance Director stated he also went back through the records of the Capital Non-recurring fund and determined that there is approximately \$237,000 that was in the fund for undesignated projects. This is money that was transferred in years ago and never spent. This money can be used for any Town or School capital project. Gail Rooke-Norman was concerned that this would be treated as a slush fund. She also wanted to make clear that this money should be used for either budget. S. Merchant commented that the Board would deal with any further issues regarding this money. **MOTION:** G. Rooke-Norman made a **motion** that was seconded by S. Davis to approve \$10,300 from the LOCIP fees to fund the improvements in security upgrades. All in favor; **motion carried.**

5. Any Other Business - There was no other business.

6. Public Forum

Jim Barnie - Mr. Barnie wanted to know if the \$237,000.00 was subject to the \$10,000.00 restriction. Erik Christensen assured him it would be.

Stuart Norman - Mr. Norman voiced his concern regarding the Main Street project. He expressed his disappointment with the grant money which did not fully fund the project and does not think any of the \$237,000.00 should be used to correct the issue. The Board of Finance praised Todd Babbitt for stepping up and helping with the Main Street project. B. Baker wanted a breakdown of the amount of labor and material costs from Todd's budget.

7. Adjournment **MOTION:** D. Webster made a **motion** that was seconded by P. Dorff to adjourn. There was no discussion. All in favor; **motion carried.** S Merchant Sr. adjourned the meeting at 8:28PM.

Respectfully Submitted,

**Recording Secretary,
Jeannette Bell**