



# Town of Griswold

Board of Selectman  
Regular Meeting  
January 12, 2010  
6:30 pm  
Town Hall Meeting Room



## MINUTES

1. **Call to Order/Roll Call:** P. Anthony called the meeting to order at 6:31 pm.

**Present:**

Philip Anthony, First Selectman  
Steve Mikutel, Second Selectman - *arrived at 6:33 pm*  
Theresa Madonna, Third Selectwoman

**Also present:**

Barbara Crouch, Finance Director  
Keleigh Baretincic, Recording Secretary  
5 Interested Persons

2. **Approval of Minutes:**

- a. **December 21, 2009 Special Meeting Minutes:** **MOTION:** S. Mikutel motioned and was seconded by P. Anthony to approve the December 21, 2009 Special Meeting Minutes as presented. There was no discussion. S. Mikutel and P. Anthony voted in favor. T. Madonna abstained. **Motion carried.**
- b. **December 22, 2009 Regular Meeting Minutes:** **MOTION:** T. Madonna motioned and was seconded by P. Anthony to approve the December 22, 2009 Regular Meeting Minutes as presented. There was no discussion. P. Anthony and T. Madonna voted in favor; S. Mikutel was not present at this time. **Motion carried.**

3. **Correspondence: Sent/Received:** None

4. **New Business**

- a. **Authorize the First Selectman to sign the Emergency Management Performance Grant documents:** B. Crouch explained that this grant was formally known as the Federal Emergency Management Agency (FEMA) grant and it is used to offset Emergency Management budget expenses related to the fire departments, the fire marshal, ambulance services, etc. **MOTION:** S. Mikutel motioned and was seconded by T. Madonna to authorize the First Selectman to sign the Emergency Management Performance Grant documents. There was no discussion. All in favor; **motion carried.**
- b. **Authorization for the Director of Finance to go out to bid for fencing, irrigation, hydro-seeding and sod for the Sheldon Road Recreation Field Complex:** B. Crouch supplied the BOS with the relevant bid documents. S. Mikutel noted that this was a positive step in the progress of this excellent project for the Town of Griswold. The BOS agreed. **MOTION:** S. Mikutel motioned and was seconded by P. Anthony to authorize the Director of Finance to go out to bid for fencing, irrigation, hydro-seeding and sod for the Sheldon Road Recreation Field Complex.

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There was discussion from T. Madonna requesting clarification on language in the fencing portion of the bid; there being two fence bids, with one having more detailed specifications. B. Crouch responded that they were two separate portions of the bid. One was for actual fencing and the other for guard rail type fencing on the site. There was no further discussion. S. Mikutel and P. Anthony voted in favor. T. Madonna abstained. **Motion carried.**

- c. **Authorize the First Selectman to sign a three year extension on the Consulting Services Agreement with Roy M. Ivins, Principal Insurance Consultant:** P. Anthony identified that there had been some issues with the previous bid process prior to B. Crouch (taking the position as Director of Finance), but that overall R. Ivins has been diligent and has done a good job. He noted that the Board of Education (BOE) had some issues with R. Ivins. P. Anthony proposed that the BOS ask R. Ivins to sign a 6 month to a year contract extension, instead of the three year extension as proposed by R. Ivins. P. Anthony indicated that this would allow R. Ivins to complete work he was currently processing on behalf of the Town with MIRMA (Municipal Inter-local Risk Management Agency), while then allowing the Town to re-bid the Insurance Consulting much sooner than three (3) years. P. Anthony also reviewed the cost of the three (3) year extension, which would be \$9,000.00 per year. He noted that the fee was above the \$7,500.00 bid requirement, but could also be considered "professional services" and therefore exempt from the bid requirement if approved to be so by the BOS. The BOS discussed the length of the contract. T. Madonna noted that she was unaware of any issues between the BOE and R. Ivins and is interested in learning what he has accomplished for the Town in savings during his tenure. B. Crouch noted that R. Ivins has saved the Town over \$100,000.00 this last fiscal year. The BOS discussed the workers compensation issues that R. Ivins is currently working on. The BOS discussed that tabling the item was not an option since the contract had already expired and this would be an extension. T. Madonna noted that she is uncomfortable not going out to bid. **MOTION:** S. Mikutel motioned and was seconded by P. Anthony to authorize the First Selectman to sign an agreement for a 1 year extension of the Consulting Services Agreement with Roy M. Ivins, Principal Insurance Consultant should this be agreeable to R. Ivins as well. **Discussion:** T. Madonna was uncomfortable with a full year extension and proposed going with a six (6) months extension instead. This would allow R. Ivins to complete his work with MIRMA; then allow the BOS to go out to competitive bid at the end of the six (6) months. T. Madonna preferred the six (6) month extension for these reasons if it was expected that R. Ivins could indeed complete the work within the six month time frame. B. Crouch stated that she expected that R. Ivins should be able to complete it within that time frame, depending on MIRMA and how quickly they respond. **S. Mikutel withdrew his motion. MOTION:** S. Mikutel motioned and was seconded by P. Anthony to S. Mikutel motioned and was seconded by P. Anthony to authorize the First Selectman to sign an agreement for a six (6) month extension of the previous Consulting Services Agreement with Roy M. Ivins, Principal Insurance Consultant should this be agreeable to R. Ivins as well. There was no discussion. All in favor; **motion carried.**

**5. Old Business:** None

**6. Any Other Business that may properly come before the Board**

**MOTION:** S. Mikutel motioned and was seconded by T. Madonna to add to the agenda for discussion and possible action, the request from the Griswold Water Pollution Control Authority (GWPCA) to re-appoint Clarence Merrill to the GWPCA for a six year term. There was no discussion. All in favor; **motion carried.**

- a. Discussion and possible action the request from the Griswold Water Pollution Control Authority (GWPCA) to re-appoint Clarence Merrill to the GWPCA for a six year term:** S. Mikutel noted that he has known C. Merrill to be a conscientious and experienced member of the GWPCA. **MOTION:** S. Mikutel motioned and was seconded by P. Anthony to re-appoint Clarence Merrill to the GWPCA for a six year term (to expire December 31, 2015). There was no discussion. All in favor; **motion carried.**
- b.** The BOS discussed the 2010/2011 budget process and that they would like a draft budget for review by their next regular meeting. At their February 5, 2010 special meeting they will speak with each department head during pre-designated fifteen (15) minute time slots to receive back up data for each department's budget request. Also included should be a list of expenditures to date (B. Crouch will provide this).

*P. Anthony stated that residents should limit their statements to two (2) minutes and if able, should come to the front microphone and speak their name for the record; if not possible to get to the front microphone, residents could speak from their seats, but should state their name.*

## **7. Public Forum:**

- A resident requested that the BOS appoint an alternate member to the Ethics Commission as is allowed under the Ethics Code. The BOS asked that they receive a written request from the Ethics Commission. The resident also addressed the fact that a red vehicle has been left unattended in the former Griswold Visiting Nurses building on Ashland Street and should be looked into.
- A resident and owner of Waitte Insurance noted that the Town could be saving more money had it properly bid the insurance consulting contract and that the Town should be vigilant in insuring that the next bid process is not manipulated. The resident noted his qualifications and willingness to assist the Town with consulting needs in the future.
- A resident noted that it was a positive move that T. Madonna requested that the R. Ivins contract be reduced to six (6) months vs. the year. He felt that the Town did a nice job on receiving a good bond rating.
- A resident expressed concerns about the abandonment and right a-ways of roads in the Town.
- A resident brought it to the BOS attention that the street sign for BMW drive is missing again. P. Anthony responded that it has been re-ordered and will be fortified in the future. The resident also asked the BOS if the transportation for the Griswold School system would be put out to bid. T. Madonna responded that the BOE is currently accepting bids on the transportation and that the specifications are on the schools website.

- 8. Adjournment: MOTION:** T. Madonna motioned and was seconded by S. Mikutel to adjourn. There was no discussion. All in favor; **motion carried.** P. Anthony adjourned the meeting at 7:25 pm.

**Respectfully Submitted,**

**Keleigh Baretincic  
Recording Secretary**