



Town of Griswold
28 Main Street
Griswold, CT 06351
Board of Selectman
Special Meeting
Griswold Town Hall
Thursday, January 13, 2011
12:30 PM
APPROVED MINUTES



Call to Order: Meeting was called to order at 12:35 PM by First Selectman, Philip Anthony.

Members Present:

Philip Anthony, First Selectman
Steve Mikutel, Second Selectman
Theresa Madonna, Third Selectwoman
Lisa Wood, Executive Assistant
Barbara Richardson-Crouch, Finance Director

Budget Discussion

S. Mikutel expressed the town is going to lose money from the state, so even with the same budget from last year; we will be going in with a tax increase. He stated he is not supporting any budget that comes out with a tax increase, after an almost 2 mil tax increase last year. P. Anthony wanted to point out that the town budget last year came in with 5% less than the year before, but due to certain mandates on the school, we had an increase.

B. Crouch commented that paying for the new school is not necessarily the increase, because debt services go down each year, we also have the Andrea Charron payment.

S. Mikutel question to B. Crouch, what is the debt on the school for the current fiscal year and what is it project to be for the upcoming fiscal year? We need to understand what the debt service is to factor in the mill rate. B. Crouch commented there are several bonds that are existing and will check them out by providing a debt service ledger. S. Mikutel asked to indicate decreases by (). We could get a potential decrease in the ECS funding by 14% because of the lack of stimulus money that was put in last year, but not this year. It was also mentioned there is about \$500,000 job use money left to be used for this year but it will not equal the ECS money.

S. Mikutel commented that the columns do not match up. B. Crouch commented they do not all match up and I have to move columns and do that. She also commented some will not match up because the BOF had her take all fringes and contracts and services out of general line item under selectmen and put it under each department budget. S. Mikutel commented he wants to be able to compare apples to apples when looking at the budget.

B. Crouch commented we need to start with revenues and we don't have figures from the state yet on what they will give us. Most revenues are estimated on what they gave us last year and will not be available till February. I have gotten no information from departments on revenues, even though it was due December 30th.

S. Mikutel commented reviewing the expenditure side and waiting until the state gets their figures out in February.

T. Madonna commented that by looking at the budget, it appears that the building office is the only office that has not handed in their revenues. B. Crouch commented other departments have told her verbally to use what they had last year, and has used those numbers, but has not received anything in writing. B. Crouch has put those numbers in. S. Mikutel commented that is different than saying you have not received anything. B. Crouch should also ask for proof or question any numbers that she feels are unrealistic. T. Madonna commented that for more support the numbers should have been left at zero. By filling something in, it gives an impression that numbers were accepted. B. Crouch feels the memos requesting information would be perceived differently if they came from the selectman. It was agreed that B. Crouch will prepare a statement for P. Anthony to sign, for what is needed from each individual department head and attach a copy of the memo which previously requested the information needed.

Tax Collector Budget

S. Mikutel asked for clarification on the difference between the adopted budget figure last year and the figure that is listed. B. Crouch will check on that salary line item. B. Crouch commented that this coming year has 53 pay periods instead of 52 and there were two furlough days that were not paid out of salary last year. The tax collector has requested a three percent pay increase. S. Mikutel not taking any position on salaries at this time.

DMV collection fee generally goes up each year and is figured in as such. Service contract is for Quality and that used to be under selectmen's budget. There are two requests for longevity; the union longevity is mandated by contract. The elected official longevity has been paid for only two of the last three years.

Tax Assessor Budget

A full-time assistant assessor has been added at the high end of the pay scale. There is a 90 day bump and a one year bump. \$1203 under revised salary is under the wrong column, it should be 9/10. This will be corrected for next meeting. Six hours overtime are provided for extra hours during collection months when they are open late.

Discussion ensued as to line 5125 for stipend for Board of Adjustment and Appeals. S. Mikutel commented that during revaluation years there is a lot more work and he can justify for it for that year. P. Anthony agreed he could support it for revaluation years only. T. Madonna commented no one works harder than the board of finance and they don't get paid.

Insurance FICA and pension have been figured at the maximum amount for a new full time employee. Twenty percent anticipation was figured on insurance originally, but the broker is currently saying at least 11 percent and maybe nine percent, which would be much less. It was recommended figuring that amount at 12 percent, but also checking with Holly to see what the Board of Education is using. Pension (MERF) went up to 11 ³/₄ percent from 9 ¹/₂ percent and we cannot charge the employee more than 2 ¹/₄ percent according to state statute. It was mentioned contacting CCM to possibly recommending legislative changes. There is enough money in dues if a new employee has to obtain schooling. We ended up with extra fees for revaluation, due to legal fees and data support. A transfer may need to be done for this. The revaluation fund may be where you may want to put in the stipend for the Adjustment and Appeals Board and then it would be tied directly to revaluation.

Elections

The state used to pick up part of the costs of elections and they will no longer be doing that, yet we have to provide whatever is needed for the election. The elected officials are requesting an increase and are looking to pull the money from contractual because when they work an election they do not currently get paid for that day. They are requesting a raise, but it is not actually shown in the figures, but in her written documentation.

S. Mikutel asked for YTD actual and B. Crouch commented she would provide them with the corrected budget sheets for your book.

P. Anthony commented he would check into the actual anticipated cost of books, supplies with Carol, because it seems high.

Town Clerk

Adjustment in salary is due to the extra pay period. The longevity is included for both the union employee and the elected official. The salary has been requested to be increased from 51,500 to 52,000. Indexing and recording is up due to a 1 ¹/₂ percent increase from Cott. Indexing and recoding should really be listed as service contract. It was suggested perhaps, not updating code books as frequently or printing fewer books to keep costs down.

Adjournment

MOTION: Motion was made by T. Madonna, seconded by S. Mikutel, to adjourn the meeting at 2:00 PM. **Motion carried unanimously.**

Respectfully submitted,

*Lisa M. Wood,
Executive Assistant*