



Town of Griswold
28 Main Street
Griswold, CT 06351
Board of Selectman
Special Meeting
Griswold Town Hall
Thursday, January 20, 2011
2:00 PM
APPROVED MINUTES



Call to Order: Meeting was called to order at 2:05 PM by Second Selectman, Steve Mikutel

Members Present:

Steve Mikutel, Second Selectman
Theresa Madonna, Third Selectwoman
Lisa Wood, Executive Assistant
Barbara Richardson-Crouch, Finance Director
Philip Anthony, First Selectman – arrived at 3:15 PM

Budget Discussion

Building 0445- is anticipating \$140,000 in revenues
Revenue Collector 0405 – Put in the same expected amount as last year
Educational Legalization Grants 0410 – is 1.2 million shy of what we have this year
Town Clerk will update her copier fees received thus far this year from \$6,000-\$8,000
Elections 1401 – town has to now cover cost of updates to voter system
Town Clerk - \$500 increase in salary

Recommendation was made by Selectwoman Madonna to decrease the number of code books that are maintained from 15 to 2 to cut costs – B. Crouch is to discuss this with Town Clerk to see how much money it would cut

Probate Court – we received a bill for an annual cost of \$6900

Legal Fees 1701- already over budget. It was agreed the hourly rate for labor attorney is good but we are using a lot of hours. Branse & Willis is increasing their hourly rate. It was discussed breaking out legal fees into three categories, labor, counsel and one for everything else.

Maintenance of Town Hall 1801 – part time assistant who does outside work for town hall was moved from Public Works to this department which is where he should have been listed. T. Madonna suggested decreasing 5234 by \$1800 used for heating and maintenance contract also reduce water from \$1600 to \$850. Rather than anticipating money for phone repairs, T. Madonna suggested going out to bid for a phone system and S. Mikutel agreed. It was also suggested, possibly leasing a system.

A short recess was taken at 3:02 PM

- Maintenance of Town Hall 1801 (cont'd) – After discussion about having the lights switched over to energy saving, it was determined to cut the energy amount from \$23,000 to \$18,000.
- Healthcare – Has been budgeted at a 12% increase, but possibly may go down as low as 6-9% but should know by January 31st.
- Pachaug Town Hall 1802 - It was agreed to set the maintenance item at \$600.
- Town Highway Building Maintenance - It was agreed to change the electricity line item to \$6000. Also, remove the \$250 from the heating fuel line because they use electric heat. B. Crouch to change 5236 to maintenance supplies.
- Emergency Services – GVFD and AA Young insurance, 5102, is anticipated to have a 4% decrease. Physicals have been combined for both companies and this number depends on how many volunteers go through and if the cost of the physical has gone up. Civil preparedness, 5506, it was agreed to cut this figure to the 09/10 year of \$2616. Both 5508 and 5515 for the fire departments were cut back to \$89,750 which is what they got last year. Discussion ensued regarding line item 5513, ambulance. B. Crouch handed out copies of the financials she received from the ambulance company. It showed a reserve fund balance of \$469,240 on hand. It was asked that we get something in writing to show that that fund, or how much of that fund, is for restricted use. It was also discussed basing the amount of funding on the difference of what is paid for uninsured and underinsured transports. No decision was made on this line item. Retention and Recruitment, 5517, was discussed and it was asked that the Board receive a copy of each department's policy on issuing these funds. Hydrants, 5523, it was asked that testing be indicated in the note section and that we see definitively who is charging us and what we are being charged.
- Animal Control – It was discussed bringing in Larry Proulx, Dog Warden, to discuss his budget individually. P. Anthony is to get together a list of questions for the Board to ask him. It was also discussed that the mileage should be tracked by a log and not a stipend.
- Public Works 3201 – T. Madonna had a question as to the bulky waste overtime and suggested that with the next contract, we negotiate that bulky waste hours not be overtime. S. Mikutel requested T. Babbitt come in to discuss his budget section.
- Building Official 3301 – It was agreed to keep the 5101F line to part time at 18,307 and to delete the overtime line of 5110 of \$1200. P. Anthony wants documentation to warrant the status of a full-time building official. It was decided to bring him in to discuss his budget and make sure he is aware of the information the BOS will be looking for. Health insurance, FICA and Pension should adjust according to the cut in the salaries.
- Senior Citizens 4102 – Budget is actually the same as last year, except for the insurance increase, FICA and Pension. T. Madonna and P. Anthony agreed to add in the line of Municipal Agent at the amount of \$3000.
- Contributions 4103 – Slater Library would like to meet with the BOS to make a presentation. There have been no requests by anyone else to make a presentation and all request letters have not yet been received. It was decided for B. Crouch to contact the organizations to let them know we are in the midst of our budget process and if no request for funding is received, the funding will lapse.
- Health Department 4201 – Barbara spoke to Pat McCormack and he anticipates no

increase in fees. P. Anthony attended a meeting last night and confirmed no increase with the Uncas Health District and there could be a potential decrease.

Public Health 4202 – There is a paper entry of \$10,000 per year to adjust a \$390,000 deficit.

Parks and Recreation 5301 –There were basically no changes to this budget, but the BOS would like Ryan Aubin to come in to discuss the budget.

Planning & Community Development 6101 – Board agreed to cut line 5203 for Education and Training to \$100.

Emergency and Contingency 7101 – Agreed it is a BOF issue.

Fringe Benefits 7102 – most of these items have been moved to department budgets. Unemployment is higher due to the amount of time you can collect for now. People who used to work for the Town up to three years ago are now able to draw on that. Accumulated sick time 5135 is a paper entry.

Debt Retirement 8101 – This includes \$230,000 for the Andrea Charron case and it retires the payments. B. Crouch went over the debt retirement information sheet she handed out as requested at last meeting. Debt service did not technically go up. Capital Expenditures and Board of Education are not yet complete.

Adjournment

MOTION: Motion was made by T. Madonna, seconded by S. Mikutel, to adjourn the meeting at 4:35 PM. **Motion carried unanimously.**

Respectfully submitted,

*Lisa M. Wood,
Executive Assistant*