



Town of Griswold
28 Main Street
Griswold, CT 06351
Board of Selectman
Special Meeting
Griswold Town Hall
Thursday, January 27, 2011
2:00 PM
APPROVED MINUTES



Call to Order: Meeting was called to order at 2:20 PM by First Selectman, Philip Anthony

Members Present:

Steve Mikutel, Second Selectman
Lisa Wood, Executive Assistant
Barbara Richardson-Crouch, Finance Director

Budget Discussion

Revenues

State of CT Education 410 – 4101 Special Education – B. Crouch commented that last year, it was elected to allow excess in this category to go directly back into education which is allowed by State Statute. It was agreed by both S. Mikutel and P. Anthony, that the money in this line item, as well as 4110 Adult Education, should be show in the budget as revenue.

Finance 425 – 4360 Insurance Reimbursement – B. Crouch commented this revenue item will be short because non-union members and department heads, with the exception of Lisa, are paying 9% towards their premium and that has not increased because those people have not taken a raise. She also commented putting a cap on what the town will pay towards health insurance premiums would cause the revenues collected to go up. P. Anthony commented the premiums are contractual because we cannot do anything about it now. It was decided to leave this item as is.

-4370 Assessor – B. Crouch this revenue has gone down because field cars from the Assessor's office are on the web. We also pay a web hosting fee for that service. So we are paying for it and losing revenues. It was discussed that only homeowners are allowed to get their cards for free if they physically come to the office. It was. It was agreed to further evaluate with the Assessor who is using this service and if we are supplementing realtors and title searchers then the service should be discontinued.

Education 460 – 4997 Facility Use and 4571 Education Tuition – B. Crouch explained the numbers here are based on last year's figures because the Board of Education does not have a number on that yet, but she expects to have it by next week. S. Mikutel commented we need all the figures we can get, but we cannot send our budget out

until Governor Malloy gives his budget message. He also commented next meeting we should finalize with the department budgets, but not the revenue side. Then there will be one more special meeting to wrap it up.

Borough – B. Crouch commented there are revenues from the Borough. Town Aid road money of approximately \$35,000 and they reimburse us for postage and telephone. P. Anthony felt there were other revenues that come in and B. Crouch is to ask for that information from the Borough. S. Mikutel commented any money given to the town or town agencies needs to be shown as revenue.

S. Mikutel commented no raises should be shown on the budget sheets at this point.

P. Anthony asked what was being recommended for the contingency fund this year and B. Crouch responded \$75,000 and our unreserved funds are at 2.7 million. B. Crouch also responded that up until August 15th, we could take any expenses from the current budget because it would be an encumbrance.

Tax Collector 1302 – 5406 Service Contracts – B. Crouch commented that can come down to \$12653 which is about \$6000 less and Data Processing can go from \$1000 to 0.

Assessor 1303 – 5406 Service Contracts – Increasing by about \$3000 so it offsets with the tax collectors decrease for a total savings of about \$4000. Also, the web hosting we talked about earlier is in this figure, so that may come down.

5110 – Overtime – This is for regular overtime only.

9201 – Transfer to Revaluation Fund – this includes \$1500 overtime that has to do with revaluation hearings, computer expenses and legal fees. It was agreed to cut the \$25,000 in this line down to \$15,000.

Board of Finance 1101 – 575 Meetings and Dues – It was agreed to cut this line from \$575 to \$200.

5402 – Finance and Accounting – B. Crouch mentioned this line may be able to reduced, we currently have an RFP out which is due back the beginning of March.

Highway Department 3201 – 5101 Regular Full-Time Payroll – B. Fontaine was moved from this category to town hall, that is why this line does not show an increase even with the contractual raise.

5120H – Tree Warden-Contractual Temp. – B. Crouch commented the training is coming out of the selectmen's budget. The BOF increased the amount in this line item to include his training, mileage and whatever left to be his salary. She commented she did not sign off on this and it was taken out of the wrong line item. P. Anthony commented he was that line item to be corrected by a journal entry.

Board of Selectmen – Travel – It was discussed adding this amount back into the budget.

MOTION: - Motion was made by S. Mikutel, seconded by P. Anthony, to add back in the travel money for \$3000 for the First Selectman and \$1250 for the Second and Third Selectman. **Motion carried unanimously.**

S. Mikutel commented travel used to be considered part of salary, but was changed to travel because travel was supposedly not taxed at the time. B. Crouch commented it also is not subject to MERF.

5404A – Municipal Liability Insurance – B. Crouch commented this line is expected to be less than \$100,000 and expects 5404B to be less than \$70,000.

It was discussed the next meeting will be Tuesday, February 8th at 2:30 PM and Todd, Peter, Ryan and Larry will be in as requested. There will be, realistically, one more special meeting after that. B. Crouch confirmed that departments have been notified, if they want to meet with the BOS, they can if they request it.

B. Crouch commented, as discussed at the last meeting, the amount saved to cut the code books down to two would be only \$200 due to a set up fee. It was agreed to leave that line item as is.

Adjournment

MOTION: Motion was made by S. Mikutel, seconded by P. Anthony, to adjourn the meeting at 3:30 PM. **Motion carried unanimously.**

Respectfully submitted,

*Lisa M. Wood,
Executive Assistant*