



# Town of Griswold

28 Main Street  
Griswold, CT 06351



## Board of Selectmen Special Meeting Downstairs Meeting Room Wednesday, January 29, 2014 4:30 PM

### APPROVED MINUTES

1. **Call to Order/Roll Call** – Meeting was called to order at 4:30 PM by First Selectman, Kevin Skulczyck

**Members Present:** Kevin Skulczyck, First Selectman  
Steve Mikutel, Second Selectman (left at 6:07 PM)  
Philip Anthony, Third Selectman

**Others Present:** Lisa M. Wood, Executive Assistant  
Erik Christensen, Finance Director  
Carol Seaman, Registrar of Voters  
George Kennedy, Registrar of Voters  
Bob Hansen, AA Young Fire Chief  
Tom Holowaty, GVFD Fire Chief/Fire Marshal  
Leslie Kornosewicz, Tax Assessor  
Todd Babbitt, Road Superintendent  
Peter Zvingilas, ZEO/Building Official  
2 other interested citizens

2. **Discussion and possible action on 2014/2015 departmental budgets**

**Registrar of Voters (1401)** – C. Seaman presented the budget. One thing that will be needed is electronic check off books, they are not mandated at this time, but will be in the future. The plan is to put money aside each year so it will be available. The estimate is \$750 total for the service and would need to purchase one more laptop. It was noted to take \$1000 from the supply line and allocate it as a separate line item. It was mentioned purchasing this, for the sake of purchase power, with the other computer needs the town has. It was also mentioned that the town will be responsible for servicing the tabulators from this point forward, which were previously maintained by the state. Also meetings and dues has increased to be able to allow taking the deputies to training conferences. Line 5202 was decreased to \$3000.

**Emergency Services (2201)** – T. Holowaty commented the Griswold Fire Department budget has a propose increase of 5%. The budget has not gone up the past four years. There is a lot of equipment that needs to be replaced and prices have gone up. They also need to replace two thermal imaging cameras. The expected cost is \$6000 each and would like to replace at least one of them this year. The one they are currently using is nine years old and has failed when needed. The physical budgets went up to an average of \$450 per person which is mandated by OSHA and twenty members get physicals. It was requested that both the GVFD (5508) and AA Young FD (5515) operating budget be broke down to line item budgets so the public can tell what the money is for. The Fire Marshal salaries show an increase of 3% since they have not had an increase since 2007. The rate of pay is figured hourly and per diem. There is an increase in postage because everything has to go out certified mail and rates are going up. The Board decided to leave the budget figures as presented for now for the Fire Marshal's budget and the GVFD. B. Hanson spoke regarding the AA Young FD. B. Hanson commented this budget goes along with what T. Holowaty already reviewed. It also proposes a 5% increase and has not had an increase in four years. The replacement and increased price of equipment is a reason for the increased budget. Medical supplies are up also and they do not currently bill for supplies that are issued. Billing for supplies as well as services for use of equipment is being looked into to see if it would be beneficial. The Board decided to leave the proposed budget figures as presented at this point.

**Assessor (1303)** – L. Kornosewicz commented that service contracts and mapping have come down a little bit, but there has been an amount added in for setting aside for the next revaluation, which will only be a partial. In 2006 it was done and was around \$106,000. S. Mikutel felt this should be under capital improvement as it is a major expenditure and has to be allocated every year. E. Christensen felt that by definition, because it is not tangible, does not qualify. The Board requested a number be put in for a full time assistant assessor. L. Kornosewicz suggested perhaps showing the money for revaluation under capital non-recurring because it skews the numbers for her department. E. Christensen noted he does not think it qualifies but would look into it. The Board made no other changes to the budget as proposed.

**Building (3301)** – P. Zvingilas commented the budget is pretty much the same with the exception of a couple of increases. One is the increase of the hours of the secretary from 30 to 35 hours. He noted the increase is due to more foreclosure inspections rather than new builds. He also noted there are more complaints due to the economy and the status and care of buildings in town. K. Skulczyck asked if there are numbers being kept as to the number of complaints being received. There is also a request for high visible safety jacket and protective suit. There is also a wish to purchase an ipad to take pictures out in the field. S. Mikutel commented 5101 should be labeled building official so people know what that payroll is. K. Skulczyck commented the ipad would be purchased with other electronic equipment that is anticipated to be bought next year. P. Zvingilas noted for P. Anthony that contractual temp is for when inspectors are called in for Peter's absence. P. Zvingilas noted that

a few years ago when both positions in the office were part time they fell behind on paperwork needed to be processed by the assessor, which is a loss for the town in the form of collectable tax money. P. Zvingilas commented it would take probably another year for them to catch up. P. Anthony suggested looking into a possible deal where you sign up for internet service for the device and you get the ipad for a penny. P. Anthony and S. Mikutel agreed that the secretary hours remain at 30 hours a week due to the lack in building activity. K. Skulczyck would like to explore that based on call volume. P. Zvingilas noted since his time in the office is limited; the secretary is spending more time answering questions. P. Zvingilas noted he could come up with a contractual figure for services based on a per capita amount. It was also mentioned the possibility of regionalized building inspector service.

**Town Hall (1801)** – T. Babbitt noted 5230 went down a \$1000 based on past usage of oil and 5234 building repairs went up based on a couple of repairs. The overall number on the bottom stays the same. S. Mikutel asked for a description of what the janitor does and his concern for the care of the outside of the town hall property. T. Babbitt gave a brief description and commented the seasonal worker, when available, has been helping to maintain the outside of the town hall property. T. Babbitt noted the overtime is generally used in the spring when it comes to stripping and waxing the floors. T. Babbitt confirmed the electricity charges have come down over the past couple of years due to the solar panels. He also suggested petitioning to the DPUC to allow the town to put our own demand meters on the buildings serviced by JCDPU to be able to get accurate readings in the amount of energy being produced by the solar panels. This would be capital improvement expenditure.

**Pachaug (1802)** – T. Babbitt commented heating fuel was decreased by \$500. T. Babbitt noted for K. Skulczyck that solar panels are not feasible for the Pachaug building due to the age of the roof and the dog pound property next door. S. Mikutel inquired as to the phone line and the repairs at Pachaug. T. Babbitt noted the phone line is needed for voting and there are repairs needed for some outside lighting.

**Highway Garage (1803)** – T. Babbitt commented electricity is going down \$500 and building repairs are going up \$2500 for generator purposes. E. Christensen to change line 5234 to generator repair.

**Highway Department (3201)** - T. Babbitt noted the following increases, director payroll which is contractual, bulky waste overtime, other purchase supplies due to repairs of some older small tools/equipment, street lighting, gasoline and equipment repairs due to lack of capital funding. T. Babbitt gave a brief overview of some anticipated uses for the architect and engineers line item. T. Babbitt noted for P. Anthony that the cemetery maintenance line depends on the maintenance, or not, by volunteers. T. Babbitt commented for S. Mikutel that anything over \$50,000 for snow removal comes out of town aide road money.

**Waste Disposal (3204)** - T. Babbitt commented that line 5422 Resource Recovery Authority has decreased by \$60,000 as we have met our minimum commitment. We

have now lowered our anticipated tonnage to be delivered, which brought the cost down. Line 5425A Tipping fees have reduced by \$10,000 due to a lowering of the tipping fees. Electricity has increased slightly and the dumpster replacement has gone up due to the condition of the existing dumpsters. K. Skulczyck commented there is a plan in place with the prison to paint and repair some of the dumpsters. T. Babbitt commented there is a line item in the Capital Improvement for roads and he would suggest we shoot high due to the decrease in material we are able to get from the state DOT. The Board has no problem with the budgets presented by T. Babbitt.

**Children First Griswold (4103-5642)** – Joy Smith, Coordinator, mentioned the match by the memorial fund of dollar for dollar up to \$25,000 that was received last year, should be available again this year, but will find out soon. However, they do not know if the \$25,000 for the infrastructure support will be available. They do receive some in-kind donations from the school, but no guarantee for funding for the coordinator. Since 2002 the organization has brought in about \$300,000 for programs to support early childhood. P. Anthony and K. Skulczyck, both had no problem with leaving the requested funds in the budget, but there are no guarantees. J. Smith suggested passing along that for services for children under 8, they are the only organization in town.

**Bill Czmyr (4103-5622)** – B. Czmyr noted his request for Legion baseball is \$1400. P. Anthony and K. Skulczyck agreed to leave it as presented.

### 3. Adjournment

**MOTION:** Motion was made by P. Anthony, seconded by K. Skulczyck, to adjourn the meeting at 6:14 PM. **Motion carried.**

**Respectfully Submitted,**

**Lisa M. Wood,  
Executive Assistant**