



Town of Griswold

28 Main Street
Griswold, CT 06351



Board of Selectmen Special Meeting Downstairs Meeting Room Tuesday, February 4, 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
Philip Anthony, Third Selectman

Others Present: Lisa M. Wood, Executive Assistant
Erik Christensen, Finance Director
Richard Grabowski, Revenue Collector
Valerie Pudvah, Town Clerk
Mario Tristany Jr., Town Planner
Tina Falck, Senior Center Director

2. **Discussion and possible action on selecting a date for an additional special meeting for review of departmental budgets**

MOTION: Motion was made by S. Mikutel, seconded by P. Anthony, to set a special meeting for Wednesday, February 12, 2014 at 4:30 PM. **Motion carried unanimously.**

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

Tax Collector (1302) – R. Grabowski noted there is a proposed slight increase in postage and service contracts is going up primarily due to accepting credit card transactions. That increase is \$127 per month. DMV collection fees are an estimate but usually is fairly accurate. R. Grabowski also noted he did submit to E. Christensen a request for new computers. E. Christensen stated that is proposed as part of capital improvement. The tax collector salary is also proposed for 3% increase. R. Grabowski emphasized the need for something to be done regarding the

need for an assistant assessor and future assessor as the current assessor plans to retire soon. S. Mikutel suggested impressing this upon the Board of Finance at their meetings. K. Skulczyck noted we are currently looking to fill the assistant position. The Board made no changes to the proposed budget.

Town Clerk (1501) – V. Pudvah noted that a few things have been raised; travel, postage and code of ordinances. Health insurance has been budgeted for family since she is uncertain who will fill the vacant position in her office. She also noted she has put in a request for a new copier which falls under capital improvement. Meetings and dues was discussed but it was agreed to leave as is as a new assistant would have to take classes. The Board made no changes to the proposed budget.

Planning and Community Development (6101) – The Board was in agreement to support the position of Town Planner for full time. M. Tristany noted there are minimal increases other than salary and health insurance. The Board made no changes to the proposed budget.

Senior Citizens (4102) – It was noted that the Sr. Bus Driver position has been posted in-house and closes out on the 8th of this month. It will go to the public if there is no applicant in-house. Insurance is raised depending on the status of the new driver to be hired and there has been the request to increase the part-time assistant to full time. S. Falck noted for the board that at this time the center cannot operate correctly with the amount of staffing that is in place. T. Falck noted she would be willing to forego the stipend of \$7000 for municipal agent if a full-time person was allowed. K. Skulczyck asked if Tina would be willing to have two part-time positions instead of one full-time. It was mentioned it would have to first be negotiated with the union to allow two part-time positions. E. Christensen stated the maintenance line item is proposed to be increased by \$2600 to replace the circulator pumps for the boiler and rewiring a control panel. The Board made no changes to the proposed budget.

Parks & Recreation (5301) Youth & Family Services (5302) – E. Christensen commented on this budget since R. Aubin was unable to attend. Transfer to Recreation Fund line 5426 has been broken down to show the distribution of the funds. There is a line this year which proposes \$4000 for town event payroll for paid staff to work events that are held. The Board members had questions as to exactly what the pay is for, what events, how may volunteers, how many paid, etc... The Board request that K. Skulczyck meet with R. Aubin to answer some of these questions. There was a decrease in 5426 of \$3000 for town subsidy. E. Christensen was asked to confirm the actual savings of 3000. The Board made no changes to the proposed budget at this time.

Board of Finance (1101) – E. Christensen noted the only increase other than wages and benefits is \$100 for 5406 service contracts/leases and finance and accounting was decreased by \$8300 because this is the off year of a special finance report that is required every other year. BOF voted to have the annual report available on line only

and hard copies printed here only as needed. E. Christensen commented even though the whole amount for meetings and dues has not been used, he should be going to more events each year and anticipates using it in the coming year. The Board made no changes to the proposed budget at this time.

Legal (1701) – Everything stayed the same and the figures look good for this year to this point. The Board made no changes to the proposed budget at this time.

Emergency Services (2201) - S. Mikutel commented he would like to insert a figure into the budget for a determined amount of money. He wants the town to know the Board has recommended a certain amount of money for the ambulance service whether a contract is pursued or not. P. Anthony noted the ambulance service is not a department of the town and all other services put forth a request. P. Anthony feels the request should be made. It was agreed that K. Skulczyck would request that a representative of Griswold Ambulance attend the next meeting.

Animal Control (2401) – There are no proposed changes other than the FICA went down because it was previously figured with mileage being paid in his check. The Board mad no changes to the proposed budget at this time.

Uncas Health District (4201) – E. Christensen commented the fee has gone up a couple hundred dollars. P. Anthony commented the fee is calculated per capita. It was pointed out last year that there was an error and Patrick did correct it. P. Anthony asked that someone look at the population this is being figured on to make sure it is accurate.

Public Health Nursing (4202) – This is human services or Day Kimball Nursing Services. E. Christensen commented it stays the same and the \$10,000 to Griswold Nursing is basically the pay back to the town for the deficit the Visiting Nurse’s had incurred when they actually dissolved. The Board mad no changes to the proposed budget at this time.

Emergency & Contingency (7101) – Exchanges is increased to include up to a 3% raise for all union employees and FICA and pension. The Board mad no changes to the proposed budget at this time.

Fringe Benefits (7201) – E. Christensen commented the MERF numbers could change because those numbers have not yet been received from the state. The Board made no changes to the proposed budget at this time.

Debt Service (8101) – E. Christensen commented principal went up and interest went down but pretty much evens out. E. Christensen confirmed the notes are for new improvements to the Middle School and Elementary School as well as the leased fire truck and 2 plow trucks, which will be paid off in July 2015.

S. Mikutel noted he would like to have Brian Baker come in front of the Board to present the capital improvement plan before the BOS forwards the budget to the Board of Finance.

Board of Selectmen (1201) – E. Christensen noted this does reflect the pay cut to the First Selectman’s salary as well as the health insurance. P. Anthony asked about line 5120 contractual temp and occasional being increased. K. Skulczyck noted it was \$1000 two budgets ago. He also commented if someone had to come in such as Ellen to fill in for Val, there would be money available there if needed to fill a temporary gap. P. Anthony also noted it could be taken out of contingency if needed. It was agreed to leave it as is at \$1000. S. Mikutel suggested increasing the travel account for the First Selectman. K. Skulczyck commented it is a personal decision he stands by, to not take it this year. S. Mikutel asked why the insurance is listed under the selectmen’s budget because it makes the selectmen’s budget appear to be inflated. E. Christensen commented there really is nowhere else to report it. The proposed figures are inflated but E. Christensen commented he has asked the broker and that is where they expect them to be. S. Mikutel noted that it was asked to the chairman of the bicentennial to give them a number for the budget and that has not been obtained. P. Anthony will ask L. Laidley for an educated guess on what it is going to cost to get the events for the celebration lined up. K. Skulczyck commented that 5407 Technology Maintenance is below what has actually been spent to date this year. He also noted we there are plans in the works to replace the computers at the town hall as there is too much money being spent on repairs because they are outdated. E. Christensen noted that last year under capital improvements there was \$10,000 budgeted for computers and will be budgeted again this year and should be able to replace all computers at town hall. K. Skulczyck then asked P. Anthony if he is comfortable with the numbers requested by SECCOG, SECTR and SEAT. E. Christensen noted they are all per capita base so there really is no negotiating. The Board made no changes to the proposed budget at this time.

4. Adjournment

MOTION: Motion was made by S. Mikutel, seconded by P. Anthony, to adjourn the meeting at 5:45 PM. **Motion carried unanimously.**

Respectfully Submitted,

**Lisa M. Wood,
Executive Assistant**