



# Town of Griswold

28 Main Street  
Griswold, CT 06351



**Board of Selectman  
Special Meeting  
Selectmen's Meeting Room  
Thursday, February 11, 2016  
3:00 PM**

## MINUTES

- 1. Call to Order/Roll Call** – Meeting was called to order at 3:02 PM by Kevin Skulczyck, First Selectman

**Members Present:** Kevin Skulczyck, First Selectman  
Steve Merchant Sr., Second Selectman

**Members Absent:** Martin McKinney Jr., Third Selectman

**Others Present:** Erik Christensen, Finance Director  
Richard Grabowski, Revenue Collector  
Evelyn Spagnolo, Assessor  
Mario Tristany Jr., Town Planner  
Peter Zvingilas, Building Official  
Shannon Webster, Asst. to Building Official

- 2. Discussion and possible action on 2016/2017 departmental budgets**

**Tax Collector** – K. Skulczyck commented on the letter recently received from R. Grabowski that he will be retiring this year. K. Skulczyck commented the stipend in the Finance Department for Purchasing Agent will be cut and supplies will be ordered through the Finance Department. R. Grabowski presented the department budget. It came in \$70 over that needed to be cut to meet the maximum 2% increase. It was noted the insurance amount should be adjusted to provide for that of a family plan which would increase the budget.

**Finance** – E. Christensen presented the Finance budget which had an increase in salary for Finance Director. Longevity, health insurance, FICA and pension, service contracts are all up a little bit. Purchasing agent stipend has been eliminated. Accounting is going down because we do not need the OPED report this year, because it is every other year. Technology maintenance is lowered. Total budget proposed is 2% over last year budget.

**Assessor** – E. Spagnolo presented the department budget. K. Skulczyck noted the proposed budget for this department is \$7061 less than last year, which is definitely under the maximum 2% increase. The overtime budget has been reduced. There is no longevity. E. Spagnolo noted the BAA will be working harder next year. Travel was briefly discussed and encouragement of the van use was noted. Meetings and Dues are slightly higher to allow for certification courses. E. Spagnolo did comment she expects a slight increase in the grand list.

**Planning** – M. Tristany Jr. presented the Planning department budget. K. Skulczyck noted to Mario that they are requesting no more than a 2% increase. The overall proposed budget is less than a 2% increase. There was an increase of \$200 to the Conservation Commission dues as they have been receiving more donations for requests from the different agencies they belong to. M. Tristany noted they are streamlining legal notices and trying to keep that cost down. Technology maintenance is budgeted for a large format printer.

**Building** – K. Skulczyck commented the proposed budget is to present no more than a 2% increase, not including wages and benefits. P. Zvingilas noted he requested his position be made full-time. K. Skulczyck commented the amount needs to be cut to get to no more than 2% and will not support the position at full-time. P. Zvingilas commented he is the only one that is part-time in the building and would have to investigate why that is and go the other route.

**Various** – E. Christensen noted he put in a 2.5% increase for the Treasurer salary but took out the meetings and dues money. The salary is under budget. K. Skulczyck noted there is research being done on whether or not a town treasurer is needed. Contributions were briefly discussed and will be finalized at the next meeting. Safe futures requested double but were only allotted the usual \$1500. Children First was \$5000. E. Christensen noted all request letters will be provided next week. Snowflake festival was approved for \$700 which was \$100 more. Uncas Health District went down \$278. E. Christensen was going to look into the payback on the Griswold Nursing account since it has been dissolved into the general fund on the financial statements. Emergency Contingency was increased \$50,000 to cover any raises and benefits. Fringe benefits is basically there now to cover sick benefits if someone retires because com hours were bought out already. Debt retirement is down because we paid off a small bond and the school bonding for construction is going down due to rollover and a grant payment due to a space standards change for the elementary school.

**Board of Selectmen** – Grant writer was dropped down from \$7500 to \$5000. Liability and auto insurance is up by \$7000 and \$2000 was cut from that. Worker's comp is up. SEAT is up. Contractual and temporary was reduced by \$6000. Services are included in this department as well as insurances and it was recommended not to cut them.

**Legal** – This budget is over at a 26% increase. K. Skulczyck commented with everything this year with P&Z and labor has inflated the legal fees. It was noted perhaps labor could go down \$5000 but it was decided not to reduce it. K. Skulczyck also noted there are additional fees due to the foreclosure process we are undergoing.

### **3. Adjournment**

**MOTION:** Motion was made by S. Merchant, seconded by K. Skulczyck, to adjourn the meeting at 4:15 PM. **Motion carried unanimously.**

Respectfully Submitted,

Lisa M. Wood,  
Executive Assistant