



Town of Griswold

28 Main Street
Griswold, CT 06351
Board of Selectmen
Regular Meeting



Downstairs Meeting Room, Griswold Town Hall
Tuesday, March 22, 2011
6:30 PM
APPROVED MINUTES

1. **Call to Order:** P. Anthony called the meeting to order at 6:37 PM

Members Present: Philip Anthony, First Selectman
Steven Mikutel, Second Selectman
Theresa Madonna, Third Selectwoman

Also Present:

Lisa Wood, Executive Assistant
Todd Babbitt, Road Superintendent
Barbara Richardson-Crouch, Finance Director
6 interested citizens

2. **Approval of Minutes**

- a. **MOTION:** T. Madonna made a motion, seconded by S. Mikutel, to approve the March 8, 2011 regular meeting minutes. **Motion carried unanimously.**

3. **Correspondence** – Response letter from First Selectman addressing residents concern regarding drainage on Myrtle Rd. – Letter was received by the Board

4. **New Business**

- a. **Discussion and possible action to authorize the release of remaining bond for Danika Way in the amount of \$5,727** – Todd Babbitt, Road Superintendent, commented he provided the Board with a letter recommending release of the remaining bond amount.

MOTION: Motion was made by S. Mikutel, seconded by T. Madonna, to authorize the release of the bond amount for Danika Way in the amount of \$5727. **Motion carried unanimously.**

- b. **Discussion and possible action on public works staffing**

- i. **Schedule of hiring for full time position, application deadline is March 28th** – It was agreed among the Board, to start reviewing applications, narrow the candidates down to six and schedule for interviews. In order to expedite the process a special meeting date was set for March 31st to select the list of five or six names to interview and a second special meeting date of April 4th was set to interview the potential candidates.
- ii. **Seasonal 90 day position** - T. Babbitt commented in addition to the one who just retired, we have an employee out on worker's compensation who has been out for

some while and also one who is going to be out for eight weeks for knee surgery. He confirmed we do have the money available in the budget. S. Mikutel commented this position was passed previously but originally for the winter months. T. Babbitt responded it was supposed to be for winter months and required approval was granted by the union with an ending date of March 31st. We need to have the union approve the position again because it is a seasonal position and this time set it for 90 days, but with no specific beginning or ending date. S. Mikutel commented, the position needs to be made clear that it is for 90 days and the pay rate will be set at the beginning of the pay rate for that position. T. Madonna suggested having T. Babbitt, since it is only a seasonal and not a permanent hire, review applications and select three names for the Board to interview. P. Anthony and S. Mikutel were agreeable to that recommendation since the position is only temporary. It was then agreed that T. Babbitt would select the three names, notify the Board of those three names and then the candidates will be interviewed by P. Anthony and T. Babbitt.

MOTION: Motion was made by T. Madonna, seconded by S. Mikutel, to approve the 90 day seasonal position in the public works staffing area. **Motion carried unanimously.**

- iii. **Continuing of retiree for 16 hours per week** – P. Anthony explained that would be Ken Warner who retired last week. T. Babbitt commented, as he noted earlier, they are still down at this point, three people. He would like to bring Mr. Warner back for two days a week for the eight weeks of the other employee's surgery and possibly continue for the employee out on worker's comp. S. Mikutel commented he would only consider for an eight week period, and if need be, would revisit it after that. He is not in favor of bringing people back when they retire, however, this person does have experience and would immediately be beneficial to the department. T. Madonna noted she would be agreeable to the eight weeks only. P. Anthony commented bringing the employee back at starting pay. B. Crouch, Finance Director, responded we have brought back employees that have retired before and paid them at the rate they left at, so she feels we have set a precedent in doing that. She did confirm the money is available in that budget line for hiring this person back.

MOTION: Motion was made by S. Mikutel, seconded by T. Madonna, to approve the 16 hours per week position, beginning on April 4, 2011 for an eight week period only. **Motion carried unanimously.**

- c. **Discussion and possible action on generator grant for Senior Center** – T. Babbitt commented he was just notified about the 2nd round of this generator grant for shelter purposes for municipal buildings. We applied in round one when big cities got the grants, and as a result of smaller towns complaining, they have come out with a second round to include municipalities with a population no larger than 16,000. The cap for the grant is \$50,000 and the estimate for the generator for the senior center is \$62,000 which would leave the town at a cost of \$12,000. T. Babbitt confirmed for the Board that the only approved emergency shelter in our town is the Griswold Fire Department. Jewett City Fire Department cannot meet the handicap bathroom requirements and the new school would require some

modifications. The Senior Center meets all the requirements except for the shower and the generator. The Senior Center could be approved with the generator and by transporting to the school or to the fire department for the shower. T. Babbitt replied to T. Madonna, that he feels if approved, the money would come out of the next fiscal year. S. Mikutel commented we can only approve the application and the BOF would need to approve the money necessary to complete the project. T. Babbitt commented if we receive the grant he feels we would get the cap which is \$50,000. P. Anthony replied to T. Madonna that he always, at least verbally, lets the Board of Finance know when applying for a grant if funds may be needed, but would be glad to submit a written notification.

MOTION: Motion was made by T. Madonna, seconded by S. Mikutel to participate in the grant request to write the grant to secure a generator for the Senior Center with a potential liability on the town's side of \$12,000. **Motion carried unanimously.**

- d. **Discussion and possible action to advertise for full time Finance Director** – P. Anthony commented that B. Crouch begins a position in Lebanon on 4/4/2011. It was agreed by the Board to advertise in the Hartford Courant and the New London Day on March 27th and March 30th with a closing date of April 15th. It will also be listed with CCM and B. Crouch will list it for us with Government Finance Officers Association for no charge. T. Madonna asked what the start date would be. P. Anthony commented we are not sure, at this time, what hours and dates B. Crouch will be available to work here after her job begins with Lebanon. S. Mikutel pointed out we are not going to limit ourselves to someone who must have municipal experience.

MOTION: Motion was made by T. Madonna, seconded by S. Mikutel, to advertise for the position of full time Finance Director, in accordance with the draft of the advertisement presented, on Sunday, March 27th and Wednesday March 30th with the Day and the Courant and websites the First Selectman deems appropriate. **Motion carried unanimously.**

5. Old Business

- a. **Executive Session – Discussion and possible action regarding Step II Grievance**

MOTION: Motion was made at 7:10 PM by T. Madonna, seconded by S. Mikutel, to enter into executive session for possible action regarding a Step II grievance and to invite in along with the Board of Selectmen, Scott Soares, Wayne Meyers and Debra Doucette-Robinson.

Executive Session ended at 7:50 PM.

6. Any Other Business that may come before the Board

7. Public Forum

- a. William Czmyr – commented the American Legion National Commander will be here April 1st at 3:30 at the construction site
- b. Norm Sylvestre – waiting for a political process that will be completed in a month or so, then he will talk about junk yards again

8. Adjournment

MOTION: S. Mikutel made a motion, seconded by T. Madonna, to adjourn the meeting at 7:55 PM. **Motion carried unanimously.**

Respectfully submitted,

*Lisa M. Wood,
Recording Secretary*