



# Town of Griswold

28 Main Street  
Griswold, CT 06351



**Board of Selectman  
Special Meeting  
Selectmen's Conference Room  
2<sup>nd</sup> Floor, Town Hall  
October 14, 2014  
4:45 PM**

## APPROVED MINUTES

- 1. Call to Order/Roll Call** – Meeting was called to order at 4:45 PM, by First Selectman, Kevin Skulczyck

**Members Present:** Kevin Skulczyck, First Selectman  
Steve Mikutel, Second Selectman  
Philip E. Anthony, Third Selectman (arrived at 4:47 PM)

**Others Present:** Lisa M. Wood, Executive Assistant  
John Philchak, NECCOG Director  
Donna Ralston, Norwich Assessor (present at 5:15 PM)

- 2. Discussion and possible action on presentation from NECCOG for revaluation services and Assessor issues** – J. Philchak briefly explained the regionalized revaluation services that began in 2009. There are currently 11 towns that have signed the agreement for regional revals. The special bill that was passed allowed towns to restart their reval dates. The company to do the revaluation was chosen by NECCOG by RFP. The towns that participate have a complete, physical reval done on 50% of their parcels every five years. The next five years, the other 50% of parcels have a complete physical reval. The data gathered on the 50% is used statistically, to set the value for the 50% of parcels that did not have the complete physical reval in that year. Griswold currently does a full reval on 100% of parcels every ten years, with a statistical on 100% of properties at the five year mark. Griswold paid around \$207,000 for their last full reval and \$107,000 for their statistical reval. J. Philchak noted the projected savings for the towns involved was 40-50% savings over the traditional approach, due to the RFP and the pooling of parcels. S. Mikutel noted he does not feel comfortable with the complete being done on only 50% of the parcels at the time. J. Philchak noted doing 50% gives you a better snap shot of the town and then again gives you the updated information in 5 years on the other 50% to use as the statistical. J. Philchak noted that with the 50%

formula used in the participating towns, the appeals were actually less. He also noted the Assessor has full control over the process including the personnel. He confirmed for P. Anthony, that the normal formulas and procedures are all standard. NECCOG is responsible for the RFP and processes checks. J. Philchak noted he is working on gathering numbers for towns of comparative size and get that back to the BOS for review. There is a five year contract with the provider and a new RFP will be going out soon. He also noted there is no escalator clause in the contract, so over the five years, the price cannot go up. P. Anthony asked about section E and the \$100 fine to the property owner if they do not arrange for a physical inspection; J. Philchak noted he would have to look into that. S. Mikutel agreed with P. Anthony and K. Skulczyck, that more thought has to be put in to this and time to review the material received. It was agreed to discuss the topic again after the comparison numbers are received and the materials provided have been reviewed.

**3. Executive Session: Interviewing of candidates for position of Assessor**

**MOTION:** Motion was made by S. Mikutel, seconded by P. Anthony, to enter into executive session at 5:15 PM to discuss and interview candidates for the position of Assessor and to invite in Donna Ralston. **Motion carried unanimously.**

**MOTION:** Motion was made by P. Anthony, seconded by S. Mikutel, to come out of executive session at 6:26 PM. **Motion carried unanimously.**

**4. Discussion and possible action on recommendation of final candidate for the position of Assessor – There was no discussion or action**

**5. Adjournment**

**MOTION:** Motion was made by P. Anthony, seconded by S. Mikutel, to adjourn the meeting at 6:26 PM. **Motion carried unanimously.**

**Respectfully Submitted,**

**Lisa M. Wood,  
Executive Assistant**