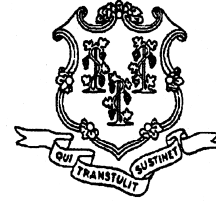




Town of Griswold

28 Main Street
Griswold, CT 06351



Board of Selectman Special Meeting Downstairs Meeting Room Monday, January 30, 2012 3:30 PM

APPROVED MINUTES

1. **Call to Order/Roll Call** – Meeting was called to order at 3:37 by First Selectman, Philip Anthony

Members Present: Philip Anthony, First Selectman
Steven Mikutel, Second Selectman
Donald Hill, Third Selectman

Others Present: Lisa M. Wood, Executive Assistant (left at 4 PM)
Erik Christensen, Finance Director
4 interested citizens
1 member of the press

2. **Discussion and possible action on 2012/2013 departmental budgets** - S. Mikutel made an initial comment that it is really the Board of Finance that develops the budget. The Board of Selectman makes recommendations only and presents those to the Board of Finance. E. Christensen gave a brief presentation of the budget with the figures that are available to date. He explained what is definite and what is an estimate. It was noted there is no intention to use money from surplus funds and our reserve percentage is anticipated to be around 7.5% at the end of this year. We would like it to be higher but do not anticipate going any lower. It was noted there will be no money received from Voluntown for animal control because Voluntown is going regional. E. Christensen briefly reviewed each department budget:

Finance – increase for Finance Director and 2% increase for salaries per union contract, health insurance higher because there is a family plan instead of a buyout that was being taken, FICA and pension increase as a result of salaries, meetings and dues slightly increased, service contracts slightly decreased, health insurance slightly increased, FICA and pension increase as result of salaries.

Board of Selectmen – 2% increase for regular full-time pay roll to match union contract, addition of contractual temp for floating secretarial to be used by all departments, health insurance slightly increased, FICA and pension increase as result of salaries, office supplies slightly decreased, municipal liability (liability and property) insurance increased due to addition of elementary school, workers comp is increased because the BOE had figured too low for the current fiscal year, service contracts and leases slightly higher, CCM fees are increased slightly, SECCOG fees are increased \$1100.

Treasurer – Everything pretty much the same, slight decrease due to 52 pay periods instead of 53.

Tax Collector – Regular payroll increase 2% as per union contract, DMV collection fee slightly higher, health insurance decreased due to a change in membership, FICA and pension slightly higher due to wages, travel slight increase of \$100, service contracts and leases about \$900 higher.

Assessor – Payroll 2% as per contract, increase requested from part-time to full-time assistant assessor which increases insurance, FICA and pension, postage is broken out to show BAA postage, service contracts increase of \$350, questioned any money for the transfer to reval fund.

Elections and Registrations – Supplies increased by \$2000, the state is no longer reimbursing for some materials.

Town Clerk – regular full time payroll increased 2% due to union contract, health insurance slightly increased, FICA little lower because it was figured incorrectly last year, pension slightly higher, advertising \$500 increase, indexing and recording \$1000 less.

Legal – no changes.

Maintenance Town Hall – regular payroll increased 2% per contract, there is an addition of overtime, insurance increased, FICA and pension increased due to wages, phone increased, electricity may go down due to the solar panels, oil is increased, building repairs increased.

Maintenance Pachaug Town Hall – small increase in phone, building repairs slight increase

Maintenance Highway Garage – supplies \$100 increase

Emergency Services – insurance slightly lower was budgeted wrong last year, ambulance is requesting an operating increase of \$72,400 and an increase to bundle billing of \$6,000, hydrants increased by \$5,000. S. Mikutel suggested the emergency services present to the Board of Finance a breakdown of how the funds they receive are used.

Animal Control – FICA slightly lower based on correct calculations

Highway – Full time payroll budgeted a little lower based on one less pay period, longevity will slightly increase, health insurance about \$22,000 higher, tree maintenance is the same even though we spent more this year, FICA and pension slightly higher, bridge repairs added at \$25,000.

Waste Disposal – Contracted services \$1,500 lower, fuel and electricity lowered, new line added for dumpster replacement at a portion of cost of \$4,900.

Building Official – Building official salary increase request of \$1,727, secretary salary increase request of \$8,000, overtime added at \$500, health insurance slight increase of \$700, FICA and pension increase due to salary.

Senior Center – Director salary and driver salary increased by 2% per contract, addition of a part-time position requested, overtime increased, health insurance slightly increased, FICA and pension increased due to salary, phone increased \$500 due to flow of municipal agent activity, gasoline fuel and fluids slightly lowered.

Contributions – SEAT last year we gave \$3,000 asking for \$6,772, TVCCA the same at \$3,000, library the same \$86,000, SE CT Enterprise Region we gave \$1,500 asking for \$3,782, Women’s Center we gave \$1,500 asking for \$3,000, Local Veterans Council same \$2,500, Transfer to Ashland Park same \$1,750, Legion Baseball we gave \$1,200 asking for \$2,000, Youth Football same \$1,000, LL Baseball same \$1,000, Youth Soccer same \$1,000, Youth Basketball same \$1,000, Sexual Assault Crisis Center same \$200, UCFS asking for \$124,824 and have not given anything previously. S. Mikutel did mention they do service our community and should look into donating something to them in the future.

Health Department – Decreasing from \$78,000 to \$77,611. P. Anthony commented he worked with Uncas to lower the per capita rate charge based on the misleading increased population.

Public Health Nursing – Addition of \$2,000 for building repairs as there was none. S. Mikutel commented he has heard good news regarding the DKH nurses.

Parks and Recreation – Payroll increase of 3%, longevity has been added, FICA and pension increased due to salary, water slightly decreased, telephone not budgeted.

Youth and Family Services – Payroll increase of 3%, longevity has been added, increase in health insurance due to member status change, FICA and pension slightly higher due to salary.

Planning & Community Development – Regular payroll increase of 2% per contract, health insurance slightly up, FICA actually lower per calculations, pension slightly higher due to salary, travel and meeting and dues and education and training slightly higher, advertising increased about \$1,000, service contracts and leases up due to new GIS software, plan of development increase of \$600 due to anticipated printing costs.

Emergency and Contingency – nothing has been entered

Fringe Benefits - Health Insurance has been changed to \$425 that actually covers what the town pays for life insurance for the retirees, MERF administrative assessment has been slightly increased, unemployment compensation has been increased to cover those employees we anticipate being covered.

Debt Retirement – principal payments have been decreased because the high school is paid off this year, interest is a little higher based on the schedules of the outstanding bonds.

Capital Expenditures – The figures listed are only what the committee has been discussing, this is not final. It was mentioned if it is put in the budget under Capitol Improvement you may be able to secure some grant funding, but you have to assume the town will be incurring the whole expense.

Board of Education – no numbers received yet.

3. Executive Session – Discussion of old town hall property

MOTION: Motion was made by S. Mikutel, seconded by D. Hill, to enter into executive session at 4:55 PM for the purpose of discussion of the old town hall property. **Motion carried unanimously.**

4. Discussion and possible action on old town hall property – There was no discussion or action on this item

5. Adjournment

MOTION: Motion was made by S. Mikutel, seconded by D. Hill, to adjourn the meeting at 5:11 PM. **Motion carried unanimously.**

*Submitted on Behalf of the Board of Selectmen,
Philip E. Anthony
First Selectman*