Town of Seymour
Board of Finance

Minutes

Regular Meeting
Tuesday, September 24, 2019 at 7:00pm
Norma Drummer Room, Seymour Town Hall

Members Present: Kristyn Hanewicz, Richard Demko, Bill Sawicki, Beverly Kennedy, John Stelma; Kwame Dunbar (alternate)

Members Absent: Heather McDaniel, Jim Cretella; Gary Popielasz (alternate)

Others Present: Doug Thomas, Veronika Jelenik (Voices)

Item #1 – Call Meeting to order
Chairman Bill Sawicki called the meeting to order at 7:00pm.

Item #2 – Pledge of Allegiance
Everyone saluted the Flag and recited the Pledge of Allegiance.

Item #3 – Seating of Alternates
None

Item #4 – Public Comment
None

Item #5 – Approval of Minutes – August 27, 2019 Regular Meeting
Motion to approve Minutes from August 27, 2019 Regular Meeting
Motion: Richard Demko Second: Beverly Kennedy
Yes: 5 No: 0 Abstain: 0

Item #6 – Comments from the First Selectman
None

Item #7 – Report from the Finance Director
Fiscal Year 2020
The fiscal year 2020 budgets have been entered. Area of concern is the Town buildings repairs and maintenance. Sewer repairs are needed at 98 Bank street building (some funds from prior year), boiler replacement is needed at the Police station and the Community center air conditioning needs to be replaced. 98 Bank street repair is being taken out of budget and Police station has funds to allocate from prior year. Some funds will be needed from 2020.
Tony is keeping an eye on the utilities for the Town that are trending a little high. Richard Demko asked why there is not a surplus for utilities as promised by Johnson Controls. Bill Sawicki asked if the rep for our town has given us any calculations for the prior year. Doug said that we can ask but many of the changes that would generate the surplus have just been installed. Bill asked when we would be receiving reports from this individual. Our Board should be receiving these reports on a monthly basis and not wait until next May to find out our status. We are paying our utilities every month. By the time our lease payment is due we should have some idea what our savings are for the year. We need to make sure that these savings are a reality. Doug Thomas will ask these questions and have an update at the next meeting.

**Fiscal Year 2019**

The fiscal year 2019 Town budget appears to have a surplus. The surplus is trending toward $600,000. Revenues are trending within budget with $200,000 surplus and expenditures will have a surplus of $400,000. There will be a large transfer for trash hauling at the October meeting. Transfer needs approval from DPW Board and Board of Selectman.

**Item #8 – Update on New Financial Software**

**Software Update**

The Town and BOE have begun the process of evaluating software. The Town received four proposals. The proposal cost is:

<table>
<thead>
<tr>
<th>Company</th>
<th>Annual Cost</th>
<th>Implementation Cost</th>
<th>Hours</th>
<th>Data Conversion Cost</th>
<th>Project Management Cost</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Munis</td>
<td>28,598</td>
<td>52,480</td>
<td>328</td>
<td>7,200</td>
<td>9,500</td>
<td>97,778</td>
</tr>
<tr>
<td>Central Square</td>
<td>26,203</td>
<td>82,260</td>
<td>457</td>
<td>7,200</td>
<td>10,000</td>
<td>125,663</td>
</tr>
<tr>
<td>Infinite Visions</td>
<td>30,266</td>
<td>37,380</td>
<td>240</td>
<td>4,400</td>
<td>9,300</td>
<td>81,346</td>
</tr>
<tr>
<td>Power School</td>
<td>17,807</td>
<td>36,550</td>
<td>52</td>
<td>0</td>
<td>13,000</td>
<td>49,550</td>
</tr>
</tbody>
</table>

Implementation cost varies due to the company’s estimate of training and complexity of the module implementation. The estimated hours ranged from 52 to 457 with amount per hour range of $155/hr. to 180/hr.

The Seymour School system will not go with the Munis system, due to its report writing reputation. All references reported a very complex report writing system and prior business manager Rick Belden does not recommend this system. Mr. Belden is quoted to say it takes an IT master’s to write the reports, they’re a nightmare.

The Seymour School system favors Infinite Visions. The Business Manager has used the system in other Towns and is impressed with their user-friendly system and their attentive support staff. The demo we viewed does appear to be user friendly. References are in the process of being checked.
Central Square Technologies sales person has been very helpful, and we have a demo scheduled for next Thursday. References from Shelton and New Britain had older versions of the software. Each thought the system was user friendly, but the report writer was difficult. Shelton has requested training, but response has been slow. New Britain has had trouble with errors holding up payroll and report writing was bad.

Power School is our current system’s upgrade. The representative was difficult to reach but helpful when talked to. They have the lowest cost. They will waive the first year’s subscription cost; implementation cost is lower and data conversion cost zero. Data conversion is already programed since it is an upgrade from prior system. We have a demo set up for next Wednesday. Town of Danbury and other municipalities have reported difficult implementations. References are in the process of being checked.

Each company offers general ledger, accounts payable, fixed assets, human resources, budgeting, report writing and receivables.

- Bill Sawicki said that we need to have ONE software for the Town & Board of Education. Bill was skeptical of the number of hours for training for PowerSchool. It will take more than they are estimating.
- Doug ran the numbers using 120 hours and the four costs are as follows:
  - Munis: $64,500
  - Central Square: $65,000
  - Infinite Visions: $62,656
  - Power School: $32,000
- Bill Sawicki asked Doug to please contact these vendors and ask WHY their estimated hours are what they estimate them to be? Answers at next meeting.
- Doug said he did contact some of the references for each bidder. He left voice mails for a few people from Power School and Infinite Visions but has not heard back. For Central Square, he spoke with the City of Shelton & New Britain who said they are not happy with the report printing. They do have versions that are four or five years old. Bill asked why didn’t upgrade their version. For Shelton, Doug said it was because of cost. For New Britain, Doug said it was the difficulty of getting someone out there to train.
- The final say will come from the Board of Selectmen.
- Doug said that all the vendors have Tax Collector & Tax Assessor bridges.
- Bill Sawicki asked Doug to ask how much these bridges cost? And also ask them whether they have a module that could tie in permits (Building Department software)?

Item #9 - Transfers
None

Item #10 – New Business
Bill Sawicki said he still needs to send the information on a letter for 98 Bank Street. He will do this month.
Item #11 – Correspondence
None

Item #12 – Adjournment
Motion to adjourn
Motion: Kristyn Haniewicz
Yes: 5  No: 0
Second: John Stelma
Abstain: 0

Meeting was adjourned at 7:18pm.

Submitted by:

Monica Dimon
Recording Secretary