

MINUTES
Board of Finance
Tuesday, January 26, 2010 @ 7:00pm
Norma Drummer Room/Seymour Town Hall

Members present: Chairman Mark Thompson, Bill Paecht, Peter Jezierny, Len Greene, Nancy Onofrio, Bill Sawicki, and Kristen Harmeling.

Others present: First Selectman Paul Roy, Finance Director Doug Thomas, Assistant Finance Director Tony Caserta, Michelle Walsh, Frank Loda, Michele Pavlik, Dennis Rozum, Paul Wetowitz, Missy Orosz, and Jack Ahearn.

ITEM # 1 – Call meeting to order.

Meeting was called to order by Chairman Mark Thompson at 7:00pm.

ITEM # 2 – Pledge of Allegiance.

Everyone saluted the Flag and stated the Pledge of Allegiance.

ITEM # 3 – Seating of Alternates.

None.

ITEM # 4 – Public Comment.

None.

ITEM # 5 – First Selectman Comments.

First Selectman Paul Roy: States that the budget process has begun and he has met with most of the department heads with the Finance Director and Assistant Finance Director and they have all been asked to keep their budgets low.

Mark Thompson: Asks if the First Selectman has any predictions on a mill increase.

Paul Roy: States that he has no projection on the Town side, but feels that the budget that the Board of Education is proposing may be close to a one mill increase in itself.

Bill Paecht: Asks the First Selectman if re-evaluation is going to be pushed back any further.

Paul Roy: States that he has inquired about re-evaluation with State Representative Theresa Conroy and has discussed the issue with the Town Assessor and is waiting for an answer from the State. The Assessor has received quotes of approximately \$300,000 for re-evaluation, which is currently not in the budget.

ITEM # 6 – Transfers.

Control # 4 transfer for the Dog Warden for \$1,000. Bill Sawicki asks Tony Caserta about the attached invoice from Dr. Nanavati, which states that a cash payment of \$1,115.00 was made. Tony excuses himself to go up to the Finance Office to check on that issue.

Transfer control # 4 is tabled until Assistant Finance Director Tony Caserta comes back to the Norma Drummer Room with an explanation for the cash payment.

Motion to approve control # 5 transfer for the Fire Marshal for \$528.99 from Education acct# 420-2230-560-350 for \$50.00 and from Communications acct# 420-2230-560-530 for \$330.00 and from Clothing acct# 420-2230-560-615 for \$16.19 and from Books acct# 420-2230-560-640 for \$132.80 and into Repairs and Maintenance acct# 420-2230-560-430 for \$528.99 for repairs for truck and freeze on other accounts.

Motion: Bill Paecht

Second: Len Greene

Vote: 7-Yes

0-No

0-Abstain

0-Disqualify

Motion to approve control # 6 transfer for Public Works for \$1,561.00 from Clothing acct # 430-3110-570-615 for \$450.00 and from Salary acct # 430-3110-570-110 \$1,110.00 into Salary Foreman acct# 430-3110-570-102 for \$1,450.00 and into Social Security acct# 410-1550-570-220 for \$111.00 to transfer for contract adjustment for the Public Works Foreman.

Motion: Bill Paecht

Second: Peter Jezierny

Vote: 6-Yes (Mark Thompson, Bill Paecht, Peter Jezierny, Len Greene, Nancy Onofrio, Kristen Harmeling) 0-No 1-Abstain (Bill Sawicki) 0-Disqualify

Motion to approve control # 7 transfer for the First Selectman's Office for \$1,453.00 from Other Purchased fees acct# 410-1120-415-330 for \$1,053.00 and from Insurance other than employee acct# 410-1516-460-520 for \$400.00 into Treasurer acct # 410-1516-460-310 for \$1,350.00 and into Social Security acct# 410-1550-460-220 for \$103.00 for the remainder of the year's salary for the Treasurer who has agreed to work for \$50.00 per week due to under budgeting for the position.

Motion: Bill Sawicki

Second: Kristen Harmeling

Vote: 7-Yes 0-No 0-Abstain 0-Disqualify

Motion to approve control #8 transfer for Public Works for \$37,000.00 from Salary acct # 430-3110-570-110 for \$2,000.00 and from Contingency acct # 410-1950-530-872 for \$35,000.00 into Snow Plowing Materials acct # 430-3110-570-422 for \$35,000.00 and into Professional Services Contractors acct# 430-3110-570-350 for \$2,000.00 for anticipated snow storms.

Motion: Bill Paecht

Second: Len Greene

Vote: 7-Yes 0-No 0-Abstain 0-Disqualify

Motion to approve control # 9 transfer for the First Selectman's Office for \$4,647.00 from Contingency acct# 410-1950-530-872 for \$4,647.00 into Salary Regular Employees acct# 410-1310-430-110 for \$1,700.00 and into Salary Director acct# 410-1310-430-101 for \$2,617.00 and into Social Security acct# 410-1550-430-220 for \$330.00 for the outgoing First Selectman's 3 weeks vacation salary and the outgoing Administrative Assistant's 2 weeks vacation salary, which had over lapped the current positions.

Motion: Len Greene

Second: Bill Sawicki

Vote: 7-Yes 0-No 0-Abstain 0-Disqualify

Motion to approve control #10 transfer for the Recreation Department for \$19,963.00 from Other Purchased Services acct # 450-5110-620-505 for \$19,963.00 into Salary Regular Employees acct# 450-5110-620-110 for \$19,963.00 for funding needed for the rest of the year's recreation programs due to over expending the salary line item from summer programs.

Motion: Bill Paecht

Second: Peter Jezierny

Vote: 6-Yes (Bill Paecht, Peter Jezierny, Bill Sawicki, Kristen Harmeling, Len Greene, Nancy Onofrio) 0-No 1-Abstain (Mark Thompson) 0-Disqualify

Back to Control # 4 due to Tony Caserta returning to the meeting. Tony explains that he spoke to the former Dog Warden who stated that must have been a typo on the invoice from Dr. Nanavati because that bill was not paid.

Motion to table Control #4 transfer for Dog Warden for \$1,000.00 until the next Board of Finance meeting when more information is available concerning the attached invoice from Dr. Nanavati.

Motion: Bill Paecht

Second: Bill Sawicki

Vote: 7-Yes 0-No 0-Abstain 0-Disqualify

ITEM # 7 - Correspondence.

None.

ITEM # 8 - Approval of Minutes from December 15, 2009 meeting.

Motion to approve minutes from the 12/15/09 Board of Finance meeting with the addition of Peter Jezierny's name under members present.

Motion: Bill Sawicki

Second: Len Greene

Vote: 7-Yes

0-No

0-Abstain

0-Disqualify

ITEM # 9 – Approval of Minutes from January 12, 2010 Special Orientation Workshop.

Motion to approve minutes from 1/12/10 Special Orientation Workshop.

Motion: Len Greene

Second: Peter Jezierny

Vote: 7-Yes

0-No

0-Abstain

0-Disqualify

ITEM # 10 – Financial Reports.

Doug Thomas: States that the budget process is going well so far. / The Auditor Report should be in by the end of the week and will be distributed by the next meeting.

Board has a lengthy discussion about line items that have been depleted and why. A lot of the line items were one time expenditures. Also discussion concerning the projections for the end of the year and what the short fall may be. Discussion about the engineering line item for the Stimulus project not being covered by the Stimulus funds, so there may have to be a transfer if the finance department cannot use LOCIP or other grant money for this.

ITEM # 11 – Other Business.

#11a – Upcoming Budget Workshop Schedule for 2010/2011: Doug Thomas states that the Workshop Schedule has been almost completely booked for Mondays and Wednesdays during the month of February and the first couple of weeks of March. There is a discussion about the capacity of the Norma Drummer Room and the Fire Marshal states that he will find out what that number is and let the Board Members know. Doug Thomas will scan and send all of the individual budgets for the first hearing on February 3rd, until the budget books are completed.

#11b – Appoint Auditor for 2009/2010 fiscal year audit.

Motion to re-appoint James George as the Town's Auditor for the 2009/2010 Town Audit.

Motion: Peter Jezierny

Second: Bill Sawicki

Vote: 7-Yes

0-No

0-Abstain

0-Disqualify

11c – Purchase Order Policy review.

All Board members received a copy of the Purchase Order Policy.

Bill Sawicki: States that the fact that the Finance Director and/or the Assistant Finance Director need to sign off on the purchase orders has been excluded from the body of the document. Doug Thomas will have that added to the document. The Board members would like the Accounting Procedures emailed to them.

Motion to table the Purchase Order Policy until the next Board of Finance meeting when all corrections have been made.

Motion: Bill Paecht

Second: Len Greene

Vote: 7-Yes

0-No

0-Abstain

0-Disqualify

#11d – Housekeeping Issues.

Bill Sawicki: Would like all department heads to sign off on transfers.

Motion to have department heads and Board Chairmen sign off on all future transfer requests for their departments before it goes to the Board of Finance.

Motion: Bill Sawicki

Second: Bill Paecht

Vote: 7-Yes

0-No

0-Abstain

0-Disqualify

ITEM # 12 – Public Comment.

Michelle Pavlik, 5 Emma Street: Feels that the Board of Finance should request copies of all contracts. Also feels that control # 8 transfer for Public Works should be put into an encumbered fund so that if it is not used for salt/sand it will be returned to the contingency account. Also states that the Board of Education workshop has not been well attended in the past so there shouldn't be any capacity problems in the Norma Drummer Room.

Michelle Walsh, 126 Pearl Street: Has concerns about the emails going back and forth between the Board of Finance members will be subject to FOI and would like to submit any questions she has directly to the Chairman.

Frank Loda, 27 Osprey Drive: Would like to know how the Town can prove that any unused vacation, sick, or comp time is legitimate. Who is keeping track of this? He would like to see the Town come up with a formal Personnel Policy concerning those issues. Mark Thompson agrees and will look into this with the Town.

Bob Kennedy, 35 Greenwood Circle: Agrees with Board Members that they should collect questions and have them distributed by one person. Would also like the Board members to state what accounts the transfers are coming in and out of. Also states that the Board of Finance does not have the authority for personnel issues and that should be left up to the First Selectman and the Board of Selectmen. Lastly states that Colchester is the closest comparative Town to Seymour.

Bill Sawicki: Feels that the Town needs a Human Resource person.

ITEM # 13 - Adjournment.

Motion to adjourn at 8:52PM.

Motion: Peter Jezierny

Vote: 7-Yes

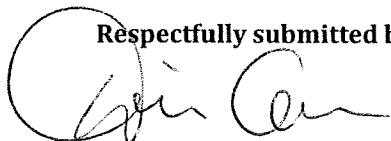
0-No

Second: Kristen Harmeling

0-Abstain

0-Disqualify

Respectfully submitted by,



**Deirdre Caruso,
Recording Secretary**

Reviewed by,

**Mark Thompson,
Chairman Board of Finance**