

MINUTES  
Board of Finance  
(Revised)  
Tuesday, December 15, 2009 @ 7:00PM  
Norma Drummer Room/Seymour Town Hall

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

Others present: First Selectman Paul Roy, Finance Director Doug Thomas, Assistant Finance Director Tony Caserta, Trisha Danko, Michele Pavlik, and Alternate

Members: Jay Hatfield, John Stelma and Michelle Walsh.

ITEM # 1 - Call meeting to order.

Meeting was called to order at 7:00PM by Vice Chairman Bill Paecht.

ITEM # 2 - Pledge of Allegiance.

Everyone saluted the Flag and stated the Pledge of Allegiance.

ITEM # 3 - Seating of Alternates.

None.

ITEM # 4 - Election of Officers.

Motion to Nominate Mark Thompson as Chairman.

Motion: Peter Jezierny Second: Len Greene, Jr.

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

Motion to Nominate Bill Paecht as Vice Chairman.

Motion: Nancy Onofrio Second: Bill Sawicki

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

Motion to Nominate Bill Sawicki as Secretary.

Motion: Bill Paecht Second: Nancy Onofrio

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

Meeting turned over to new Chairman Mark Thompson.

Mark Thompson thanked the past members of the Board of Finance for their service and welcomed the new members, including the alternate members.

ITEM # 5 - First Selectman's Comments.

First Selectman Paul Roy: Looking forward to working with this new group of Board of Finance members and stated that his door is always open to any suggestions or questions anyone may have. He also congratulated everyone on their new positions.

ITEM # 6 - Transfers.

None.

**ITEM # 7 - Correspondence.**

- Memo from First Selectman Paul Roy stating he will give back \$2,500.00 of his salary to the Town.
- Board of Education Financial Report.
- Report from the Director of Finance

**ITEM # 8 - Approval of Minutes from Meeting on 11/24/09.**

Motion to approve minutes from Board of Finance meeting on 11/24/09.

Motion: Peter Jezierny

Second: Len Greene, Jr.

Vote: 4-Yes (Bill Paecht, Peter Jezierny, Len Greene, Nancy Onofrio) 0-No

3-Abstain (Mark Thompson, Bill Sawicki, Kristen Harmeling) 0-Disqualify

**ITEM # 9 - Financial Reports.**

Bill Sawicki: Has several concerns about the \$250,000 Capital Projects line item. Doug Thomas, Finance Director, states that it needs to be closed out. He also has concerns about the Interest Income being so low. Doug Thomas states that he is behind on cash reconciliations and the Town will probably be short on that account at the end of the year. The sewer assessments are billed for in March and are collected in April, May, and June. Mr. Sawicki would like the Finance Department to prepare a projection report for budget season for the Board Members. Mr. Sawicki would also like the Finance Director to sign off on transfers after the Board of Selectmen approves them so that the Board knows that everything is in order including all the backup to the transfer. The transfer forms should be changed and include a space for the Finance Director Signature.

All members of the Board of Finance would like a revenue projection report and Mr. Thomas agreed to have the information in the packet for the next meeting.

**ITEM # 10 - Other Business.**

Bill Sawicki was concerned about the \$25,000 limit on purchasing. He would like a procedure/policy made up with limits and amounts that may need two signatures if they hit a cap. He would like to reign in spending. Doug Thomas felt it was a good idea to come up with limits and extra signatures on certain amounts and he agreed to prepare a draft for a new policy and procedure for requisitioning supplies and services by the department heads.

Mark Thompson suggested a brief orientation meeting for the new members on the budget process. He would also like to invite the former members of the Board of Finance to get their input on the budget process. The Alternate members will also be invited and this should be a special meeting after the New Year. Mark Thompson will work with Bill Paecht, Bill Sawicki and Deirdre Caruso on the Agenda.

Mark Thompson also handed out the meeting schedule for 2010 for regular meetings and a contact list.

**ITEM # 11 - Public Comment.**

Trisha Danka, 203 Pearl Street: Had several suggestions for the new Board of Finance. She would like them to consider putting Public Comment at the beginning and the end of the agenda again; also since the last Charter change public comment is required on all workshop agendas. She also wanted to remind the Finance Department to send out reminder letters to all of the departments that budget time is coming up and all budgets are due by February 1, 2010.

Michelle Walsh, 126 Pearl Street: Felt that due to prior experience with budget issues she suggested that the departments are reminded more than once that the budgets are due.

Michele Pavlik, 5 Emma Street: If the Board would like any help preparing for the budget workshops or at the orientation workshop special meeting that is being scheduled, please let her know. She would be happy to help with anything that she can. She also suggested that the Board of Finance contact list be sent to the Board of Education, Finance Department and the First Selectman's Office.

Trisha Danka, 203 Pearl Street: Also reminded the Board that email conversations can be considered a meeting and are subject to FOI.

Paul Roy, First Selectman: Stated that he is working on holding FOI, Harassment and Sexual Harassment classes for all employees and Board and Commission members.

Jay Hatfield, 25 Patton Avenue: Would like to know if hard-copies of the Agenda's could be sent to the Alternate members.

The Agendas had never been sent to the Alternates before, and asked whether we could either scan them or send a copy in the future. Possibly members could pick up Agenda packets to save the expense of sending them in the mail.

Kristen Harmeling: Would like the orientation for the budgets done because it would help her with the learning curve. Mark Thompson states that it will be scheduled and members can voice their concerns and questions at that time.

ITEM # 12 - Adjournment.

Motion to adjourn at 7:50PM.

Motion: Len Greene, Jr.

Second: Nancy Onofrio

Vote: 7-Yes

0-No

0-Abstain

0-Disqualify

Submitted by,

Reviewed by,

Deirdre Caruso,  
Recording Secretary

Mark Thompson,  
Chairman