

Town of Seymour
Board of Finance

COPY RECEIVED
DATE: 4/25/13
TIME: 4:45pm
TOWN CLERK'S OFFICE

Minutes

Regular Meeting
Tuesday, April 23, 2013 at 7:00pm
Norma Drummer Room, Seymour Town Hall

Members Present: Trisha Danka, Rich Grudzias (7:05pm), Heather McDaniel, Bill Sawicki, and Ed Wasikowski

Members Absent: David Bitso, Michele Pavlik, and John Stelma

Others Present: Tony Caserta, Peter Jezierny, Frank Loda, Dennis Rozum, and Doug Thomas

Item #1 – Call Meeting to order

Chairman, Trisha Danka 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

Rich Grudzias will be here and we will seat him when he arrives.

Item #4 – Public Comment

None.

Item #5 – Approval of Minutes—March 26, 2013 Regular Meeting

Motion to approve Minutes from March 26, 2013 Regular Meeting.

Motion: Ed Wasikowski Second: Bill Sawicki
Yes: 4 No: 0 Abstain: 0

Motion to go out of order and skip to Item #10 Correspondence.

Motion: Bill Sawicki Second: Heather McDaniel
Yes: 4 No: 0 Abstain: 0

Item #10 – Correspondence

- Notice of Town Meeting
- Appointment of Auditor Notification
- E-mail from concerned citizen Steve Zavednak regarding the budget
- Letter from Department of Public Works, Sean Walsh, regarding disconnection of cell phones during storm
- Response letter from Trisha Danka to the DPW letter regarding cell phones

Motion to go back to Item #3 Seating of Alternates

Motion: Ed Wasikowski Second: Bill Sawicki
Yes: 4 No: 0 Abstain: 0

Motion to seat Rich Grudzias as alternate in John Stelma's absence.

Motion: Heather McDaniel Second: Ed Wasikowski
Yes: 4 No: 0 Abstain: 0

Motion to accept the response letter from Trisha Danka for the Public Works letter regarding cell phones.

Motion: Ed Wasikowski Second: Bill Sawicki
Yes: 5 No: 0 Abstain: 0

Item #6 – Comments from the First Selectman

None.

Motion to go to Item #7 – Report from the Finance Director

Motion: Bill Sawicki Second: Heather McDaniel
Yes: 5 No: 0 Abstain: 0

Item #7– Report from the Finance Director

3rd Quarter Report Projections attached show a surplus of around \$61,000. The revenues and expenditures include the \$600,000 transfer that has the blizzard costs, LoPresti School costs, revenue from tag sale, and the FEMA reimbursements. The property tax collections are on track for this year. Property tax collection on prior year we have a surplus. State grants have been coming in less than anticipated. Trash Collections have been way down due to the economy. All other revenues are on target. Expenses – the transfers we have done have covered anything in deficit.

Trisha Danka asked when we will know exactly how the reallocation of funds from the state will affect us. Doug Thomas said there is no time frame.

Heather McDaniel asked what the Wage Savings of \$10,000 was for. Doug Thomas said that the Human Resources Director was hired in November, but we had budgeted for all year.

Item #8 – Transfer Requests

Transfer #8 – Request from Inland Wetland for \$189.99 from General Supplies and \$120.00 from Board Secretary into Travel – Total of \$309.99

Trisha Danka said that the Site Visits listed on the voucher form should be more detailed and show where the travel was from/to. Also, there is no approval signature on the 1/29/13 and 2/21/13 vouchers.

Peter Jezierny explained the process of the vouchers. He submits a daily travel log showing mileage, odometer readings, and places traveled as well as notes for each destination to the First Selectman's office for approval. Sometimes Tony Caserta is not available for approval so a copy can be made.

Trisha Danka said that the documentation (backup) needs to be sent to the Board of Finance (scanning to BOF members is fine) to attach to the Transfer. Trisha asked for a motion to table approval of this transfer until backup is attached.

Bill Sawicki said that we trust the documents exist so we should approve the transfer. Ed Wasikowski asked if we could make approval of the transfer be contingent on getting this backup. It is a small amount. Heather McDaniel suggested that we approve this transfer as the last one without backup. Rich Grudzias brought up the

signature missing from the Inland/Wetland Department. It was approved last night. Trisha Danka asked if more cameras would be needed. Peter said if so, he would pay for them.

Motion to approve Transfer #8 for Inland/Wetlands Department for \$309.99 from General Supplies and Board Secretary to Travel

Motion: Bill Sawicki

Second: Ed Wasikowski

Yes: 4

No: 1 (Trisha Danka)

Abstain: 0

Transfer #9 – Request from Public Works Department to Transfer \$15,000 from Purchased Service Garbage to Salary Regular Employees

Request to fund hiring of four seasonal employees. Seasonal employees to be hired in May to replace four retiring employees. This will carry the department through the end of the year. The retirements will remain on payroll utilizing their accumulated sick time and vacation time until June 30, 2013. Most of work to be done at parks. There is not any anticipated need for Purchased Service Garbage because there isn't any construction garbage. Letter from Public Works Department details the reason for request. Dennis Rozum will send letter to Board of Finance to attach to the Transfer.

Motion to approve Transfer #9 Public Works Department for \$15,000 from Purchased Service Garbage to Salary Regular Employees.

Motion: Rich Grudzias

Second: Ed Wasikowski

Yes: 5

No: 0

Abstain: 0

Item #9 – New Business

We really need 50 people to come out for the Town Meeting. Please tell everyone you know to come out for the Town Meeting.

Item #10 Correspondence – Completed above

Item #11 – Public Comment

None.

Item #12 – Adjournment

Motion to adjourn

Motion: Rich Grudzias

Second: Bill Sawicki

Yes: 5

No: 0

Abstain: 0

Meeting was adjourned at 7:47pm.

Submitted by:

Monica Dimon

Recording Secretary