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**Town of Seymour  
Board of Finance**

**Minutes**

**Regular Meeting  
Tuesday, January 22, 2013 at 7:00pm  
Flaherty Room, Seymour Town Hall**

**Members Present:** David Bitso, Trisha Danka, Heather McDaniel, Michele Pavlik, Bill Sawicki, John Stelma and Ed Wasikowski

**Members Absent:** None

**Others Present:** Doug Thomas, Tom Eighme, Tony Caserta, Lucy McConologue

**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**

None.

**Item #4 – Public Comment**

None.

**Item #5 – Approval of Minutes—December 18, 2012 Regular Meeting**

Motion to approve Minutes from December 18, 2012 Regular Meeting.

Motion: Michele Pavlik                      Second: Heather McDaniel

Yes: 7                                      No: 0                                      Abstain: 0

**Item #6 – Comments from the First Selectman**

None

**Item #7– Report from the Finance Director**

Doug Thomas will send copies of the draft and final copies of the audit to all Board of Finance members.

Regarding the current financial reports:

- We will have a transfer next month for the phones for the First Selectman's office. AT&T rates have increased. Many phone lines go through the First Selectman's line.
- Workers Comp is almost out of money on their line item. They will use the reserve until but a transfer is likely needed next month.
- Building Account explanation – we are incorporating the costs of the LoPresti Building in this account (amounts for oil and building security)
- We are hiring a replacement for the Grants Coordinator. The Finance Department will have a Director, Assistant Director, and Accountant; also a part-time payroll and part-time benefits person (under the HR person).

- The budgets are in and the process of putting the budget binders together has begun. Workshops begin 2/4/13.

**Item #8 – Transfer Requests**

Transfer Request #3:

Elderly Services Department: Request to create two line items in the budget: Membership Dues Account to Postage Account Presented to Board of Finance with a transfer document from one account to the other.

The Agency on Aging suggested that we start charging dues for membership to the Senior Center (\$5 for residents, \$7 for non-residents, and no charge for those aged 80 and above who have been coming to the center).

Trisha Danka stated that we do not need a transfer. These are new line items. Bill Sawicki stated that we should put any membership dues received for 2012 into the Miscellaneous Revenues account and any postage expenses to the Supplies account for 2012. Putting them into the 2012 budget would require a town vote. These line items for the Elderly Services department should be requested for the 2013-2014 budget. NO ACTION on this Transfer Request and no line items created at this time.

Transfer Request #5:

Request to Transfer \$199,349 from Fund Balance to Various Line Items for FEMA Reimbursement For 10/31/11 Storm

Tom Eighme stated that in the past the money from FEMA came directly to each department. Currently the money is sent to the Finance Director and held in a special revenue account. Then the First Selectman sent letters to each department requesting specific (detailed) information on items to which they would like reimbursement. Michele Pavlik requested that on future Transfer Requests of this kind that we include the date of the emergency being reimbursed. The transfers to the various departments from FEMA in this transfer are from storms in 2011.

Motion: Michele Pavlik                      Second: Ed Wasikowski  
 Yes: 7    No: 0    Abstain: 0

Transfer Request #4:

Elderly Services Department: Request to Transfer \$2,620 from Contingency to Salary: Municipal Agent

Transfer to cover additional weekly hours granted to the Municipal Agent. Michele Pavlik asked if the signature approval on the Transfer meant that the increase in hours was approved or if this was a request for the transfer of the funds. We need an explanation of why there was an increase in the hours. We need to see the minutes from the Board of Selectman Meeting to clarify this.

Motion to table a decision on this transfer until the next meeting on 2/4/13.

Motion: Michele Pavlik                      Second: John Stelma  
 Yes: 7    No: 0    Abstain: 0

**Item #9 – New Business**

- Ethics Disclosure Form was distributed, completed, and returned by all present. Chairman Trisha Danka will get the form to the Alternates so they can complete and return.
- CCM Workshop Overview was distributed – Chairman Trisha Danka said that it was a very informative and worthwhile session. There are many things that may be (and some that we have already) implemented into our budget process: 1. The ratings agencies look for a 10 year plan to be in place. The Board of Finance may be asked to assist in developing one by June. 2. We will be creating an addendum to the budget with financial acronyms explained and an explanation of how we got to the mill rate and any changes in the budget. Doug Thomas is also looking in to how to add footnotes to each page in the budget. 3. We would also like to develop a comprehensive budget book which will be comprehensive and will likely take a few years to complete to satisfaction. It is primarily for new residents and the plan is to have one copy at Town Hall and one copy at the Library.

Motion to go back to **Item #8 Transfers** on Agenda

Motion: Michele Pavlik	Second: Ed Wasikowski	
Yes: 7	No: 0	Abstain: 0

Tony Caserta went upstairs to obtain a copy of the Board of Selectmen minutes in question. Item #16 from the September 4, 2012 Board of Selectman Meeting : There was a motion to change the hours of the Municipal Agent from 4 to 8 hours per week effective 9/10/12 by Karen Stanek, seconded by Gary Bruce, and approved by all present. Dee was looking into the possibility of obtaining money from the State for this, but nothing was available.

Motion to rescind tabling approval of this Transfer Request until the 2/4/13 meeting.

Motion: Michele Pavlik	Second: John Stelma	
Yes: 7	No: 0	Abstain: 0

Motion to approve Transfer Request #4 for \$2,620 from Contingency to Salary: Municipal Agent

Motion: Michele Pavlik	Second: John Stelma	
Yes: 7	No: 0	Abstain: 0

Motion to go back to **Item #9 New Business** on Agenda

Motion: Michele Pavlik	Second: Ed Wasikowski	
Yes: 7	No: 0	Abstain: 0

**(New Business – Continued)**

- 2013 Budget Workshop Schedule
  - The town was in line with the CCM best practices recommendation that each department be told how much they will have to spend in the upcoming budget while they each figure out how to make it work.
  - The smaller departments that are in line with the First Selectman’s recommended budget are not being required to present a budget unless they would like to meet with the Board of Finance. The larger departments will present, and any smaller departments not in agreement with the First Selectman’s recommended budget will present.
  - The first budget workshop will be Revenues and afterwards will be the First Selectman’s recommended budget. CCM is scheduled to come that night and discuss State Revenues and Doug is still awaiting confirmation from them. We can request that they come back if needed.

- Michele Pavlik asked if we will get copies of the notifications that were sent to the departments of how the budget would be set up. Chairman Trisha Danka said that these letters were sent directly to the departments in December by the Finance Department as the budgets are handed in to the Finance Department.
- David Bitso stated that he would be out of town and would not be present at the meetings on 2/4/13 and 2/6/13.
- One of the Charter changes that affect the Board of Finance: The legal obligations for the Board of Education and town were due to the Board of Finance by 1/15/13 (the second Tuesday of the month). We received a letter dated 1/22/13 with this information. We are awaiting confirmation on the Town's legal obligation. Doug Thomas believes that \$21,178,048 is correct vs. last years \$21,160,066. The current budget should not be less than the previous year. The town attorney needs to review and confirm.

**Item #10 – Correspondence**

None

**Item #11 – Public Comment**

Bill Sawicki asked for the status of our Education Receivable Paperwork. Per Doug Thomas the paperwork will be sent to the State tomorrow. The State determines how much we will receive.

**Item #12 – Adjournment**

Motion to adjourn

Motion: Bill Sawicki

Second: John Stelma

Yes: 7

No: 0

Abstain: 0

Meeting was adjourned at 8:07pm.

Submitted by:

**Monica Dimon**

**Recording Secretary**