

**Town of Seymour
Board of Finance**

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DATE: 12/26/12
TIME: 4:35pm
TOWN CLERK'S OFFICE

Minutes

**Regular Meeting
Tuesday, December 18, 2012 at 7:00pm
Norma Drummer Room, Seymour Town Hall**

Members Present: David Bitso, Trisha Danka, Heather McDaniel, Michele Pavlik, Bill Sawicki, John Stelma (7:01pm) and Ed Wasikowski

Members Absent: Richard Grudzias

Others Present: Kurt Miller

Item #1 – Call Meeting to order

Chairman, Trisha Danka called the meeting to order at 7:00 pm.

Item #2 – Pledge of Allegiance

Everyone saluted the Flag and recited the Pledge of Allegiance. A moment of silence was observed by all for the victims and survivors of the Sandy Hook Elementary School shootings on Friday, December 14th.

Item #3 – Seating of Alternates

None.

Item #4 – Public Comment

None.

Item #5 – Approval of Minutes—November 27, 2012 Regular Meeting

Motion to approve Minutes from October 23, 2012 Regular Meeting.

Motion: David Bitso

Second: Bill Sawicki

Yes: 6

No: 0

Abstain: 0

Michele Pavlik cited a correction of the date on the minutes. The motion to approve Minutes was rescinded.

Motion to approve the Minutes from November 27, 2012 with corrections

Motion: David Bitso

Second: Bill Sawicki

Yes: 6

No: 0

Abstain: 0

Item #6 – Comments from the First Selectman

Chairman Trisha Danka said that the Board of Finance will review the First Selectman's budget and comments at the January meeting.

First Selectman Kurt Miller said that the legislation for the Seymour Middle School funding is up in Hartford. State Senators Kane and Kelly are aware of the importance of this and will do all they can. No action will be taken until January. We will move forward as if this legislation will not pass, just to be prepared. We have hired Edward Arum, Consultant, to assist with this situation. He is a former Assistant Superintendent, former Town Business Manager, and former teacher. He has excellent connections up in Hartford and has much experience in closing out school building projects. First Selectman Miller has his resume if anyone would like to look at it. We

have been working aggressively for the end of the year deadline to prepare this paperwork. We expect by mid-January to have it ready to send to the State. The auditor is ready to go, too.

Chairman Trisha Danka asked how the additional audit is progressing. First Selectman Miller said the process is under way.

Bill Sawicki said that Mr. Arum's reputation is excellent, but asked why we are enlisting the services of someone outside of Seymour when we have qualified finance people here in Seymour? First Selectman Miller said that his concern was that this situation be handled in a timely fashion and that it is resolved correctly. We will have Mr. Arum's report in January or February.

First Selectman Miller also said that per our advisors, our bond rating will not be affected, even if we have to make the payment in May.

-Our Finance Department will soon be fully staffed. We will have a full-time Financial Aid person and part-time payroll and benefits person. The issue with the former financial aid person has been resolved and a resignation letter has been received. The HR Manager will look through the applicants and then Doug Thomas, Kurt Miller, and Tony Caserta will conduct the interviews. Board member Bill Sawicki offered his assistance in the interview process, which First Selectman Miller accepted.

Michele Pavlik asked if valley towns have reached out to Newtown to offer assistance. First Selectman Miller said that our police have volunteered their time in assisting with protection in Newtown at the churches and funerals. The Seymour Ambulance Association offered their assistance, but were not needed. The Seymour School system offered books, equipment, and help moving. The students from the Sandy Hook school are being moved to a school in Monroe. Our Board of Education met Monday along with the Emergency Management team to discuss security at our schools. We will continue with the added police protection at the schools through the end of this week. On 1/2/13 they will meet again to decide on next year's plan. At the current time we will not discuss any plans or current strengths and weaknesses. Suffice it to say that Seymour is ahead of the curve with respect to school security.

Heather McDaniel asked if there has been an increase in homeschooling due to the Newtown event. First Selectman Miller said that at this time there has not. There were many out sick this week due to a stomach virus. There were many positive comments from parents via e-mail.

Ed Wasikowski asked what the timeline is for implementing any new security procedures. First Selectman Miller said that at the 1/2/13 meeting they will discuss what our specific needs are and the costs associated with implementing them.

Item #7-- Report from the Finance Director

The Finance Director was not present. No report.

Item #8 -- Transfer Requests

None. The transfers discussed previously are still in process. Chairman Trisha Danka said that the items on the Public Works budget that are showing as over will be covered by money encumbered from last year.

Item #9 -- 2013 Board of Finance Meeting Dates

The list of meeting dates was distributed and reviewed by Board Members. All the dates are the 4th Tuesday of the month except for December which is the 3rd Tuesday. All meetings will be held in the Norma Drummer Room at Town Hall at 7pm.

Motion to approve Meeting Dates for 2013

Motion: Michele Pavlik

Second: Ed Wasikowski

Yes: 7

No: 0

Abstain: 0

Item #10 – New Business

None.

Item #11 – Correspondence

None.

Item #12 – Public Comment

First Selectman Miller said he had put together a tentative budget. He gave each department a bottom line number to work with. Many departments are very close. A few are over. These people need to explain why they are over. Many are valid reasons. Right now, the budget is looking only at expenses. Revenues have not been addressed yet. Chairman Trisha Danka asked if these numbers will possibly be adjusted by the First Selectman prior to budget meetings for the departments which are over, and First Selectman Miller said possibly, if he agrees. We will need to prioritize the needs of all and then figure out where the money will be best spent. There is a revenue line of WPCA income of \$270,000. We are working with the bond council on this. Sewer use fees will be going up. People who actually use the sewers will pay more. The goal is to keep the overall increase in the budget below 2%.

First Selectman Miller said that we need to continue to move the Town of Seymour forward.

There are two areas of interest: 1) Technology: there is an increase request in annual support because it is desired to move from using consultants to hiring a full time person. This way if a need arises, then immediate assistance is available rather than hours or days. Also, there is a \$25,000 item which is a request from the Technology Committee to create a more interactive website for the Town. This amount is a place holder as they are in the RFP process right now. There was also a reduction in the Hardware/Software line to \$10,000. This is because we have new equipment in the Finance and Assessors offices. 2) Road Program: The goal is \$100,000 per year. Last year we used \$70,000. This year we have budgeted \$125,000. We are currently negotiating three union contracts: Public Works, Administration, and Clerical Unions. The numbers listed are ballpark figures. There may be changes due to Friday's incident in Newtown. We may have a separate line item for School Security depending on the decisions made in January.

Chairman Trisha Danka suggested that the Board of Finance have a preliminary meeting with First Selectman Miller to review any changes to the budget before the budget is presented.

David Bitso wished to commend First Selectman Miller on following through with his earlier promise to draft a preliminary budget. We need to continue with necessary expenses; continue to make Seymour a better place.

First Selectman Miller said that the \$5,040 Education, Meetings & Seminars line item was for the Downtown Attendant who would work on a part time basis from April 1st through the end of September on Monday, Tuesday, Thursday & Friday. They will clean up trash, etc. and keep downtown looking attractive to bring people

to Seymour. Tomorrow the Silver & Petrocelli will be presenting to the Board of Selectmen ideas on plans for the buildings in town. There could be considerable savings to the town if we eliminate 2 of the 4 buildings.

Chairman Trisha Danka asked if we are going to take seriously the recommendations of Silver Petrocelli and hopefully act upon them rather than have preconceived notions and disregard recommendations. Good money was spent to solicit professionals' recommendations and Chairman Danka does not want to spend more money going back out to look for more options. First Selectman Miller said that the ideas they have are impressive and if there are any more requests for more study it would be for a specific venture, not more ideas.

Item #12 – Adjournment

Motion to adjourn

Motion: Ed Wasikowski

Second: David Bitso

Yes: 7

No: 0

Abstain: 0

Meeting was adjourned at 8:05pm.

Submitted by:

Monica Dimon

Recording Secretary