

**Town of Seymour  
Board of Finance**

COPY RECEIVED  
DATE: 12/3/12  
TIME: 5:00 PM  
TOWN CLERK'S OFFICE

**Minutes**

**Regular Meeting  
Tuesday, November 27, 2012 at 7:00pm  
Norma Drummer Room, Seymour Town Hall**

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

**Members Absent:** None

**Others Present:** Kurt Miller 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**

Motion to seat Richard Grudzias as an alternate for John Stelma

Motion: Michele Pavlik

Second: Ed Wasikowski

Yes: 6

No: 0

0: Abstain

**Item #4 – Public Comment**

None.

**Item #5 – Approval of Minutes—October 23, 2012 Regular Meeting**

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

Motion: Michele Pavlik

Second: Ed Wasikowski

Yes: 7

No: 0

Abstain: 0

Chairman Trisha Danka mentioned Michele Pavlik had submitted grammatical corrections. She requested the motion to approve Minutes to be rescinded.

Motion to approve the Minutes from October 23, 2012 with corrections submitted by Michele Pavlik.

Motion: Michele Pavlik

Second: Ed Wasikowski

Yes: 7

No: 0

Abstain: 0

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

First Selectman Kurt Miller said that the updated First Selectman's budget (for next fiscal year) will be ready by next Wednesday and he will forward to the Board of Finance Chairman for dissemination to the entire BOF.

Trisha Danka interrupted the meeting to allow John Stelma to be seated.

Continuing Item #6 – Comments from the First Selectman

The letters in this month's packet contained memos from the Finance Director regarding projected shortages. Also included was a letter regarding FEMA money received from the two storms last year. This is essentially "free money" that departments will have available to spend on emergency related expenses. Emergency Management Director Eighme has requested department heads to submit their requests so that he can review prior to submitting to the Board of Selectman and Board of Finance. One large presentation will be made for the transfer of funds. We should have an idea by the January meeting of specific amounts per department. Per the charter, amounts over \$50,000 require a Town meeting. Departments were given specific guidelines for requesting funds by Emergency Management Director Eighme.

Trisha Danka asked for First Selectman Miller's thoughts on the memo regarding a shortage in Public Works Department payroll funds. First Selectman Miller said that the shortage was due to the two summer employees that were kept on to cover the workload for Public Works employees who are out on workman's compensation. The situation is being looked at to ascertain the best way to deal with the shortage. An update will be provided at the next meeting.

First Selectman Miller addressed the current issue with the Seymour Middle School Project. All of the money was financed for this project. There is \$1.3 million outstanding. The debt was rolled over due to a lawsuit concerning one of the floors at the middle school. It caught everyone off guard that there is a 10 year ban rule – in this case since we did not make a payment within this timeframe, we now need to make a \$580,000 payment by May 1, 2013. The remaining \$720,000 can be bonded with taxable bonds. In order to make this \$580,000 payment we will need to take the money out of Fund Balance. This money will be replaced once the grants are applied for and paid back. There will be no effect on this or next year's budgets. These are the steps we are taking: Step One: Get legislation passed to change the due date for the \$580,000 from May 1, 2013 to May 1, 2014. Step Two: Pushing grant process along as quickly as possible. It will take the auditors about a month to look at and then send forms to the state for approval. The best case scenario is that the money comes in and the legislation is passed. The worst case scenario is that the legislation is not passed and we do not get the grant money in time for the deadline. This situation has spanned four different administrations. It was not brought up in the past.

Chairman Trisha Danka said that we need to look at what happened and track the situation from here forward. The fulfillment of this grant and others was brought up at past meetings as she had minutes spanning 2010 - 2011 discussing this subject. First Selectman Miller agreed, but he said that the 10 year window for repayment is the point that was not previously addressed. Bill Sawicki commented that no volunteer or board is responsible to track due dates. This was someone's job responsibility. The financial leadership is responsible. It is disappointing that we could be grouped in with the other area towns that have had financial issues. First Selectman Miller said that there is a more organized effort to get the grants in order and move forward with resolving the current issue. He said that the ultimate responsibility lies with the First Selectman's office and this situation originated with the O'Toole Administration. David Bitso commented that the taxpayers will want to know how this happened. He applauded First Selectman Miller for catching this oversight and his commitment to correct it in a timely manner. Trisha Danka stressed that the town is not in debt. This is potentially a cash flow issue, but it will not affect the budgets. It is a matter of timing with the payment and the reimbursement. There is a solution because we have the money in the General Fund. She raised the questions: Will this hurt our rating with the auditors? She commented we cannot count on having the grant money by May 1<sup>st</sup>. She also asked the questions: Where are we with the grant paperwork? When will we have it ready? What information is still needed? Finance Director Doug Thomas said that the Board of Education has the financial figures and he is working with them to transfer the financials to the appropriate documents. We have the minutes, contracts, architectural designs, and change orders. We need to get the bidding information from the architect. Per First Selectman Miller this will be completed by the end of the year. First Selectman Miller has been in contact with

Senator Kane, Senator Kelly, and Representative-Elect Conroy. They feel that there is a strong likelihood that the legislation will be passed. Bill Sawicki commented that if we have to use cash from our General Fund, that the budget may be affected and we may need to amend it. Trisha Danka asked if we had any idea regarding a timeframe for the approval of the proposed legislation. First Selectman Miller said that there is no estimate as to when the legislation will be approved. Michele Pavlik said that it is good that this has been brought to light now but reiterated that it is important to find the cause and follow through with holding administrations or departments or individuals accountable to ensure this does not happen again. Chairman Trisha Danka requested that this Board be kept informed on the progress of this situation each month until it is resolved. She stressed this is a town issue but the expectation is for the resolution to be a team effort.

Trisha Danka then asked which of the Charter changes affect the Board of Finance?

First Selectman Miller will get the answer and e-mail the chairman who will disseminate to the rest of the BOF. Also, the Board of Selectman meeting time has been changed to 7:00pm. The 2013 schedule has been posted to the town website.

Holiday Donations: There is the "Toys 4 Kids" TEAM Toy Drive. A box for the donations is located at Town Hall; the Seymour Police will also have a truck at Stop & Shop on the second Saturday in December to collect toys; the Seymour Food Bank located at Trinity Church is always accepting food and monetary donations

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

Doug Thomas states we will discuss the upcoming budget and schedule at the next meeting. The auditors have filed an extension as a precaution. It was passed by all Boards. We may not need it, but filed it just in case. The audit should be complete by 12/31/12. Michele Pavlik said that these memos included in this month's packet, precursors to possible transfers, are a great idea. It appears that the Public Works and Police Departments have no cushion for workers comp. One or two people out really affects the budget by a considerable amount. Doug Thomas said that he would be doing a memo on expenses related to the LoPresti School. The oil tanks have been filled at a cost of around \$20,000. Along with the heating bills, there will be security and vandalism precaution expenses.

**Item #8 – Transfer Requests**

None.

**Item #9 – New Business**

None.

**Item #10 – Correspondence**

Trisha Danka received a Budget Request from Southwest Conservation District which she handed over to Doug Thomas for processing.

**Item #11 – Public Comment**

None.

**Item #12 – Adjournment**

Motion to adjourn

Motion: Michele Pavlik

Second: Ed Wasikowski

Yes: 7

No: 0

Abstain: 0

Meeting was adjourned at 7:54pm.

Submitted by:  
Monica Dimon  
Recording Secretary