

**Town of Seymour
Board of Finance**

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DATE: 10/11/12
TIME: 5:00pm
TOWN CLERK'S OFFICE

Minutes

**Regular Meeting
Tuesday, September 25, 2012 at 7:00pm
Norma Drummer Room, Seymour Town Hall**

Members Present: Trisha Danka, David Bitso, John Stelma and Richard Grudzias (alternate)

Members Absent: Michele Pavlik, Heather McDaniel, Ed Wasikowski and Bill Sawicki

Others Present: Kurt Miller and Doug Thomas

Item #1 – Call Meeting to order

The Chairman, Trisha Danka, called the meeting to order at 7:17pm.

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 Bill Sawicki.

Motion: David Bitso

Second: John Stelma

Yes: 3

No: 0

0: Abstain

Item #4 – Public Comment

None.

Item #5 – Approval of Minutes—August 28, 2012 Regular Meeting

Motion to approve Minutes from August 28, 2012 Regular Meeting.

Motion: David Bitso

Second: John Stelma

Yes: 3

No: 0

1: Abstain (Richard Grudzias)

Item #6 – Approval of Minutes—September 4, 2012 Special Meeting

Motion to approve Minutes from September 4, 2012 Special Meeting.

Motion: David Bitso

Second: John Stelma

Yes: 4

No: 0

0: Abstain

Item #7 – Comments from the First Selectman

Kurt Miller presented the Board of Finance with Transfer #02 in the amount of \$12,000.00 from Fund Balance to Professional Fees for future consideration. Surrounding towns have seen scandal surrounding money transactions and Kurt Miller would like to ensure no such practices are occurring in Seymour. The transfer would allow the town auditor to perform additional duties ensuring the town is not following any unethical or fraudulent behavior. The additional service would also help the town highlight any weaknesses in current processes.

Trish Danka requested the status of the Fund Balance. Doug Thomas stated the Fund Balance is above the suggested 5% and would remain above 5% if Transfer #02 was approved. Kurt Miller and Doug Thomas state the close-out of the previous year budget is in better shape than originally calculated. Transfer #02 is on the agenda

for the Tuesday October 2, 2012 Board of Selectman agenda for approval. Board of Finance members decided action on the Transfer will be at the October Regular Board of Finance meeting unless directed otherwise by Kurt Miller. Consensus of the BOF members is to move forward.

For better informed decisions and open communication a weekly meeting occurs with Kurt Miller, Doug Thomas and Tony Casserta. On the third Monday of every month department heads meet to discuss and review budgets. The town needs to review the cost of upkeep for Maple Street School. A report from the Building Committee is expected in the next two (2) weeks.

Kurt Miller may have a "State of the Town Address" in November. It is in the planning stage at this time. Trish Danka asked Kurt Miller to request any information no later than the October Regular Board of Finance Meeting for any information needed from the board for the address.

Item #8– Report from the Finance Director

Doug Thomas states the projected cost to maintain Maple Street School building to be \$60,000.00. The fire marshal has requested the water remain on and security needs to be considered to avoid vandalism.

The 2011/2012 budget has a calculated surplus in expenditures of about \$184,000 and a surplus in revenues of \$226,000. Richard Grudzias questioned the status of FEMA reimbursement. Doug Thomas stated in September money was received. Doug Thomas would also like to state the Finance Department has lost people, it is difficult but he is trying to keep up with the workload.

Item #9 – Transfer Requests

None.

Item #10 – New Business

Michelle Walsh has resigned as the Board of Finance recording secretary. Monica Dimon has shown interest in the position and will be starting at the October Regular Board of Finance meeting.

Trish Danka informed the Board of Finance members that there is an opening on the Technical Committee if interested please contact the First Selectman's Office.

Item #11 – Correspondence

None.

Item #12 – Public Comment

None.

Item #13 – Adjournment

Motion to adjourn

Motion: Richard Grudzias

Second: John Stelma

Yes: 4

No: 0

O: Abstain

Meeting was adjourned at 7:48pm.

Submitted by:

Michelle Walsh

Recording Secretary