

**Town of Seymour
Board of Finance**

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TOWN CLERK'S OFFICE

Minutes

**Regular Meeting
Tuesday, August 28, 2012 at 7:00pm
Norma Drummer Room, Seymour Town Hall**

Members Present: Trisha Danka, Michele Pavlik, Ed Wasikowski, Heather McDaniel, David Bitso, Bill Sawicki and John Stelma (7:08pm)

Members Absent: None

Others Present: Kurt Miller (7:11pm), Gene Atkins, Yashu Putorti, Scott Andrews, Cathy Palmeri, Doug Thomas and Tony Casserta

Item #1 – Call Meeting to order

The Chairman, Trisha Danka, called the meeting to order at 7:03pm.

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—July 24, 2012 Regular Meeting

Motion to approve Minutes from July 24, 2012 Regular Meeting.

Motion: Michele Pavlik

Second: Ed Wasikowski

Yes: 6

No: 0

1: Abstain (Trisha Danka)

Item #6 – Comments from the First Selectman

Motion to hold comments from the First Selectman until his arrival.

Motion: Michele Pavlik

Second: Ed Wasikowski

Yes: 7

No: 0

0: Abstain

Item #7 – Report from the Finance Director

Doug Thomas states the Auditors are working on closing the account from the 2011/2012 fiscal year. The town has officially switched banks to Webster Bank. Trisha Danka asked if there will be any end of year transfers to help close out last year budget. Doug Thomas stated there were a couple.

Doug wanted to answer a question posed to him from a BOF member asking if Police private duty affects the town budget. No, private duty is separate and does not affect the budget. Doug Thomas also wanted to mention staff turnover in Town Hall. The Tax Collector and Town Clerk have retired. The Insurance Clerk and Payroll Clerk have announced they will be retiring.

Motion to return to First Selectman comments.

Motion: Michele Pavlik
Yes: 7

Second: Bill Sawicki
No: 0

0: Abstain

Michele Pavlik asked Kurt Miller were the HR position stands. Kurt Miller stated the candidate is due to reply to the BOS on August 29, 2012. The HR position is a part-time employee. In response to local news of surrounding town miss-management, Kurt Miller stated town auditors have been asked to perform additional duties that are not normally in the scope of the audit to protect the town. The BOF may see a transfer to pay for the additional fees in the future.

In trying to be proactive and prepared for employee turnover and retirements a post-retirement accrual account has been created. This account will be used to help with retiree benefits run past the last day of employment. Some benefits require payment up to 6 months after the last day of work.

Kurt Miller and Tony Casserta presented Transfer #23 and discussed the importance of new software to streamline town departments to login jobs that are needed or required. Management can track employees' production, confirm completed tasks and track employee locations. Tony Casserta stated this software is the easiest and best for town use. Many town departments can benefit from this software; however, Public Works will receive the most usage. Heather McDaniel asked if technical support was available. Tony Casserta stated yes, technical support is provided. The new software will also be a great help to the BOF during budget season with requested reports at the ready.

The BOS is scheduled to review the purchase of the software at the next regular meeting on Tuesday September 4, 2012. The funds to be used are from the 2011/2012 budget year. Bill Sawicki asked if a PO was created to spend the funds in the 2012/2013 budget year. Doug Thomas and Tony Casserta stated they are working with the auditors to insure the funds are spent accordingly. Michele Pavlik inquired if a Town Meeting is required for the transfer that may bring the total department transfer to greater than \$50,000.00. Tony Casserta and Doug Thomas stated a Town Meeting is not required. Michele Pavlik requested a specific opinion from Town Counsel stating for Transfer #23 a Town Meeting is not required.

Since the BOS have not reviewed Transfer #23 and legal opinion has been requested, the BOF will schedule a Special Meeting on Tuesday September 4, 2012 at 7:45pm to take action on the transfer.

Item #8 – Transfer Requests

Motion to table Transfer #23 until the special meeting on Tuesday September 4, 2012 at 7:45pm.

Motion: Ed Wasikowski
Yes: 7

Second: Heather McDaniel

No: 0

0: Abstain

Motion to accept Transfer #21—Fire Department from Vehicle Lease, Purchased Professional services, Buildings Improvements, Oil, Education Meetings, Mach & Equip OSHA, Travel and Salary Part time to Salary Regular, Clothing, Gasoline and Equipment Non Capital in the amount of \$19,590.00.

Motion: David Bitso
Yes: 7

Second: Ed Wasikowski

No: 0

0: Abstain

Item #9 – New Business

None.

Item #10 – Correspondence

A letter was received by Trisha Danka asking members of boards and commission using Town Hall to please park on First Street or in the Town Hall parking lot.

Item #11 – Public Comment

Yashu Putorti, 9 Greenwood Circle (BOE Chairman): At the last vote for the BOE 2012/2013 budget the BOF stated the amount cut was equal to the removal of an administrator salary. The BOE at that time could not cut a central office administrator to equal the amount needed, so at that time 2 teachers were removed from the budget. Since the end of school, the middle school assistant principal resigned and at that time the BOE was able to move figures around to cut a central office administrator. The Director of Instruction position has been eliminated and the 2 teachers were immediately hired back.

Item #12 – Adjournment

Motion to adjourn

Motion: David Bitso

Second: Heather McDaniel

Yes: 7

No: 0

0: Abstain

Meeting was adjourned at 7:50pm.

Submitted by:

Michelle Walsh

Recording Secretary