

**Town of Seymour
Board of Finance**

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DATE: 1/30/12
TIME: 10:15am
TOWN CLERK'S OFFICE

Minutes

**Regular Meeting
Tuesday, January 24, 2011 at 7:00pm
Norma Drummer Room, Seymour Town Hall**

Members Present: Peter Jezierny, Bill Sawicki, Michele Pavlik, Ed Wasikowski and John Stelma

Members Absent: Trisha Danka and David Bitso

Others Present: Richard Grudzias, Kurt Miller, Tony Caserta, Chief Metzler, Lieutenant Satkowski and Doug Thomas

Item #1 – Call Meeting to order

The Vice Chairman, Peter Jezierny, 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 20, 2011

Motion to approve Minutes from December 20, 2011.

Motion: Bill Sawicki

Second: Ed Wasikowski

Yes: 5

No: 0

0: Abstain

Item #6 – Comments from the First Selectman

Kurt Miller stated he is working on his proposed 2012-2013 budget to be ready for BOF review by February 15, 2012. This budget would include new initiatives including adding an HR function.

Item #7 – Report from the Finance Director

Doug Thomas states the town audit has been filed and a copy of the report will be received by BOF members shortly. Questions asking for definitions of some financial reports included in the BOF packet were answered by Doug Thomas. Finance department is working with FEMA to recoup losses from recent storms.

Item #8 – Discuss the change of the town banking relationship to Webster Bank effective 7/1/2012

Doug Thomas explained the process the town followed to choose a new bank. Webster Bank will allow taxpayers to make payments online, costs are less than the previous bank and online banking is available.

Item #9 – Discuss and Take Action on Board of Finance Training

Motion to table discussion on Board of Finance Training.

Motion: Bill Sawicki

Second: Michele Pavlik

Yes: 5

No: 0

0: Abstain

Item #10 – Discuss Preparation for 2012-2013 Budget Season

- **Contractual Obligations:** Rick Belden provided an analysis of BOE contractual obligations for the upcoming budget year and Doug Thomas provided a similar analysis for the town.
- **How the Town generates income and upcoming forecasts:** Short discussion occurred on town income and forecasts.
- **Common financial terms:** Some common terms were discussed and defined.
- **Understanding current/future town debt service:** Short discussion occurred on the definition of debt service as it applies to the town.

Budget Season workbooks will be assembled the week of January 31, 2012 and board members will be contacted when they will be available for pick-up.

Item #11 – Transfer Requests

Motion to accept Transfer #8—Board of Finance transfer from Board Secretary Fees and Treasurer to Other professional services auditing in the amount of \$3,033.00.

Motion: Bill Sawicki

Second: Ed Wasikowski

Motion withdrawn

Michele Pavlik requested Doug Thomas provide paperwork clarifying why the Treasurer account would be able to support a transfer of \$2,000.00.

Motion to table Transfer #8—Board of Finance transfer from Board Secretary Fees and Treasurer to Other professional services auditing in the amount of \$3,033.00 pending further documentation regarding funds availability in the Treasurer account.

Motion: Bill Sawicki

Second: Ed Wasikowski

Yes: 5

No: 0

0: Abstain

Motion to accept Transfer #9—Police transfer from Salary: Uniformed Police to Overtime in the amount of \$60,000.00.

Motion: Bill Sawicki

Second: Michele Pavlik

Discussion with Chief Metzler regarding reason the overtime budget is in need of a transfer. Regulations state there must be at least 5 officers on duty per shift and currently there are many officers out on workman's compensation and unable to work.

Yes: 5

No: 0

0: Abstain

Item #12 – New Business

None.

Item #13 – Public Comment

None.

Item #14 – Correspondence

None.

Item #15 – Adjournment

Motion to adjourn

Motion: Ed Wasikowski

Second: Michele Pavlik

Yes: 5

No: 0

Q: Abstain

Meeting was adjourned at 8:20pm.

Submitted by:

Michelle Walsh

Recording Secretary