

**Town of Seymour
Board of Finance**

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DATE: 12-27-11
TIME: 5:05pm
TOWN CLERK'S OFFICE

Minutes

**Regular Meeting
Tuesday, December 20, 2011 at 7:00pm
Norma Drummer Room, Seymour Town Hall**

Members Present: Peter Jezierny, Bill Sawicki, Trisha Danka, Michele Pavlik, Dave Bitso, Ed Wasikowski and John Stelma

Others Present: Richard Grudzias, Elizabeth Tift, James Garofolo, Frank Loda and Doug Thomas

Item #1 – Call Meeting to order

The 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

None.

Item #4 – Public Comment

James Garofolo, 163 Bungay Road (Board of Education member): The BOF will be receiving the BOE budget soon and asks the board to put politics aside. As a BOE member, he believes the budget received is a fair assessment of what this community needs. Please consider the BOE is doing the best for the children and community.

Item #5 – Appoint Board of Finance Vice-Chairman.

Motion to nominate Michele Pavlik as Board of Finance Vice-Chairman.

Motion: Trish Danka Second: None

Motion failed

Motion to nominate Peter Jezierny as Board of Finance Vice-Chairman.

Motion: Ed Wasikowski Second: Bill Sawicki

Yes: 5 No: 2 (Trish Danka and Michele Pavlik) 0: Abstain

Item #6 – Appoint Board of Finance Secretary

Motion to nominate Bill Sawicki as Board of Finance Secretary.

Motion: Trish Danka Second: Peter Jezierny

Yes: 7 No: 0 0: Abstain

Item #7 – Approval of Minutes November 22, 2011

Motion to approve Minutes from November 22, 2011.

Motion: Peter Jezierny Second: Bill Sawicki

Yes: 7 No: 0 0: Abstain

Item #8 – Approval of 2012 Meeting Schedule

Motion to hold the December 2012 meeting on the third Tuesday.

Motion: Ed Wasikowski Second: Bill Sawicki

Yes: 7 No: 0 0: Abstain

Motion to accept the 2012 meeting schedule on the fourth Tuesday of every month (except December).

Motion: Michele Pavlik

Second: Ed Wasikowski

Yes: 7

No: 0

0: Abstain

Item #9 – Comments from the First Selectman

First Selectman was unavailable.

Item #10 – Report from the Finance Director

The audit draft was received on Tuesday, December 20, 2011. Final numbers will not be available until the end of the week and filing will be late. Expect to file the audit the first or second week of January assuming all reviews go as scheduled.

Due to the two recent major storms, the overtime budgets of public works and sanitation are over budget. Transfers will be following in the future. Michele Pavlik requested a breakdown of hours worked, when worked and any pertinent information to be included with the transfer requests.

Bill Sawicki noticed the 2011-2012 general fund is out of balance in the amount of \$180,000. He believes this is due to an error in revenue for fund balance. Doug Thomas will correct the posting.

Item #11 – Discuss and Take Action on Board of Finance Training

Orientation and Guidelines 13-Jan-2010 document was passed to board members. Attachments were missing. Trish Danka requested Michelle Walsh to acquire the attachments at Town Hall to be provided by email (if possible) or as copies at the next regular BOF meeting.

BOF members will review the Orientation and Guidelines document and discuss the need of a Training Session at the next regular BOF meeting.

Item #12 – Discuss and Take Action on Budget Season workshops / deliberations

Review of memo to Department heads from the Finance Director from the 2011 budget deliberations. Memo needs minor wording changes to be adopted for the 2012 budget deliberations. Michele Pavlik requested the addition of vehicle inventory including make, model and year with all department budgets that include town vehicles.

Bill Sawicki requested a complete vehicle inventory list from Doug Thomas for the next regular BOF meeting.

Motion to approve the 2012-2013 budget preparation schedule to be held Monday and Wednesday beginning February 5, 2012 (except February 20, 2012) ending March 25, 2012 understanding that we may schedule other special workshops as needed.

Motion: Michele Pavlik

Second: John Stelma

Yes: 7

No: 0

0: Abstain

Item #13 – Transfer Requests

None.

Item #14 – New Business

Welcome all new members. All members will receive an email by 4pm if any meeting must be cancelled due to bad weather conditions.

Item #15 – Public Comment

James Garofolo, 163 Bungay Road (Board of Education member): Suggests the BOF adopt a sign-in sheet for all meetings for members of the community that attend meetings and adopt a policy of thanking the public with emails, if provided. Also suggest varying meeting locations, like the BOE, to allow people to travel less and involve a greater portion of the community.

Frank Loda, 27 Osprey Drive: The board might consider asking the Recording Secretary to send a list of member email addresses to him for links to videos on his website.

Item #16 – Correspondence

None.

Item #17 – Adjournment

Motion to adjourn

Motion: Peter Jezierny

Second: Bill Sawicki

Yes: 7

No: 0

0: Abstain

Meeting was adjourned at 7:47pm.

Submitted by:

Michelle Walsh

Recording Secretary