

**Town of Seymour
Board of Finance**

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DATE: 2/28/11
TIME: 1:02 pm
TOWN CLERK'S OFFICE

Minutes

**Regular Meeting
Tuesday, February 22, 2011 at 7pm
Norma Drummer Room, Seymour Town Hall**

Members Present: Robert Koskelowski, Bill Paecht, Peter Jezierny, Bill Sawicki, John Stelma (alternate), Jay Hatfield and Michelle Walsh

Others Present: Paul Roy, Doug Thomas and Frank Loda

Item #1 – Call Meeting to order

The Chairman, Robert Koskelowski, called the meeting to order at 7:02pm.

Item #2 – Pledge of Allegiance

Everyone saluted the Flag and recited the Pledge of Allegiance.

Item #3 – Appointment of Alternates if needed

Motion to appoint John Stelma for Kristen Harmeling.

Motion: Jay Hatfield

Second: Bill Paecht

Yes: 6

No: 0

0: Abstain

Item #4 – Approve BOF Meeting Minutes

Motion to approve the minutes from January 25, 2011 meeting.

Motion: Bill Paecht

Second: Bill Sawicki

Yes: 7

No: 0

0: Abstain

Motion to approve the minutes from Special Meeting / Budget Workshop of February 7, 2011.

Motion: Bill Paecht

Second: Jay Hatfield

Yes: 7

No: 0

0: Abstain

Motion to approve the minutes from Special Meeting / Budget Workshop of February 10, 2011.

Motion: Bill Paecht

Second: Jay Hatfield

Yes: 7

No: 0

0: Abstain

Motion to approve the amended minutes from Special Meeting / Budget Workshop of February 14, 2011; correcting day of the week from Thursday to Tuesday.

Motion: Bill Paecht

Second: Jay Hatfield

Yes: 5

No: 0

2: Abstain (Jay Hatfield and Bill Sawicki)

Motion to approve the minutes from Special Meeting / Budget Workshop of February 17, 2011.

Motion: Bill Paecht

Second: Bill Sawicki

Yes: 7

No: 0

0: Abstain

Item #5 – Public Comment

No comments from the public.

Item #6 – First Selectman Comments

Thank you for moving the Board of Education Workshop from Town Hall to the Middle School.

Item #7 – Finance Directors Report

Doug Thomas has been re-assured time will be spent to complete the Middle School Grant.

The Dog Warden had an emergency repair at the Dog Pound regarding the heating system. The department finances will be reviewed by Doug Thomas and Paul Roy.

Item #8 – Transfer Request

Motion to approve Control #8, Planning and Zoning transfer \$400 from Board Secretary line item to Travel line item.

Motion: Jay Hatfield

Second: Peter Jezierny

Discussion: Bill Sawicki inquired as to why the signature of Finance Director was missing from transfer request. Doug Thomas stated he reviewed however, did not sign the transfer. Michelle Walsh stated back-up information regarding request was missing; asked Doug Thomas to please provide information for reason of transfer (line item detail spreadsheet).

Doug Thomas asked to provide a location for his signature on the Transfer Request sheet and sign transfers prior to BOF meeting.

Yes: 5
Walsh)

No: 0

2: Abstain (Bill Paecht and Michelle

Motion to approve Control #9, First Selectman's Department transfer \$9,670 from Health Insurance line item to Retirement line item.

Motion: Bill Paecht

Second: Peter Jezierny

Yes: 7

No: 0

0: Abstain

Motion to approve Control #10, Town Buildings transfer \$2,000 from Sewer Fees line item to General Supplies line item.

Motion: Bill Paecht

Second: Peter Jezierny

Yes: 7

No: 0

0: Abstain

Item #9 – Discussion and Take Possible Action on Budget Workshops & Budget Deliberations

Budget Deliberations to begin on March 2, 2011.

Item #10 – New Business

Motion to start the hiring process of an auditor for the 2010 – 2011 Budget.

Motion: Bill Sawicki

Second: Peter Jezierny

Discussion: Committee assigned by Chairman, Robert Koskelowski to review bids prior to the April Board of Finance meetings. The committee will pick from bids to present a minimum of 2 or 25% of over 3 bids

received. Members of Sub-Committee are Bill Sawicki, Bill Paecht, Robert Koskelowski and Doug Thomas.

Bill Sawicki requested the legal notice also be placed on the DAS website to try to bring in more bids.

Yes: 7

No: 0

0: Abstain

Motion to require all RFP's (Request for Proposals) to be in Town Hall by April 25, 2011 at 4pm for a public opening in the Norma Drummer Room by the Finance Director. No electronic or faxed bids will be accepted. Bids may only be mailed or sealed original copies.

Motion: Bill Sawicki

Second: Bill Paecht

Yes: 7

No: 0

0: Abstain

Motion to designate a debate time of five minutes with one rebuttal for the Board of Finance members.

Motion: Peter Jezierny

Second: Bill Paecht

Yes: 3 (Robert Koskelowski, Peter Jezierny, Michelle Walsh)

No: 4

0: Abstain

Motion Failed

Item #11 – Correspondence

No correspondence.

Item #12 – Public Comments

Frank Loda, 27 Osprey Drive: If a member of the board makes a motion to close off debate the chairman has the choice to accept or to keep debate open.

Item #13 – Other Business if Needed and Take Possible Action

No other business.

Item #14 – Adjournment

Motion to adjourn

Motion: Bill Paecht

Second: Bill Sawicki

Yes: 7

No: 0

0: Abstain

Meeting was adjourned at 7:55pm.

Submitted by:

Michelle Walsh
Board of Finance