

**Town of Seymour  
Board of Finance**

**COPY RECEIVED**  
**DATE: 2/26/15**  
**TIME: 8:30am**  
**TOWN CLERK'S OFFICE**

**Minutes**

**Regular Meeting  
Tuesday, February 24, 2015 at 7:00pm  
Norma Drummer Room, Seymour Town Hall**

**Members Present:** David Bitso, Beverly Kennedy, Heather McDaniel, Bill Sawicki, John Stelma, and Ed Wasikowski; Jim Cretella and Jake Holly (alternates)

**Members Absent:** Rich Grudzias

**Others Present:** Scott Bassett, Rick Belden, Suzanne Garvey, Jennifer Mazzuocolo, Kurt Miller, Dennis Rozum, and Doug Thomas

**Item #1 – Call Meeting to order**

Chairman Bill Sawicki called the meeting to order at 7:06pm.

**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—January 27, 2015 Regular Meeting**

Motion to approve Minutes from January 27, 2015 Regular Meeting

Motion: Ed Wasikowski

Second: John Stelma

Yes: 6

No: 0

Abstain: 0

**Item #6 – McGladry Presentation of the Audit**

- First time the town issued a CAFR – lot of work went into this. Three sections: Introduction, Financial section (audit section) MBNA Financial Statement, and Info section with 10 year trend information and management discussion analysis
- Audit reports were sent to the state on 12/30/2014
- Three types of reports: Full accrual basis – deposition decrease of \$1.4 million; Modified Accrual; and Budgetary Statements
- Main Fund (Operating Fund) had a balance of \$5 million; \$4.6 million is unassigned; reflects 8.7% which is very good.
- Tax Collection Rate is 98.02%
- This year we had a lot of Construction In Progress that had come to an end. This year is depreciable assets of \$33 Million.
- Did need to restate the Financial Statement which did not impact the general fund.

- Offered opinions on Federal and State programs
- Took a look at Internal Controls – 3 categories: Material Weaknesses, Significant Deficiencies, and Controlled Deficiencies. There were some items in each category. Not big items, but things we can correct. Bank reconciliations should tie to the general ledger. Classifications of Financial Sources – can look at. We should think about having an Internal Service Account for Workers Comp (Reserve Fund) set up. Some accounts payable transactions not recorded.
- Capital Assets – kept on an excel worksheet – maybe we can change this to using software – would be about \$3,000 per year per Doug Thomas – Rick Belden said that the BOE is using this already and we could probably adapt at no additional cost by I.T. people.
- Signatures on some documents were missing
- Should use more specific accounting for police private duty.
- For a first year audit everything went really well. Audit was issued on time and produced sound financial results. Next year may catch some other things. Will try to get the audit together by Thanksgiving. Mostly formatting issues, no large variances in cash. This April/May we will begin to formulate an audit plan. We will again have an update to how the audit is progressing in mid-October.

Discussion:

- David Bitso asked if there is a recommended range for the fund balance %? Goal should be between 8 and 12% - current % is good. We should adopt a Fund Balance Policy. Per First Selectman Kurt Miller, the Board of Selectmen has done this.
- We will set up an Internal Service Fund for Workers Comp – goal is at a “break even”. Long term liability; build up a little more over time. First Selectman Miller said that this is already in progress.
- Separate account for private duty police: tracking of receivables better, revenues for special duty will offset the fees. Regarding funding the account – transfers of over \$50,000 for a specific account or department (not general fund) does not require a town meeting. We just need to be sure to track the revenues. Can adopt a budget for this special fund.

**Item #7 – Comments from the First Selectman**

Monday will have review of fund balance, debt service, and overview of budget.

**Item #8 – Report from the Finance Director**

- The following line items running low/out: town buildings, sewer and WPCA water fees, town engineer, town counsel
- Received “Small Cities Grant” of \$500,000 and sold the LoPresti School for \$335,000. By Resolution, the money from the sale of the school must go to the Town Infrastructure Account. A “Standing Building Committee” has been formed to analyze the Town Buildings

**Item #9 – Transfer Requests**

Transfer #2 – Planning & Zoning – FROM: Education & Seminars TO: General Supplies \$200.00

Transfer needed to cover future costs as supplies account depleted due to purchase of violation signs. Extra money is in the seminars account.

Motion to approve above transfer.

Motion: Heather McDaniel

Yes: 5

No: 0

Second: Beverly Kennedy

Abstain: 1 (David Bitso)

Transfer #3 – Public Works – FROM: Contingency \$50,000 and Fund Balance \$81,076.96 TO: Snow Plowing \$103,122.57 and Snow Plowing Overtime \$23,363.47 and Social Security \$1,787.31 and Retirement \$2,803.62  
TOTAL TRANSFER: \$131,076.96.

Emergency transfer for snow materials and overtime. Spreadsheet attached to transfer request.

Motion to approve above transfer.

Motion: David Bitso

Second: Ed Wasikowski

Yes: 6

No: 0

Abstain: 0

Town Meeting on March 3<sup>rd</sup>, 2015 at 6:45pm @ Town Hall, Norma Drummer Room for above transfer.

Transfer #5 – Library – FROM: Library Director TO: Repairs & Maintenance \$5,500.00

Transfer needed to cover cost of replacing rug in programming area due to damage of current rug by water.  
Additional money not needed in Library Director Salary account.

Motion to approve above transfer.

Motion: Heather McDaniel

Second: Ed Wasikowski

Yes: 6

No: 0

Abstain: 0

#### **Item #10 – New Business**

- Bill Sawicki said that there was some confusion as to whether any money has been budgeted for the new Stormwater Permit work needed. "Conservation Aquifer Protection" has set aside \$12,000 in their budget for their portion of the expense, but "Public Works" does not have the remaining \$21,000 in their budget. We will set up a separate line item for this on the Town Budget. Bill asked if we could get a Town Counsel legal opinion on paper as to whether we should set aside this money.
- First Selectman Miller said that there was \$100,000 set aside in Contingency for a vacuum machine; received a \$250,000 grant and we will share with three other towns. Not sure if this will happen. We will plan for 400 times per year – sweeping of catch basins. Not all of them done each year. We have 2,000 basins in Seymour.
- Rick Belden asked what our contract with the auditors was – it is for three years. They did a very professional job – done on time.

#### **Item #11 – Correspondence**

None

#### **Item #12 – Adjournment**

Motion to adjourn

Motion: Ed Wasikowski

Second: David Bitso

Yes: 6

No: 0

Abstain: 0

Meeting was adjourned at 8:00pm.

Submitted by:

**Monica Dimon**

**Recording Secretary**