

**Town of Seymour
Board of Finance**

Minutes

**Regular Meeting
Tuesday, June 27, 2017 at 7:00pm
Norma Drummer Room, Seymour Town Hall**

Members Present: Richard Demko, Zani Imetovski, Beverly Kennedy, Bill Sawicki, and John Stelma

Members Absent: Jim Cretella and Heather McDaniel

Others Present: Chris Edwards, Mary McNelis, Pat Lombardi, Mike Lombardi, Susan McLean, Kurt Miller, Paul Satkowski, Doug Thomas, Sean Walsh, and Dan Zaniewski

Item #1 – Call Meeting to order

Chairman Bill Sawicki 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 – Seating of Alternates

None

Item #4 – Public Comment

None

Item #5 – Approval of Minutes—May 23, 2017 Regular Meeting

Motion to approve Minutes from May 23, 2017 Regular Meeting

Motion: Richard Demko

Second: Beverly Kennedy

Yes: 4

No: 0

Abstain: 1 (Zani Imetovski)

Item #6 - Comments From the First Selectman

None

Item #7 – Comments From the Finance Director

- Revenue and expenses are within budget

Item #8 - Transfer Requests

Transfer #10 – Recreation Department - FROM Salary Regular Employees line item #110 \$9,566.00 AND Salary Associate Director line item #102 \$2,123.10 AND Social Security line item #220 \$894.22 TO Contingency – Recreation Salary line item 874 \$12,583.32

Transfer to cover shortfalls on recreation salaries due to addition of many programs.

Bill Sawicki asked if there would be an increase in revenue. Mary McNelis said that there would. Around \$30,000.

Motion to approve the above transfer request

Motion: John Stelma

Second: Zani Imetovski

Yes: 5

No: 0

Abstain: 0

Transfer #11 – Police Department - **FROM** Salary Regular Employees line item #110 **TO** Machinery & Equipment - Cars line item #745 **\$85,000.00**

Transfer to replace two retired police patrol vehicles. These will replace old vehicles on the fleet and be re-distributed. Total fleet = 21 vehicles. Salaries below budget projection due to employee retirements & workers comp issues.

Motion to approve the above transfer request

Motion: Richard Demko

Second: Beverly Kennedy

Yes: 5

No: 0

Abstain: 0

Transfer #12 – Planning & Zoning - **FROM** Education & Seminars line item #350 **TO** Travel line item #580 **\$391.69**

Transfer for increased travel by the planning & zoning officer

Motion to approve the above transfer request

Motion: Beverly Kennedy

Second: Zani Imetovski

Yes: 5

No: 0

Abstain: 0

Transfer #13 – Office of Building Compliance – **FROM** Salary Regular Employees line item #110 \$4,000.00 **AND** Education Meetings & Seminars \$200.00 **TO** General Supplies line item #610 **\$4,200.00**

Transfer to replace file cabinets and funds for vinyl flooring

Motion to approve the above transfer request

Motion: Zani Imetovski

Second: John Stelma

Yes: 5

No: 0

Abstain: 0

Transfer #14 – Public Works – **FROM** Salary Regular Employees line item #110 \$51,000.00 **AND** Salary Foreman line item #102 \$7,000.00 **TO** General Supplies line item #610 \$32,000.00 **AND** Trucks line item #740 \$26,000.00 **TOTAL: \$58,000**

Transfer to purchase additional/replacement equipment for Public Works Department. There have been new employees added and additional areas that the department is responsible for maintaining.

The backup given and breakdown of expenses was not matching the transfer amounts clearly. Also, the transfer was NOT approved by the Public Works Department. This was due to 3 out of the 5 members not being present at the last meeting. First Selectman Kurt Miller asked if the Board of Finance could tentatively approve this transfer contingent upon the details being supplied and the numbers matching up clearly as well as the Public

Motion to approve the above transfer request so that the Purchase Orders can be cut contingent upon the details being supplied and the numbers matching up clearly as well as the Public Works Department approval. The Board of Finance will cancel the encumbrances if these conditions are not met.

Transfer #15 – Parks – FROM Repairs & Maintenance line item #430 \$13,000.00 TO Machinery & Equipment line item #740 **\$13,000.00**

Motion to approve the above transfer request
Motion: Richard Demko Second: Zani Imetovski
Yes: 5 No: 0 Abstain: 0

FROM: *Salary – Part time - line item #120 - \$5,074.28*
Purchased professional services – medical – line item #340 - \$2,105.88
Education/Meetings/Seminars – line item #350 - \$6,622.10
Repairs & Maintenance – line item #430 - \$2,577.42
Communications/Telephones – line item #530 - \$1,731.01
General Supplies – line item #610 - \$443.45
Electricity – line item #622 - \$3,195.72
Oil – line item #624 - \$3,803.27
Gasoline – line item #626 - \$3,513.74
Building Improvements – line item #720 - \$537.40

Motion to approve the above transfer request
Motion: Richard Demko Second: Zani Imetovski
Yes: 5 No: 0 Abstain: 0

Item #10 – Correspondence
None

Item #11– Adjournment

Motion to adjourn

Motion: Beverly Kennedy

Second: John Stelma

Yes: 5

No: 0

Abstain: 0

Meeting was adjourned at 7:40pm.

Submitted by:

Monica Dimon

Recording Secretary