

**Town of Seymour
Board of Finance**

Minutes

COPY RECEIVED
DATE: 1/24/18
TIME: 3:30pm
TOWN CLERK'S OFFICE

**Regular Meeting
Thursday, January 23, 2018 at 7:00pm
Norma Drummer Room, Seymour Town Hall**

Members Present: Jim Cretella, Richard Demko, Heather McDaniel, Bill Sawicki, and John Stelma. Kristyn Hanewicz (alternate).

Members Absent: Beverly Kennedy

Others Present: Rick Belden, Tony Caserta, Tony DePrimo, Rob Dyer, Gary Popielasz, Doug Thomas.

Item #1 – Call Meeting to order

Chairman Bill Sawicki 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

There is an open seat left by Zani Imetovski who did not run this past year and no one ran in his place. This would be a 2-year position.

Motion to fill this seat with Gary Popielasz (Republican).

Motion: Richard Demko Second: John Stelma
Yes: 5 No: 0 Abstain: 0

Motion to seat Kristyn Hanewicz as alternate for tonight's meeting.

Motion: Richard Demko Second: Jim Cretella
Yes: 6 No: 0 Abstain: 0

Item #4 – Public Comment

None

Item #5 – Approval of Minutes—December 28, 2017 Regular Meeting

Motion to approve Minutes from December 28, 2017 Regular Meeting

Motion: Richard Demko Second: Kristyn Hanewicz
Yes: 6 No: 0 Abstain: 1 (Heather McDaniel)

Motion to move discussion/approval of Transfer #1 (from last month) to this position on agenda.

Motion: Richard Demko Second: John Stelma
Yes: 7 No: 0 Abstain: 0

Discussion: quote from "Digital Back Office" was distributed. Rick Belden and Rob Dyer discussed this expense.

- Our current firewall is at End of Life
- We tried an experiment with the current system and much got through the firewall; the new system (Palo Alto) adds an additional layer of security.
- Previously the price given was good for a 12-month period. Now is good for 18 months
- No other company markets this product at this time.
- One-time charges are \$13,800 for the device and installation. Then about \$3,223 per month for licensing fees. \$10,848 of this will be in next year's expense.
- There would be a savings of \$1,750 because there will be no need for separate internet connections for Town and Board of Education. Also, the internet speed would be MUCH faster.
- Also, the auditors always ask about computer security. Having a reliable, up-to-date security system can only impact us positively.
- The Police Department and Library previously had their own internet connection. With the new fiber optic system, we can put everyone on one connection.
- With the Cisco system, updates are about every two years. With the Palo Alto system updates every three minutes. This system can assess threats as they happen.
- With this product we also have the capability to BLOCK certain sites. (Content filtering)
- Richard Demko also noted that municipal cyber-crimes are on the rise.

#1 – Town Computers – Transfer from: Fund Balance \$30,300 – Transfer to: Software \$20,400 and Hardware \$9,900

Transfer for acquisition of hardware and software for new firewall.

Motion to approve the above transfer

Motion: Jim Cretella

Second: John Stelma

Yes: 7

No: 0

Abstain: 0

Item #6 – Comments from the First Selectman

None

Item #7 – Comments from the Finance Director

- Audit books were distributed.
- Currently we have a shortfall of \$130,000; there is currently an overage in Capital of about \$300,000 that can be used to cover this.
- Street lighting – LED are not in place yet (until summer) – this line item will be \$60 to \$70,000 short.
- Snow plowing materials line item – shortage
- The State has an additional deficit of \$230million to cover; for us this could mean an additional \$700,000 cut. All in total this may put us at \$1million short.
- We will establish a Debt Service Fund – this will allow us to have a reserve fund to use in case we need additional funding for these cuts. This fund would not be considered part of our fund balance.
- We are the 18th highest fund balance in the state. This is what the state bases their cuts on.
- Bill Sawicki e-mailed Town Counsel with accounting verbiage to open this Debt Service Fund.
- Our Education Cost Sharing grant was shorted about \$400,000.
- Richard Demko asked how much we realized in savings as a result of cutting the 13 paras in the schools. About \$300,000. The amounts that teachers contribute to their retirement accounts is set by the state.

- The Board of Education was hit with two additional special needs children this year at a cost of about \$350,000.
- Information on various options for insurance with different deductible amounts and different dollar amounts was distributed by Doug Thomas.
- We need to be sure to put in place some procedural controls for the Tax Collector's office. These need to be in place by 3/31/18. This is very important. Insurance companies may not pay out claims if these controls are not in place. Also, insurance needs to be bumped up to at least \$300,000 for the people in this office.
- Motion to approve/accept Audit Report as distributed
 Motion: Heather McDaniel Second: Richard Demko
 Yes: 7 No: 0 Abstain: 0

Item #8 - Transfer Requests

#2 – Public Works – Transfer from: Contingency \$50,000 – Transfer to: Snow Plowing Materials \$50,000
 Transfer for salt used due to early snowstorms. Winter operation summary attached.

Discussion: This transfer has not yet been approved by the Board of Selectmen.

Motion to approve the above transfer contingent upon approval from the Board of Selectmen.

Motion: Richard Demko Second: Heather McDaniel
 Yes: 7 No: 0 Abstain: 0

Item #9 – Charter Revision Update

- Bill Sawicki said there is a meeting tomorrow.
- Deadline is August 31, 2018

Item #10 – New Business

Bill Sawicki asked if there were any unexpected Workers Comp or Legal Settlement issues. Doug Thomas said no. There will be some retirements: Police Dept, Town Clerk, Economic Development Director, Asst. Assessor but these will not affect the budget.

Doug Thomas will send calendar of whose budget discussion is on which night.

Item #11 – Correspondence

None

Item #12– Adjournment

Motion to adjourn

Motion: Jim Cretella Second: Gary Popileasz
 Yes: 7 No: 0 Abstain: 0

Meeting was adjourned at 8:02pm.

Submitted by:

Monica Dimon
Recording Secretary