

**Town of Seymour
Board of Finance**

Minutes

**Regular Meeting
Tuesday, July 24, 2018 at 7:00pm
Norma Drummer Room, Seymour Town Hall**

Members Present: Jim Cretella, Richard Demko, Kristyn Hanewicz, Beverly Kennedy, Heather McDaniel, Bill Sawicki, and John Stelma; Kwame Dunbar and Gary Popielasz (alternates)

Members Absent: None

Others Present: Alex Danka, Tom Eighme, Mike Lombardi, Al Rochelle, Gillian Russo (Voices), Paul Satkowski, 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

None

Item #4 – Public Comment

None

Item #5 – Approval of Minutes—June 26, 2018 Regular Meeting

Motion to approve Minutes from June 26, 2018 Regular Meeting

Motion: Richard Demko

Second: Jim Cretella

Yes: 6

No: 0

Abstain: 1 (Heather McDaniel)

Item #6 – Comments from the First Selectman

None

Item #7 – Report from the Finance Director

- We are in the process of closing out the year. Will meet with auditors next year.
- Have Cigna insurance now; coverage is the same; would have cost us over \$1 million more if we stayed with Blue Cross
- Street Light Replacement Project is complete
- The spending and hiring freeze from last year has been dropped for this year
- New Building Inspector (hired from part-time) also is assuming the Town Planner duties
- New Assistant Assessor (previous retired)

Item #8 - Transfer Requests

#13 – Planning & Zoning Department

<u>Transfer from:</u> Education & Seminars	\$400.00	<u>Transfer to:</u> Travel	\$751.92
Printing & Binding	\$200.00		
General Supplies	\$151.92		

TOTAL TRANSFER: \$751.92

Transfer for travel with extra building & zoning activity.

Motion to approve the above transfer

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

#14 – First Selectman's Office

<u>Transfer from:</u> Purchased Professional Svcs	\$2,225.00	<u>Transfer to:</u> Fleet Replacement	\$6,225.00
Purchased Professional Svcs	\$4,000.00		

TOTAL TRANSFER: \$6,225.00

Transfer for lease to purchase three vehicles for the Fire, Building & Police Departments. E-mail attached. Lease payment under negotiation & any remainder will remain in Fleet Replacement account.

Motion to approve the above transfer

Motion: Richard Demko	Second: Beverly Kennedy
Yes: 7	No: 0 Abstain: 0

#1 – First Selectman's Office

<u>Transfer from:</u> Contingency	\$25,000.00	<u>Transfer to:</u> Fleet Replacement	\$25,000.00
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TOTAL TRANSFER: \$25,000.00

Transfer for lease to purchase three vehicles for the Fire, Building & Police Departments. E-mail attached. Lease payment under negotiation & any remainder will remain in Fleet Replacement account.

Motion to approve the above transfer

Motion: Richard Demko	Second: Jim Cretella
Yes: 7	No: 0 Abstain: 0

Item #9 – New Business

Bill Sawicki received information that there is a new (effective 7/1/18) Federal Purchase Policy; for ANY purchases made with federal monies. This includes grants, bidding, etc. There are three levels (methods) – purchases of: \$1 to \$3,500, \$3,501 to \$150,000, over \$150,000. We need to have written policies in place in our town purchasing policies specifying these guidelines. Not just something that says “complies with Federal Spending Guidelines”. We need to put the specific policies & guidelines in our policies. This could be something that the auditors will check on.

Bill asked if Doug Thomas could have these Federal Purchasing Procedures & Policies incorporated into our town policies and bring this to the September meeting.

Item #10 – Correspondence

None

Item #11– Adjournment

Motion to adjourn

Motion: John Stelma

Yes: 7

No: 0

Second: Heather McDaniel

Abstain: 0

Meeting was adjourned at 7:21pm.

Submitted by:

Monica Dimon

Recording Secretary