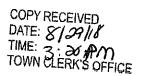
Town of Seymour Board of Finance



Minutes

Regular Meeting Tuesday, August 28, 2018 at 7:00pm Norma Drummer Room, Seymour Town Hall

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

Members Absent: Jim Cretella, Heather McDaniel

Others Present: Al Rochelle, Chris Edwards, Tom Eighme, Clayton Jurgens & 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

Motion to seat Gary Popielasz as alternate

Motion: Richard Demko Second: Beverly Kennedy

Yes: 6 No: 0 Abstain: 0

Item #4 - Public Comment

None

Item #5 - Approval of Minutes-July 24, 2018 Regular Meeting

Motion to approve Minutes from July 24, 2018 Regular Meeting

Motion: Richard Demko Second: John Stelma Yes: 6 No: 0 Abstain: 0

Item #6 - Comments from the First Selectman

None

Item #7 - Report from the Finance Director

- Auditors are in this week.
- GFOA was received.
- Add Cigna & PTO Timetable

Item #8 - Status of Updating Town Purchasing Procedures for Federal Uniform Guidance

• Purchasing Procedures – have a rough draft – want to check with Rick Belden – at the September meeting Doug will have the final draft.

Item #9 - Signing of Audit Letter & Audit Planning Letter

Bill Sawicki signed letters for auditors to proceed.

Item #10 - Transfer Requests

None

- No transfer request this month. But Al Rochelle presented information that was given to the Board of Finance regarding a new fire engine for the Town.
- We have a very old fleet we have trucks from 1997, 1999 (2), and 2005. In the past we have not spread out the replacement of trucks. Recently did \$33,000 worth of maintenance on #13.
- The 1997 truck cannot be adjusted any more. Need to replace it.
- Buying demo trucks is done a lot. Found a truck for \$499,999. All and the team have gone through the
 maintenance records of this truck and are sure that this will satisfy our needs. They will replace the tires
 & other items. A warranty is included. This truck is from Massachusetts and we have bought previous
 trucks from them. They are a reputable company.
- The following is the procedure we need to follow in order to purchase this truck:
 - Next Tuesday the Board of Selectmen will need to waive the bid process for buying the truck.
 - o The General Fund will advance the funds to the Capital/Non-Recurring Fund to buy the truck
 - The Board of Selectmen will need to pass a resolution authorizing the Town to "borrow" the \$499,999.99 for the truck
 - o The Town should then borrow the funds on a short term note & deposit the money borrowed into the Capital/Non-Recurring Fund bank account.
 - The Town should then write a check out of the Capital/Non-Recurring Fund bank account to pay the General Fund back for the truck.
 - The Debt Service Fund should then write a check to the bank to pay off the borrowed funds.
 The Debt Service Fund was started to pay the town's debt. This way the loan will not impact the General Fund.

MOTION: to approve the transfers outlined above for purchase of the Fire Truck

Motion: Richard Demko Second: John Stelma

Yes: 6 No: 0 Abstain: 0

We will need to replace more trucks in the near future. For the next budget, the Fire Department will
have a summary of vehicles we have, what we need, and how much they will cost. Bill Sawicki asked if
the Fire Department could put together a timeline for purchases.

Item #11 - New Business

None

Item #12 - Correspondence

Bill received a letter from Richard Buturla, Town Attorney. The letter served to remind all about the requirement for competitive bidding and the need for the Board of Selectmen to approve that this requirement be waived at their next meeting with regards to the purchase of the fire truck.

Item #13- Adjournment

Motion to adjourn

Motion: John Stelma Second: Gary Popielasz

Yes: 6 No: 0 Abstain: 0

Meeting was adjourned at 7:30pm.

Submitted by:

Monica Dimon Recording Secretary