

Town of Seymour  
Board of Selectmen  
Minutes

COPY RECEIVED  
DATE: 1/9/2019  
TIME: 1:55 PM  
TOWN CLERK'S OFFICE

Regular Meeting  
Wednesday, January 2, 2019 at 7:00pm  
Norma Drummer Room, Seymour Town Hall

**Members Present:** Trisha Danka (7:09pm), Robert Findley, Annmarie Drugonis, Kurt Miller, Al Bruno, Karen Stanek, and Stephan Behuniak

**Members Absent:** None

**Others Present:** Don Smith, Jr., Kathie Vrliek, Tom Eighme, Bryan LeClerc, Fred Stanek

**Item #1 – Call Meeting to order**

First Selectman Kurt Miller called the meeting to order at 7:04pm.

**Item #2 – Pledge of Allegiance**

Everyone saluted the Flag and recited the Pledge of Allegiance.

**Item #3 – Public Comment**

None

**Item #4 – Approve Minutes from December 4, 2018 Meeting**

Motion to approve Minutes from December 4, 2018 Meeting

Motion: Al Bruno

Second: Annmarie Drugonis

Vote: 6 – Yes

0 – No

0 – Abstain

Trisha Danka – N/A

Robert Findley - Yes

Annmarie Drugonis - Yes

Kurt Miller - Yes

Al Bruno – Yes

Karen Stanek – Yes

Stephan Behuniak - Yes

**Item #5 – First Selectman's Report**

1. Annual Budget Summit was held on Thursday and Friday, December 20-21. This summit gives the senior staff the opportunity to review budgets with each other to have a better understanding of the overall process and what we are trying to accomplish. It also gives us the opportunity to meet as a group with all of the town's financial vendors and advisors to review our current financial positions. I'd like to personally thank the staff of Basement Systems for hosting us this year. They have state of the art conference facilities and it was a pleasure showing off their buildings to our vendors and advisors.
2. I expect to have my budget finalized by the end of next week. It is currently being reviewed by the finance department to make sure I have not missed anything. I expect to present the budget as well as a financial state of the town to the Board of Finance at some point in late February or early March. I expect to present a budget that will keep the mill rate level for a fourth year in a row, but still allow us to continue to move forward with key strategic initiatives.

3. We have reached tentative agreement with the police union to settle both outstanding grievances. I will be meeting with the Chair and Vice Chair of the Board of Police Commissioners along with Town Attorney Chris Sugar tomorrow morning to review this agreement. I expect to have a full report for this board at our next meeting on Tuesday, January 15<sup>th</sup>.
4. Attended a very productive meeting with the sales team for TriTown Plaza to discuss potential options with a possible tenant. While this was just a tentative meeting, I am very pleased that the town is being included in these meetings to try and help produce better results.

#### **Item #6 – Discussion with Town Engineer Regarding Road Program**

Motion to table this discussion until the January 15<sup>th</sup>, 2019 meeting

Motion: Stephan Behuniak

Second: Annmarie Drugonis

Vote: 6 – Yes

0 – No

0 – Abstain

Trisha Danka – N/A

Robert Findley - Yes

Annmarie Drugonis - Yes

Kurt Miller - Yes

Al Bruno – Yes

Karen Stanek – Yes

Stephan Behuniak - Yes

#### **Item #7 – Presentation & Discussion with Strategic Planning Committee**

Kathie Vrlik and Don Smith, Jr. presented the updated Strategic Plan

- Kathie said that the members are: Kathie Vrlik, Trisha Danka, Stephan Behuniak, Don Smith, Jr., Rory Burke
- Kathie acknowledged the passing of Bruce Baker. He was with the committee since it's inception and we would like to recognize his wisdom, insight, and passion for the Town which will be greatly missed.
- Currently we are 6 years into the Plan. The year 2018 saw increased cooperation between the stakeholders. We are exploring regionalization.
- We continue to see benefits with our Financial Reporting accolades, such as the CAFR, and continue to maintain our favorable bond rating. We are seeing improved efficiency with information systems and I.T.Department.
- Added currently was an Implementation Guide – to show how to use the document (Plan); working towards a "stand alone" document.
- This is a fluid document; items are added when needed and dropped when a goal is met or determined to not be feasible or applicable. We will continue to analyze the Plan monthly and meet with the First Selectman regularly.
- Recently we have scheduled repeat interviews with people hired within the last six years for their input and comments. We will continue to look for recommendations to maintain our service levels with no cost increases.
- This year we will have new goals for our information systems & information technologies.
- We are working this Plan into the daily Town Hall activities.
- Many thanks to Kurt Miller for his continued support and cooperation in this Plan and helping us to move forward this coming year.
- Don Smith added that part of this Plan includes Education. The Board of Education, however, is slow to respond. A 10-year plan may be a bit out of reach for them right now; more like a 3-year plan. We do expect to get regular updates from them. The next version of the Plan will include updates from the Board of Education.
- All I.T.services are expected to be moved into one department (except for the Police Department).
- Bob Findley suggested that we would incorporate a dashboard with Key Performance Indicators showing our progress with this plan (we are 6 years in). Maybe include these visual indicators on our Town



website. Kathie said that they are planning to do this year along with regular updates on the website. Kurt Miller said that there is \$30,000 set aside in the Capital Plan for the website next year.

- The Strategic Planning Committee is allowed to have over 5 members as long as not in charter and/or no restriction in the organizing ordinance to the contrary.
- Next meeting of the Strategic Planning Committee will be in March or April.
- When meeting with the department heads, Kurt Miller said that he would present the Strategic Plan to keep them all in the loop.
- Trisha Danka said that it is exciting to see this Plan happening; we are becoming a “planning town”.

**Motion was made to ADD an ITEM to the AGENDA: Discussion regarding Charter Revision Questions**

Motion: Annmarie Drugonis                      Second: Al Bruno

Vote: 7 – Yes                      0 – No                      0 – Abstain

Trisha Danka – Yes                      Robert Findley - Yes                      Annmarie Drugonis - Yes                      Kurt Miller - Yes  
Al Bruno – Yes                      Karen Stanek – Yes                      Stephan Behuniak - Yes

- Just three questions passed the vote.
- The Board of Selectmen can form another Charter Revision Commission and make recommendations as to what the Commission should look at. But they do not need to change anything recommended.
- There is no time limit for the Commission to present changes, except it must be done before 60 days before the election. After the Board of Selectmen approve changes, the vote must happen within 15 months. Bryan LeClerc recommended maybe we can shoot for this coming November. He recommended the questions be at a regular election (not special).
- Also, Bryan recommended that it might be more efficient to have some of the same members as on last Commission because they are already familiar with the charter and the process.
- Karen Stanek asked how we form the Commission. Bryan LeClerc said that the Board of Selectman needs to vote on a Resolution. 2/3 majority of vote needed to form the Commission.
- Stephan Behuniak said that regardless of the items put forth by the Commission, the Board of Selectmen have the final OK to send or not send to ballot.
- Kurt Miller asked if we have to go through the whole process again or can we just pose questions to ballot? Bryan LeClerc said we do need to go through the enter process.
- Bryan LeClerc suggested that we do more education of the people regarding the questions they will be asked to vote on. We can form various groups to educated them. We cannot sway people when forming the question, but maybe can be more descriptive or give reasoning behind question.
- We will put on the agenda for the January 15, 2019 meeting the question of whether or not we wish to re-form the Charter Revisions Committee.
- Bryan LeClerc said we would time it so that the Board of Selectmen final approval of the revisions will be as late as possible. There are some restrictions (minority, other boards, etc.) that will need to be considered when choosing members.
- The following APPOINTED BOARDS must limit their number of members to five people per the Charter: Planning & Zoning, Economic Development, Ethics Committee, Fire Commissioners, Fire Marshals Office, EMS, Housing Authority, Inland-Wetlands, Parks Commission, Recreation Commission, Board of Public Works, WPCA, Committee on Aging, Zoning Board of Appeals, and Conservation Commission.

**Item #8 – Discussion & Take Possible Action Regarding Supplemental Appropriation Resolution**

Kurt Miller read the following Resolution:

## RESOLUTION

### Technical Supplemental Appropriation to Seymour Board of Education Budget Fiscal Year 2018-2019

WHEREAS, the annual budget adopted for the fiscal year 2018-2019 appropriated \$33,379,829 to the Seymour Board of Education; and

WHEREAS, the Town intended to expend Town funds to finance a one-time capital expenditure for the purpose of benefiting the Seymour Board of Education; and

WHEREAS, the Connecticut State Department of Education does a yearly analysis of the state required minimum budget requirement ("MBR") for all K-12 school districts; and

WHEREAS, the Seymour calculation requires one to add the sum of the annual Board appropriation; that is, \$33,379,892 to the 2018-2019 ECS funding increase, \$547,997 and then to compare that sum to \$33,522,305, the Board appropriation; and

WHEREAS, even though the Town intended to do an additional appropriation within the Town budget for the benefit of the Board, it is, however, necessary to do a technical supplemental appropriation to the 2018-2019 Board budget to comply with the Minimum Budget Requirement;

NOW, THEREFORE, BE IT RESOLVED, pursuant to Section 14.4(b) of the Seymour Town Charter the Town hereby authorizes, appropriates and approves a supplemental appropriation to the Seymour Board of Education budget for the fiscal year 2018-2019 in the sum of \$142,476.

Motion to approve the above Resolution:

Motion: Annmarie Drugonis

Second: Bob Findley

Vote: 7 – Yes

0 – No

0 – Abstain

Trisha Danko – Yes

Robert Findley – Yes

Annmarie Drugonis – Yes

Kurt Miller – Yes

Al Bruno – Yes

Karen Stanek – Yes

Stephan Behuniak – Yes

- This \$142,476 will be moved from Fund Balance for the current year.
- Stephan Behuniak asked the reason we have this extra money. Because of the budget uncertainties, we had to estimate the amount of money we would receive. We received more money from the ECS Grant than expected so the money went to Fund Balance. We will use it to the renovation of the Bungay School Playground.
- Trisha Danko noticed that the numbers for the Board of Education budget in the Resolution did not match in paragraphs 1 and 4. Bryan LeClerc checked the math on the Resolution. The correct budget number for the Board of Education is \$33,379,829 (the fourth paragraph has the wrong number). All of the other numbers are correct.





Motion to approve above appointments 1/2/19 as recommended by the First Selectman.

Motion: Annmarie Drugonis

Second: Bob Findley

Vote: 7 – Yes

0 – No

0 – Abstain

Trisha Danko – Yes

Robert Findley - Yes

Annmarie Drugonis - Yes

Kurt Miller - Yes

Al Bruno – Yes

Karen Stanek – Yes

Stephan Behuniak - Yes

#### **Item #14 – Tax Refunds/Abatements**

Motion to approve attached Tax Refunds Report from Tax Collector as presented by Sue Boland

Motion: Annmarie Drugonis

Second: Al Bruno

Vote: 7 – Yes

0 – No

0 – Abstain

Trisha Danko – Yes

Robert Findley - Yes

Annmarie Drugonis - Yes

Kurt Miller - Yes

Al Bruno – Yes

Karen Stanek – Yes

Stephan Behuniak - Yes

#### **Item #15 – Transfers**

##### **Control #7 – Board of Education**

Transfer from: Fund Balance \$142,476

Transfer to: Board of Education \$142,476

Discussion: As discussed above, this is money not expected from the ECS Grant, and will be used for the Bungay School Playground renovations

Motion to approve Control #7

Motion: Karen Stanek

Second: Al Bruno

Vote: 7 – Yes

0 – No

0 – Abstain

Trisha Danko – Yes

Robert Findley - Yes

Annmarie Drugonis - Yes

Kurt Miller - Yes

Al Bruno – Yes

Karen Stanek – Yes

Stephan Behuniak - Yes

#### **Item #16 – Correspondence**

- Check register was attached
- Letter from Charles Stankye III thanking the Fire Department, specifically Chief Al Rochelle and Firefighter Angel Hernandez for their work with the Boy Scouts to help them obtain merit badges.
- Letter announcing resignation of Paul Wetowitz as Fire Marshal on 3/29/19. He reminded us that there needs to be an acting Fire Marshal in place on 3/30/19 at 12:01am per General Statutes. More on this at our January 15, 2019 meeting.
- Letter from Town Clerk, Lianna McMurray will be taking maternity leave beginning on 1/25/19 and returning around April 22, 2019. In her absence, Veronica Hoffman, Assistant Town Clerk will be assuming her responsibilities. There will also be a floater and we will hire a part-time assistant to work in the office.
- Also included was a description of the duties and responsibilities Veronica Hoffman will take on as Acting Town Clerk. Her pay will be adjusted accordingly.
- Letter from the Board of Fire Commissioners regarding surplussed equipment. A 2002 Ford Expedition with excessive rust, and a 1997 KME Fire Engine. If no town agency wants the fire engine, the department would like to donate to a needy fire department.
- Letter from Richard Demko, Zoning Board of Appeals Chairman, recommending Thomas O'Neil to replace the resigned member Bob Seal. And recommending Robert Nerone as replacement for Alternate Thomas O'Neil.

- Letter from Inland-Wetlands Commission requesting more hours for Enforcement – this is part of current budget.
- Received two letters from the Friends of Broad Street Park Committee: one is the resignation of Al Yagovane, Chairman (included list of tools & equipment returned). The other letter is from the Committee requesting to be disbanded (included were minutes from their meeting where this was discussed).

**Item #17 – Public Comment**

None

**Item #18– Selectmen’s Public Comment**

- Stephan Behuniak – none
- Karen Stanek – asked for a moment of silence for Bruce Baker. He will be sadly missed. Our community lost a great man.
- Al Bruno – wishing everyone a Happy New Year
- Annmarie Drugonis – none
- Robert Findley – love seeing the activity at Tri-Town Plaza; Kurt Miller said that we should have more interest in maybe smaller buildings there.
- Trisha Danko – wishing everyone a Happy New Year

**Item #19 – Adjournment**

Motion to adjourn at 8:04pm

Motion: Annmarie Drugonis

Second: Karen Stanek

Vote: 7 – Yes

0 – No

0 – Abstain

Trisha Danko – Yes

Robert Findley - Yes

Annmarie Drugonis - Yes

Kurt Miller - Yes

Al Bruno – Yes

Karen Stanek – Yes

Stephan Behuniak - Yes

Submitted by:

Reviewed by:

*Monica Dimon*

*W. Kurt Miller*

Monica Dimon  
Recording Secretary

W. Kurt Miller  
First Selectman

