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Town of Seymour
Board of Finance

Minutes

Regular Meeting
Tuesday, March 26, 2019 at 7:00pm
Flaherty Room, Seymour Town Hall

Members Present: Jim Cretella, Richard Demko, Kristyn Hanewicz, Beverly Kennedy, Heather McDaniel, Bill Sawicki, John Stelma (7:04pm); Kwame Dunbar (alternate)

Members Absent: Gary Popielasz (alternate)

Others Present: Doug Thomas, Chief Paul Satkowski, Scott Bassett, Laura Davis

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

Motion to Adjust order of Agenda: Item #11 will be next and Item #6 after that
Motion: Richard Demko Second: Heather McDaniel
Yes: 6 No: 0 Abstain: 0

Item #11 Transfer Requests
#8 – Police Department
Transfer from: Regular Wages $100,000 Transfer to: Overtime $80,000
Supers $20,000

TOTAL TRANSFER: $100,000

Police Department is down five officers and must use overtime and supers to cover the loss of officers. Five officers are currently in training and two will be out in March and two in May and one in July.

Motion to approve above transfer
Motion: Richard Demko Second: Beverly Kennedy
Yes: 7 No: 0 Abstain: 0

Item #6 – Review of 2017/2018 Audit Presented by the Auditors

- One significant deficiency – to do with some transfers – does not affect the bottom line.
- Two control deficiencies – student activity funds (expenditures not properly supported by documentation); purchase orders done after expenditures.
- General Fund decreased due to transfer to debt service fund to establish that fund – is tentative use; revenue shortfall; decrease in fund balance. This was a PLANNED decrease.
- Current year – new standard how to report/manage funds post-employment benefits.
- $2.6 million General Fund, $2.3 million Debt Service Fund
- Notes – no big changes – added disclosure for OPEB
- MERS received 12/10/18, Teachers Retirement, mid-December, working with the State on these.
- Conditions of records was improved from last year. Audit went well.
- Bill Sawicki complimented RSM on a job well done.

Motion to approve the Auditors Report as presented
Motion: Beverly Kennedy Second: Jim Cretella
Yes: 7 No: 0 Abstain: 0

Item #5 – Approval of Minutes – February 26, 2019 Regular Meeting
Motion to approve Minutes from February 26, 2019 Regular Meeting
Motion: Richard Demko Second: John Stelma
Yes: 6 No: 0 Abstain: 1 (Heather McDaniel)

Item #7 – Approval of Tax Collector Suspense List
These items do not stay on the books, removed as assets of the Town; but we can still collect on these.
$56,019.46

Motion to approve the above Suspense List
Motion: Richard Demko Second: Jim Cretella
Yes: 7 No: 0 Abstain: 0

Item #8 – Discuss & Possibly Select Date for Budget Public Hearing
Motion to set the date for Budget Public Hearing for Thursday, April 4, 2019 @ 7pm @ the Community Center

Motion to set the date as detailed above
Motion: Kristyn Haniewicz Second: John Stelma
Yes: 7 No: 0 Abstain: 0

Item #9 - Comments from the First Selectman
None

Item #10 – Report from the Finance Director

- Transfers coming up for Town Buildings due to overtime and for the Building Inspector due to combination of departments mid-year transfers for Salaries. Probably will see next month.

Item #12 – New Business

- With regard to the Federal Seizure Fund monies – there are two pots of money: The Federal Seizure Fund and a Community Service Fund (was previously the State Seizure Fund). Chief Satkowski will have

to check the regulations with the Board of Police Commissioners and Town Counsel to see what kind of vehicle would be allowed in using these funds. He is receptive to using these monies, if allowed, for buying a car. This can't happen every year, but for this year should be ok. The $50,000 for car was taken out of the Police Department Budget.

- With regard to Fund Balance Guideline – out of Strategic Plan – looking to get a 12% Fund Balance – we had it at 9% before we moved money around.

Item #13 – Correspondence
None

Item #14 – Discussion of 2019/2020 Budget

- 2.1% increase – Mill Rate @ 36 – page 6 of 25 starts Revenue Detail – on page 9 of 25 we put the 300,000 back in for the Chatfield revenue and adjusted the Fund Balance to 225,000
- Doug will follow up with Art on completing the reimbursement forms; will copy Mike on any e-mails with regard to this situation.
- Correction to front page of budget – in the "Tax Collection Rate – 98.5%" should be 98.6%; and "@ 36.12 Mills" should be 36 Mills. The actual budget numbers are corrected, just the line description is wrong.
- Increase: 1.77% Town – 2.33% Board of Education – most of increase is insurance and contractual salary increases

Barring any changes to these numbers at the Budget Public Hearing, the Board of Finance approves the following:

1. That the Revenues for the 2019/2020 Budget for the Town of Seymour be $57,375,610
   - Motion: Richard Demko Second: John Stelma
     Yes: 7 No: 0 Abstain: 0
2. That the Expenses for the 2019/2020 Budget for the Town of Seymour be $57,375,610
   - Motion: Heather McDaniel Second: Jim Cretella
     Yes: 7 No: 0 Abstain: 0
3. That the Tax Collection Rate for the 2019/2020 Budget for the Town of Seymour be set at 98.6%
   - Motion: John Stelma Second: Richard Demko
     Yes: 7 No: 0 Abstain: 0
4. That the Mill Rate for the 2019/2020 Budget for the Town of Seymour be set at 36 Mills
   - Motion: Richard Demko Second: Beverly Kennedy
     Yes: 7 No: 0 Abstain: 0

Item #15– Adjournment
Motion to adjourn
Motion: Beverly Kennedy Second: John Stelma
Yes: 7 No: 0 Abstain: 0

Meeting was adjourned at 7:59pm.

Submitted by:

Monica Dimon
Recording Secretary