

Town of Seymour
Board of Finance

Minutes

COPY RECEIVED
DATE: 6/26/19
TIME: 2:10pm
TOWN CLERK'S OFFICE

Regular Meeting
Tuesday, June 25, 2019 at 7:00pm
Flaherty Room, Seymour Town Hall

Members Present: Richard Demko, Kristyn Hanewicz, Beverly Kennedy, Bill Sawicki, Jim Cretella; Kwame Dunbar (7:08pm) (alternate)

Members Absent: Heather McDaniel, John Stelma; Gary Popielasz (alternate)

Others Present: Deputy Chief Rinaldi

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 – May 21, 2019 Special Meeting

Motion to approve Minutes from May 21, 2019 Special Meeting

Motion: Richard Demko Second: Jim Cretella

Yes: 5 No: 0 Abstain: 0

Item #6 – Approval of Minutes – May 28, 2019 Regular Meeting

Motion to approve Minutes from May 28, 2019 Regular Meeting

Motion: Kristyn Hanewicz Second: Richard Demko

Yes: 5 No: 0 Abstain: 0

Item #7 – Update on the New Financial Software for the Town & Board of Education

- The Town and Board of Education software will not be supported after July 1, 2020. The Town and BOE have begun the process of evaluating software. Companies that have been contacted and reviewed are SAP, Munis, Infinite Visions (small version of Munis but part of same company), efinancePlus (Town's current software upgraded in the cloud), and Central Square Tech. We have not had any demonstrations and only overviews of their software. The acting business manager followed up with some other Towns who have implemented "efinancePlus" and those who use Munis. His opinion is Munis is too complex and "efinancePlus" has a reputation of difficult implementations

- Town charter requires a bidding process for services or goods over \$25,000. A RFP has not been issued since the new business manager will not start until July 1.
- Next steps;
 - ❖ Software selection team meeting with BOF Chairman, School Business Manager, and Finance Director and IS Director. To discuss RFP and possible Board of Selectmen to waive bidding requirement.
 - ❖ Issue RFP July
 - ❖ Review RFP's and request demonstrations.
 - ❖ Demonstrations
 - ❖ Select software and have implementation completed by New Year.

Item #8 - Comments from the First Selectman

None

Item #9 – Report from the Finance Director

- The fiscal year 2019 budgets appear to be within their budgets. Revenues are trending over budget are prior year collections, supplemental care tax, real estate conveyance and building inspector. Revenues trending below budget are tax collections, state government grants and special assessments. Fortunately, the over budgets are equal to the under budgets and currently overall revenues appear to be within budget.
- Areas of concern are street lighting, trash hauling, fire hydrants and town building overtime. Street lighting appears to be within budget, trash hauling is over budget by a projection of \$73,000, fire hydrants are within budget and town building is \$3,000 over budget. Transfers will be prepared for the July meeting when final bills should be available. There are funds available for transfer from contingency, public works seasonal workers, overtime and heavy equipment usage.

Item #10 – Transfer Requests

#12 – Police Department – this transfer was not received by the Board members prior to the meeting. We will table this transfer until next month.

#13 – Police Department

Transfer from: Regular Wages \$93,000 Transfer to: Machinery/Equipment - Cars \$93,000

TOTAL TRANSFER: \$93,000

Transfer for police cars. Regular wages are below budget due to retirements, workers compensation and other personnel vacancies.

Motion to approve above transfer

Motion: Richard Demko Second: Beverly Kennedy
 Yes: 5 No: 0 Abstain: 0

Item #11 – New Business

None

Item #12 – Correspondence

None

Item #13 – Adjournment

Motion to adjourn

Motion: Beverly Kennedy

Yes: 5

No: 0

Second: Jim Cretella

Abstain: 0

Meeting was adjourned at 7:12pm.

Submitted by:

Monica Dimon
Recording Secretary