

Town of Seymour
Board of Finance

COPY RECEIVED
DATE: 8/28/19
TIME: 6:45pm
TOWN CLERK'S OFFICE

Minutes

Regular Meeting
Tuesday, August 27, 2019 at 7:00pm
Norma Drummer Room, Seymour Town Hall

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

Members Absent: Gary Popielasz (alternate)

Others Present: Doug Thomas, Paul Wetowitz, First Selectman Kurt Miller, Bruce Chudwick, Veronica Jelenik (Voices)

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 – July 23, 2019 Regular Meeting

Motion to approve Minutes from July 23, 2019 Regular Meeting

Motion: Richard Demko

Second: John Stelma

Yes: 6

No: 0

Abstain: 1 (Heather McDaniel)

RESOLUTIONS: Items 6-8 are bonding resolutions for various town projects that are coming up.

Kurt Miller lead the discussion:

- There are three projects: 1. New Community Center, 2. Road Repair Funds, 3. New Communications Equipment.
- These will all be up for the people of Seymour to vote on in November; and which we will be able to move forward with
- The Road Repair and Communications Equipment are both pretty straightforward needs.
- What held us up was the Community Center. The Resolution is worded so that we can borrow the money or enter into a long-term lease with a private entity.
- We are looking at four locations. Two are town-owned and two are private property.
- We will determine by October which is the best way to go. We have a team of professionals analyzing the situation.
- Bill Sawicki asked if the \$15million is the price tag for new building or is it the same price tag to lease. Kurt Miller said that the leasing would be considerably less.

- Claris Construction has offered to work with us on an estimate.
- We do not plan to use the whole \$15million
- Bryan Nesteriak, Town Engineer, presented a detailed Road Repair Report to the Board of Selectmen.
- Bill Sawicki said that there would be about \$500,000 coming off of our debt service by 6/30/21
- There may be some grants available for the Communications Equipment – we will look into this.
- Bruce Chudwick said that these Resolution amounts are tax exempt issues
- Kurt Miller said that two of the lease options are developers who want the Community Center as anchor for their development projects.
- Heather McDaniel asked when these projects would start – Kurt Miller said late 2020/early 2021, providing the vote is positive.
- John Stelma asked if the new Community Center would be a bigger building than we have currently – Kurt Miller said it would be a MUCH bigger building offering many improved options for our Town. It would be similar to the Center in Newtown (but not brick).
- At this point, we are just asking the residents to vote on the money. If ok, we can move forward with the specifics.

Item #6 – Discuss & Take Possible Action Regarding Resolution Recommending & Appropriation & Bond Authorization of \$1,400,000 for Communications Equipment for the Town’s Emergency Services Departments

Bill Sawicki read the Resolution into the minutes:

**TOWN OF SEYMOUR
BOARD OF FINANCE**

RESOLUTION RECOMMENDING AN APPROPRIATION AND BOND AUTHORIZATION OF \$1,400,000 FOR COMMUNICATIONS EQUIPMENT FOR THE TOWN’S EMERGENCY SERVICES DEPARTMENTS

RESOLVED, that the Board of Finance recommends that the Town of Seymour (the “Town”) appropriate \$1,400,000 for communications equipment for the Town’s emergency services departments, including, but not limited to, the Town’s Fire Department, Police Department and Emergency Management Department (the “Projects”). The appropriation may be expended for installation costs, main frames, equipment, telecommunications equipment, a computer-aided dispatching system, mobile and portable radios, computers, wires, consoles, professional fees, and for administrative, financing and bond issuance costs, interest expense for temporary borrowings and other costs related to the Projects. The appropriation shall include any federal, state or other grants-in-aid received for the Projects. The Board of Selectmen may reduce the scope of the Projects if funds are insufficient to complete the entire Projects, and the entire appropriation may be spent on the reduced Projects.

FURTHER RESOLVED, that the Board of Finance recommends that the Town finance the Projects by issuing the Town’s bonds, notes, temporary notes or other obligations in an amount not to exceed \$1,400,000 or so much thereof as may be necessary after deducting grants to be received for the Projects.

Discussion: None

Motion to approve the Resolution as stated above

Motion: Beverly Kennedy Second: John Stelma

Yes: 7 No: 0 Abstain: 0

Item #7 - Discuss & Take Possible Action Regarding Resolution Recommending an Appropriation of \$5,000,000 for the Reconstruction & Repair of Various Town Roads & Roadside Elements

Bill Sawicki ready the Resolution into the minutes:

TOWN OF SEYMOUR
BOARD OF FINANCE

RESOLUTION RECOMMENDING AN APPROPRIATION AND BOND AUTHORIZATION OF \$5,000,000 FOR THE RECONSTRUCTION AND REPAIR OF VARIOUS TOWN ROADS AND ROADSIDE ELEMENTS

RESOLVED, that the Board of Finance recommends that the Town of Seymour (the "Town") appropriate \$5,000,000 for the reconstruction and repair of various Town roads and roadside elements, including associated drainage facilities (the "Projects"). The appropriation may be expended for site improvements, design, engineering, construction, reconstruction, repair, excavation, inspection, evaluation and surveying costs, equipment, materials, professional fees, and for administrative, financing and bond issuance costs, interest expense for temporary borrowings and other costs related to the Projects. The appropriation shall include any federal, state or other grants-in-aid received for the Projects. The Board of Selectmen may reduce the scope of the Projects if funds are insufficient to complete the entire Projects, and the entire appropriation may be spent on the reduced Projects. The Board of Selectmen may, by resolution, transfer funds among the Projects, so long as the total appropriation and bond authorization is not increased.

FURTHER RESOLVED, that the Board of Finance recommends that the Town finance the Projects by issuing the Town's bonds, notes, temporary notes or other obligations in an amount not to exceed \$5,000,000 or so much thereof as may be necessary after deducting grants to be received for the Projects.

Discussion: None

Motion to approve the Resolution as stated above

Motion: Richard Demko Second: Kristyn Haniewicz

Yes: 7 No: 0 Abstain: 0

Item #8 - Discussion & Take Possible Action Regarding Resolution Recommending an Appropriation & Bond Authorization of \$15,000,000 for a New Community Center & to Finance the Appropriation by Issuing the Town's Bonds, Notes, or Other Obligations Pursuant to a Long-Term Lease Agreement with a Third Party

Bill Sawicki ready the Resolution into the minutes:

TOWN OF SEYMOUR
BOARD OF FINANCE

RESOLUTION RECOMMENDING AN APPROPRIATION OF \$15,000,000 FOR A NEW
COMMUNITY CENTER AND TO FINANCE THE APPROPRIATION BY ISSUING THE TOWN'S
BONDS, NOTES OR OTHER OBLIGATIONS OR PURSUANT TO A LONG-TERM LEASE
AGREEMENT WITH A THIRD PARTY

RESOLVED, that the Board of Finance recommends that the Town of Seymour (the "Town") appropriate \$15,000,000 for a new community center (the "Project"). The appropriation may be expended for acquisition, demolition, construction, excavation, design, engineering, renovation, installation and inspection costs, site improvements, equipment, furnishings and materials, professional fees, and for administrative, financing and bond issuance costs, interest expense for temporary borrowings and other costs related to the Project. The appropriation shall include any federal, state or other grants-in-aid received for the Project. The Board of Selectmen may reduce the scope of the Project if funds are insufficient to complete the entire Project, and the entire appropriation may be spent on the reduced Project.

FURTHER RESOLVED, that the Board of Selectmen recommends that the Town finance the Project by issuing the Town's bonds, notes, temporary notes or other obligations or pursuant to a long-term lease agreement with a third party in an amount not to exceed \$15,000,000, or so much thereof as may be necessary after deducting grants to be received for the Project.

Discussion: None

Motion to approve the Resolution as stated above

Motion: Heather McDaniel

Second: Richard Demko

Yes: 7

No: 0

Abstain: 0

**Item #9 - Discuss & Take Possible Action regarding Resolution to Call Special Town Meeting & Referendum
Vote**

This is just for the Board of Selectmen. We do not need to vote on this.

- Bill Sawicki said we need to find out what it would cost to renovate the High School to be able to move the Board of Education offices up there. Kurt Miller said \$135,000. Given to Kurt by the Superintendent and the Facilities Director. 98 Bank is an older building, and someone could get hurt – not handicapped accessible. The Board of Selectmen would need to vote on a study for this. Bill Sawicki said that whomever would do the study on how much it would cost not be allowed to bid on the project. Kurt Miller said that we have the ability inhouse to put in the bid specs so there would be no up-front study money. Plumbing, adding bathrooms, some I.T. work, air conditioning, security protocols need to put through. What is holding up the Board of Selectman is 98 Bank Street. This is something we should look to do.
- 98 Bank Street is available for sale. Naugatuck Valley Health has bottom floors; there is a developer for Shell that Kurt offered the building to – 100 Bank wants to convert to residential suites. They are interested in this
- The Board of Finance can draft a letter to the Board of Selectmen and Board of Education recommending seeing the feasibility of getting them out of there and into a better place. Bill said he would draft a letter and send to Doug to put on official Town stationery. We have space in the High School since we lost the Oxford students.
- Kurt Miller said that there are a few different options of possibilities of departments moving – Ambulance, etc.

Motion for Bill Sawicki to draft up a letter to Board of Selectman and Board of Education feasibility of moving the administrative offices of the Board of Education to another suitable location.

Motion: Jim Cretella

Second: Beverly Kennedy

Yes: 7

No: 0

Abstain: 0

Item #10 – Comments from the First Selectman

Incorporated in above items.

Item #11 – Report from the Finance Director

- **Fiscal Year 2020**

The fiscal year 2020 budgets have been entered. Area of concern is the Town buildings repairs and maintenance. Sewer repairs are needed at 98 Bank street building, boiler replacement is needed at the Police station and the Community center air conditioning needs to be replaced. 98 Bank street repair is being taken out of budget and Police station has funds to allocate from prior year. Community center is being evaluated for possible closure with new community center being built. Bond resolutions are included in your packet for communications of \$1,400,000, Roads \$5,000,000 and community center of \$15,000,000.

- **Fiscal Year 2019**

The fiscal year 2019 Town budget appears to have a surplus. The surplus is trending toward recovery the fire truck payment of \$500,000 and have a general fund surplus of \$100,000. Revenues are trending within budget with \$200,000 surplus. Expenditures will have a surplus of \$417,000. There will be a large transfer for trash hauling at the September meeting. Transfer needs approval from DPW Board and Board of Selectman.

The Town and BOE have begun the process of evaluating software. RFP has been issued and bids are due August 29. The Town and the BOE are in discussions concerning the various software companies. Our goal is to sign on to a software company as soon as possible to avoid being last in line for implementation. Town charter requires a bidding process for services or goods over \$25,000.

- Bill Sawicki, Tony Caserta, Doug Thomas, Mike Wilson, the new Business Manager, and the person from Insight, were all there last Tuesday at the software demonstration at the Board of Education
- Looks like a decent package. Can do a lot more than just numbers. Can do recordkeeping, HR. Whomever else has a bid in there will have an opportunity to present. Bill said he thinks the cost will be over \$100,000. Not sure if we will be staying with ADP. We are looking at everything now. Most of these systems do have a payroll component.
- Bill mentioned collapsing the tax ID #'s for Town & Board of Education. Not sure about this – may be too complicated. We will look into.
- Kurt Miller said that our ultimate goal is to have ONE FINANCE DEPARTMENT – way down the line.

Item #12 – Transfer Requests

None

Item #13 – New Business

None

Item #14 – Correspondence

None

Item #15 – Adjournment

Motion to adjourn

Motion: Heather McDaniel

Yes: 7

No: 0

Second: Richard Demko

Abstain: 0

Meeting was adjourned at 7:41pm.

Submitted by:

Monica Dimon

Recording Secretary