

**Town of Seymour
Board of Finance**

Minutes

**Regular Meeting
Tuesday, October 22, 2019 at 7:00pm
Norma Drummer Room, Seymour Town Hall**

Members Present: Kristyn Hanewicz, Richard Demko, Bill Sawicki, Beverly Kennedy, Jim Cretella, John Stelma

Members Absent: Heather McDaniel; Kwame Dunbar, Gary Popielasz (alternates)

Others Present: Doug Thomas, Veronika Jelenik (Voices), Tony DePrimo

Item #1 – Call Meeting to order

Chairman Bill Sawicki called the meeting to order at 7:05pm.

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 – September 24, 2019 Regular Meeting

Motion to approve Minutes from September 24, 2019 Regular Meeting

Motion: Richard Demko Second: Kristyn Hanewicz

Yes: 6 No: 0 Abstain: 0

Item #6 – Comments from the First Selectman

None

Item #7 – Report from the Finance Director

Financial Reports

The General Fund expenditure, revenue, special revenue and capital projects report for fiscal year 2019 are included in your packets.

The financial audit is ongoing. The auditors were here for two weeks and will be back for another week starting 10/21/2019. The finance department is scheduled for a cyber tech webinar by RSM on October 31.

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 and the boiler has been replaced at the Police station. Community center repairs are needed; elevator repairs (\$125,000), air conditioning and heating repairs (\$750,000), basement flooring repairs, roofing repairs (\$250,000), parking lots & sidewalk repairs (\$200,000) and oil tank repairs.

Fiscal Year 2019

The fiscal year 2019 Town budget appears to have a surplus. The surplus is \$544,985. Revenue had a budget surplus of \$141,120 and expenditures had a surplus of \$403,865. There will be a large transfer for trash hauling at the November meeting. Transfer needs approval from DPW Board and Board of Selectmen.

- There are people interested in buying both the Community Center and the 98 Bank Street building.

Item #8 – Update on New Financial Software

Software Update

After much discussion the Town and Board of Education have decided on **Infinite Visions** financial software. Currently, Town Counsel is reviewing the contract. Once the contract is approved the software implementation will be scheduled. The total cost to the Town’s software is \$118,995 and the BOE’s is \$118,995. There are possible implementation cost savings in shared training. The contract is included in your packets.

- Bill Sawicki said that we should NOT take anyone’s word that we do not have to run parallel systems. We need to run parallel at least 6 months to be sure the numbers are running correctly.

Bill Sawicki asked about the savings reports on utilities.

- Are saving money currently from any of these projects?
- We NEED to receive these reports every month!
- Is the projected savings ANNUALLY (\$283,985)? Or for the whole project?
- Doug handed out a Projected Savings Report from ECM.
- Bill said that these reports do not provide enough detail.
- For next month (November meeting) we need to know:
 - The Actual savings through the end of September (last month)
 - The Projected savings through the end of next June
- We need to know these numbers so we can correctly plan for next year’s budget

Item #9 - Transfers

Transfer #15 from FY 2018/2019 dated 10/3/19

DEPARTMENT:

Waste Collection

AUTHORIZED PERSON:

Anthony DePrimo, Director of Public Works

AMOUNT REQUESTED:

\$121,491.33

ACC. LINE ITEM TITLE	<u>ACCOUNT NUMBERS</u>		<u>ACCOUNT NUMBERS</u>	
	FROM	AMOUNT	TO	AMOUNT
Collection of refuse	1-001-430-3230-590-410	\$ 2,742.00		
Purchase serv garbage comm	1-001-430-3230-590-426	\$ 48,572.95		
Purchase serv recycling	1-001-430-3230-590-427	\$ 756.69		
OT Sanitation	1-001-430-3200-585-130	\$ 6,118.83		
Sanitation Longevity	1-001-430-3200-585-290	\$ 2,133.42		
Seasonal employees	1-001-430-3110-570-115	\$ 24,760.00		
heavy Equip	1-001-430-3110-570-135	\$ 9,369.49		
Contingency	1-001-410-1950-530-872	\$ 21,434.53		
	1-001-410-1950-530-874	\$ 5,603.42		
Purch Serv garbage		-	1-001-430-3230-590-425	\$ 121,491.33
		\$ 121,491.33		\$ 121,491.33

PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Year end transfer for trash hauling due to more use than budgeted

- Internal tracking report was attached.
- We can determine an estimated amount of tonnage for people bringing trash to transfer station. Public Works has been more aggressive with picking up trash. Bill Sawicki asked if the garbage costs will go up for the next budget. Tony DePrimo said it is hard to know.
- The cost for the scale requested is \$80,000. Tony said that we may need to put the money elsewhere if needed. Bill Sawicki said cancelling that project would not be advisable. The cost benefit in getting the new scale is too great. There are other places to get the money from if needed for other line items. This new scale will greatly improve accuracy and time. We have backup for the numbers to argue with the billing people if necessary. This is a necessity. It will save us money.

Discussion:

- Beverly Kennedy asked why this transfer is getting to us so late. Tony said it was just a miscommunication between departments as far as getting it signed.
- Beverly also asked: this is coming out of three different departments (Sanitation, Hwy Wages & Maintenance & Town Miscellaneous) but you are only listing Waste Collection at the top. We should list all the departments. Bill Sawicki said it could cause the wrong account to be charged.
- There is no account number listed on the "TO" side. Doug will fill that in.
- Tony DePrimo said that there was \$90,000 allocated in the Capital side of the budget for "Trucks" for Public Works. It was to be used to purchase a new mason dump truck. Instead of purchasing a mason dump, we would like to be used to purchase two pickup trucks. The ones currently being used are from 1985 or earlier.

Motion to approve the above Transfer

Motion: Richard Demko

Second: Jim Cretella

Yes: 6

No: 0

Abstain: 0

Item #10 – New Business

None

Item #11 – Correspondence

None

Item #12 – Adjournment

Motion to adjourn

Motion: Kristyn Haniewicz

Yes: 6

No: 0

Second: John Stelma

Abstain: 0

Meeting was adjourned at 7:32pm.

Submitted by:

Monica Dimon

Recording Secretary