

**Town of Seymour ~ Board of Finance
MINUTES
Regular Meeting
Tuesday, July 27, 2021 at 7:00pm
Norma Drummer Room – Seymour Town Hall**

Members Present: Zani Imetovski, Beverly Kennedy, Jim Cretella, Kristyn Haniewicz, Bettyann Peck

Members Absent: Bill Sawicki, Richard Demko; Grace Brangwynne, Gary Popielasz, Jessica Nunez (alternates)

Others Present: Monica Dimon, Doug Thomas, Stephen Pendergast

Item #1 – Call Meeting to order

Vice-Chairman Beverly Kennedy called the meeting to order at 7:12pm.

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 – June 22, 2021 Regular Meeting

Motion to approve Minutes from June 22, 2021 Regular Meeting

Motion: Bettyann Peck

Second: Jim Cretella

Vote: Yes: 5

No: 0

Abstain: 0

Item #6 – Report from the Finance Director

Fiscal Year 2021

Included in your packet are general fund revenue and expenditures, special revenue fund revenue and expenditures and capital project fund revenue and expenditures. Tax collections are 99.26% of budget. Real estate conveyance is at 244% of budget, due to increased real estate market and the sale transfer of Stop and Shop. Recreation revenues are only 2.8% of collections, due to COVID. Interest revenues are 10% of budget, due to COVID economy interest rate reductions.

Majority of department expenditures are trending within budget. Departments needing transfers are: Town Operations Director, Finance Department Director, Tax collector Director, Town Planner, Fire Abatement, and 1st Selectman's office HR Director and Chief of Staff. All of these departments have transfers in your package. Trash hauling needs a transfer, that will go to Town meeting approval and BOS approval before the BOF approval.

Included in your package is a General Fund year end Projection spreadsheet. Revenues are projected to be less than budget by \$578,456 and expenditures are less than budget by \$772,888. This results in a projected surplus of \$194,432. The surplus was due to COVID hiring freeze and spending freeze.

Beverly Kennedy asked Doug if they are still running parallel systems. Doug said not since December 2020. Bettyann Peck asked how they like the new system. Doug said that they are still getting used to the new system. There are a lot more steps. Sherry Holmes had a lot of experience and loved it. It is from "Infinite Visions".

The previous year transfers are included.

Item #7 – Comments from the First Selectwoman
None

Item #8 – Transfer Requests
Transfer #10 for the Town Planner

Town of Seymour Transfer Request

FY 2020 - 2021

DEPARTMENTAL TRANSFER REQUEST

Control # _____ 10
Date 7/15/21

DEPARTMENT: Town Planner

AUTHORIZED PERSON: 1st Selectman

AMOUNT REQUESTED: \$ 5,964.00

ACC. LINE ITEM TITLE	<u>ACCOUNT NUMBERS</u>		<u>ACCOUNT NUMBERS</u>	
	FROM	AMOUNT	TO	AMOUNT
Contingency	100.410.1950.530.872	5,964.00		
Town Planner salary			100.410.1910.500.101	5,964.00

PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Transfer for Town Planner agreement. Town Planner is a contract position with Valley of Council Governments. Budget was an estimated amount the contract is more than budgeted.

Motion to approve the above Control #10 as presented

Motion: Zani Imetovski Second: Jim Cretella
Vote: Yes: 5 No: 0 Abstain: 0

Town of Seymour Transfer Request

DEPARTMENTAL TRANSFER REQUEST

FY 2020 - 2021

Control #
Date

12
7/19/21

DEPARTMENT: Town Miscellaneous

AUTHORIZED PERSON: 1st Selectman

AMOUNT REQUESTED: \$14,000.00

ACCOUNT NUMBERS

ACCOUNT NUMBERS

ACC. LINE ITEM TITLE	FROM	AMOUNT	TO	AMOUNT
Contingency	100.410.1950.530.872	\$ 14,000.00		
Emergency Volunteer Abatement			100.410.1950.530.879	\$ 14,000.00

PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Increase in abatements due to increased amount of volunteers.

Motion to approve the above Control #12 as presented

Motion: Bettyann Peck Second: Kristyn Haniewicz
Vote: Yes: 5 No: 0 Abstain: 0

Town of Seymour Transfer Request

DEPARTMENTAL TRANSFER REQUEST

FY 2020 - 2021

Control #
Date

13
7/21/21

DEPARTMENT: Tax Collector

AUTHORIZED PERSON: Dana Flach

AMOUNT REQUESTED: \$8,406.00

ACCOUNT NUMBERS

ACCOUNT NUMBERS

ACC. LINE ITEM TITLE	FROM	AMOUNT	TO	AMOUNT
Salary regular employees	100.410.1515.455.110	\$ 8,406.00		
Salary Director			100.410.1515.455.101	\$ 8,406.00

PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Additional wages/hours for tax collector due to vacancy of assistant tax collector

The Assistant Tax Collector left in January. This is to cover the overtime before a new one was hired in April.

Motion to approve the above Control #13 as presented

Motion: Jim Cretella Second: Zani Imetovski
Vote: Yes: 5 No: 0 Abstain: 0

Town of Seymour Transfer Request

DEPARTMENTAL TRANSFER REQUEST

FY 2020 - 2021

Control #
Date

14
7/19/21

DEPARTMENT:

Finance Department

AUTHORIZED PERSON:

Doug Thomas

AMOUNT REQUESTED:

\$2,937.89

ACCOUNT NUMBERS

ACCOUNT NUMBERS

ACC. LINE ITEM TITLE	FROM	AMOUNT	TO	AMOUNT
Contingency	100.410.1950.530.872	\$ 2,937.89		
Salary Director			100.410.1512.450.101	\$ 2,390.67
Social Security (7.65%)			100.410.1550.450.220	\$ 182.89
Retirement (15.24%)			100.410.1550.450.230	\$ 364.34

PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Transfer due to contract increase.

Beverly Kennedy said that the DATE is not on the attached contract.

Motion to table approval of this Control #14 until the contract is dated and signed

Motion: Bettyann Peck Second: Jim Cretella
Vote: Yes: 5 No: 0 Abstain: 0

Town of Seymour Transfer Request

DEPARTMENTAL TRANSFER REQUEST

Control #
Date

15
7/19/21

FY 2020 - 2021

DEPARTMENT: 1st Selectman
AUTHORIZED PERSON: Annmarie Dragonis
AMOUNT REQUESTED: \$ 21,782.04

	<u>ACCOUNT NUMBERS</u>		<u>ACCOUNT NUMBERS</u>	
ACC. LINE ITEM TITLE	FROM	AMOUNT	TO	AMOUNT
Contingency	100.410.1950.430.672	\$ 11,051.09		
1st Selectman	100.410.1310.430.101	\$ 2,375.18		
Human Resources			100.410.1310.430.102	\$ 7,941.46
Salary PS Assistant (Chief of Staff)			100.410.1310.430.103	\$ 11,782.18
Administrative Assistant	100.410.1310.430.105	\$ 8,355.77		
Social security (7.65%)			100.410.1550.430.220	\$ 687.94
Retirement (15.24%)			100.410.1550.430.230	\$ 1,370.48
		<u>\$ 21,782.04</u>		<u>\$ 21,782.04</u>

PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Transfer due to increases in Human Resources contract and raise for the Chief of Staff.

Motion to approve the above Control #15 as presented

Motion: Bettyann Peck Second: Zani Imetovski
Vote: Yes: 5 No: 0 Abstain: 0

Town of Seymour Transfer Request

DEPARTMENTAL TRANSFER REQUEST

Control #
Date

15
7/19/21

FY 2020 - 2021

DEPARTMENT: Town Buildings
AUTHORIZED PERSON: Anthony Caserta
AMOUNT REQUESTED: \$ 10,060.93

ACC. LINE ITEM TITLE	ACCOUNT NUMBERS		ACCOUNT NUMBERS	
	FROM	AMOUNT	TO	AMOUNT
Contingency	100.410.1950.530.072	\$ 10,060.93		
Director salary			100.410.1940.510.101	\$ 8,166.94
Social security (7.65%)			100.410.1550.430.220	\$ 626.30
Retirement (15.24%)			100.410.1550.430.230	\$ 1,247.69
		10,060.93		10,060.93

PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Increase due to contractual increase.

Beverly Kennedy said that the attached contract is not signed by Kurt Miller or Anthony Caserta.

Motion to **table** approval of this Control #16 until the contract is dated and signed

Motion: Bettyann Peck Second: Jim Cretella
Vote: Yes: 5 No: 0 Abstain: 0

Item #9 – Status of \$300,000 Reimbursement

Nothing new. It is still with the State. Bettyann Peck asked if we could get an exact date that our six months are up. Doug said he would get that for next meeting.

Item #10 – Reconciliation of Board of Education Expenses with Town Records as of 06/30/21

Beverly Kennedy said that the Reconciliation is off by \$2,000. Doug said there is an adjustment that he needs to put in here. Doug said he would send out a corrected statement to all BEFORE the next meeting.

Item #11 – Private Duty Owed to the Town as of 06/30/21

Beverly Kennedy said that there is over \$6,700 over 60 days due. Doug Thomas said that Triple J Construction & Frontier our lawyers are working on. The other accounts haven't reached time to call on. We have placed follow up calls and sent letters, but they ignore us.

Doug Thomas said that we do not have any EFT agreements or ability to accept EFTs for the Police Department. Doug said that the Police Department will be upgrading their software and may soon be able to do this.

Item #12 – New Business

None

Item #13 – Correspondence

None

Item #14 – Adjournment

Motion to adjourn

Motion: Kristyn Haniewicz Second: Jim Cretella

Vote: Yes: 5 No: 0 Abstain: 0

Meeting was adjourned at 7:34 pm.

Submitted by:

Monica Dimon
Recording Secretary