

**Town of Seymour ~ Board of Finance
MINUTES
Regular Meeting
Tuesday, August 24, 2021 at 7:00pm
Norma Drummer Room – Seymour Town Hall**

COPY RECEIVED
DATE 8/27/21
TIME 12:40pm
TOWN CLERK'S OFFICE

Members Present: Bill Sawicki, Richard Demko, Zani Imetovski, Beverly Kennedy, Jim Cretella

Members Absent: Kristyn Haniewicz, Bettyann Peck; Grace Brangwynne, Gary Popielasz, Jessica Nunez (alternates)

Others Present: Monica Dimon, Doug Thomas, Stephen Pendergast

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 27, 2021 Regular Meeting

Motion to approve Minutes from July 27, 2021 Regular Meeting

Motion: Jim Cretella

Second: Zani Imetovski

Vote: Yes: 4

No: 0

Abstain: 1 (Richard Demko)

Item #6 – Report from the Finance Director

Fiscal Year 2021

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.

Revenues are projected to be less than budget by \$678,456 and expenditures are less than budget by \$772,888. This results in a projected surplus of \$94,432. The surplus was due to COVID hiring freeze and spending freeze.

Fiscal Year 2022

Included in your packet are general fund revenue and expenditures, special revenue fund revenue and expenditures and capital project fund revenue and expenditures. Revenues and expenditures are currently trending within budget.

Due to a manufacture property tax rebate, a tax refund, was paid to RAF in the amount of \$102,000. RAF Electronic Hardware did not file for a manufacture exemption in 2019. RAF got relief from the state with the passage of Public Act No. 21-201, which gave RAF a back dated exemption. The Public Act and the tax records are included in your package.

Bill Sawicki asked if we have done the calculations on the lost revenue for the Fed money? Doug said we did, but the auditors have not looked at that yet. Doug spoke to them about the American Rescue Fund today and they will speak to Lauren about it. Bill said we don't want to take it into revenue if we can't legitimately. Doug said that one of the things they will be using it for is to help the schools. Especially the High School air conditioning and Bungay School air conditioning. We may then be able to use this money for the move of the Board of Education from 98 Bank Street to the High School.

Doug Thomas said that they did hire a new Superintendent (Dr. Susan Compton). She is from New Jersey. No new Business Manager as of yet.

Regarding the JCI Electrical Savings - Doug Thomas said that at our next meeting we will have ECG (they oversee Johnson Controls). Bill said that hopefully we can see some savings come out of all this work. Hopefully we will not be budgeting the same amount. Per the contract, if the savings are not realized, one of the options is a refund for the Town. We need to know – where are we with this? Doug said that Tim Connors & Tony Caserta & Rory Burke will be here also. Jim Cretella asked if they had completed the work on lights, solar, and transformers that was supposed to be done. Doug was not sure about the transformers & solar, but the lights were done.

Item #7 – Comments from the First Selectwoman

None

Item #8 – Transfer Requests

Transfer Control #11 for Waste Collection Contract

Town of Seymour Transfer Request

DEPARTMENTAL TRANSFER REQUEST

FY 2020 - 2021

Control #
Date

11
7/19/21

DEPARTMENT: Waste Collection
AUTHORIZED PERSON: 1st Selectman
AMOUNT REQUESTED: \$ 123,735.20

ACCOUNT NUMBERS

ACCOUNT NUMBERS

ACC. LINE ITEM TITLE	FROM	AMOUNT	TO	AMOUNT
Contingency	100.410.1950.530.872	\$ 82,272.61		
Collection of refuse			100.430.3230.590.410	\$ 1,533.52
Residential garbage			100.430.3230.590.425	\$ 122,195.48
Commercial garbage	100.430.3230.590.426	\$ 41,463.59		
Recycling			100.430.3230.590.427	\$ 7.20
		<u>\$ 123,736.20</u>		<u>\$ 123,736.20</u>

PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Transfer for waste collection due to increase usage.

Motion to approve the above Transfer Control #11 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 # 14
Date 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.

The Social Security should be 88 cents not 89 cents per Doug.

Motion to approve the above Control #14 as presented with correction of the penny

Motion: Richard Demko

Second: Zani Imetovski

Vote: Yes: 5

No: 0

Abstain: 0

Town of Seymour Transfer Request

DEPARTMENTAL TRANSFER REQUEST

FY 2020 - 2021

Control #

15

Date

7/19/21

DEPARTMENT:

Town Buildings

AUTHORIZED PERSON:

Anthony Caserta

AMOUNT REQUESTED:

\$ 10,060.93

ACCOUNT NUMBERS

ACCOUNT NUMBERS

ACC. LINE ITEM TITLE	FROM	AMOUNT	TO	AMOUNT
Contingency	100.410.1950.530.872	\$ 10,060.93		
Director salary			100.410.1940.510.101	\$ 8,186.94
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.

Richard Demko asked why these contracts were not budgeted previously. Beverly said that the contracts were signed after the budget passed.

Motion to approve the above Transfer Control #16 as presented

Motion: Richard Demko

Second: Jim Cretella

Vote: Yes: 5

No: 0

Abstain: 0

Town of Seymour Transfer Request

DEPARTMENTAL TRANSFER REQUEST

FY 2020 - 2021

Control #

17

Date

8/11/21

DEPARTMENT:

Fire Department

AUTHORIZED PERSON:

Michael Lombardi, Fire Chief

AMOUNT REQUESTED:

\$ 9,700.00

ACCOUNT NUMBERS

ACCOUNT NUMBERS

ACC. LINE ITEM TITLE	FROM	AMOUNT	TO	AMOUNT
Purchased services medical	100.420.2200.550.340	\$ 9,700.00		
Repairs and maintenance			100.420.2200.550.430	\$ 9,700.00

PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Transfer for 2008 spartan rescue 17 truck.

Bill Sawicki said that the current truck is over 13 years old. They don't make these anymore.

Beverly Kennedy asked if there is a date on the bill? Doug said that they haven't fixed yet. Haven't paid the bill yet. Zani asked what the "Purchased Service – Medical" line was for. Bill said that it is for physicals and medical expenses. Richard Demko asked if that meant that there is a surplus in this line item. Bill said yes. Due to COVID there were not as many physicals.

Motion to approve Transfer Control #17 as presented

Motion: Zani Imetovski Second: Beverly Kennedy

Vote: Yes: 5 No: 0 Abstain: 0

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

Nothing new. It is still with the State. Bill Sawicki asked Doug to stay on top of it. Richard Demko asked if we could set up a Zoom meeting with someone there? Doug said that the State is short of help in the Construction Department.

Item #10 – Reconciliation of Board of Education Expenses with Town Records as of 07/31/21

We received the REVISED BOE Reconciliation from June from Doug.

Bill Sawicki asked if we are expecting any more encumbrances to hit this summer? Doug said yes. There will be the accrual for payroll. Doug is working with the auditors. Bill said there may also be some adjustments from the auditors.

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

Bill Sawicki said we have \$176,649.06 total outstanding. Almost all of it is in Current except \$704.02 from Triple JJJ. Richard Demko said that it is a good thing this Board took control of the situation.

Item #12 – New Business

Doug said that he included the Long-Term Capital Plan that was approved by the Board of Selectmen for your review. Jim Cretella asked how the scale is coming along. Doug said that it was ordered and will be a few months before delivery. It was backordered.

Item #13 – Correspondence

None

Item #14 – Adjournment

Motion to adjourn

Motion: Beverly Kennedy Second: Richard Demko

Vote: Yes: 5 No: 0 Abstain: 0

Meeting was adjourned at 7:32 pm.

Submitted by:

Monica Dimon
Recording Secretary