

**Town of Seymour ~ Board of Finance**  
**MINUTES**  
*Presentation of Office of Land Use/Building Compliance, Culture & Arts, Finance Department*  
*Budgets*  
**Wednesday, February 25, 2025 at 7:00pm**  
**Norma Drummer Room – Seymour Town Hall**

**Members Present:** Andy North (via telephone call), Bettyann Peck, Richard Demko, Kristyn Haniewicz, Beverly Kennedy, Mary Kruger; Robin Andrews, Tracy Rappa (alternates).

**Members Absent:** Quinn Levey; Alice Levey (alternate)

**Others Present:** Jason Vieira, Monica Dimon, Annmarie Drugonis, Jim Baldwin, Rob Dyer

**Item #1 – Call Meeting to order**

Chairman Richard Demko called the meeting to order at 7:04pm.

**Item #2 – Pledge of Allegiance**

Everyone saluted the Flag and recited the Pledge of Allegiance.

Chairman Richard Demko introduced all members (and alternates) of the Board of Finance.

**Item #3 – Public Comment**

None

**Item #4 - Presentation/Discussion of 2026/2027 Budget – Office of Land Use/Building Compliance**

- Director of Land Use & Compliance, Jim Baldwin presented the 2026/2027 Office of Land Use/Building Compliance budget

Department and account descriptions	Acct. No.	Actual FY 2021 - 2022	Actual FY 2022 - 2023	Actual FY 2023 - 2024	Actual FY 2024 - 2025	Budget FY 2025 - 2026	Actual as of 1/27/2026	Department Requests FY 2026-2027	% Change
<b>Office of Building Compliance</b>		<b>565</b>							
Salary: Director Officer (1)	420-2400-565-101	78,158	80,112	80,112	97,612	100,297	59,580	102,804	2.50%
Salary Planning & Zoning Enforcement Officer	420-2400-565-102	27,501	28,154	32,598	60,000	59,710	34,831	61,673	3.29%
Blight Enforcement officer/Assistant	420-2400-565-103	-	-	-	32,200	38,325	38,925	59,173	54.40%
Salary: Clerical employee (1)	420-2400-565-110	47,549	50,196	51,270	52,725	60,712	34,573	61,673	1.68%
Salary Development Code enforcement (pa)	420-2400-565-120	14,120	16,850	20,975	20,280	20,888	2,789	-	-100.00%
Salary: Mechanical Inspector	420-2400-565-105	2,368	900	2,000	-	-	-	20,000	0
Education/Meeting/Seminars- CT Training	420-2400-565-350	375	1,500	1,260	791	2,000	560	2,500	25.00%
Professional association dues	420-2400-565-355	-	-	-	430	500	-	800	60.00%
Communications/Cell Phone	420-2400-565-530	-	-	-	-	-	-	-	0.00%
Printing and binding	420-2400-565-550	2,000	2,621	2,285	3,000	3,000	1,250	4,000	33.33%
Travel	420-2400-565-580	2,638	2,707	-	-	-	-	500	0.00%
General supplies	420-2400-565-610	4,053	3,839	2,374	5,000	5,000	3,767	5,500	10.00%
Board secretary fees	420-2400-565-125	1,265	-	-	-	-	-	-	0.00%
Land use attorney	420-2400-565-310	-	-	-	-	-	-	15,000	0.00%
Code cycle change/books	420-2400-565-610	-	-	-	-	-	-	3,000	0.00%
Machinery and equip & computer online per	420-2400-565-740	3,920	-	-	-	-	-	-	0.00%
<b>Sub Total</b>		<b>183,947</b>	<b>188,879</b>	<b>192,874</b>	<b>272,038</b>	<b>290,432</b>	<b>178,275</b>	<b>336,623</b>	<b>15.90%</b>

- Salaries are contractual increases. The department is fully staffed with four full-time people. Over the last year we have had an additional inspector. We are anticipating using this position more this year due to the projects going on in Seymour this year. That is budgeted at \$20,000 and is a 1099 position.
- Education line - \$2,500. All mandated training to keep up with our certification.
- Professional Association Dues

- Cell phone – we have just one
- Printing & Binding: we produce many of our documents in house - \$4,000
- Travel – used to cover mileage for the per-diem inspector
- General Supplies – used for Building Office, Land Use Office, and Fire Marshal uses our printer
- Land Use Attorney – this year our department has their own counsel – used for blight enforcement - \$15,000
- Code Cycle Change – added \$3,000 – need new books for code compliance
- \$336,623 for Total Budget
- Our revenues for a 12-month period are \$495,000. We use OpenGov for the licensing & permitting – all online. The software for that is in the I.T.Budget (for \$50,000). We have changed over the past three years – we are now fully staffed and utilize three town vehicles. All our software is up and running and paid for. We aren't looking to spend any money.

**DISCUSSION:**

- Beverly Kennedy asked what cell phone is being paid for – there is no cost in here. Jim said the cost is \$70/month but was left out. **Jason said he would add this to the budget. Beverly also asked Jason to put in the % changes for this budget.** Beverly also asked about the Blight Enforcement Officer salary. It went up 54%? Jim said he became a full-time employee (from part-time).
- Annmarie Drugonis asked Jim to explain why he became full-time. We used to use a Town Planner which we no longer use – this saved us about \$100,000. Our new Zoning Officer (& Wetlands Officer) took some of the duties. Also, we use the Town Engineer. That left the Blight Enforcement and code enforcement officer and handles housing complaints. Last year blight brought in over \$100,000 and right now we have \$300,000 on the books for blight infractions.
- Mary Kruger asked about the Mechanical Inspector – shows \$20,000 but no % increase. Last year was only at \$2,000. **Jason will verify the previous amount and correct the % change.**
- Robin Andrews asked about the Planning & Zoning Enforcement Officer – was this an increase per contract? Jim said that it is contractual but also a Step.
- Tracy Rappa wanted to confirm the revenue amounts. \$495,000. This does not include the additional \$300,000 on the books for blight.
- Richard Demko asked about the salary for the Development Code Enforcement Officer that's not in here any more – is that being taken over by someone else? \$20,888 was in there for 2025/2026 line #565-120. Jim Baldwin said that the person in this position left and we did not replace them. Their tasks are being handled by the Zoning Enforcement Officer.
- Bettyann Peck asked if the revenues include any legal fees. Jim said that the revenues do not have anything to do with the legal fees. There are no legal fees associated with the revenues. Previously this department used General Town Counsel. This is a different law firm and is not additional cost, the money is just shifted.

**Presentation/Discussion of 2026/2027 Budget – Culture & Arts Commission**

- Jason Vieira presented the 2026/2027 Culture & Arts Commission Budget. They are responsible for community performances and events and local art showcases around Town. They do seasonal and family programs.
- They are not requesting an increase this year. Their budget is \$25,600.

Department and account descriptions	Acct. No.	Actual FY 2021 - 2022	Actual FY 2022 - 2023	Actual FY 2023 - 2024	Actual FY 2024 - 2025	Budget FY 2025 - 2026	Actual as of 1/27/2026	Department Request FY 2026-2027
<b>Culture &amp; Arts Commission</b>	<b>625</b>							
Board secretary fees	450-5111-625-125	-	-	-	-	-	-	-
Rentals Land and Building	450-5111-625-441	-	-	-	-	-	-	-
Purchased Services	450-5111-625-500	18,609	24,487	18,558	25,000	25,000	15,051	25,000
General supplies	450-5111-625-610	493	227	531	367	600	449	600
Building Improvements	450-5111-625-720	-	-	-	-	-	-	-
Electricity	450-5111-625-622	-	-	-	-	-	-	-
Other / Utilities	450-5111-625-800	-	-	-	-	-	-	-
<b>Sub Total</b>		<b>19,102</b>	<b>24,714</b>	<b>19,089</b>	<b>25,367</b>	<b>25,600</b>	<b>15,500</b>	<b>25,800</b>

**Presentation/Discussion of 2026/2027 Budget – Finance Department**

- Finance Director Jason Vieira presented the Finance Department 2026/2027 Budget.

Department and account descriptions	Acct. No.	Actual FY	Actual FY	Actual FY	Actual FY 2024	Budget FY	Actual YTD as	request FY	% Change of	
		2021 - 2022	2022 - 2023	2023 - 2024	2025	2025 - 2026	of 1/27/26	2026-2027	Budget	
<b>Finance Department</b>		<b>450</b>								
Salary: Finance Director (1)	410-1512-450-101	132,626	138,532	145,000	150,000	153,750	88,282	157,594	2.50%	
Consultant	410-1512-450-102	-	-	50,000	-	-	-	-	0.00%	
Salary: Accounting Manager (1)	410-1512-450-102	63,987	77,085	75,631	79,983	82,162	47,323	84,422	2.75%	
Salary: Accounts payable/Accountant (1)	410-1512-450-110	47,755	53,357	41,999	45,336	50,725	16,380	70,197	38.38%	
Salary: Floater (1)	410-1512-450-120	-	-	-	39,908	55,650	32,463	57,330	3.02%	
Salary: Payroll (1)	410-1512-450-120	24,263	30,685	30,367	-	68,487	39,951	72,054	5.21%	
Purchased professional services	410-1512-450-310	-	-	-	-	-	-	-	0.00%	
Purchased services - ADP	410-1512-450-330	29,500	15,843	33,474	68,000	65,000	28,977	58,000	-10.77%	
Purchased services - GASB75/CAFR	410-1512-450-340	525	525	-	1,840	920	-	920	0.00%	
Education/Meeting/Seminars	410-1512-450-350	2,500	2,099	2,498	2,481	2,500	2,500	2,500	0.00%	
Professional association dues	410-1512-450-355	1,000	395	999	928	1,500	1,444	1,500	0.00%	
Repairs and maintenance	410-1512-450-430	108	140	195	200	200	185	200	0.00%	
Travel	410-1512-450-680	-	-	-	-	-	-	-	0.00%	
General supplies	410-1512-450-610	1,800	1,800	2,000	2,000	2,000	1,383	2,000	0.00%	
Books and periodicals	410-1512-450-640	250	-	250	245	250	-	250	0.00%	
Machinery and equipment	410-1512-450-740	-	-	-	-	-	-	-	0.00%	
<b>Sub Total</b>		<b>304,294</b>	<b>320,721</b>	<b>382,413</b>	<b>390,902</b>	<b>483,144</b>	<b>258,887</b>	<b>506,987</b>	<b>4.93%</b>	

- We are fully staffed now. We have director, accounting manager, payroll & human resource coordinator, and we have now hired a junior accountant as the Accounts Payable, payroll trained, and other tasks. The Town Floater is also in this budget. Town Hall does not close for lunch any more, we are open 8am – 4:30pm. The increases are contractual. Line #110 was just an accounts payable clerk, now is a junior accountant so more cost. Line #120 Floater increase included a step increase.
- ADP – we changed from a paper pay stubs to an online pay stub. We saved about \$7,000.
- No other lines were increased.
- Total increase is 4.93%.

**DISCUSSION:**

- Beverly Kennedy asked if our payroll is paid weekly or bi-weekly. Jason said weekly. Beverly asked if we using bi-weekly would save us money. Jason said they have considered this but would need to get the unions to agree to this.
- Tracy Rappa asked how the Steps work. How often does someone increase their steps? Annmarie Drugonis said that it varies. Depends on salary band. When their duties increase.
- Annmarie Drugonis said that when talking about the Finance Department, these are not new positions. People were already in those positions. One took a leave of absence and then left. Another went from PT Payroll Clerk and then they left. These positions were already in the budget. We just added more responsibilities to other people.

**Item #5 – Public Comment**

None

**Item #6 – Correspondence**

None

**Item #7 – New Business**

Richard Demko said that the next workshop is on Monday, 03/3/26 and we will have presentations from : Revenues, Town Utilities, Employee Benefits, Debt Service, Capital & Contingency. Jason Vieira said he is trying to reschedule the presentations from the 2/23 cancellation.

**Item #8 – Adjournment**

Richard Demko adjourned the meeting at 7:35pm

Submitted by:

**Monica Dimon**  
**Recording Secretary**