

**Town of Seymour ~ Board of Finance
MINUTES
REGULAR Meeting
Tuesday, June 23, 2026 at 7:00pm
Norma Drummer Room – Seymour Town Hall**

Members Present: Richard Demko, Kristyn Haniewicz; Robin Andrews, Alice Levey, Tracy Rappa (alternates)

Members Absent: Mary Kruger, Beverly Kennedy, Quinn Levey, Andy North Bettyann Peck

Others Present: Jason Vieira, Mike Kearney, Monica Dimon

Item #1 – Call Meeting to order

Chairman Richard Demko 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

Motion to seat Alice Levey in place of Quinn Levey

Motion: with no objections – moving forward – Alice Levey is now seated

Motion to seat Robin Andrews in place of Andy North

Motion: with no objections – moving forward – Robin Andrews is now seated

Motion to seat Tracy Rappa in place of Mark Kruger

Motion: Kristyn Haniewicz Second: Robin Andrews

Vote: Yes: 4

No: 0

Abstain: 0

Item #4 – Public Comment

Mike Kearney – 72 Mountain Road – Commander, American Legion Post #10 – I approached this Board in March for funds to purchase the flags and the labor to put them on the graves. We ran out of money in this year's budget. We had to reduce the number of flags, but we had just enough left over from last year to supplement. But we'll need to use next year's money to pay the stipend for this year. We spend over 100 hours to cover the labor. We will need to put some money in the budget for this in next year's budget (after July 1st) so we can put the flags up. There will be no more money needed for flags as we are buying enough for two years. Just add maybe another \$1,000 - \$2,000 for the stipend. Jason Vieira said he would review & see maybe we can find \$1,000 that we could make a transfer. Robin Andrews suggested that this request should be in writing. Mike Kearney said that he would drop something by the Finance Office. Mike also wanted to thank Beverly Kennedy for not only attending their last meeting but bringing some goodies also!!!

Item #5 – Approval of Minutes – April 28, 2026 Regular Meeting

Motion to approve the minutes of the April 28, 2026 Regular Meeting

Motion: Kristyn Haniewicz

Second: Alice Levey

Vote: Yes: 4

No: 0

Abstain: 0

Item #6 – Comments from the First Selectwoman

None

Item #7 – Comments from the Finance Director

- Reports for Month of May and 11 months ending May 2026.
- Revenues are trending – we have collected some back taxes. Expenditures are higher than expected due to the excessive snow events. Sunday's cost much more than Wednesdays.
- ARPA – final submission of reports – we were given \$4,864,191. We returned \$5,784.73 – there were a few last projects that came in under budget, but it was too late to allocate to another project.
- There were a few questions regarding Fund Balance. What is it? It is whatever is left at the end of the year. It is a running total (cumulative) of the past years' overages and shortages. What most people think of is the General Fund – what we use day to day to pay expenses. We have many Special Revenue Accounts: we have a Blight Fund; we can't use that money for General Fund expenses, we must use it for property improvements. We have a Special Revenue Account for Opioids; we can't use that money in the General Fund, can only use for Opioid-related expenses (training, etc.). Currently, General Fund Balance is \$5,448,880 (as of June 30, 2026 – what we would use for S&P, etc.)
- Kristyn Haniewicz asked when we will get the transfers for PD and Snow Plowing OT. Jason Vieira said that as soon as we get the payroll #'s in. PD, Fire Dept, and Public Works will have Transfers.

Item #8 – Transfer Requests

Town of Seymour Transfer Request

FY 2024-2025

DEPARTMENTAL TRANSFER REQUEST

Control # 1
Date 6/12/26

DEPARTMENT: Public Works

AUTHORIZED PERSON: Frank Gabianelli

AMOUNT REQUESTED: \$15,651.00

ACC. LINE ITEM TITLE	ACCOUNT NUMBERS		AMOUNT	ACCOUNT NUMBERS		AMOUNT
	FROM			TO		
Trees	100.430.3110.570.424		\$ 15,651.00	100.430.3110.570.430		\$ 15,651.00



Frank Gabianelli
Public Works Director

Seymour Public Works Department

Town of Seymour

721 Derby Avenue
Seymour, Connecticut 06483

6-12-2026

Dear First Selectwoman Drugonis,

I am writing to request an emergency transfer from my tree account 100.430.3110.570.424 to my repairs and maintenance account 100.430.3110.570.430 to repair four trucks. The repairs needed are brakes on trucks 97 and 98, transmission in truck 44, the starter in truck 35, the dash boards in trucks 19 and 38, and front end parts and brakes on truck 45. These repairs total \$15,650.21. These trucks are currently out of service and crucial to our day to day operations. I need to procure these parts ASAP. I have spoken with Jason in finance and he would like to bring this before the Board of Finance at the June 23, 2026 meeting. I have attached copies of the quotes for the requested transfer.

Thank you for your consideration and continued support in helping to safely maintain our fleet at DPW.

Respectfully,

Frank Gabianelli
Director of Public Works
Town of Seymour

Motion to approve Transfer #1 for the Public Works Department in the total amount of \$15,650.21 from the Tree Account #570.424 to the Repairs & Maintenance Account # 570.430.

Motion: Robin Andrews
Vote: Yes: 4

Second: Alice Levey
No: 0 Abstain: 0

Item #9 - Reconciliation of Board of Education Expenses with Town Records as of 05/31/26

Transfer today. We should table this until next month.

Motion to table this item until next month.

Motion: Kristyn Haniewicz Second: Tracy Rappa

Vote: Yes: 4 No: 0 ABSTAIN: 0

Motion to add to the Agenda: Discussion & Take Possible Action on Accounting of Town Credit Cards

Due to events happening in other municipalities lately, just a cautionary investigation of our Town Credit Cards.

Motion: Kristyn Haniewicz Second: Alice Levey

Vote: Yes: 4 No: 0 Abstain: 0

Discussion & Take Possible Action on Accounting of Town Credit Cards

- Richard Demko said we have never really looked at this. Let’s just look at the spending. Richard asked how many credit cards we have for the Town. Jason Vieira said that there are two cards for the Town from M&T Bank. They are on one statement monthly. One card is for the First Selectwoman’s Office and the other is for the Community Center. Jason said there are usually between 12 and 20 charges per month. Summer months are usually a bit higher due to the Summer Camps (for the Community Center). For the most part costs are usually done with an invoice and a check. We use purchase orders for all these expenses. The credit cards are for those charges which we cannot do an invoice & check. When the bill comes in, we check in with the Community Center and First Selectwoman’s Office to verify the charges. Then a check will go out. Richard asked for three years’ worth of statements. Jason said that two years’ worth he has in the office. The 3rd year would need to go to the Archives for. Richard asked how long we have been with M&T Bank. Jason said 3 years. Richard asked how long it would take to get this information for 3 years. Jason asked what type of information we would require. How often did we have over the last three years that an expense was charged that was not town-related and in error? Jason said probably between 5 and 7 times. Less than ten times over the last 3 years. Tracy Rappa asked how we audit this. Every month every charge is accounted for with a P.O. Richard said we would be looking to see any egregious charges or charges that did not have a purchase order.
- Motion to instruct the Finance Director to conduct an internal investigation into the Town credit cards for the last 3 years and identify large charges or charges with no purchase order.

Motion: Kristyn Haniewicz Second: Alice Levey

Vote: 4 No: 0 Abstain: 0

Item #10 - New Business

None

Item #11 – Correspondence

Jason received a letter and certificate of Excellence in Financial Reporting along with a plaque from the GFOA. This has to do with the Audit from last July. Congratulations, Jason!! A job well done!!

Item #12 – Public Comment/Discussion

None

Item #13 – Adjournment

Richard Demko adjourned the Meeting at 7:32pm

Submitted by:

Monica Dimon

Recording Secretary