

3-2-09
10:30 AM
TOWN CLERK'S OFFICE

MINUTES
Board of Finance
Tuesday, January 27, 2009 @ 7:00PM
Norma Drummer Room/Seymour Town Hall

Members present: Vice Chairman Bill Paecht, Michele Pavlik, Nancy Onofrio, Mark Thompson, Peter Jezierny, and Jim Simpson.

Not present: Trisha Danka.

Others present: First Selectman Robert Koskelowski, Finance Director Doug Thomas, Assistant Finance Director Tony Caserta, Assistant Superintendent Rick Belden, Town Auditor James George, and Frank Loda.

ITEM # 1 - Call meeting to order.

Vice Chairman Bill Paecht calls the meeting to order at 7:05PM.

ITEM # 2 - Pledge of Allegiance.

Everyone salutes the Flag and states the Pledge of Allegiance.

ITEM # 3 - Seating of Alternates.

None at this time.

ITEM # 4 - Public Comment.

None.

ITEM # 5 - First Selectman's Comments.

The First Selectman states that he is here to answer any questions or comments on the audit and/or transfers.

Motion to go out of order to item # 11a - Discussion of 2007/2008 Audit with Auditor.

Motion: Peter Jezierny

Second: Michele Pavlik

Vote: 6-Yes

0-No

0-Abstain

0-Disqualify

ITEM # 11a - Discussion of 2007/2008 Audit with Auditor.

James George, Town Auditor: Thanks the Board of Finance for giving him the opportunity to serve as the Town of Seymour Auditor. He apologizes for not having the audit finished by the December 1, 2008 deadline, but being the first time doing the Town's audit, it was a challenge. He also states that if given the opportunity to be the Town's Auditor next year he assures the Board that he will meet the deadline.

Independent Auditor's report: Mr. George believes in everything stated in this report.

Statement of Net Assets, page 20: This report is a government wide view of how the Town is doing on a full accrual basis.

Total Assets = \$104,745,226

Total Liabilities = \$53,686,411

\$8.6 million full accrual, true net assets. Next year this will change due to GASB-45.

Statement of Revenues, Expenditures and Other Financing Uses and Changes in Fund Balance - Budget and Actual, page 26:

This report breaks down actual budget. There were over expenditures of \$49,000, but there was \$595,762 budgeted in which the \$49,000 was taken from.

Statement of Revenues, Expenditures and Changes in Fund Balances Budget and Actual General Fund, page 56:

This report contains more detail, but same outcome as previous report.

James George: States that overall this audit went very smooth and the Town does a good job on their finances. Seymour has great accounting records. There are improvements that are needed, but overall the Town does a great job. The Management Letter is recommendations to the Town and Board of Education. There were a list of recommendations for the Board of Education, but most of the items have been corrected already (per list provided by Rick Belden, Assistant Superintendent). Findings on the Town side were recommendations on purchase orders. The Auditor feels that the Town Charter section on purchase orders is very broad and that the Finance Department policy and the Charter policy on purchase orders does not mesh, but he also states that they are not doing anything wrong.

Michele Pavlik: Suggests that the Board discuss possibly changing the Charter.

Robert J. Koskelowski: States that next time a Charter Revision Commission is formed that they may suggest a language change. The Board members agree that they would like to keep the Finance Department policies in effect, but would like to look into a Charter Revision in the future.

The Board of Education had some problems with timely check deposits, but that was only in the summer months and the problem has been taken care of. They also have moved their federal grants into their GL system to be able to keep better track of them. There was a problem with a cut off issue concerning funds that were spent in June 2007, but was reported in July 2007, which has been corrected. The Auditor and Board member Bill Paecht also suggest to Rick Belden that all I-9 forms for the Board of Education employees be kept together in a separate file.

The Auditor also stated that the WPCA has a communication issue with the Town concerning invoices that do not come into the Town at the end of the fiscal year in a timely manner. Doug Thomas will address this issue with the WPCA.

The Auditor also states that the Accounting Policies & Procedures, which were written in 1994 need to be updated. Doug Thomas states that this has been done and he will give them to the Board of Finance for approval after the budget season is over. The Board members would like feedback from all departments concerning updates on the procedures. The Auditor states that there also must be a more formal written Deposit/Investment Policy. The Board discusses that most of the Town's money is in TD Bank North in conservative accounts, which are insured for \$250,000. They would like the Finance Director to work with the Bank Investor on possible other options for the Town's deposits.

The Board members also ask Doug Thomas to ask for actual bank statements from the Police Department and the Library on their outside accounts.

Michele Pavlik: Asks if the reason for the 21.9% decline is because of the economy. The Auditor states that the prime rate decline is consistent everywhere due to the interest rate decline.

Rick Belden would like to suggest that the Board of Finance appoint James George again this year as the Town's Auditor. The Board members will discuss this and also have it put on the February Agenda.

The Auditor again thanks the Board and states that it was a pleasure to work with the Town of Seymour.

Motion to go back in order on the agenda to item # 6 - transfers.

Motion: Peter Jezierny Second: Nancy Onofrio
Vote: 6-Yes 0-No 0-Abstain 0-Disqualify

ITEM # 6 - Transfers.

Motion to place transfer # 4 by the First Selectman for \$15,000.00 from Contingency acct# 1-001-410-1950-530-872 into Repairs & Maintenance acct# 1-001-410-1940-510-430 for unanticipated expenditures for Town Buildings.

Motion: Peter Jezierny Second: Michele Pavlik
Vote: 6-Yes 0-No 0-Abstain 0-Disqualify

The First Selectman explains that he puts at least \$20,000 in the Repairs & Maintenance Account every year for unanticipated expenditures, but this year there is already approximately \$37,000. He explains that there are still many repairs and maintenance projects that must be done on the buildings, as well as contractual obligations and the addition of \$15,000 would help with those items. There is currently approximately \$600 left in the Repairs & Maintenance account.

Michele Pavlik: Asks why there are repairs and maintenance line items for some departments.

Robert J. Koskelowski: Replies that certain departments like the Police Department have repairs and maintenance line items that are used for motor vehicle repairs, etc.

Michele Pavlik: Explains that Deirdre Caruso got together a complete list of invoices to be attached to the transfer and the list of unanticipated expenditures.

Motion to approve transfer by the First Selectman for \$15,000 from Contingency acct# 1-001-410-1950-530-872 and into Repairs & Maintenance acct# 1-001-410-1940-510-430 to cover unanticipated expenditures for Town Buildings.

Motion: Michele Pavlik Second: Peter Jezierny
Vote: 6-Yes 0-No 0-Abstain 0-Disqualify

Transfer # 5 by the First Selectman for \$4,500 from Contingency acct# 1-001-410-1950-530-872 into Oil acct# 1-001-410-1940-510-624 for the Library who have requested the funds to help cover the short fall in the library budget due to their Wooster Fund being down 30% due to

the economy. Doug Thomas will make a purchase order for the \$4,500 to make sure it is used only for the Library oil.

Motion to approve transfer # 5 by the First Selectman for \$4,500 from Contingency acct# 1-001-410-1950-530-872 into Oil acct# 1-001-410-1940-510-624 for the Library who has requested the funds to help cover the short fall in the library budget due to their Wooster Fund being down 30% due to the economy.

Motion: Peter Jezierny Second: Mark Thompson
Vote: 6-Yes 0-No 0-Abstain 0-Disqualify

Motion to place on the table transfer # 6 Emergency Transfer for Public Works in the amount of \$48,000.00, from Directors Salary acct # 1-001-430-3110-570-101 \$13,000.00 and Salary Regular acct # 1-001-430-3110-570-101 \$25,000.00 and Overtime acct# 1-001-430-3110-570-130 \$10,000.00 into Snow plowing overtime acct # 1-001-430-3110-570-131 \$20,000.00 and Snow plowing materials acct # 1-001-430-3110-570-422 \$28,000.00. Transfer is for emergency funds for snow plowing overtime and materials. Usual number of snow and ice storms has produced a shortage of budgeted funds. Savings have occurred within the Directors and Salary regular line items due to hiring of Foreman in November rather than the planned on July hiring as budgeted. Salary regular has savings due to contractual probationary hiring rate of 70% of regular pay and timing of hiring.

Motion: Peter Jezierny Second: Nancy Onofrio
Vote: 6-Yes 0-No 0-Abstain 0-Disqualify

Motion to rescind the above motion due to no action needed. The Board of Selectmen passed this as an emergency transfer at their meeting on January 20, 2009, per Charter Section 12.4, sub-section (d) Emergency Appropriations.

Motion: Peter Jezierny Second: Nancy Onofrio
Vote: 6-Yes 0-No 0-Abstain 0-Disqualify

The First Selectman states that this will not be enough to cover the rest of the winter season. We will need more treated salt product, which costs more per yard, but is used less on the roads. Also, less sand and salt are needed. The Public Works Director will get estimates to stockpile the treated salt for next winter season.

The Board of Finance will need to cover the treated salt at the Public Works budget hearing.

ITEM # 7 - Correspondence.

A copy of the four union contracts: Public Works, Town Hall, Police Department and Administrative, have been enclosed in the agenda packet for informational use only.

The First Selectman explains that he has met with all of the union presidents and has asked all of the unions to forego their raises for the next fiscal year to try to keep the budget at a 0% increase. He also states that the Town employees have been doing their best to conserve. Concerning Town Buildings, Head Custodian Roger Foster and First Selectman Assistant Deirdre Caruso have worked together on maintenance bills and caught errors and saved the Town a considerable amount of money.

