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**MINUTES**  
**Board of Finance**  
**Tuesday, December 16, 2008 @ 7:00PM**  
**Norma Drummer Room/Seymour Town Hall**

**Members present: Chairman Trisha Danka, Nancy Onofrio, Bill Paecht, Peter Jezierny, Michele Pavlik, and Kurt Miller (Alternate).**

**Not present: Jim Simpson and Mark Thompson.**

**Others present: First Selectman Robert J. Koskelowski, Finance Director Doug Thomas, Assistant Finance Director Tony Caserta, Public Works Director Dennis Rozum (7:18PM), and Frank Loda.**

**ITEM # 1 - Call meeting to order.**

**The meeting was called to order at 7:00PM by Chairman Trisha Danka.**

**ITEM # 2 - Pledge of Allegiance.**

**Everyone saluted the Flag and stated the Pledge of Allegiance.**

**ITEM # 3 - Seating of Alternates.**

**Motion to seat Republican alternate member Kurt Miller.**

**Motion: Peter Jezierny**

**Second: Bill Paecht**

**Vote: 5-Yes**

**0-No**

**0-Abstain**

**0-Disqualify**

**ITEM # 4 - Public Comment.**

**None at this time.**

**ITEM # 5 - First Selectman Comments.**

**None at this time.**

**ITEM # 6 - Transfers.**

**None at this time.**

**ITEM # 7 - Correspondence.**

**Copy of memos that went out to all departments concerning scheduling workshops.**

**Trisha Danka: Asks Doug Thomas to send out reminder letters to departments before the end of the year concerning scheduling their budget workshop meetings.**

**Motion to go out of order to item # 5 First Selectman Comments.**

**Motion: Bill Paecht**

**Second: Michele Pavlik**

**Vote: 6-Yes**

**0-No**

**0-Abstain**

**0-Disqualify**

**The First Selectman asks if anyone has any questions.**

**Trisha Danka: Asks if the Town has any money invested with Madoff Securities.**

**Robert J. Koskelowski and Doug Thomas both state that the Town does not have any money invested with Madoff Securities or any other mutual funds or brokerage stocks. The Town's money is only in the bank and we are very conservative.**

The First Selectman states that he had a meeting with the Superintendents office concerning comments that were made at the last meeting about the Board of Education and the budget for next year. He states that when he makes comments or suggestions about certain aspects of the budget he is not giving any personal attacks nor is he speaking about anyone's qualifications or abilities to do their job.

The First Selectman also states that he has been meeting with Doug Thomas and Tony Caserta every week to discuss the budget. He also states that in the near future the Seymour Public Library may need a transfer to their oil account due to a bad investment. The Town does not control their investments they have an endowment, which is called the Charles B. Wooster Fund.

Kurt Miller: Asks if the First Selectman has looked at capital projects for next year. The First Selectman states that the Board of Selectmen and the First Selectman are the ones that choose the capital projects and then they will notify the Board of Finance. He does state that the capital projects this coming year will be slim if there are any projects at all. He states that there will be no new vehicles, including police cars and also no new fire rescue truck for the Fire Department. He will be recommending that any 5-year plans be put off for another 12-24 months. The First Selectman states that most of the residents that have come into the office have stated that they would like to see a 0% tax increase this year.

Michele Pavlik: Asks if there will be any changes in interest rates on bonding or any problems with bonding.

The First Selectman states that the current bonding rates are locked in and that there should be no new bonds until at least 2014. He also states that the Town is applying for STEAP and other Grants to try to offset some of the needed projects in Town, such as replacing and or repairing some of the bleachers at the High School field. He also states that cutting or reducing positions will be the last resort in trying to save money and he feels that if the Board of Education decides to cut positions in his opinion they should start with non-certified staff and not the teachers.

Michele Pavlik: Asks if the broken window at the Community Center has been replaced and the First Selectman responds yes.

Motion to go back to item # 7 Correspondence.

Motion: Michele Pavlik                      Second: Bill Paecht  
Vote: 6-Yes                      0-No                      0-Abstain                      0-Disqualify

Peter Jezierny: Asks about a copy of a letter from the Finance Department to the Southwest Conservation District concerning their request for funds in the 2008-2009 budget not being granted. The contribution from the Town would be \$1,500.00 and he feels that this is a vital service used by the Inland Wetlands Commission and to use the Town Engineer for these services would cost the Town thousands more dollars. He would like to know why this was taken out of the budget. He also states that he thought this was being added to the Engineering budget.

The First Selectman and Doug Thomas state that it was not put into the budget last year due to the Town not using the service and it was not put into the Engineering budget. They suggest that if the Inland Wetlands Commission is in need of this

service that they should take the money from their fee account since if it is not in the budget it can not be paid. Peter Jezierny will take the recommendation to the Inland Wetlands Commission and John Conroy, Wetlands Enforcement Officer to see what they think. He would like the secretary to forward a copy of the letter to them.

The letter concerning the fire trucks payment schedules and invoices is just for information only for budget purposes.

**ITEM # 8 - Public Works Department and Purchase Orders.**

Dennis Rozum, Director of Public Works is present to answer any questions from the Board.

Trisha Danka: Asks if the Public Works Department is having any difficulties or problems producing purchase orders and if so what can the Finance Department do to help with that problem.

Dennis Rozum: States that there are no problems and that every day he pulls purchase orders for any purchases for that day. He apologizes for not doing one for the asphaltting project and stated that when he got the word that the project was to start, it happened literally the next day and the purchase order was not done. He states that it will not happen again and that he already spoke to Doug Thomas about the situation and Doug informed him that next time he will need to take the purchase order out prior to the project for the full dollar amount and work off of that. He then informs the Board that the new salt product that Public Works has purchased saved the Town \$2,700 so far this year compared to using just plain salt.

Michele Pavlik: Asks Dennis to stay for a few more minutes due to some questions she has on the financial reports and some of the Public Works line items running low. He agrees.

**ITEM # 9 - Approval of Minutes from the November 25, 2008 meeting.**

Motion to approve minutes from the November 25, 2008 meeting.

Motion: Bill Paecht                      Second: Peter Jezierny

Discussion: Michele Pavlik would like to add to the First Selectman's Comments on the 2<sup>nd</sup> page that the First Selectman made a comment about the Public Works Department possibly needing a transfer in the future.

Motion to approve minutes from the November 25, 2008 meeting with the following addition: To the First Selectman's Comments on the 2<sup>nd</sup> page that the First Selectman made a comment about the Public Works Department possibly needing a transfer in the future.

Motion: Bill Paecht                      Second: Michele Pavlik

Vote: 5-Yes (Trisha Danka, Nancy Onofrio, Bill Paecht, Peter Jezierny, Michele Pavlik)      0-No                      1-Abstain (Kurt Miller)      0-Disqualify

**ITEM # 10 - Financial Reports.**

Michele Pavlik: Has several issues concerning the Public Works budget for Dennis Rozum. She indicates several line items that are at more than 50% depleted and the fiscal year is only halfway through.

**Dennis Rozum, Director of Public Works:** Explains some of the reasons that the line items are over halfway depleted.

- Catch basin account 95% - Due to all cleaning for the year done already.
- Clothing account 66% - All of the checks go to the employees in July for their clothing allowance.
- General Supplies 89% - Does not see a problem, office supplies, paper, etc.
- Trees account 81% - There were some serious tree issues this past summer and by the Town purchasing the bucket truck it saved a lot of money.
- Repairs & Maintenance 78% - There was a lot of maintenance done on the tractor and the street sweeper and extra oil purchased.
- Gasoline account 75% - All departments use the pump and then reimburse this account.

The Board of Finance members would like Mr. Rozum to let them know prior to needing any transfers or help with anything. They thank him for staying at the meeting.

**Doug Thomas:** States that the auditor report will be finished and the report will be ready for the January 2009 meeting. He also states that the audit is approximately 3 to 4 weeks behind schedule due to an extensive amount of work that had to be done at the Board of Education. The audit will be on time per State Statute.

**Kurt Miller:** Asks if there are any new concerns on the Management Letter.

**Doug Thomas:** States that there is not.

**Michele Pavlik:** Asks Bill Paecht about the Parks Repairs account being at 77%.

**Bill Paecht:** States that the Town approved the purchase of a new Sand-pro, which should have been 3 payments, but they paid for it in one payment.

**Doug Thomas:** The Town Treasurer account has not been fixed yet.

**Robert J. Koskelowski:** Reason water account is at 68% is due to rates going up and also the discovery of a meter at the Great Hill Fire Department, which the Town had not been billed for in the past.

**Michele Pavlik:** Tells Doug Thomas that the Board members do not need the 2007/2008 financials in their packets anymore.

**ITEM # 11 - Other Business.**

**Trisha Danka:** Received a call from the Connecticut Post asking for a confirmation that there will be a 0% tax increase this coming year. She explained to the reporter that the Board of Finance will work very hard to make that happen.

**ITEM # 12 - Continued preparations for the 2009/2010 Budget.**

**Trisha** states that she would like Doug Thomas to send out the finalized schedule to the board members before the end of the year. She would also like a disclaimer put on the bottom of the schedule. She will send Doug the verbiage. She would also like the final schedule posted on the Town website and in the newspaper.

Bill Paecht: Spoke to Maryanne Mascolo, Superintendent of Schools and she stated to him that the Board of Education budget will be done by January 8, 2009 and she would also like to meet with the board members on a one on one basis if they have any questions for her on January 21<sup>st</sup> & 22<sup>nd</sup>, 2009.

Trisha Danka does not agree that there should be one on one meetings and that any discussion should be with the whole Board. She also states that if any member wishes to meet with Ms. Mascolo separately then she would like an update on the questions and the discussion that occurred.

Kurt Miller: Also suggests that some of the board members attend the Board of Education Finance Committee meetings.

Doug Thomas: Enclosed a blank copy of the budget and asks the board members if they would like any changes on how it is set up.

Trisha Danka would like Doug to make sure that he keeps the numbers updated. She also reminds the board members to bring their notebooks to the workshops.

Bill Paecht: Would like to see the Director and the Foreman of Public Works salary line items separated.

Trisha Danka: Asks the First Selectman if the Town is looking at reducing or eliminating positions at some point, does he have any idea which positions.

Robert J. Koskelowski: States that reducing or eliminating positions will be the last resort and if that happens he will provide a list to the Board of Finance of his recommendations. He states that he is evaluating all positions at this time.

Michele Pavlik: If any board members have any cost saving ideas to please let the First Selectman and the Finance Department know.

Robert J. Koskelowski: The Public Works Department is currently working on the Community Center to help conserve fuel, as well as the installation of thermal windows from a grant from the Katharine Matthies Foundation.

**ITEM # 13 - Public Comment.**

Frank Loda, 27 Osprey Drive: Would like the board members to know that if they would like to look back and see what happened with the Southwestern Conservation District at the budget workshop last year he has all of them on the Seymour Democratic Town website.

**ITEM # 14 - Adjournment.**

Motion to adjourn at 8:18PM.

Motion: Michele Pavlik

Second: Nancy Onofrio

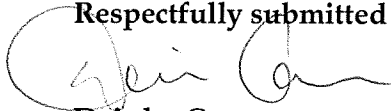
Vote: 6-Yes

0-No

0-Abstain

0-Disqualify

Respectfully submitted by,



Deirdre Caruso,  
Recording Secretary

Reviewed by,



Trisha Danka,  
Chairman