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**Town of Seymour
Board of Finance
Minutes
Tuesday, September 28, 2010 at 7:00 PM
Norma Drummer Room, Seymour Town Hall**

Members present: Mark Thompson, Bill Paecht, Bill Sawicki, Peter Jezierny, Len Greene, Kristen Harmeling, and Michelle Walsh.

Others present: Paul Roy, Doug Thomas, Frank Loda, Michael Breault, Kimberly Welch and John Stelma

Item # 1 – Call meeting to order

The Chairman, Mark Thompson, opened the meeting at 7:00 PM

Item # 2 – Pledge of Allegiance

Everyone saluted the Flag and recited the Pledge of Allegiance

Item # 3 – Seating of Alternates

No alternates were seated

Item # 4 – Public Comment

None

Item # 5 – Remarks from the Chair

The Chairman, Mark Thompson, reported that he attended the BOS meeting on September 7, 2010 and explained the BOF had not seen the transfer request for the tape recorder for the BOF recording secretary that was presented to the BOS at its August meeting; and had the Chair seen the request in advance he never would have approved the transfer request the way it was fashioned. Mr. Thompson also stated he would have attended the August meeting of the BOS had he known the transfer request was to be presented at that time. This incident was an unfortunate lack of communication between the Finance Department/Administration and the BOF. Unfortunately, the Finance Department/Administration neglected to share with the BOF the transfer request before it was submitted.

Mr. Thompson, commented the BOF was disappointed to learn from the New Haven Register the BOS had created a Charter Revision Committee to focus on Chapters 12 and 13 of the Town Charter which deal with the budget process, finance, taxation and the annual town meeting. As a courtesy, the BOF concurred the Chairman should have been informed of the revision committee's focus and composition of the committee. The Chairman stated he hoped the revision committee would contact the BOF to receive member's opinions on the budget process and the annual town meeting.

Len Greene suggested, and the BOF agreed, to send a letter to the Charter Revision Committee including the minutes from the BOF Special Meeting on September 16, 2010 when the budget process was discussed. The First Selectman, Paul Roy, explained his rationale in selecting the members of the Charter Revision Committee. He stated that only one-third of the board could be comprised of appointed and elected board members and that would amount to two people out of a seven member committee. Mr. Roy further stated he solicited input from Selectman Kurt Miller for potential members to serve on this committee. Mr. Roy provided a brief background of each member for the revision committee.

Mr. Thompson reported on the Jobs Education Grant money, which had been discussed at previous BOF meetings along with Assistant Superintendent Rick Belden. The BOE will be receiving \$575,000 from the state. Mr. Thompson said he and Kristen Harmeling attended a special meeting of the Board of Education which had a good discussion on how to use the funds. The BOE decided that \$61,000 would be used in the 2010-2011 year and \$514,000 would be applied to the next fiscal year.

Mr. Thompson mentioned that the BOE negotiated a new contract for Seymour school administrators which, if approved by the BOS, would represent a modest increase in salaries starting with fiscal year 2011-12. Mr. Roy stated the school administrator's contract will be on the agenda for the BOS meeting.

A lengthy discussion ensued concerning the MBR (minimum budget requirement) that impacts the BOE budget. Despite previously being told by the First Selectman he would obtain a legal opinion from town counsel concerning the MBR issue, Mr. Roy said town counsel would not render such an opinion and the BOF should follow the advice of the BOE's attorney. Surprised by this development, the BOF instructed its Chair to contact the State Education Department and receive clarification on the precise MBR dollar amount for the Town of Seymour for fiscal year 2010-11.

Item # 6 - Comments from the First Selectman

Mr. Roy commented that the BOF's input would be important to the Charter Revision Committee and he strongly encouraged the BOF to communicate with revision committee.

Mr. Roy reported that the Town of Seymour will receive funds through STEAP grants for various projects.

- \$45,000 to repair the roof at the Police Department
- \$37,000 for signs leading to the industrial park and antiques district
- \$25,000 for a permanent bathroom structure at Chatfield Park

Mr. Roy said he received notification Auto Zone will become a tenant in the space formerly occupied by Walgreen's. As a member of the Planning and Zoning Office, Bill Paecht commented they expected to hear from Auto Zone in the near future to go over preliminary plans.

Mr. Roy said the BOS approved the establishment of a committee to study whether the town should re-staff the Economic Development Department or hire an outside consultant. Mr. Roy indicated he appointed Kristen Harmeling to the committee. The Committee is expected to submit its report to the BOS by November 15.

Mr. Roy announced the Aquarian Water Company donated a truck to the town. The Senior Center received six computers from the BOE. Mr. Roy met with a representative from AT & T which donated \$1,000.00 for purposes of connecting the computers to the internet at the Senior Center.

Mr. Thompson asked the First Selectman if the purchase orders for the Economic Development position were still encumbered. Mr. Doug Thomas, the finance director, reported the PO's had been released and the monies have fallen to the general fund. Mr. Thompson asked why the PO's had been released if a report from the advisory study committee is expected by mid-November. Mr. Thomas responded the action was taken at the request of the Chair of the Economic Development Commission. Mr. Thomas stated the Economic Development Commission could re-encumber the purchase orders should the BOS and BOF approve to re-staff the Economic Development Department. Mr. Sawicki challenged the accuracy of Mr. Thomas' statement the PO's could be re-encumbered once the monies have fallen to the general fund. The BOF instructed Mr. Thomas to contact the Town's auditor and ask how monies can be transferred out of the general fund from prior fiscal years should the economic development position be approved.

Mr. Thompson asked the First Selectman for an update on FOI request policy which had been discussed at previous BOF meetings. Mr. Roy responded the policy had yet to be written but should any FOI request be made they should be forwarded to his office for handling. Mr. Roy stated that he would get the BOF the policy in writing. Kristen Harmeling asked if the policy would be posted on the website to which the BOF received an affirmative response.

Mr. Thompson asked for an update concerning the WPCA as discussed at the previous meetings. Mr. Roy responded that the town counsel advised him not to transfer any money from the WPCA account. Perplexed by this statement given prior discussions concerning the issue, the BOF requested a letter of explanation from town counsel why monies should not be transferred from the WPCA funds?

Item # 7 - Report from the Finance Director

Mr. Doug Thomas reported that the audit pre-testing had been completed and bank confirmations and attorney letters have been mailed out.

Mr. Thomas stated that while the 2010 fiscal year had yet to be closed out, year to date revenues totaled \$46,714,084, and expenses totaled \$46,516, 324 with \$161,518 encumbered. Fund balance had a reduction of \$393,109.

Mr. Thomas said the BOE still had approximately \$600,000 in expense to record.

Another tax assessment appeal, \$28,000, had been approved that must be paid in 2010-11. A transfer request will be necessary for the legal settlements account to cover the expense.

Mr. Thomas shared a memo he had prepared on the number of furlough hours taken to date. Mr. Thompson requested the next monthly report shown not only the total number of hours, but the total dollar amount by department. Mr. Thompson also requested the targeted amount by department be included in the report.

Mr. Thomas distributed a cell telephone analysis for Verizon. He and Mr. Roy will study the report and make a decision whether it makes sense to move the town to one or two telephone carriers.

In response to a question from Kristen Harmeling, Mr. Thomas and Mr. Roy both gave assurances progress was being made to assemble the necessary documents necessary to close-out the middle and high school projects. Mr. Roy indicated town staff was working

closely and coordinating efforts with the BOE staff to assure the deadline will be met for filing the necessary paperwork with the State Department of Education.

Mr. Thomas shared a memorandum he distributed to town vendors reminding them that all invoices must include a purchase order number, and all invoices must be sent to the Finance Department.

Mr. Thomas reported the town had received \$50,000 for the sale of property at 36 Pershing Ave.

Item # 8 - Transfer Requests

Motion to table Control 28 for town building to transfer \$2,500 from sewer fees account and \$453.00 from postage rental account, for a total of \$2,953.00 to the repairs and maintenance account to cover back invoices from Oatley. The motion to table was made since not all members of the BOF had seen the backup documentation, or they had not received the backup documentation in time to review the information.

Motion: Bill Paecht

Second: Bill Sawicki

Yes: 7

No: 0

0: Abstain

Motion to approve Control 3 to transfer \$5,000 from the general fund, to the Conservation Aquifer Protection professional fees account. In response to questions from the BOF, the finance department confirmed the transfer request, as submitted, was incorrect and should read a transfer of \$5,000 from the open space fund to the Conservation Aquifer Protection other purchased services account.

Motion: Bill Paecht

Second: Len Greene

Motion withdrawn

Motion: Bill Paecht

Second: Len Greene

Yes: 6

No: 0

1: Abstain

Peter Jezierny

Motion to recommend the BOS transfer of \$5,000 from the open space fund to pay for the engineering services for the Conservation Aquifer Protection.

Motion: Bill Sawicki

Second: Bill Paecht

Yes: 5

No: 0

2: Abstain

Kristen Harmeling

Peter Jezierny

It was requested the Chair submit its recommendation in writing to the BOS.

Item # 9 – Correspondence

None

Item # 10 - Approval of Minutes

Motion to approve minutes of the August 24, 2010 BOF meeting

Motion: Peter Jezierny

Second: Len Greene

Yes: 7

No: 0

0-Abstain

Motion to approve minutes of the September 16, 2010 Special Meeting of the BOF

Motion: Peter Jezierny

Second: Len Greene

Yes: 7

No: 0

0-Abstain

Item # 11 - Other Business

Motion to recommend that prior to the BOF's review any department budgets in January/February, the BOF attempt to organize a joint meeting of BOF, BOS, BOE and other departments that the BOF sees fit to invite to better understand the contracts and other statutory obligations the town may face.

Motion: Kristen Harmeling

Second: Bill Sawicki

Yes: 7

No: 0

0-Abstain

Item # 12 - Adjournment

Motion to adjourn

Motion: Len Greene

Second: Bill Sawicki

Yes: 7

No: 0

0 – Abstain

Meeting was adjourned at 8:44 pm.

Submitted by:

Kelly Breault
Recording Secretary