

# Seymour Board of Education



## FINANCE COMMITTEE MINUTES revised

September 5, 2017  
Seymour Middle School  
7:00 pm

COPY RECEIVED  
DATE: 9/18/17  
TIME: 12:00pm  
TOWN CLERK'S OFFICE

### BOARD MEMBERS IN ATTENDANCE:

Kristen Harmeling, Chairman  
Yashu Putorti  
Peter Kubik  
Jen Magri

### OTHERS IN ATTENDANCE:

Michael Wilson, Superintendent of Schools  
Vonda Tencza, Associate Superintendent  
Rick Belden, Assistant Superintendent-Finance & Operations  
Pat Boyle, Board Clerk

### I. CALL TO ORDER

Mrs. Harmeling called the meeting to order with the Pledge of Allegiance at 7:00 p.m.

### II. PUBLIC COMMENT

None

### III. DISCUSSION AND POSSIBLE ACTION

#### A. Information and Recommended Action

##### 1. Financial Management Summary ending August 31, 2017

Mr. Belden reports that we have completed the field work with the auditors and it went without incident. The auditors will be returning in October. The ED001 and ED141 State Reports have been completed. Mr. Belden prepared a more detailed report of expenditures. The committee had some questions about the encumbrances. Mr. Belden explained that blanket purchase orders are put in for the year in July. Only those accounts that are contractually necessary (e.g. elevator maintenance, software license contracts, transportation services) are being spent at this time. All other line items have to be pre-approved by central office as we have placed a hard freeze on these accounts. Next month in the summary there should be little or no movement in these accounts. Mr. Belden addressed the encumbrance listing as of 6/30/17 and indicated that these expenditures had been committed prior to year end and have already been purchased. The technology replacements are in accordance with our 5 year replacement plan. Mrs. Harmeling asked about the transfer in the 2017-18 budget to the town of \$150,000 for dental coverage. She was concerned with the town reducing this amount in the future. Mrs. Magri questioned the purchase of a Kloter Farms Pre-Fab Shed for storage of custodial maintenance equipment as well as storage for trophies and the high school auditorium curtain. Mr. Belden explained that the storage shed was recommended by the prior Facilities Manager as the track and football could no longer use the field house for storage of their equipment.

The stage curtain was not identified in the annual planning process, but had not been repaired since its installation in 2005 and needs to be replaced as it has lost its fire retardant capabilities and is not code compliant. The new display cases were required as the existing storage for some trophies in the girls' softball shower room was felt to be inappropriate by the former superintendent. Mrs. Magri went on record opposing the purchase of the shed.  
**MOTION:** (Mr. Kubik/sec. Mrs. Magri) to recommend to the full Board the approval of the Financial Management Summary ending August 31, 2017 as presented.

**SO VOTED**

- AFFIRMATIVE:** Mrs. Harmeling, Mr. Kubik, Mrs. Magri, Mr. Putorti
2. Actual Expenditures June through August 2017  
Mr. Belden explained that these expenditures were already committed or were contractual obligations before a hard freeze was implemented.

**B. Reports**

1. Chairman's Report  
Mrs. Harmeling thanked Mr. Belden for a more detailed accounting. This allows the committee to understand the process and to answer public questions. She asked that we continue with this practice.
2. Superintendent's Report  
None

**IV. PUBLIC COMMENT**

None

**V. ADJOURNMENT**

**MOTION:** (Mrs. Magri/sec. Mr. Kubik) to adjourn the meeting at 7:30 p.m.

**SO VOTED**

**AFFIRMATIVE:** Mrs. Harmeling, Mr. Kubik, Mrs. Magri, Mr. Putorti

Submitted by:  
Pat Boyle