

Town of Seymour
Board of Finance

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TOWN CLERK'S OFFICE

MINUTES

Budget Deliberations
Monday, March 18, 2019 at 7:00pm
Norma Drummer Room – Seymour Town Hall

Members Present: Jim Cretella, Richard Demko, Kristyn Hanewicz, Beverly Kennedy, Heather McDaniel, Bill Sawicki, John Stelma; Kwame Dunbar (alternate)

Members Absent: Gary Popielasz (alternate)

Others Present: Doug Thomas

Item #1 – Call Meeting to order

Chairman Bill Sawicki called the meeting to order at 7:02pm.

Item #2 – Pledge of Allegiance

Everyone saluted the Flag and recited the Pledge of Allegiance.

Item #3 – Public Comment

None

Item #4 – Deliberation & Discussion of 2018/2019 Budget

Discussion of the 2018/2019 budget:

- Community Services
 - Ask the Board of Selectmen about increasing the Administrative Assistant from part-time to full-time? Kurt said it needs to be funded first. **TABLE THIS TILL 3/20.**
 - What is the \$4,800 for on-line registration for? **NEED ANSWER FROM MARY.**
 - **DOUG: PLEASE MOVE THE 17,200 FOR THE NEWSLETTER ADS FROM THE "Other Financing Sources" TO THE "Miscellaneous Revenues" SECTION AND CREATE A LINE CALLED "Community Services Advertisements"**
 - Where is the breakdown for the revenues? **We need to match the revenues and expenses numbers. They do not currently.**
- Library
 - **Ask the Board of Selectmen for the 30,278 for the part-time people? TABLE THIS TILL 3/20.**
- Retirement – the state plan has increased a lot; Police Department increase 17%; all other departments is 12%.
- Capital/Non-Recurring –
 - Mill Rate Stabilization Fund is the difference between revenue & expenses. After keeping the mill rate stable, this is the number needed.
- Contingency
 - **Leave the 5,000 for Community Service Labor;** per Kurt Miller this money is for extra programs or extra expenses not planned on. If not used, this money will be included in the surplus. (Goes back to Fund Balance).

- Tom Eighme had a line for 10,000 for the repair of the sewer pipe @ Great Hill. Kurt said to take out of his budget because the Town will pay for it. There is 10,000 in the Fire Department budget. Want to make sure that this is not duplication. **Is the town going to pay for ripping up the floor or for the ripping up and fixing it up afterward?**
- Bond Purchase and Interest Accounts
 - DOUG: please transfer the line items for “2015 Road Bonds” and “2016 B – GOB” and “2013 Middle School Bonding” lines under the INTEREST section – they should be in a different area. Also, please check all the PRINCIPLE and INTEREST sections to be sure that there are corresponding entries. If there are not, then the number should be transferred elsewhere on the budget. Please re-label.
- Board of Education – Go with First Selectman’s Budget. Also, need to address the turf replacement.
- Revenues –
 - Under the “Real Estate Conveyance Revenue” – leave at 125,000.
 - Adjust the Pistol Permits Revenue to 5,000
 - Tuition Revenue - do not budget for this. Use 0.
 - Mashantucket Pequot Fund – Use the First Selectman’s Budget.
 - For the Pilot Program – use the 5,727
 - WPCA Liens – use the 6,500.
 - Building Inspector – use 150,000.
 - Boys & Girls Club Rent – need to put in 3,900 here.
 - Capital Project Reimbursement for 300,000 – this is for the closeout of Chatfield/LoPresti School. There was a lawsuit about the sidewalks. **We need to know if we will get the money for sure this year.** Did we win the lawsuit? Is there any settlement? We haven’t even filed with the state to close out yet. Doug will come back with dates that this was filed and when we will get the money. Until then, move this number to the “Use of Fund Balance”.
- Town Contributions – Recreation –
 - Land Trust Fireworks – discussion about whether to fund this. Doug will find out how much money they have raised for this so far. And if they still need the 5,000. TABLE this till 3/20.
 - Boys & Girls Club – we should stay with the 10,000.
 - Pumpkin Festival – same as last year, 10,500.
 - TEAM should get the 10,000.
 - DOUG: please check that these line items are correct.
- Selectman’s Office
 - FS Assistant (1) – budgeted for 92,873, now is 60,660. Is the 92,873 for more than one person? **The two numbers listed (60,660 and 43,460) do not add up to the 92,873. WHY?**
- Registrar of Voters – asked for additional \$20,000 for two extra people @ the polls per state mandate.
 - Doug will confirm that we do not need the additional 20,000 (per First Selectman). Use the 25,000. If we need to do it per the state, we will.
- Assessor’s Office – for revaluation – When will be done next spring – what is the expected bill for that? – What do we have saved for this so far? For now, go with the 196,080. If we need more, we will increase.
- Town Clerk – Change - use the First Selectman’s number
- Town Computers/Data Processing
 - Change this “Annual Support” line to read “Annual Support – BOE Reimbursement”
- Town Operations – Buildings – the overtime line – make this line 12,500 instead of the 25,000.

- Police Department – 1st Selectman budget took out recruit training (20,400); Overtime training was reduced to the correct calculation (using weighted average). **Is the new retirement included in this budget? Will we need to change the numbers due to this? For now, use the First Selectman's number.**
- For CARS – **USE the 78,356**
- Fire Department
 - Building Repairs & Maintenance – remove from operating budget – the 10,000 for the repair of the floor at Great Hill Hose from the sewer line will be covered by the town. **DOUG will confirm that the Town is paying for the repair as well as ripping up.**
 - Take out the **41,114 (is one installment on the radios)**; this number is also included in the Capital Plan.
- Water – Fire Hydrants – **DOUG will check the numbers.**
- Office of Building Compliance – First Selectman has approved the below additions to the budget
 - **\$1,200 addition for the Zoning Enforcement Officer (for mileage & telephone)**
 - **\$1,200 addition for the Inland/Wetland Officer (for mileage & telephone)**
- Highway Wages & Maintenance – removed the clerk position <47,757>
 - We can use the 1st Selectman's numbers for Overtime Snow Plowing & Snow Plowing Materials because if we need more, we will transfer from Contingency.
 - Take out the F550 Truck Purchase – the 90,000 because it is in the Capital Plan (non-recurring)
 - TREES budget should be 85,000
 - DOUG – please add a line item for “Vehicle & Equipment Storage” for 18,000; for the new place on Skokorat Street (Old Bunting's Express); they are planning to move in in June.
 - Seasonal Employees – use the DEPARTMENT REQUEST of 55,000
 - Repairs & Maintenance – use the FIRST SELECTMAN'S NUMBER 80,000.
- Street Lighting – Change the number to 85,000
- Sanitation/Transfer Station - For the Recycling revenues: **USE THE 18,000**

DOUG: PLEASE MAKE THE FOLLOWING CHANGES TO THE REPORTS.....

1. We should have the following columns: “Projected Actual 6/30/19”, “BOF Budget”, “First Selectman's Budget” FOR BOTH REVENUE and EXPENSES.
2. Revenues – SR. OTHER – has a <3,500> - sometimes this is from grants that have come in and been moved. DOUG will correct this....
3. DOUG – please have an estimate on the Mill Rate for the BOF Budget. (Kurt's will be at 36)

Item #5– Adjournment

Meeting was adjourned at 8:55pm.

Submitted by:

Monica Dimon
Recording Secretary

