

COPY RECEIVED  
DATE: 6/24/20  
TIME: 3:15pm  
TOWN CLERK'S OFFICE

Town of Seymour ~ Board of Finance  
MINUTES  
Regular Meeting  
Tuesday, June 23, 2020 at 7:00pm  
Via Zoom Teleconference # 857 932 37590

**Members Present:** Bettyann Peck, Kwame Dunbar, Bill Sawicki, Beverly Kennedy, Jim Cretella, John Stelma; Grace Brangwynne, Paul Wetowitz (alternates)

**Members Absent:** Richard Demko; Gary Popielasz (alternate)

**Others Present:** Tony Caserta, Malia McCool, Paul Satkowski, Tim Connors, Doug Thomas, Stephan Behuniak

**Item #1 – Call Meeting to order**

Chairman Bill Sawicki called the meeting to order at 7:14pm.

**Item #2 – Pledge of Allegiance**

Everyone saluted the Flag and recited the Pledge of Allegiance.

**Item #3 – Seating of Alternates**

Motion to seat Grace Brangwynne

Motion: Kwame Dunbar

Second: John Stelma

Vote: Yes: 6

No: 0

Abstain: 0

**Item #4 – Public Comment**

- Stephan Behuniak – Just wanted to say that the Board of Finance did a great job with the very difficult and arduous task of creating a budget this year during these hard times, so I praise you all for getting the budget in and on time this year. Secondly, I am not one to make personal attacks, especially when it comes to Town business, however, something so beyond the pale has occurred and I feel I need to speak. Mr. Wetowitz, who is an alternate on this Board has shared something yesterday so disgusting on Facebook that it shouldn't really be brought up and I would understand if it was a one-time thing, Paul, but this is a pattern with you, going back a while ever since I've known you. I believe that you should not be serving in the Town. I believe that you should resign. If you do not resign, I would call upon the Chairman and the members of this Board to not ever seat this man as an alternate. Thank you.
- Bill Sawicki – said that he was not aware of anything because he does not participate in social media and this is an issue that I will get with Kurt (Miller) on to get some background as to what is the genesis of all this discussion.
- Kwame Dunbar – I would like to add to Stephan's comments; I saw the post and I don't think that there is any place for that in our Board of Finance. It was very disgusting and I'm disappointed to see that someone on our Board posted that. I agree with what Stephan said.

**Item #5 – Approval of Minutes – May 26, 2020 Regular Meeting**

Motion to approve Minutes from May 26, 2020 Regular Meeting

Motion: Jim Cretella  
Vote: Yes: 7

Second: John Stelma  
No: 0 Abstain: 0

**Item #6 – Report from the Finance Director**  
**Fiscal Year 2020**

Revenue class projections less than budget are; Use of fund balance (\$225,000), Capital Grant (\$210,000), Tax collections (\$188,000), Recreation (\$112,000), Assessments (\$97,000) and all other net (\$70,000). Total shortage is (\$902,000) mainly due to COVID 19.

Expenditures class projection surplus; Police (\$130,000), Contingency (\$65,500), EDC (\$46,000), General govt (\$100,000), \$58,000), Recreation (\$102,000), and all other net (\$110,000). The Board of Education (BOE) is projecting a surplus in the range of \$290,000 to \$441,000. The projection is dependent on cancelling vendor contracts for no-work performed due to COVID 19. The BOE surplus is due to COVID 19 savings. Total surplus using low end of BOE projection is \$843,000. Only a shortage of around \$60,000. The Board of Education is showing a surplus of between \$290,000 to \$441,000 due to the COVID 19 (per Sherry Holmes). General Government surplus of \$100,000, Public Works surplus of \$58,000, Recreation surplus of \$102,000.

Major area of concern is the retirement funding. The budget included a funding rate of 12.0% and 17.0% for general and Police wages respectively. Actual retirement funding is 13.73% and 20.24%. The final actual retirement funding short fall will be available in July, however there is \$100,000 in contingency for coverage.

The Operations director will be transferring the Town Buildings improvement fund to the town buildings accounts. The transfer is included in your packet. The Police department is requesting a transfer for police vehicles which is in your packet.

The Accounting Manager went out for surgery January 30, 2020 and has returned to work with doctor's approval.

**Software Update**

Training on the new system continues, all training is performed online. All purchasing departments have been trained in requisition requests and department approvals. The new system will utilize requisitions, requisition approval and converted to PO after department head approvals online. This will increase budget and internal controls, efficiency and paperless purchasing orders.

We are just waiting to go live in July or August. We will be running parallel systems as much as we can in July.

Bill Sawicki asked that we run parallel systems at least through the end of October. Two months is not enough to get a feel with a brand-new system. This is all new to everyone. On October 31<sup>st</sup> we will see where we are and how we feel. If everyone is comfortable, using P.O.'s and transactions and budgeting all are running smoothly then we could stop. But we cannot cut this off after August. Even October may be too soon. I have seen people run parallel systems for six months. So, we will see where we are at the end of October.

Bill Sawicki asked if we as a Town are dealing with any applications for State Funding due to COVID 19? Doug said that yes, we have put all our COVID expenses into a special account and we will be applying for FEMA reimbursement and then the State will be making up the difference between that and our costs. I am working

with Tom Eighme. Bill said that FEMA can't be recorded as a receivable until FEMA approves their worksheet that is sent into them with the amounts. Bill said to consider this before we close out June.

John Stelma asked on Recreation shortage/overage – is that a wash? The shortfalls are due to COVID. The buildings are closed.

John Stelma asked if we could have a report at our next meeting on the Private Duty Reimbursements and where we stand with that?

Bill Sawicki asked Doug Thomas to be sure that at each of our regular meetings he provide an aging showing the amounts still due on the Private Duty Reimbursements so we can keep an eye on that. Doug said he would do this

**Item #7 – Comments from the First Selectman**

None

**Item #8 – Transfers**

FY 2019 - 2020

Control #  
Date

2  
6/16/20

DEPARTMENT: Police  
AUTHORIZED PERSON: Paul Satkowski, Chief  
AMOUNT REQUESTED: \$ 98,500.00

ACCOUNT NUMBERS

ACCOUNT NUMBERS

ACC. LINE ITEM TITLE	FROM	AMOUNT	TO	AMOUNT
Uniformed Police	1-001-420-2100-535-110	\$ 98,500.00		
Machinery and Equipment			1-001-420-2100-535-745	\$ 98,500.00

**PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)**

Transfer to purchase two police vehicles.

This transfer was approved by the Police Commissioners at their meeting last week. The backup on the vehicles is attached. During the budget process we requested 3 vehicles which were cut from the budget. If there is any money remaining at the end of the fiscal year, we transfer that to purchase vehicles. Given the current situation, we feel two vehicles are sufficient at this time and would meet our needs.

Motion to approve the above transfer as presented

Motion: Beverly Kennedy

Second: Grace Brangwynne

Vote: Yes: 7 No: 0 Abstain: 0

FY 2019 - 2020

Control #  
Date

1  
6/1/20

DEPARTMENT: Town Building

AUTHORIZED PERSON: Tim Connors, Building Director and Anthony Caserta, Director operations

AMOUNT REQUESTED: \$ 96,071.57

<u>ACC. LINE ITEM TITLE</u>	<u>ACCOUNT NUMBERS</u>		<u>AMOUNT</u>	<u>ACCOUNT NUMBERS</u>		<u>AMOUNT</u>
	<u>FROM</u>			<u>TO</u>		
Town building fund	1-001-410-1950-530-863		\$ 90,562.35			
Social Security (7.65%)				1-001-410-1550-510-220		\$ 3,008.5E
Retirement (13.73%)				1-001-410-1550-510-530		1,735.5E
Salary Regular employee				1-001-410-1940-510-110		29,695.3E
salary - Overtime				1-001-410-1940-510-130		9,632.2E
Repairs and Maintenance				1-001-410-1940-510-430		44,903.8E
General Supplies				1-001-410-1940-510-610		1,527.5E
Repair and Maintenance - Police	1-001-410-2100-510-430		5,509.22			
Repair and Maintenance - Fire			-	1-001-410-2200-510-430		5,566.3E
			<u>\$ 96,071.57</u>			<u>\$ 96,071.57</u>

PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Transfer to cover various operating expenses of Town Buildings. Cost overruns due to: Social Security and Retirement dependent on salary and overtime costs; salary cost over due to workers compensation injury and extra worker, overtime overage due to ice storms, window replacement monitoring, community center oil tank monitoring; Repairs and Maintenance due to police boiler, air conditioning, fire department drainage, community center oil tank; General supplies over due to extra cleanings.

Tony Caserta said that we had a series of events that occurred and usually they involved problems with the plumbing or HVAC systems and unfortunately these things occurred during the weekends or holidays. You will see on the attached sheets the vendors we used. This year we had problems with the boiler down at the Community Center and problems with the diesel/gas for the heating fuel at the Community Center, we had a series of problems at the 98 Bank Street Building – pipes frozen, HVAC problems. Once we start with these buildings, the problems turn out to be worse than expected. A lot of the pipes down there are from the original building. We patch things, but we know that eventually the other pipes are going to have similar problems. We keep our fingers crossed and do what we can.

With the Community Center we had to struggle a little with how we want to approach the repairs. We were in the midst of trying to getting a new Community Center. We didn't see any merit in putting extensive repairs into the building, but we did as much patch-work as we could. Also, even though the cost is much higher, we have had our own custodial staff do a lot of the work in the buildings on the weekend when no one is there. Alex did an extensive re-wiring job at the Police Station, they get parts for the boiler and put them in.

At the Library during the course of the year, there were repairs to the system which necessitated us closing down the lower floor. So we had to move their programs over to the Community Center so that incurred overtime (weekends). Most problems occur at the Community Center and 98 Bank Street.

We have been having issues with the HVAC systems down at Public Works; we are in the process of rolling those into a program we have going on now.

**QUESTIONS:/DISCUSSION:**

- Beverly Kennedy asked what the Control # for this Transfer is? This is CONTROL #1.
- Beverly Kennedy asked about the account numbers for the second part of this transfer. Doug Thomas confirmed that they are correct. Beverly asked if the transfer from different departments (Police/Fire) needed to be on a separate transfer. Doug said that last year the Board of Finance moved the Police Department and the Fire Department Building Repairs & Maintenance into the Town Buildings Line item on the budget. So, the Police Department had an overage and the Fire Department had a shortage so that is what you see here on the transfer.

Motion to approve the above transfer as presented

Motion: Jim Cretella

Second: Grace Brangwynne

Vote: Yes: 6

No: 0

Abstain: 1 (Beverly Kennedy)

**Item #9 – New Business**

None

**Item #10 – Correspondence**

None

**Item #11 – Adjournment**

Motion to adjourn

Motion: John Stelma

Second: Jim Cretella

Vote: Yes: 7

No: 0

Abstain: 0

Meeting was adjourned at 7:42pm.

Submitted by:

***Monica Dimon***  
***Recording Secretary***