

Town of Seymour ~ Board of Finance
MINUTES
Regular Meeting
Tuesday, August 25, 2020 at 7:00pm
Via Zoom Teleconference # 879 2095 2263

Members Present: Bettyann Peck, Richard Demko, Kwame Dunbar, Bill Sawicki, Beverly Kennedy, Jim Cretella, John Stelma; Grace Brangwynne

Members Absent: Gary Popielasz (alternate)

Others Present: Rory Burke, Doug Thomas

Item #1 – Call Meeting to order

Chairman Bill Sawicki called the meeting to order at 7:00pm.

Item #2 – Pledge of Allegiance

Everyone saluted the Flag and recited the Pledge of Allegiance.

Item #3 – Seating of Alternates

None

Item #4 – Public Comment

None

Item #5 – Approval of Minutes – July 28, 2020 Regular Meeting

Motion to approve Minutes from July 28, 2020 Regular Meeting

Motion: Richard Demko

Second: John Stelma

Vote: Yes: 7

No: 0

Abstain: 0

Item #6 – Report from the Finance Director

Financial Reports

The General Fund expenditure, revenue, special revenue and capital projects report for fiscal year 2020 are included in your packets.

Fiscal Year 2021

Reports are not included in your packages due to balancing issues between systems and revenue loading software bridge (see below software update). Budget has been loaded into both systems, payroll journal entries and payables. Some of the ACH payables entries have been delayed due to vacations. Expenditures are in line with budget except for the COVID 19 clean up by Town Buildings staff. The Public works department included a cost summary of the storm cleanup. Tax collections are on budget with little affect from COVID 19.

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 (\$132,000) and all other net (\$99,000). Total shortage is (\$966,000) mainly due to COVID 19.

Expenditures class projection surplus; Police (\$123,000), Contingency (\$8,500 after retirement transfer), EDC (\$46,000), Fire Department (\$26,000) General govt (\$45,000), DPW (\$93,000), Recreation (\$102,000), and all other net (\$75,500). The Board of Education (BOE) is projecting a surplus \$163,000. 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 \$682,000.

Total projected deficit is \$284,000. This is due to Cigna sending in their final bill: \$464,000.

We do have a Fund Balance coming into this year of \$6.7 million; not bad given the COVID situation.

Transfers included in your package for Police department, Department of Public Works and Retirement funding. Police department will be an interdepartmental transfer as will Public Works. The Retirement transfers will be from the contingency accounts.

Software Update

Both old system and new system are up and running. We are in the middle of transition of old system to new system. It currently is very labor intensive. We are waiting for a bridge from Quality data systems to Infinite visions software. We are anticipating this bridge will be running by end of next week. (Finally fixed today, 8/25/20). Due to the continuing transition and revenue bridge delay new reports are not available currently. Checking and journal entry and budget has been running without issue. However, balancing between both systems is going slow with timing issues and the revenue loading held up by bridge software. Payables and the paychecks are being paid with the new system.

- Bill Sawicki asked if there has been any paperwork submitted for COVID reimbursement. Doug Thomas said that he is working with Tom Eighme on some things.
- Bill asked if there was any kind of estimate what the dollars might look like? Doug said no, not at this time.
- Bill asked if each town was assigned a pool of money or does the State take claims up to a certain amount for each town? Doug said that back in May/June they had asked for an estimate of what our losses would be for all the towns and included revenues and expenses, which I provided to them. But I have not heard anything about how much we will get.
- Bill asked Doug what our estimate was. Doug said for expenses it was about \$100,000, Revenues were estimated at about \$150,000. Doug wasn't sure if they would reimburse on the revenues, but they are already asking for documentation on the expenses.
- Richard Demko asked how the tax collection rate is. Doug said that the tax collector said it is about the same as last year. So far, we haven't taken a big hit due to COVID. We are still on track.

Item #7 – Comments from the First Selectman

None

Item #8 – Transfers

- Bill Sawicki said we do have Control #3 for the Police Department was not signed by the Department so we cannot act on this transfer tonight, we will table till next month.

Control #4

DEPARTMENTAL TRANSFER REQUEST

FY 2019 - 2020

Control #
Date

4
8/13/20

DEPARTMENT: Public Works
AUTHORIZED PERSON: Anthony DePrimo, Director
AMOUNT REQUESTED: \$ 29,083.92

<u>ACCOUNT NUMBERS</u>		<u>ACCOUNT NUMBERS</u>		
ACC. LINE ITEM TITLE	FROM	AMOUNT	TO	AMOUNT
Overtime snowplowing	1-001-430-3110-570-131	\$ 29,083.92		
Snow plowing materials			1-001-430-3110-570-422	\$ 18,021.07
Salary Regular employees			1-001-430-3110-570-110	\$ 9,768.53
Seasonal employees			1-001-430-3110-570-115	\$ 896.00
General supplies			1-001-430-3110-570-610	\$ 1.52
Clothing			1-001-430-3110-570-615	\$ 397.80

PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Transfer for the snow plowing materials due to more ice events. Regular employees had fewer workers compensation claims than budgeted, causing the shortage. Seasonal employees due to additional spring cleaning (COVID).

Bill Sawicki said this one is pretty straightforward – they needed more money due to more “ice events”.

Motion to approve the above transfer #4 as presented

Motion: Richard Demko

Second: John Stelma

DISCUSSION:

- Bettyann Peck asked Bill Sawicki if teacher’s salaries are being paid during COVID. Bill said yes, they are under contract and there are no exceptions to them being paid. There may be some relief from the Federal Government, but we haven’t heard anything on that yet.

Vote: Yes: 7 No: 0 Abstain: 0

Item #9 – New Business

- Richard Demko wanted the Board to know that the Board of Education requested \$2,850,000 from the State for emergency COVID funding. They received \$1,282,800 which is about 45% less than they asked for initially. It is quite concerning as it will cut into what the Board (of Ed) initially planned as far as the hybrid reopening of the schools. They have it laid out pretty good as to what they needed the money for. I wanted to bring this situation to this Board's attention because as time goes on in this budget, them having received only 45% of what they expected as we may need to supplement funds for the hybrid reopening of the schools.
- Bill Sawicki said that he wasn't aware of the numbers. Before anything goes on that this Board has to deal with, Doug and Sherry will need to get together on the numbers and determine any shortfall. Bill would want to know more about the numbers that were asked for – were they for projected expenses? If so, some of these may not come to fruition. It remains to be seen what the final impact will be. We don't want to rush to judgement or make any decisions yet. Rich, thank you for bringing this to our attention! Doug, you will start tracking some of these details and keep us apprised? Doug said he would meet with Sherry (Holmes) and **at the next meeting have something to report**. Bill said that as time goes on, we will have a better handle on what impact, if any, and if we have to get involved. Clearly if there are COVID related costs, the Town would be responsible also, not just the Board of Ed.
- Richard Demko said that one of the other Boards he meets with will be starting a hybrid meeting schedule next month. It will be an in-person meeting with the option to log in on Zoom. I'm just curious if there has been any discussion or movement on our Board as to whether we will resume some kind of in-person meeting for next month. Bill Sawicki asked if the Board of Selectmen has given the other Board the ok to do that? Rich said he is not sure. Bill said that he would be hesitant to have anything in person without the Board of Selectmen giving their ok. It is their decision. Bill has heard nothing about the option for in-person. Rory Burke said that the Land Use Boards have not met since March. Part of that is just the nature of their business. We tried to keep them fully online, but they couldn't. We would prefer that all boards continue to meet online. We have received no guidance from the State as to whether they will cease to allow online meetings in place of in-person. So, for the time being, unless it is necessary, we will keep all of the meetings on Zoom.
- John Stelma asked about the letter from the Boy Scouts requesting funding. Weren't there two entries for them last year? Bill Sawicki said he agrees. **Doug Thomas said he will check on it for the next meeting**. One of the reasons Doug said he included this in the packet was that all these line items were transferred to Contingency. Bill said that if it is Contingency or a regular line item, if the Town can do it, we can release the funds. Doug will let us know for next meeting.
- Doug Thomas said he did also include an Arrangement Letter from the Auditors in the packet that Bill needs to sign. Bill said he thought he had already signed it and sent to Scott. Bill will double check and if not, he will take care of it.

Item #10 – Correspondence

None

Item #11 – Adjournment

Motion to adjourn

Motion: Richard Demko

Second: Bettyann Peck

Vote: Yes: 7

No: 0

Abstain: 0

Meeting was adjourned at 7:24 pm.

Submitted by:

Monica Dimon
Recording Secretary