

COPY RECEIVED
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TOWN CLERK'S OFFICE

**Town of Seymour ~ Board of Finance
MINUTES
Regular Meeting
Tuesday, September 22, 2020 at 7:00pm
Via Zoom Teleconference # 830 8200 8397**

Members Present: Bettyann Peck, Richard Demko, Bill Sawicki, Beverly Kennedy, Jim Cretella, John Stelma

Members Absent: Kwame Dunbar; Grace Brangwynne, Gary Popielasz (alternates)

Others Present: Rory Burke, Doug Thomas, Paul Satkowski, Monica Dimon

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 – Seating of Alternates

None

Item #4 – Public Comment

None

Item #5 – Approval of Minutes – August 25, 2020 Regular Meeting

Motion to approve Minutes from August 25, 2020 Regular Meeting

Motion: Richard Demko

Second: John Stelma

Vote: Yes: 6

No: 0

Abstain: 0

Item #6 – Report from the Finance Director

Fiscal Year 2021

Reports included in your packet are from the new Infinite Vision software. We have designed the general fund reports to look like the old system reports. The special revenue fund and capital project fund reports are different than old system reports. The main difference is the lack of subtotals for revenues and expenditures. We will continue to work on the reports to get them to reflect the old report looks.

The 1st Selectman's proposed capital project budget is included in your packet. It has not been passed by the Board of Selectman but is expected to be by their next meeting. Also, included in the packet is an Electric expense report. Under the Tab "Amount Paid" is an expense comparison by month by department.

The department is working the prepared by client reports for the auditors. They are scheduled to start field work October 5. Majority of the reports have been prepared and we are on schedule for the October 5 date.

Expenditures are in line with budget except for the COVID 19 clean up by Town Buildings staff. 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.

The Police transfer from last month has been passed and included in your packet.

Software Update

Both old system and new system are up and running. We have transitioned to system. Entering data into both systems is very labor intensive. Quality data has created a bridge between the tax collector system to Infinite vision accounting system. We have balanced the cash between the two systems. We continue to balance between Phoenix and Infinite vision systems. There have been some timing differences, otherwise the reconciliations are going well.

- Bill Sawicki said that as a guide, if you open the Audit Report, under Capital Projects & Special Revenue Fund, there are expense categories there. Structure your expense categories to match that. This will go a long way towards helping the auditors put the report together. This way they it eliminates the large "Miscellaneous" number.
- Bill Sawicki said that we should definitely still plan to run parallel systems at least until November or December. We don't want to stop running parallel until there are NO glitches. Otherwise we will have troubles.
- Doug Thomas said that the First Selectman's Long-Term Capital Plan was included in the packet.
- Doug also included the Electricity Report that Bill Sawicki had requested. Bill said that the last bill we received was at the higher rates (bill was for about \$23,000). Now that they have adjusted back to the old rates, Bill asked Doug to send a copy of this month's bill when we receive it.
- Doug Thomas said that we have bonded \$15,100,000 for the Roads Project (since day 1). I have a call in to the Town Engineer to get a number of how much more work we need to do.

Item #7 – Comments from the First Selectman

None

Item #8 – Transfers

Town of Seymour Transfer Request

FY 2019 - 2020

DEPARTMENTAL TRANSFER REQUEST

Control #

Date

3

8/13/2020

DEPARTMENT:

Police

AUTHORIZED PERSON:

Paul Salkowski, Chief

AMOUNT REQUESTED:

\$ 11,450.12

ACCOUNT NUMBERS

ACCOUNT NUMBERS

ACC. LINE ITEM TITLE	FROM	AMOUNT	TO	AMOUNT
Salary - Crossing Guards	1-001-420-2100-535-114	\$ 11,450.12		
Salary - Suppers			1-001-420-2100-535-112	\$ 3,856.91
Overtime			1-001-420-2100-535-130	\$ 6,487.39
Repairs and maintenance			1-001-420-2100-535-430	\$ 1,105.82

PLEASE GIVE DETAILED EXPLANATION (attach separate sheet if necessary)

Transfer to cover FY2020 over expenditures. Transfer is to cover salaries due to staff shortages from workers compensation. Repairs and maintenance due to higher than normal vehicle repairs, with a transmission repair of \$4,070.87.

Motion to approve the above transfer #3 as presented

Motion: Richard Demko

Second: Beverly Kennedy

Vote: Yes: 6

No: 0

Abstain: 0

Item #9 – New Business

- Bill Sawicki asked Doug Thomas if we have anything new on COVID expenses reimbursements. Doug said that we have expended about \$120,000 so far. We will be applying to FEMA and CRF (deadline is the end of October). Bill asked if any of this number was from the Board of Education. Doug said no, this is Town expenses. Bill asked him to please check with the Board of Education to see if they have any expenses they will be submitting. We want to be sure that they WILL be submitting expenses for reimbursement. Doug said he would call Sherry Holmes and find out. Bill asked Doug to send him a copy of the PDF we are submitting for reimbursement. We need to make sure – can we BOTH (Town and BOE) submit separately for this or if is just Town OR BOE.
- Bill Sawicki asked where we are with the Chatfield/LoPresti Reimbursement (\$300,000). Doug said that Sherry (Holmes) has someone working on this. Doug will check on where she is with that and let Bill know. Bill would like to get a definite and confirmed date on when this will be complete. This has been going on for over three years. Bill said that this money comes in on our side of the budget.

Bettyann Peck asked if this filing comes from the Finance Department or the First Selectman's Office. Bill Sawicki said that it comes from the Board of Education.

- Bettyann Peck also asked about the COVID – is that submitted through the Finance Department or the First Selectman's Office and what does it include? Can we get an answer to this within the next few days? Doug said he would get this information.
- Bill Sawicki asked when will Kurt Miller's last day be? Rich Demko said between October 1st and October 18th.
- Rich Demko said that being this is the last BOF meeting of the Miller Administration, I would like to thank Kurt Miller for all his years of service and dealing with us in the budget process every year. I wish him well. He will definitely be missed. All members of the Board chimed in to agree that Kurt Miller will be missed. Bill Sawicki said the Town has moved quite a bit further than what it was, and we can only hope that this continues with the next person. Part of it will be on all of us to continue forward.

Item #10 – Correspondence

None

Item #11 – Adjournment

Motion to adjourn

Motion: Bettyann Peck

Second: John Stelma

Vote: Yes: 6

No: 0

Abstain: 0

Meeting was adjourned at 7:20 pm.

Submitted by:

Monica Dimon
Recording Secretary