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**Town of Seymour ~ Board of Finance**  
**MINUTES**  
**Regular Meeting**  
**Tuesday, October 27, 2020 at 7:00pm**  
**Via Zoom Teleconference # 845 5163 9912**  
**(646) 558-8656**

**Members Present:** Bettyann Peck, Kwame Dunbar, Richard Demko (7:11pm), Bill Sawicki, Beverly Kennedy, Jim Cretella, John Stelma; Grace Brangwynne (alternate)

**Members Absent:** Gary Popielasz, Patrick Lombardi (alternates)

**Others Present:** Rory Burke, Doug Thomas, Annmarie Drugonis, Monica Dimon

**Item #1 – Call Meeting to order**

Chairman Bill Sawicki called the meeting to order at 7:04pm.

Everyone welcomed our new First Selectwoman, Annmarie Drugonis.

**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 – September 22, 2020 Regular Meeting**

Motion to approve Minutes from September 22, 2020 Regular Meeting

Motion: Bettyann Peck                      Second: Kwame Dunbar

Vote: Yes: 7                      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 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.

Audit field work has started and going well. The auditors are expecting a report before the end of November. However, we have not received the OPEB report and Milliman is projecting to issue the report 2 week of November. If OPEB report is delayed the final report will be delayed.

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 (\$92,905). Total shortage is (\$959,905) mainly due to COVID 19.

Expenditures class projection surplus; Police (\$123,000), Contingency \$8,500, 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 \$192,200. Total surplus projection is \$717,265.

Total projected deficit is \$242,640.

### 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 asked Doug how the tie-in with the BOE is going with the new software? Doug said that Lorrie is handling that and conferring with Sherry (Holmes – BOE).

### Response to e-mail from Bill Sawicki

Doug –

- Where do we stand on the COVID reimbursement from the State? What is the BOE doing, if any, for this?
- What about the \$300K reimbursement receivable we have been waiting on?
- How much is owed the Town for Police private duty as of 9/30/2020?
  - **Private Duty:** Updated report says about \$180k in receivables – October billings were \$101,000; September billings were \$64,000. She is really not behind on collections. Bill asked who the big players are in the \$180,000 – Doug said that most of it was the road repair @ Silvermine (Lewis Tree, B&W Paving). Most of the receivables are current. Bill asked if Doug could converse with Nadia every Friday to update the numbers so he can stay on top of this.
  - **\$300k Reimbursement:** they hired another consultant? Chatfield LoPresticlose is being administered by Banning Ralus. He has all the financial information and is working with the state to close out the grant. Sherry believes it will take him one to two months to finish the close out. He expects to do an in-person visit to the BOE to review records. Apparently, the person originally hired for this job got sick over the summer, so Sherry hired Banning Ralus. He was recommended by the State department that works with the grants. He is putting together the final grant application. Bill Sawicki asked if he gave us a time frame for when this would be submitted? This has been around for at least a couple of years. Bill Sawicki asked Doug to please get a hold of this company and get us a time frame for getting submitted. We have budgets coming up in December. So, we need to know the status of this. Bettyann Peck said that the e-mail referenced a time frame of 2-3 months. Is this accurate? Doug said that it was 1-2 months. He will contact Banning Ralus and get all the information.
  - **COVID Reimbursements:** BOE received \$300k for the previous year and \$1.3 million for this year. This includes projected expenses. As for the Town side – we have been inputting the expense information into the website – tomorrow will input the payroll information. We are expected to receive about \$47k for March – June 30<sup>th</sup>.

Bill Sawicki asked Doug how the \$300,000 (that the BOE received) got recorded? Doug said he would need to check with Sherry. Bill said Doug needs to know this information – especially being that we are in the middle of an audit. We will need a copy of the award letter, wire transfer, any paperwork received. Doug said that it sounded like they will need expend the money and get reimbursed afterwards.

Bettyann asked if Sherry Holmes could be on the call?

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

Annmarie Drugonis said this is her first Board of Finance meeting ever. She is looking forward to working with all of you. I am looking forward to the budget season. Look forward to seeing what everybody does and working together as a team and continuing the great work everyone is doing.

Bill Sawicki asked about the Budget Summit in December – usually was held at Basement Systems conference room. Meeting with Doug, Rory, Police Department, Fire Department, Public Works, Board of Education. This was a kind of preliminary budget discussion. Can we schedule something in December for this? Annmarie said the Board of Finance is excelling under Bill Sawicki's leadership. She will be happy to work with him to set something up. Not sure what the restrictions will be with COVID – if we will have enough room there. We can certainly put something together – even if it's a zoom meeting. Bill and Annmarie will discuss and plan something.

Doug will be sending out the budget requests to the departments in mid-November. Please put something in there about us having the Budget Summit this year.

**Item #8 – Transfers**

None

**Item #9 – New Business**

Doug said that he is getting some requests for the money that was put into Contingency – for the Christmas Fireworks, Christmas Parade, and some of the Town Contributions. Bill Sawicki said that he does not have any objection to these going through. We are talking in the neighborhood of about \$15,000. Bill said these should be disbursed.

Bill also reminded Doug to please get with Sherry Holmes about the details of the accounting posting of the COVID reimbursements.

**Item #10 – Correspondence**

None

**Item #11 – Adjournment**

Motion to adjourn

Motion: Richard Demko

Vote: Yes: 7

Second: Bettyann Peck

No: 0

Abstain: 0

Meeting was adjourned at 7:25 pm.

Submitted by:

*Monica Dimon  
Recording Secretary*