

1. Call Meeting to Order – The Regular Meeting of the Town of Plymouth Board of Finance was called to order on Thursday, February 18, 2010 at 7:05 p.m. in the Assembly Room by Chairman Ralph Zovich. Members in attendance: Vicky Carey, Peter Cook, Dan Murray (7:07) Ralph Zovich. Also in attendance: Dave Bertnagel, Director of Finance; Mayor Vin Festa; Robin Gudczaskas, Recording Secretary; Tony Lorenzetti, Public Works Director; Ted Scheidel, Administrative Assistant to the Mayor; Jim Schultz, Highway Superintendent. Excused absent: Mike Drozdick.
2. Pledge of Allegiance
3. Board of Education Update – Dr. Distasio, Mike Santogatta, Tommy Meehan. Dr. Distasio stated the Board approved the 2010-2011 budget with 2.3% increase over last years' budget which cut \$65,000 or a total dollar increase of \$535,000. ECS grant looks safe. Figures released today for existing year outplacement \$537,000 (Chairman Zovich stated in budget hearing handout and it was budgeted \$540,000). Same capped figure for next year that they have this year. Discussion held. Current budget is good, utilities, special ed out of district is tight but o.k. Self insured health fund running about 85% of estimates that anthem gave; reserves look very good. Discussion held on joint meeting date and decision to hold on March 18th in the Community Room. Mike Santogatta will get proposed budget to the BOF a few weeks ahead of time.
4. Mayor's Report – Continuing with careful watch of expenditures on spending and hiring freeze; four golden handshake opportunities; moving forward to negotiations to help with expenses; on 2006 tax returns come to closure with one more document to present; \$30,000 issue in penalties from 941's; 2008 have 941 problem and shows pattern of problem. VNA issue as of today is done and sent out last payment owed, credit due us and we need to do final reports. Issue is from 2007 when director left and this is a long and arduous project. Another problem with an issue with credit card expenses and looking to see who and where has been spending money and account will be closed. Discussion held noting the credit card was shut down 8 or 9 months ago.
5. Discuss & Take Action (if req'd) on items in current FY2009-10 General Fund Budget. Distributed Budget Transfer Requests dated 18-Feb-10 and reviewed: \$500 To Mayor's Office Meeting Secretary from employee Benefits, Wage/Contract Adjustment; \$175 to Employee Benefits, Wage/contract Adjustment from Comptroller's Office, Longevity Payment; \$318 to Assessors Service Contracts from Board of Finance Contingency; \$715 to Tax Collector Advertising from Tax Collector Office Supplies; \$15,000 to Legal Labor Attorney from Legal Town Attorney; \$12,000 to Employee Benefits Unemployment Compensation from Employee Benefits, Benefits Non Employees; \$1000 to Fire Department Training from Board of Finance Contingency; \$551 to Fire Department Truck Refurbishment from Board of Finance Contingency; \$4134 to Facilities Service Contracts from Board of Finance Contingency; \$2500 to Highway Garage Heat from Board of Finance Contingency; \$5150 to Transfer Station Dump Rental from Transfer Station Contract Services; \$138 to Public Health Salaries Overtime from Public Health Salaries FT. Total Transfer Amounts of \$28,708 and Total Contingency Transfer Amount of \$8503. Discussion held. Fire department training, new people joined and ran out of money in training line item and to get certified a transfer from contingency; dump rental, we pay railroad licensing agreement and on top have lease we pay for our gravel operations to process materials from roads; discussion held and rename line item "Rentals" in upcoming budget.

MOTION: To accept Budget Transfers as presented, by Pat Budnick; second Dan Murray. Discussion: Whether Contingency for heat will be seen every month. Dave Bertnagel stated it will be enough to cover noting "Reason" is incorrect and this heat is for "Other Public Buildings" and the Prospect Street School building specifically. Tony Lorenzetti stated there was 3000 gallons in the tank last week and it uses 50-75 gallons of fuel per day and heat is set at 50. Mayor Festa stated there is a sale contract on PSS and working on negotiation aspect through counsel. Vote: unanimous.

Ted Scheidel reviewed revenues of current year budget noting we are exactly where we were last year at end of February and with five good end of month collections days, averaging \$26,000 per day. Expect to pick up \$150,000 in the next five days. Discussion held. Status of delinquents discussed noting there are second installments not paid; however we are getting good response from delinquent letters. There are eight businesses in the industrial park who have not made second payment. Back taxes collecting were interest heavy. There are three sales coming to fruition from probate; tax sales update given and heirs have been identified from list. Can go after rents on rental properties with back taxes due and have started to do that with the sheriff. There are people making monthly payments but they will never catch up and need to bump up payment. Structus, setting up meeting. Jasper is for sale and has been looked at. Tax sales at highest bid is an absolute auction; tax sale is for what is owed on property. Prior year's taxes, we are at 50% and hopeful to make that number. There are approximately a dozen foreclosures on small delinquents coming by end of fiscal year.

Tony Lorenzetti stated he and Jim Schultz are present to discuss current year budget and last month asked about snow account. As of the last meeting they had been allowing for stockpile 50% expended and at this point with recently storms they are barely at budget/under budgeting sand/salt. \$250,000 budgeted and will be a few thousand over when receive ordered delivery. They are \$25,000 good on overtime (040-005). Chairman Zovich asked if there is any benefit from stuff sitting on roads; Jim Schultz stated they will pretreat but there is some residue from previous application but washed out from snow, melting, etc. Just before storm they pretreat and during storm switch to sand/salt and when done plowing hit with straight salt. Tony Lorenzetti stated they buy two types of salt; pretreat is green; white salt that mix in with salt sand. 2500 tons of green salt (will have 300 tons stockpiled and that is used in one storm event) and 300 tons of white salt. This season they have had 24-25 times in to salt/sand; noting refreezing at night is helped by green treatment. Discussion held on road maintenance noting to be proactive they take care items within own budget during construction season and they are knocking on doors if a private property is draining to the road and creating an ice hazard in winter. Discussion held. Tony Lorenzetti reviewed 20 years of cuts to town aid to roads; Peter would like to see a paving plan over 15 years, number of miles per year and let people see how far behind we are. Vicky Carey stated Capital Improvements meeting will be

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Tuesday, Feb 23rd and they will want a list of prioritized road and a plan that will not be deviated from. Debt service will stay even. Dave Bertnagel noted every grant possibility is being looked at. The goal is to go forward with a plan and bring forth for bonding.

6. Discussion of Independent Auditor's Report with representatives of Blum Shapiro – Dave distributed draft audits and auditors not here as they would like the Board to review the draft and prepare questions. Fund balance increased last year by over \$200,000 and a lot of effort from spending freeze with cooperation of BOE and all departments involved. Issues going forward, debt service payments in water assessment fund. Auditors can be here next Thursday, February 25th. Dave gave brief overview and area of concern is student activity funds. Management letter will contain information technology for BOE and town and considered high risk and vulnerability with system; Small Cities Block grant back to 2001 and cannot prove activity for 4-5 years prior to that; accounting procedures manual needs to be implemented. Gasb 45 is included in this report.

7. Review of Proposed General Fund Budget for FY2010-11 – Dave Bertnagel stated budget is going well and by beginning of next week results should be in and will have recommendations; BOE approved budget last night which equates to \$538,000 increase. Dave stated grand list did grow last year, preliminary only \$822,190,000. Discussion held.

a. Voluntary assignments of budget sections by board members – Vicky Carey has Capitals, Debt Service; Dan Murray, Public Works; Ralph Zovich, General Admin; Pat Budnick, Public Safety; Mike Drozdick, Recreation, Public Health; Peter Cook, Library, Land Use.

8. Finance Director's Report – Dave Bertnagel reviewed Comprehensive Annual Financial Report, page 20 Exhibit IV, noting transfers have been made and need on record that board concurs.

MOTION: As of June 30, 2009 authorization of transfers in General Fund of \$504,015 as transfer from Nonmajor Governmental funds; to authorize transfer out of \$792,792 from General Fund and 99,800 from Capital Projects for a total of \$892,592 to Non major Governmental Funds; by Dan Murray; second Peter Cook. Discussion: Chairman Zovich noted the BOF never did this before and assumed Council approved deficit expenditures and accounts reconciled. This is a requirement of the Comprehensive Audit, a second look at checks and balance, and prevents unauthorized transfers from capital expenditures to another account. Vote: Pat Budnick, yes; Peter Cook, yes; Vicky Carey, yes; Dan Murray, yes and the vote and unanimous.

Dave Bertnagel asked that the Board review the audit report and it gives good review of entire operations.

General ledger reviewed noting a forthcoming issue may be the Fire Marshal budget and the Fire Commissioners aware of that and will discuss regards to salary line item. Salary Fire Marshal, \$40,765 budgeted and have spent \$39,000. If the present situation lasts until the end of the fiscal year, salary is approximately \$300 per week or \$5400 plus regular salaries, talking about \$10,000 - \$12,000 over budget. Mr. Shubert is under paid administrative leave. Other areas watching are over time and all are under budget, i.e. police department due to new work schedule. There is an issue with fire departments, Terryville and Plymouth roofs leaking. Plymouth is 28 years old and in worse condition and concern of mold. Total cost for 2 roofs if \$100,000. Have contingency in Capital Non Recurring fund that may cover the Plymouth fire house (\$30,000) roof if we have to and will be decided on in the spring. Vicky Carey stated the Cap Non Recurring was built up for emergencies such as this. Peter Cook suggested bidding both fire houses for better rate. Discussion held. Tony Lorenzetti noted headquarters roof is more complex as windows on top are ornamental and may look at getting rid of as more joints for potential of leakage, and Plymouth is simple roof replacement.

9. Public Comment

a. Melanie Church, 328 Main Street, (a) when brought up two years behind in taxes and that wasn't so 6-8 years ago until last tax collector came in in the City of Bristol. Dave Bertnagel stated currently levy has been maxed 100% of budget; back taxes have never exceeded 2-3 million. (b) You were supposed to transfer out of public works the rental when approved. Dave Bertnagel stated he will be taking care of that. (c) Can she have a copy of the audit report. Dave Bertnagel, yes. (d) When you keep refinancing for the town we are paying interest and don't know if listening to stock exchange and say interest rates will start jumping and values of people's property dropping 25% this year and asked when the next audit is for this town because the value of housing going down. Dave Bertnagel stated the net reval will be 2011. We have a full reval every 10 years and every 5 years a statistical reval of sample properties. (e) What was the cost of these early retirements. Dave Bertnagel stated he is in the process of preparing analysis and there will be a savings.

10. Correspondence

a. TAHD – Assessment dated January 22, 2010 for the fiscal year 2010-11 noting total assessment is going down \$57,092.

11. Board Members' Comments

a. Dan Murray – thank you for lowering the heat.

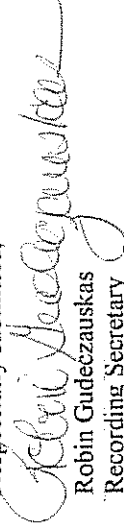
b. Peter Cook – we spent far too much time talking about non agenda items.

12. Adjournment

MOTION: To adjourn by Vicky Carey, second Pat Budnick and the vote unanimous.

Meeting adjourned at 9:35 p.m.

Respectfully submitted,


Robin Gudcauskas
Recording Secretary