

1. Call Meeting to Order - The Regular Meeting of the **Town of Plymouth Board of Finance** was called to order on **Thursday, June 17, 2010** by Chairman Ralph Zovich at 7:05 p.m. in the Assembly Room, Plymouth Town Hall. Members in attendance: Pat Budnick, Peter Cook, Mike Drozdik, Ralph Zovich. Also present Dave Bertnagel, Director of Finance; Mayor Vincent Festa; Robin Gudeczauskas, Recording Secretary; Ted Scheidel; Administrative Assistant. Excused absent: Vicky Carey, Dan Murray.

2. Pledge of Allegiance

Chairman Zovich stated there are several items that need to be added to the agenda as result of last night's Town Council meeting. These items should start as number 3 and all other items renumbered.

**MOTION:** To add to the agenda as Item 3 TO DISCUSS AND TAKE ACTION ON TOWN COUNCIL RECOMMENDATION THAT THE BOARD OF FINANCE ESTABLISH AN APPROPRIATION WITHIN THE CAPITAL AND NON-RECURRING FUND IN THE AMOUNT OF \$693,138.00 FUNDED BY ARRA FUNDS FOR THE PURPOSE OF RECONSTRUCTING HARWINTON AVENUE, by Peter Cook; second Pat Budnick and the vote unanimous.

**MOTION:** To add to the agenda as Item 4, TO DISCUSS AND TAKE ACTION ON TOWN COUNCIL RECOMMENDATION THAT THE BOARD OF FINANCE ESTABLISH AN APPROPRIATION WITHIN THE CAPITAL AND NON-RECURRING FUND IN THE AMOUNT OF \$59,779.00 FUNDED BY ARRA FUNDS FOR THE MUNICIPAL ENERGY EFFICIENCY BLOCK GRANT PROGRAM, by Pat Budnick; second Peter Cook and the vote unanimous.

**MOTION:** To add to the agenda as Item 5, TO DISCUSS AND TAKE ACTION ON TOWN COUNCIL RECOMMENDATION THAT THE BOARD OF FINANCE ESTABLISH AN APPROPRIATION WITHIN THE CAPITAL AND NON-RECURRING FUND IN THE AMOUNT OF \$423,000.00 FUNDED BY A STATE GRANT (SAFE ROUTES TO SCHOOLS GRANT) FOR THE PURPOSE OF INSTALLING SIDEWALKS ON NORTH MAIN STREET by Pat Budnick; second Mike Drozdick and the vote unanimous

**MOTION:** To add to the agenda as Item 6, TO DISCUSS AND TAKE ACTION ON TOWN COUNCIL RECOMMENDATION THAT THE BOARD OF FINANCE ESTABLISH AN APPROPRIATION WITHIN THE CAPITAL AND NON-RECURRING FUND IN THE AMOUNT OF \$150,000.00 FUNDED BY A STEAP (SMALL TOWN ECONOMIC ASSISTANCE PROGRAM) GRANT FOR THE WATERWHEEL PROJECT by Mike Drozdick; second Peter Cook and the vote unanimous.

3. TO DISCUSS AND TAKE ACTION ON TOWN COUNCIL RECOMMENDATION THAT THE BOARD OF FINANCE ESTABLISH AN

APPROPRIATION WITHIN THE CAPITAL AND NON-RECURRING FUND IN THE AMOUNT OF \$693,138.00 FUNDED BY ARRA FUNDS FOR THE PURPOSE OF RECONSTRUCTING HARWINTON AVENUE – Dave Bertnagel gave overview on the project stating Mr. Lorenzetti is going out to bid and part of pooled money; some towns had surpluses in accounts and government has evaluated projects, overages, surplus and funds have been reallocated; \$693,138 account has contingency and no town funds will be used and project needs to be within budget. Discussion held. Dave noted the Town Council gave recommendation last night and this board needs to vote in favor or against and the Council will then set a town meeting. Pat stated in her mind there is no question in taking money offered but why isn't Seymour Road shovel ready. Dave noted each project goes to the region for funding and was federally certified. The other roads talking about need state and federal certifications. Mayor Festa, there are a number of federal requirements and guidelines met that the other roads do not meet and added caveat that the federal government believes repair or replacement within 7 years that older roads will require more work and it is thoroughfare to the industrial park and new high school.

**MOTION:** To establish an account within the Capital Non Recurring Fund to accept the money and put in budget as outlined, by Peter Cook; second Pat Budnick and the vote unanimous.

4. TO DISCUSS AND TAKE ACTION ON TOWN COUNCIL RECOMMENDATION THAT THE BOARD OF FINANCE ESTABLISH AN APPROPRIATION WITHIN THE CAPITAL AND NON-RECURRING FUND IN THE AMOUNT OF \$59,779.00 FUNDED BY ARRA FUNDS FOR THE MUNICIPAL ENERGY EFFICIENCY BLOCK GRANT PROGRAM – Dave Bertnagel gave update on Mr. Lorenzetti going through town and identified particular areas to save and includes monies to do refurbishment for savings; evaluation of buildings and will go out to rfp. Before any purchase orders are issued it will go through Mayor's office and/or Council. Ted Scheidel stated the rfp is out and back in. Peter questioned after the study is done how much money will be left to do any work. RFP is for the consultant. Marty Sandshaw stated there are several companies looking at this, have put in proposals, will come in and do evaluation of equipment and come back and say based on findings this boiler should be refurbished or this should be replaced; do weather-stripping here or replacement windows; it is an audit and analysis. Discussion held. Ralph stated when proposals come in the Board would like a follow up from Tony on how the money is spent. Mayor Festa, there have been studies done in the past and recommendations and the town has not had money and as time goes on; Ralph wants detailed recommendations and engineering specifications. Marty Sandshaw stated when the company comes in and does the evaluation and audits he will give a list of low hanging fruit to take and do something with for results. Pat asked if we can limit the amount spent on a consultant. Chairman Zovich asked the Mayor to forward the concerns of the BOF at the town meeting that a chunk of money be used for energy efficiency installations not just a report.

**MOTION:** To accept this request as presented with the clarification at town meeting that the bulk of this money be used for actual energy refurbishing of town owned buildings by Pat Budnick; second Mike Drozdik. Discussion: Mayor Festa, relative to amending of issue, if what is being voted on does not meet criteria established by contract under which being approved by the town than we will not accept the grant at all. Concern is he does not know if we can alter this grant as the allocation was already presented from the State department to every community. Money is out of stimulus. Ralph whatever stipulations or criteria by the government we have to administer within specification; Pat is saying because our charter requires we either agree or disagree and to the town meeting and want for that vote for clarification that Mr. Lorenzetti is to use as stipulated by the government and if any judgment allowed it should not all be on paper report. Mayor Festa, is the intent of this body to say if that amendment to grant is not met, we do not follow through with grant itself. Ralph, if not specified then Tony should.

Mike Drozdik withdrew his second

Pat Budnick withdrew her motion.

**MOTION:** To establish an account for \$59,779 in the Capital and Non-Recurring Fund to be funded by ARRA Funds for the Municipal Energy Efficiency Block Grant Program, by Pat Budnick; second Mike Drozdick. Discussion: Mike Drozdik, when will the town meeting. Mayor Festa, that depends on what happens this evening and he will poll Council for a quorum to establish the town meeting date. Ted noted the group received the specifications and Marty is on the review team and there is a check and balance. Melanie Church, 328 Main Street, used to be whatever grants given to the board of finance they got a copy to look to see what is specified. Vote: unanimous.

5. TO DISCUSS AND TAKE ACTION ON TOWN COUNCIL RECOMMENDATION THAT THE BOARD OF FINANCE ESTABLISH AN APPROPRIATION WITHIN THE CAPITAL AND NON-RECURRING FUND IN THE AMOUNT OF \$423,000.00 FUNDED BY A STATE GRANT (SAFE ROUTES TO SCHOOLS GRANT) FOR THE PURPOSE OF INSTALLING SIDEWALKS ON NORTH MAIN STREET – Dave Bertnagel stated you are establishing the appropriation at this time.

**MOTION:** To accept as presented by Pat Budnick; second Peter Cook. Discussion: Ralph Zovich noted there has been a lot of public comment and something not new and talking about sidewalk on North Main Street for a long time. This does not cover all sidewalks. Mayor Festa stated there will be a piece that the town has to fund and until know design, location and what it entails that is speculative at this time. There will be a public hearing and presentation to the Town Council. Ralph noted we are saying the BOF will set up an account in the Capital Projects fund. Mayor Festa gave an update on the concerns of neighbors, survey results from parents and school officials. Pat asked how the state determined what they will give us if no plan is in place. Mayor Festa stated they are giving amount and you determine how to spend it and clarified that we are not accepting the money, you are establishing an approval to go forward. Vote: unanimous.

6. TO DISCUSS AND TAKE ACTION ON TOWN COUNCIL RECOMMENDATION THAT THE BOARD OF FINANCE ESTABLISH AN APPROPRIATION WITHIN THE CAPITAL AND NON-RECURRING FUND IN THE AMOUNT OF \$150,000.00 FUNDED BY A STEAP (SMALL TOWN ECONOMIC ASSISTANCE PROGRAM) GRANT FOR THE WATERWHEEL PROJECT

**MOTION:** To accept as presented by Peter Cook; second Pat Budnick. Discussion: Dave Bernagel gave overview stating this a yearly grant we can apply for up to \$500,000 and last year they put in money for the waterwheel project for additional funds for \$150,000. They are all state funds and need to follow their guidelines; recently merged and now have \$500,000 and this is to formalize the process. Ralph asked if we have finalized plan with soil testing from oil property. Mayor Festa, clarification that the waterwheel project is funded under different funding source through the Commission on Culture and Tourism of \$350,000; this STEAP money is from STEAP which is a different grant and earmarked for purchase of property related to the waterwheel as we cannot buy property under the Tourism and Culture grant. This will go in capital project and if property, BJ Tool or Kirkwood, we use this money for that purpose. The \$350,000 and \$150,000 will not establish a finished product on this project. Plan is to renovate BJ Tool, bring up to green code and use as museum. Vote: unanimous.

7. Board of Education Update

a. Closing of FY2009-10, revisions to approved FY2010-11 – BOE is not in attendance tonight and will be discussed at the July meeting. Ralph noted they had to make \$140,000 in reductions and he will get update next month from Mike Santogatta.

b. Energy audit update – M. Sandshaw – distributed and reviewed BOE audit information noting they conserve energy through equipment upgrades such as changing ballasts, refurbishing or changing HVAC, and made through capital appropriations with payback of 7-10 years; second way to conserve is negotiate better prices with utility companies, cap on oil, change generation fees; third way by changing behavior; change way consume energy, eliminate unnecessary use of energy. Presentation distributed was given to the BOE last week as overview of what the BOE and administration accomplished; reviewed. This group of people at Energy Ed is outstanding and spend time each month to review data, walking the buildings; need to get everybody involved and talking about it. Discussion held.

8. Approve Minutes:

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| a. April 8, 2010                                   | d. May 13, 2010                                 |
| b. April 15, 2010                                  | e. May 24, 2010 -2 <sup>nd</sup> Public Hearing |
| c. April 20, 2010 - 1 <sup>st</sup> Public Hearing | f. May 27, 2010                                 |

**MOTION:** To accept the minutes as presented by Pat Budnick; second Peter Cook. Discussion: May 17 was second public hearing not May 24<sup>th</sup> as listed on the agenda; May 27, 2010 Special Meeting, clarification, stated agreement to ask Tax Collector to

provide the BOF with entire delinquent tax list of one year, as of July 1, 2009 and it would be published on our web site. Vote: unanimous

9. Mayor's Report – Special thanks to Ted and the tax office personnel for doing an excellent job this past year. IRS issue is going away and we may be hit with penalty cost of \$2500 overall from mistakes from 2005 through 2009 and have taken action to correct mistakes with training of individuals. Do have Nutmeg Spice Company coming into the industrial park and have received deposit for two lots. Had visit from individual who is major component to a major retailer and potential for sites in town and looking at demographics. Discussion held on Village District regulations and company requirements.

10. Discuss & Take Action on 2010 Suspense List totaling \$20,587.45 on Personal Property and \$52,992.75 on Motor Vehicles - all inactive to take off books. Ted Scheidel has gone through report and identified some names and noted we have a collection agency that works on this. Dave Bertnagel stated collectable amount is reduced by this at end of the year. Discussion held.

**MOTION:** To approve 2010 Suspense List totaling \$20,587.45 on Personal Property and \$52,992.75 on Motor Vehicle by Pat Budnick; second Peter cook. Discussion: Ralph stated it will not be more than this and could be less. Vote: unanimous.

11. Discuss & Take Action on following items in current FY2009-10 Budget:

a. Update on status of delinquent tax collections & Tax Sales - T. Scheidel & L.Hood Ralph Zovich read email from Mrs. Hood into record dated June 16, 2010. Ralph will extend invitation to her for next month to be at the BOF meeting. Ted Scheidel reviewed current collections noting list of 400 delinquents; reviewed process of notification for delinquents and liens. List to webmaster will be those delinquent as of June 30<sup>th</sup> and more than 12 months in arrears. Tax Sale list distributed and reviewed noting we had two tax sales, asking for minimum bid on Newman property and Parkhouse property which was run by a sheriff with minimum bid of \$2000 with main thing to get off delinquencies and on tax role for grand list; Parkhouse had two bidders and went for \$3000 with charge of \$750 to run auction; Newman property is 2 acre piece, 3 bidders, buildable lot with cost of \$3700 to run auction. Linnell came off and collectable; item with State from purchase of property and will be paid. Items 4 and 5 to attorney for foreclosures; item 14, Smythe, bank foreclosure and will come off; Ralph questioned offering adjacent lots for one tax sale as well as those on West Park Road which are adjacent properties with Ted noting these are paper roads; 58 West Lakeview may have assets attached as this lot is unbuildable but should be paying taxes; 78 Hosier Road was a sale and got paid in full; 13 Summit View is through probate court and taxes paid. Have buyer for Lynch property. Have given 10 foreclosure to date and have 3 paid off.

Current collections reviewed and discussed showing 98.36 as of today with problem of current levy; discussion held. Chairman Zovich noted next month the Board will

have to make decision on Structus. He also noted the BOE is extremely pleased with the exemplary work Ted has done working with Linda and getting procedures in place.

Ted Scheidel reported as of tonight we are short to budget \$453,026.36; we have done foreclosures and 3 people have come forward and today a check of \$34,600 for old Terryville Savings Bank building was received and brings them current; Poulin company two years in arrears and will have \$22,245 by mid next week from bank; and if we do \$3000 a day for next 9 days is \$27,000 and estimate of collections; Cold Form personal property, sent sheriffs with highway department and confiscated machinery and agreement made that Attorney Vitrano worked up with lawyers to release machinery upon receipt of wired funds of \$40,000; they owe us \$101,000 and then \$117,000 with sheriff fees and \$47,500 was really wired in to Sal and we get the \$40,000; the \$69,000 remaining will be wired in by the 24<sup>th</sup> and if everything works we will be at \$303,781. No more information on Structus who has ceased operations. Cold Form building is on the market; Constable Deschaine has 3 accounts; Constable Zabulski working on Cold Form and has done an excellent job.

b. Year-End Transfers between accounts (as required) – Dave Bertnagel distributed and reviewed year end transfers to balance out budget which will next go to the Council; excluding some payroll items; noting incorrect account name and numbers and should be under Legal Services for 101-01-017-012 for Town Attorney, \$15,000; 101-01-017-013 for Labor Attorney, \$22,000. Discussion held with BOF stating Highway Department Overtime needs to be more closely monitored and stopped; also need plan for Transfer Station at the next meeting. Mayor Festa on overtime stated they are down a number of men and also a number of workers comp claims.

**MOTION:** To approve total transfers of \$171,589 year end 2009-2010 as presented by Pat Budnick; second Mike Drozdick. Discussion: Pat Budnick asked for update on tax refunds; Dave stated next year will create a non budget account for that and reduce revenue. Vote: unanimous.

12. Finance Director's Report – North Main Street bridge notification received a few weeks ago from the State of CT that they are ending bridge replacement program. We had submitted application for North Main and Todd Hollow bridge which is 32% reimbursement. Mr. Lorenzetti informed him we need to let the State of CT know if North Main Street bridge remains in plans; when rated in 2005 as ok and another rating recently went to poor rating (by DOT) and issue is to look at cost and incorporate into bonding package. The total cost of bridge is estimated \$950,000 with 32% reimbursement or \$340,000 from the State; if opt not to proceed with the state grant the town would have to pay all of it. If we do not act on it the bridge may be limited to traffic and possibly shut down. CIC is meeting; bridge would go to referendum potentially in November; discussion held and consensus of pursuing grant opportunity. Discussion held and no board members are opposed to securing state

funding. Dave will convey that to Tony Lorenzetti and CIC.

13. Correspondence

14. Public Input

a. Melanie Church, 328 Main Street (a) would like to make suggestion for annual report and noticed in Bristol report all salaries are listed; Dave Bertnagel stated we are in the process of doing that in the budget book. (b) Would like this side and BOE side and it should be made public for everyone. Also, in November is this year's budget going to be completed like we use to have it on Election Day. Ralph stated because we changed to a comprehensive we will have proforma for November and have unaudited or unofficial audit report by Election Day and at the meeting in December the comprehensive report will be approved and review of management letter. (e) Have another idea for the BOF to look at, meeting secretaries are being paid unemployment and social security and ends up higher for part time job and if get laid off from other jobs they end up here and feels it should be subcontracting and brings down cost of our responsibility in this town. They are really not an employee and you should advertise and it would be a cost savings especially with number of people on unemployment.

15. Board Member Comments

- a. Mike Drozdik – observation, BOF in Bristol is appointed by the Mayor and approved by Council.
- b. Ralph Zovich – next meetings are July 15<sup>th</sup>; August 19<sup>th</sup>

12. Adjournment

**MOTION:** To adjourn by Pat Budnick; second Peter Cook and the vote unanimous.  
Meeting adjourned at 9:50 p.m.

Respectfully submitted,

Robin Gudczauskas  
Recording Secretary