

1. Call Meeting to Order – The Regular Meeting of the Town of Plymouth Board of Finance was called to order on Thursday, November 18, 2010 at 7:04 p.m. in the Senior Lounge, Plymouth Town Hall. Member in attendance: Pat Budnick, Peter Cook, Mike Drozdick, Dan Murray, Ralph Zovich. Also present: Mayor Vin Festa; Ted Scheidel, Administrative Assistant to the Mayor; DiAnna Schenkel, Council Liaison; Linda Hood, Tax Collector; Robin Gudeczauskas, Recording Secretary. Excused absent: Vicky Carey, Dave Bertnagel.
2. Pledge of Allegiance
3. Board of Education update – Tommy Meehan, Mike Santogatta – Mike gave updated stating accounts look good; issue with unemployment account is crossing into unfavorable at ending around \$35,000; background given. Energy looks good; electricity good and continue to work at saving; reviewed. Salary accounts good; out of district good; repair issues at new high school discussed. Continue to work with general government, public works who have been great helping with items and try to do what they can to help on town side. Track is pretty much done with a few punch list items. Ralph stated SBC knows whatever money is left is not to be put to change orders or new items and would like to see project close with a surplus.
4. Approve Minutes:
  - a. Oct. 21, 2010

**MOTION:** To accept the Minutes of October 21, 2010 by Peter Cook; second Pat Budnick. Discussion: Board extended their thanks to Trish for thorough minutes. Vote: unanimous with Dan Murray abstaining. Motion carries.
5. Mayor's Report – Track project has area retaining water and looking to correct; recommendation to pick up figures for end of project discussion and approval and based on discussions there can be high of \$42,000 to low of \$2,000 depending on final accounting. SBC has requested what their function and role will be once this project is complete. 50 Beach Ave, cease and desist at building and boarded up by Building Inspector, 5 tenants to be housed and still being housed at Plymouth Motor Lodge. State statutes noted 45 day time to house and have been looking in/out of town and also entitled to 3 meals per day and working on that and a lien will be put on property for foreclosure. In this case we can be anywhere on list to be refunded on costs and can have bill up to \$10,000 before done and over and may not get money back. By law need to do this. Negotiation update, settlement with town hall employees union and combined position for secretary in Building Inspector/Assessor approved and will take place in December and will outsource payroll which was approved in negotiation process. Workshop will be set up on how system will operate. Negotiated part time flex worker which will be permanent part time and no benefits, union employee 18-20 hours per week. 2 individuals grade 4 that have been here for number of years and moved to grade 7. Next, notifying state board that we are moving forward on formal negotiation with AFSCME on public works and town hall employees. Waterwheel, moving forward, working on slab removal and contamination of slabs confirmed and additional amount of money to move material. Do not yet have full report. Negotiations, have met with insurance representative and with Anthem Blue Shield, 20-30% increase and we may be shopping around for other carriers which we are entitled to do under contract; freeze looking at in January in event have to face stringent increases. CWC, waiting on figure based on grant received \$650,000 and bottom line selling price is \$800,000 from town to acquire property of \$1.8 million which is 170 acres of land and water. Energy items, Marty Sandshaw and Ted have completed interview process with energy firms. Ted Scheidel stated he, Councilman Sandshaw and Tony Lorenzetti met and interviewed 3

companies and picked New England Energy Company who does servicing for us, references checked.

6. Discuss & take action on closing of all municipal funds for FY 2009-10:
  - a. Independent auditor's report by representatives of Blum Shapiro (tabled). Ralph stated the finalized audit should be done within a week or two. Draft financials sent in mail.
  - b. Review of annual Financial Report distributed to public on Nov. 2 – reviewed and discussed noting public received summary of key schedule and documents and narratives in annual report. Trish came in on her own time and printed off copies for voting districts. Exhibit F, summary of consolidated revenues/expenditures and variances noting current collection of taxes and loss in investment income and up \$300,122 short in revenue collections; expenditure column variances, every department showed surplus and credit to Mayor, Comptroller and department heads who all under spent budget by \$465,463. Resulting in \$165,441 gross surplus and we did not need to encumber fund balance. BOE surplus, page 32 middle of first section in intergovernmental revenues, out placement excess income we received \$125,320 more than budgeted. Summary of collections not included in annual report but will be in comprehensive audit packet. Last page, new, is summary of capital projects and town phone numbers and email addresses on back inside cover. Next month agenda will be review of audit. Melanie Church, on November 2<sup>nd</sup> at 2:30 there were none; told they had come in and gone out and they need to be ready in advance and in house cannot be done and 400 copies not enough. From understanding and talked to Barb Rockwell, years there was extra was people forgot to take and put out and not that people don't have them. She would like a comprehensive one. Ralph stated copies will be available. Dan suggested pdf on website. Ralph asked that audit report from tonight be scanned and put on website. Dianna Schenkel would propose printing a few hundred and some be left at the library and town hall and put both as link on main page. Also after accepted, let people know there is pdf available on website and put that info in Plymouth News or other papers in town news. Pat wants income/expense breakout as of June 30<sup>th</sup>...line item detail for full year.
  
7. Discuss & take action on following items in current FY2010-11 General Fund budget:
  - a. Status of delinquent tax collections and updates (if any) to Tax Sale List. Follow-up to "boot" proposal for collection of motor vehicle delinquencies. – T. Scheidel reported on percentages run off today noting collections running a bit higher and current taxes are a bit higher, prior years and interest are lower but coming in and next month will know motor vehicle supplement. Review and update of original 400 list and down; accounts working on. Have given a number of accounts to Attorney Smith; 5 are paying monthly payments; 1 property on 7 Allen have sale date of December 18<sup>th</sup> owing about \$16,000 in taxes; have taken possession of 18 and 6 Old Wood Road, reviewed; could have 5 properties having bid auction. Chairman Zovich asked that spreadsheet dead list be updated for the Board. Discussion on packaging 5-6 little lots and selling off. Ted Scheidel gave overview of "Boot", doing due diligence, noting the fact if people wait 2 years to pay taxes and move out of town, we are losing revenue and we cannot continue to lose it. If decide to go on boot or not, need to collect taxes; discussion of success of other towns who "boot". Total delinquent motor vehicle as of Monday was \$640,356.09 including interest from 2007-2009. 2006 and prior is with collection agency. Discussion held. Cost is \$175 per car boot and will be added to their tax bill. Mayor Festa, not too certain about program for this community as variables to look at such as how many delinquent in

terms of numbers, actual vehicles and owners talking about, in correlation with property back tax; if boot is it person who needs vehicle to get back/forth to work and already on back tax payment program; would like dialogue with outfit to understand variables and determine if efficient for this community. Ted Scheidel noted Linda Hood did a very strong letter on subject which will be sent to about 500 people, overview given. Board agrees with letter going out first. Discussion held. Councilwoman Schenkel, all for looking into project but will not support until have information to see actual policy procedure in tax office on how they flag that tax overdue, when first letter went out, next follow up and next follow up; liability; etc. Question whether we should consider car amnesty tax day and this can create goodwill within community. A lot of people are no longer town residents and moved away without paying. Amnesty day has to be authorized by state legislature, we cannot just set that. Also need to focus on end of list as people will not want to pay 18% on top of \$50. Noel Schenkel, 4 East Orchard Street, watched show called The Boot and boot on and if do not pay within 24 hours the car is towed and where will we tow cars to hold them if people don't pay. Ted Scheidel, does not agree with amnesty as many taxpayers are not hardship cases and should have been paying taxes when come due. Melanie Church, Main Street, what if somebody is visiting and have car parked behind and owner of property cannot move their car if they go on people's property and now have blocked someone in; a lot of peoples unemployment has stopped and will see a lot still falling behind. Mike Drozdick would like to see numbers of delinquencies from 5 – 10 years ago. Linda Hood reminded everyone that procedures can be set but need manpower and need another clerk in office for phones and waiting on counter. Mayor Festa reviewed coverage, cross training, floaters and union grievance; tired of hearing mayor's office created problem at tax office of no help and have had delinquent problem with taxes for years and what are we doing on motor vehicle and what is flawed with system; will put person in office when necessary to help.

b. Recommended transfers between accounts, combined for Sept & Oct. – will be on for December

c. Update on implementation of cost savings; i.e. cell phones, surplus vehicle/asset sales, reducing OT, consolidating checking accts, outsourcing and fee schedules. Did get email from Dave and still working on list. Cell phone issue is in process of being resolved. Working on consolidation of checking accounts.

8. Update on Capital/Non-Recurring expenditures, i.e. Eli Terry roof, Waterwheel, Town Aid to Roads, Equipment Purchases, A.R.R.A projects, etc. – Final accounting on Eli Terry roof, over original amount bid. Harwinton Ave repaved with federal stimulus money. DiAnna Schenkel, regarding the waterwheel, she attended EDC and excited because once slabs removed there is disposal issue and in the spring slabs will be removed, lot graded and repaint post and fence along waterwheel. Fire department roofs are in budget and question when will they be done; Mayor responded it did go out to bid and holding off to spring.
9. Finance Director's Report – Request for \$12,999 last month which we did not take up and will hold off until Dave is here. Ralph questioned safety mandatory classes for town hall employees – Mayor Festa stated that is part of insurance requirements, have been holding and working to get program in place. Will take up next month with Dave.
10. Discuss & review BOF meeting dates for 2011 – in January have only regular

meeting and start budget meetings after February regular meeting (do Feb. 24 as regular meeting – 4<sup>th</sup> Thursday). Mayor made suggestion that certain departments are invited to a meeting so that there is not any misunderstanding of budget; Peter would like those departments to come in first.

#### 11. Public Input

- a. Melanie Church, 328 Main Street, talking to people and if ignored will start petition as far as everybody would like to see wages of town employees; Avon, Farmington and Bristol does it. Want that in annual report. Want to see where money was spent and how people feel about it. Dan Murray asked if position with salary vs. individual name with salary. Discussion held.
- b. Dianna Schenkel, Town Council passed level debt loading policy and will go to referendum on that. If anything it promotes the bonding proposal; we are far behind in times in town hall to not even have Excel as a program.
- c. Mayor Festa, most sure way of getting response to information is to come in with FOI request for copy of someone's gray sheet and that will let you know position and how much making.

#### 12. Correspondence

- a. Mail for board members distributed from AP Wireless. Ralph stated they want to secure ties future cash stream for leasing or renting cell tower space. Mayor, discussion with Mr. Houle on towers being looked at in serving needs and could be \$60,000 in income to town.

#### 13. Board Member Comments

#### 14. Adjournment

**MOTION:** To adjourn by Dan Murray; Mike Drozdick and the vote unanimous.  
Meeting adjourned at 9:23 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary