

1. Call Meeting to Order – The Regular Meeting of the **Town of Plymouth Board of Finance** was called to order at 7:05 p.m. on **Thursday, December 16, 2010** by Chairman Ralph Zovich in the Assembly Room, Plymouth Town Hall. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Mike Drozdick, Dan Murray, Ralph Zovich. Also present: Mayor Vin Festa; Dave Bertnagel, Director of Finance; Robin Gudczauskas, Recording Secretary.

2. Pledge of Allegiance

3. Board of Education update – not in attendance.

4. Approve Minutes:

a. Nov. 18, 2010

MOTION: To approve the Minutes of November 18, 2010 by Dan Murray; second Peter Cook. Discussion: none. Vote: unanimous with Vicky Carey abstaining.

5. Mayor's Report – (a) BOF discussed police vehicles and you were making recommendation from Crown Vic's to Chargers, Chevy Impalas, or other brand and we need to decide if want to switch over noting comments are being passed about this Board's action relative to impact on the Police Commission and their role. Chairman Zovich stated the Police Commission has to decide if they want to standardize on a different vehicle or stock up on parts for the Crown Vic's. (b) Consolidated position talked about and have Paychex coming in to do payroll and expect savings; readjustment of town hall hours relative to cutting back to ½ hour lunch and other consolidations. Moving forward relative to making changes in contracts coming due i.e. Parks and Rec personnel to Public Works to assist with fleet and forthcoming. Have retirement announced today, Captain of police department retiring and with that on lesser than happy note do have a new heart and hypertension case coming and figure at \$42,000 and change and special appropriation coming. Town meeting coming up on \$60,000 on heart and hypertension for vote.

6. Discuss & take action on closing of all municipal funds for FY 2009-10: Dave Bertnagel distributed final detail for review, Sewer - expenditures/revenues funds overview given. Community Development, fund not necessary and originally for town rehabilitation, small cities block grant, which grants and loans were given out to be repaid. Cleveland Trust, fuel bank; small wonders program within this; assets and liabilities reviewed. BCO is state money and Plymouth's portion is distributed through them and working to make sure our share is protected and Plymouths resident's; forfeiture, buy or outfit a vehicle. Allentown cemetery, trust fund, minimal money and town has been subsidizing. Economic Development, beautification, for grants. Dog Fund, licenses/fees; a dog pound needs to meet certain regulations and ARF will not fall under those stipulations. Board of Ed health insurance, reserves are \$1,522,000. Hoye Street/Plymouth Farm is water assessment account. Phase III, new business park. Hospice, VNA used to run and now run by Human Services. Industrial Park Phase III, lot sales, discussion held on 10 year agreement and ability to lower lot prices. Debt Service Fund, escrow fund. CDBG, grants, small cities grant; older accounts. LOCIP, will merge with capital non recurring account. CNR, capital non recurring. Status of waterwheel, Mayor Festa gave update noting testing done and concrete contaminated and slabs have not been taken out yet and grant money cannot be used towards removal of slabs which will cost \$21,000 out of pocket. Trucks reviewed. New High School and Rehab, \$24,555 in cash left and will have surplus in fund. Fall Mountain Water Project, surplus of \$2000 to \$5000. Interest income accumulated over years in this fund which will be reviewed.

General Ledger, end of year total \$20,000 surplus between revenues and expenditures; uncollected motor vehicles taxes are included in Uncollected Property Tax; areas over, labor and town attorney fees. Police Department, Chief needs to be commended for coming under budget in overtime. Review of final utility numbers. Balance Sheet synopsis of funds discussed tonight for review.

b. Accept independent auditor's report with comments or corrections (if any).

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. – Ralph read update from Ted Scheidel into record noting residents are paying second tax payment before Dec 31st due date. Foreclosure on 7 Allen on Sat., Dec 18th at noon with \$17,000 in back taxes owed on property; for Jan 1st supplemental auto is \$222,550 and we budgeted \$175,000.

b. Recommended transfers between accounts, combined for Sept & Oct. – distributed consolidation of transfer between line item accounts dated Dec 16, 2010; totals are balance of \$40,166 from contingency with remaining balance of \$35,817; reviewed.

MOTION: To approve recommended transfers between accounts in the amount of \$40,166 with a total from Contingency of \$14,183 dated 12/16/2010 by Dan Murray; second Vicky Carey. Discussion: Dave Bertnagel reviewed items noting \$1908 is contract wage adjustments (101-01-020-079); Fire Department Reason: Reclassification. Vote: Dan Murray, yes; Vicky Carey, yes; Peter Cook, yes; Pat Budnick, yes; Mike Drodzick, yes. Motion carried unanimously.

c. Update on implementation of cost savings; i.e. cell phones, surplus vehicle/asset sales, reducing OT, consolidating checking accts, outsourcing and fee schedules. Dave Bertnagel is compiling/clarifying report and have discussed vehicles. Old Crown Vic's in back and may propose in budget to buy 3 vehicles, hybrid to replace other vehicles; discussion on purchasing 4 cylinders for Building Inspector, etc. Departments have been told to look at their fee schedules.

8. Update on status of proposed \$19.3 M Capital Improvements "level debt service" bonding issue. Dave Bertnagel reviewed noting library addition, study done 12 years ago and revision done \$400-500,000 in for library noting existing structure air handler units need to be replaced, \$100,000; \$100,000-125,000 to fix building leaks to protect foundation and cosmetic fix ups and money to demolish the house which would be a recommendation from the Library Board to the Council. February/March potential for referendum date.

9. Finance Director's Report – distributed information for review, Pension Plan

10. Discuss & take action to approve BOF meeting dates for 2011 - reviewed

MOTION: To accept the 2011 meeting dates by Peter Cook, second Dan Murray and the vote unanimous.

11. Public Input

12. Correspondence

13. Board Member Comments

14. Adjournment

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

Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary