

1. Call Meeting to Order – The Regular Meeting of the **Town of Plymouth Board of Finance** for **Thursday, April 15, 2010** was called to order at 7:01 p.m. by Chairman Ralph Zovich in the Assembly Room, Plymouth Town Hall. Members in attendance: Pat Budnick, Vicky Carey, Mike Drozdick, Ralph Zovich. Excused absent: Peter Cook, Dan Murray. Also in attendance: David Bertnagel, Director of Finance; Mayor Vin Festa; Robin Gudeczauskas, Recording Secretary; Council Liaison DiAnna Schenkel.
2. Pledge of Allegiance
3. Board of Education Update – Mike Santogatta, current budget is good; out of heating season and utilities are good. Chairman Zovich asked if they could apply surplus to prebuy for next year at current price. Mike stated commitment for next year is fewer gallons by about 15,000 gallons. Special Ed Outplacements, one student brought back and one has moved. Salary accounts are good, overtime is fine. Chairman Zovich noted we added back \$38,000 to the BOE budget for 2010-2011; did take \$37,000 snowplow out and put in Public Works who will coordinate with the BOE on plowing. Discussion held on snowplowing; on public hearing next Tuesday followed by a joint meeting. Pat Budnick, regarding \$37,000 snowplowing, understand going in second year on existing contract; Mike stated they went out for a bid and awarded one year, not the second but the price does hold for a second year. Mike stated there is two vendors for snowplowing, Richards is for high school and there is another for the rest. Ralph asked for operating procedure, school cancelled by Schultz at 4:15 and he has been wonderful to work with. Mike stated the BOE and vendors do sidewalks around schools. Pat asked about surplus this year as having such a good year and questioned cost of roof. Mike stated they went out for bid for architects, received and working with a company and do not know if this will be a town building project or BOE project. They have asked for hourly rate and price not to exceed and looks like architectural fees will be around \$14,000; and now developing specifications for it and then prepared to go for formal bid; estimate and state requirements being discussed and feels the cost would come in about \$350,000; there is grant available and reimbursement rate for Plymouth is 72% and because an emergency the State will assist and walk through. Replacements is 14,000 square feet of the roof; rubber membrane with 20 year warranty. Ralph stated from last weeks' meeting there is \$61,000 in reserve in debt service that can be used toward our contribution. Dave Bertnagel noted there are two other sections on the roof and questioned condition. Mike stated some minor leaks in section put on in 1969 about 450 foot section of that will be replaced. Dave Bertnagel questioned whether to do the whole thing and would that be more feasible. Discussion held with Chairman Zovich requesting the architect assessment be given on the remainder of the roof; obtain price for the one section and price for the other areas.

4. Acceptance of Minutes:
 - a. March 8, 2010
 - b. March 15, 2010
 - c. March 18, 2010
 - d. March 22, 2010
 - e. March 25, 2010

f. March 29, 2010

MOTION: To approve the minutes of March 8, 2010; March 15, 2010; March 18, 2010; March 22, 2010, March 25, 2010 and March 29, 2010 by Vicky Carey; second Pat Budnick. Discussion: none. Vote: unanimous.

5. Mayor's Report – Street sweeper in town is from Bristol as result of community agreement to use and using this piece of equipment as ours is broken; in kind exchange to help neighboring communities. Ted Scheidel continues to do a good job relative to we have taken back tax amount and brought down and made a difference. Open space, grant available through state dept for 75% grant for purchase of open space; at this time making application for grant and need support from BOF and Planning and Zoning and will meet with them next and would like to have BOF supporting this project on record for the purpose of acquiring open space. Planning and Zoning will have to approve as well as Conservation and Development. The town is looking at the water company reservoir on North Street; appraisers are walking property of 170 acres and if community does not get it, it then is offered to the conservatory and then to public bid for redevelopment. Discussion held. We will assume liability for the dam if we get acreage; acquisition would have to come with clean bill of health on dam. Mayor Festa stated he has spoken with the water company on that and currently need back up support. Intent is to have sufficient grant funding for whole acquisition and looking at federal level for additional cost with 25% funding and 75% state funding. This gives the town the opportunity to acquire wildlife reserve relative to trails, boating fishing and passive recreation. Vicky Carey noted Planning and Zoning deems a certain amount for open space when subdivisions come in; concern what group or who will be responsible for this. Mayor Festa, public works would be the body responsible for maintenance. Vicky Carey questioned liability to the town and increase on insurance; Dave Bertnagel stated there is information to be received first. Chairman Zovich questioned if 100% grant funded we would not have to go to a town meeting; Mayor Festa, there will be public notification but to apply for grant need backing. Application for state grant is due May 31, 2010. Discussion held and noted there is no objection from the Board of Finance. Noel Schenkel, 4 East Orchard Street, that dam was reconstructed in early 90's by the water company. Mayor Festa, have begun negotiating with various unions and issue at hand is looking to consolidate to save money and funding and redesigning areas. So far have not replaced anyone who has left from retirement.

6. Discuss & Take Action (if req'd) on items in current FY2009-10 General Fund Budget Dave Bertnagel distributed print out of current expenditures to date and transfer requests reviewed in amount of \$14,478 of which \$4,017 transfer from contingency; most are transfers within departments; reviewed and discussed.

MOTION: To approve transfers totaling \$14,748 as written dated April 15, 2010 by Vicky Carey; second Pat. Discussion: Pat Budnick noted the second \$400 for telephone charges should say from Fall Mountain Electricity. Ralph noted only transfer items from BOF Contingency are \$3317 to Public Health Contract & Professional Service and \$700 to Human Resources Pre-Employment Physicals.

There is \$16,711 in BOF contingency after this is approved. Vote: unanimous.

General Ledger, review and discussion: Pat Budnick stated concern with Fire Marshal, as salary budgeted is more for next fiscal year and we reduced it and when come through with final figure we need the breakdown. Dave Bertnagel has requested hours and will share with the Board next month. Discussion on Plymouth Fire House, heat and electricity, page 6, 10102038041, this year's budget is \$7285 and have spent \$2310, encumbered \$336 and proposed next year's budget is \$3000 with discussion on sufficient dollar amount. Salt and Sand, \$32,000 in red however have surplus in overtime of \$9400 that will go to Salt and Sand and balance will cover internally. Vicky Carey, page 8, Repairs and Supplies, question/discussion held on whether this will cover street sweeper repairs.

7. Follow-up action items from Independent Auditor's Report:

a. Address corrective action plans for recommendations in Management Letter – Chairman Zovich reviewed notification issues. Dave Bertnagel reviewed and updated all items, status and action taken noting activity for special revenue funds and have addressed and built accounts and funds into system; Inter fund balances, have cleared 80% out; Bank reconciliations, there were several in special ed and school lunch that were not in system and Mike Santogatta has forwarded all bank statements and reconciling to our financial system; Journal entries, have been done and addressed; Rights to every system, working with IT person and have addressed them; Consolidating cash accounts, working with Ted Scheidel and had 49 different bank accounts and reviewing certain restrictive requirements that are grant restricted. Getting accounts in order and will have recommendations to consolidate cash balances into one. Are investing some money and looking at rates; Small Cities Block, loan receivable from 2001, have spreadsheet and will balance out going back to 2001 loan fund; Mike Santogatta has been given information and is signing off on payroll; working on reports from Anthem; Student activity accounts discussed and all information is being reported to Dave Bertnagel. Fraud assessment recommendation, Dave stated auditors do that and this is part of IT issue, have given recommendations and have implemented most of them.

b. Review financial statement of Plymouth Ambulance Corps for FY2008-09 – Dave Dubowsky. Have also asked for a copy of their budget; Pat Budnick would like Dave Barbieri to come in to explain this in detail.

8. Final Review of Proposed General Fund Budget for FY2010-11

a. Preview and discuss presentation for Public Hearing on 4/20 – Review of Non Recurring expenditures and capital outlays; slide presentation distributed/reviewed; Ralph Zovich will email updated slides to board members. DiAnna Schenkel, would like to see comparable towns in slide presentation with their mill increase. Discussion held of budget detail.

b. Notification and printing of budget in newspaper prior to referendum – Dave Bertnagel will prepare proposed budget detail with mill rate calculation for the public

hearing.

c. Request for update on economic development activities from K. Dodds-Dir. P&ED will be rescheduled. Mayor Festa stated relative to EDC things are moving smoothly for streetscape; waterwheel design and beginning reimbursement process from state department and moving forward in allocating monies for construction and waiting last phase of testing on wells and if beneficial we will be able to remove slabs. Do have a few prospects for industrial park and outfit who has put application in for a lot and moving forward. Ralph Zovich stated there is a clause in deed restrictions of covenants for clean fuel power plant which is ideal; Mayor Festa stated Mr. Stevenson has an outfit who has showed some interest and they are working on. Mayor Festa noted there is movement on the Iseli property.

9. Discuss & Take action to appoint Blum Shapiro as independent auditor for FY 09-2010

MOTION: To appoint Blum Shapiro as Independent Auditor of FY 2009-2010 by Vicky Carey; second Pat Budnick. Discussion: Pat Budnick questioned whether we have a quote; Dave Bertnagel stated they go with the number in the budget and no change. Board was impressed with their report and management letter. Vote: Mike Drozdick, yes; Pat Budnick, yes; Vicky Carey, yes and the vote unanimous.

10. Finance Director's Report – Dave Bertnagel in May will propose a fund balance policy; meeting will be scheduled with Pension Committee on OPEC trust.

11. Public Comment

a. Melanie Church, 328 Main Street, (a) BOE, how much increase given did you change from what originally gave and how much increase was that and will they come in with their budget as they did not last year come in with a budget at the public hearing. Believe if we have to fund 25% of open space that does have to go to public. Ralph Zovich, yes, if we have to fund it. The BOE was 1.42% or \$320,290 increase from 282,000; they had requested \$526,000. (b) The management letter is paid for by taxpayer dollars and it is public information and tonight where fully discussed it she would like a copy. Dave Bertnagel stated she has received the management letter and asked if talking about IT report. Mrs. Church stated that is it. Ralph Zovich stated there are very limited circumstances and certain justification for going into executive session and issues for correspondence and personnel issues, litigation and security issues. (c) Can ask for what anybody makes and once litigation is settled can ask. Ralph Zovich, the town attorney, fraud risk assessment and believe they are specific recommendations and read from report. Mrs. Church stated she will take it to FOI and it is paid for by taxpayer dollars and anything made or given to you is public information. (d) On public works what are you looking to do with that and did you add or take away money. Ralph Zovich, trimmed \$5,000 from overtime account at transfer station and will be managed through Mayor and Public Works Director as attendant has guaranteed overtime. Melanie Church, in middle of contract negotiations and even before you can have a thing where person allowed overtime and no work you don't have to give overtime. If you did cut, according to Charter the

Town Council sets the hours. Ralph Zovich stated the Council should take that up if they decide to close the transfer station once a week and put that man on the highway crew. (e) Would like to see early retirement that can be figured out of the budget because you don't have to hire someone to replace someone. Ralph Zovich, we have left line items in the budget and up to the Mayor if he leaves backfill or leave positions vacant or consolidate. Melanie Church, take that money and put in contingency. Ralph Zovich, under our new management structure no one will abuse overtime. (f) How much did the town side go up in total from last year. Dave Bertnagel, \$47,008 net increase for town side and entire budget is .98%.

12. Correspondence

13. Board Members' Comments

- a. Mike Drozdick – enjoyed experience and great Board and want to learn more.
- b. Vicky – did we come up with grant policy because concern if any grants that require matching monies from the town they need to come before us first. Dave Bertnagel stated he has a draft on that already and will have for the next meeting.
- c. Ralph Zovich – thank each and every one of the members for your time and energy. Special thanks to the Mayor, Dave Bertnagel and Council.

14. Adjournment

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

Meeting adjourned at 8:55 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary