

Town of Plymouth

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Board of Finance

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1. Call Meeting to Order – The Regular Meeting of the Town of Plymouth Board of Finance was called to order at 7:00 p.m. on Thursday, May 19, 2011 in the Assembly Room, Plymouth Town Hall by Chairman Ralph Zovich. Members in attendance: Pat Budnick, Vicky Carey, Mike Drozdick, Ralph Zovich. Excused: Dan Murray and Peter Cook. Also present: Robin Gudeczauskas, Recording Secretary; DiAnna Schenkel, Council Liaison.
2. Pledge of Allegiance
3. Board of Education update – Dr. Tony Distasio, Mike Santogatta, Tommy Meehan – April financial received – Mike Santogatta stated budget looks good, in great shape, a few repair items; out of district and out of district transportation favorable and good things in management within district. Nothing outstanding and about 6 weeks left to fiscal year. Board asked for projections of possible surplus; Mr. Santogatta noted it depends on oil in tanks which were hard to predict and holding off to lock in; discussion held. Continue to reduce costs and make headway and billings for students into our district are done aggressively. Question with discussion on parent leadership training institute noting topic of discussion was budgets and day kindergarten and surrounding towns are all day. Dr. Distasio stated they are finding more and more students are going to magnet schools because they have all day kindergarten and from towns with all day kindergarten they stay in those towns. If go with all day kindergarten would need to double staff. Ralph Zovich noted case to be made for documented savings on back end and studies show students who get early childhood education can read at grade level, reviewed with discussion. Vicky Carey noted talk at state level on technical schools, not doing away totally but having fewer and asked how many children do we have in tech schools. Dr. Distasio, 6 at Bristol Tech, Kaynor and a few in New Britain, 40-50 at Oliver Wolcott; and we will be able to absorb those students in our high school. There are 85 students attending magnet schools. Question on ECS or transportation, no changes; Mike Santogatta stated ECS the same and excess cost special ed and transportation are capped, reviewed. Ralph Zovich noted this year is last full school year of existing contract for teachers and negotiations will start in fall.
4. Approve Minutes:
 - a. April 28, 2011

MOTION: To accept the meeting minutes of April 28, 2011 by Vicky Carey; second Pat Budnick. Discussion: Ralph Zovich noted the last motion made when voted to reappoint Blum Shapiro and the Board asked him to forward request to Dave to make sure purchase order stated we would have draft report by October 6 to approve at October 20 meeting and followed up with him and confirmed. Vote: unanimous.
5. Mayor's Report – no report.
6. Discuss & take action on following items in current FY2010-11 General Fund budget:
 - a. Status of delinquent tax collections and updates to Tax Sale List – Ralph Zovich noted there were 7 or 8 properties for tax sale and sealed bids due May 10th. Summary from Ted Scheidel read into record. Four properties will be put back for

bid along with other properties that the attorney is working on. Short on budget as of 5/18 is 875,000. Also noted our new tax collector has hit ground running and doing a good job. Will have shortfall number next week. Property of Comeau at 9 Allen Street will be auctioned in June. Ralph noted link on Town of Plymouth web site for all properties; reviewed. Pat questioned foreclosed and available for sale on website to see photo of property and Ralph will speak to Ted on that information availability. Melanie Church, you can go to assessor and get picture. Vicky Carey would like to know if the tax collector is going after construction companies who have multiple properties and it adds up. Ralph noted ones chosen first for tax sales were most marketable. Discussion held. Accounting practice to record gain, Ralph read into record a portion of email to Dave Bertnagel on this question. Structus, pursuing insurance proceeds and pending.

b. Recommended transfers between accounts, if req'd. – Ralph Zovich read into record a memo from Dave Bertnagel to the Board of Finance regarding Transfers to Contingency dated May 19, 2011.

MOTION: To Transfer the following into Contingency, 101-01-013-099:

Assessor line item 101-01-014-003 in the amount of \$12,000

Town Clerk line item 101-01-022-003 in the amount of \$27,000

Town Hall line item 101-03-026-003 in the amount of \$7,500

Highway line item 101-03-041-003 in the amount of \$10,000

Building line item 101-03-051-002 in the amount of \$10,000

For a total of \$66,500 by Vicky Carey; second Pat Budnick. Discussion: Pat Budnick, both \$10,000 are overtime; Assessor is staff salary; Town Clerk is salary; Town Hall is salary line item for custodial staff; Highway is full time wages; Building Department is secretary salary. Vote: unanimous.

MOTION: For a 5 minute recess at 7:35 p.m. by Vicky Carey; second Pat Budnick and the vote unanimous.

Chairman Zovich called the meeting back to order at 7:40 p.m.

Ralph distributed collections through April to the board noting at 96% of the budget

Transfers from contingency, reviewed.

MOTION: To transfer as per Transfers to Contingency dated 5/19/2011 the following:

~into Comptroller Part-times Wages \$3,000 and Comptroller Overtime, \$7,000 from Comptroller Staff Salaries

~into Comptroller Longevity Payments \$100 and Comptroller Conferences and Memberships \$75 from Comptroller Office Supplies

~into Registrars Conferences and Memberships \$18 from Registrars Printing

~into Assessor Education \$373 and Assessor's Office Supplies \$88 from Assessor Staff

~into Fire Marshal Training \$300 and Fire Marshal Wireless Charges \$100 from Fire Marshal Service Contracts (\$275) and Fire Marshal Advertising \$125

~into Police Department Part-Time Wages \$2,179 from Police Department Captain Salary

~into Police Department Service Contracts \$4 and Police Department Repairs & Supplies \$5,339 and Police Department Physicals New Hires \$273 and Police Department Clothing Allowance \$1047 and Police Department Exam Expense \$55 from Police Department Electrical Repairs & Supplies (\$4000) and Police Department Office Supplies (\$2,718)

~into Communications Overtime \$1,000 from Communications Full Time
 ~into Fire Department Building Maintenance \$1,756 and Fire Department Physicals \$3,500 and Fire Department Refurbish Trucks \$219 from Fire Department Education (\$3,737) and Fire Department Fresh Air Maintenance (\$1,738)
 ~into Terryville Heat, \$1,151 and Plymouth heat, \$238 from BOF Contingency (\$1,389)
 ~into Town Hall Overtime \$1,000 and Town Hall Service Contracts \$510 and Town Hall Repairs & Supplies \$9,272 from Town Hall Staff (\$10,782)
 ~into Highway Meal Allowance \$440 and Highway Clothing Allowance \$325 and Highway Environmental Compliance \$5,751 from Highway Contract Service Vendors (\$6,516)
 ~into Other Public Buildings Heat \$5,023 and Other Public Buildings Electricity \$1,000 and Other Public Buildings Water \$175 and Transfer Station Dump Rental \$5,339 from Transfer Station Contract Services (\$11,537)
 ~into Maintenance Office Supplies \$61 and Maintenance Environmental Compliance \$11,074 from Transfer Station Contract Services (\$11,135)
 ~into Building Department Overtime \$8,000 from Building Department Secretary
 ~into Public Health Contract and Professional Services \$3,136 from Board of Finance Contingency
 ~into ZBA Secretary \$300 and Inland/Wetlands Secretary \$1,800 and Inland/Wetlands Advertising/Printing \$45 and Economic Development Secretary \$900 from Planning Contract Services (\$3,045)
 for a total transfer from BOF Contingency of \$4,525 with a net balance in contingency of \$14,239; and to accept the transfers as read totaling \$81,966 by Mike Drozdick; second Pat Budnick. Discussion: Pat Budnick, would like to know expense of housing people and confirm that is owed to us from landlord. Ralph Zovich noted reason. Vicky Carey stated she would like to make sure David talks to Tony that environmental compliance is complete at highway and maintenance buildings. Pat Budnick questioned police department and captain salary and is there a transfer for contracted position. Ralph Zovich reviewed process for Interim Assistant Police Chief. Pat Budnick asked if retirees are filled positions and will we show surplus; Ralph stated he was not sure, discussion held noting Dave stays on top of surplus and deficits and we should not have surprises when close budget June 30th. Vicky Carey, does the tax collector need to go through more schooling this year or next; Ralph, do not know and if training bills come through we may have to make transfer. Mike Drozdick, would like her invited to the next meeting. Melanie Church, one thing, think you will find there has to be overtime that is over budget for police department so you cannot assume it is not and do not think they are updated for that, not going to say how I know but you will have big overage on that. Ralph Zovich, if hire assistant acting chief will have full accounting on line items and where over and where savings noting we did accrue 6 months of salary. Vote: unanimous.

7. Discuss & take action on implementation of General Fund budget for FY2011-12:

MOTION: To remove item 7 from the table by Pat Budnick; second Vicky Carey and the vote unanimous.

- a. Review legal opinion and set mill rate for ensuing fiscal year – Ralph Zovich read legal opinion into record dated May 19, 2011 and reviewed discussion with Attorney Vitrano on if do not have legal authority to change mill rate now budget approved, do we have to go to town meeting if shortfall is greater than \$50,000 and answer is yes noting emergency appropriation is fuzzier as Charter does not clearly define what is an emergency. He asked if did nothing and another

provision in Charter at end of fiscal year Dave prepares a final accounting of deficits and we would have that and the Council would then approve the deficits and automatically come out of fund balance. So the BOF could be proactive or reactive. He also said cooperative nature between BOF and Council; and can go back and ask fee structures be increased or we could transfer from contingency to legal fund and accelerate collection of back taxes; we can encumber what is in contingency to next year. Discussion held. A copy of opinion will be filed with the Town Clerk. Also discussed if referendum fails, the Charter says the second referendum must take place within 20 days; reviewed. Pat Budnick noted the opinion stated we have until June 15th to set the mill rate. Ralph Zovich noted on the town web site the Charter has not been updated by the Town Clerk and what is on the website is not correct and for the record Attorney Vitrano took time to do the research.

MOTION: To set the mill rate for fiscal year 2011-2012 at 31.5 mills by Vicky Carey; second Pat Budnick. Discussion: Pat Budnick, her thought is this will not happen before June 8th and we will be sitting with negotiation and he will be sued and we cannot flounder and we need to do what we intended and if worse comes to worse will take out of general fund and take money from road repairs. Ralph noted general assembly has authority to pass what is called special acts of the legislature and they can put a surcharge on all taxable property or grant us authority to put surcharges and so many things they can do with a special act. Vicky Carey, the Mayor, Town Council and David will have to watch and keep tight and if need to cut capitals we will; if move contingency money and encumber. Vote: Mike Drozdick, yes; Pat Budnick, yes; Vicky Carey, yes and motion passes unanimously.

8. Discuss & take action on request from WPCA to establish a “Sewer Billing” special revenue fund for the purpose of paying for the equitable collection of assessments, and distribution of such payments through the Finance Director’s office. Ralph Zovich read into record letter from Dave Bertnagel dated May 19, 2011 to the BOF re WPCA and noting call from George Andrews who had discussion at April meeting with history that Charter says the Tax Collector’s office shall levy taxes of the Town of Plymouth and WPCA is an agency of the town, history reviewed. There are less than 500 sewer bills. Discussion held. The BOF will now take money from WPCA and put into sewer billing revenue account and use that to make payroll; money will be in general fund budget available to transfer into a salary line item.

MOTION: To create a Sewer Billing Revenue account within the General Fund and have Revenue line item in the amount of \$3,694 for the fiscal year 2011-2012 by Pat Budnick; second Mike Drozdick. Discussion: Vicky Carey, do you have to include for the purpose of paying for equitable collection of assessments. Ralph stated that will be managed by the Finance Director and we are only establishing the line item. Vote: Vicky Carey, yes; Pat Budnick, yes; Mike Drozdick, yes and the Motion passes unanimous.

9. Finance Director’s Report – Ralph will asked Dave about date for auditor and follow up on net gain from tax sales.

10. Public Input - none

11. Correspondence

- a. Copy of Malloy actual bills from CCM
- b. Municipal Support Associates – sent to Mayor with copy to BOF regarding LoCIP funding.
- c. Update on motion passed in April supporting capital improvements and Town Council set date for June 21st for referendum

12. Board Member Comments

- a. Vicky Carey – wish the town clerk would do something with Charter; it has not been updated. Melanie Church, that was supposed to be done right after the vote. Vicky Carey, wants an updated charter. Ralph Zovich stated he will forward request to the Town Clerk's office to update and get reprinted copy of clean, revised Charter and all members of the BOF should have a copy of the section that pertains to us.
- b. Pat Budnick – noted legal opinion is not clear what actual budget is; Ralph noted a balanced budget is expenses must meet revenues.
- c. Ralph Zovich - printout of one page summary should be posted and more budgets available. Pat Budnick, within budget question would like mill rate included. Vicky stated it cannot be posted within 75 feet. Discussion held.
- d. Mike Drozdick – next meeting is June 16.
- e. Ralph Zovich – spent time with Tony Lorenzetti to buildings, roads (North Street will use remainder of money this year; Blakeman Road; Elm Street; Richmond Drive; Keegan Road; Lake Avenue; South Main Street; Old Waterbury Road). Site line problems, reviewed. Drainage problems, reviewed. Calls from people on aprons, curbing, etc.

13. Adjournment

MOTION: To adjourn by Pat Budnick; second Vicky Carey and the vote unanimous. Meeting adjourned by 8:55 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary