

## **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 on Thursday, June 16, 2011 at 7:02 p.m. in the Assembly Room, Plymouth Town Hall by Chairman Ralph Zovich. Members in attendance: Pat Budnick, Vicky Carey, Mike Drozdick, Ralph Zovich. Also present: Mayor Vincent Festa; Dave Bertnagel, Director of Finance; Robin Gudczauskas, Recording Secretary; Tony Lorenzetti, Director of Public Works; Jim Schultz, Highway Superintendent; Ana Legassey, Tax Collector.

2. Pledge of Allegiance

3. Board of Education update – Dr. Anthony Distasio; Mike Santogatta, Business Manager; Tommy Meehan, Director of Pupil and Personnel. 2.5 wks from end of fiscal year and all looking good. Do not foresee any deficits; loaded next year's budget into system and working on cost reductions for next year and good progress. Oil prices, did not book oil or diesel and did come down substantially the last few days; 3 of 4 buildings capable on running on natural gas and did contract to run those next year at \$1.90/gallon; no minimum purchase but price locked in; will top in at \$2.31 per gallon in oil. He and Tony communicate and can lock in and BOE will lock in oil for other 2 facilities. Oil now is \$3.30. Special Ed looks good and have great programs for kids and parents are happy to have them back in district. Ralph Zovich referred to an article in the Waterbury paper on graduation rates in Litchfield County, reviewed, Plymouth has slipped and were at 90% and are at 86%. Dr. Distasio stated numbers are wrong and reported and should be about 4% for true dropout rate; if student went from Plymouth to Bristol and if our secretary does not check for enrollment they are counted as drop out; we have alternate program for those struggling which is successful and are following state guidelines. Pat Budnick, is the bussing contract settled. Dr. Distasio stated it is settled one of two for regular education and magnet schools settled for next year will cost \$9,000 less. Special Education bussing, Mr. Santogatta will be meeting with one of the companies early next week and will have that company or use several companies and was an open bid. Did get some bids but want to make sure local vendors have every opportunity to contribute. Chairman Zovich noted Early Childhood Council meeting downstairs and proposal going forward to Board about full time kindergarten. Dr. Distasio stated it is too early to say and proposal for 2012-2013 and depending on budget will do if can.

Chairman Zovich stated he has a request from Dave Bertnagel to add an item to the agenda.

**MOTION:** To add item to agenda "Discuss and Take Action on Blight Ad Hoc Final Report to Town Council for Ordinance" as item 12 moving all items down by Pat Budnick; second Vicky Carey. Discussion: none. Vote: unanimous.

4. Approve Minutes:

a. May 19, 2011

**MOTION:** To accept the Minutes of May 19, 2011 as presented by Vicky Carey; second Mike Drozdick. Discussion: none. Vote: unanimous.

5. Mayor's Report – Mayor Festa stated his only item is for executive session.

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 – Chairman Zovich welcomed Mrs. Legassey; report from Ted Scheidel read into record on status of collections. Mrs. Legassey stated collecting taxes in July and hope back taxes will be paid on top of what is paid in July; have been proceeding to serve demands through the marshal on personal taxes due and have had some people come in to make monthly payments and will set up reminders for those monthly payments. Chairman Zovich asked if within tax records is there a field to insert comments; he will send top 30 to be collected which are designated targets for tax sales to Ana. He stated the BOF is here to support anything we can do to help, reviewed revolving account to go after delinquent accounts. Vicky Carey, question on web site delinquent taxes and a few construction companies that totals, in March, \$84,000 in taxes and is anything being done to get that money. Mrs. Legassey stated that needs to be updated and being worked on noting Great Hill is in legal proceedings right now and Vail makes payments. Discussion held. Pat Budnick asked (a) houses in foreclosure; Mrs. Legassey she has heard some information but does not have details and does know that the attorney has come in about how much owed. (b) once the town is putting up for sale her office should list properties on web site so that townspeople can look at bid. Chairman Zovich stated an interesting link is to have Cathy flag on town's web site to show delinquent and this is a property going up for tax sale and by a click would take them to a page with property information, picture, minimum bid price; discussion held. Mayor Festa stated kudos to Ana and job done so far and she has immersed herself into the job in that office.

b. Dave Bertnagel distributed and reviewed General Fund Revenues as of 5/31/2011 and General Fund Proforma Statement as of 5/31/2011, noted comparison from what budget originally approved at. Deficits: item on Human Resources is strictly salary driven and have not requested transfers but reported; legal services, due to several issues that came to us and had to have labor attorneys look into that; heart & hypertension covered through appropriation; police department concern on overtime issues and overtime account over but have savings in regular wages and will be transferred and within budget in aggregate; snow removal, covered at Council meeting noting Jan 11 and 12 storm approved by FEMA and receiving 75% reimbursement of 72,000-73,000 eligible, approved by Council with additional appropriation to cover all snow overage accounts; other public buildings covered throughout meetings (Prospect Street School, VNA); public health covered which is evictions covered through transfers; ambulance corp utilities. As of May 30<sup>th</sup> looking at \$1,518,902 positive variance. Discussion held. Revenues as of 5/31/2011 reviewed: current tax levy on target; conveyance tax coming in and feel close to budget by end of year; historical and farmland will have deficits; transfer station fee off by \$60,000 but 2 months behind in billing and July will be receivable and will be short but not much; structural permits fees in; demolition permits over budget due to issues at Structus who paid \$13,000 fee which needs to be recorded; false alarms, more coming in; investment income only posted through end of March and will see at \$27,000 collected at end of year; state grants foresee \$37,000 surplus in total; have transfer in and prior year cancellations at \$31,000 and appropriation of fund balance shows no actual.

Chairman Zovich asked Dave Bertnagel (a) about tax sales when have a capital net gain where sale price exceed taxes and penalties owed can that money be put into other funds such as debt service and cap funds. Dave stated on normal circumstance what owed is applied to those revenue accounts and additional income goes to miscellaneous revenue account which can be transferred to another fund but requires action of the Board.

Discussion held. (b) did purchase order go out to Blum Shapiro with October deadline. Dave responded yes and detailed in contract.

7. Discussion on Solid Waste Bids – Dave Bertnagel stated coming due at end of July and is a 5 year cycle, can renew and this time out to bid stating our tonnage and how much to dispose of this waste from transfer station to facility including recycling material and garbage. Chairman Zovich read memo from Tony Lorenzetti into record and asked Tony for input. He stated out to bid for 4 items: solid waste hauling & disposal (solid waste); demolition hauling and disposing; recycling collection & disposal which is curbside with option for containers; tire hauling and disposal. Did not get many bids and only one on tire hauling. Had bids starting 8/1 with goal of bid process to make everything go out 23 months with option years to get on fiscal year and three subsequent 12 months periods. Reviewed. Tire hauling, only one vendor with fixed price and recommend take five year contract. Demolition material hauling, 2 bids CWPM and All Waste and CWPM was low bidder, current vendor and started 23 month contract at what paying now and did have some increases built in 2% over last 3 years of contract, reviewed. Dave Bertnagel noted 12,000 income for public works permits and have about \$7,400; Tony stated need for a scale if the transfer station is ever updated. Board needs a favorable or unfavorable recommendation on each item. Solid waste hauling & disposal – All Waste sent bid but subsequently sent letter that they made a mistake in their bid and wished to withdraw because thought it was a package and not individual. Combined from them was not less expensive. Looking at CWPM and bid \$17.21 per ton currently and came in at that for the first period and then up 2%. Public Works discussed hauling waste to Bristol by purchasing own truck and have operators and employees haul which estimate 4 times per week; do own trailers at transfer station; have qualified staff to do hauling and would like to put into consideration to be allowed for hauling. Have \$55,000 in current budget for costs, reviewed. Dave Bertnagel, \$55,000 per year and over course of time (5 years) \$275,000 and would expense that and initial startup cost is one time capital purchase of \$100,000 with life expectancy of 20+ years; average cost per year to maintain and run with net savings of \$100,000 of 5 years and not adding staff. Jim Schultz stated that truck would be used to move equipment around town. Dave Bertnagel noted budget approved \$60,000 for lease purchase program for public works and would be recommending through BOF into lease purchase program and if concept supported by BOF; referred to BOF by Council for recommendation and need to go back to Council. Tony reviewed standard curbside recycling and increase of \$20,000 per year to low bidder; did add some buckets for town buildings in contract; also bid with option to get large containers which came in at \$.81 per month for 59 month period which allows for large containers for improved increase in recycling for all residents for all items in one container. Pat Budnick questioned piggybacking with Bristol and Plainville to do this recycling; Tony, anything can be discussed but we are in June and contract expires in August; Dave Bertnagel, would have to get other municipalities to explore as they would have capital costs. Discussion held. Dave reviewed complete financial picture noting tires and demolition are good; All Waste bid, pay or bring in house which has net savings in 5 year period; containers, cost and over 5 year period is part of tonnage and incorporated in tonnage charge to do this would be \$18,000 but at 5 years would be savings or breakeven point. Vicky stated asking permission for cab and first priority needs to be hauling at transfer station; Dave stated it is 8 hours per week. Ralph stated not under contract and follow up with analysis of where money will come from and will approve transfer of funds next month; Dave will email to all members for review prior to next meeting. Suggestion to ask CWPM for a month extension on current contract. Discussion held. Melanie Church, 328 Main, suggestion put it out for at least 3 bids for truck so that if they know it is going out to bid and they will bring down their prices.

Ralph Zovich, need to understand where this money is coming from. Vicky, he needs to go ahead and she will do payment and scheduling with Dave; current lease payments reviewed. Recycling buckets, will have an increase in subsequent years which will offset in subsequent year; BOF stated agreement with concept.

8. Discuss and take action on Transfer to Suspense for FY 2010-2011 – Dave Bertnagel distributed and reviewed noting submitted to Council and approved; read into record.

**MOTION:** To approve Transfers to Suspense for FY 2010-2011 per memo dated June 1, 2011 with total to be Suspended of \$64,606.47 by Vicky Carey; second Pat Budnick.

Discussion: Chairman Zovich noted liability on past suspended does not extinguish and turned over to collection agency who goes after big ones and are still collectable records even though suspended. Vote: Mike Drozdick, yes; Pat Budnick, yes; Vicky Carey, yes and motion unanimous.

9. Discuss and take action on FEMA Disaster Grant Appropriation – Dave Bertnagel distributed memo noting Council recommended to this Board for favorable or unfavorable support noting Grant approved and lines items to replenish; review and discussion held.

**MOTION:** To endorse the FEMA Disaster Grant application by Vicky Carey; second Pat Budnick. Discussion: none. Vote: Vicky Carey, yes; Pat Budnick, yes and Mike Drozdick, yes. Motion carries unanimous.

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

a. Review plans for cost savings and asset sales for new fiscal year. – Chairman Zovich noted plans for cost savings and will come back to this item next month; asked Dave Bertnagel to put together a list of Crown Vics and any other assets that need to be sold; trac phones. Dave noted they have grant application out for hybrids.

11. Executive Session for discussion of pending union contract negotiations. (if req'd)

**MOTION:** To go into executive session inviting the Mayor and Director of Finance to discuss pending union contract negotiations at 8:45 p.m. by Vicky Carey; second Pat Budnick and the vote unanimous.

Chairman Zovich called the meeting back to order at 8:56 p.m. and stated there is no action on this item.

12. Discuss and Take Action on Blight Ad Hoc Final Report to Town Council for Ordinance – Dave Bertnagel stated committee met, process reviewed and need financial body approval for program. Have done presentations before Town Council and legal counsel made recommendation, reviewed. Need recommendation to set up revolving fund for blight; report distributed and reviewed.

**MOTION:** To approve the recommendation of the Blight Ad Hoc Committee Pursuant to CT General Statute 7-148ff for special assessments for properties deemed on the “blight list” and to refer to the Town Council your favorable recommendation by Pat Budnick; second Vicky Carey. Discussion: Chairman Zovich noted for the record 309 Town Hill Road is at top of tax list; P&S LLC; Joseph Hopper 152 and 166 Todd Hollow Road Road; James Flaws 162 Todd Hollow Road; Gregory M Wegh 259 Main Street; Andrews and Patricia Mozalak 129 South Eagle Street and Structus LLC 370 South Main Street are properties currently on blight list and allow to asses blight fee on top of delinquent taxes. Vote: Mike Drozdick, yes; Pat Budnick, yes; Vicky Carey, yes and the vote unanimous.

13. Finance Director’s Report – Listing of Transfers dated 6/16/2011 distributed and

reviewed.

**MOTION:** To approve the \$29,812 in transfers:

- ~Registrar Salary, \$2000, from Wage Election Workers
  - ~BOF Meeting Secretary, \$400, from BOF Town Report
  - ~Salary Tax Collector, \$2200; FT Staff, \$2800; Overtime, \$131; Code change, \$415; Tax Refunds, \$2170 from Contingency
  - ~Fire Marshal Salary, \$5,700, from Contingency
  - ~Food for Prisoners, \$150; Clothing Allowance, \$286; Exam Expenses, \$55, from Contingency
  - ~Terryville FD Heat, \$478; Terryville FD Electricity, Gas & Water, \$761; Plymouth FD Heat, \$425; Plymouth FD Electricity, Gas & Water, \$217 from Contingency
  - ~Facilities Overtime,\$400; Facilities Service Contracts, \$375; Facilities Repair, \$1778, from Staff
  - ~Ambulance Heat, \$1,455; Ambulance Electricity, \$368; Ambulance Telephone, \$901; Ambulance Water, \$1,406 from Contingency
  - ~Library Service Contracts, \$310; Library Water, \$43 from Library Electricity
  - ~P&Z Secretary, \$1,900; P&Z Enforcement Officer, \$1,900; ZBA Secretary, \$300; Economic Development Secretary, \$488 FROM Economic Development Signs (\$760); Economic Development Expenses (\$500); Economic Development Maintenance (\$425); Economic Development Contractual Service (\$1,000); P&Z Contract Services (\$455); P&Z Map Revisions (\$500); P&Z Conferences & Memberships (\$525); P&Z Advertising (\$423)
- as presented by Vicky Carey; second Pat Budnick. Discussion: none. Vote: unanimous.

### 13. Public Input

a. Melanie Church, 328 Main Street, (a) have suggestion when buy new cars to trade in; Dave Bertnagel stated they are doing that, explained process. (b) suggestion knows Wolcott lease all big trucks and found a cost savings, leave for 5 years and if anything major goes they take back. Dave Bertnagel stated he and Vicky are looking at that now.

### 14. Correspondence - none

### 15. Board Member Comments

- a. Mike Drozdick, Happy Father's Day.
- b. Ralph Zovich, reminder to vote on June 21<sup>st</sup>.

### 16. Adjournment

**MOTION:** To adjourn by Vicky Carey; second Pat Budnick and the vote unanimous. Meeting adjourned at 9:15 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary