

1. The Regular Meeting of the **Town of Plymouth Board of Finance** was called to order by Mayor Vincent Festa on Thursday, November 17, 2011 at 7:00 p.m. in the Assembly Room, Plymouth Town Hall. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Mike Drozdick, Dan Murray and Ralph Zovich. Also present: Mayor Festa; Robin Gudczauskas, Recording Secretary; Ted Scheidel, Administrative Assistant to the Mayor; Ana Legassey, Tax Collector; DiAnna Schenkel, Councilwoman. Excused absence: Dave Bertnagel, Director of Finance.

2. Pledge of Allegiance

3. Election of Officers: Chair & Vice-Chair – Mayor Festa asked for nominations for Chairman

MOTION: To nominate Ralph Zovich for chairman by Pat Budnick; second Vicky Carey. Ralph Zovich stated he accepted the nomination. With no other nominations Mayor Festa stated nominations closed and the vote unanimous.

Nominations opened for Vice Chairman.

MOTION: To nominate Vicky Carey for Vice Chairman by Ralph Zovich; second Dan Murray. With no other nominations the vote was taken. Vote unanimous.

4. Board of Education update – Mike Santogatta, Business Manager. Chairman Zovich asked (a) for an update from article in the newspaper that union and BOE ratified contract. Mr. Santogatta stated they have ratified a 3 year contract with teachers and settled without mediation to include zero first year; second year 2.5 and third 2.7. The first year are no changes in benefits; second year has 2.5% increase including step and some benefit changes, reviewed. At year 3 the base co pay goes up. Discussion held. Total impact is 5.2% over 3 years. (b) Snow storm costs. Mr. Santogatta stated snow storm damage/costs to District include premium over time for custodial and maintenance. They budget \$40,000 per year and that pay period had \$8000 in premium over time noting the storm same on Saturday and people in Sunday which is double time; plus they manned the shelter at the middle school around the clock and the high school on two shift for showers; and costs to maintain diesel fuel over \$5,000 for backup generators. Chairman Zovich relayed information from Dave Bertnagel on what he has submitted from Tropical Storm Irene and will be compiling costs from snowstorm and will include those from the BOE asking that Mike keep in touch with Dave. Discussion held on medical side in September and people who hit \$125,000 individual stop loss; October high but not as bad; did cut into reserve and Dave is aware. (c) Mr. Meehan has left and is the BOE in the process of hiring a Director of Student Services and question replacing him. Mr. Santogatta stated the position has been filled by the BOE and this person will start December 5th. All accounts look good in financial report, came in higher in excess costs than was budgeted and one thing did to help out was the district filed for excess kids sent out but last year filed for two expensive children inside and got 72% on everything. Have been audited and passed; picked up extra \$60,000 in reimbursement in that line item. Dan Murray stated (a) his observation that since Mike joined the BOE he has done a phenomenal job, implemented costs savings, has a tight hold and understanding of the budget, works with the Town, etc.; and he wonders other than CABA, is there any forum in place that business people like them get together in other districts to share commonalities of what they have done. The change that has taken place over the last 6 years or so is more than commendable and to think that (a) wonderful that we are lucky to have Mike and a shame not to share information with other districts; every town and individual would benefit. Mr. Santogatta stated it is a team effort in the district and focus on cost savings. He is a part of a group that meets once a month on Friday and 40-45 business managers from multiple districts and do go over what is going on and what find as home runs. Now trying to see what can regionalize in terms of costs.

(b) What Mike has done given the climate we are in is commendable. Chairman Zovich, in Wolcott is there commonality there. Mr. Santogatta stated they are sharing with Thomaston and Wolcott noting special child transportation with Wolcott and Thomaston and Plymouth child and we all save money. When resourced transportation, regular education, go into Thomaston and pick up their kids and have 12,000 credit there; when resourced magnet again, we pick up magnet on north side of Plymouth and go into Wolcott, combine and to Rotella for cost savings of 17,000 split between Wolcott and us. Bought supplies together with Thomaston and Wolcott and was very advantageous.

5. Approve Minutes:

a. Regular Meeting Oct. 20, 2011

MOTION: To approve the Regular Minutes of October 20th by Mike Drozdick; second Vicky Carey. Discussion: none. Vote: unanimous.

6. Mayor's Report – Still incurring expenses from storm Alfred and do not have bottom line figure; as of today rendering services of company to pick up debris on sides of roads and looking into other aspects to clean brooks and streams from outside sources and waiting reports from shelter director manager, Pam Pelletier who will present to BOF. In the process of negotiating with union and mixed bag, tentative agreement with police; UAW and AFSME to come to table. Meeting with Town Council next Monday for organization meeting; presenting police union and if approved and ratified by police union it will become official. On proper course, watching taxes and collection of; the Tax Collector is doing a marvelous job and working with Ted. Pat Budnick, how far has Tony gotten with estimate on road work; Chairman Zovich stated he attended the last Capital meeting. Mayor Festa stated he is preparing a report which will be ready for next Tuesday with Capital Improvements, reviewed and noting they will move forward with plan of operations for following set of roads for next year and year after; he cannot guarantee a bottom line figure because no assurance that material will not increase in price. Chairman Zovich distributed handout given of complete inventory of town roads and conditions. Vicky Carey stated Tony is coming up with a package and Capital Improvements need to determine what they are going to do or not; then to Town Council and public hearing. Discussion held. On July 1, 2012 we will have additional \$1.6 million in principal and interest payment retiring; if bond issued before then he would roll over; if not some would be put toward projects. Dan Murray, if bond approved is assumption we will handle all road repair work internally; Chairman Zovich stated not clear, reviewed and discussed. Mike Drozdick asked for brief waterwheel update; Mayor Festa stated roof taken care of through donations and labor donated and fine job done; clean up is pretty much taken care of; slight drawback on chemical testing and still some copper in ground and either covering with parking lot in area or take few shovel full's out in area in back of waterwheel and money through grant can pay for that issue; ready for bids on construction of phase 1, corner of Emmett and benefit to waterwheel. The State has given preliminary plans for fencing and Historical Properties Commission is moving forward to purchase bricks for dedication and have fundraiser. Timetable, spring will start construction on Emmett and Benedict side of street with the State coming in to take care of Route 6. Next movement according to the Commission is to look at additional piece of property which is BJ Tool and whether contamination there; this will tie in with streetscape project. As side issue on streetscape, we have a group of investors looking at former Rite Aid site and looking at one individual who is hold out.

7. Discuss & take action on closing of all municipal funds for FY 2010-11:

a. Independent auditor's report by representatives of Blum Shapiro. – Chairman Zovich distributed "Draft" of final copy of Comprehensive Annual Financial Report noting Dave would like BOF to review and anything need clarification on to let him

know. Auditors will be in on December 15th or Dave will answer prior to that. Discussion held. Chairman Zovich will ask for starting Fund Balance on July 1st and ending fund balance to be specifically noted.

b. Review of Annual Financial Report distributed to public on Nov. 8 – Was issued and prior to deadline.

8. Discuss & take action on following items in current FY2011-12 General Fund budget:

a. Status of delinquent tax collections and updates (if any) to Tax Sale List – Ted Scheidel and Ana Legassey – Ted stated changes in tax office are good; October collections reviewed noting doing well in back tax and interest and lien fees; with additional collection in November to date we are at 45% in putting two items together or \$850,000. Hoping to get to January 1st with 65% of budget. Auto collection, current, is down for same period last year and starting to correct itself. Overall same as last year because current is down a bit. Chairman Zovich reviewed 11 properties; Ted stated on bids, had 11 and sold 5 properties; for those sold made \$40,100 and can take off 40 Greystone Ext; 6 Sunset; 4 Driftwood; 123 Todd Hollow and 176 Todd Hollow. 20 and 22 Lakeview had 2 people who want to bid and will go next time. Reviewed. Update given on foreclosure and Attorney Smith has 5 we will get possession of on Monday with return date of 30 days and plan on having sale in January. Noted 2 other properties we are keeping; one where drainage goes through lot and will be off grand and delinquent lists and will be used for water easement; another piece is Plymouth Key, and key to waterwheel. There are another 10-12 properties, besides 5, that could be on January sale. Discussion held. Jasper is in foreclosure and attorney has filed motion for failure to appear; mortgage company appeared on time. Structus, have not been thrown out of first suit to get insurance money. They are starting foreclosure proceedings on houses and now starting on investor properties, reviewed. Ana stated she is working close with Ted, has looked into a few companies who help towns collect on real estate; eager to work with people the best she can; goal to get communication out there on payment plans, working with public. Finished first certification test on Thursday with a test; first part, CCMC, and has two more to go.

b. Recommended transfers between accounts, if req'd. – none.

c. Update on implementation of cost savings; i.e. trak-phones, vehicle sales, etc. – Chairman Zovich stated per Dave, ready to go out for bid on town cars. Mayor Festa, trak phones in process due to snag of reapplying current phone numbers in use but is time consuming. Expenditure process, applaud David for work done and continues to do.

9. Tabled: Discuss financial control alternatives to prevent unauthorized interfund transfers without BOF approval.

10. Discuss & review BOF meeting dates for 2012 – Reviewed and discussed noting to add August meeting for August 16, 2012; October 11 instead of October 18 to meet in senior lounge.

MOTION: To approve the 2012 Meeting Dates including October 11th and August 16th addition by Pat Budnick; second Vicky Carey. Discussion: Dan stated he is gone Mar 19, 22, 26; April 19, 23; June 21; August 16; October 11 and 18. Vote: unanimous.

11. Finance Director's Report – Update of expenses distributed.

12. Public Input - none

13. Correspondence - none

14. Board Member Comments

- a. Vicky Carey stated congratulations to Mike and Dan for another 6 year term
- b. Dan Murray, congrats to Mike; Mike to Dan as well.

15. Adjournment

MOTION: To adjourn by Dan Murray; second Mike Drozdick and the vote unanimous.
Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary