

1. Call Meeting to Order –The Regular Meeting of the Board of Finance of the Town of Plymouth was called to Order by Chairman Ralph Zovich on Thursday, January 19, 2012 at 7:03 p.m. in the Assembly Room. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Mike Drozdick, Dan Murray (arrived 7:05 p.m.), Ralph Zovich. Also present: Dave Bertnagel, Director of Finance; Robin Gudeczaskas, Recording Secretary; Dr. Anthony Distasio, Superintendent; Michael Santogatta, Business Manager; Rob Parenti, Director of Special Education; DiAnna Schenkel, Council Liaison; Dave Philbrick, Chairman of Economic Development and Craig Stevenson.
2. Pledge of Allegiance
3. Board of Education update – Dr. Distasio stated they are in the middle of preparing next fiscal years’ budget and the first meeting is next Wednesday, 6 pm, at the BOE offices. Goals include increasing kindergarten from half to full day, maintain programs they currently have, keep as close to a zero budget as possible. Mike Santogatta, current budget is fine including utilities, payroll, etc; at the last meeting transfer from Voag on tuition as more going into that than anticipated and will have to make transfer between tuition public and non public and special education; out of district transportation good and have had repair issues at new high school and accounts exhausted for emergency repair and regular building maintenance. Fisher window replacement is done; two schools recognized are Energy Star based on cost savings generated over past two years through Energy Educators. Chairman Zovich stated they may want to look into solar cells for the high school. Mike Santogatta gave update on possibility/feasibility of getting gas line to Fisher School and prices are being obtained. Pat Budnick questioned type of repairs at THS; Mike Santogatta reviewed noting they are getting reimbursed for some such as lightening strike and reviewed other items.
4. Approve Minutes:
  - a. Dec. 15, 2011

**MOTION:** To approve the Minutes of December 15, 2011 by Vicky Carey; second Pat Budnick. Discussion: Chairman Zovich clarified auditor comments, page 2, interfund transfers noting she did state that we should have more financial policies and procedures but not to waste time drafting from scratch and she could provide templates from other towns to Dave. Vote: unanimous.
5. Mayor’s Report – no report.
6. Discuss & take action on closing of all municipal funds for FY 2011-12: Ralph noted typo and should read FY 2010-2011
  - a. Distribute signed opinion letter and discuss management recommendations – distributed and reviewed. General ledger, will do monthly review so that this will be removed for next year; interfund balances, will be complete and cleaned up by end of

this fiscal year; bank reconciliations, those were one from outside agencies such as cemeteries and now receiving quarterly. Dave noted when he came there were 9 inefficiencies. Bank statements from the BOE are coming monthly to the town and being reconciled. Down from 50 to 20 checking accounts. Dan asked about job descriptions and individual was suppose to get that done; Chairman Zovich stated he is working on human resources policies and procedures manual; department heads have job descriptions already. Tax collector comments – item one noting they are being stamped. Discussion held.

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

a. Pro-forma summary of Expenditures & Revenues as of 12/31/11 – 6 month summary distributed and reviewed as of December 31, 2011; revenues 53.15% variance to budget; manufacturing pilot comes quarterly; unforeseen revenue can be applied to shortfall if any. Dave Bertnagel noted in general government still negotiations in some contracts; heart and hypertension, one potential claim for \$30,000 from retired officer and one other individual retired many years ago still collecting and awarded another \$30,000. Public Works, Other Public Buildings, will need transfer to that account due to expenses for Prospect Street School; D.E.E.P. request at highway garage mandate for cleanup at oil tanks. Snow removal budget is in good shape. Ambulance Corps, new director and in contact regarding their water usage. Copy of proforma to be given to each Council member.

b. Status of delinquent tax collections and updates to Tax Sale List. Ralph read and distributed latest list of tax sale properties which can also be found on website. He noted E.D.C. members here and referred to them for update. Dave Philbrick noted at the last BOF meeting the Mayor reported on legal action against Coldform. Craig Stevenson stated he has had genuine interest in property and only block is current owner and the EDC and Town have done everything within legal realm of law to be proactively assisting the owner and he is not being targeted. Coldform business has been gone for a year or longer. Discussion held. Dave Philbrick stated when we have available buildings in Plymouth they are filled. Ralph noted we are seeking action against Structus as well and need to clean up mess, good chunk of land. Chairman Zovich reviewed Foreclosure timeline from Ted Scheidel's report.

Dave Philbrick noted with regard to economic development, through years since Craig was hired in 2003, if in the best interest in town here is to volunteer your time; if spend a day or two a week to work on behalf of the town you have reduced salary. On initial start of EDC consultant, had budget of \$36,000 and through 9 years have had reduction and various reasons why did not address issues along the way and give Craig opportunity to define role; and what have done over the last year has reduced him to \$20,000. Mr. Philbrick could not define time spent either with town staff or work doing and how Craig just explained the Leboff situation, he knows our business community and situation of business owners and important to realize we have person committed to business owners and community and have to establish criteria based on recommendation the Board made to EDC. The past year Craig documented time on monthly reports which are given to secretary and on time which amounts to 80 hours a month include phone, travel, and meetings. Dave has given Khara recommended 20% increase on budget line item to \$24,000 which is fair, and optimistic the BOF will consider increase based on fact what it takes to do job and stay in contact with local businesses. Still maintains Plymouthtime website; Craig stated uptake due to last year being more aggressive with only finite amount of money in grant that helped building park to do marketing and encouraged by idea of what if we could offer a lot to a developer to construct building that a person could lease space in, i.e. industrial

condominiums; and will be meeting with developer next Tuesday who is interested in concept; have dealt with others who looked at lots but premature to talk about company names; Genovese Manufacturing, who have had deposit on lot, and now can move with project. Dave noted reason slowly developed is covenants were too restrictive. More activity in last year than last 4; Craig, covenant restrictions are not well understood and explanation given. Previously could not build a building to be later occupied and have gone to DECD who is considering concept; discussion on changing or modifying restrictions. Craig stated state funding came from Manufacturer's Assistance Act which causes restrictions and to change it would have to be changed legislatively. Vicky, has concept of only focusing in industrial park and vacant building is Iseli and no one there and there are other buildings in town and have you taken anybody who does not fit criteria in park to other locations. Craig, one of the things that when first started is to address whole town not just the industrial park and do work outside; have brought things to Altair Avenue. Iseli's unfortunately, did have deal for property and when doing due diligence and phase 2 environment of property found issue, transfer act reviewed. Dave, will be under construction on Main Street and bid documents will go out; writing STEAP grants; waterwheel park; did review with consultants through bid request and found for what doing and relationships with community have right person in place in Craig. Dave noted in other aspect, he gave the Mayor his one year notice for his resignation due to his own business. DiAnna Schenkel, stated she is also liaison to EDC and in her tenure in 4 years she is incredibly impressed with Craig, his work ethic for our town and the guy we want to make the first impression for our town; some challenges are vacant buildings and they are privately owned and we are limited to what can be done; Craig embraces our town like his own; he is the one who nurtured Genovese for three years; wholeheartedly supports increase to him; he is thinking always of how to nurture businesses that are here and to bring new businesses to town. Dave stated his recommendation would be to reinstate the \$30,000 but is being reasonable to \$24,000 and then the following year to increase another \$4,000. Peter Cook suggested to incentivize the job; Pat Budnick, bring a business to town and get a bonus; Peter, can you look at that and in terms to get extra money can that be done and if ways to structure a contract to be done legally. Craig, understand what you are saying, you would want to be careful because it could incentivize activities by person you would not want and not to bring in business but quality activities and for town to achieve goals as it could become an ethical question. Pat noted another discussion in the budget process, when Khara was hired it was at top salary and not trained and should she assume some duties of Craig. We pay \$30,000 year after year and no results but should be incentive based. Craig, do not think you would get better results by him for incentive by salary and he is doing whatever he can to bring business here; to say year after year no results he respectfully takes issues with that as he has done things such as brought in Model Craft to Altair who brought significant personal property, brought in jobs, took over troubled building; Phoenix Products who came in and then expanded; Elm Press, Sunnycor. Dave Philbrick stated Khara has come into a big curve but has done a wonderful job and has skills and doing very well, documenting extraordinary well and we have a great planner. Tax sales, Khara prepares documents on properties; list currently out on 10 reviewed. Ted also wanted them to know 8 additional tax sales will be scheduled for the end of February.

c. Recommended transfers between accounts, if req'd. – distributed and reviewed by Dave.

**MOTION:** To approve transfers as presented of \$22,917 and \$18,987 from Contingency by Pat Budnick; second Vicky Carey. Discussion: Vicky questioned Prospect Street School and status of Feasibility Committee and plans for this building; Dave Bertnagel stated last year the Council approved a purchase agreement but the financing fell through. Pat Budnick stated she felt people in town feel the field is being used and that alone is worthwhile; discussion on fire sale, money being put into a building worth nothing, state grants to revitalize building; if we continue to do nothing, nothing will happen; discussion to demolish building. DiAnna Schenkel, agree something needs to be done with PSS but to remember this school has emotional tie to townspeople and firestorm that came to Town Council because they wanted to sell and to talk about disassembling that will be a conversation. There is asbestos, etc and a ton of work to be done. Vote: unanimous.

8. Strategy and issues for upcoming FY2012-13 budget preparation – input from board members, real estate down 10.5 – 11%; revenues, restoration of Manufacturers Pilot and tax sales. Dave at 10-12 reduction the mill rate will go up but will have analysis at February meeting as well as net grand list. Reval company verified building permits and found people who did things without permitting and did a very thorough job. Vicky stated she and Dave have started capitals; Dave noted Police and Communications came in with zero increase. Pat questioned status of any mergers with BOE; Dave stated all is on the table and a few things working with on consolidations.
9. Finance Director's Report – Council has to set referendum; put out r.f.p. on garbage and referendum question will be should the town enter into a contract which will be for 5 years; if approved we need to fund. Ralph asked DiAnna, it costs money to put to referendum and can it be combined as a two question ballot, enter into curbside trash collection at expense of whatever that is; and two, shall the town approve a bond resolution of \$9.8 million. DiAnna, they try to do whatever is most cost effective. Board would like vote prior to budget. Discussion held. Vicky stated whether get curbside or not, we have to fix the transfer station and that needs to be made clear to the people at referendum.
10. Public Input
  - a. Pattie DeHuff, 20 Lynn Avenue, in course of running for the BOF she printed out minutes for last two years on line and began reading minutes and has written things down she wants to bring to attention which is a timeline, read into record, and submitted. Chairman Zovich stated this is something they can get into with further discussion but she was here in September with comments from Vinny Klimas; the Town Clerk has updated the Charter revisions from 2009 and they addressed this issue with the auditor last month, reviewed and addressed all points brought up. Dave Bertnagel on transfers, did have legal opinion on that and is on file with the town clerk and per General Statues the BOF can do transfers; page 52 of audit report is fund balance; \$61,000 item referring to is misleading; discussion held. If Pattie feels Level Debt Service policy is detrimental to the town, she can go to the Town Council to rescind the policy.
11. Correspondence
  - a. Invitation from boe for budget meetings
  - b. Invitation to all members for February 3<sup>rd</sup>, inaugural celebration at Nuchie's; \$35 per person to honor all elected officials.

12. Board Member Comments

a. Reminder February meeting is on the fourth Thursday.

13. Adjournment

**MOTION:** To adjourn by Dan Murray; second Mike Drozdick and the vote unanimous.  
Meeting adjourned at 9:20 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary