

Town of Plymouth

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Board of Finance

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1. Call Meeting to Order – The Special Meeting of the Town of Plymouth Board of Finance was called to order on Thursday, April 19, 2012 at 7:02 p.m. by Chairman Ralph Zovich in the Assembly Room, Plymouth Town Hall. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Mike Drozdick, Dan Murray, Ralph Zovich. Also present: DiAnna Schenkel, Council Liaison; Ted Scheidel, Administrative Assistant to the Mayor; Robin Gudczaskas, Recording Secretary. Excused absent: Dave Bertnagel, Director of Finance.

2. Pledge of Allegiance

Chairman Zovich noted it is a monthly meeting but because the calendar of dates was filed as April 19th a tentative public hearing and April 23 alternate; technically tonight is a special meeting.

3. Board of Education update – Mike Santogatta, Business Manager, noted all areas of the budget look fine; in process in running 1109 feet of pipe to connect natural gas from Hillside Ave to Fisher Elementary, reviewed process noting Yankee Gas did connection for free and only thing left to do is across asphalt to the building which will be done by Public Works. Hiring process for kindergarten process will be filled by existing people; do have a few retirements and job postings on those. Ralph reviewed Monday's presentation process and BOE budget; discussion held.

4. Approve Minutes:

- | | |
|-------------------|------------------|
| a. Mar. 12, 2012 | e. Mar. 26, 2012 |
| b. Mar. 15, 2012 | f. Mar. 29, 2012 |
| c. Mar. 19, 2012. | |
| d. Mar. 22, 2012 | |

MOTION: To accept the minutes from March 12, 15, 19, 22, 26, 29, 2012 by Dan Murray; second Pat Budnick. Discussion: none. Vote: unanimous.

5. Mayor's Report – no report.

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

a. Status of delinquent tax collections and updates to Tax Sale List. Ted Scheidel stated Structus was to have pretrial yesterday and the judge notified the town on Monday that he was not available and Structus attorney stated he was not available in May which moved the court date to June. Delinquent notices have brought us revenue and bring us short \$950,000. Best prediction is \$400,000 short although there are others that could come through before end of June. Discussion held. Jasper litigation is progressing.

b. Recommended transfers between accounts, if req'd.

7. Discuss & Take action to appoint Blum Shapiro as independent auditor for FY11-12

MOTION: To appoint Blum Shapiro as independent auditor of FY 11-12 by Pat Budnick; second Vicky Carey. Discussion: Pat Budnick wants Charter deadline

enforced; Board would like the auditor to know if deadlines are not met they are done and what is the fee for coming audit. Vote: Dan Murray, yes; Vicky Carey, yes; Peter Cook, yes; Pat Budnick, yes; Mike Drozdick, yes. Motion carries.

8. Final Review of Proposed General Fund Budget for FY2012-13

a. Preview and discuss presentation for Public Hearing on 4/23 – Final Proposed budget distributed and reviewed; discussion held. Mark up of last year's slide presentation distributed and reviewed for input. Spreadsheet of Real Estate grand list prepared by Dave Bertnagel distributed, reviewed and discussed. DiAnna Schenkel, Council Liaison, felt most people do not perceive budget in way the board does; people want the basics.

b. Legal Notice and printing of budget summary in newspaper prior to referendum. Budget summary from prior year reviewed.

9. Finance Director's Report –Ted Scheidel reported on behalf of Dave Bertnagel that notification came in on Tuesday with state paperwork, money for reservoir, grants will be wire transferred to accounts in two weeks. Once done, have things straightened with dam and have attention of CT Water and will have things taken care of which Dan found with consulting engineer; basically came down that water level was too high and there is not a problem with the dam. Ted stated Public Works are learning flood control process and what to check; each water company has 20 year plan the state makes them do and in that plan is action, inspections, etc and that is and will be further learned.

10. Public Input

a. Melanie Church, 328 Main Street, (a) question from paper and an article on 2010-2011 and extra money for cruisers and when she looked and from her understanding unless encumber you cannot hold and put in account. Ralph stated it was encumbered, explained. (b) you can only encumber if you ordered. Capitals, where are you moving 425,000; you have in capital outlay and then going into debt service; where did you come up with price and breakdown on cost of building. Vicky Carey stated she saw a cost estimator and had 3 people give her estimates plus what was in town already and took median average; research done on her own and they are her records. Chairman Zovich stated budgetary estimates are just that based on analysis to put money in and allocate for purpose of expending; if approved, that project will go for sealed bids. Vicky Carey noted way back there were three bidders, looked at them but did not use and called other companies. They only get the \$425,000 number in which to replace that building if approved. Ted Scheidel stated he managed the construction of the collapsed building and they did not spend one dollar over.

b. Pattie DeHuff, 20 Lynn Avenue, (a) see from agenda tonight you are doing Blum Shapiro again for audit and has copy of managers letter from previous audit dated 12/21/11 and a number of recommendations in it asking if those things have been addressed. She specifically asked if she were to go into Human Resources to ask for manual can she see it. Ted Scheidel stated it is in review and to Council and not yet approved. Peter Cook stated he will request to put on future agenda for regular meeting within next two months and ask Dave to give update on where we stand on management letter which we normally do half way through the year. (b) Regarding level debt service she has two years worth and more of BOF minutes referencing chart she prepared and 9/15/2011 meeting, discussion held on level debt and transfers, read from chart; following month board was to take off table but never taken off the table and has the Board of Finance received a legal opinion. Chairman Zovich stated a legal opinion was given on the record to the Town Council. Peter Cook stated the legal opinion he

requested was not to do with level debt but with transfers; Chairman Zovich stated interfund transfers need to be part of policies and procedures.

c. Melanie Church, 328 Main Street, (a) \$18,000 brought up at EDC as over expenditure for waterwheel and where will money come from. Chairman Zovich stated his understanding is the waterwheel project is in capital projects fund as money received from state grant. (b) you need to check with Dave; Chairman Zovich stated that has nothing to do with the budget. Discussion held; Ted Scheidel will pass this on to Dave Bertnagel for answer at next meeting.

d. DiAnna Schenkel, Council Liaison, (a) if the BOF has need for a legal opinion, the Board needs to submit through correct protocol, reviewed. A legal opinion for a written legal opinion costs \$3,000 - \$5,000. This is different from opinion vs. doing research on state and legal aspects. Chairman Zovich stated the only formal legal opinion requested was on the transfer between accounts vs. threshold for special town meeting. (b) Issue with legal expenses can be several things at once and driven by court dates and when billing comes out.

11. Correspondence

12. Board Member Comments

13. Adjournment

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

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary