

Town of Plymouth

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Board of Finance

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1. Call Meeting to Order – The Regular Meeting of the BOF called to order on Thursday, October 11, 2012 at 7:01 p.m. by Chairman Ralph Zovich. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Mike Drozdick, Ralph Zovich; Robin Gudeczauskas, Recording Secretary; Ana LeGassey, Tax Collector. Excused absent: Dan Murray; Dave Bernagel.
2. Pledge of Allegiance
3. Approve Minutes:
 - a. Regular Meeting Sept. 20, 2012

MOTION: To approve the Meeting Minutes of September 20, 2012 by Pat Budnick, second Mike Drozdick. Discussion: none. Vote: unanimous.
4. Mayor's Report
5. Discuss & take action on closing of all municipal funds for FY 2011-12:
 - a. Independent auditor's report by representatives of Blum Shapiro. Financial Statements, closing as of June 30, 2012, reviewed noting we are \$419,603 short on tax collections; variances note \$34,575 on fees and charges for services; intergovernmental has a positive variance coming in unexpected amounts from Plymouth Center School project income and Outplacement Excess income as well as Manufacturers Pilot and Miscellaneous Grants totaling \$677,000. Other revenues positive. Net revenue deficit of \$225,700. Schedule of expenditures (RSI – II) shows reconciliation of expenditures, reviewed noting total surplus of \$378,385 in expenditures. Total from shortfall of revenues and surplus closed year with net surplus of \$150,000. Exhibit in appendix for outstanding delinquent taxes reviewed; suspense reviewed. Discussion held. Chairman Zovich reviewed email response from Dave Bernagel on audit and October 31st should be receipt date noting two items holding up completion which is bank reconciliation (Thomaston Bank was submitted, Webster Bank was late and Bank of America still has not submitted statements) and pension statements (Aetna and ING have not yet complied).
 - b. Review of Annual Financial Report to be distributed to public. Waiting for department narratives from two departments; will have audit report ready and printed for Election Day. Comprehensive Annual Report will be online when completed. Revenue, statement of expenditures and completed narratives to be released as approved and put together and printed for the public for October 15, 2012.
6. Discuss & take action on following items in current FY2012-13 General Fund budget:
 - a. Status of delinquent tax collections and updates (if any) to Tax Sale List – Report from Ted Scheidel distributed; Ana LeGassey noted delinquent report was last done in June and she will update; working diligently on foreclosures and people are coming in to make arrangements; Bomag came through; so far in this year collected back taxes off suspense of approx \$2400 in 2-3 months; discussion held; after sewer tax season will begin to go after those that are delinquent.

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

c. Update on implementation of cost savings; i.e. OT, staffing, vehicle sales, etc. – info from Dave Bertnagel's note read into record on fire marshal vehicle noting encumbered money used to cover balance of \$10,143; discussion held noting the Board gave the Fire Marshal a strict amount for truck and why did he go over and since over they should have come to this BOF.

7. Discuss Finance Director's funding proposal presented last meeting regarding long-term pension liabilities and unfunded post-employment benefits. 10 year Long Term Obligation Funding Strategy proposal distributed, reviewed and discussed noting stretched from 10 years to 17 years noting still a 3 mil increase and will lessen impact at .25 mill a year; Board to review and discuss at next meeting. Board would like a 20 year schedule to review next month.
8. Update on Capital Projects, progress of Infrastructure & Road Improvements bonding and upgrades to Town Hall/Police Interrogation proposed by C.I.C. – current project list prepared by Dave Bertnagel distributed and reviewed including town garage stating first phase is being done now (back end to be done to get trucks in, etc), front section will need to be modified ; Bemis Street/Beach Avenue nothing done yet; North Main Street Bridge – no funds expended; Seymour Road, money expended was for engineering and survey and design should be ready to go out to bid soon; discussion held on funding and would like from Dave an understanding of where additional money i.e. Seymour Road cost 2.8 where does extra money go; who has authority to transfer and assign surplus from bond authorizations. Discussion held. Vicky Carey gave update on police interrogation room situation referencing a letter received by the Chief of Police on Public Act 11-174 re electronic recording of interrogations and every town has to comply with recommendations; what is needed is soundproof, secured interrogation room so that public does not have access, need to have a secure room and implementation by January 1, 2014; review of proposed moved discussed in taking detectives office, vents need to be moved, no windows, soundproof; move Registrar of Voters and small closet to become detective office and frame out hallway to complete offices and this is to meet demands of Public Act and is an immediate band aid; there are also new regulations that you need a minimum amount of square feet for a police department. Chairman Zovich noted also the skate park proposal for rear of town all property.
9. Review and Take Action on Sinking Fund Policy Statement – No discussion
MOTION: To authorize Chairman Zovich to sign on behalf of the Board of Finance and send to the Board of Education for their approval by Mike Drozdick; second Vicky Carey. Discussion: a signed copy will go to the town clerk. Vote: Pat Budnick, yes; Mike Drozdick, yes; Vicky Carey, yes; Peter Cook, yes and the vote unanimous.
10. Finance Director's Report – Chairman Zovich read from Dave Bertnagel's note that the government agency awarded the Town of Plymouth another award for 2011; letter in response to allegation made last month distributed and reviewed noting all Town Council members received a copy and for the record there was no unauthorized purchase of any equipment. Discussion held and Board does agree compressor is small equipment; trailer if a small one is small equipment but a pickup truck is not. There should be a rental line item separate from small equipment. Also, in July 19th Minutes as noted in Public Comment meeting there was a request made to Dave regarding an FOI. There was a certified, return receipt letter sent to Mrs. Church that

detailed what was available and cost and it was never signed for and has come back to town hall, it is .50 per page and over 800 pages. Board feels we have made a good faith record to comply with FOI request.

11. Public Input

12. Correspondence

a. CCM Bulletin – members received directly

13. Board Member Comments

a. Next meeting is November 15th.

b. Peter Cook – extremely frustrated that somebody spent money they should not have spent.

14. Adjournment

MOTION: To adjourn by Mike Drozdick; second Vicky Carey and the vote unanimous.

Meeting adjourned at 8:45 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary