

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, December 19, 2013 by Chairman Peter Cook at 7:05 p.m. in the Assembly Room, Plymouth Town Hall. Members in attendance: Vicky Carey, Peter Cook, Pattie DeHuff, Mike Drozdick, Dan Murray, James Zalot. Also present: David Bertnagel, Director of Finance; Robin Gudeczauskas, Recording Secretary; Bill Heering, Council Liaison.
2. Pledge of Allegiance
3. Public Comment
4. Board of Education Update – Memo from Mike Santogatta, Business Manager, read into record. D. Bertnagel stated the BOE will be in attendance next month with 6 month financials.
5. Assessors Update – Person Property Audits – Rae Ann Walcott, Assessor, introduced herself and gave update stating she hired a company to do two personal property audits and came to discuss findings, reviewed budget. She has spoken with an auditing company, Baran Appraisals, who typically take books from companies, review numbers and go out, take pictures, do inventory, visit each business, do audit and make comprehensive list noting difference on what was filed. A lot of people/taxpayers do not know what needs to be declared, how to depreciate item (s). Her thought is to do town wide revaluation on personal property; 570 accounts, and not all in town as some are ATM machines, suggesting to select a certain number of accounts of inventory. Did not have cost for assessment but for the two it was \$2000. Next is full physical revaluation; would like to do physical part of reval herself with staff member. Company that went out is certified through the state and are certified appraisers and one person is a certified assessor as well. Would like to do home assessments in house but would need clerical help in the office a few days each week on a temporary basis for 2 years. Estimates \$300,000 for full reval; reval is due October 2, 2016. Discussion held: for proposal to go out to bid and evaluate there needs to be standard level; rfp will need to state what looking for whether full inspection, giving synopsis of account, difficult ones to do would be lease companies such as CVS; need to put a plan together with dollar and cents. RFP would need to be compiled and go through Assessor and Director of Finance and then to Town Attorney for review; \$61,000 in reval account at present (\$20,000 per year put away). 25% penalty for failure to file.

MOTION: To allow the Assessor to start necessary process for rfp to go out and secure authorized bidders to look at our assessment program in town for business and residential by Dan Murray; second Vicky Carey. Discussion: (a) for personal or both; Dan Murray stated we are requesting information and decide whether or not to act on it. (b) how long once out to bid to get them to respond. R. Walcott felt fairly quick with only a few weeks to respond; companies are licensed through OPM and there are limited numbers. Vote: unanimous.

6. Approve Minutes of Previous Month Meeting

MOTION: To approve the minutes of November 21, 2013 by Dan Murray; second Vicky Carey. Discussion: Mike Drozdick stated his name is not on and he was in attendance. Vote: unanimous with correction.

7. Mayors Report

Dave Bertnagel stated (a) the Mayor in concert with CCRPA received news that we have been put in for \$1.5 million grant for Bemis Street and coming in 2015; (b) working on next year's budget and sending out forms to departments with requests; (c) EDC going forward which he will report on next month. P. DeHuff asked if Bemis was part of roads project; D. Bertnagel stated we had \$300,000 for studies but not construction.

8. Finance Directors Report - Everything going well, under in a lot of areas and preparing 6 month proforma and will have good standing next month.

9. Discuss and Take Action: Financial Policy Manual

Review and discussion/clarification held with question of page numbers being used or by Index; confirmed records are in fireproof storage; user id's are departments and based upon access; chart of accounts, account numbers and in right departments, i.e. public works, general government; education system (numbered differently than town side); Rich Trudeau will get this as overseeing system and in conformance and their chart of accounts and looking at one financial system for the town and board of education; charter and requirement for second public hearing; accounts payable and expenditures policy; we take advantage of all discounts to pay within time frame; index F.5, The Board of Finance may approves" delete (s) to read "may approve", "The Cash Drawer accounts" should be "The Cash Drawer balances" index F.6, Policy, first sentence delete "should be taken", second line from bottom of page insert "a" between "on monthly"; index G.2 under Procedure – need to determine and state what copies of form go where, add "refer to G.1"; index I.2 – second sentence, change "is" to "are" to read "payroll vendors are paid"; Procedure, Payroll and Human Resources, item 4 - "slip" (use actual title of this form) and what is process; Timekeeping, daily start/stop time add "s" to time; item 2, "signed" reference department head/supervisor; item 3, add "or denies" after "approves"; spacing issues in item 6. Further discussion held to approve with edits, allowing Dave to fix and submit or review again.

MOTION: To adopt the Accounting Policies & Procedures Manual and send to the Town Council for approval by Mike Drozdick; second Jim Zalot. Discussion: P. DeHuff stated she is not comfortable voting tonight. J. Zalot stated it appears sound except for few typo errors needing correction. Chairman Cook stated he can go either way and this Board, every two years, will re-adopt it and need to make sure it stays live and doing continuous updates. V. Carey stated our auditors will look as well as it was one of the things/requirements they wanted and they will make sure we follow procedures and we didn't forget something. D. Murray questioned during two years what would be formal process to do additions/deletions/corrections if we find something. D. Bertnagel stated it would be amendment policy to be adopted as a Board and incorporate in policy. Vote: Dan Murray, yes; Vicky Carey, yes; Jim Zalot, yes; Pattie DeHuff, no; Mike Drozdick, yes and motion carries 4-1.

Dave Bertnagel will ask this to be put on Town Council agenda for February.

10. Correspondence - none

11. Board Member Comments

- a. Mike Drozdick, Merry Christmas and healthy happy New Year
- b. Pattie DeHuff, (a) where is certified copy of the audit; Dave Bertnagel, when audit is officiated we get a package that comes with it and goes to the Town Clerk who has official certified copy. (b) page 13 of handbook of CT Board of Finance guide to statutes, when was the last actuarial evaluation of pension fund; Dave Bertnagel, done every two years and last was 7/1/2012; (c) page 19, "a board member can sit in on BOE negotiations" has that ever been done; Dan Murray, yes, they can sit and do not speak and we have attended; (d) are there any negotiations going on at this time, Peter Cook stated he did not know; (e) is it possible for all BOF members to have copies of all municipal and BOE union contracts for positions; Peter Cook stated it is FOI and she can ask for it. The BOF gets the summary on steps and raises, we are invited to all of their budget workshops as well as presentations they make to us, process reviewed.
- c. Jim Zalot, happy holiday and safe New Year
- d. Vicky Carey, next meeting the auditors will be here and will Council; Dave Bertnagel stated the Mayor will invite them and we will meet downstairs.
- e. Pattie DeHuff thanked the Chairman for public comment on beginning of agenda and would the BOF consider running meetings in similar fashion to Council which is to allow public to have input throughout as policy and to have public input at end. Chairman Cook stated she would need to come up with a draft policy, send it to him and he will put on a future agenda for commission discussion.
- f. Dan Murray, update on preliminary review of dams in the town and Tony Lorenzetti, Tony Orsini and he have had meetings, kept moving and some movement towards analysis and inspection which they will keep going.
- g. Peter Cook, Merry Christmas and happy New Year

12. Adjournment

MOTION: To adjourn by Vicky Carey; second Jim Zalot and the vote unanimous.
Meeting adjourned at 8:15 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary