

## **Town of Plymouth**

80 Main Street  
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## **Board of Finance**

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1. Call Meeting to Order by Mayor – Mayor David Merchant called the Regular Meeting of the Plymouth Board of Finance to order on Thursday, November 21, 2013 to order at 7:00 p.m. Members in attendance: Vicky Carey, Peter Cook, Pattie DeHuff, Dan Murray, James Zalot. Also in attendance: David Bertnagel, Director of Finance; Robin Gudeczauskas, Recording Secretary; Mayor Dave Merchant, Sue Murawski, Council Liaison.

### 2. Pledge of Allegiance

Mayor Merchant welcomed the new members and thank you to old timers stating this is an important board and he will try to work as closely as possible with them. Any questions, please call, he will be here as often as can and when not Council Liaison Murawski will be in audience. Good luck to each member and asked they do what is in the best interest of the town.

### 3. Election of Officers: Chair & Vice-Chair Nominations for Chairman

**MOTION:** To nominate Peter Cook as Chairman by Vicky Carey; second Dan Murray.  
Discussion: with no further nominations Vicky Carey moved that nominations be closed; seconded by Dan Murray and the vote unanimous.

Vote on motion: unanimous.

### Nomination for Vice Chairman

**MOTION:** To nominate Vicky Carey as Vice Chairman by Dan Murray; second Pattie DeHuff.

Discussion: with no further nominations, Dan Murray moved that nominations be closed; seconded by Peter Cook and the vote unanimous.

Vote on Motion: unanimous.

Mayor Merchant turned the meeting over the Chairman Peter Cook.

### 4. Approve Minutes:

#### a. Regular Meeting October 17, 2013

**MOTION:** To approve the minutes from October 17, 2013 by Pattie DeHuff; second Dan Murray. Discussion: none. Vote: unanimous with Pattie DeHuff abstaining.

### 6. Mayor's Report

Looking to make some changes and working without a permanent tax collector; Rhonda is in there helping; Ted Scheidel is working on back taxes, foreclosures, on top of it all and bringing him up to speed; have some applications and will be doing interviews.

### 7. Discuss & take action on following items in current FY2013-14 General Fund budget:

a. Status of delinquent tax collections and updates (if any) to Tax Sale List Collected 53.69; exceed projection in interest liens and prior. Current collection rate is 97% and trying to bring up. The supplemental bills went out; reviewed. Still litigation on property in industrial park; tax assessor working on it.

### 8. Distribution and Discussion of Accounting Policies & Procedures Manual

Draft distributed and will be discussed at future meeting; Dave Bertnagel gave brief overview noting this manual has been in town management letter for past 18 years; reviewed. BOF will make recommendation, approve and then goes to Town Council to put on record and then becomes official. Discussion held on Auditor coming in and whether to hold joint meeting on audit report. Dave will request the auditors for the December BOF meeting and invite the Town Council. The Accounting Manual will be on the agenda in January. Board members to email Dave with corrections or questions.

9. Discuss & Approve BOF meeting dates for 2014 – reviewed with update on April 17 to be Monday, April 14, 2014 and Chairman Cook stating the budget presentation will be held in the community room.

**MOTION:** To accept dates as amended by Pattie DeHuff; second James Zalot. Vote: unanimous.

10. Finance Director's Report –

Commissioners requested the BOE and Town month to date reports by scanned by email to them four days prior to the meeting including the agenda and any other information for the packet. Dave reviewed year to date report noting budget intact and good shape for current fiscal year and concern with utility account and checking a few firehouses; Ambulance Corps concern, page 9, telephone account will go away as upgrading computer networks and project \$500 over. He briefly reviewed BOE report; telephone project town wide with NEC; and stated Rich Trudeau has done tremendous work in coordination with IT and we have \$100,000 budgeted per year to increase technology throughout the town..

11. Public Input

a. Melanie Church, 328 Main Street, ask something and it can be done; back to July, asking you go back and take a look at vacation time and sick time and personal time; can give one department but not going to and ask because understands they have been paid extra time and that is owed back to taxpayers; need to check into and brought to fruition because not right. Realize changed departments and companies to do payroll but have to have system in place that catches that; any place is overpaid you pay it back and needs to be done here. Run on to lower taxes and a number of ways you can do that and one is to look at same way other companies combine jobs and way to run more efficiently and another way to curb overtime in all departments and some sort of accountability for overtime.

b. Richie Lyga, 58 Curtiss Road, here to introduce himself to the board; he is chairperson for Public Works Advisory and know they will be working close with this board in budget time.

12. Correspondence – none.

13. Board Member Comments

a. Pattie DeHuff – pleased to be on board; thanked public who put trust in her and takes her job seriously, intend to work with everyone on board. Suggest that we consider following what Town Council does, by Charter the public has input throughout Town Council but does not have input at our meetings but as see it is at end. We should listen to what public says and encourage comments and consider to allow them to speak on every agenda item. Also she is not comfortable receiving handouts at a meeting and town council receives literature Friday before and would like same timeframe of four days before.

b. Jim Zalot, newly elected and glad to be here and time to rollup sleeves and see what is happening and will be busy on accounting policies and procedure manual.

c. Vicky Carey, to new members, welcome. She has been here 22 years and have seen faces change and come/go and love listening to new ideas, very argumentative, loud; we come to agreement and will see your side and vice versa; no personal agendas, entire care is for taxpayers of the town and always said that and gone forward; a lot of people don't like way she thinks but main concern is taxpayers.

d. Dan Murray, Mr. Mayor, congratulations and welcome back in fold and good time. Mrs. Murawski congratulations on win; interesting campaign and wish all the best. Pattie and Jim welcome. Always made board successful as it has been is emphasis of trying to do the right thing regardless of what you may think others want to see, and if we maintain that integrity of looking at big picture and doing the right thing it will be a successful year.

e. Peter Cook – as Chair distributed research done as wants to know what he supposed to do as chair and found handbook for board of finance and what CT Statutes say a BOF is supposed to do and interesting read and explains a lot of what we do . Also found, and after done with policies, the board needs to come up with own policies and what we can put in there on public comments policy and public decorum policy and decide what our policy is on public comment and decorum and put in writing. Also, public input, question to IT director is can we have email address; get that listed on website and/or general mailbox. Anything that goes to that address gets to members Pattie DeHuff stated she did make copy of statutes; distributed. Thanked everyone for making him chairman.

#### 14. Adjournment

**MOTION:** To adjourn by Pattie DeHuff; second Vicky Carey and the vote unanimous. Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary