

# Town of Plymouth

80 Main Street, Terryville, CT 06786  
www.plymouthct.us

# Board of Finance

Telephone: 860-585-4002  
Fax: 860-585-4015

1. Call Meeting to Order – The Regular Meeting of the Town of Plymouth Board of Finance was called to order on Thursday, April 11, 2013 at 7:00 p.m. by Chairman Ralph Zovich in the Senior Lounge, Plymouth Town Hall. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Mike Drozdick, Dan Murray, Ralph Zovich. Also present: Mayor Vincent Festa; Dave Bertnagel, Director of Finance; Robin Gudeczauskas, Recording Secretary; Ted Scheidel, Administrative Assistant to the Mayor; Ana Legassey, Tax Collector.

2. Pledge of Allegiance

3. Review and Discuss Proposed General Fund Budget for FY 2013-2014

Revenue review

Delinquent tax collections

Feasibility/possibility of raising collection rate – Ted noted end of March, delinquent and interest, 88.39% for prior years and 96% for interest, so far this month have collected 42,000 in back taxes and need 53,000 combined to make budget and that will happen. Have closing at end of month for 18,000; 52,000 delinquent so 47,250 will hit prior years collection. 18,000 payout is from 2007 and taxes only a few thousand. We will be over 700,000. 300,000 in interest and lien fees is almost achieved. Average in interest on 2011 taxes of 1200 a day and a lot of that is automobile; Ana sent out delinquent notices on auto last and this week. Discussion held. Jasper will be on hold for a while; hired a bankruptcy lawyer through Robinson and Cole; there is a buyer for Structus. Ana noted Great Hills was put on hold as switched owners and now she and Wolcott are in the process of changing to new company and have sent out demands to Clinton Hills and Great Hills and waiting, hoping this still happens this year for \$97,000. Prior years' collection – \$750,000

Interest and Liens - \$300,000

Motor vehicle supplemental – this year turned out to be 340,000 billed; keep at \$225,000 – Dave noted based upon sales; Ana noted older cars are not depreciating as much as they used to.

Retirement and Housing authority is based on number of units rent and averaging \$11,000 a year; retirement is quarterly and in ballpark at \$15,000

Telephone Access – varies yearly and set by telecommunications company, stay at \$17,500 after next year will have to zero out this line item

Dave distributed updated revenues year to date;

Current Property Tax – 97% and now at 96.73% of 97%; current levy is concern; keep at 97% for 2013-2014

Need accurate working grand list; 90 foreclosures of land and absentee landlords and two more properties they would like to clean up within end of next fiscal year. Ralph shared census data from CT Economic & Community Data

Recording Fees at 55,000  
Conveyance at \$65,000  
Planning & Zoning at \$4750  
Sub Division hearings based on activity  
Fire Marshal increase to \$1000  
Police Permits have backlog on pistol permit applicants and will have excess and will spike and then go back down – keep at \$3500  
Recycling Rebates – add line item in 2014-2015 budget  
Recreation Programs – no monies in general fund to support program; these are additional fees and depends on participation each year  
Extra Duty Reimbursement – increase to \$10,000  
New total for Charges for Services is 454,690  
Judicial Refunds increase to \$3,500  
Miscellaneous – discussion held on insufficient check charges from bank now at \$35 with discussion on increasing; Ana noted other towns add on a \$5 administrative fee which we pay to DMV will be added to bills here so the town does not take on that cost.  
Other/Misc Revenue total is now at \$72,000  
State & Federal Grants  
Veterans Grant - may have additional abatements for service people in Afghanistan, etc.  
Pilot State Property has been eliminated and direct to BOE through ECS Grant program  
Elderly Freeze and Circuit Breaker are run through assessor's office and people need to apply  
Manufacturers Pilot - .10% was to come back to municipalities when sales tax was increased and last year got \$140,000 in August and this year saying lower as state projecting a deficit and program eliminated for next year and into Alliance district for underperforming schools.  
School transportation grant is gone  
Outplacement Excess Cost – goes by previous years expenditures for excess costs  
Adult Education – received direct and no change  
Pequot Pilot – gone to ECS component  
Federal Pilot – next year being cut back 25%  
Sales Tax – being eliminated  
Miscellaneous Grants – 2 year grant or bonded money from the State  
Civil Preparedness - \$350  
Total State & Federal \$10,859,000 plus \$350  
Appropriation of Fund Balance – agree to leave at \$250,000  
Operating Transfers In – Fall Mountain water assessments and will be paid off in 2015 but numbers will keep going down  
Current Levy discussion held  
Revised expenditures of 39,138,265; or expenditure increase of \$217,770  
Current Levy will be 25,967,725 (Current Property Tax 2013-2014)  
\$407,725 increase in taxes to balance budget; 1 adjusted mill equals 735,100  
.55% mills  
Tax increase 1.6%

Ralph reviewed changes from Monday; Population data distributed on salaries of individuals set salary on for tax collector and town clerk noting our tax collector is grossly underpaid from towns our size latest data done in 2012. Peter gave update from list he compiled from salaries in our budget. Vicky, going back several years in order to be fair to non union people we waited until contracts settled and then took % of what unions got and gave to non union; minutes from a few years ago overview on discussion on employee evaluations; have no qualms with anyone getting a raise and do by pay for performance, single out certain people or go back to way we did it in past; what pays in town and is that years of experience. Peter, don't like tying any job salary to any union contract and when tax collector position that took 10% decrease no one union or employee took that and they will never be where they should be. Discussion held noting Human Resources re performance evaluation document should be implemented if approved by Council and set goals and objectives for 2013/2014 the board will then have basis; we are not beholden by any past practices . Pat stated data is all well and good but look at all positions and there are other town hall positions under paid; percentage increases as we do not know performance of other employees. Mayor Festa stated for clarification, two positions referring are elected and at best the only person who can supervise and evaluate is the Mayor and difficult at times as they state they are elected officials and do not need to adhere to anything; back few years and look at former tax collector, when Ana came on board salary was cut and stated wait a bit and will bring up; she has done that time and time again and can see performance and look at individual and position and wholeheartedly look at where was, dollar amount, what you reduced salary and where she should be now based on performance alone and what she has done with that department. Salary of \$48,000 which would be 3000 over this year in budget. Mayor, for non union supervisory personnel and classified service can be implemented. Discussion held noting WPCA was not included; Dave gave update noting previous tax collector was supplemented with WPCA and brought her salary to approximately \$51,000; out of 48,000 the town is paying \$45,000. Peter, when talk about setting up reviews for individuals, only way to get something good is to have review done this year and set goals and objectives so we can measure how they do. We set collection rate and she will be very close to doing it. Mayor Festa noted as follow up and when she came on board they talked about goals and objectives and reports that come here monthly are instruments showing she has done that. Dan Murray, a job description is great, salary range is companion piece to go with it and what we did with position was first time ever saw it and had individual come in and starting point; we should say minimum is x and mid is y and max is z and should be career opportunities and development for growth, explained outlook and discussion held.

**MOTION:** To set the Tax Collector salary at \$48,000 for 2013-2014 by Mike Drozdick; second Dan Murray. Discussion: none. Vote: unanimous with Vicky abstaining.

**MOTION:** To accept the proposed 2013-2014 budget for \$39,138.265 by Dan Murray; second Pat Budnick. Discussion: none. Vote: Pat Budnick, yes; Mike Drozdick, yes; Vicky Carey, yes; Dan Murray, yes; Pete Cook, yes. Vote is unanimous.

## Parks & Rec

Chairman Zovich stated we had asked for description of duties and responsibility of two employees during the winter. Linda Kazmierski, Chairman of Parks & Rec, reviewed job description of full time assistance parks & rec workers. Board asked if those things can get done with one person; Linda, no, we will get skateboard park and now reservoir and many times on weekends see them helping out elsewhere and sees them working. No way one person can handle those. Board: are they somewhat underutilized in winter; Linda has followed and watched and feels both work very hard. Vicky noted with regard to the reservoir we do not know who is getting that and up to Town Council. Linda noted Paul and Will, every time asked to do something they do it and when Paul Denis retires it will take two to replace him and she supports her people in any way. Board: question about director position and can that be a part time position and how will insure job is done for what the town wants for useful, beneficial and new programs; asked if board has goals and objectives they would like the director to accomplish or staff for her board or comfortable with programs in place. Cathy Kosak, Parks & Rec Commission, responded they just had a meeting and discussed and will advertise for new director and someone who will develop, expand and bring beyond what was done in the past and looking for program to grow. Linda, they are moving forward. Cathy stated they will have to work with job description on file and experience would substitute for degree and looking for someone to grow programs. Ralph reviewed demographics. The Board thanked the Parks/Rec member for the update.

Chairman Zovich noted last year we had narrative in beginning of budget and distributed draft budget highlights for the public hearing. At regular meeting next Thursday, the final draft of budget will be done.

## 4. Public Comment

- a. Melanie Church, 328 Main Street – think if you keep giving big raises to non union employees you cannot go to union and say we are a month away from doing bankruptcy and cannot afford to give because once go to arbitration they will win; also beg to differ, if have problem with town clerk go to state elections or secretary of state who oversees her office. They are the boss of the town clerk. Imagine there is a state tax collector; Ted Scheidel stated it is OPM.
- b. Mayor Festa, point of clarification, in regards to two elected, both Secretary of State and OPM, individuals are refereed back to the Mayor's office and ultimate responsibility is back to the Mayor.

## 5. Board Member Comments

- a. Vicky Carey, did anyone need clarification as to reservoir committee; Vicky went through minutes and read her email into record. This is for \$50,000 in capital outlays and starting point.
- b. Ralph Zovich, did attend council meeting on Tuesday and they approved authorizing the Mayor and Finance Director to sign grant application for hybrid vehicles.

6. Adjournment

**MOTION:** To adjourn by Pat Budnick; second Mike Drozdick and the vote unanimous.  
Meeting adjourned at 9:25 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary