

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, February 28, 2013 at 7:00 p.m. 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 Vin Festa; Dave Bernagel, Director of Finance; Ted Scheidel, Administrative Assistant to the Mayor; Robin Gudeczauskas, Recording Secretary. Board of Education: Michael Santogatta, Business Manager; Rob Parenti, Director of Special Education and Pupil Personnel.
2. Pledge of Allegiance
3. Board of Education update – Mike Santogatta stated current budget year is fine; payroll, special education and utilities look good; some building maintenance issues at central office and some repair/equipment issues that may run over. Working on budget development for next year with a financial subcommittee meeting next Wednesday, March 6th at 6:30 and the Board will adopt at regular meeting on the 13th. Chairman Zovich stated a joint meeting with the BOE for their budget presentation will be Thursday, March 21st in the Community Room.
4. Approve Minutes:
 - a. Jan. 17, 2013

MOTION: To approve the Minutes of January 17, 2013 as presented by Dan Murray; second Vicky Carey. Discussion: none. Vote: unanimous.
5. Mayor's Report – Mayor Festa stated holding to budget and meeting with department heads; biggest concern is impact on state budget and federal level issues; we need budget by May 6th and will not get state budget until end of June. Making contingency plans in budget; have one contract outstanding. Did have some employment issues, short staffed a few men and did go with outside contracting and got through storm well and commends public works for job well done. Clover Construction is getting ready to dig; Seymour Road reconstruction portion of road bond is moving along with engineering design received. Chairman Zovich asked that commendations be relayed to public works.
6. Discuss & take action on following items in current FY2012-13 General Fund budget:
 - a. Status of delinquent tax collections and updates to Tax Sale List. Ted Scheidel reported: Jasper Associates at 3:27 on last day for foreclosure filed bankruptcy and now have a 90 day window before we can take next step. Know of at least 5 bidders who were going to be there. Structus, the town will take ownership next week and there are buyers for that property; could have movement on this before the end of the fiscal year. Will have to foreclosure on Brandon Road subdivision, reviewed; marshals warrant and sale on Great Hills reviewed noting sale date by April 15th; foreclosure on Pepin estate given as probate has not been filed with total approx. \$60,000; Nadeau we own and notice of eviction is out; Linnell, Canal Street will be resolved; Filipiak update given with discussion on foreclosing on property not living at; Farrence, checks received monthly and property will be on the market soon; Bensavage is making payments; review held of those paying monthly; Wolcott Investment paid off one and making monthly payments on others. Graham, trying to

be sold, waiting for estate to be settled. January and February collections reviewed and this year need \$1.3 million and we are falling behind, delinquent notices are going out on Monday; we will make back taxes; at 97% collection rate.

b. Recommended transfers between accounts, if req'd. Dave Bertnagel distributed and reviewed Transfers dated 2/28/2013 noting some are there for proper classification. Registrar of voters, items that came in for repairs and supplies totaling \$235; Telephone for one day, \$15; Tax Collector for certification class; Police Department, proper categorization; Communications, down in dispatching and bottom line is within budget, this is categorization; Fire Department, extra repairs.

MOTION: To accept Transfers as presented for \$21,697 by Dan Murray; second Pat Budnick. Discussion: none. Vote: unanimous.

c. Update on Police Dept. OT costs and mid-year hire of additional officer. Chairman Zovich noted Pat had requested this item on agenda stating in reviewing budget process last year we moved money from overtime into salary account so that half way through year we would have extra officer and now revisiting. Dave Bertnagel stated the Chief is doing very well with overtime but thought process was third shift with need for an extra officer and would place officer here in 4/2 slot and can save up to \$40,000 in overtime costs. To date have spent \$75,000 in overtime costs and report does not include February amounts. He stated after the budget was approved, a Memorandum of Understanding came forward for the canine handler which was separate. This position would reduce overtime for remainder of fiscal year. The Police Commission is requesting a certified officer be brought on board which may take until May. He stated some storm overtime is reimbursable. Melanie Church stated she thought we hired on in August; Chairman Zovich stated in August 2012 the canine officer was funded through a supplemental appropriation. For the half year officer, it was approved at referendum and part of the budget. Dave Bertnagel stated in aggregate the police department budget will come in under budget. His only concern is the State with doubling of class fees again.

7. Discuss & take action on final draft of Financial Policy Statement No. 2013-01 – distributed and reviewed specifically reading into record 2.2, 4.2, 4.3, 4.4, 5.1, 5.2; discussion held noting voluntary policy, we cannot go back to unfunded pension liabilities and this funding schedule is worst case scenario as it does not include any growth. We leave oversight to future mayors and oversight board; need to make first contribution in 2013-2014 budget; discussion held with request to get on Town Council agenda as soon as possible

MOTION: To accept the Financial Policy No. 2013-01 by Dan Murray; second Pat Budnick. Discussion: none. Vote: Peter Cook, yes; Pat Budnick, yes; Mike Drozdick, yes; Vicky Carey, yes; Dan Murray, yes. Chairman Zovich stated the Motion is unanimous.

8. Begin review of proposed revenues & expenditures for FY2013-14 budget preparation.
 - a. Revenue projections and impact of state budget cuts, revised Net Grand List as of Oct. 1, 2012. Dave Bertnagel noted at state level budget unveiled and within proposal many grants we receive now have been eliminated and/or consolidated into other grant programs, reviewed; discussion held. Net Grand List distributed and reviewed noting in good shape.

b. Overview of General Fund expenditures – for next year will have \$60,000 increase in plan; Police Department will have to add full year salary; transfer in from Fall Mountain water project had \$350,000 which will drop to \$175,000 and need to compensate; Board will need to decide on fund balance. Discussion held. Revenue report of entire town distributed and reviewed. All boards would have to review and submit updated fees to Town Council for approval.

c. Voluntary assignments by functional section. Vicky, capitals; Dan, Public Works; Pat, Public Safety; Mike, Libraries, Public Health; Peter, Land Use, Cemeteries; Ralph, General Administration; everyone, Education. BOE has two unfunded mandates of new state standards and teacher appraisal process.

9. Finance Director's Report – expenditures and sand/salt – February storm we have been declared under disaster and looking at \$200,000-300,000 worth of expenditures; they are looking at expanded reimbursement to 72 hours and clean up and will not know if declaration will come through. Salt, in good shape; salary costs will be posted for Monday; it was noted storms have been occurring on weekends. There was one person promoted to chief mechanic and person assigned to mechanic but position not permanently filled. Peter asked if money from positions not being filled be transferred into contingency or do not approve hiring of people; discussion held.

10. Public Input

a. Melanie Church, 328 Main Street – few suggestions to do something different as we need cost savings (1) departments fill out work sheets on what they have done, what each employee has done and you need to look at those to see where a need or a time study and you have too many people in departments; (2) anything for capitals should have 3 sealed bids to open and look at; (3) need to cut like everywhere else and look at even with Board of Education as they promised, they got extra \$100,000 this year and now they need \$100,000 when last year they didn't need it but they got it and it was given to them and we can cut and bring them back to zero and live within budget.

11. Correspondence

a. Torrington Area Health District and assessment up from \$58,413 to \$62,062.

12. Board Member Comments

a. Pat Budnick – comment about elimination of positions; management and workers at state level realize it will hurt and no one is trained to fill shoes and will be a void.

b. Ralph Zovich – Monday night upstairs

13. Adjournment

MOTION: To adjourn by Dan Murray; second Pat Budnick and the vote unanimous. Meeting adjourned at 9:09 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary