

Town of Plymouth

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Board of Finance

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1. Call Meeting to Order – The Regular Meeting of the Plymouth Board of Finance was called to order on Thursday, June 19, 2014 at 7:00 p.m. in the Assembly Room, Plymouth Town Hall by Chairman Peter Cook. Members in attendance: Vicky Carey, Peter Cook, Pattie DeHuff, Dan Murray, Jim Zalot. Also present: David Berntagel, Director of Finance; Robin Gudeczauskas, Recording Secretary; Superintendent Eleanor Cruz and Michael Santogatta, Business Manager. Excused absent: Mike Drozdick.

2. Pledge of Allegiance

3. Approval of Minutes - May 15, 2014

MOTION: To table by Pattie DeHuff; second Vicky Carey and the vote unanimous.

4. Board of Education Report – Mr. Santogatta stated they are closing out the year with brief overview of one more payroll; technology, out of district Special Ed tuition and legal fees. BOE had meeting last Wednesday and approved transfers, copies were sent to BOF; budget will be favorable. BOE approved adjustments to next year's budget to bring in line on what was voted by taxpayers and entered in system today. Pattie DeHuff (a) will you have any money left over as in previous years? Mike Santogatta stated they will not have money as last year. They will have something and the BOE has directed if money is left to bolster technology for middle and high school and anything further to request it be put into the sinking fund and anything else returned to the town. Vicky Carey (a) asked for whole year, 2013-2014, for transfers; (b) why did legal fees go over by 21,000. Mike Santogatta stated he will get transfers; legal fees were contract negotiations and binding arbitration; contract (secretaries and para's) expired a year ago and estimates legal fees for that will run between \$40,000-\$45,000 and will be expending more; (c) as a school you do have source of revenue from building usage such as Parks and Rec, community groups and what is list of revenue and where in budget; would like to know what came in, if charged or for free (school year 13-14). Mike Santogatta stated revenue goes between crediting usage, utilities, and custodian overtime. Chairman Cook asked them to stay for auditors report.

5. Tax Collector

a. Suspense List – Memo from Dave Berntagel distributed and reviewed stating Personal Property is \$6104.79 and motor vehicle \$47,280.52 totaling \$53,385.31; stating from 2010 grand list year with discussion on 15 year time period when it goes into suspense per statute; this results from tax bills issued and mail came back, collection efforts made but cannot collect, so taken off receivables and onto suspense because cannot verify people; each year we collect from \$6,000-15,000 of suspense items; after 15 years they are a write off; according to statute this needs to be done every fiscal year.

MOTION: To move \$53,385.31 to suspense which represents \$6,104.79 for personal property and \$47,280.52 for motor by Dan Murray; second Pattie DeHuff. Discussion: none and the vote unanimous.

6. Finance Director's Report

a. Review Auditors Management Letter Recommendations – Dave Bertnagel distributed and reviewed chart on what was done, what has been on for 3 years, what was added, completed; 3 year snapshot and from 06-07 had 30 items and in past several years down; some items are procedural and some internal. Grant and cafeteria funds are done monthly since 2011 and was a town thing because it was not recorded here and done through reconciliation from BOE; interfund balances, this follows format as there are several bank accounts and have combined bank accounts; we have two separate financial systems and an area working at down the road; X means recommended on management letter that year and if no X it is off management letter. Bank reconciliations for several accounts as have several accounts maintained by outside agencies, cemeteries, etc. and those sometimes hold up the process; consolidating cash accounts – looking at pooled system which also related to item on performance bonds, reviewed; accounting policies and procedures was on list for 3 years and it was adopted; tax collector's office – have addressed situation; perform a fraud risk assessment – goes through computer networks, financial institutions and looks at risks which is done yearly but not as in detail and we would have to put out to rfp and ranges \$10,000-30,000 (item will be on September meeting to start for rfp); pension trust fund activity – in past not recorded and now done monthly; performance bonds – construction bonds going back to 1988-1990 as we are fiduciary agent for people who come in to town to do work, process reviewed.

Mike Santogatta state the BOE is furnishing everything on a monthly basis; fraud risk assessment, whenever the town authorizes and they are 2/3 and should be incorporated; a year ago they went through a forensic audit and everything was gone through including assessment of payables and feels confident. Mike stated Dave has been great, reviewed process for authorizations on payroll through Dave and at same time he is making transfers and they go back and forth and authorize and good communication and authorization. Dan Murray asked if we have internal mechanism that pull together a group that makes sure what is being done is and do we have an outline, biannually we will do such and such and those individuals make it happen. Discussion held.

b. Recommended transfers between accounts, if req'd – no transfers this month. Dave Bertnagel distributed information from tax collector for the month of May, reviewing Current Levy stating \$170,000 shy of making budget and believe we will make current levy. Once property is owned by the town, the Council abates those taxes. Project Budget Report dated May 31, 2014 distributed and reviewed. Vicky has suggestion stating she went to capital improvements and asked that capital improvements and public works advisory receive a copy of this report; Dave will give this report monthly. Pattie DeHuff asked Peter for listing of all roads that were done; Chairman Cook stated she can FOI that as Dave does not have that and should go to Public Works or CIC.

7. Public Input

a. Melanie Church, 328 Main Street – Has gone through Capital Improvements Committee minutes and supposedly only 400,000 left for roads this year and at advisory commission from bonding package so how we have this big amount she doesn't know and something isn't getting somewhere and maybe she needs to FOI a chart of accounts to break down more. Bristol Savings was taken over one time by Webster Bank and in about 1991-92 and no other owner has owned them except Webster. Would like to see these transfers more on line so people can see them and there needs to be more transparencies. Bothers her Structus was not in budget and spent more money with GH Kelley and Delorenzo rock crushing and did pay outside contractors and it did not go for

bid and we don't have numbers.

8. Correspondence

a. Public Works monthly (May) update, read into record by Chairman Cook. Pattie DeHuff asked about parking lot at community garden and thought they were giving land and you go do gardens and see a lot of costs; Parks and Rec is in charge and Dave stated he has not received direct bills related to that and will look into it further.

b. Chairman Cook stated Pattie DeHuff emailed him last Sunday, read into record regarding pavement management study, list of roads done under \$9.8 million bonding proposal; CIC authority to approve and recommend payments to vendors on the bond authorization; copy of the Town Charter. Chairman Cook response to email read into record.

c. Chairman Cook received a letter dated June 2, 2014 from Amy Radke to the Board of Finance Chair, read into record, stating it was given to him and the Mayor and he asked the Mayor to defer to the town attorney. Chairman Cook read his response into record.

d. Dan Murray stated he was approached on this same topic and has two notes given to him about matter which follow closely to the letter from Amy Radke. He concurs we all strive to do the right thing and how we feel personally we should keep to ourselves. It was hurtful; we work hard during budget and non-budget season in the best interest of the town and was embarrassed for all of us.

9. Board Member Comments

a. Vicky Carey – (a) when Town Council gets interest groups for projects, i.e. skateboard park, Council should ask that group if they have gone in front of the Board of Finance to help them with any funding i.e. grant or general fund or special appropriation and need to come in front of us. (b) Parks and Rec are starting to work on North Street Reservoir and coming up with plans and we did put money in capitals for reservoir; coming up with docking facility and they need to keep us apprised on bidding and costs and maybe Dave should take care of it with Mr. Ganem. Chairman Cook stated he spoke with Mike Ganem and he will come in September to discuss.

b. Pattie DeHuff – sat on New Britain BOE and Charter Revision and first time where not receive documentation prior to attending a meeting; did receive transfers from BOE and looking at 7 documents provided tonight. Would like to encourage board to direct our chairman to make sure we have this information 4 days before a meeting. Chairman Cook stated if we as a board decide we need more hours of our secretary to accomplish more things, then we need to vote more money; with Dave full time some issues may go away. Vicky Carey stated some are fyi, some from Jim, tax collector and we all received management letter and other than that does not see need for extra information, only needs agenda ahead of time.

c. Peter Cook – Will not be here the third Thursday of July, Vicky will not be here, and Dan will not be here. Discussion on having special meeting and Robin will

send email to everyone on availability and come up with dates.

d. Pattie DeHuff asked for Amy's letter, Peter's comments and notes Dan has (copies made after meeting by Robin).

10. Adjournment

MOTION: To adjourn by Vicky Carey; second Pattie DeHuff and the vote unanimous.
Meeting adjourn at 8:35 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary