

# 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, January 15, 2015 at 7:00 p.m. by Chairman Peter Cook in the Assembly Room, Plymouth Town Hall. Members in attendance: Vicky Carey, Peter Cook, Pattie DeHuff, Michael Drozdick, Dan Murray; James Zalot. Also present: Mayor David Merchant; AnnMarie Rheault, Interim Director of Finance; Robin Gudeczauskas, Recording Secretary; Councilman Bill Heering and Mike Santogatta, Business Manager, BOE.
2. Pledge of Allegiance
3. Approve Minutes of October 16, 2014, November 20, 2015  
**MOTION:** To table Vicky Carey; second Dan Murray and the vote unanimous.
4. BOE Report – Mike Santogatta, Business Manager stated budget issues in special education out of district placement, transportation and payroll. Overall have tightened down unnecessary spending; legal fees have expended 50,000 budgeted with 25,000 retainer but spent 148,000 year to date; oil locked in with all buildings but Main Street School running on natural gas at \$1.76/gallon. There is a BOE budget meeting next Wednesday at 6 pm at Main Street School to begin discussion with the Board on the proposed 2015-2016 budget. Pattie DeHuff asked if the BOF is now being notified of what the former Superintendent did when cut positions out and then hired anyway. Mr. Santogatta reviewed payroll issues but overall in payroll will be favorable; utilities look great; solar project is going forward. Dan Murray questioned status of evaluation and review process for new replacements and is there a time frame to see person on board. Mr. Santogatta gave update on BOE interview committee stating the BOE hired a firm to handle recruitment with applications going direct to the firm. They had received 20 applications and gave 10 to the board for review; called in 6 people to interview and had informal and formal interviews with 4 and having 2 more formal interviews next week. They have scheduled a full BOE meeting on the 22<sup>nd</sup> when they will select a finalist and intend to do site visit on Jan 30<sup>th</sup> and will call another meeting of the BOE on Feb. 2<sup>nd</sup> to announce appointment and then will be 60-90 days before someone can start. Discussion held.
5. Executive Session – Discuss Former Comptroller Investigation  
**MOTION:** To go into executive session to discuss the former comptroller investigation inviting Mayor Merchant and Ann Marie Rheault at 7:22 p.m. by Vicky Carey; second Dan Murray and the vote unanimous.  
Called back at 7:39  
**MOTION:** To come out of executive session at 7:39 p.m. by Mike Drozdick; second Pattie DeHuff and the vote unanimous.
6. Mayors Report – Gave an update of work done over the past 3 months, having made tremendous strides in accounting issues which AnnMarie is working way through. Working on the budget, have sent out requests to departments and have most back, working on grand list and will put together by early February. Do have ongoing projects that will require a joint meeting with the BOF, such as Bemis Street,

Streetscape they need to do this summer and allocate money which we will get reimbursed. Inland Fuels is off and running; have 3 other companies looking to sublease property. Pattie DeHuff questioned what line item was used to clean up Structus property; Mayor Merchant stated that is part of accounting issues in line items being cleaned up. Chairman Cook questioned tax office and layoffs; Mayor Merchant stated they did not layoff but ran out of money budgeted for the position; Chairman Cook stated everyone on the BOF received an email in December on that and knew it was going to happen; the part time person was paid amount of money budgeted. Discussion on salary of new tax collector that will be what was budgeted; interim director of finance is receiving \$80,000 per year; there was money in budget for carpeting and they are working through how money was expensed. Pattie DeHuff requested a written monthly report from the Mayor in the future and something that can be emailed prior to the meeting. Chairman Cook stated the Mayor is not required to come or have a report at this meeting and no obligation that he needs to give one. Vicky Carey stated a few years ago the Board did not have a Mayors Report on the agenda but out of courtesy he is here, does not have to be here and anyone can get that report from what he presents at Town Council or people can always ask questions at a Council meeting or can call and ask him.

7. Comptrollers Report – AnnMarie Rheault gave overview stating in the middle of budget preparation, sent out templates she recreated to all departments and requested they be sent back, majority have sent back and will get into those next week and accumulate data; looked at expenses as of 12/31 and 6 months in fiscal year with department expenses at 69% of budget remaining available; most are running 40-50% of available budget in total; police department overtime is over budget but police department in total is at 50% remaining; large expense for extra duty that is running through and at end of year it comes out and offset from extra duty reimbursements; public works, little snow so far and salt/sand has 95,000 left or 42% of budget available. Dan Murray questioned software we have, is it going to work; AnnMarie Rheault stated for now best approach, it is outdated and has some shortcomings and not user friendly; in future need to look to upgrade and getting program that is intuitive. Overview given.
8. Public Input
  - a. Chrissie Rullan, assistant town clerk – someone from the Board posted on Facebook she is getting overtime and put many things about her and she wants this Board to know she does not get overtime. If she stays to help someone she does not get overtime. Chairman Cook stated you can't trust everything you read on line, sorry that happened and not much the Board can do and nothing can do with misinformation. The board has not seen a report that she gets overtime.
  - b. Melanie Church, 328 Main Street - are we going to go back to using our checks and balances in our Charter where any expenditure over 50,000 has to go to Council and then to BOF as this has not been done. Only one expenditure went to a town meeting and we need to get back to checks and balances; if expenditures are made they need to be cleared and approved before money spent; think we would not be in mess today if checks and balances were followed. As much as a mess there was at BOE, they did a forensic audit and we need one done; we do not have year end audit report which is in violation of the Charter; we do not have true figures of anything and where money spent. Thinks the BOF needs to see breakdown of money left, how much spent and have final accounting and exactly what designated

for. What happened to 972,000 and told by a Council person there was 800,000 grant and she went through all minutes and not a grant she could find and it didn't go through but money spent.

9. Correspondence

- a. Monthly update for December report from the Highway Superintendent
- b. Letter from King, King and Associates wanting to do audit. Chairman Cook stated the Board will prepare an rfp for next years' audit

10. Board Member Comments

- a. Mike Drozdick – look forward to working with AnnMarie.
- b. Pattie DeHuff – welcome AnnMarie and appreciate way spoke to us tonight and nice to hear straight talk. AnnMarie stated this is a difficult place to step into and can't speak to what happened before and only here moving forward. Has vested interest as she lives here, pays taxes, kids are in school here. To work on things that need improving will take time. Pattie DeHuff thanked the Mayor for choice made.
- c. Jim Zalot – welcome AnnMarie and good luck.
- d. Vicky Carey – welcome and thank you and she has a lot to do still and thank you for stepping up. Offered any help needed.
- e. Dan Murray – this will not get fixed overnight and feel she enjoys a challenge and to reinforce, any help he can give just ask.
- f. Peter Cook – we asked to bring facts and she will find out what she does not have. Next meeting is February 19<sup>th</sup> and then we start budget; capitals will be first week. Department heads need to give justification and narrative.

11. Adjournment

**MOTION:** To adjourn by Dan Murray; second Vicky Carey and the vote unanimous.  
Meeting adjourned at 8:19 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary