

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, July 16, 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, Mike Drozdick, Dan Murray and Jim Zalot. Also present: AnnMarie Rheault, Interim Director of Finance; Robin Gudeczauskas, Recording Secretary; Council Liaison Sue Murawski.
2. Pledge of Allegiance
3. BOE Report – Dr. Semmel, Superintendent, introduced Phillip Penn, Business Manager, who gave an overview of his background. Worked with Mike and have closed books and ended with \$259 approximately. Chairman Cooks stated last month letter was read into record and the BOE has rescinded that letter. Dr Semmel asked to address that as in March they were reviewing frozen budget and hole in special education that needed to be watched; June 7th Mike was told \$250,000 that was to go in medical reserve fund would not be coming to the BOE resulting in issue with special education and the medical reserve. A discussion was held stating the only legal way was to come to the town and request the excess cost money as they were not going to put the BOE in the situation of going in the red. As June time went on and final bills coming in, Mike realized there was more of a savings than anticipated from the line item of transportation and elimination of bus run and from discussion they felt the right thing to do was rescind the letter. Chairman Cook thanked them for coming back to do that and welcomed Phil. Pattie DeHuff questioned status of transportation or bus company ownership; AnnMarie Rheault stated All Star owns it; Phil stated the BOE is operating or working with the same people. Discussion held on attendance at meetings and will send a status update monthly and attend three times a year but would like them to come back in October. Dr. Semmel stated there are projects coming up that they would like to utilize the sinking fund and will keep the BOF informed.
4. Approval of Minutes: April 16, 20, 23, 2015; May 4, 12, 2015; June 11, 2015
MOTION: To approve the minutes of April 16th by Pattie DeHuff; second Mike Drozdick. Discussion: Pattie DeHuff would like to amend on motion4, “to approve the proposed budget for presentation” which says vote is 3-1 and would like it noted she voted against. Vote: unanimous
MOTION: To approve the minutes of April 20th by Vicky Carey; second Pattie DeHuff. Discussion: none. Vote: unanimous
MOTION: To approve the minutes of April 23 by Vicky Carey; second Jim Zalot. Discussion: none. Vote: unanimous.
MOTION: To approve the minutes of May 4th by Mike Drozdick; second Jim Zalot. Discussion: none. Vote: unanimous.
MOTION: To approve the minutes of May 12th by Dan Murray; second Vicky Carey. Discussion: none. Vote: unanimous.
MOTION: To approve the minutes of June 11th by Dan Murray; second Pattie DeHuff.

Discussion: none. Vote: unanimous.

MOTION: To add the Minutes of June 18th for Approve by Jim Zalot; second Vicky Carey and the vote unanimous.

MOTION: To accept the minutes of June 18th by Dan Murray; second Vicky Carey. Discussion: none. Vote: unanimous with Pattie DeHuff abstaining.

MOTION: To add Public Works to the agenda as the next item of business by Mike Maffia; second Pattie DeHuff and the vote unanimous.

5. Public Works – Charlie Wiegert, Interim Director of Public Works, stated going through budget and at end of this year he received a tax bill for property the town maintains in Bristol on Town Line road that historically paid from Contract Services under Facilities and given it is not a contract service; he would like to create a line item “Fall Mountain Pump Station” under Facilities. Taxes are \$1800 per year and then there is a back one from 2012 paid for \$1100; billing reviewed. AnnMarie Rheault stated we have agreement with the water company; we are billed on building contents. Ann Marie stated need \$3000

MOTION: To move \$3000 from line 101-03-043-020 Repairs under Facilities out of approved \$7000 to new line item in Facilities “Fall Mountain Water Station” by Dan Murray; second Pattie DeHuff. Discussion: none. Vote: unanimous.

Transfer Station – Chairman Cook stated the BOF set \$20,000 aside and does that cover the overtime Town Council approved or should we should go back to Town Council and ask how they want to pay for it. Charlie stated he read the Charter and there is nothing specific that Council controls hours of the transfer station. Chairman Cook stated if they want to keep hours they need to appropriate money and gave overview of budget and transfer station; stating it would save \$14,000-\$15,000 by closing on Monday. New contract for public works has stipulations that allow them to stop guaranteed overtime. At last meeting Town Council voted to keep it open 6 days a week but did not appropriate money to cover that by keeping it open. Chairman Cook will send a letter to Town Council as there is no money to keep it open so they need to revisit vote and appropriate money. Discussion held. Dan Murray recommended coming up with a business plan of what is needed to run effectively for the rest of the budget season and get to Peter to prepare letter.

Generator hook up - did incur costs to get generator hooked up temporarily that will come out of town hall Repairs and Supplies and from last year’s budget (work done in June) that. There is \$2500 per month rent for cables from generator to building; have bid out for permanent generator hookup. Bid comes back July 31st and once awarded they need to start within 10 days.

6. Finance Director Report – Distributed 2015-2016 budget and other packet is detailed expenses with account numbers. Busy in her department, trying to finish 2015 and getting invoices in, trying to get journal entries in for last year that were not made, in process of doing 2014 audit. There are reporting requirements to get to the state with biggest piece to balance out cash accounts; looking into general fund account. Met with the State, OPM, reviewed and focus is on what she needs to get to Moody’s. Discussion held. Final report from Marcum arrived today and in process of being reviewed and will be given to BOF. Actuaries, Milliman, have OPEB valuation done; overview given and will next do pension valuation. Expenses report printed, made 1.2 million bond payment; legal services at \$186,000 in deficit for end of 2015; property and casualty includes workers comp is 30,000 over; snow removal is covered in public works; police o/t is

222,000 over but salary is \$100,000 under. Auditors - need to go out to bid for new auditors for new year and we will not go out until done with Blum Shapiro as we need their help right now; discussion held on staying with Blum Shapiro to complete 2013-2014 audit and the 2014-2015 audit or go out to bid. We cannot start 2014-2015 until 13-14 is complete. The consensus of the Board is to have Blum Shapiro continue or determine if they are interested or willing to do 2015 audit and will approve if they are willing to do so.

7. Public Comment

a. John Murphy, 385 Greystone Road - (1) transfer station – believe there are extra positions with money that are not filled and have money allocated and why can't we get rid of positions altogether. (2) when Blum Shapiro made recommendation for fraud risk why were they turned down and seems like it would have been logical thing to do. Chairman Cook stated the BOF/town were doing things toward fraud risk which is town wide inventory and we did not see one piece of fraud; we paid for inventory which was physical inventory of public works and school had done one. Ann Marie Rheault stated we put 15,000 in budget for fraud risk. Peter, we have work to do in terms of SOP's and have approved something. AnnMarie stated she has running list of processes. (3) June 18th when mill rate was set, he wanted to ask what is definition of unexpended balances. Chairman Cook stated any money not yet spent and on the 18th there was no argument that 15-16 is entirely unexpended balances. (4) where in Charter is it stated that powers of BOF fall under state statute. (5) at the last Town Council meeting, Charlie stated 50,000 left over from last year in budget and if saying needs extra 10,000 to hook up generator sounds like unexpended balance. Chairman Cook responded as AnnMarie stated she is not yet done reconciling and when she is done we will know the answer and will be able to shift money and pay for emergency items. It is the power of the board to use money from general fund or find another place but not the power of Town Council to tell us how to adjust individual line items. (6) did you approve funding for site plan and architectural drawings for proposed fire house. It was paid for and you have another 179,000 security system spent and we are obligated to pay because someone wanted it. Chairman Cook stated he did not know. Dan Murray stated if Charlie did have 50,000 unexpended funding from the close of business that does not carry forward; everything starts at zero. AnnMarie stated you are talking of a moving target as when Council met Charlie pulled report from that date and she can run report today which is completely different from numbers Charlie had as bills are still coming in; reviewed.

b. Melanie Church, 328 Main Street – (1) went through the Charter and only thing the BOF can do is recommend; budget that goes to referendum the BOF recommends. The people vote on budget and it is passed or not; for referendum or one time appropriation you recommend. Difference in charter for 3rd time which goes to Council who is authorized to adopt budget. Budget with town clerk says BOF adopted and you do not have power. You have legal opinion in 1999 when Covello was here and are only advisory. (2) someone's page posted there was malfeasance done by a member of the BOF which is illegal and unlawful and wants that explained to the board and public. If this is going on and board member knew and made statement why was it not brought to your attention in writing. There were no cuts by Council; no one laid off and all of a sudden there are layoffs and other stuff. He needs money and has to go for one time appropriation and yet we have contingency fund in case we need money and what is being done with that money.

8. Board Member Comments

a. Pattie DeHuff – was not here on June 18th and agree with part Melanie said about town council having adopted a budget; don't believe it should have come back to

us for adjustments and feels vote was wrong by BOF. Adopt means it is set and wrong for BOF to do what they did. Charter says annual report is due October 15th and read something about state statues. Disagree with action board took; thankful when board offers thoughtful discussion; appreciates times when Peter is open to suggestions and knowledge he comes to BOF with.

b. Peter Cook – we may differ on opinion of the 18th and that is fine.

9. Adjournment

MOTION: To adjourn by Dan Murray; second Pattie DeHuff and the vote unanimous at 8:20 p.m.

Respectfully submitted,

Robin Gudeczauskas
Recording Secretary