

## **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, October 16, 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, Mike Drozdick, Jim Zalot. Also present: Mayor David Merchant; David Bernagel, Director of Finance; Robin Gudeczauskas, Recording Secretary; Sue Murawski, Council Liaison. Excused absent: Dan Murray.
  
2. Approval of Minutes – September 18, 2014  
**MOTION:** To approve the Minutes of September 18, 2014 by Pattie DeHuff; second Vicky Carey. Discussion: none. Vote: unanimous.
  
3. Parks & Rec Report – Michael Ganem, Director of Parks & Recreation, distributed information, overview given; going into second year; stated cooperation between town departments is fantastic, works with public works, shares equipment with BOE; Trying to improve image of department; quality of life in community. The town has a good investment in parks & rec, serving ages from 2 year olds until 90 something with various program; brochure will be produced each quarter; Elm Press folds at no cost; registration website is an efficient tool for the department; has also developed a feedback card; summer camp was fantastic; recruited Brianna as summer coordinator and would like the board to consider giving her a few hours throughout the year, example given of needs through survey. Relayed discussion with recreation director in Bristol and their camp coordinator; would like to engage demographic of older kids and work with Bristol in having 7, 8, 9<sup>th</sup> graders to meet at West Chippens Hill. Currently working on adding programs. Increased facilities responsible for by 6 or 7, such as Lake Winfield, Plymouth Reservoir recreation area; other areas maintained reviewed. Chairman Cook stated (a) summer program is salaries part time and did program make enough money to support more hours and suggested working with the Mayor on needs. Dave Bernagel stated Parks & Rec fund made over \$20,000 last year. (b) last year wanted additional equipment and did get what was requested. If have capital requests for next year make sure it gets to Vicky and gets on the list for upcoming budget season. Mike Ganem stated last year they got a Gator and wanted a bucket loader stating the BOE does not have one either and at some point maybe the BOE and the Town can get together and share. Discussion held. (c) Vicky Carey asked for list of what gets charged to the town for parks and rec programs; Mike stated anyone who utilizes the BOE facilities on weekends needs custodian to take care of building to open/close it. He has met with Mr. Santogatta several times reviewing needs of rec basketball on Saturday. (d) His concern with manpower starting next spring with facilities needed to maintain. Vicky stated her concern on Plymouth Reservoir dam and is there a plan for that. DEEP has a few grants for walking trails and maybe there are some out there that could help in this town. Questioned need for survey of Plymouth reservoir as understanding some markers were taken out. (e) Chairman Cook asked for update on skate park; Michael Ganem stated coming along. Discussion held on part time vs seasonal worker and need to define scope of work.

4. Mayors Report – Reservoir is very busy and asked members to stop there; spending time on revenue side to bring in more business; Planning & Zoning just finished with Inland Fuels and they will be in for building permit and will have approximately \$6 million or so of infrastrucre when finished; two buildings going up in business park; have a few expansions in park stating Nutmeg Spice will double size of building and increase employees; Cleveland Country Store is back in business; our citizens need to support the businesses in town; working on budget looking for areas to cut costs; in negotiations on four contracts, changed labor attorney, changing insurance brokers. Need to set up plan to replace some of the old equipment/trucks each year; with all the buildings in town need someone to oversee them i.e. furnaces, air ducts, everything that we have needs a plan to cover all areas and looking at putting together a job description. Discussion held on preventive maintenance program and facilities person. Vicky Carey, questioned (a) labor attorney budget and if doing 4 contracts can he stay within; Dave Bertnagel stated with lawsuit coming on and 4 contracts, will probably go over in that line item. (b) if we lose any employees, new ones should have CDL license, have to know building codes, how to shovel and look into surrounding towns and how they handle employees.

5. Finance Director's Report

Distributed 4 page document that went to Town Council with final numbers of June 30, 2014; reviewed revenue side of budget; former tax collector collected \$1.9 million; current property taxes/current levy and overall did exceed budget; expenditure side of budget reviewed. All funds (28 special revenue funds on top of General Fund) are in good shape; WPCA will have a surplus in their operating budget of approximately \$96,000.

a. Financial summary for Election Day – Chairman Cook will prepare something and send out for input; audit requirements reviewed.

b. Current budget reviewed as of 3:48 pm 10/16/2014. Recommending transfers, reviewed. Transfers totaling \$4860 with \$3,860 coming from Contingency

**MOTION:** To approve the recommended transfers of \$4860 with \$3860 from contingency by Vicky Carey; second Jim Zalot. Discussion: Possibility of using money from memberships; increases in memberships were approved as part of the budget process; memberships are important and teach a lot. Vote: unanimous.

c. Bonded Project Summary distributed and reviewed. (a) Based upon study performed by town from BOF approval to have study done on all roads being evaluated. (b) Dave will put together a listing of roads done and link to \$30,000 pavement study. (c) Highway garage was a separate project but additional paving done; was that paid with bonding money. Chairman Cook stated project was from insurance money to replace garage and second phase recently completed. Paving done by town aid roads; improvement. Vicky Carey reviewed funding. (d) North Main Street bridge, nothing is being done, questioned holdup. Dave Bertnagel stated design work done and need approval process as affecting waterway and State DEEP has to get involved and requires permitting; going out to bid soon.

6. Public Input

a. Melanie Church, 328 Main Street – (1) executive session is supposed to be in beginning if you know you will have one, specific and not just personnel issues and if look under FOI you will find it. (2) we went over budget and the excess money; example given of ECS grant; Chairman Cook stated ECS is revenue. Mrs. Church, snow removal, \$65,778; Dave Bertnagel stated we made transfers throughout the year. Chairman Cook stated the BOF did not spend over total budgeted amount the town voted on. We have two legal opinions by two different attorneys that said what we are doing is legal. Mrs.

Church stated that is her opinion. (3) BOE side on ECS grant and how come the BOE did not have deficit in ECS and we had deficit. Chairman Cook stated the budget voted on was to give the board that much and the state after the fact changed the amount we received. Mrs. Church stated ECS is in their budget, listed out in their budget and they said they fell within their budget. (4) Need to look at Parks & Rec who had secretary which was union position and cut years ago. If you put someone in that office it will become a union position. (5) Nancy Conway's cousin Michael was one term mayor in town and she asked him about excess salary of \$30,000 for Vinnie and he said you are paid a salary and did not say anything about benefits, sick time. Does not know where extra money came from and because someone was doing it and wrong and once brought to your attention you cannot continue doing it.

b. Chris Simo Kinzer, 52 Old Farm Road – (1) having used the town Parks & Rec camp for a few years, do want to give shout out to Brianna who did a great job this year. Questions and concerns on bringing Bristol thing together and will think about it and interested to see how it plays out. Great to hear about expansions and businesses coming in town and are expansions happening on Lassy and Bombard; concern about Preston and traffic and not part of this board to worry about.

## 7. Correspondence

a. Peter Cook – BOE is in contract negotiations and we are invited; rules reviewed including a BOF member cannot speak, talk, tell anyone about what you hear and 100% confidential. Will get dates out to Board.

## 8. Board Member Comments

a. Mike Drozdick – good report from Dave.

b. Pattie DeHuff – (a) snow removal, 040, is a department itself whereas she thinks of it as public works being the department and mentioned legal opinions and can it be elaborated on. Chairman Cook reviewed his understanding; once voted on budget that is the amount of money to spend and as things arise we can make changes. Discussion on “special appropriation”. Pattie DeHuff read Chapter 7 Section 3c, special appropriations into record. What is definition of “department”. Dave Bertnagel will get legal opinion for the next meeting. (b) Public comment at Council is beginning of meetings as helpful and Council, by charter, the public can speak throughout each agenda item and would like to see happen at BOF meetings. Chairman Cook stated what we reviewed this year we stated would be reviewed every two years and we already voted and what this board decided on and we will address it again. (3) would like in writing what the Mayor gets for his salary and whatever benefits; does the administrative assistant fall under that same category as the mayor. Chairman Cook stated as does the tax collector, town clerk, H.R. director.

c. Peter Cook - all transfers we just made would have all departments shut down if we go on premise of a single transfer and everything else going through Town Council.

## 9. Adjournment

**MOTION:** To adjourn by Vicky Carey; second Jim Zalot and the vote unanimous.  
Meeting adjourned at 9:10 p.m.

Respectfully submitted,

Robin Gudczauskas  
Recording Secretary