

Town of Plymouth

Board of Finance

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1. Call Meeting to Order: Ralph Zovich, Chairman called the scheduled March 20, 2017, Board of Finance Meeting to order at 7:00 p.m. in the Assembly Room at Plymouth Town Hall. Members in attendance: Victoria Carey-Vice Chairman, James Zalot, Jay Dorso, Pattie DeHuff and Jim Kilduff. Also present: Joe Kilduff, Tax Collector, Councilwoman, Sue Murawski, Charlie Wiegert, Public Works Director, Members of the Public Works Committee and Michele Yokubinas - Recording Secretary.

2. Pledge of Allegiance: Ralph Zovich, Chairman led the group in the Pledge of Allegiance.

3. Notice of Fire Exits: Ralph Zovich, Chairman noted the fire exits.

4. Review of proposed FY2017-18 General Fund Budget –Revenues & Expenditures

Ralph Zovich, Chairman stated the Board of Finance would be reviewing Public Works Department this evening and noted Public Works Committee was present this evening.

Ralph Zovich, Chairman discussed the following line items within the Public Works:

026 - Town Hall Maintenance

001 - Salary Custodian - \$1,935 -Ralph Zovich questioned the 4.3% increase on this item
Charlie Wiegert clarified that it is a contractual promotion - contract year, prior year no increase combining two years.

003 - Salary Staff - \$1,831-Custodian/Salary second shift

005 - Salary O/T - (\$2000)-Reduction in projected overtime

007 - Longevity Pay - \$200

008 - Personal Protective Equipment - \$250

021 - Repairs - \$5,000 - Building repairs come from that capital line. Materials for things break, faucets, toilets, contract service plumber. Next Year - (Those two line encompass all of the repairs for the building if done ourselves or contracted out)

042 - Telephone - \$13,000

When questioned by Pattie DeHuff regarding telephone increases, Charlie Wiegert stated the landline/telecommunications had been updated and included a built in payment plan.

When questioned by Ralph Zovich, Charlie Wiegert stated when the Town contracted everything had been examined to save monies and eliminate unnecessary fax lines and phone lines and briefly elaborated.

Ralph Zovich stated \$13,000 increase because this year's budget was underestimated.

When questioned by Jim Kilduff regarding long-term contract, phones, and number of fax lines (dedicated lines), Charlie Wiegert confirmed type of phone and number of lines.

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
11
MAR 28 AM 10:34
TOWN CLERK
Victoria Carey

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When questioned by Ralph Zovich if a conversion from oil to gas would save monies, Charlie Wiegert stated he did not expect this work/changes this calendar year, but hopeful in the 2018-19 budgets.

Joe Carey, 665 Greystone Road, Plymouth, CT - Discussed and explained the degree-day record results and its history prior year and past year.

Ralph Zovich stated "You want to reduce running cost of heating this building per sq. ft./ per hour whatever the unit rate is."

030 - Utilities

031 -Hydrant Rentals - \$28,000 - Connecticut Water 8% increase in hydrant rentals.

Charlie Wiegert stated, "We pay \$30,500 a month next -we pay fee per ft. of water main and a fee per hydrant."

When questioned about Public Utilities Control Authority and the 8% rate increase., Charles Wiegert stated they would have to go through PURA -Public Utilities Regulatory Authority organization that warrants it; a brief discussion followed.

041-Street Lights -\$12,000 increase.

Charlie Wiegert stated \$149,613 does not look right to him and will have to ask Ann Marie Rheault.

Ralph Zovich is going to also follow-up with Ann Marie Rheault in reference to the \$149,613.

Charlie Wiegert stated money is encumbered with Eversource and then payed down.

Ralph Zovich brought up the conversation that they had last year where they discussed the possibility of buying streetlights.

Charlie Wiegert stated they are working with Board of Education in having an Energy Consultant look at all facilities including streetlights, and have energy package for everything and briefly elaborated, noting the goal was to have this in budget next year.

042 - Cell Phones \$5000

Vicky Carey questioned if they include Police Department.

Pattie DeHuff confirmed if Charlie Wiegert was referring budget for 2018-2019 in reference to the Energy Consultant Recommendations if reasonable justification.

Charlie Wiegert - "Yes"

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040 - Snow Removal

020 - Supplies and Equipment- \$2,000

046 – Salt and Sand - \$50,000

Ralph Zovich stated line item high since Board of Finance knew that going into this year’s budget that they did not have enough for an average winter.

Ralph Zovich stated “Kudos to your crew”

Pattie DeHuff questioned curb and mailbox damage.

041 - Highway Department

001 - Salary Superintendent (252)

003 – Wages -Full Time (6085) transferred one position last year back to the maintenance garage.

Ralph Zovich questioned why going down.

Charlie Wiegert stated that he was trying to get that number as close actual as possible to the projected 52-week number. He stated that is also in that code adjustment was a labor grade change/amount change

Ralph Zovich confirmed with Charlie Wiegert that there is no change in headcount in your department.

Charlie Wiegert stated that now there is an empty position presently in the highway department and if it is funded - they plan to fill it. He also brought up the major issue that they had a problem with who was going to drive these snowplow trucks.

005 – Wages Overtime – (5000)

007 – Longevity Pay (75)

012 - Contract services - \$1000 includes crack sealing

015 - Conference & Memberships - (230)

020 – Supplies - \$5,000 – Patch, catch-basin tops, repair material for roads, asphalt for patch not for road repair.

022- Repairs -\$2,000

030 - Street Signs – \$2000

035 - Clothing Allowance - \$1000 – Unifirst (Uniform service) -\$1,200 a month

040 – Heat - (4500) –Accounting Error discovered and fixed.

Ralph Zovich suggested, “Divide two line items, \$11,000 for Highway and \$11,000 for Maintenance at the end of this year you will know what the actuals are, then you can go back and tweak in next year’s budget.”

041 - Electricity \$100

043 - Water-\$100

052 - Safety -\$500

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043 - Facilities

099- Dam Maintenance/Inspections –No increase

Ralph Zovich questioned how the North Street reservoir property was working out regarding inspections completed for their department and confirmed that there were no problems.

Charlie Wiegert reviewed the Emergency Action plan, including Flooding Boundaries, in detail, noting he still needed to coordinate with Thomaston, for practice evacuation plan etc. and the DEEP would have to accept that plan and briefly elaborated.

Plymouth Reservoir Recreation Area - North Street, Plymouth this year budget \$7500

Charlie Wiegert listed the other dams, Lake Winfield, reservoir next to high school, Wilton Pond, half of Marino Pond and Horseshoe Falls.

Charlie Wiegert will get feedback from inspections, which will warrant frequency, dependent on hazard classification of dam.

044- Transfer Station

012 – Contract Services - \$10,000

Tipping Fees -The Bristol Resource Recovery Facility, operating as Covanta Bristol, Inc. - Increase in the actual per ton

Charlie Wiegert stated the Compacter was not fixed; estimated Coast \$10,000 for next cylinder old antiquated - open 1990 used system at that time and briefly elaborated.

Charlie Wiegert and Ralph Zovich both stated that Greg Cody does a fantastic job at the transfer station.

Pattie DeHuff –Questioned how the response/feedback on the closing of the transfer station on Wednesdays.

Ralph Zovich brought up that the council was concerned but this gave/allowed extra productivity from Greg Cody.

031 - Dump Rental – (1200) Entails primarily two things they rent Wolcott Sand and Gravel for the cost of taxes for the year, and pay the railroad for property that they own on top of tunnel. Easement (100 years ago)

042 - Telephone

049 -Tire Disposal – (1500) Reduction tire disposal – We rent trailer cost rental \$100 -150 a month, flat fee to get rid of tires. Charlie Wiegert confirmed that they are separating wheels from tire when needed and throw metal into scrap.

050 - Environmental Compliance - \$1500 – DEP Permit, Storm water permitting, transfer station permit

051 - Landfill Testing – (2000) Good results –Bi-annual –less frequency

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046 -Public Works Directors Office

002 - Salary Secretary - (48,321) - moved to clerical pool

003 - Engineering Tech. - \$20,000

012 - Contract Services - (525)

013 - Service Contracts \$25,000 - funding for energy consultant \$25,000 since last talks moving to capital as a one-time non-reoccurring item expenditure. Will follow-up with capitals for energy consultant.

Net public work 046 - \$26,904

015 - Conference & Memberships - \$400

Pattie DeHuff questioned tuition reimbursement, travel, education related to job.

Charlie Wiegert stated yes.

Ralph Zovich questioned if Maintenance garage passed all OSHA inspections.

018 - Office Supplies - \$400

Pattie DeHuff questioned 005 LoCIP

Charlie Wiegert briefly explained that Local Capital Improvement Projects, used to get \$100,000 from the State in the town aid capital budget line amount pg. 13 – Now they will be notified when to apply and not lose opportunity on reimbursement of projects.

018 - Office Supplies - \$400

Pattie DeHuff questioned office supplies are under general administration.

Charlie Wiegert confirmed that he does have an office supplies budget.

Joe Kilduff, 31 Prospect Street Ext., Terryville CT – Tax Collector - Informed the Board of Finance that Department heads, Mayor and the Human Resources Director had meeting last week regarding the supply budget and in determining what is the most cost effective route to take for each individual department.

Dept. 047 Maintenance Garage

001 – Salary Mechanic -\$68,286

003 – Wages Assistant (55,500)

005 - Wages OT/PT Help (4000)

018 - Office Supplies -\$350

021 - Fleet Preventative Maintenance – (5000)

022 - Fleet Repairs -\$25,000 –Due to aging equipment

024 - Crane/Lift Inspection -\$950

034 - Tool Allowance - (313)

040 - Heat -\$2000

041 - Electricity \$500

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042 - Telephone (1000)

049 - Tires & Tubes \$1,500

Charlie Wiegert confirmed that SEMAC cars were assigned to building officials and confirmed they are used only for official business.

Charlie Wiegert discussed the aging and/or out of service, vehicles and the problems associated with them such as maintenance and repairs.

Ralph Zovich informed Charlie Wiegert of the contingency fund.

051 Building Department

001 - Building Inspector - \$17

021 - Wireless Charges - \$408

Ralph Zovich thanked Charlie Wiegert, members of the Public Works for joining them.

Comments for records

Richard Lyga, Chairman, Public Works Commission—Regarding the batteries, they were probably on their way out more than anything else.

5. Executive Session for Pending Litigation and Contract Negotiations, as may be necessary

None

6. Action, as may be necessary, from Executive Session

None

7. Public Comments

Melanie Church, 328 Main Street, Terryville, CT –questioned batteries, smaller trucks, look closely at this budget.

Joe Carey, 665 Greystone Road, Plymouth, CT – Compared Plymouth to Waterbury, fleets 4-5 times larger than Plymouth.

Ralph Zovich informed the Board of Finance that Webmaster Connor Raymond stated that the suggestion box this week had a reply but will be combined at the next meeting to save time and paper.

8. Board Member Comments

Vicky Carey – Follow-up Board of Education send us anything in reference to student number per grade/total enrollment.

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Jay Dorso – No comment

James Zalot – Look forward to Thursday presentation

Pattie DeHuff – No comment

Jim Kilduff – Regarding non-union long term issues regarding salary. Jim thanked Charlie Wiegert and his department for their services and stated, “You are doing a great job.” Outside of the Board of Finance, they need to start thinking about non-union people and if salary starts compressing with union people then the best people will move on. We need to respect that and work with our people and try to keep people here outside of Finance Board. Some people do listen and you cannot go forever without getting increases.

Ralph Zovich – Will request information from Board of Education.

9. Adjournment

There being no further business of the Board of Finance, a motion was made by Pattie DeHuff, seconded by Vicky Carey to adjourn at 8:45p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas,
Recording Secretary