

Town of Plymouth

Board of Finance

80 Main Street, Terryville, CT 06786
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1. **Call Meeting to Order:** Jim Kilduff, Chairman called the scheduled Meeting March 26, 2018, Board of Finance Meeting to order at 7:01 p.m. in the Assembly Room at Plymouth Town Hall. Members in attendance: Victoria Carey-Vice Chairman, James Zalot, Jay Dorso, Pattie DeHuff, and Briana Brumaghim. Also present: Ann Marie Rheault - Director of Finance and Town Councilwoman Sue Murawski
2. **Pledge of Allegiance:** Jim Kilduff, Chairman led the group and audience in the Pledge of Allegiance.
3. **Notice of Fire Exits:** Jim Kilduff, Chairman, noted the fire exits.
4. **Review of proposed FY2018-2019 General Fund Budget- Libraries and Parks & Recreation**

Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
101-05-071-037	Plymouth Library Contributions	5,000	(17,000)	-77.27%

Michael Malley - President -Plymouth Library Association invited all to the Plymouth Library.
 Michael Malley - Last year received \$0 from the Town of Plymouth - did not cut hours or staff and thanks to donations, we were able to continue which benefited the town.
 Michael Malley stated this year given \$5000; would like to see an increase since libraries are important.
 Vicky Carey questioned if they have other resources such as stocks or bonds.
 Michael Malley stated CDs (certificate of deposit)
 Jim Kilduff questioned the annual yearly cost.
 Lynne Garvin – Treasurer – Plymouth Library Association - \$20,000 to run yearly had to fund ourselves.
 Michael Malley stated received Main Street Foundation - \$830.00
 Vicky Carey stated we take into consideration everything when making decisions.
 Jim Kilduff stated we need to know where you are at presently and how long you can last.
 Pattie DeHuff distributed the Plymouth Library Budget from FY 2010 to Present and Terryville Public Library Budget From FY 2010 to Present -Source: Town of Plymouth Website
 Mary Jane Wollenberg - Board Chairman requested a full-time director; possibility \$300.00 grant but did not have time nor expertise, since the grant process is very detailed and would be a hardship on staff.
 Mary Jane Wollenberg stated we did hire a children’s librarian.
 Pattie DeHuff questioned if Saturday was the least day utilized.
 Pattie DeHuff stated the Director’s salary is included in the budget - \$65,775
 Ann Marie Rheault stated without updated contract amount.
 Ann Marie Rheault stated Director is the only union position within the library and contract is in negotiation.
 Lisa Courtney - Terryville Public Library - Reference and Adult Services - presently Terryville Library needs a Director.

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Board of Finance Meeting

March 26, 2018

Page 2 of 7

Lisa Courtney stated we have support here this evening the reason being it is important to town residents.

Lisa Courtney stated the Terryville Public Library needs support financially.

Linda Kazmierski – Vice Chair – Library Board of Directors - worst predicament library has been in due to budget cuts.

Linda Kazmierski – Consider that Terryville Library is being used as a stepping-stone since individuals leave due to monetary reasons.

Jerry Milne, 204 Keegan Road, Plymouth – Plymouth Library is on the national register of historic places. Vital part of our community and should be funded so that no hours of operation are eliminated.

Michael Malley stated the Plymouth Library is able to run things effectively and efficiently.

071	Plymouth Library	5,000	(17,000)	-77.27%
101-05-070-001	Salary Librarian	65,775	0	0.00%
Sandra Klimkoski, 4 Christine Road, Terryville - staff sacrificed their salary to give back to town. In addition, any exits those dollars went back to town, which was around \$57,000. This amount was much larger due to the inability to order books, and AV materials for 3 months.				
Pattie DeHuff questioned the actual use of students who use computers at the library.				
Sandra Klimkoski stated most students have access to computers at school.				
101-05-070-003	Salary Staff	148,698	0	0.00%
101-05-070-004	Salary P/T	39,647	(37,493)	-48.60%
Pattie DeHuff stated those two positions are eliminated				
101-05-070-005	Salary O/T	200	0	0.00%
101-05-070-007	Longevity	375	0	0.00%
Pattie DeHuff stated would only apply only to Director.				
101-05-070-012	Automated Services	40,922	1,192	3.00%
Pattie DeHuff stated Library Fees				
101-05-070-013	Service Contracts	19,055	555	3.00%
Ann Marie Rheault stated Tyco contract, will run trial balance				
101-05-070-015	Conferences & Memberships	2,250	0	0.00%
101-05-070-016	Expenses Misc.	3,500	0	0.00%
101-05-070-018	Office Supplies	4,400	0	0.00%
101-05-070-019	Postage	500	0	0.00%
101-05-070-020	Repairs & Supplies	13,500	0	0.00%
101-05-070-021	Education	150	0	0.00%
101-05-070-040	Heat	7,000	0	0.00%
101-05-070-041	Electricity	23,950	0	0.00%
Ann Marie Rheault stated that the Heat and Electricity should be higher, provided YTD. \$2900 – heat, / \$12,000 electricity				
Jim Kilduff questioned savings when the building is closed.				
*will follow-up				
101-05-070-042	Telephone	2,000	0	0.00%
101-05-070-043	Water	600	0	0.00%
101-05-070-053	Audio Visual Materials	9,000	0	0.00%
101-05-070-054	Books	49,160	(3,840)	-7.25%
101-05-070-055	Periodicals	3,000	0	0.00%

070	Terryville Library	433,682	(39,586)	-8.36%
Mayor approved what the Library submitted to the Board of Finance.				

Pattie DeHuff made a motion, seconded by Jay Dorso to move Public Comment for Libraries.

The motion passed unanimously.

5. Public Comment - Library

Bernadette Persico, 62 Fall Mountain Road, Terryville -Library is free and an important part of the beginning of education, social skills, reading, art, singing, and dancing which impacts children early on. Ellen Roth, 13 Holt Street, #9, Terryville - Love of learning because of Library and has been invaluable, combined resources and dedicated people and families will be losing out if they cut programs.

Lauren Malone, 19 Kearney Street, Terryville – Family utilizes movies, books, and music, important for the community, missing Saturday hours, and resources for kids are extremely important.

Sandra Lausier, 41 Allen Street, Terryville, CT - Children’s and families, junior, high school and senior citizens, the library has been an incredible source for computer assistance. The library has something for everyone and is a community resource.

Katherine Cocca, 117 E. Washington Road, Terryville – Children are very much influenced by the library and the developmental aspect that the library has on them.

Tammy Piercy, 338 Main Street, Terryville –Children utilize the Library, computers, books, videos, and important educational value to the community.

Jim Deutsch, 34 Orchard Street, Terryville -Visits library 3-4 times a week, positives - books clubs, children’s programs on Saturday, and guest speakers on a variety of subjects. Staff is great for obtaining information from other libraries. Fully supports original hours. Every year this becomes the new standard and further reductions would not be positive for the town.

Ann Marie Rheault stated when Lynn was here we reviewed closely various scenarios and solutions that would have the least impact on full-time staff.

Ann Marie Rheault stated the baseline is reducing for every department because of the State of Connecticut.

Ann Marie Rheault suggested running numbers again to decide if it is plausible to re-open Saturdays.

Mark Malley – 242 South Street, Plymouth - stated 77% cut is more than their fair share.

Melanie Church, 328 Main Street, -Plymouth Library has been on their own, they asked for necessities, a lot of history, and the root of Plymouth. Suggests Terryville and Plymouth alternating days open.

Vicky Carey made a motion, seconded by James Zalot to take a 10-minute recess.

The motion passed unanimously.

Jim Kilduff called the March 26, 2018, meeting back to order at 8:20 pm.

Pattie DeHuff distributed the Parks & Recreation Department and Funding Sources.

Board of Finance Meeting

March 26, 2018

Page 4 of 7

Account Number	Description	FY 2019 Proposed	2019 Proposed vs. 2018 Budget Change	% Change
101-06-080-001	Salary Director	54,054	0	0.00%
Pattie DeHuff stated union contract and has not changed/dependent on time could increase.				
101-06-080-002	Meeting Secretary	1,500	0	0.00%
Ann Marie Rheault stated presently \$820.00 was placed in a different department/will move.				
101-06-080-003	Salary – FT	98,072	2,392	2.50%
Ann Marie Rheault stated these are contractual raises/increases. Vicky Carey questioned how many people in parks. Michael Ganem stated two full time -we cover custodial and highway.				
101-06-080-004	Salary – PT	0	0	0.00%
Ann Marie Rheault stated not used \$7934 mapping issues/corrected have moved to 008 and 009				
101-06-080-005	Salaries Overtime	3,000	0	0.00%
101-06-080-007	Longevity Pay	850	0	0.00%
Pattie DeHuff stated potentially can go up. Ann Marie Rheault stated will follow-up				
101-06-080-008	Salary PT - Park	14,000	0	0.00%
Vicky Carey stated 2017 actual \$4000 budgeted \$18,000 asking \$14,000 is that needed. Michael Ganem stated covering highway & custodial -one part-time responsible for shoveling Town hall, Library, Booktique and park facilities. One full- time employee has moved to highway during storms, leaves only one person. Ann Marie Rheault stated presently at Salary PT – Park -\$9826 Ann Marie Rheault had to reclassify because how they were mapped for payroll.				
101-06-080-009	Salary PT – Rec.	30,000	(2,000)	-6.25%
Michael Ganem stated projected less due to facility availability.				
101-06-080-006	Salary –Youth Camp Coord.	12,000	0	0.00%
101-06-080-010	Contact Services-Rec.	3,000	(2,000)	-40.00%
Michael Ganem stated this is management software myrec.com/price decreased by \$1,000.				
101-06-080-011	Contract Services – Rec.	14,000	(1,000)	-6.67%
Michael Ganem stated independent contractors - yoga and dance instructors are not employed by the town.				
101-06-080-014	Advertising	200	0	0.00%
101-06-080-015	Conference & Memberships	750	0	0.00%
101-06-080-018	Office Supplies	250	0	0.00%
101-06-080-020	Maintenance Repairs	2,000	0	0.00%
Ann Marie Rheault stated presently at \$760.00				
101-06-080-023	Supplies Park	7,500	0	0.00%
Ann Marie Rheault stated presently -\$1,400				
101-06-080-024	Supplies Rec.	6,000	0	0.00%

Board of Finance Meeting

March 26, 2018

Page 5 of 7

Ann Marie Rheault stated presently – around \$4,000				
101-06-080-026	Equipment - Park	2,500	0	0.00%
101-06-080-027	Equipment – Rec.	4,000	(1,000)	-20.00%
Michael Ganem stated scoreboards, etc.				
101-06-080-030	Field Trips	6,000	0	0.00%
Michael Ganem stated this line item has been changed to Field Trips. Vicky Carey stated could you give examples of field trips. Michael Ganem stated ex. Fisher School to Woodtick Recreation Area or Quassy Amusement Park, which includes the price of admission and transportation. Vicky Carey questioned if there are any trips for adults. Michael Ganem stated have done programs for adults such as open gym, Yoga, Zoomba, etc. - participation was low. Also, Senior Exercise - Thursday.				
101-06-080-031	Rentals – Park	5,000	0	0.00%
Gerald Bourbonniere, Chairman of Parks & Recreation - Could be possible rentals needed due to vandalism/damage.				
101-06-080-032	School Rentals – Rec.	9,000	0	0.00%
101-06-080-040	Officials – referees	6,000	1,000	20.00%
Michael Ganem stated this is for the youth basketball and flag football programs (keeps things running smoothly which ultimately cuts down on facility time charges) Pattie DeHuff stated this is increase to parents (recreation portion)				
101-06-080-041	Electricity	2,500	0	0.00%
101-06-080-042	Safety – OSHA	0	(500)	-100.00%
Michael Ganem stated access to online training, Ann Marie Rheault stated all OSHA consolidated				
101-06-080-043	Water	750	0	0.00%
101-06-080-045	Donation Expenditures	0	0	0.00%
Ann Marie Rheault stated presently \$140.00				
101-06-080-046	Grant Expenditures	0	0	0.00%
Ann Marie Rheault stated presently \$1,713				
101-06-080-047	Uncollectible Registration Fees	500	0	0.00%
101-06-080-048	Waived Registration Fees	500	0	0.00%
101-06-080-049	Lake Winfield/PRRA herbicides	3,000	(2,000)	-40.00%
Michael Ganem stated moved money left over from capitals and some from this budget - treatment in fall to treat Phragmites and annual permit fee with DEEP.				
101-06-080-050	Transfer Rec.-Exp. To Revolving Fund	(87,000)	3,000	-3.33%
Ann Marie Rheault stated this shows some Recreation line items moved over to Recreation Fund.				
080	Recreation Services	199,926	(2,108)	-1.04%
Briana Brumghim questioned if there should be anything budgeted for Donation and Grant Expenditures, offset by donations, and grants, should there be an amount.				

Ann Marie Rheault stated grants plan is to have own line item - miscellaneous grant line item and non-budgeted item that allows carry over from any leftover grant money to be used if agreed/voted upon.

Vicky Carey when charging do you take all of your expenses and divide to come up with a fee.

James Zalot questioned if reservoirs are maintained by Parks and are they included in the budget.

Michael Ganem stated yes – appreciative of all volunteers who give their time and effort at different Parks.

Pattie DeHuff made a motion, seconded by Briana Brumaghim to move Public Comment for Parks & Recreation.

Motion passed unanimously

5. Public Comment - Parks & Recreation

Melanie Church, 328 Main Street, Terryville - questioned amount in revolving account, Lake Winfield, capital budget spending time frame, suggested \$266,000 out of Board of Education budget.

Linda Kazmierski – Credited Will and/or Paul who opens the Town hall every morning.

Gerald Bourbonniere , Chairman of Parks & Recreation – Parks & Recreation are sharing services with Public Works, take into consideration availability of fields since the loss of Prospect Street field and the possibility of losing Main Street school field.

Jim Deutsch Chairman of Inland/Wetland Conservation Commission/resident – The continuation for improving Lake Winfield and understanding the town 's priority and state funding issues - Michael Ganem and his staff have done a tremendous job to try to continually improve that overall area and is looking at the long-term picture. Do not lose focus on that being Fall Mountain and Lake Plymouth have associations- If we want long-term improvement, the possibility of removing silt - improving/testing water quality, etc.

6. Municipal Fraud Risk Assessment Updates

None

7. Correspondence

None

8. Board Member's Comments

Pattie DeHuff – questioned status of 2016 and 2017 audits.
Vicky Carey - None
Jay Dorso – Good Job Michael!
James Zalot – Michael is doing a good job.
Briana Brumaghim – None

Jim Kilduff stated, Police and Fire March 29, 2018

9. Adjournment

There being no further business of the Board of Finance, a motion was made by James Zalot, seconded by Vicky Carey to adjourn at 9:15 p.m. This motion was approved unanimously.

Our next meeting is currently scheduled for March 29, 2018.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary