

Town of Plymouth

80 Main Street, Terryville, CT 06786

www.plymouthct.us

Board of Finance

Telephone: 860-585-4001

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1. Call Meeting to Order: Jim Kilduff, Chairman called the scheduled April 4, 2019 Board of Finance meeting to order at 7:01 p.m. in the Assembly Room, 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.

Jim Kilduff welcomed the public and the representatives from various departments -very challenging budget season glad you're here for clarification purposes and briefly elaborated.

4. Acceptance of Minutes (March 21, 2019)

Pattie DeHuff made a motion, seconded by Vicky Carey to accept the minutes of March 21, 2019.

Motion passed unanimously

5. Budget Review: Police, Fire & Communications. Also: Employee Benefits: Pensions, Workers' Compensation & Health Insurance

Jim Kilduff/Ann Marie Rheault/James Zalot/Jay Dorso/Briana Brumaghim/Vicky Carey- reviewed and highlighted:

- ❖ 031-Fire Marshal's office
- ❖ 036-Fire Department
- ❖ 037-Terryville Station
- ❖ 038-Plymouth Station
- ❖ 039-Fall Mountain Station
- ❖ 032- Police
- ❖ 033-Emergency Management
- ❖ 034-Dog Warden/Animal Control
- ❖ 035-Communications
- ❖ 019-Property & Casualty
- ❖ 020-Employee Benefits
- ❖ 021-Benefits Heart & Hypertension

PLYMOUTH, CT
TOWN CLERK'S OFFICE
RECEIVED FOR RECORD
2019 APR 16 PM 1:01
Briana K. Brumaghim
TOWN CLERK

The Town of Plymouth- Fiscal Year July 1, 2019 – June 30, 2020, Proposed Budget Draft dated 2/13/2019 for discussion purposes – DRAFT/WORKING COPY* can be viewed in its entirety at the Plymouth, CT Town Hall and on the Town of Plymouth's website.

***NOTE:** Mill Rate calculation is for reference only. The final mill rate has not been determined by the Board of Finance and will not be final until the budget is approved.

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***NOTE:** This is a draft working copy of the budget to be utilized by the Board of Finance in determining a final budget for the Fiscal Year 2019-2020. All Amounts Are Subject to Change.

Jim Kilduff turned the meeting over to James Zalot for review of the Plymouth Fire Marshal's Office Budget Fiscal Year 2019-2020 some highlights are below:

031 Fire Marshal's Office

Account Code		Requested 2019-2020	Increases/Decreases
101-02-031-002	Secretary Regular payroll for part-time office assistant 1.5% increase in hourly wage Proposed two (2) additional hours per week as requested by the Fire Commission to assist the fire department with clerical and purchase orders. <u>Breakdown for increase:</u> \$1,050.00 -budget correction for number of hours \$1,569.00 -for two additional hours per week for F.D. \$ 170.00 - 1.5% increase in rate	\$14,121.00	\$2,789.00
101-02-031-004	Fire Marshal Payroll Regular payroll for part-time Fire Marshal and 2 part-time Deputy Fire Marshals 1.5% increase in hourly wage Fire Marshal hours 18 per week Deputy Fire Marshal – 15 per week <u>Breakdown of increase:</u> \$1192.00 – budget correction for number of hours \$754 – 1.5% increase in rate	\$52,233.00	\$1,946.00
Briana Brumaghim questioned noted budget correction for a number of hours -what is the reasoning. Ann Marie Rheault stated Linda and I did an analysis (reviewed salaries and numbers of hours that they were supposed to be set at) based on number of hours worked (pay rate x number of hours) we were tacking on 1.5% based on a number (erroneous) hours (past years) and now this is corrected. Jim Kilduff stated you have attached the calculation that Ann Marie Rheault provided.			
101-02-031-011	Training This account is used to provide mandated training for all personnel - \$2250.00 Fire Prevention Materials-\$ 250.00 6 Conferences/LCFMA	\$2,500.00	\$0.00
101-02-031-013	Service Contracts Accucom Software Maintenance Agreement - \$2420.00	\$2,420.00	\$0.00

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101-02-031-015	Dues & Memberships NFPA Membership \$175.00 (1) IAAI National Membership \$225.00 (3) IAAI State Chapter Membership \$75.00 (3) Litchfield County FM Dues \$60.00 (3) CT Fire Marshal's Association Dues \$120.00 (3) CSFA Dues \$70.00 (2)	\$725.00	\$0.00
101-02-031-017	NFPA On-line Fire Code Manual –Fire Code Subscription –(Maintain and Update)	\$1,346.00	\$0.00
Pattie DeHuff questioned does Fire Code Manual change/update every year. Ray Kovalski, Fire Marshal stated we have online access to the Fire Codes rather than have the actual books.			
101-02-031-018	Office Supplies General office equipment and supplies	\$500.00	\$0.00
101-02-031-020	Motor Vehicle Service and Repairs Parts and supplies for the Fire Marshal's vehicle	\$100.00	\$0.00
101-02-031-022	Investigative Equipment Tools and equipment to assist in fire investigations	\$500.00	\$0.00
101-02-031-035	Clothing Allowance Provide uniforms – protective clothing and equipment	\$400.00	\$0.00
101-02-031-042	Wireless Charges - Verizon Wi-Fi (3) iPads	\$600.00	\$0.00
Ann Marie Rheault stated confirmed wireless charges line item No. 101-02-031-042 to \$600.00			

036 -Fire Department

Account Number	Description	FY 2020 Proposed	2020 Proposed vs. 2019 Budget Change	% Change
101-02-036-002	Secretary Fire Commission	1,800	0	0.00%
101-02-036-003	Secretary Fire House Building Comm.	0	0	0.00%
101-02-036-012	Contract Services	22,000	0	0.00%
101-02-036-013	Building Maintenance	20,000	0	0.00%
101-02-036-015	Conferences & Memberships	400	0	0.00%
101-02-036-016	Expenses – Fire Commission	400	0	0.00%
101-02-036-018	Office Supplies	200	0	0.00%
101-02-036-020	Truck Repairs	11,000	800	7.84%

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Ann Marie Rheault stated this was based on actuals.

Jim Kilduff stated Ann Marie Rheault has up-to-date info. -since using the actual/trends.

101-02-036-021	Education	19,000	0	0.00%
101-02-036-022	Janitorial Supplies	2,000	300	17.65%

James Zalot stated due to the increase in product prices.

101-02-036-025	Equipment	8,750	0	0.00%
101-02-036-026	Pressurized Tank Repair	3,000	0	0.00%
101-02-036-027	Radio Repairs	4,500	0	0.00%
101-02-036-028	Ladder Truck Test/Rep.	11,000	(500)	-4.35%

Ann Marie Rheault stated we dropped this \$500 from your requested amount due to actual.

101-02-036-029	Food Supplies	300	0	0.00%
101-02-036-030	Radio Replacement Program	1,900	0	0.00%
101-02-036-033	Physicals	18,000	6,000	50.00%

James Zalot stated due to the increased amount of members.

Briana Brumaghim stated based on actuals it is more accurate.

101-02-036-037	Hose Program	2,040	0	0.00%
101-02-036-048	Refuse Removal	1,100	0	0.00%
101-02-036-052	Refurbish Trucks	1,000	0	0.00%
101-02-036-053	Extinguisher Refills	1,600	0	0.00%
101-02-036-054	Fresh Air Maintenance	12,540	0	0.00%
101-02-036-055	Training Equipment	3,375	0	0.00%
101-02-036-056	Haz Mat	2,000	0	0.00%
101-02-036-057	Protective Gear	24,500	0	0.00%
101-02-036-059	Wireless Charges	3,100	0	0.00%
101-02-036-060	Firemen's Compensation	40,000	(5,000)	-11.11%

James Zalot stated recommended \$45,000

Ann Marie Rheault stated agree -Mayor would like to keep that at \$45,000

Anthony Orsini, Captain Fire Department stated presently four beneficiary individuals receiving benefit payouts, nine vested fire-fighters receiving benefits. Perks for firefighters -benefits are, pension, abatement, free permits for transfer station, -it is working - 90 members presently, surrounding towns their enrollment is dropping. The Town of Plymouth is very supportive along with benefits presently our numbers are up and this is benefiting the town and the residents in this town which keeps them safe.

Anthony Orsini stated we have highly trained firemen, second to none; volunteers operate as if it is a career and are very dedicated. I applaud Jim for wanting to put this back in since it is doing the job.

Pattie DeHuff questioned abatement and payout of pension (individual)

Anthony Orsini stated dependent on years of service and responses to fire calls - the individual's pension \$410.00 noted -not a lifetime benefit - maximum 40 years. (age 60) 15 years of services (chart in place) payments max. (80 checks) 40 years of service.

Anthony Orsini stated abatement dependent on number of years, after 5 years \$500, 7 years, \$750, and once they reach 10 years \$1,000.

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101-02-036-061	Expenses-Fire Chief	3,500	0	0.00%
101-02-036-062	Expenses-Asst. Fire Chief	4,500	0	0.00%
101-02-036-063	Hurst Program	10,000	2,200	28.21%
Ann Marie Rheault stated move back/leave to \$7,800. (due to prior invoice)				
101-02-036-064	Hydrant/Plan Review	2,500	0	0.00%
101-02-036-065	Background Checks	600	0	0.00%
036	Fire Department	236,605	3,800	1.63%

101-02-037-012	Terryville Janitor	2,900	100	3.57%
101-02-037-040	Heat	6,750	0	0.00%
101-02-037-041	Electricity, Gas & Water	11,000	0	0.00%
101-02-037-042	Telephone	2,000	0	0.00%
037	Terryville Station	22,650	100	0.44%

101-02-038-012	Plymouth Janitor	2,900	400	16.00%
101-02-038-040	Heat	12,000	7,400	160.87%
101-02-038-041	Electricity, Gas & Water	11,000	6,000	120.00%
James Zalot stated due to the increase in the size of the building.				
Ann Marie Rheault stated due to trial balance (would reflect the exact type of heat source) (will follow-up				
Mark Sekorski stated Gas and LED lighting (should be savings)				
101-02-038-042	Telephone	2,000	0	0.00%
038	Plymouth Station	27,900	13,800	97.87%

101-02-039-012	Fall Mountain Janitor	2,400	0	3.57%
101-02-039-040	Heat	5,000	0	0.00%
101-02-039-041	Electricity, Gas & Water	5,700	1,400	32.56%
101-02-039-042	Telephone	1,000	0	0.00%
039	Fall Mountain Station	14,100	1,400	11.02%

Ann Marie Rheault stated until we have a full year we don't want to underestimate –they typically manage their budgets lean and briefly elaborated.

Briana Brumaghim questioned under last year's capitals –replacement of furnace at Fall Mountain -that would substantially reduce cost.

Chris Masi, Assistant Chief, Fire Department stated after a full year of usage we'll have a better idea.

Chris Masi stated old furnace used to run all the time to keep the hot water (circulated) would provide consistent hot water; now separate water tank/heat will not run as often and briefly elaborated.

Jim Kilduff stated electricity (old lighting) can they be retrofitted to change to LED.

Chris Masi, Assistant Chief, Fire Department stated plan is for spring -upstairs painted and (garage provide new LED lighting).

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Briana Brumaghim questioned Terryville station –capitals last year furnace (over two years) has that been done

Chris Masi stated bidding will go out the end of April, (down payment/ then will pay the balance in full by July) - will do separate hot water tank, and should save money.

Chris Masi stated natural gas compared to oil makes a big difference.

Ann Marie Rheault stated need to add in the second year in capitals for replacement of furnace. (follow-up)

Chief Mark Sekorski, stated fire headquarters furnace replacement total - allocated \$27,385/2 years (quote) and will be going out to bid.

Pattie DeHuff made a motion, seconded by Briana Brumaghim to add Public Comment 5a. Fire

5a. Public Comment (Fire)

None

Account Number	Description	FY 2020 Proposed	2020 Proposed vs. 2019 Budget Change	% Change
101-02-033-004	Salary Director	5,200	0	0.00%
101-02-033-011	Training	300	0	0.00%
101-02-033-013	Generator Maintenance	26,000	(4,000)	-13.33%
Tony Orsini stated benefits of leasing –owner maintenance covered – quote from Generators on Demand – generators in town total of \$6600 all the rest are leased, reiterated benefit to leasing generators. Ann Marie Rheault stated by adding the Plymouth Fire Station which adds \$8,000.				
101-02-033-015	Dues & Fees	100	0	0.00%
101-02-033-016	Emergency Expenses	1,500	500	50.00%
101-02-033-020	Repairs & Supplies	500	0	0.00%
101-02-033-026	Equipment Supplies	500	0	0.00%
101-02-033-029	Food Supplies	300	0	0.00%
101-02-033-040	Utilities	5,000	0	0.00%
101-02-033-041	Wireless Charges	250	50	25.00%
033	Emergency Management	39,650	(3,450)	-8.00%

Pattie DeHuff made a motion, seconded by Briana Brumaghim to add Public Comment 5a1. Emergency Management

Motion passed unanimously

5a1. Public Comment (Emergency Management)

None

POLICE

Account Number	Description	FY 2020 Proposed	2020 Proposed vs. 2019 Budget Change	% Change
101-02-032-001	Salary Police Chief	98,168	2,488	2.60%
101-02-032-002	Salary Assistant Chief	97,058	2,470	2.61%
101-02-032-003	Salaries FT	1,231,000	18,500	1.53%
James Zalot stated contractual increase				
101-02-032-005	Salaries Overtime	275,000	50,000	22.22%
James Zalot down three officers, (fill the void with OT) -one in Academy				
101-02-032-006	Sergeants/Shift Supervisor	375,000	11,200	3.08%
James Zalot stated contractual increase				
101-02-032-007	Seniority Pay	6,700	400	6.35%
James Zalot stated contractual increase				
101-02-032-008	Salaries Holiday	90,000	(5,860)	-6.11%
101-02-036-009	Salaries Crossing Guards	20,000	0	0.00%
101-02-036-011	Training In-House	58,000	0	0.00%
101-02-036-013	Service Contracts	49,000	(5,324)	-9.80%
Ann Marie Rheault stated we moved the copier leases out of their budget into consolidated with central supply.				
101-02-036-015	Dues & Fees	3,225	0	0.00%
101-02-036-016	Expenses Police Commission	1,500	0	0.00%
101-02-036-018	Office Supplies	9,500	0	0.00%
101-02-036-020	Repairs & Supplies	8,000	900	12.68%
101-02-036-021	Medical Supplies	7,500	500	7.14%
Pattie DeHuff questioned these are required by State mandates.				
James Zalot confirmed "yes"				
101-02-036-022	Investigative Supplies	3,000	550	22.45%
101-02-036-027	Electrical Repairs & Supp.	8,000	0	0.00%
101-02-036-029	Food For Prisoners	750	0	0.00%
101-02-036-033	Physicals - New Hires	2,000	500	33.33%
101-02-036-035	Clothing Allowance	32,000	3,000	10.34%
Ann Marie Rheault stated Clothing Allowance bring up to \$3500 (contractual clothing) outfitting, or damaged clothing.				
101-02-036-036	Cleaning Allowance	12,500	0	0.00%
101-02-036-037	Vehicle Cleaning	2,000	(1,000)	-33.33%
Ann Marie Rheault stated \$2000 to low move to \$2500 vehicle cleaning.				
Ann Marie Rheault stated very limited cleaning due to number of officers.				

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101-02-036-042	Wireless Charges	6,000	1,500	33.33%
Pattie DeHuff questioned wireless charges. Ann Marie Rheault stated now \$4,500 getting closer to actuals \$6,000				
101-02-036-052	Exam Expenses	1,000	0	0.00%
101-02-036-056	Junk Car Removal	250	0	0.00%
101-02-036-058	Duty ammunition and targets	12,000	0	0.00%
101-02-036-057	Firearms, helmets and storage	0	0	0.00%
New Account	Temporary Shelter	1,000	1,000	100.00%
James Zalot stated New account temporary shelter – person displaced due to police and has nowhere to go, (domestic) out of state per family - \$1,000. Required by state statute and briefly elaborated. (on duty sergeant makes determination)				
32	Police Department	2,410,151	80,824	3.47%

Pattie DeHuff made a motion, seconded by Briana Brumaghim to add Public Comment 5b - Police

Motion passed unanimously

5b. Public Comment (Police)

None

Pattie DeHuff stated prefers that uniforms under (capitals) should be under the Police budget.

Jim Kilduff stated we have a few revolving accounts, Parks & Recreations, and the Police Extra Duty Fund money raised for different purposes, we want written policies instructions/definitions on each account and what is included and briefly elaborated.

Ann Marie Rheault stated technically it is a non-recurring expenditure.

Chief Karen Krasicky stated Class A uniforms, (special events-funerals, dedications, etc.-our officers do not have Class A uniforms) – (sergeant obtained quotes) is a one-time expense- belongs under capitals and briefly elaborated.

Melanie Church, 328 Main Street, Terryville, CT – Extra Duty Fund never approved by Council –money spent.

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Account Number	Description	FY 2020 Proposed	2020 Proposed vs. 2019 Budget Change	% Change
101-02-034-004	PT Dog Warden Salary	40,000	(10,000)	-20.00%
Chief Karen Krasicky stated this number reflected lower now - because part-time instead of full time				
101-02-034-006	Rabies Clinic	0	0	0.00%
101-02-034-016	Dog Pound Expenses	2,500	(5,000)	-66.67%
James Zalot stated Plymouth is using Dog Pound in Thomaston; we handle calls for them if needed. Chief Karen Krasicky confirmed hours (7-3) split cleaning and feeding Briana Brumaghim questioned why reduction of \$5,000 Ann Marie stated more than enough in the Dog fund to cover any expenditure (could potentially put "0") -suggest reduction and leaving.				
101-02-034-035	Clothing Allowance	500	0	0.00%
101-02-034-036	Cleaning Allowance	250	0	0.00%
034	Dog Warden/Animal Control	43,250	(15,000)	-25.75%
101-02-035-002	Salary – Secretary	1,200	0	0.00%
101-02-035-003	Salary- F/T Communications	300,000	0	0.00%
101-02-035-004	Salary PT	75,000	0	0.00%
101-02-035-005	Salary –Overtime	25,000	0	0.00%
101-02-035-007	Seniority Pay	1,025	0	0.00%
101-02-035-011	Salary Training	5,000	0	0.00%
101-02-035-013	Service Contracts	50,000	0	0.00%
101-02-035-014	Advertising	0	0	0.00%
101-02-035-015	Antenna Rental – Thomaston	24,000	0	0.00%
Briana Brumaghim questioned the amount Ann Marie Rheault stated paid \$17,425, pro-rated bill (for utilization of their tower)				
101-02-035-016	Phone Lines- Communication Upgrade	5,000	(3,000)	-37.50%
Ann Marie Rheault stated have not received bills.				
101-02-035-017	Tech Support	35,000	0	0.00%
Briana Brumaghim stated is this paid to Board of Education (is that netted off of their IT dept.) (follow-up) Ann Marie Rheault stated “yes”, we paid Police and Town \$85,000				
101-02-035-018	Office Supplies	0	0	0.00%
101-02-035-025	System Repairs	0	0	0.00%
101-02-035-027	Electrical Repairs	0	0	0.00%
101-02-035-041	Electricity	1,500	0	0.00%
101-02-035-041	Low Band Hotline	0	0	0.00%
035	Communications/Dispatch	522,725	(3,000)	-0.57%

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Pattie DeHuff made a motion, seconded by Briana Brumaghim to add Public Comment 5c – Dog Warden Animal Control, and Communications/Dispatch

Motion passed unanimously

5c. Public Comment (Dog Warden Animal Control) and (Communications/Dispatch)

None

Jim Kilduff turned the meeting over to Jay Dorso

019 Property & Casualty

Account Number	Description	FY 2020 Proposed	2020 Proposed vs. 2019 Budget Change	% Change
101-01-019-060	Workmens Compensation	616,176	6,176	1.01%
Jay Dorso stated 019 Property Casualty per current broker estimate Ann Marie Rheault stated we don't bind policies until closer to July 1 st . Pretty close to estimates.				
101-01-019-061	Property Casualty	330,087	17,712	5.76%
101-01-019-062	Umbrella	42,110	(1,417)	-3.26%
101-01-019-063	Public Official Liability	44,496	876	2.01%
101-01-019-064	Police Liability	18,303	(98)	-0.53%
101-01-019-065	Insurance Claims/Deduct	4,000	0	0.00%
Ann Marie Rheault confirmed accident claims revenues/deductible cost				
019	Property & Casualty	1,055,172	23,249	2.25%
101-01-020-066	Bonding	1,200	1,000	500.00%
Ann Marie Rheault confirmed – separate bonding policies.				
101-01-020-070	Accident & Health	45,000	0	0.00%
Jay Dorso stated now through Boston Mutual/Ann Marie Rheault -may get bundled if we change ins.				
101-01-020-071	Pensions - 401A & MERS	550,000	15,000	2.80%
Ann Marie Rheault stated suggest to put an additional \$5,000 for any additional salary increases Our contribution breakdown for MERS was \$435,000 and 401A was \$115,000 = \$550,000 Slated MERS contribution is going up - presently at 17.13% to 19.95% -*slated to go up to 25% (over 4 years) States directive -State Treasury meeting (will follow-up) *Note:(Police, not dispatchers- MERS). Briana Brumaghim questioned if they are going to increase the employee's portion. Briana Brumaghim questions private pensions and MERS. Ann Marie Rheault stated private pensions (based on contracts) do not have MERS. Ann Marie Rheault stated – town's cost - defined benefit plan (closed, switched defined contribution plan 401-A), those participating town is paying 6% of wages				
101-01-020-072	Pension-Defined Health*	700,000	175,000	33.33%
Ann Marie Rheault stated need to budget on an annual basis 100% of ADC Ann Marie Rheault stated my recommendation is \$755,000 or can follow-up at end of results and add additional. (Will follow-up) -after adjusting line items accordingly				

Account Number	Description	FY 2020 Proposed	2020 Proposed vs. 2019 Budget Change	% Change
101-01-020-073	Health Insurance	940,000	65,000	7.43%
Ann Marie Rheault stated contract with Anthem -18% increase – (options-broker) (follow-up) amounts				
101-01-020-074	ACA Fees (Affordable Care Act)	30,000	(42,000)	-58.33%
Ann Marie Rheault stated over budgeted.				
101-01-020-075	Social Security	380,000	0	0.00%
101-01-020-076	Unemployment Compensation	25,000	5,000	25.00%
101-01-020-078	Actuarial Fees	25,000	0	0.00%
101-01-020-079	Wages/Benefit Adj's	45,000	(15,000)	-25.00%
Ann Marie Rheault stated salary line items for Public Works				
101-01-020-080	Educational Incentives	31,500	(5,000)	-13.70%
101-01-020-081	Benefits Non-Employees	420,000	(130,000)	-23.64%
Ann Marie Rheault -(follow-up) amounts				
101-01-020-097	Compensated Absence Payouts	50,000	(20,000)	-28.57%
020	Employee Benefits	3,242,700	49,000	1.53%
101-01-021-001	Salary Heart & Hypertension	0	(20,000)	-100.00%
101-01-021-082	Benefits Heart & Hypertension	1,500	0	00.00%
Jay Dorso stated prescriptions costs				
021	Benefits Heart & Hypertension	1,500	(20,000)	-93.02%

Vicky Carey made a motion, seconded by Pattie DeHuff to add Public Comment

Motion passed unanimously

6. Public Comment

Melanie Church, 328 Main Street, Terryville, CT – asked previously to put out to Bid – Auditors

7. Correspondence

Jim Kilduff stated received an email from Paul Hendrickson, Business Manager (forwarded to all members).

Jim Kilduff stated email from Library; (forwarded to all members) they are listed on the accessor as exempt property. They cited Accessor statute it seems to indicate that they would qualify. (follow-up)

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8. Board Member's Comments

Pattie DeHuff - None

James Zalot -None

Vicky Carey -None

Jay Dorso -None

Briana Brumaghim -None

Our next meeting will be April 8, 2019

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 8:40 p.m. This motion was approved unanimously.

Respectfully submitted,

Michele Yokubinas

Michele Yokubinas
Recording Secretary