

1. Call Meeting to Order - The Regular Meeting of the **Town of Plymouth Board of Finance** was called to order on **Thursday, March 4, 2010 at 7:00 p.m.** in the Assembly Room by Chairman Ralph Zovich. Members in attendance: Pat Budnick, Vicky Carey, Peter Cook, Mike Drozdick, Dan Murray, Ralph Zovich. Also in attendance: Dave Bertnagel, Director of Finance; Mayor Vin Festa; Robin Gudeczauskas, Recording Secretary.

2. Pledge of Allegiance

3. Review of Proposed General Fund Budget for FY 2010-11 – Vicky gave update from Monday to schedule Police Chief to come in, fire department radios will go to capital outlay. Detail of salaries did not add up to budget and telephone at fire houses with main station was high and will be verified. Discussion on police department and need for 4 sergeants. Mayor Festa stated manpower issue relative to number of officers each shift and who is in charge as there are certain situations where the senior patrol officer takes over control and supervision of shift because of no sergeant and realigning department so there was responsibility of every shift on every level. Detective sergeant in charge of ongoing investigations and can also substitute for shift sergeant if necessary. Increase of staffing is animal control officer/police officer, a new position that has been a key component to this community on lack of animal control issues and in process for 10 years, background of position, number of calls daily and throughout the day not handled by part time positions who work when available; part timers are essential part of weekend calls. The Chief will come back to explain the calls, etc. Police Chief and library will be in on Monday. Dave Bertnagel gave further background noting when there is not a sergeant on then there is an officer on that shift who gets paid the sergeant position to fill in; we are not increasing dollar amount but gave somebody the rank; actual promotion is not costing any more money. Mayor Festa stated the position is an animal control/police officer and when this position is not doing animal control they will do radar spot check patrol and duties of an officer. This has been resolved through open negotiations, contract issues and has been approved by Town Council. Dan Murray asked if we have police officer that is also going to have duties of a dog warden or animal control officer, that is a police officer and that person is out doing traffic, radar and it is that slash animal control training and if reporting to the Chief and that individual has responsibility to enforce the law and it is a police officer. Pat Budnick asked if police cars are needed; existing plan reviewed. Dave noted all salaries are increased 3% as of July 1<sup>st</sup>. Full time dispatch for 263 is correct. Discussion held.

**Public Works, Dan Murray**

Facilities:

Custodian, \$43,273 which is under budget of what is in budget. Dave stated individual retired and recommend \$39,179 because found when calculated added shift bonus, second is 6% differential and \$39,179 is correct number. Discussion held.

Service contracts will be over budget this year and did we increase something this year, an oversight and even at \$16,500 is under what we spent. Dave before the

maintenance supervisor left there was an issue with cupolas and we had to take a service contract so there was a one time transfer of \$4,000. Estimation of \$16,500 for next year is a good number.

Heat may be a bit over this year and question \$45,000 for next year

Electricity number, have used 36,200 vs. \$70,000 budget and feel it could be cut and cut \$68,000 to Board agreed on \$66,000.

Telephone, Dave took phones out of Contract Services and in Utilities under cell phone.

Telephone is actual building matrix, hard line phones. Discussion held on waste of money for current phone system. Utilities, Telephone, Cell Phones \$14,000 for 44 cell phones. Dave stated all of Public Works Department and (4) part time animal control officers have phones and a few assigned to police department supervisor.

Discussion held, suggestion to sign out cell phone each shift, cell phone allowance, supervisor only. Dan's recommendation is supervisor above gets cell phone and entire \$14,000 out of budget and \$5,000 into contingency, run into deficit for first year to have strict number of where it is. Discussion held; bring Cell Phone down to \$5,000 from \$14,000. \$5000 is 14 phones per month at \$30/month.

Hydrant rentals is a 2.1% increase. \$310,000 this year vs. \$329,000 is from usage and now a straight charge and \$310,000 is the figure from CT Water.

Street lights up a percent and ok on that.

Snow Removal, Salary OT \$98,000 budgeted and spent as of today \$88,570.85.

Sand and Salt we are at \$221,000 and may be over about \$60,000; \$282,000 will be spent and budgeted \$250,000. Question \$255,000 reasonable for next year; discussion held; question join consortium to purchase salt with neighboring towns. Dave noted he is already in a state bid.

Salaries, off a bit; Dave reviewed regular wages noting there was an extra position last year and eliminated and fine this year due to retirees and for next \$610,000 and recommendation of \$580,000 and should be up to \$610,000; current year budget of \$536,000 is under by one person plus raises; discussion held on not filling vacancy and number should be \$565,882.

Part time seasonal budget \$6500, used nothing in 08-09 and nothing this year; Dave stated that was summer help and for industrial park mowing which was contracted out; discussion held and line item zeroed out.

Overtime are in line this year and leave Mayor's recommended although might be tight.

Unused vacation, \$6000 requested and \$4000 budgeted and zero used; Dave that is end of year compensation based on unused vacation and contract states they can get paid out on annual basis. Sick time is accumulated.

Contract services is going down and now proposed at \$110,000 which is reasonable.

Education and training will be under budget with proposed \$1500.

Street signs budgeting \$15,000, have used \$11,000; Dave noted other issues are Traffic Authority and Police Commission who regulates signs to go up; discussion held and need for plan update from Tony.

Environmental Compliance \$10,000 is for each location, one is highway garage and . sale of Prospect Street School.

### Transfer station

Water increase going up 10% throughout his budget.

Overtime \$40,000; current \$34,000 will be over; discussion held. Tony needs to be aware of this overtime situation for funding to date spent on overtime is \$26,408.23 with budget projected running \$6000 deficit. Melanie Church, 325 Main Street, the brush dump was closed through the summer every Wednesday so they should have been saving money. Dave, projected based on trend \$3531 deficit or 110 hours over 4 months, 6 hours per week. Chairman Zovich stated Tony has to close the transfer station one day per week.

Dump Rental to Rentals and \$6750 is good number for next year.

Water to \$300 from \$400.

Tire disposal used \$1700 against 6,000 budget and lower to \$5,000.

DEP Permit, spent \$15,500 and annual fee.

Landfill testing is fine.

### Public Works Office

Director no increase in salary

Part time wages to be zeroed out

Advertising is for brush dump, etc down to \$500

Contract Services have spent \$450 to date with request at \$3000 reviewed

Conferences and Membership, already spent \$2200 this year and cut to \$2500.

### Maintenance Garage

Education & Training, \$1400 budgeted and have not spent anything this year or last, zero out

Office Supplies, \$700, zero out

Repairs & Supplies, \$54,478 spent to date which covers public works, police, ambulance, etc.;

Tool Allowance, Dave stated contractual item for mechanics tools

Electricity may come in a bit under at \$11,000 cut to \$12,000

Gasoline & motor oil; Dave stated costs are from state bid, reasonable

Tires and Tubes, o.k.

### Dept 051, Blight Official – Mayor Festa reviewed the Building Inspector's ability to

handle Ordinance if passed to become enforceable giving background; police officer/animal control officer will work with the Building Inspector on summons and may need part timer here. Ordinance is going back to new Town Council for review; discussion held. Blight official; Chairman Zovich feels the Building Inspector work load should be lighter. \$7500 is for blight official, zero out. Vicky questioned making part time building official; Mayor Festa stated his office supervises the Building Official and he is utilized 90% of time with WPCA, Public Works, Fire Marshal; does inspection of rentals and works within office as well.

Reference manuals, zero spent this year and budgeted \$2250 and propose \$2000 and

Dave to check on these being the same as in Fire Marshal's budget.

Office Supplies spent \$605 and budget \$1500 and down to \$1000.

On Monday night will review remaining sections of Public Safety and Library.

#### 4. Public Comment

- a. Melanie Church, 328 Main Street, still think you should look at through summer every Wednesday a person allotted salary wise for brush dump and it was closed that day because redoing it and there should be extra money for wages there for public works to cover deficit. Contracts on public works and there was a contract for the industrial park with Patrick for lawn mowing.
- b. Marty Sandshaw, 7 Richmond Drive, was on EDC last year and they had a line item in their budget for lawn mowing in industrial park and worked out very well, did a good job and got behind eight ball from weather and got caught up. EDC budget did pay for mowing.
- c. Mayor Festa, clarification on office supplies, everything cannot go through central supply as there are permits and forms germane to a particular department and you are not cutting pencils and pads but items necessary for that department and please note paper forms are expensive.
- d. Marty Sandshaw, cell phones for Public Works and agree they shouldn't have one assigned to carry all the time but believe if you are plowing the road at 2 am in Greystone and something happens you need to be able to contact. This is not only safety of employee but for a citizen of the town who might be in trouble. Think in today's day and age it is important to have that ability. Chairman Zovich stated that was a prior conversation last year with prepaid phones and for notifying they could have pagers.
- e. Melanie Church, 328 Main Street, for all departments, it is time for time clocks to be put in to have people punch in and out and more cost effective and narrows how to explain overtime and a way of bringing up to 20<sup>th</sup> century. Thinks there should be, most trucks, keeps track of when moving, staying still and idle. Dave Bertnagel stated Bristol did that to keep track of where trucks are and an expense to that as once installed and then you have monitoring costs. Mayor Festa stated research is already in the works.

#### 5. Adjournment

**MOTION:** To adjourn by Vicky Carey; second Peter Cook and the vote unanimous.

Meeting adjourned at 9:05 p.m.

Respectfully submitted,

Robin Gudeczauskas, Recording Secretary