

1. Call Meeting to Order – The regular meeting of the **Town of Plymouth Board of Finance** was called to order on **Monday, March 8, 2010 at 7:03 p.m.** by Chairman Ralph Zovich. Members in attendance: Pat Budnick (arrived 7:10 p.m.), Vicky Carey, Peter Cook, Mike Drozdick, Dan Murray, Ralph Zovich. Also Dave Bertnagel, Director of Finance; Mayor Vin Festa; Robin Gudeczauskas; Marty Sandshaw, Town Council; Tom Zagurski, Town Council.

2. Pledge of Allegiance

3. Review of Proposed General Fund Budget for FY 2010-11 –

**Library budget** – letter from Jim Deutsch, patron of the Library, dated 3/8/2010 read into record by Chairman Zovich. Library board member comments: Lynn White, Director, reiterate with budget narrative stressing points in economic times the library has become integral part of people lives. Circulation figures have skyrocketed and it is the best use of the buck in the town for children literacy; last year received grant for children literacy program; also help and answer reference questions, computer use. Linda Kazmierski, just gave up internet and saving \$30 per month; would like to see overdue fines go back to their budget to purchase books; library is getting a lot of use and would like to see money go in to their fund for books more than anything else. Lynn White, define books, which is not strictly books but online data bases, audio books come out of this fund and better wording is “materials”. Peter Cook: reviewed what Dave Bertnagel and Mayor Festa have put together for this budget we are talking minor tweaks based on current budget; looked at heat and electricity and based on real numbers. We all agree the library is a great service and collect about \$7000 per year in overdue fines and collected more than budgeted in revenue. Overtime, have not spent anything this year; Lynn that is call back for her and hit or miss item; taking down to \$200.

Program supplies should be program expenses (pays for speakers, supplies, etc)

Service contracts - \$18,000 from \$18,429

Heat – numbers in line

Electricity - \$25,500 to \$24,000

Books - \$53,000. Ralph stated understand where Jim is coming from; know technology changing rapidly and we need to go with it; if you need extra \$3,000 to buy books that is fine; automated services have cost for support of bibliomation, wireless network support, Baker & Taylor online is purchase ordering and they are plugged in to technology of 21<sup>st</sup> century. Lynn stated \$7000 of that is for online data base and they are not all free; if give up book side and buy online side you are still paying and cost involved and why redefine book to be “materials/resources” and need best format for this community. Peter noted circulation is going up and 16% increase in circulation can support this line item. We didn’t give anything last year and are making up for it with \$3000 and have done a nice job keeping costs down. Pat Budnick (a) on books do you have cycle for buying books each year, a plan in place to use money. Lynn White, with policies and community requests and circulation figures, they purchase accordingly and in collection development, example given,

scrutinize all requests; proportion by fiction, nonfiction, audio books, children's and within that is fiction and nonfiction, and then only "x" number of copies of a book is printed and if do not get when come out, chances are slimmer later on to get it and need to take all into consideration. Fixed topics and in process of getting key book in various history area and need to update gaps. (b) Questioned grant money to supplement budget; Lynn White stated from the state \$1700 and that varies year to year based on state formula based on how much we loan to other libraries in the state. Discussion held. Ann Tuleja, 383 Allentown Road, stated her support for the library, huge patron and she read 14 of their books this month and need to increase to books and they need money for audio book selection; uses library and services are hub of our community, internet is never without somebody there; if they cannot get a book they do use bibliomation; would like to see you support them in this; realize everybody has to be cut in budget but this continues to grow. Melanie Church, 328 Main St., (a) notice even when go buy used books and some of the libraries own books they sell and that money could be transferred back into buying a new book and there is a lot of them in there, you do buy duplicates and put them for sale; Lynn that money belongs to the Friends of the Library and they support summer programs. (b) maybe the library should keep and sell the used books themselves with duplication and buy new books. You need to see where you can bring money back in to replenish books especially when you get two and keep one. Lynn White stated they no longer buy duplicate copies of a best seller and if end up with multiple titles it is because a patron has gone out, read and donated and we add to collection. There is ongoing book sale for Friends, and in May there is a big book sale; they support everything for summer reading program, concerts on the green, programming, etc. Repairs and Supplies, Pat - year to date spent \$4721; Lynn, in process of doing fire code upgrade and have state grant money, capital money and will need to take funding from this and have been very stingy on spending money until get final costs. All windows need to be caulked, scraped and repainted and ongoing costs for next year and we are skimping on some maintenance that we should do in order to pay for fire doors this year. Routine expenses, building is old, leaks and things need to be repaired and \$14,000 is just getting them by year to year. There is a \$500,000 grant if we refurbish the whole library and it is only 30% reimbursement. Ralph Zovich stated this repair budget should be spent wisely and fix leaks when pop up. Capital requests – Lynn if the bonding package goes through there is money to do things like a wall that is crumbling by parking lot to be repaired, air handler units. With no further questions, the BOF thanked the library for coming in.

**Police Department** – Chairman Ann Tuleja and Chief Karen Krasicky. Pat Budnick reviewed questions stating the main topic of discussion is the Animal Control Officer/Police Officer and position peaked interest and debate and thought is if 3 candidates, why are we backfilling and why not use existing staff. Animal Control Officer/Police Officer – Chief Krasicky, the ACO/officer cannot be part of the 3 man minimum. If handling an animal call and other calls come in he

cannot be part of 3 man minimum to service needs of community. Police department needs 3 officers on the road at any given time and that is contractual. This is not only Animal Control Officer but a police officer and when not handling animal control this officer will act in the capacity of police officer for motor vehicle enforcement, cell phone usage, violation stop signs, traffic control signals and if code enforcement goes through he will assist with that for which he has the powers of arrest and can give summons and can escort Dave Elder on a property as he has the authority to be on a property. If an officer is needed at an accident, the ACO/Police Officer can assist with that and emergency situations and other additional police duties. Last year the department had 609 animal control calls and of those 202 on day shift, first shift where officer would be Monday thru Friday, and of those 202 calls no animal control officer was available to handle; sometimes we can get mutual aid; a police officer cannot snare or take possession of animal because they are not trained to do so. Concern for people calling and part time animal control officers have full time jobs; cannot depend on part time animal control. We are fortunate that we have not been hit with liability or lawsuit and this is a concern. We have received information from Thomaston and Wolcott and they cannot assist in mutual aid any longer and only have Bristol and at times they did not have anybody. Sometimes eventually hours later we can get someone. There are calls on second shift with no animal control officer and third as well. If we had an animal control officer/police officer on days, and barking dog call on third shift or dead animals, they can be immediately followed up the following morning with the full timer. Part timers are on call and they will stay on call for part time off shift. If a call can wait until the next day it will be handled by full time animal control officer/police officer. When part timer comes in it is 3 hour per diem basis. Cannot afford to pay on call money; but when called in they get 3 hour minimum. Ann Tuleja, we have had complaints within commissions on dogs out of control or had to be captured and officers cannot do it and there was some problems that no one is here continually. The only people allowed to walk on someone's property is a police officer and when blight considered the police officer will have to get information from blight officer and then type of summons and he will have to deliver it. Concern on blight if give summons to someone and expect on 3 man minimum for that day and we have a lot going on during shift, even if to type it up and then deliver, how many of those blight cases can we do and how long of a time doing it and a concern of the commission. We have a 3 man minimum staff and have 5 blight summons to serve and can that get accomplished with accidents, calls, robberies, etc. By having animal control officer/police officer, Monday thru Friday, we will have better connection between departments. Through a grant the police department has a box to put up that logs speeds and we need to have an officer put it up and then bring down and then download and can see when speeding in what time frames and can then go back and do radar. Speeding is a serious problem and we will also use this officer as being able to do radar; do not want any officer not busy in the department and will make sure they are busy and have enough to do in job description and not bringing somebody on who will sit there. This will not be a supervisor

position but will coordinate calls for second and third shift but will have a sergeant oversee that person. Vicky Carey asked with 3 minimum per shift and the animal control/police officer will be 4<sup>th</sup> person during the day and does that mean you will have to hire somebody. Chief Krasicky, yes, a backfill will be required. Ann Tuleja, do not know if adding to staff as we had a 32 hour animal control officer in our budget that was not a police officer and did have a person initially and want to make that person a police officer. Animal control was not always in the police department but will now be an officer in that rank and file. By having this person they will back up our police department and will help out and the primary cause is animal control and by making a blended job description does not curtail them to say only do dog calls. Ralph Zovich, agree by having person be officer makes sense; we are taking net head count from 29 to 30 and noted there is a net savings in the current budget of \$40,500 for animal control and taking that down to \$10,000 part time and this full time animal control/police officer will be busy and net impact to budget as putting that person in at \$55,000 and \$25,700 increases. Dave Bertnagel stated he is transferring from animal control back to the police department and a separate line item for ACO/Police Officer. Chief Krasicky stated the animal control officer only have arrest power as far as dog violation and when go out and if a citizen gets irate the animal control does not have power to arrest whereas the officer does have authority to arrest or sees crime committed can handle as well. We have a dog license survey that has not been done and does bring revenue into the town and they get at least 10% population checked and then we get revenue into town and can be done by officer working Monday through Friday. Ralph Zovich, from procedural standpoint, when fill position, the candidate for this position has to understand clearly the responsibility of this job as above a normal patrol officer job. Chief Krasicky, that was understood and a test will be given where a State Animal Control officer and two animal control officers of his choosing will give the oral board examination to make sure candidate has qualification and we will post for this. This person will also go out for animal calls and picking up dead animals. Ann Tuleja, the goal the police commission is trying to accomplish since Karen is here is to decrease overtime and how many times our officers have been called in and we track monthly. When Karen came we were up to 78 and 90 times per month to order somebody in or do overtime and in the last 4 months that is down to 14 and 15 so by backfilling we are not increasing overtime line item. Have been reducing overtime steadily and concern if not backfill will go back to paying officers time and a half. Vicky Carey, the younger officers are fantastic, see on road, see with radar and visible and which is what neighborhoods need because of crime rate increase. Like visibility, friendly, do not want to decrease police power in the town. Ralph Zovich, reiterated net head count up from 29 to 30 and net increase of \$25,000. Overtime is at \$120,000. Discussion held on the dog fund that has \$100,000 in undesignated fund balance; Ralph Zovich stated to hold money in reserve. Peter Cook (a) to fill this position and from somebody currently employed how much training and how long gone; Chief Krasicky, there are State certified officers and will need hands on training by Animal Control Officer in

Bristol and the Chief there will do at no cost to us and can do training when have 4 officers on so it does not impact overtime. (b) If hired from within and now need to hire another officer and send to academy, what is financial impact and enough money in budget. Dave Bertnagel, that is a schedule change and rotation and management issue for the chief. Chief Krasicky, the Officer will need to get certified 80 hours depending on availability of Bristol. She is exploring another option in giving test for certified officers who give our entry level test and pay flat rate and option to save money so that do not send someone to the academy and then do basics like background, polygraph, psychological and would save money. Line item for training is within budget that \$25,000 is the backfill pay for full time officer and if budget approved it will cover expense. Ralph Zovich noted wiggle room line item 9 for crossing guards that has \$21,000 in budget and not changing. Chief Krasicky, last year some were out sick and had to pay officer overtime to cover positions and year to date \$11,300. Pat Budnick, understanding in capital expenditures, 2 cars for \$50,000 plus bullet proof vests. Chief Krasicky, one time expenditure for vests and have 50% grant for \$8200; they need to be replaced. Discussion held to put in capital non recurring. Dan Murray (a) he is uncomfortable putting those kinds of items in operating budget as prime targets for something to happen later on by mistake. (b) On ACO/Police Officer, if blight officer or program initiates a process to start action against a property, it would seem that is generic information that somebody can type up summons and does not have to be this individual, who will take on additional duties to deliver summons, which does not have to be that individual but can be an officer; if we have people in office during the day it should not be pigeon holed that one person needs to type up and go out and deliver information. From functional standpoint if program up and running and that much problem the first morning shift people divvy out summons and deliver unless time frame of issuance and has to be delivered by a time to be in effect. If have program think this extensive it should not rest on one individual. Chief Krasicky, it depends on work load of officers at the time. (c) If we have individuals that are interested in obtaining this position does it make sense to find out if more than one is interested in the position and people on road with training through shifts and 2/3 that don't get answered can; why limit to one body on full time basis that will have many duties. Chief Krasicky, that would need to be negotiated with the union and the Mayor. If officers are trained as animal control it is a separate job description. Discussion held. Ralph Zovich suggested negotiating next year for a back up animal control officer/police officer. With adjustments the department will come in under 1% and have contractual increases. Ann Tuleja asked if there are any other portions of the budget that you have a problem with. She stated the Chief has worked a lot on grants and they are very hard and most of the time it is not during the day but done on weekends and talking 30-50 hours working on them and has gotten a lot of grants for our community and every year for something such as tasers, computers, server, light bars. Ralph Zovich stated on behalf of the BOF we appreciate the wonderful job the Chief is doing, she is engaged in the community and to public events and grants applied for is a help and

thank you.

**Fire Department** – Vicky stated figure for radios and going in capitals for replacement of 20 pagers at \$450 per pager or \$9000. Putting in capital outlay. Line 30, radio replacement in original budget and bring back down to \$1900. Dave Bertnagel stated there are 115 pagers and 20 inoperable and those are going in capitals; two components where pagers are one way communication; have 40 2-way radios. The \$1900 in this year's budget is for radio maintenance and replacement. Vicky stated vests are in capital outlay, \$7500, and two patrol cars. Protective gear, item 57, Dave Bertnagel stated is ongoing replacement program and they spend this per year. Telephone issue, Dave started working during past week and will have report next Monday on utilities town wide.

**Land Use** – Peter Cook

Town Planner – contractual per Dave

Advertising – legal notices

ZBA – ok

Conservation Commission – ok

EDC - \$31,000 is consultant working to expand park; did help get STEAP grant for pump station and need to revisit. Need Khara Dodds, Chairman, and Mr. Stevenson to come in to explain what is happening; information on activity. Need to know how to restructure contract and not abandon sales effort. Maintenance services, \$7000, includes mowing. CEDAS update is through regional planning and mandated update and zeroing out.

Historic Properties – ok

Cemetery – contribution from general fund; committee established to find out what services are and have more cemeteries not listed.

Monday, March 15 – upstairs with Land Use; Public Health and Parks and Recreation

Thursday, March 18th – Board of Education in Community Room

March 22<sup>nd</sup> auditors will be here.

March 25<sup>th</sup> Tony Lorenzetti will be here.

Ralph Zovich stated budget received from BOE is budget they approved at 2.3% increase and penciled in our budget is proposed. Ralph stated he sent request for executive summary; will have detailed itemized breakdown by school, special services.

Response for executive summary is it would not add up because of miscellaneous item. Superintendent will come in with scenarios.

Pat Budnick asked for police section copy of amended version; Dave Bertnagel will update and email out.

4. Public Comment

a. Mayor Festa, request for next week to put item on agenda for executive session.

5. Adjournment

**MOTION:** To adjourn by Dan Murray, second Vicky Carey and the vote unanimous.  
Meeting adjourned at 9:00 p.m.

Respectfully submitted,

Robin Gudeczauskas  
Recording Secretary